

PRESIDENT'S AWARD PROGRAM
MEETING NOTICES and MEETING REPORTS

SECTION NAME: _____

Sections are eligible to earn a maximum of **2500** points in two combined categories: meeting notice submissions and report submissions.

Points Structure:

- Meeting Notices - A maximum of 1000 points can be earned for submitting 10 meeting notices at 100 points per notice
- Meeting Reports: A maximum of 1500 points can be earned for submitting 10 meeting reports at 150 points.

Points will be deducted for late submissions per the instructions below.

INSTRUCTIONS – Points will be awarded for emailing meeting notices to members and presaward@asnt.org. To earn points, a dated copy of the emailed meeting notice must be attached. Points will be awarded for submitting meeting reports to presaward@asnt.org.

Required meeting report content includes:

- 1. Speaker's name, title and company affiliation**
- 2. Topic and description of presentation**
- 3. Number of members and guests in attendance**
- 4. Date and location of the meeting**

Additional details may include the names of special members or guests in attendance, details about special events or other presentations that occurred, educational program information, and/or technical tour explanations.

 Meeting notices must be distributed to members at least seven (7) days in advance of meeting date. Dated meeting notices including proof of distribution to members and meeting reports are due to presaward@asnt.org by the 1st of the month following the meeting date.

100 points for each meeting notice sent to members on time.

150 points for each meeting report received on time.

Ten percent (10%) of points will be deducted for every month past due date.

Month	Meeting Date	Due Date to Headquarters	Date Notice Sent	E-Mail Proof Forwarded to presaward@asnt.org
July		Aug 1		
August		Sept 1		
September		Oct 1		
October		Nov 1		
November		Dec 1		
December		Jan 1		
January		Feb 1		
February		Mar 1		
March		Apr 1		
April		May 1		
May		June 1		
June		July 1		

Email proof of meeting notice distribution to presaward@asnt.org.

Submitted By Section Representative: _____

Submit by Email

Print Form

Revised August 2018