

## REGION of the YEAR and NEWSLETTER of the YEAR AWARDS 2011 ANNUAL REPORT FORM

**Deadline for Submission: March 2, 2012**

**REPORT PERIOD:** January through December 2011.

**NAME OF REGION:** \_\_\_\_\_

**Report Submitted by Region President:** \_\_\_\_\_

Purpose of Awards: To recognize excellence of the Region in providing service to the members and to the profession at large including Newsletter communications.

Criteria: Selections are based on excellence in the areas of membership recruitment and retention activities; content, style, and frequency of newsletters and other communications; frequency and quality of and attendance at Region and Chapter meetings, liaison with national headquarters; and special activities that promote photogrammetry and remote sensing and that foster education.

Selection: By the Executive Director and staff in consultation with the ASPRS Officers.

**Award Descriptions:**

Region of the Year: A wall banner bearing the name and emblem of the Society and the words "Region of the Year." The winning Region retains the banner for one year.

Newsletter of the Year: A certificate recognizing the Newsletter as "Newsletter of the Year."

**Region Activities for Calendar Year (Attach documentation)**

[Note: Please see the *Guidelines for Compliance with ASPRS Bylaws Article V, Section 6*, which are attached, for detailed reporting instructions. In some cases the *Guidelines* require supplementary material in addition to that which is requested in this form.

**Compliance with these Guidelines is mandatory for consideration as Region of the Year.**]

**Newsletter/Communications \*\*\*\*\***

	<u>Points Possible</u>	<u>Points Earned</u>
<b>"Newsletter of the Year" competition. Attach copy (or photocopy) of each issue.</b>		
• For publishing and distributing a Region newsletter or bulletin by mail or email ( <i>25 points each for first 4 issues</i> )	<b>100</b>	_____
• For additional mailings to the entire Region membership, e.g. a fifth or special newsletter or bulletin, a referendum on a Region issue, notices of Region meetings. ( <i>Note: Do not count election of officers mailings here</i> ) ( <i>5 points per mailing</i> )	<b>15</b>	_____
• For newsletter/content and timeliness	<b>60</b>	_____ **
• For newsletter style and format.	<b>25</b>	_____ **

- *For developing Region Home Page or contributing to the ASPRS Web Site* 20 \_\_\_\_\_
  - *For using internet to contact Region Membership* 15 \_\_\_\_\_
- Sub total points to be filled by National Headquarters (Points with "\*\*\*")* : \_\_\_\_\_

**Liaison With and Support of National Society** \*\*\*\*\*

For submitting the following to national headquarters:

- This annual report by **March 2, 2012** 50 \_\_\_\_\_
- Minutes of Board and Executive Committee meetings. 20 \_\_\_\_\_
- List of names, addresses, and office and home telephone numbers of Region Board members when elected 20 \_\_\_\_\_ \*\*
- Copies of all mailings to Region members at the time of the mailing/Email to members. 20 \_\_\_\_\_ \*\*
- Information requested by Headquarters. 20 \_\_\_\_\_ \*\*
- **For timeliness in submitting information to Headquarters on Region activities.** 20 \_\_\_\_\_ \*\*

*Sub total points to be filled by National Headquarters (Points with "\*\*\*"):* \_\_\_\_\_

**REGIONAL/CHAPTER MEETINGS** \*\*\*\*\*

	<u>Points Possible</u>	<u>Points Earned</u>
<u>For holding Technical Meetings --</u>		
• 15 points for each meeting	75	_____
• 5 points for each technical presentation	50	_____
• 5 points for each exhibitor	25	_____
• 5 points for each 5% of Region membership in attendance (Note: A Chapter meeting would have to draw at least 5% of the Region membership to earn points.)	25	_____
• For holding a business or social meeting	15	_____
• For holding a field trip or study tour	10	_____

*Sub total points to be filled by National Headquarters (Points with "\*\*\*"):* \_\_\_\_\_

**REGION ACTIVITIES FOR CALENDAR YEAR (Attach proof)**

Social Region Programs and Activities \*\*\*\*\*

	<u>Points Possible</u>	<u>Points Earned</u>
Major Region and Chapter activities and programs that foster education and promote the objectives of the Society may be counted. These include, but are not limited to, the following:		
• Hosting a National Annual or Fall Conference or Symposium	75	_____

