

AWARDS

2nd Vice President's Duty

Budget: _____

The president will select state and/or national awards for which application will be made. The second vice president shall have the responsibility of coordinating those awards maintaining an updated copy of awards submitted and their dispositions.

PROCEDURES:

1. Hand out copies of guidelines for awards application to committee chairmen at one of the spring regular meetings with appropriate award area highlighted. Requirements should be listed for each award.
2. Committee chairmen should have their completed application with required documentation for submission ready to be given to the second vice president at the September meeting. The second vice president will submit entries before the deadline.
3. The second vice president shall keep a record of all awards submissions for the current year as well as the status of any awards from previous years.