

2020-
2021

HOSA STANDARDS OF EXCELLENCE AWARD & BASIC PROGRAM CRITERIA



HOSA Standards of Excellence Award & Basic Program Criteria for Chartered Associations

The purpose of the Standards of Excellence Program is to ensure chartered state, territory, and country associations have in place policies, procedures and structure on an annual basis that deliver a high level of service to HOSA members and protects the good name of HOSA-Future Health Professionals. This self-assessment program is not intended to create competition among states, territories or country chartered associations. It serves only as a system to allow associations to benchmark their current performance and determine improvements to become the very best association for their members. Chartered associations, rather than the State Advisor, are recognized for achieving HOSA Standards of Excellence.

Objectives:

1. To ensure association sustainability and success in the following areas:
 - Organizational Governance
 - Fiscal Management
2. To provide a baseline for association standards to ensure quality
3. To communicate a baseline of practices that ensure successful association management
4. To provide a structure to determine areas of improvement
5. To provide a structure to determine areas for training and development
6. To assist chartered associations by defining standards of excellence in association performance and to demonstrate how these standards can be achieved and maintained
7. To encourage periodic self-assessment and continual improvement in organizational teamwork, growth and development

Achievement Levels (awarded on an annual basis):

8. **Level 1** – Establish a baseline for a healthy association.
9. **Level 2** - Ensure sustainability of a healthy association (training and resources are delivered to State Advisor to ensure that they can successfully achieve this level). Achievement of this level is obtained by successfully completing levels 1 and 2.
10. **Level 3** – Ensure continual growth of the association (training and resources are delivered to State Advisor to ensure that they can successfully achieve this level). Achievement of this level is obtained by successfully completing levels 1, 2, and 3.

Must meet **80%** of standards presented to be a **Gold Level Association**; **60%** of standards to be a **Silver Level Association**; and, **40%** of standards to be a **Bronze Level Association**. No award is presented to a Chartered Association with scores less than 40%.

Process:

1. The Charter Association Standards of Excellence is applied for and presented on an annual basis.
2. All questions relate to charter association's 12-month period from June 1 to May 31. Please complete all questions in the Standards of Excellence by indicating "yes", "no", "in process", or "n/a" (not applicable).
3. Achievement of each level is obtained by successfully completing levels 1, 2, and 3 and meeting 80% of standards listed for achieving the Gold Level Award; 60% of standards for Silver Level Award; and, 40% of standards for Bronze Award.
4. Deadline for submission of the Standards of Excellence is **June 1**.
5. The HOSA Standards of Excellence Committee will review Levels 1, 2, and 3 and supportive documentation.
 - a. Corporate Form 1
 - b. Annual HOSA, Inc. Corporate Form 2
 - c. Website Form 3
 - d. Chapter Constitution and Bylaws
 - e. Current Annual Calendar
 - f. HOSA Brand displayed properly
 - g. Affiliation Fees and Deadlines shared with HOSA Headquarters by August 1 annually
 - h. Memorandum of Understanding
 - i. Financial Audit
6. The Standards of Excellence Task Force will review the Self-Assessment and all documentation provided to determine the Composite Percentage assigned to each Chartered Association Standards of Excellence.
7. HOSA Headquarters will review the Composite Percentages assigned to determine the accuracy of the documentation and Self-Assessment Review.

Recognition:

1. Chartered Association Standards of Excellence Award recipients will be honored at the State Advisors Management Conference with a plaque based on percentage of standards documented.
2. A congratulatory letter from the HOSA-Future Health Professionals Executive Director and HOSA, Inc. Board Chair will be sent to the chartered association Board Chair and governing agency.
3. The Seal of Chartered Association Standards of Excellence Award will be placed on the Chartered Association Directory page of the website at www.hosa.gov.
4. Seal to be used on chartered association's website and signature line of State Advisor.

Note: The standards marked with gold are required to be completed when submitting the Chartered Association Standards of Excellence, no later than **June 1**.

