

Region VI

American Society
for Clinical Laboratory Science



ASCLS-IL



ASCLS-IA



KSCLS



MoCLS



NSCLS

REGION VI MEMBERS

The members of Region VI shall consist of those ASCLS members in the following constituent societies:

Illinois:	ASCLS - IL
Iowa:	ASCLS-IA
Kansas:	KSCLS
Missouri:	MoCLS
Nebraska:	NSCLS

REGION VI SOCIETIES CHARTERED BY THE AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE

American Society for Clinical Laboratory Science – Illinois	1948
(formerly Illinois Clinical Laboratory Science Association until 2003)	
(formerly Illinois Medical Technology Association)	
American Society for Clinical Laboratory Science - Iowa	1948
(formerly Iowa Association for Clinical Laboratory Science until 2006)	
(formerly Iowa Society for Medical Technology)	
Kansas Society for Clinical Laboratory Science	1948
(formerly Kansas Society for Medical Technology)	
Missouri Society for Clinical Laboratory Science	1950
(formerly Missouri Society for Medical Technology)	
Nebraska Society for Clinical Laboratory Science	1940
(formerly Nebraska Society for Medical Technology)	

REGION VI VOTING COUNCIL

The Region VI Voting Council is comprised of the:

- Region Director
- Region Council Secretary
- Region Council Treasurer
- Constituent Society Presidents
- Constituent Society President-Elects
- Region Student Forum Chair
- Region First Year Professional Chair

REGION DIRECTORS OF REGION VI

Sister Mary Rosarii Saunders, LCM	1968-1970
John P. Smith	1970-1973
L’Nora Wells	1973-1976
Doris Johnson	1976-1979
Linda Schumacher	1979-1982
Marian Schwabbauer	1982-1985
Roma Hall	1985-1988
Deborah Hassler	1988-1991
Muriel D. Narve	1991-1994
Ruby Brower	1994-1997
Paula Garrott	1997-2000
Dianne Cearlock	2000-2003
John Koenig	2003-2006
John Koenig	2006-2009

RHO SIGMA AWARD RECIPIENTS

Nancy Reddig - MSMT	1985
Peg Luebbert - NSMT	1986
Deb Hassler - NSMT	1987
Bette Stanley - MSMT	1988
Roma Hall - KSMT	1989
Tom Reddig - MSMT	1990
Terry Jo Gile - MSMT	1991
Cathy Moewe - IMTA	1992
Ruthanne Hyduke - ISMT	1993
Marla Williams - KSMT	1994
Mary Lou Vehige - MoCLS	1995
Carol Lee Shearer - KSCLS	1996
Jean Edwards - NSCLS	1997
J.R. Constance - MoCLS	1998
Gilma Roncancio – ICLSA	1999
Patricia Hargrave – KSCLS	2000
Neil Kumor – IACLS	2001
Judy Yeager – ICLSA	2002
Becky Burghoffer – IACLS	2003
Dianne Cearlock – ASCLS-IL.....	2004
Maribeth Flaws – ASCLS-IL.....	2005
Kathy Leinenkugel—NSCLS.....	2006
Robbe Peetz—NSCLS.....	2007

**REGION VI HONORARY MEMBERS OF THE
AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE**

Ruth DrummondChicago, Illinois (1954)

Opal E. Hepler, M.D.Chicago, Illinois

Josiah J. Moore, M.D. *Chicago, Illinois

R.O. Muether, M.C.St. Louis, MO (1969)

John F. Sembower, Esq.Chicago, Illinois (1969)

Clifton E. Meloan.....Manhattan, KS

Honorable Charles B. Wheeler, Jr., M.D., J.D.Kansas City, Missouri

Joseph I. Routh, Ph.D.Iowa City, Iowa (1978)

Tom NolanChicago, Illinois

*Deceased

REGION VI ANNUAL MEETING SITES

1969.....	Des Moines, Iowa
1970.....	Chicago, Illinois
1971.....	Wichita, Kansas
1972.....	Kansas City, Kansas
1973.....	Omaha, Nebraska
1974.....	Peoria, Illinois
1975.....	Des Moines, Iowa
1976.....	Kansas City, Kansas
1977.....	Springfield, Missouri
1978.....	Springfield, Missouri
1979.....	Chicago, Illinois
1980.....	Cedar Rapids, Iowa
1981.....	Wichita, Kansas
1982.....	Kansas City, Missouri
1983.....	Omaha, Nebraska
1984.....	Chicago, Illinois
1985.....	Des Moines, Iowa (canceled)
1986.....	Topeka, Kansas
1987.....	St. Louis, Missouri
1988.....	Omaha, Nebraska
1989.....	Tan-Tar-A, Missouri
1990.....	Cedar Rapids, Iowa
1991.....	Kansas City, Kansas

PRESIDENTS
of the
AMERICAN SOCIETY FOR MEDICAL TECHNOLOGY (1933-1993)
AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE (1994-2008)

