

THE AMERICAN SOCIETY FOR
NONDESTRUCTIVE TESTING, INC.

PRESIDENT'S AWARD PROGRAM MANUAL



SECTION OPERATIONS COUNCIL
SECTION MANAGEMENT DIVISION

Revised June 2012

PRESIDENT'S AWARD PROGRAM

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PRESIDENT'S AWARD PROGRAM OVERVIEW

Participation in this program may be on one of the following levels:

REQUIRED FOR REBATES (Starred on Forms and Tabs):

- * Report of Section Officers
- * Section Budget
- * Advance Program (with proof of distribution to members)
- * Final Financial Reconciliation (last report of year)

BASIC – For operation of a successful section: 6,500	Maximum Points
Report of Section Officers	1000 Points
Section Publications & Yearbook	3500 Points
Section Budget	500 Points
Advance Program	1000 Points
Final Financial Reconciliation	500 Points

EXPANDED – For operation of an excellent section: 14,750	Maximum Points
Report of Section Officers	1000 Points
Section Publications & Yearbook	3500 Points
Section Budget	500 Points
Advance Program	1000 Points
Nomination for Awards and Selection Committee	1000 Points
Membership Growth and Retention	1750 Points
Adult Education/Training	2500 Points
Student Outreach	1500 Points
Section Outreach	1500 Points
Final Financial Reconciliation	500 Points

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. Section Chairs should become familiar with the program and assign their Officers reporting responsibilities. The Section Operations Council (SOC) Officers, SOC Regional Directors and ASNT Member Services Staffers are available to answer your program questions.

NOTE: *Sections involvement in the President's Award Program is not mandatory, although there are minimum reporting requirements for Sections in order to make them eligible for their rebates. The required reports are Report of Section Officers; Advance Program/Schedule (including dates and locations); Projected Section Budget; Final Section Financial Reconciliation. It is recommended that Sections use the available reporting forms, as they detail the report(s) requirements and submission instructions.*

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. Categories included are appropriate to all sizes of Sections and, of course, require involvement by your Section leadership.

The President's Award Program runs from July 1 to June 30 each year. The maximum number of points a section can earn in a year is 14,750. Annual Section achievement levels are calculated after June 30.

Program achievement levels are as follows:

Gold:	10,501 to 14,750 Points
Silver:	8,001 to 10,500 Points
Bronze:	5,500 to 8,000 Points

Point summaries are communicated to the Section leadership on a quarterly basis. Section standings can be found on the ASNT website.

This program is dually evaluated and administered by the SOC Awards Division and ASNT Headquarters. Recommended changes to the current program may be suggested by any Section Chair. All suggestions must be submitted in writing, via e-mail to presaward@asnt.org, to the SOC Awards Division chair for consideration.

Instructions for Form Submission

1. Fill in the blanks of the forms by tabbing to each blank and typing the information.
2. Click the “submit by e-mail to presaward@asnt.org” button to submit directly to headquarters.

*An alternative to submitting the reports via the forms tool would be to “print” the forms and forward by e-mail to presaward@asnt.org, fax 614.274.6899, or by mail:

President’s Award Program
ASNT
PO Box 28518
Columbus, OH 43228

The sent date on electronic submissions or the postmark date on mailed submissions is the official date for credit. Section leaders should keep record of all report submissions.

Except for filling in the blank fields, alteration to these forms in any manner is strictly prohibited. Any forms that are found to be altered will receive no credit for that submission.

E-mail Member Services at presaward@asnt.org with questions about the President’s Award Program.

