



2017 State Assembly Leadership Achievement Award Eligibility Criteria

The criteria listed 1-10 below, to help your state assembly in determining award eligibility, corresponds with the numbers on the application.

- 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 only once every three years; by the award (eligibility) year, not when presented at an AST National Surgical Technology Conference. Example: The award was presented at the 2014 AST National Conference for 2013 award (eligibility) year; therefore, the state can apply again in 2017 eligibility year with the award presentation at the 2018 AST conference.

1. IN ACCORDANCE WITH BYLAWS

- Correct number of Board of Directors and rotation
 - 2016 Annual Report submitted to AST by January 31, 2017
 - 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

2. ANNUAL MEETING

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

3. HELD AT LEAST TWO WORKSHOPS IN 2017

4. LEGISLATIVE ACTIVITIES IN 2017

Examples:

- Forming a legislative action team
- Interviewing and selecting a lobbyist with participation of AST Government Affairs
- Filing certification legislation in conjunction with AST Government Affairs
- Pre-filing legislation to engage public officials
- Offering testimony in support of legislation

5. MARKETING IN 2017

Examples:

- Website informative and updated

- Newsletter distributed to the membership
- Article published by a member of the state assembly
- 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

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

Examples:

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

8. STUDENT INVOLVEMENT IN 2017

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. INSTRUCTOR INVOLVEMENT IN 2017

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

Points are based on membership increase from 2016 to 2017. AST will calculate the percentages.

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 or 303.325.2516.