

GUIDELINES FOR ANNUAL AWARDS

1. Present 5x7 wall plaque for each Board member as the individual leaves that Board position—to include member changing to another Board position and staying on the Board. The member must be holding that position and performing those required duties as of June 10 to be eligible for the plaque. The newsletter editor is included; the president is not included. After the individual has earned his or her first plaque representing completion of service on the Board, present persons who complete service in another board position with the brass plaque attachment indicating completion of that position.
2. Members serving as nonvoting board members, seminar committee, or any other committee positions should receive a certificate of appreciation at the awards meeting.
3. Present a 9x6 gavel plaque to the outgoing president. The name of the outgoing president should also be engraved on the traveling past president's plaque.
4. Chapter member of the year should receive:
 - a. traveling plaque with engraved name
 - b. plaque from ARMA HQ
 - c. certificate of appreciation
5. Purchase pins for years with ARMA from HQ as needed (5, 10, 15, 20).
6. All other awards should be certificates of appreciation as needed; examples include:
 - a. supervisors
 - b. student scholarship
 - c. outgoing Chairman of the Board

WALL PLAQUES SHOULD INCLUDE: Name; Title; Year; and state as follows: IN APPRECIATION, WYOMING CHAPTER ARMA. Attachments for additional board positions should indicate the position held and year(s) of service.

PRESIDENT'S PLAQUE SHOULD INCLUDE: ARMA—THE INFORMATION MANAGEMENT PROFESSIONALS, WYOMING CHAPTER, PRESIDENT, IN RECOGNITION OF OUTSTANDING CONTRIBUTIONS AND SERVICE, (NAME AND YEAR). This should also include the ARMA logo.

NOTE: If a board member is continuing in the SAME board position, the plaque is given at the end of terms in that position (not each year).