Level 1—Establishing a Baseline for a Healthy Association

Area 1: Organizational Standards for HOSA Chartered Associations

#	Organizational Standards	Yes	No	In Process	N/A	Documentation—Explanation or Attachment and Rationale
1.	The chartered association has an up-to-date website that is accessible to members. Provide URL.					URL:
2.	The constitution and/or corporate bylaws of the chartered association are posted on the association website. Also posted are governing documents as well as student member documents. Provide URL.					URL:
3.	Association student officers are elected and the process for candidacy is accessible to membership.					Attach elected student officers. Explain how officers are elected.
4.	The chartered association published a yearly calendar of events approved by the Board of Directors that includes activities to meet the needs of its members.					Attach current year's calendar.
5.	The chartered association has completed and returned to HOSA, Inc. the request for Affiliation Fees for an August 1 deadline on a timely basis.					URL posting on website:
6.	There is an established system of regular communications with stakeholders, including: <ul style="list-style-type: none"> a. Board of Director members b. Local advisors c. Association officers d. Sponsors and/or Partners 					Sample communications:
7.	All items and materials with the HOSA brand follow the graphics standard.					URL with HOSA brand displayed:
8.	State Advisor participates in organizational activities (ILC by attending the State Advisors' Dinner; State Advisor Networking Meeting & HOSA, Inc. Corporate Meeting, SAM, etc.) to be current on trends and programming as related to his or her position.					List meetings attended.
9.	The chartered association ensures proper membership registration and: <ul style="list-style-type: none"> a. Online registration system is the only acceptable system for submitting membership and alumni membership. b. Only paid members of HOSA participate in HOSA functions unless non-members are invited guests as part of a recruitment campaign. 					

Level 1—Establishing a Baseline for a Healthy Association
Area 2: Governance Standards for HOSA Chartered Associations

#	Governance Standards	Yes	No	In Process	N/A	Suggested Documentation—Explanation or Attachment
1.	<p>The state agency endorses HOSA-Future Health Professionals and its activities as a part of the plan for career and technical instruction in the state.</p> <p>a. The appropriate state education agency cooperates with the HOSA State Advisor by approving and signing the completed HOSA Corporation Form (Form 1).</p> <p>b. In the state plan for CTE, CTSOs (HOSA) are clearly endorsed as one of the approved educational activities.</p>					<p>Written endorsements of HOSA-Future Health Professionals:</p> <p>Signatures on Form 1.</p> <p>CTE State Plan. (Link is acceptable)</p>
2.	<p>The chartered association shall have an effective Board of Directors.</p> <p>a. The Board of Director’s membership should be composed of a significant percentage of health industry representatives.</p> <p>b. A representative from the education agency serves on the Board of Directors.</p> <p>c. Advisors and administrators from schools where HOSA is organized serve on the Board of Directors.</p> <p>d. The Board of Directors receives training on the roles and responsibilities of a Board of Directors and financial accountability.</p> <p>e. There are defined and enforced term limits set for Board of Directors rotation.</p> <p>f. The Board of Directors meets at least once per year.</p> <p>g. There is a Board of Directors developed strategic plan that includes broad goals with written specific, measurable objectives, programs and target completion dates. Aligned with the national strategic objectives.is a plus.</p> <p>h. Board of Directors minutes are recorded and kept on file and available for public review.</p>					<p>Directory of board members</p> <p>.</p> <p>Board Policy—Term Limits</p> <p>Copy of Strategic Plan or other planning document.</p> <p>Copy of Minutes or Minutes Book</p>

#	Governance Standards	Yes	No	In Process	N/A	Suggested Documentation— Explanation or Attachment
3.	The State Advisor has clear authority and adequate time to do the job. a. The State HOSA Advisor has a formal job description					Job Description Number of Hours per 12-month period
4.	There is a system for volunteer management of a balanced program of work for the chartered association. a. There is an approved program of work. b. Each major part of the program is managed by paid staff or volunteers					Program of Work attached or URL if on the website. Responsibility for the various components of the Program of Work.
5.	The chartered association is incorporated. If the chartered association is managed outside the state education agency, the association is incorporated and has signed the HOSA-Future Health Professionals licensing agreement. (If the chartered association is managed by the state education agency, incorporation is the state education agency's decision.)					Licensing agreement (if operated outside the state agency) or incorporation paperwork.
6.	Annual nonprofit corporate filing with the Secretary of State's office is current.					Annual nonprofit corporate filing with Secretary of State Office.