**PRESIDENT'S AWARD PROGRAM
SUMMARY SHEET AND PROGRAM LOG/CHECKLIST**

				HEADQUARTERS USE		
Date Due	Item	Possible Points	Date Sent	Date Rec'd	Points Earned	Remarks
* SECTION OFFICERS – MAXIMUM POINTS 1000						
Aug 1	* Report of Officers	1000				
SECTION PUBLICATIONS– MAXIMUM POINTS 2500 (up to 10 mtg notices & reports)						
Aug 1	July Meeting Notice	100				
Aug 1	July Meeting Report	150				
* SECTION BUDGET – MAXIMUM POINTS 500						
Sep 1	* Section Budget	500				
SECTION PUBLICATIONS						
Sep 1	August Meeting Notice	100				
Sep 1	August Meeting Report	150				
* ADVANCE PROGRAM – MAXIMUM POINTS 1000						
Oct 1	* Advance Program 8 or more mtgs	1000				
Oct 1	* Advance Program 3-7 meetings	500				
SECTION PUBLICATIONS						
Oct 1	Sept Meeting Notice	100				
Oct 1	Sept Meeting Report	150				
Nov 1	Oct Meeting Notice	100				
Nov 1	Oct Meeting Report	150				
SECTION YEARBOOK – MAXIMUM POINTS 1000						
Nov 15	Yearbook to Members	500				
Dec 15	Yearbook to Headquarters	500				
SECTION PUBLICATIONS						
Dec 1	Nov Meeting Notice	100				
Dec 1	Nov Meeting Report	150				
Jan 1	Dec Meeting Notice	100				
Jan 1	Dec Meeting Report	150				
NOMINATION FOR AWARDS – MAXIMUM POINTS 1000						
Feb 1	SOC – Tech of the Year	500				
Feb 1	SOC – Mentoring Award	500				
Feb 1	ASNT Fellow	500				
Feb 1	Young NDT Professional	500				
Feb 1	Meritorious Service Award	500				
Feb 1	Robert McMaster Gold Med	500				
Feb 1	Selection Committee	500				
SECTION PUBLICATIONS						
Feb 1	Jan Meeting Notice	100				
Feb 1	Jan Meeting Report	150				
Mar 1	Feb Meeting Notice	100				
Mar 1	Feb Meeting Report	150				
Apr 1	Mar Meeting Notice	100				
Apr 1	Mar Meeting Report	150				
May 1	April Meeting Notice	100				
May 1	April Meeting Report	150				
Jun 1	May Meeting Notice	100				
Jun 1	May Meeting Report	150				
Jul 1	June Meeting Notice	100				
Jul 1	June Meeting Report	150				

Revised June 2012

**PRESIDENT'S AWARD PROGRAM
SUMMARY SHEET AND PROGRAM LOG/CHECKLIST**

Date Due	Item	Points	Date Sent	Date Rec'd	Points Earned	Remarks
* FINAL FINANCIAL RECONCILIATION – MAXIMUM POINTS 500						
July 15	* Final Financial Reconciliation	500				
MEMBERSHIP GROWTH AND RETENTION – MAXIMUM POINTS 1750						
AYD	Promotion to Non Member Company (Letter/E-Mail/Visit)	100/ea. Max 500				
AYD	Reminder to Past Due Members (Letter/E-Mail)	10/ea. Max 250				
Hdqtrs	Retention - Percentage	500				
Hdqtrs	New Members – Percentage	500				
ADULT EDUCATION/TRAINING – MAXIMUM POINTS 2500						
AYD	Training Program	100/hr.				
AYD	Training Prog Attendance	10 ea.				
AYD	Training Prog Promotion	500				
STUDENT OUTREACH – MAXIMUM POINTS 1500						
AYD	Presentation in Classroom	500				
AYD	Science Teachers Workshop/ Science Fair Participation	500				
AYD	Meeting with Science Teachers	500				
AYD	Career Day Participation	500				
AYD	Student Scholarship	500				
SECTION OUTREACH – MAXIMUM POINTS 1500						
AYD	Request for RD/National Officer Meeting	250				
AYD	Attendance of RD/National Officer at Meeting	250				
CONF	Attendance at SOC Meetings - National Conf.	100/ea Max 500				
CONF	Attendance at SOC -Regional Planning Meetings – 1 or more attendees	500				
CONF	Attendance at SOC - Section Leaders' Conference – 1 or more attendees	500				
AYD	Mentoring Another Section	500				

TOTAL MAXIMUM POINTS – 14,750

Due Date: August 1

**PRESIDENT'S AWARD PROGRAM
* REPORT OF SECTION OFFICERS – PAGE 1**

SECTION NAME: _____ **DATE OF ELECTION:**

Period: July 1, _____ through June 30, _____

Please include first and last name, plus middle initial. Fill out completely including Member Number.

