

PRESIDENT'S AWARD MANUAL

Revision Date – June 1, 2008

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PRESIDENT'S AWARD

PHILOSOPHY, AWARDS AND ADMINISTRATION

The President's Award Program is a tool to assist the local Section's leadership in the conduct of Section management and operation. ASNT urges the Section Officers to become familiar with this program, implement it and provide the requested reports in order to assist them in their Section management. Section Operations Council (SOC) Officers, SOC Regional Directors, Headquarters Staff, SOC programs and publications, and SOC resources are available to help the Section Officers, to accomplish their Section and Society goals and with the administration of this program. The local Section is the foundation of our Society. Involved and active members are the heart of ASNT.

NOTE: *This program is not mandatory, although the following sections of this program are required in order to receive the individual Section's rebates from Headquarters. REQUIRED: Category I – Section Meeting Program/Schedule and Location of Meetings; Category II – a. Annual Projected Section Budget and b. Final Financial Report; and Category VIII - Reporting of Officers. Although not required for rebates, the forms may be used for convenience.*

The President's Award Program is based on point values assigned to various management or operation categories. The categories and point values are established by the SOC Awards Division and are reflective of Section activities which are considered important to the Section and appropriate to the goals of the Section and of the Society. These categories are appropriate to all sizes of Sections and, of course, require involvement by your Section leadership to complete. Many of the due dates are established by publication or regional/national level committee meeting dates. There is a maximum of 12,500 points to be earned in this program. The program period is from July 1 to June 30. The accumulated point values for each section will be reported on a quarterly basis to the Section. The annual summary will be reported and awards will be presented by achievement levels only as follows:

Gold:	9,000	to	12,500	Points
Silver:	6,000	to	8,999	Points
Bronze:	3,000	to	5,999	Points

The President's Award is presented annually to the local Sections of the Society which exhibit the greatest degree of proficiency in management and operation during the fiscal year.

Point summaries will be provided to the section leadership, SOC Regional Directors and SOC Executive Committee on a quarterly basis. The October issue of *Materials Evaluation* will publish the annual achievement levels of the Gold, Silver and Bronze categories for the previous year.

This program is administered by the SOC Awards Division and ASNT Headquarters. Recommended changes may be suggested by any Section Chair and must be submitted in writing to the SOC Awards Division Chair for approval.

The Section Chair should review the President's Award Program and submission requirements with the officers or members who are responsible for this program as soon as possible to establish reporting and submission responsibilities. SOC Regional Directors are available for guidance in the administration of this program.

PRESIDENT'S AWARD INSTRUCTIONS

FORMS

Submission forms are included in this manual for each activity eligible for President's Award points. *The appropriate form, either electronic or hard copy must accompany all documentation sent to Headquarters in order to claim points in all categories.* Each form requires the responsible Section Representative's name at the bottom. The Section Chair or member designated by the Chair may submit the form.

NOTE: *Should you need additional forms, please contact Tiffany Gates at ASNT Headquarters.*

PROOF OF SUBMISSION

The Section Representative may submit electronically or by mail the appropriate form and documentation, if required, to Headquarters. Hard copy forms can be mailed in any suitable envelope to: ASNT, PO Box 28518, Columbus, Ohio 43228. *The envelope must be legibly postmarked to receive credit.* Headquarters Staff will use the postmark date or the sent date on electronic submissions as the official date for credit. FAX submissions will not be accepted. For record purposes, Section Representatives should keep a file of electronic submissions or a photocopy of hard copy submissions.