Level 1—Establishing a Baseline for a Healthy Association

Area 3: Fiscal Responsibility Standards for State and Country HOSA Associations

#	Governance Standards	Yes	No	In Process	N/A	Suggested Documentation— Explanation or Attachment
1.	An annual budget is approved by one of the following: a. Board of Directors b. Advisory Committee (or HOSA-100) c. Committee appointed by the state education agency consisting of at least three individuals who do not administer funds.					Provide a copy of the Annual Budget.
2.	Annual financial reports are provided to the body that approves the budget.					Provide a sample annual financial report.
3.	All funds raised under the collective name of “HOSA” are used by the HOSA organization for the purpose of HOSA.					Provide a policy statement.
4.	All state-level HOSA entities (those using the “HOSA” name, <u>including foundations</u>) report revenue and expenses to HOSA Headquarters by July 15.					Report Revenue and Expenses to HOSA Headquarters by July 15.
5.	Funds are maintained under state association policy, approved by one of the groups in item No. 1 to include at a minimum: a. Establishment of bank accounts by resolution of group empowered in No. 1 above under the association’s federal identification number. b. Invoice approvals (<i>over a designated amount</i>) by someone other than check signers. c. All financial books are kept according to accepted accounting standards.					Name of bank and name of account. Policy: Who approves invoices (over a designated amount) other than check signer(s)? Who are check signers? What system is used to maintain financial books?
6.	Funds may not be transferred to another organization or entity for use without expressed written approval by the HOSA Board of Directors or advisory committee, and in such case, that entity must be a HOSA entity with the same HOSA purposes. In such cases, a “combined” report of the two entities will be submitted to HOSA Headquarters. (Funds transferred as part of a fundraising project do not require written approval by the HOSA Board of Directors.)					No documentation required unless approval is requested.

#	Governance Standards	Yes	No	In Process	N/A	Suggested Documentation—Explanation or Attachment
7.	Has adequate insurance coverage for chartered association HOSA events.					List insurance policies and coverage.
8.	Establishment of a strict policy limiting the authority for the use of credit cards that include the following stipulations: All purchases using the credit card must be for the sole purpose of the organization and not personal. Debit cards are not to be used under any circumstances a. All receipts are turned into the person responsible for the accounting functions within 30 days of the purchase with written explanation. b. Any and all abuses of the use of the credit card must be reported to the governing body immediately. c. Have a lost receipt policy that receipts above a certain amount require a memo to the Board of Directors from the State or Country Advisor with explanation.					Prepare a policy statement for the authority to use credit cards (and not allow use of debit cards) for HOSA business only.
9.	Establishment of a strict policy that forbids any and all uses of organization funds, whether cash or checks, for personal or any use other than expressly for the benefit of HOSA.					Provide a policy forbidding use of funds for any purpose other than expressly for the benefit of HOSA.
10.	All financial records must be open for inspection by any professional member, Board of Directors member, HOSA, Inc., and or state education agency representative that have direct interest in or supervise the program or upon written request.					Policy mandating financial records are open for inspection.
11.	USA chartered associations submit an IRS Form 990 annually.					Provide a copy of the most recent IRS Form 990.

Level 2—Ensuring Sustainability of a Healthy Association

Area 1: Organizational Standards for State and Country HOSA Associations

#	Organizational Standards	Yes	No	In Process	N/A	Suggested Documentation—Explanation or Attachment
1.	The most successful chartered associations have a Crisis Response Plan on file and have shared it with appropriate leaders.					Create a Crisis Response Plan.
2.	Chartered associations have an Advisor Code of Conduct that advisors are aware of and abide by during all chartered level events.					Provide the Advisor Code of Conduct.
3.	Chartered associations should insist that each participating school with a HOSA chapter has acceptable policies about: a. Standards of Supervision b. Transportation of Students					Provide the policies: <ul style="list-style-type: none"> • Standards of supervision • Transportation of students
4.	For all overnight state level events, participants sign a: a. Code of Conduct b. Liability Release					Provide the following: <ul style="list-style-type: none"> • Code of Conduct • Liability Release
5.	All training, programs and conferences include student learning objectives that relate to the HOSA Framework (personal, classroom, workplace, leadership and technical.)					Share student learning objectives within the HOSA Framework: <ul style="list-style-type: none"> • Personal • Classroom • Workplace • Leadership • Technical
6.	There is an organizational structure in place that includes committees and volunteers to ensure that the Fall Leadership Conference is successful.					Provide an organizational chart for the Fall Leadership Conference.
7.	Membership (advisors and students) are involved in an annual formal evaluation of the State Leadership Conference, Fall Leadership Conference, and other events or programs that are conducted by the chartered association.					Provide evaluation forms for the SLC, FLC, and any other events.
8.	Alumni are actively engaged in chartered association activities.					List state activities in which alumni are engaged.
9.	Advocacy on behalf of the chartered association is taking place by members and elected officials and Board of education members are included in HOSA functions.					List advocates (with titles) of the chartered association that participated this year in various events or functions.
10.	Elected student officers receive ongoing and continuous training throughout the year.					Describe the amount and topics of training offered officers elected at the Spring conference (or designated event).

