



The Association of
Accountants and
Financial Professionals
in Business

IMA Student Chapter Award of Excellence

Call for Submissions



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IMA[®] (Institute of Management Accountants) sponsors this program for student chapters (IMASCs).

- All chapters are eligible and encouraged to participate.
- The program is directed principally toward stimulating the chapters to promote the Mission and Vision of IMA as well as to provide a broad spectrum of activities and services to its student members.

IMA Mission Statement

To provide a forum for research, practice development, education, knowledge sharing, and the advocacy of the highest ethical and best business practices in management accounting and finance.

IMA Vision Statement

To be the leading resource for developing, certifying, connecting, and supporting the world's best accountants and financial professionals in business.

Program

An *Award of Excellence* will be awarded to those student chapters meeting the requirements as established by IMA. The program's emphasis is on IMA and the promotion of management accounting/financial management as a profession and a career while encouraging IMASCs to be creative in providing services to their members. **There are three levels of achievement in this year's program: Gold, Silver, and Bronze.** Student chapters that fulfill the requirements of the selected level of achievement will receive an *Award of Excellence* Certificate.

New this year, all chapters that complete qualifying Gold submissions will receive a monetary reward of \$500.

Ethics Code

Chapter officers and faculty advisors are to adhere to the standards of ethical conduct for management accountants and finance professionals in reporting the results of chapter operations.



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Program Procedures: (Read all materials contained in this year's program requirements.)

The first submission must be prepared:

- In PDF format and sent as an email attachment to imastudentawards@imanet.org
 - Files cannot be larger than 75mb
 - Files cannot be zipped
 - First page of submission should be the required checklist with supporting documents to follow
 - Each page reference **must match** numbered page on submittal checklist

All forms noted MUST be used – no substitutions accepted

The second submission must be prepared:

- In PDF format and sent as an email attachment to imastudentawards@imanet.org
 - Files cannot be larger than 75mb
 - Files cannot be zipped
 - First page of submission should be the required checklist with supporting documents to follow
 - Each page reference **must match** numbered page on submittal required checklist
 - All forms noted **MUST** be used – **no substitutions accepted**
 - Complete and prepare supporting documentation for all the required items for your level of participation as declared on your "Letter of Intent"
 - If due to an extreme unforeseen circumstance, a school fails to meet the minimum standards for the level of participation originally selected, they may submit a request with explanation to downgrade their submittal to a lesser level of participation

All listed events within the AOE must have occurred by March 31.



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First Submittal: Due by October 31

Administrative Reports:

☐ **Letter of Intent (*Form A required*)**

The Letter of Intent is to be completed by the Chapter President and Faculty Advisor and indicates the chapter's intended level of involvement for the current year programs.

Planning and Evaluation:

☐ **Chapter Plan**

A Chapter Plan must be submitted with the Letter of Intent. For the current year programs, this plan will cover the fiscal year ending March 31. The Chapter Plan establishes the long-term vision of the chapter for the future and plans for its achievement. The plan will encompass the following areas:

- The specific **Vision Statement** of the chapter.
- The specific **Mission Statement** of the chapter.
- The chapter's **Strengths and Weaknesses**.
- The chapter's **Goals** for the current year.
- The chapter's **Strategies** for achieving each goal.
- Treasurer's Report: Prepare a report as of March 31. Include three columns: Budget, Actual, and Variance for each revenue and expense item. Form C must be completed. **Provide a report explaining any variance of 10% or more. Treasurer's Reports (*Form B Required*)** - Revenues and expenses for the fiscal year ending March 31.
- An estimated **Timeline of Key Events** that are planned for the current program year.
- **Ethics Topic:** At least one key event must be devoted primarily to the topic of ethics.
 - Please **highlight this meeting on your timeline** and give a statement on what ethics topic was/will be discussed.

This can be accomplished by:

- sponsoring a speaker whose topic is ethics
- publishing an article on ethics in the IMASC's newsletter
- using ethics as the main topic for the student manuscript
- any other means deemed **appropriate** by the IMASC and approved by Chapter Advisor



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First Submittal – Required Checklist
(This form must be the first page of your submission)

	Gold	Silver	Bronze	Page #
Administrative				
Letter of intent – (Form A Required)	1	1	1	
Planning and Evaluation				
Vision Statement	1	1	1	
Mission Statement	1	1	1	
Strengths and Weaknesses	1	1	1	
Goals	1	1	1	
Strategies	1	1	1	
Treasurer’s Report (Form B Required)	1	1	1	
Timeline of Key Events	1	1	1	
Ethics Component	1	1	1	

Please note:
Any additional information you would like to submit should be submitted in your 2nd submission under “Optional Opportunities” and represented on the attached excel spreadsheet is required.