****Elected Section Officers must be current ASNT members.**

MAXIMUM POINTS: 1000

CHAIRMAN		TREASURER	
Company		Company	
Business Address		Business Address	
Home Address		Home Address	
Business Phone		Business Phone	
Business FAX		Business FAX	
Member Number		Member Number	
E-Mail		E-Mail	
VICE CHAIRMAN		SECRETARY	
Company		Company	
Business Address		Business Address	
Home Address		Home Address	
Business Phone		Business Phone	
Business FAX		Business FAX	
Member Number		Member Number	
E-Mail		E-Mail	
EDUCATION CHAIRMAN		IMMEDIATE PAST CHAIRMAN	
Company		Company	
Business Address		Business Address	
Home Address		Home Address	
Business Phone		Business Phone	
Business FAX		Business FAX	
Member Number		Member Number	
E-Mail		E-Mail	

PRESIDENT'S AWARD PROGRAM

*** SECTION OFFICERS - PAGE 2**

Space is provided for more than one Director.

MEMBERSHIP CHAIRMAN		SECTION DIRECTOR	
Company		Company	
Business Address		Business Address	
Home Address		Home Address	
Business Phone		Business Phone	
Business FAX		Business FAX	
Member Number		Member Number	
E-Mail		E-Mail	
SECTION DIRECTOR		SECTION DIRECTOR	
Company		Company	
Business Address		Business Address	
Home Address		Home Address	
Business Phone		Business Phone	
Business FAX		Business FAX	
Member Number		Member Number	
E-Mail		E-Mail	
SECTION DIRECTOR		<p>The Chair's contact information, along with the Section's Web site address, will be listed on the ASNT Web site, as well as be given to new Section members looking to become involved with the Section. If the Chair wishes to have another Officer listed he/she should make this request by e-mailing presaward@asnt.org.</p>	
Company			
Business Address			
Home Address			
Business Phone			
Business FAX			
Member Number			
E-Mail			

Section Representative:

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials:	Maximum points available: 1000

Due Date: September 1
beginning of program year

PRESIDENT'S AWARD PROGRAM
*** ANNUAL PROJECTED BUDGET**

SECTION NAME: _____

Federal Employer Identification Number (FEIN): _____ - _____

Points are available for **the projected section budget submitted to ASNT no later than September 1**. Twenty-five percent of points will be deducted for every month later than due date.

Period: July 1, _____ through June 30, _____

MAXIMUM POINTS FOR THIS SECTION: 500

	CHECKING	SAVINGS	OTHER
BEGINNING BALANCE			
PROJECTED INCOME			
Membership Rebates			
Meeting Revenue			
Advertising			
Educational Program Revenue			
Meeting Sponsorships			
Donations			
Interest			
Other Income:			
PROJECTED TOTAL INCOME			
	CHECKING	SAVINGS	OTHER
PROJECTED EXPENSES			
Meeting Expenses			
Printing Costs			
Postage			
Speakers' Gifts			
Educational Program Expenses			
Other Expenses:			
PROJECTED TOTAL EXPENSES			
PROJECTED TOTAL BALANCE			

Section Representative: _____

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials	Maximum points available: 500

Due Date: October 1*

*8 or more meetings / 3 to 7 meetings - Due 15 days before first meeting

PRESIDENT’S AWARD PROGRAM

*** ADVANCE ORGANIZATION AND DISTRIBUTION OF PROGRAM SCHEDULE**

SECTION NAME: _____

INSTRUCTIONS - Points are available for the advance organization and early distribution of the Section’s annual program schedule. The schedule should include dates, times, locations and topics.

