



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

Community Annual Management and Planning Tool (CAMPT)

Guidance Document

2023-2024 Program Year
(July 1, 2023 – June 30, 2024)



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Overview

Our Community Annual Management and Planning Tool (CAMPT) is a tool to help you plan your community's annual activities, track performance throughout the year, and share your successes and challenges with the Society as you deliver the shared community value to members:

Common Interest Group Value Statement

ASSP common interest group communities provide members an accessible, virtual and diverse network of peers brought together by shared experiences, to become better safety professionals and promote inclusive safety cultures.

Practice Specialty Value Statement

ASSP practice specialty communities provide members an accessible, virtual network of peers focused on developing and sharing technical and professional content and applying it to solve common safety challenges to become better safety professionals.

The CAMPT also serves as the primary record-keeping mechanism for the community recognition program, which celebrates the outstanding work of ASSP communities each year. Each question is assigned a certain point value that reflects how closely the activity helps communities provide value to members and ASSP, as well as recognizes the level of work involved.

Bronze:	585 - 799 points
Silver:	800 - 899 points
Gold:	900 - 1099 points
Platinum:	1100+

This document provides guidance as you plan and report your community's activities each year. In addition, you can use this document to facilitate conversations with the Council on Practices & Standards (CoPS) Vice President, your community advisory committee and Community Services about the direction and operations of your community.

Clarifications and examples are included for each question. In addition, there are a few **general guides** to consider as you complete the CAMPT:

- Some questions in the CAMPT may have pre-determined response options. These responses come from the insights and best practices shared by community leaders of practices that reflect healthy community activities and operations. When you use the CAMPT as a planning tool, focus on the suggestions that provide the most value to your community's members.
- The activities you report should reflect coordinated efforts of the community and not the individual efforts of community members. For example, writing an article – a community initiative to determine topic and collaborate during the writing process qualifies for the CAMPT. The work of an individual member who enjoys writing and is often published independently would not qualify (note: that person's efforts can be recognized by the community, but it is not a community project).





- Each activity should only be counted for one question in the CAMPT. For example, the activity of sending a welcome message to new members on the community should be listed as providing monthly introductions to new members via email (question 8) so it couldn't be used as an example of providing a welcoming online community (question 6).
- Many questions provide the opportunity to select "other" and describe an activity that is not listed as one of the response options to the question. Items listed under "other" must be materially different from either the pre-determined responses or additional "other" listings in any question in the CAMPT.

For additional questions or clarifications, please contact: communities@assp.org

Thank you for sharing your passion with ASSP and providing your community members with accessible, virtual opportunities to become better safety professionals.





Section 1: Reporting Requirements

Section 1 of the CAMPT focuses on the activities and reports that each community is required to complete in order to meet the minimums set forth in SOG 11.2. As such, the questions are straightforward and include the requirement to upload various documents by different points in the program year.

1. **Upload your Community Operating Plan Due August 15 (SOG requirement)**
 - Note: Your community may use the [Virtual Community Annual Operating Plan Template](#) in the CLR or develop its own.
 - Confirm for 45 pts.
2. **Upload your Community Succession Plan by August 15 (SOG Requirement)**
 - Note: Your community may use the [Virtual Community Succession Plan Template](#) in the CLR or develop its own.
 - Confirm for 45 pts
3. **Upload your Advisory Committee Roster Report by May 31 (SOG Requirement)**
 - Note: Utilize the Community Roster found in the [CLR](#).
 - This roster should show next year's advisory committee, not your current roster.
 - If the current administrator will be leaving office on June 30th, the incoming administrator should/could take the lead on this.
 - Confirm for 45 pts





Section 2: Member Value Requirements

Member value requirements are the experiences provided annually by the community that deliver value to the members. (SOG 11.2)

Section 2 of the CAMPT focus on ways your community is providing value to your community members through:

- Education
- Communications and Online Community
- Member Recognition
- Member Engagement
- Mentoring Program

Education

Your community is required to organize at least one virtual education session that facilitates members achieving at least of the following goals:

- Expanding their technical knowledge
- Developing leadership skills
- Providing solutions to common safety challenges
- Growing professionally and reaching the highest level of performance
- Attaining recertification points and/or CEUs

4. How many virtual education sessions did your community organize and deliver? (SOG Requirement)

There is no form to upload for this question; instead, fill in the fields for the virtual education session. Do your best to report your education sessions throughout the year rather than try to locate all the information at the end of the year.

One (required)	45 pts
Two	65 pts
Three	85 pts
Four	105 pts
Five or more	120 pts

Other ways our community provided educational programming:

- Our community partnered with any other another ASSP community (practice specialty, common interest group or chapter) 20 pts. {Note: The term partnering denotes a collaborative relationship in which both parties are contributing to the development of the virtual session. Simple promotion of or attendance at





another community's event does not denote a partnership. Having common advisory committee members does not automatically mean the other community is a partner of your education session)

- Our community (not individual members) partnered with another non-ASSP organization (20 pts). {To claim this element, your community as a whole should have partnered with a non-ASSP organization. This does not refer to a member who happens to speak at a non-ASSP conference or write an article for a non-ASSP publication.}
- Our community applied for CEUs for your educational programs (20 pts).
- Our community submitted a proposal for a Key Issue Collaboration Session for the annual professional development conference (20 pts). It does not matter if the KICS was accepted to be presented at the annual conference or not. If your KICS was not accepted to be presented, why not turn that into a topic for a webinar?
- Our community supported ASSP's annual conference attendee experience by participating in the provided networking opportunities (20 pts).
- Other education provided (15 pts).
Other education provided (15 pts).

