

## PRESIDENT'S AWARD CHECKLIST

The checklist below is a tool to track your Section's progress toward a President's Award. Sections must complete the following activities to be eligible for a President's Award:

- **BRONZE:** Activities #1-3 as described below.
- **SILVER:** Activities #1 – 4 as described below **AND** a combination of any two (2) different activities from #6-9. Completing one activity more than once will only be counted as one.
- **GOLD:** Activities #1 – 5 as described below **AND** a combination of any three (3) difference activities from #6-9. Completing one activity more than once will only be counted as one.
- **PLATINUM:** All activities #1 – 9 as described below.

	Task	Due Date
<input type="checkbox"/>	<b>1. Submit Report of Officers via email to <a href="mailto:presaward@asnt.org">presaward@asnt.org</a> or through this <a href="#">online form</a>.</b>	31 August
<input type="checkbox"/>	<b>2. Host a minimum of 3 technical meetings and send ASNT ISC the meeting notices and summaries.</b>	30 June
<input type="checkbox"/>	1 <sup>st</sup> Technical meeting	
<input type="checkbox"/>	2 <sup>nd</sup> Technical meeting	
<input type="checkbox"/>	3 <sup>rd</sup> Technical meeting	
<input type="checkbox"/>	<b>3. Send monthly email communication to all section members and copy ASNT ISC. (ASNT ISC can provide email templates/topics upon request)</b>	
<input type="checkbox"/>	July email	31 July
<input type="checkbox"/>	August email	31 August
<input type="checkbox"/>	September email	30 September
<input type="checkbox"/>	October email	31 October
<input type="checkbox"/>	November email	30 November
<input type="checkbox"/>	December email	31 December
<input type="checkbox"/>	January email	31 January
<input type="checkbox"/>	February email	28 February
<input type="checkbox"/>	March email	31 March
<input type="checkbox"/>	April email	30 April
<input type="checkbox"/>	May email	31 May
<input type="checkbox"/>	June email	30 June
<input type="checkbox"/>	<b>4. Demonstrate that the section is actively trying to grow and/or retain members by:</b>	30 June

<input type="checkbox"/>	4a. Send renewal reminders to members whose membership is about to expire or has expired and copy ASNT ISC. Membership expiration emails must be sent every month when applicable. Expiration dates can be viewed in the section roster available in the section management tool. Copies of the renewal emails and survey results must be sent to ASNT ISC ( <a href="mailto:presaward@asnt.org">presaward@asnt.org</a> ).	
<input type="checkbox"/>	4b. Send section members a satisfaction/engagement survey and send a copy to ASNT ISC via <a href="mailto:presaward@asnt.org">presaward@asnt.org</a> .	
<input type="checkbox"/>	<b>5. Conduct Student Outreach through a classroom presentation, participating in a science fair or career day, or awarding a scholarship. Send details to ASNT ISC through email (<a href="mailto:presaward@asnt.org">presaward@asnt.org</a>) or this <a href="#">online form</a>.</b>	30 June
<input type="checkbox"/>	<b>6. Host an adult educational/training program for a minimum of 4 hours that is either solely sponsored or jointly sponsored by the section. Send details to ASNT ISC through email (<a href="mailto:presaward@asnt.org">presaward@asnt.org</a>) or this <a href="#">online form</a>.</b>	30 June
<input type="checkbox"/>	<b>7. Host additional meetings outside of the three (3) technical meetings. Send meeting notices and summaries to ASNT ISC through the section management tool or to <a href="mailto:presaward@asnt.org">presaward@asnt.org</a>.</b>	30 June
<input type="checkbox"/>	<b>8. Create and distribute one of the following: wall calendar, yearbook, newsletter (digital or print) or social media posts</b>	
<input type="checkbox"/>	8a. Wall calendar distributed once in the program year. A copy must be sent to ASNT ISC.	1 December
	<b>OR</b>	
<input type="checkbox"/>	8b. Newsletter (digital or print) will be distributed to section members at least four (4) times throughout the program year. Copies must be sent to ASNT ISC via <a href="mailto:presaward@asnt.org">presaward@asnt.org</a> . (Digital newsletters can count toward a section's monthly email communication.)	30 June
	<b>OR</b>	
<input type="checkbox"/>	8c. Social media posts: a minimum of ten (10) separate social media posts, distributed among any platforms that the section uses (Facebook, Instagram, LinkedIn, YouTube, etc.) Sections must send links to posts to ASNT ISC through email to <a href="mailto:presaward@asnt.org">presaward@asnt.org</a> or this <a href="#">online form</a> .	30 June
<input type="checkbox"/>	<b>9. Officer succession planning or leadership mentoring. Receive credit by completing <u>one</u> of the following:</b>	30 June
<input type="checkbox"/>	9a. Provide ASNT ISC with documentation of officer succession progress (Letter of interest from potential officer	

		<p>candidates, letter from current leaders outlining their successful succession efforts, etc.). Documentation must be sent to <a href="mailto:presaward@asnt.org">presaward@asnt.org</a>.</p>	
		<p><b>OR</b></p>	
	<input type="checkbox"/>	<p>9b. Submit proof of leadership development/mentoring provided during the program year. (i.e., testimonials from the mentor and mentee, summary of leadership development the future leaders received, etc.). Documentation must be sent to <a href="mailto:presaward@asnt.org">presaward@asnt.org</a>.</p>	