INSTRUCTIONS FOR SUBMITTING
THE LOCAL SECTION MERITORIOUS AWARD APPLICATIONS

Updated September 26, 2012

I. The application should consist of:

A. A one or two page letter, signed by a Section Officer stating which award categories (see Award Criteria) your section wishes to be considered for. You may also summarize facts, presented in the detailed application, as to why your section deserves an award.

B. Filled-out application:

- A section may choose not to apply for the Best Overall Category, but instead for one, two, or three of the other Best Categories (e.g., Membership, Meetings, etc.).

- For the Best Overall Award, you must complete all four categories, however, applicants for a specific category need only to fill out the specific section for that award category.

- Fill out application, filling in all blanks with factual information and/or numbers. Back-up data attachments must be referenced by page numbers. Judges will not look favorably upon statements, such as “see attachments”, requiring them to search through back-up attachment pages for data and numbers that should be filled in on the application sheets.

- Use additional copies of an application page when you have more activities, etc., to list than blank space available on any of the application pages.

- Application pages should be typed or neatly hand-printed.

- Uncompleted but firmly planned activities at the time of application submittal should be included with dates on the application forms.

- Attachments should be page-numbered.

- Material is to be limited to activities of the Local Section, not National Society or Professional Division Activities of Section Members.

- If back-up material applies to more than one category, material does not need to be duplicated for each application, simply reference that appendix as needed.

- Single samples are adequate for such things as Newsletters, Meeting Announcements, Minutes, etc., unless they have multiple users.

II. Judges will have two weeks to perform their duties after applications are distributed. Consequently, applications received at ANS Headquarters after the distribution date to judges will not be considered.

III. One copy of the entire application should be electronically submitted to ANS headquarters by September 1.

IV. Send applications to:

E-mail: honors@ans.org

If US Mail is needed: American Nuclear Society
Attn: Honors and Awards
555 N. Kensington Avenue
LaGrange Park, IL 60526