Level 2—Ensuring Sustainability of a Healthy Association

Area 2: Governance Standards for State and Country HOSA Associations

#	Organizational Standards	Yes	No	In Process	N/A	Suggested Documentation—Explanation or Attachment
1.	<p>For chartered associations where the state education agency has decided to manage HOSA-Future Health Professionals from outside the agency, the state agency agrees to maintain a key role in a relationship with the association.</p> <p>a. The appropriate state education agency(ies) has signed the agreement between HOSA-Future Health Professionals and the Education Agency.</p> <p>b. The appropriate state education agency assigns an official who has responsibility for the programs, which by policy, is eligible to maintain a liaison with the chartered association's managers and to work to fulfill the chartered association's obligation in the agreement between HOSA-Future Health Professionals and the State Agency.</p>					<p>Provide a copy of the agreement between HOSA-Future Health Professionals and the Education Agency.</p> <p>Identify the official responsible for HOSA, the CTSO, that serves students interested in being a "future health professional."</p>
2.	<p>Current communication list that contains contact information for Board of Director members, advisors, association officers, sponsors, technical committee chairs, competitive event committee members.</p>					<p>Provide a directory of major contacts including: Board of Director members, advisors, association officers, sponsors, technical committee chairs, competitive event committee members.</p>
3.	<p>List of bank accounts owned by the association</p>					<p>Provide a list of accounts – financial institution – and identify the authorized signers on each account.</p>
4.	<p>List of current contracts and financial obligations.</p>					<p>Provide list of current contracts and financial obligations.</p>
5.	<p>Current list of all accounts payable and receivables.</p>					<p>Provide list of accounts payable and receivables.</p>
6.	<p>Location of materials, equipment and supplies that are the property of the association.</p>					<p>Provide a list of materials, equipment and supplies that are property of the association.</p>

Level 2—Ensuring Sustainability of a Healthy Association

Area 3: Fiscal Responsibility Standards for State and Country HOSA Associations

#	Organizational Standards	Yes	No	In Process	N/A	Suggested Documentation— Explanation or Attachment
1.	A regular financial independent review is provided to all Board of Directors, advisory committees, members and donors, as well as HOSA Headquarters. If a full audit was conducted, HOSA Headquarters should receive a copy of the audit.					Provide a copy of the most recent financial audit. Provide a copy of the policy relating to financial reviews and/or audits
2.	Option 1. Funds are maintained under chartered association policy, approved by either Board of Directors, advisory committee, committee appointed by the education agency consisting of at least three individuals who do not administer funds to include: (a) Two signatures on all checks; (b) Opening and reviewing all bank statements, using two individuals other than those persons responsible for actual check writing. Option 2. Funds are maintained under chartered association policy, approved by the Board of Directors. Check writing is performed by a contracted accounting firm that serves only as an advisory function to the Board of Directors and is not involved in any approval processes. All requests for payment have been approved before the Accountant received them to process.					Identify the option that best describes the check writing approach used by the association.
3.	Establish written policies and procedures to collect past due accounts to ensure affiliation and conference fees are collected and paid in a timely manner and all outstanding invoices are paid.					State the policies and procedures for collecting past dues and paid in a timely manner and all outstanding invoices are paid.
4.	Ensure that all support personnel and service contractors have a signed service agreement and are issued a 1099 for services performed.					State the policy that requires support personnel and service contractors to have a signed agreement and issued a 1099.
5.	Ensure that proper employment policies are being followed. a. Employees are paid as employees, not contractors. b. Proper employment contract is signed by employees(s). c. Proper payroll practices are followed.					List employment policies being followed.