PREVIOUS WINNERS OF THE PRESIDENT'S AWARD

<u>YEAR</u>	<u>SECTION</u>	<u>YEAR</u>	<u>SECTION</u>
1964	Connecticut Yankee	1990	Greater Philadelphia
1965	Los Angeles	1991	Hampton Roads
1966	Hampton Roads	1992	Greater Philadelphia
1967	Los Angeles	1993	Chattanooga
1968	Los Angeles	1994	Chattanooga
1969	Palmetto	1995	Metro New York – Northern New Jersey
1970	Connecticut Valley	1996	Greater Philadelphia
1971	Hampton Roads	1997	Susquehanna Valley
1972	Hampton Roads	1998	Metro New York – Northern New Jersey
1973	Greater Philadelphia	1999	Greater Philadelphia
1974	Minneapolis	2000	Hampton Roads
1975	Hampton Roads	2001	San Diego
1976	Greater Philadelphia	2002	Greater Los Angeles
1977	Miami Valley	2003	Old Dominion
1978	Golden Gate	2004	Charlotte
1979	Old Dominion	2005	Metro New York – Northern New Jersey
	North Central Pennsylvania	2006	Greater Philadelphia
1980	Old Dominion		Saudi Arabian
	Oak Ridge	2007	Old Dominion
1981	Southern Idaho		
1982	Cleveland		
1983	Mid-Indiana		
1984	Charlotte		
1985	Tri-State		
1986	St. Louis		
1987	South Florida		
1988	Oklahoma		
1989	Milwaukee		

SUMMARY SHEET

For quick reference, the following is a list of all categories according to their due date. Submissions (either electronic or hard copy) must be dated on or before the due date.

Category	Description	Computation of Points	Due Date	Maximum Points
I	Advance Season Section Meeting Program/Sched & Loc of Mtgs	One Time	October 1	1,000
II	Financial Reporting	See Below	See Below	1,000
	a. Annual Projected Section Budget	500	September 1	
	b. Final Financial Report	500	July 15	
III	Educational Program	See Below	See Below	3,000
	a. Lecture and demonstration credit	100 points each hour to 1600 maximum points	10 days in advance of each course	
	b. Attendance	10 points each attendee to 400 maximum points	15 days after course completion	
	c. Promotions to other technical societies and/or educational institutions	100 points each time to 500 maximum points	15 days after each presentation	
	d. Promotional Program Presentation to High School, Junior College, Colleges, etc.	500	15 days after presentation	
IV	Membership Growth	Headquarters See Below	Member-ship status as of 6-30-07	1,000
	a. New Members	50 points for each 1% (or fraction thereof) increase to max. of 500 points	Results will be available by 7-15-08	
	b. Renewal	50 points for each 1% (or fraction thereof) over 75% renewal rate to a max of 500 points		

Category	Description	Computation of Points	Due Date	Maximum Points
V	Section Publications	See Below	See Below	3,500
	a. Yearbook	1,000	November 15	
	b. Meeting notices	100 points each to max of 1,000	See attachment	
	c. Meeting Reports	150 points each to max of 1,500	10th of the following month	
VI	Nominations and/or support for National Officers/Awards	See Below	See Below	1,500
	a. National Officers and National Directors	500	February 1	
	b. Technician of the Year	500	February 1	
	c. Others	500	15 days after deadline	
VII	Section Management	See Below	See Below	1,000
	a. Section representation at SOC Regional/National Conference	500	See Below*	
	b. Request for meeting with Regional Director	500	Within 30 days of request	
VIII	Reporting of Officers	One Time	July 15, 2008	500
MAXIMUM POINTS		12,500		

NOTE: For late submissions dated within 15 days after the due date, 90% of the point value will be awarded.

For late submissions dated after 15 days of the due date, but by June 15, 2009, 70% of the point value will be awarded. This computation for late submissions does **not** apply to categories I, II-2, V-1, VI, and VIII.

Newly-formed sections are not eligible for Category IV of this program.

* Points will be awarded based on attendance forms completed at the conference.

2008-09 PRESIDENT'S AWARD PROGRAM LOG/CHECKLIST

SECTION _____

DATE DUE	ITEM	DATE SENT	POSSIBLE POINTS	POINTS EARNED
Aug. 10	July Meeting Report	_____	150	_____
	Others? Check Summary and list below.	_____	_____	_____
Sep. 1	Annual Section Budget	_____	500	_____
Sep. 10	August Meeting Report	_____	150	_____
	Others? Check Summary and list below.	_____	_____	_____
Oct. 1	Advance Season Section Meeting Program/Schedule and Location of Meetings	_____	1,000	_____
Oct. 10	September Meeting Report	_____	150	_____
Oct. 15	July, Aug. & Sep. Meeting Notices. Others? Check Summary and list below.	_____	300	_____
Nov. 10	October Meeting Report	_____	150	_____
	Others? Check Summary and list below.	_____	_____	_____
Dec. 15	Yearbook	_____	1,000	_____
Dec. 10	November Meeting Report	_____	150	_____
	Others? Check Summary and list below.	_____	_____	_____
Jan. 10	December Meeting Report	_____	150	_____
Jan. 15	Oct., Nov., Dec. Meeting Notices. Others? Check Summary and list below.	_____	300	_____
Feb. 1	Nominations--Tech-of-Year	_____	500	_____
Feb. 1	Nominations--National Officers and National Directors	_____	500	_____
Feb. 10	January Meeting Report	_____	150	_____
	Others? Check Summary and list below.	_____	_____	_____