For a complete program of eight (8) or more section meetings, fully organized by dates with speakers and subjects distributed to section members no later than October 1

Maximum Points: 1000*

For a shortened program of three (3) to seven (7) section meetings, fully organized by dates with speakers and subjects distributed to section members no later than 15 days before the first meeting date

Maximum Points: 500*

*Twenty-five percent of points will be deducted for every month later than due date.

PROOF REQ'D: You must provide a dated copy of an e-mail or a postmarked envelope verifying distribution of program schedule to members per the required dates above.

Attached is a copy of our complete program of meetings planned for the ASNT fiscal year, along with proof of date distributed to section members. Our program is as notated below.

Eight (8) or more meetings	Three (3) to seven (7) meetings
Meeting Night:	(Week of month/night of week)
Regular meeting night(s)/location(s) will move during the year for the following reasons:	

Indicate all months in which the section will meet in the ASNT fiscal year.

Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Meeting Location						Program Chairman					
Name:						Name:					
Address:						Address:					
City/State/Zip:						City/State/Zip:					
Phone:						Phone:					
						Home/Business:					

Section Representative: _____

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials	Maximum points available: 1000/500

**Meeting notice due to members at least 7 dates prior to meeting
Meeting notice and report due to headquarters 1st of month following**

**PRESIDENT’S AWARD PROGRAM
SECTION PUBLICATIONS – MEETING NOTICES and MEETING REPORTS**

SECTION NAME: _____

INSTRUCTIONS – Points are available for regular meeting notices as a means of promoting better meeting attendance, either in hard copy format or E-mail format. To claim credit, a dated copy of each meeting notice with proof of mailing must be attached. Points are also available for reporting on the meeting.

Required contents of the Meeting Report are:

- 1. Speaker’s name, title and full Company affiliation;**
- 2. Topic and description of presentation;**
- 3. Number of members and quests in attendance;**
- 4. Date and Location of the meeting.**

Other items may be added, such as: special members or guests in attendance; special events or other presentations that occurred; educational programs planned; tours either planned or conducted by your section.

Dated proof of meeting notification to members is required to receive up to 100 points per meeting. **Notices must be distributed to members at least seven (7) days in advance of the meeting date. Meeting Notices (w/proof of distribution) and Meeting Reports are due to Headquarters by the 1st of the month following meeting date. 100 points each meeting notice received by members on time.**

**150 points for each meeting report received on time by Headquarters.
Thereafter, 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		

Be sure to submit additional proof of meeting notification by forwarding to presaward@asnt.org.

Section Representative: _____

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials	Maximum points available: 2500 (up to 10)

Due to Members November 15
Due to Headquarters December 15

**PRESIDENT'S AWARD PROGRAM
SECTION YEARBOOK**

SECTION NAME: _____

INSTRUCTIONS:

Yearbook – Points are available for a complete yearbook or yearbook calendar containing the accurate required information listed below. In order to get maximum points, the yearbook must be distributed to section members no later than November 15. The Section Representative must send a copy of the yearbook, along with verification of date mailed (postmarked envelope or yearbook showing date of mailing). If the Section is sending an electronic version of the yearbook, the Section Representative must send a copy of the yearbook to presaward@asnt.org with proof that the yearbook was distributed to Section members by email. A Regional yearbook is acceptable but points will only be awarded to those Sections who submit proof of distribution to Section members and have all required content as stated below.

Required Yearbook Contents:

1. Section Chairman's Message.
2. Program schedule for the year (If speakers have not been confirmed, listing only the date and general subject of the meeting is considered adequate.
3. Names of members. Section must provide each member an opportunity to request that their name be omitted from publication.
4. List of National Officers
5. List of Section Officers
6. Regional Director Listing

Option #1 Maximum points 1000

Points will be awarded for a complete yearbook including all 6 required contents with proof of distribution or mailing on or before November 15 and received by Headquarters by December 15.