Level 3—Ensuring Continued Growth of the Association

Area 1: Organizational Standards for State and Country HOSA Associations

#	Organizational Standards	Yes	No	In Process	N/A	Suggested Documentation— Explanation or Attachment
1.	There is a written plan for membership development that includes: <ul style="list-style-type: none"> – Benchmarking data and examination of internal and external factors impacting membership. – Identifying materials used for recruitment. 					Provide a copy of the association's membership development plan. Share materials used for member recruitment.
2.	State Advisor evaluates membership services to determine areas for improvement.					List membership services provided.
3.	The health industry is engaged in conferences, activities and events and provides sponsorship when possible.					List health industry members who are sponsoring HOSA events, activities or conferences.
4.	There is a written plan of action for Public and Media Relations to advance the goals and objectives of the organization and to enhance mutual relationships and understandings.					Create a Public and Media Relations Plan of Action.
5.	Advisor training is conducted annually assuring that HOSA is understood as integral to the Health Science curriculum.					Share an advisor training agenda where HOSA is on the program.

Level 3—Ensuring Continued Growth of the Association

Area 2: Governance Standards for State and Country HOSA Associations

#	Governance Standards	Yes	No	In Process	N/A	Suggested Documentation— Explanation or Attachment
1.	There is a system for volunteer management of a balanced plan of work for the chartered association. - All volunteers have been trained. - All volunteer positions have a position description that is provided and accessible to volunteers.					Describe the approach used to manage volunteers, including: <ul style="list-style-type: none"> All volunteers (i.e. judges) are trained.
2.	Boards of Directors, committee members, and State Advisor signed a Conflict of Interest Statement.					Share a copy of your Conflict of Interest Agreement. Explain the purpose of a Conflict of Interest Statement.
3.	There is a formal evaluation of the State Advisor by the Board of Directors.					Provide a copy of the chartered advisor evaluation form used by the Board of Directors.
4.	Board of Directors conduct a self-assessment measured against the progress of the Plan of Work.					Describe how the Board of Directors can use the Plan of Work for self-assessment purposes.
5.	The Board of Directors has an established Plan for Resolving Disputes in place related to membership and competition.					State the Plan for Resolving Disputes related to membership and competition.
6.	There is a policy in place and published as it relates to Student Accommodations and Modifications.					State the Policy related to Student Accommodations and Modifications.
7.	The State Advisor provides input and leadership to the governing educational agency and ensures a healthy relationship between both groups to foster goodwill.					Provide evidence of the healthy relationship between the State Advisor and governing agency.
8.	The Board of Directors established a local advisor disciplinary policy for failing to meet the Advisor Code of Conduct.					State the local advisor disciplinary policy for failing to meet the Advisor Code of Conduct.

Level 3—Ensuring Continued Growth of the Association

Area 3: Fiscal Responsibility Standards for State and Country HOSA Associations

#	Fiscal Standards	Yes	No	In Process	N/A	Suggested Documentation— Explanation or Attachment
1.	The State Advisor abides by an Expense Policy and Travel Guidelines.					Share the Expense Policy and Travel Guidelines.
2.	The Board of Directors determine if any member of the chartered association staff should be bonded.					State your position if a member of the chartered association staff should be bonded.



Annual HOSA, Inc. Corporate Form 1

Instructions

Please complete the attached form and submit to HOSA Headquarters no later than **March 31**.

This information is required of all chartered associations (including states, territories and countries) to have voting privileges at the HOSA, Inc. Corporate Meeting at the ILC to elect members to the HOSA, Inc. Board of Directors. The voting procedures and privileges are assigned to the designated Board Member.

The Corporate Member for the State of _____ is:

Name: _____
Title: _____
Email Address: _____
Office Tel: _____ Cell: _____

This form should be on file with HOSA Headquarters prior to the HOSA, Inc. Corporate Meeting in June. The Corporate Meeting will be held during the International Leadership Conference. **Additional information related to this meeting will be sent to chartered association representatives in advance.**

The State Advisor for the State of _____ is:

Name: _____
Title: _____

The State Advisor is: a state employee; a contractor

What percent of time does this person commit to the financial recordkeeping of the chartered association?

a. 100 percent b. 75 percent c. 50 percent

d. 25 percent e. ___ percent

Email Address: _____
Office Tel: _____ Cell: _____

NOTE: The signatures of both the State Advisor and the Education Agency Director are required on this form. HOSA Headquarters will NOT consider the form complete without both signatures. Please be sure that both parties have signed the form before submission.