SECTION _____	DATE DUE	ITEM	DATE SENT	POSSIBLE POINTS	POINTS EARNED
	March 10	February Meeting Report Others? Check Summary and list below.	_____ _____	150 _____	_____ _____
	Apr. 10	March Meeting Report	_____	150	_____
	Apr. 15	January, February & March Meeting Notices. Others? Check Summary and list below.	_____ _____	300 _____	_____ _____
	May 10	April Meeting Report Others? Check Summary and list below.	_____	150	_____
	Jun. 10	May Meeting Report	_____	150	_____
	Jun. 15	Late Submittals all Other Categories. Others? Check Summary and list below.	_____		
	Jul. 10	Meeting Report	_____	150	_____
	Jul. 15	April, May & June Meeting Notices	_____ _____	300	_____ _____
	Jul. 15	Final Financial Report	_____	500	_____
	Jul. 15	Membership Growth	_____	1,000	_____
	Jul. 15	Reporting of Officers	_____	500	_____

ACTIVITIES WHICH MAY BE SCHEDULED AT YOUR DISCRETION OR WITH DUE DATES TO BE DETERMINED:

AYD*	Educational Program	_____	1,600	_____
AYD*	Educational Program Attendance	_____	400	_____
AYD*	Educational Prog. Promotion	_____	500	_____
AYD*	Promotional Prog. Presentation	_____	500	_____
TBD**	Nominations --- Other	_____	500	_____
CONF***	Section Representation at SOC Regional/National Conferences	_____	500	_____
AYD*	Request for Meeting with RD	_____	500	_____

- Activity which may be scheduled at your discretion; consult respective categories for specific due dates.

** Activity for which specific due dates are to be determined. Sections will be advised through the Section Officers Newsletter.

*** Points will be awarded based on attendance forms completed at the conference.

DATE DUE: 08-09 Program year.

SUBMIT TO: ASNT Headquarters

This form is from the 2007- 08 program year. We have inserted it in the current program year (2008 - 09) as a reminder to all sections to make sure your list of officers was turned in from the previous section representative. Please note you must be a current member of ASNT to be an officer.

**PRESIDENT'S AWARD
REPORT FORM VIII-1**

SECTION NAME: _____

Attached is our **2008 - 09** list of Section Officers.

Section Representative: _____
(name)

FOR HEADQUARTERS USE ONLY:

Date Received ASNT Headquarters: _____

Received By: _____ Submission Date: _____

Points: _____ Late Incomplete

2008 - 2009 SECTION OFFICERS AND DIRECTORS
CONTINUED

EDUCATIONAL

CHAIRMAN _____
Company _____
Business _____
Address _____
Home _____
Address _____
Phone _____ / _____
_____ Bus / Home
Fax _____ / _____
_____ Bus / Home
Preferred Mailing Address: bus home
Member # _____
E-Mail _____

MEMBERSHIP

CHAIRMAN _____
Company _____
Business _____
Address _____
Home _____
Address _____
Phone _____ / _____
_____ Bus / Home
Fax _____ / _____
_____ Bus / Home
Preferred Mailing Address: bus home
Member # _____
E-Mail _____

(Continued)

IMMEDIATE PAST

CHAIRMAN _____
Company _____
Business _____
Address _____
Home _____
Address _____
Phone _____ / _____
_____ Bus / Home
Fax _____ / _____
_____ Bus / Home
Preferred Mailing Address: bus home
Member # _____
E-Mail _____

SECTION

DIRECTOR _____
Company _____
Business _____
Address _____
Home _____
Address _____
Phone _____ / _____
_____ Bus. / Home
Fax _____ / _____
_____ Bus / Home
Preferred Mailing Address: bus / home
Member # _____
E-Mail _____