Option #2 Maximum points 500

Points will be awarded for a yearbook including at least 5 of the 6 required contents with proof of distribution or mailing on or before November 15 and received by Headquarters by December 15.

Thereafter, 25% of points will be deducted for every month past the required due date to Headquarters – Dec. 15

Enclosed is a copy of our yearbook and dated proof of distribution to members. The Yearbook was distributed to our section members on _____.
(date)

Section Representative: _____

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials:	Maximum points available: 1000/500

Revised June 2012

Due Date: February 1 – No Exceptions

**PRESIDENT'S AWARD PROGRAM
NOMINATIONS FOR AWARDS and SELECTION COMMITTEE MEMBERS**

SECTION NAME: _____

MAXIMUM POINTS: 1000

AWARD NOMINATIONS

ASNT Fellow	_____ date nomination was submitted to HQ
Mentoring Award	_____ date nomination was submitted to HQ
Meritorious Service Award	_____ date nomination was submitted to HQ
Robert McMaster Gold Medal	_____ date nomination was submitted to HQ
Technician of the Year	_____ date nomination was submitted to HQ
Young NDT Professional	_____ date nomination was submitted to HQ

INSTRUCTIONS - Points are available for nominating candidates for various awards, such as ASNT Fellow, Mentoring Award, Meritorious Service Award, Robert McMaster Gold Medal, Technician of the Year and Young NDT Professional. To receive the President's Award Program points, please e-mail presaward@asnt.org this form, indicating which nominations your Section has submitted to headquarters.

Sections should review the nominee eligibility and nomination requirements on the ASNT website, found under **awards**. All nominations are due to Headquarters no later than Feb. 1st.

SELECTION COMMITTEE MEMBER NOMINATION

INSTRUCTIONS - Points are available for nominating an ASNT member to serve on the Selection Committee. The applicant must meet the following qualifications: 1) be a current ASNT member, 2) have an excellent professional and personal reputation with regard to fairness and integrity, and 3) possess knowledge of business, current and future trends, issues and needs of the NDT profession/industry. Current nomination application can be found online at www.asnt.org. Contact Member Services Supervisor with any questions.

Selection Committee Member Nomination	_____ date nomination was submitted to HQ
---------------------------------------	---

Section Representative: _____

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials:	Maximum points available: 1000

Due – At your discretion by June 30
Due to headquarters within 30 days of the activity

PRESIDENT’S AWARD PROGRAM
STUDENT OUTREACH (HIGH SCHOOL OR COLLEGE)

SECTION NAME: _____

INSTRUCTIONS - Points are available for the following Student outreach activities which introduce/explain NDT methods and/or talk about NDT careers. Each application for points must be accompanied by a letter from the sponsoring teacher/professor. In the case of a scholarship, proof must be furnished in the form of a letter signed by the Section Chairman, explaining the method of choosing the recipient and full name, and address of the student, their school, along with how the scholarship will be used to start or further their NDT career.

*Sections may earn points for participating in one of the categories (A-E) more than once and up to a maximum of 1,500 points. (Points are awarded per activity, not by the number of Section individuals that participate).

Maximum points 1500*

- A. Presentation in the classroom to introduce and/or demonstrate NDT activities to the students;**
- B. Participation in a Science Teachers’ Workshop/Science Fair;**
- C. Meeting with Science Teacher concerning introduction to NDT activities;**
- D. Participation in Career Day;**
- E. Presentation of a scholarship to deserving student(s).**

A. _____, from our Section made a presentation on
(name)
_____ at _____ to introduce/demonstrate NDT to students.
(date) (school)

B. _____ from our Section participated in a Science Teachers’
(name)
Workshop/Science Fair at _____ on _____.
(school) (date)