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Form - A
Chapter Letter of Intent

Please select from one of the following options:

IMA Student Chapter declares its intention to meet the requirements for a
2021-2022 Certificate at the: (select one)

_____ Gold level of achievement in the *Award of Excellence* program

_____ Silver level of achievement in the *Award of Excellence* program

_____ Bronze level of achievement in the *Award of Excellence* program

IMA Student Chapter President

Name: _____ Member Number: _____

Address (Home or School): _____

City: _____ State: _____ Zip Code: _____

Telephone Number (Home or School): _____ Fax Number: _____

Email Address: _____

IMA Student Chapter Advisor

Name: _____ Member Number: _____

Address (Home or School): _____

City: _____ State: _____ Zip Code: _____

Telephone Number (Home or School): _____ Fax Number: _____

Email Address: _____

**** No substitution of form accepted.**



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Form – B
Treasurer's Report
Schedule of Budgeted Revenues & Expenses

Name of IMASC: _____

For the Period of _____ :

Revenues	Actual	Budget	Variance
Membership dues	\$ _____	\$ _____	\$ _____
Contribution from university, accounting dept., and student government	\$ _____	\$ _____	\$ _____
Fundraising activities (enumerate)	\$ _____	\$ _____	\$ _____
Social activities (enumerate)	\$ _____	\$ _____	\$ _____
Other (enumerate)	\$ _____	\$ _____	\$ _____
Total Revenues	\$ _____	\$ _____	\$ _____
Expenses			
Dues remitted to IMA (required)	\$ _____	\$ _____	\$ _____
Refreshments at meetings	\$ _____	\$ _____	\$ _____
Fundraising activities (enumerate)	\$ _____	\$ _____	\$ _____
Social activities (enumerate)	\$ _____	\$ _____	\$ _____
Printing	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____
Other (enumerate)	\$ _____	\$ _____	\$ _____
Total Expenses	\$ _____	\$ _____	\$ _____
Net Revenues Over Expenses	\$ _____	\$ _____	\$ _____

PLEASE NOTE: A report of variances for each revenue and/or expense item must be provided explaining any variance of 10% or more.



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Second Submittal: Due by March 31

Administrative Reports:

☐ **Student Chapter Profile**

The Student Chapter Profile (**Form C Required**) is to be completed by the IMASC President or Faculty Advisor. Signatures are required. This form will help IMA gather information about the various IMASCs and establish a communication network.

☐ **Training of Officers/Leadership Training Seminar**

It is important for IMASCs to provide training for chapter officers in order to enhance their leadership capabilities and clarify their responsibilities. This could be accomplished by attending a Leadership Training Seminar (LTS), holding a training workshop presented by the faculty advisor, providing training by peers who have previously held offices in the IMASC, and/or having representation on the parent chapter board where student board members share their new knowledge of effective governance with other student chapter officers.

☐ **Scholarship/Competition Report**

Student names need to be documented for scholarship/competition participation with IMA and membership numbers must be noted. Participation is for the school year **August 2021 through March 2022**. Below are the scholarships to choose from. **Please** do not submit multiple entries for the same scholarship as it will only count as one. See level requirements on page 12.

- ☐ Student Case Competition
- ☐ Clark Johnson Achievement Award
- ☐ Student Leadership Conference – **Mandatory attendance; submit an essay on your virtual experience**
- ☐ Student Manuscript Competition
- ☐ MEF/SCMS Scholarship

Visit www.imanet.org/students to review criteria and deadlines for scholarships and competitions.

Planning and Evaluation:

☐ **Scorecard/Executive Summary**

Each chapter must submit a “scorecard” or executive summary detailing its level of success at achieving its strategic plan goals. This document should serve as a high-level review of accomplishments and of areas for improvement for the student chapter.



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Programs and Activities:

☐ Chapter **Education Meetings**

Typically include speakers who provide opportunities for chapter members to enhance their knowledge about business, including topics relating to careers.