• Developing community understanding of photogrammetry and remote sensing (e.g. presentations at service clubs, other civic activity, participation in science and engineering fairs) (25 points per activity)	75	_____
• Involving Students in a substantial way in Region meetings, activities, and programs	25	_____
• Awarding scholarship (25 points per scholarship)	50	_____
• Presenting awards (e.g. "Region Student Chapter of the Year" Award, "Region Member Chapter of the Year" Award, etc.)... (15 points per award)	45	_____
• Outstanding accomplishments of special committees in areas of education or public relations: (specify) _____	25	_____
• Contacting Member Champions/Academic Members/Membership on Membership Drive	100	_____
• Forming new Student Chapter(s) - (100 points for each chapter)  Other projects (specify) _____	200	_____
_____	75	_____ **

*Sub total points to be filled by National Headquarters (Points with "\*\*\*"):* \_\_\_\_\_

- Providing a Summary Report of your Region Activities for the Calendar year (including the result in contacting the unpaid members) to be sent along with other documents needed for the Annual Report. 50 \_\_\_\_\_ \*\*

**\*\* Two stars means to be filled in by National Headquarters.**

**GRAND TOTAL OF POINTS EARNED) \_\_\_\_\_**

**IMPORTANT:**

***Information in this report is used in determining eligibility for your Region Rebate. Please note that if you are requesting a rebate, you must complete the Rebate Request Form and attach it to this report.***

***To be considered for the "Region of the Year" competition, this report must be submitted to ASPRS Headquarters, 5410 Grosvenor Lane, Suite 210, Bethesda, MD 20814-2160 NOT LATER THAN MARCH 2, 2011.***

**NOTE:**

- ALL NEWSLETTERS/E-NEWS THAT WERE DONE IN 2011 MUST BE ENCLOSED WITH THE REPORT.
- A SUMMARY REPORT OF YOUR REGION ACTIVITIES FOR THE CALENDAR YEAR WOULD BE APPRECIATED.

# Guidelines for Compliance with ASPRS Bylaws Article V, Section 6

The following guidelines are intended to ensure that adequate information is provided within the Region's Annual Report, or within supplementary material accompanying the report, to indicate compliance with the ASPRS Bylaws requirements concerning eligibility for the Region Rebate. Those requirements, as outlined in the Bylaws, are:

**“Eligibility for the Region rebate shall be dependent upon documentation in the annual report that describes the fulfillment of each of the following requirements:**

**(1) At least two technical meetings for Region members were held during the preceding calendar year.**

*[Please list specific dates and topics for all technical meetings. Include a brief summary of how the meetings were announced, what the attendance was for each meeting, and a copy of meeting programs/materials.]*

**(2) All eligible voting members had voting rights on matters pertaining to the Region.**

*[Please list all items/issues which were placed before the Region's general membership for balloting during the year. Please describe how the membership voting process functioned within the Region during the year, including pre-ballot publicity, solicitation of candidates for offices, the ballot process itself (paper, electronic, etc), the process for announcing results, and overall voting response levels.]*

**(3) Information from Society Headquarters was disseminated to Region members and Society affairs were supported in the Region.**

*[Please describe the primary mass communication mechanism(s) utilized within the Region. If newsletters were utilized, please provide copies. If mass emails were utilized, please provide representative samples.]*

**(4) An active membership campaign was conducted, including operation of a membership committee to vigorously pursue acquisition of new members, to contact Region members in arrears in their dues, and assess reasons for the delinquency of members.**

*[Please list the members of the Region Membership Committee, together with the name of the Region Membership Officer and a summary of the Committee's activities for the year including the Committee/Region efforts to attract new members. Please provide a list (spreadsheet format preferred) of all Region members lapsed within the past two years indicating when and how each was contacted. Provide a summary of the reasons for continued delinquencies of lapsed members, and describe any actions taken by the Region to mitigate those reasons.]*

**(5) Satisfaction of all relevant requirements imposed on the Society by the Internal Revenue Service or other government agencies.”**

*[Submission of the Region's annual financial report form satisfies the primary IRS requirement outlined in this section. Please indicate whether the Region has had any other requirements imposed by another government agency, and what action was taken in response.]*

Questions concerning the Region reporting requirements to maintain eligibility for the Region Rebate should be directed to the Executive Director. The report itself should be forwarded, together with the Financial Report, to Ms. Sokhan Hing at [sokhanh@asprs.org](mailto:sokhanh@asprs.org)