C. _____ from our Section met with _____ on
(name) (Science Teacher’s name)
on _____ at _____.
(date) (school)

D. _____ from our Section participated in Career Day activities
(name)
at _____ on _____.
(school) (date)

E. A student scholarship was presented to _____ to start/continue
(Student name)
NDT career/activities on _____.
(date)

Section Representative: _____

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials	Maximum points available: 1500

Revised June 2012

Due – At your discretion by June 30
Due to headquarters within 30 days of the activity

PRESIDENT’S AWARD PROGRAM
SECTION OUTREACH

SECTION NAME: _____

INSTRUCTIONS – Points are available for the following Section outreach activities which add to the coaching of Section Officers in Section Management through attendance at SOC Committee meetings held at National Conferences, SOC Regional Meetings, Section Leaders Conferences, meetings with Regional Directors and/or National Officers and Mentoring another Section in any Section Management subject.

Maximum points 1500*

- A. An invitation to an RD or National Officer to attend Section meeting shall be in writing, either hard copy or e-mail. To confirm the attendance by that person, a copy of the hard copy letter or e-mail should be signed and dated at the meeting for proof of their attendance.

250* points for invitation
250* points for attendance

- B. Section attendance at SOC Meetings at National Conferences will be confirmed by National from Attendance Sheets

100 points per meeting up to 500* points

- C. Section representation at SOC Regional Meetings will be confirmed by headquarters from attendance sheets

up to 500* points

- D. Section representation at Section Leaders’ Conferences will be confirmed by headquarters. Points are awarded for Section representation and not by the number of individuals that participate from a Section.

up to 500* points

- E. A letter or e-mail written by the Section that is being mentored shall be furnished as proof of that meeting/coaching session.

up to 500* points

A. Our Section requested a meeting with the Regional Director/National Officer. Attached is our letter dated _____ confirming our request.

(date)

The Regional Director/National Officer attended our meeting on _____.

(date)

A copy of the invitation signed by the Regional Director/National Officer is attached.

B.–D. Recorded by headquarters.

E. Attached is a letter from Section _____ dated _____ to _____

(Section Name)

(date)

confirm our meeting/coaching session with that Section.

Section Representative: _____

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials	Maximum points available: 1500

Due to headquarters within 30 days of the activity before June 30

**PRESIDENT'S AWARD PROGRAM – SECTION
MEMBERSHIP GROWTH AND RETENTION – SECTION SUBMISSIONS**

SECTION NAME: _____

Maximum Points: 1750

INSTRUCTIONS:

A. Points are available for promoting ASNT to non-member companies working in the NDT field. This may be done with a hard copy letter to the appropriate person, i.e., Quality Manager, Director, etc. with a Corporate Partner application enclosed. Use of E-mail or a visit is also acceptable. A copy of the letter or E-mail, or a letter written by the member meeting with the Company and signed by the appropriate Manager, Director at the non-member Company.

**100 points each company contacted
up to 500 pts**

B. Points are available for a reminder letter of E-mail to past due members. The list of past due members is furnished to the Chairman of the Section monthly by National.

**10 points per lapsed member contacted to renew
up to 250 points**

C. Headquarters will award points to sections for their retention and recruitment. Points will be awarded at the close of the 4th quarter (June 30th).

**Up to 500 points for member retention
Up to 500 points for member recruitment**

A. On _____ a letter/E-mail was sent to _____,
(date) (Non-member Company)

promoting ASNT. A copy is attached.

On _____, _____, a member of our Section visited
(date) (member name)

_____ to promote ASNT. Attached is a verification of
(Non-member Company)

the visit signed by _____.
(Name and Title of the Company Employee)

B. On _____ a letter/E-mail was sent to the attached list of past due
(date)

Section members. A copy of the letter/E-mail is attached.

