



## 2017 State Assembly Leadership Achievement Award Eligibility Criteria

The criteria listed 1-10 below corresponds with the numbers on the application.

Refer to the application and criteria below for documentation requirements. Beneficial to submit as much supportive documentation as possible. Submit documents with the application to [stateassembly@ast.org](mailto:stateassembly@ast.org).

- There is a maximum of 5 points for each category 1-10 with a maximum total of 50 points.
- A state must receive at least 40 of the 50 possible points (80%) to be eligible.
- Winners of the Leadership Award are determined by the cumulative total of points earned. The State Assembly Leadership Committee judges each entry independently.
- A state may receive this award once every four years from the date the award was received.
- The State Assembly Leadership Achievement Award(s) are presented at the AST National Surgical Technology Conferences. For questions, please contact us at [stateassembly@ast.org](mailto:stateassembly@ast.org) or 303.325.2516.

### 1. IN ACCORDANCE WITH BYLAWS

(Yes – 5 points | No – 0 points)

- Correct number of Board of Directors and rotation
    - No prolonged vacant positions
  - 2016 Annual Report submitted to AST by January 31, 2017
  - 2017 Budget
  - Financial Reports and all supporting documentation submitted by due date
    - 2016 Annual Financial Report by January 31, 2017
    - 2017 Midyear Financial Report by July 31, 2017
- Supporting Documentation Requirements:
- Copies of bank statements
    - For each month even when no transactions
  - Copies of check card purchases
    - Receipts for all debit transactions
    - Note what each purchase was for
  - Copies of credit purchases
    - Receipts for all credit transactions
    - Note what each transaction was for
  - Copies of all checks
    - Note what each check was for
  - Copies of deposits or indication on the bank statements
    - Note what each deposit was for

If a state assembly is not in accordance with the above bylaws and does not meet the annual and midyear report submission deadlines to AST, the application is no longer eligible.

### 2. ANNUAL MEETING

(Yes - 5 points; No – 0 points)

- Held successful annual business meeting with elections and met a quorum in 2017

### 3. HELD AT LEAST TWO WORKSHOPS IN 2017

(Two workshops held – 4 points | Threes workshops held - 5 points)

#### 4. LEGISLATIVE ACTIVITIES IN 2017 (Supporting Documentation Advantageous)

(Receive up to 5 points maximum)

- Had a Governor's State Proclamation for National Surgical Technologists Week?
- Do you have a Legislation Committee?
  - Indicate the date the Legislation Committee was formed
  - List the names of the Chair and committee members
- Did you have a Mock Surgery?
  - Indicate the date performed
  - List the location (city) where performed
- Do you currently have State Registration?
  - Indicate the date registration became effective
- Do you currently have State Certification?
  - Indicate the date certification became effective

#### 5. MARKETING IN 2017 (Supporting Documentation Required A & C)

(Receive up to 5 points maximum)

Examples:

- Website informative and up-to-date
- State Assembly Newsletter distributed to the membership
- Article published by a state assembly member; includes school and employer newsletters
- Holding workshops in various locations throughout the state
- Type of social media utilized
- Contacting new and lapsed members
- School visits by a state assembly member to increase awareness of the state assembly
- Activities that increased the awareness of the state assembly to members and non-members

#### 6. PUBLIC EDUCATION IN 2017 (Supporting Documentation Advantageous)

(Receive up to 5 points maximum)

Examples:

- Career day that a member of the state assembly participated in speaking engagements to an outside organization
- Community outreach projects performed by the state assembly
- Mentoring/encouraging new Board members and member involvement within the state assembly
- City where a proclamation was signed recognizing surgical technologists week
- Additional activities listed that increased awareness of the public about the profession of surgical technology

#### 7. MEDIA COVERAGE IN 2017

(Supporting Documentation Required. An item will not be given credit if not all information is included. Must include the media type; the media title; date released; and name of the member who submitted the media type. Send a link of advertisement if available.)

(1 point for each coverage, up to 5 points maximum)

Example: 5 different newspaper articles is 5 points

- Television
- Radio
- Newspaper
- Magazine
- Internet
- Brochures
- ST week declaration: governor, city

**8. STUDENT INVOLVEMENT IN 2017** (Supporting Documentation Advantageous)

(Receive up to 5 points maximum)

Examples:

- Students assisted during a workshop such as registration, serving food, announcing speakers, set-up, and clean-up, etc.
- Student tracks offered at a state assembly workshop
- Quiz bowls organized by the state assembly for student participation
- Community service projects participated in by members of the state assembly and students
- Scholarships presented by the state assembly to a student
- Mailing registrations/contacting surgical technology schools to attend state assembly workshops
- Additional activities that involved students in the operations of the state assembly

**9. INSTRUCTORS INVOLVEMENT IN 2017** (Supporting Documentation Advantageous)

(Receive up to 5 points maximum)

Examples:

- Instructors attending workshops with their students
- Instructors involved in the state assembly by being a current board or committee member
- Instructors are promoting membership and involvement in the state assembly and AST. Examples might include requiring students to attend workshops, giving students extra credit to attend workshops, making all students member of AST — AST Galaxy Program, etc.

**10. MEMBERSHIP**

(AST will calculate the percentages)

Points are based on membership increase from 2016 to 2017.

0-3% = 1 point | 4-6% = 2 points | 7-9% = 3 points | 10-12% = 4 points | 13% or more = 5 points

How is your state doing? Check out your state's membership percentages at [stateassembly.ast.org](http://stateassembly.ast.org);  
Menu – TOOLS Monthly Member Percentages by State 2017.