Communications and Online Community

Your community is required to build a welcoming and supportive virtual community, through:

- Communications to members
- ASSP online communities
- Social media platforms.

5. **How many Community Messages were developed and posted in your online community? (SOG Requirement) 45 pts.**

- Our community developed and posted a minimum of four (4) community messages that includes at least three (3) of the following: greeting & introduction from an advisory committee member; news item or featured resource relevant to the industry/interest of the community; upcoming community education event(s); other upcoming community events; and/or other ways to get involved in the community. ASSP provides a template for communities to use.
- Our community took advantage of the annual community update member email provided by ASSP (20 pts). (To claim this, the community requests one of their community messages to be sent via dedicated email by ASSP directly to their members).
- Our community posted additional community messages –total 5 or more for the year (20 pts).





6. Our community built a welcoming and supportive online community (SOG Requirement) 45 pts.

Other Communication or Online Community (15 pts).
Other Communication or Online Community (15 pts).

- Suggestions:
 - Welcome new members by name.
 - Friend new members and encourage them to post on the community.
 - Ensure member posts receive a response.
 - Post highlights about members and career accomplishments.

Member Recognition

7. Our community maintained a member recognition program (SOG Requirement) 45 pts.

How did your community recognize members this year? (Note: nominating a member for an award is recognition. It is not necessary that the member receive the award. When nominating a member for an award, make sure to follow the guidelines and eligibility requirements outlined on the [ASSP Awards and Honors](#) page.)

- Our community has a dedicated volunteer leader(s) responsible for managing our member recognition program (20 pts).
- Our community named one of our members Safety Professional of the Year (SPY) (20 pts).
- Nominate a member for the Council Safety Professional of the Year (SPY) Award (20 pts).
- Nominate a member for another society award (15 pts).
- Recognize members through a Member-of-the-Month (or similar) Program (15 pts).
- Other recognition (15 pts).
- Other recognition (15 pts).

Member Engagement

8. Our community engaged with members through virtual programming or networking. (SOG Requirement) 45 pts.

What other actions does your community take to engage with members:

- Our community provides monthly introductions (via email or on the Community Page) to new community members. 20 pts.
- Other Member Engagement (15 pts).
- Other Member Engagement (15 pts).
 - Note: New member engagement should be personalized (i.e., addressed to the specific individual) and provide information about your community's activities, how to get involved with the community, where to find information about the community (website, social media, etc.), and contact information for the community.
 - Suggested time frame would be quarterly or more frequent.





- Sample new member communications can be found on the Community Membership Recruitment and Retention Tools page of Community Leader Resources for [practice specialties](#) and [common interest groups](#).

Mentoring Program

Mentoring programs are not required but may be something you want to consider in the future.

9. What actions does your community provide in mentorship?

- Our community has a mentorship program that actively recruits and matches mentors and mentees (20 pts).
- Our community partners with another community to provide mentors (20 pts).
- Other career development (15 pts).
- Other career development (15 pts).

Section 3: Operational Requirements

Operational requirements are the operational items required to effectively deliver the expected member value. (SOG 11.2)

Leadership and Training

This section of the CAMPT focuses on training that your community leaders have participated in to develop their leadership skills. The underlying intention is that community leaders use this training to fulfill their role with the community and to improve the community's operations and activities, including sharing what they have learned with the rest of the community leaders. Technical training, such as attending PDC or an OSHA program, while important professionally, do not qualify as leadership training for this purpose.

10. Our community follows the requirements specified in the [Society Bylaws](#) and [Society Operation Guidelines](#)? (SOG Requirement) 45 pts.

11. Our advisory committee consists of two elected leaders (Administrator and Assistant Administrator) and a minimum of five appointed members. (SOG Requirement)

- Administrator (45 pts).
- Assistant Administrator (45 pts).
- Minimum of five appointed committee members (45 pts).

What actions does your community take to identify qualified candidates for future elected and appointed leadership positions?

- Our community uses the succession planning tools in Community Leader Resources to identify and engage potential leaders (20 pts).
- Maintain a list of current opportunities that new volunteers could take responsibility for (15 pts).
- Track potential leaders (15 pts).
- Recognize volunteers for their service (15 pts).





- Follow up on leads supplied by ASSP (webinar survey respondents, Leadership Connection interest, etc.) (15 pts).
- Other ways our community grows future leaders (15 pts).
- Our community holds advisory committee meetings at least quarterly. (SOG Requirement) (45 pts).
- All advisory committee members are provided with the position description (20 pts).
- All advisory committee members complete the training sessions required for their specific position (20 pts).
- Our advisory committee members who are stepping down or changing position hold a transition meeting with the member assuming their current position (20 pts).
- Other Leadership Training provided (15 pts).
- Other Leadership Training provided (15 pts).

12. How does your community engage in and leverage other resources provided by ASSP?

- Members of our advisory committee attended one or more Leadership Conference events/virtual training from ASSP (20 pts).
- Our advisory committee reviews information from monthly PS/CIG Leader Update email from Society
- Our advisory committee took a virtual tour of Community Leader Resources together.
- The members who attended meetings and training shared the information during one of our advisory committee meetings (15 pts).
- We began utilizing a new procedure or tool we gained from these resources (15 pts).
- Connected with other leaders to work on a collaboration as a follow-up to one of these resources (15 pts).
- Other (15 pts).

Other Accomplishments and Value Added

13. Please use this space to add any other accomplishments and value provided to your members. (Do not list any of the accomplishments that have been reported above.)

- Other 1 (15 pts).
- Other 2 (15 pts).