(Attached excel spreadsheet is required)

- Educational Meetings/Speaker Presentation
- CMA Meeting
- Member Orientation Meeting
- Ethics Meeting – Ethics topic must be planned and noted
- Plant Tour/Industry Visit

Suggested topics for educational meetings:

- Management accounting/financial management practices and career opportunities in manufacturing, service, government, not-for-profit, and education sectors
- Ethics
- Management and leadership skills
- Presentation skills
- Career development and job-seeking skills such as interviewing techniques, etiquette, and dressing for success

New Member Orientation Meeting

The purpose of this activity is to inform new members about the activities of the student chapter, the sponsoring IMA chapter, the benefits and services available from IMA, an outline of the ways that they can become active in your chapter, and the benefits of continuing membership after graduation. Include a brief description of this presentation.

☐ **Plant Tours/Industry Visits**

Include tours of facilities that will provide exposure to different products, services, facilities, and methods of operation, expanding the participating member's perspective. A discussion or presentation of business-related procedures by a company representative should be included. ***(Attached excel spreadsheet is required)***



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☐ **Promotional Events:** *(Attached excel spreadsheet is required)*

- IMA-Sponsored Booth
- Meet & Greet with Prospects
- Community Service Projects**
- Publish article on IMA in school newspaper or local paper

****Community Service Projects:** Include a description of each community service project completed. These projects encourage the involvement of IMASCs and members in aiding the local community. If available, also include documentation of the project such as a thank-you letter from the recipient of your service, photos of the event, etc.

☐ **IMA Chapter Newsletters**

- Fall/Winter – IMA Content
- Spring – IMA Content

☐ **Optional Opportunities for Chapter Development** *(Attached excel spreadsheet is required)*

Each chapter is encouraged to engage in additional opportunities to promote IMA membership and student programs. Corresponding form must be used to get credit for additional activities.

- MEF Scholarship
- Additional Industry Tours (in person or virtual)
- Additional Community Service Projects
- Additional Leadership Training
- New Member Enrollment – **IMA Member #'s required**
- Mentoring New Members – **provide details**
- Promote CMA – **provide details**
- Attend local chapter meetings or IMA Conferences (in person or virtual)– **provide details**



Second Submittal– Required Checklist

	Gold	Silver	Bronze	Page #
Administrative				
Student Chapter Profile	1	1	1	
Training of: Officers/Leadership Training Seminar	1	1	1	
Scholarship/Competition Report Choose from:	3	2	1	
<ul style="list-style-type: none"> • Student Case Competition • Clark Johnson Achievement Award • Student Manuscript Competition • Student Leadership Conference • MEF/SCMS Scholarship 				
Planning and Evaluation				
Scorecard/Executive Summary	1	1	1	
Treasurer's Report	1	1	1	
Programs and Activities				
Chapter Meeting – Choose from:				
<ul style="list-style-type: none"> • Educational (1) • CMA (1) • Member Orientation (1) • Ethics (1) • Plant Tour/Industry Visits (1) 	5	3	1	
Promotional Events – Choose from:				
<ul style="list-style-type: none"> • IMA-Sponsored Booth • Meet & Greet with Prospects • Community Service • Publish article on IMA – School paper or local Paper 	3	1	1	
Newsletters:				
<ul style="list-style-type: none"> • Fall/Winter • Spring 	2	2	2	
Optional Opportunities for Chapter Development				
<ul style="list-style-type: none"> • Unlimited 				



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Form C
IMA Student Chapter profile

Name of College/University: _____

City and State: _____

By our signature below, we acknowledge that we have abided by the instructions and requirements for the program, the Mission Statement of IMA, and the Vision Statement of IMA. We also acknowledge that we have read and have abided by the Standards of Ethical Conduct in fulfilling the requirements. (See IMA's *Statement of Ethical Professional Practice* on last page of guidelines)

Faculty Advisor

Name: _____ Title: _____

Business Telephone: _____ Fax: _____

Cell/Home Telephone: _____ Email Address: _____

Signature: _____ Date: _____

IMASC President

Name: _____ Title: _____

Business Telephone: _____ Fax: _____

Cell/Home Telephone: _____ Email Address: _____

Signature: _____ Date: _____

IMASC President-Elect (if known)

Name: _____ Title: _____

Business Telephone: _____ Fax: _____

Cell/Home Telephone _____ Email: _____

Signature: _____ Date: _____



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Form C
IMA Student Chapter Profile
(Continued)

Total Enrollment at the College/University: _____

Number of IMA members in your IMA Student Chapter: _____

Other Accounting/Finance Clubs on your campus: _____

IMA Student Chapter Website URL (if applicable) _____

IMA Student Chapter Facebook name (if applicable) _____

***** No substitution of form accepted.**