C. Recorded at headquarters..

Section Representative: _____

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials	Maximum points available: 1750

Due Date: July 15* - end of program year
 *no points awarded for late submissions

PRESIDENT'S AWARD PROGRAM

*** FINAL FINANCIAL RECONCILIATION FOR ASNT FISCAL YEAR**

SECTION NAME: _____

Federal Employer Identification Number (FEIN): _____ - _____

Period: July 1, _____ through June 30, _____

Maximum Points: 500

	CHECKING	SAVINGS	OTHER
BEGINNING BALANCE			
INCOME			
Membership Rebates			
Meeting Revenue			
Advertising			
Educational Program Revenue			
Meeting Sponsorships			
Donations			
Interest			
Other Income:			
TOTAL INCOME			
	CHECKING	SAVINGS	OTHER
EXPENSES			
Meeting Expenses			
Printing Costs			
Postage			
Speakers' Gifts			
Educational Program Expenses			
Other Expenses:			
TOTAL EXPENSES			
TOTAL BALANCE			

Section Representative: _____

FOR HEADQUARTER USE ONLY

Date received:	Points awarded:
Initials:	Maximum points available: 500

PRESIDENT'S AWARD PROGRAM APPEAL PROCESS

All quarterly and final reports for President's Award Program points are electronically issued to the Section Chair.

Your Section can appeal should you feel that your points have been incorrectly tallied or you have not been given proper credit. As approved at the 1995 Fall Conference, the process for President's Award Program appeals is as follows:

1. The appeal must be made in writing to the SOC President's Award Program Appeals Committee Chair within 30 days from quarterly report issue date. Or within 15 days from the final (year end) report issue date. The appeal must identify the specific questionable items and provide pertinent documentation substantiating the claim. The appeal must be sent to ASNT Headquarters, Attn: President's Award Program Appeals Committee Chair.
2. The President's Award Program Appeals Committee Chair will advise you and Headquarters staff in writing of your appeal decision within 15 days of receipt of the claim.
3. You may further appeal to the SOC Executive Committee by writing to the SOC Chair, if you are dissatisfied with the determination. The appeal must be received within 15 days after notification from the President's Award Program Appeals Committee Chair. This letter must provide the details of the claim. The SOC Executive Committee will schedule a meeting within 90 days of receipt of the appeal and include your section representative. ASNT staff, your Regional Director and at least one member of the SOC Executive Committee. The SOC executive Committee has the final ruling on all appeals. The SOC Chair will notify all parties of the final determination subsequent to the meeting.

PRESIDENT'S AWARD PROGRAM POINT VALUE FOR LATE SUBMISSIONS TO HEADQUARTERS

Full points are awarded ONLY for submissions to members on time and to Headquarters on time.

