American Nuclear Society
Local Sections Committee

INSTRUCTIONS FOR SUBMITTING THE LOCAL SECTION MERITORIOUS AWARD APPLICATIONS

(Updated July 30, 2015)

I. The application should consist of:

A. A one or two page email 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 Annual Report Workbook, as to why your section deserves an award. Please attach supporting documentation that highlights the Section's most notable accomplishments from the past year.

B. Submit the (e-copy) Annual Report Workbook:

- 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.
- Back-up data (e.g., such things as newsletters, meeting announcements, minutes) may be referenced to files located in the LS folders on the ANS file server. Please use hyperlinks when referencing documents.
- Uncompleted but firmly planned activities at the time of application submittal should be included with dates in the Annual Report Workbook.
- Material is to be limited to activities of the Local Section, not national Society or Professional Division activities of section members.

II. Judges will have two weeks to evaluate the applications once they are distributed. Consequently, applications received after the distribution date to judges will not be considered.

III. The summary and Annual Report Workbook must be sent to honors@ans.org by **August 1.**

If US Mail is needed:

American Nuclear Society
Attn: Honors and Awards
555 N. Kensington Avenue
LaGrange Park, IL 60526