1. What is the official name of the chartered association as named in the Articles of Incorporation and Bylaws: _____

2. Indicate the type of active membership within the chartered association.
- Middle School:** Check the box if the association serves middle school members.
 - High School:** Check the box if the association serves high school members.
 - Postsecondary/Collegiate:** Check the box if the association serves postsecondary/collegiate members.
 - Alumni:** Check the box if the association serves alumni members.
 - Professional:** Mark "professional" if the association serves professional members.

4. Answer the question, "Do you have an Executive Director"? If "YES," please fill in the name and contact information for the person in this position.

Name: _____ Title: _____

Email Address: _____

Office Tel: _____ Cell: _____

5. Please fill in the name and contact information of the person who takes care of the financial recordkeeping of the chartered association.

Name: _____

Title: _____

Email Address: _____

Office Tel: _____ Cell: _____

What percent of time does this person commit to the financial recordkeeping of the chartered association?

- a. 100 percent
- b. 75 percent
- c. 50 percent
- d. 25 percent
- e. ___ percent

The information is correct to the best of our knowledge and consistent with the policies of this agency.

Director, Career and Technical Education (Signature)
or Director, Department of Education (Signature)

Date

HOSA State Advisor (Signature)

Date



Annual HOSA, Inc. Corporate Form 2A

Please provide the financial information requested and submit to HOSA Headquarters on or before **July 15 annually**. This information is required of all chartered associations (including states, territories, and countries) to be in good standing. I declare under penalty of perjury that I have examined the information shown below and to the best of my knowledge, the information is true, correct and complete. You may submit **Form 2A** and use the line items provided or use **Form 2B** and provide your line items. Looking for three totals—**Total State Revenue**, **Total State Expenses**, and **Total State Surplus or Total State Deficit**.

Revenue	
Membership Affiliation Fees	\$
Fall Conference Registration Fees and Other Income	\$
Spring Conference Registration Fees and Other Income	\$
ILC Registration Fees and Other Income	\$
State Fundraisers—pins, t-shirts, etc.	\$
Donations from Individuals	\$
Donations from Corporations and Organizations	\$
Grants from Public and Private Sources	\$
Other: (explain)	\$
Other: (explain)	\$
Total State Revenue	\$
Expenses	
Salary and Wages	\$
Employee Benefits	\$
Accounting Fees	\$
Office Lease/Rental/Payments	\$
Fall Conference Expenses	\$
Spring Conference Expenses	\$
ILC Conference Expenses	\$
State Fundraiser Expenses	\$
Membership Affiliation Fees to HOSA Headquarters	\$
Insurance	\$
Printing and Duplication	\$
Equipment	\$
Supplies	\$
Phone	\$
Postage	\$
Travel	\$
Contractual Expenses	\$
Data Management Services	\$
Internet Connectivity	\$
Legal Fees and Taxes	\$
Layout Design and Typesetting	\$
Bank and Credit Card Charges	\$
Marketing	\$
Scholarships	\$
Awards	\$
Other: (explain)	\$
Other: (explain)	\$
Total State Expenses	\$
Surplus or Deficit	\$

Annual HOSA, Inc. Corporate Form 2B

Please provide the financial information requested and submit to HOSA Headquarters on or before July 15 annually. This information is required of all chartered associations (including states, territories, and countries) to be in good standing. I declare under penalty of perjury that I have examined the information shown below and to the best of my knowledge, the information is true, correct and complete. You may submit your form if you prefer.

Revenue	Total
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total State Revenue	\$

Expenses	Total
	\$
	\$
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	\$
	\$
Total State Expenses	\$

Surplus or Deficit	\$
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Standards for Excellence Award

Level	Area	# of Total Items	
		100%	Award Items 50% (Odd Numbers)
1	1	9	5
1	2	6	3
1	3	12	6
2	1	10	5
2	2	12	6
2	3	7	4
3	1	7	4
3	2	9	5
3	3	2	1
Total		74	39

Standards Awards

Awards	%	Range	#
Gold	80%	31 – 39	
Silver	60%	23 – 30	
Bronze	40%	16 - 22	
No Award	0% - 39%	0 – 15	