Date Due	Item	Max Pts	1 Mo. Late	2 Mos. Late	3 Mos. Late	4 Mos. Late	5 Mos. Late	6 Mos. Late	7 Mos. Late
* SECTION OFFICERS – MAXIMUM POINTS 1000									
Aug 1	* Report of Officers	1000	750	500	250	0			
SECTION PUBLICATIONS– MAXIMUM POINTS 2500 (up to 10 mtg notices & reports)									
Aug 1	July Meeting Notice	100	90	80	70	60	50	40	0
Aug 1	July Meeting Report	150	135	120	105	90	80	70	0
* SECTION BUDGET – MAXIMUM POINTS 500									
Sep 1	* Section Budget	500	375	250	125	0			
SECTION PUBLICATIONS									
Sep 1	August Meeting Notice	100	90	80	70	60	50	40	0
Sep 1	August Meeting Report	150	135	120	105	90	80	70	0
* ADVANCE PROGRAM – MAXIMUM POINTS 1000									
Oct 1	* Advance Program 8 or more meetings	1000	750	500	250	0			
Oct 1	* Advance Program 3-7 meetings	500	375	250	125	0			
SECTION PUBLICATIONS									
Oct 1	Sept Meeting Notice	100	90	80	70	60	50	40	0
Oct 1	Sept Meeting Report	150	135	120	105	90	80	70	0
Nov 1	Oct Meeting Notice	100	90	80	70	60	50	40	0
Nov 1	Oct Meeting Report	150	135	120	105	90	80	70	0
SECTION YEARBOOK – MAXIMUM POINTS 1000									
Nov 15	Yearbook to Members								
Dec 15	Yearbook to Headquarters	1000	750	500	250	0			
SECTION PUBLICATIONS									
Dec 1	Nov Meeting Notice	100	90	80	70	60	50	40	0
Dec 1	Nov Meeting Report	150	135	120	105	90	80	70	0
Jan 1	Dec Meeting Notice	100	90	80	70	60	50	40	0
Jan 1	Dec Meeting Report	150	135	120	105	90	80	70	0
NOMINATION FOR AWARDS – MAXIMUM POINTS 1000									
Feb 1	SOC – Tech of the Year	500	0						
Feb 1	SOC – Mentoring Award	500	0						
Feb 1	ASNT Fellow	500	0						
Feb 1	Young NDT Professional	500	0						
Feb 1	Meritorious Service Award	500	0						
Feb 1	Robert McMaster Gold Med	500	0						
Feb 1	Selection Committee	500	0						
SECTION PUBLICATIONS									
Feb 1	Jan Meeting Notice	100	90	80	70	60	50	0	
Feb 1	Jan Meeting Report	150	135	120	105	90	80	0	
Mar 1	Feb Meeting Notice	100	90	80	70	60	0		
Mar 1	Feb Meeting Report	150	135	120	105	90	0		
Apr 1	Mar Meeting Notice	100	90	80	70	0			
Apr 1	Mar Meeting Report	150	135	120	105	0			
May 1	April Meeting Notice	100	90	80	0				
May 1	April Meeting Report	150	135	120	0				

Jun 1	May Meeting Notice	100	90	0						
Jun 1	May Meeting Report	150	135	0						
Jul 1	June Meeting Notice	100	0							
Jul 1	June Meeting Report	150	0							
Date Due	Item	Max Pts	1 Mo. Late	2 Mos. Late	3 Mos. Late	4 Mos. Late	5 Mos. Late	6 Mos. Late	7 Mos. Late	
* FINAL FINANCIAL RECONCILIATION – MAXIMUM POINTS 500										
July 15	* Financial Reconciliation	500	0							
MEMBERSHIP GROWTH AND RETENTION – MAXIMUM POINTS 1750										
AYD	Promotion to Non Member Company (Letter/E-Mail/Visit)	100/ea. Max 500	75	50	25					
AYD	Reminder to Past Due Members (Letter/E-Mail)	10/ea.	5	0						
Hdqtrs	Retention - Percentage	500	0							
Hdqtrs	New Members – Percentage	500	0							
ADULT TRAINING – MAXIMUM POINTS 2500										
AYD	Training Program	100/hr.	75	50	25	0				
AYD	Training Prog Attendance	10 ea.	5	0						
AYD	Training Prog Promotion	500	75	50	25	0				
STUDENT OUTREACH – MAXIMUM POINTS 1500										
AYD	Presentation in Classroom	500	375	250	125	0				
AYD	Science Teachers Workshop/Science Fair Participation	500	375	250	125	0				
AYD	Meeting with Science Teachers	500	375	250	125	0				
AYD	Career Day Participation	500	375	250	125	0				
AYD	Student Scholarships	500	375	250	125	0				
SECTION OUTREACH – MAXIMUM POINTS 1500										
AYD	Request for RD/National Officer Meeting	250	125	0						
AYD	Attendance of Rd/National Officer at Meeting	250	125	0						
CONF	Attendance at SOC Meetings - National Conf.	100/ea	0							
CONF	Attendance at SOC - Regional Planning Meeting	500	0							
CONF	Attendance at SOC - Section Leaders' Conference	500	0							
AYD	Mentoring Another Section	500	375	250	125	0				

TOTAL MAXIMUM POINTS – 14,750