Madge Baldwin	1933-34
Sarah McCarty	1934-35
Robert Jenkins	1935-36
Frieda Claussen	1936-37
Sister M. Frieda Ward	1937-38
Christine Clayton Sequin	1938-39
* Bernice Elliott	1939-40
Henrietta Lyle	1940-41
Laurence Ray	1941-42
Evelyn Jardine	1942-44
Rose Matthaei	1944-46
Mary Eickman	1946-47
Ida Lucille Wallace	1947-48
Rachel Lehman	1948-49
Ida Reilly	1949-50
Vernal Schene	1950-51
Lavina White	1951-52
Sadie Cartwright	1952-53
Mary Nix	1953-54
Ruth Hovde	1954-55
Barbara Isbell	1955-56
C. Patton Steele	1956-57
Leonor Haley	1957-58
* Elizabeth O'Connor	1958-59
Ruth Heimemann	1959-60
Nellie May Bering	1960-61
Ellen Anderson	1961-62
Lenna Loyd	1962-63
* Annie Laurie Peeler	1963-64
Jeanne Schlafman	1964-65
Ann Fagelson	1965-66
Verna Rausch	1966-67
Warren Wallace	1967-68
Sara Marie Cicarelli	1968-69
* Roma Brown	1969-70
Thelma Wilson	1970-71
Martha Winstead	1971-72
Shirley Pohl	1972-73

PRESIDENTS

(continued)

Annamarie Barros	1973-74
* John P. Smith	1974-75
Nancy Preuss	1975-76
* Beverly Fiorella	1976-77
* L’Nora Wells	1977-78
H. Adele Spence	1978-79
Glenda Price.....	1979-80
Jeanne Burson	1980-81
Brenta G. Davis	1981-82
* William Grimes	1982-83
Elise Galloway	1983-84
Marian Cardinale	1984-85
Mary Briden	1985-86
James Holley	1986-87
Donna Meyer	1987-88
Elissa Passiment	1988-89
Sharon Zabloutney	1989-90
* Roma M. Hall (Robinson)	1990-91
Judy G. Davis	1991-92
Joeline Dillard Davidson	1992-93
Lucy Randles	1993-94
Dana Duzan	1994-95
Cathy Hansen	1995-96
Kathy Waller	1996-97
Karen Karni	1997-98
Margaret Schmidt	1998-99
James Griffith	1999-00
Cheryl Caskey	2000-01
David Fowler	2001-02
*Paula Garrott	2002-03
Barbara Brown	2003-04
Susan Morris	2004-05
Bernie Bekken	2005-06
Shirlyn McKenzie	2006-07
Rick Panning.....	2007-08
Scott Aikey	2008-09

* Region VI Members

REGION VI COUNCIL MEETINGS

Region VI voting and appointed members will convene in the fall (Fall Council Meeting), and spring (Interim Council Meeting). The Council will determine the meeting date and location by consensus during a previous Council Meeting. A teleconference may be substituted for any council meeting. The Council Treasurer or designee is responsible for meeting and hotel arrangements, and the Region is responsible for expenses.

The Council as well as any interested Region VI constituent society members will meet during the ASCLS Annual Meeting (Region VI Caucus) to discuss any pending business and issues to be addressed by the ASCLS House of Delegates. Elections for the Council Secretary and Treasurer will be held during the Caucus. All constituent society members in attendance are eligible to vote.

REGION DIRECTOR

The Regional Director serves as the presiding officer and coordinator of activities within Region VI.

Candidate Eligibility:

1. Past state President
2. Professional I, II or emeritus Region VI ASCLS member

Election Process:

1. Nominations submitted to Region VI Nominations and Elections Committee Chair prior to nominations deadline.
2. Elected by House of Delegates at the ASCLS Annual Meeting.
3. Simple majority wins.

Duties:

1. Appoints and mentors Regional Committee Chairs.
2. Compiles and revises as necessary the Region VI Council Directory to include the voting council members and appointees.
3. Disseminates information from ASCLS to Region Council members.
4. Communicates with Region Council members on a regular basis.
5. Serves as a liaison between the states within the region and the ASCLS Board of Directors and Executive Office.
6. Assists the Council Secretary in the preparation of the Region Council Meeting Agenda.
7. Chairs the Region Council meetings if the treasurer is not present.
8. Summarizes reports from the state Presidents in a report for the ASCLS Board of Directors Meetings.
9. Responds to concerns from Region members and, if appropriate, relays these concerns to ASCLS and/or appropriate Council member(s).
10. Recommends members from Region VI for ASCLS committees and task forces upon receipt of recommendation of state Presidents.

11. Attends constituent society meetings by invitation from the constituent society. Expenses incurred by the Region Director on such visits will be reimbursed half by the constituent society.
12. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 3 years

Term Limits: 2 terms

REGION VI COUNCIL SECRETARY

The Region VI Council Secretary maintains all Region VI records.

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Past Region Council voting member

Election Process:

1. Nominations submitted to the Region VI Nominations Committee Chair prior to or during the Region VI Caucus at the ASCLS Annual Meeting.
2. Elected by Region VI members who attend the Region VI Caucus at the ASCLS Annual Meeting.
3. Simple majority wins. Ties determined by lot.

Duties:

1. Prepares the agenda for Council Meetings with assistance from the Region Director.
2. Coordinates hotel, meeting room, and dinner arrangements for the Fall Council Meeting.
3. Distributes Region VI stationery during the Fall Council Meeting and as needed.
4. Communicates with Region Council members as needed.
5. Serves as recording secretary at all Region Council meetings.
6. Maintains a permanent record of minutes of all Region Council meetings.
7. Within thirty days of each meeting, sends a copy of meeting minutes to the Region Director for approval.
8. Upon approval, distributes meeting minutes and other information in a timely manner to voting Council members and appointees.
9. Maintains Region VI documents.
10. Provides information from Region VI files upon request.

11. Serves as Coordinator for the Rho Sigma Award.
12. Performs other duties as assigned by the Region Director and/or Council.
13. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 2 years

Term Limits: two consecutive terms

REGION VI COUNCIL TREASURER

The Region VI Council Treasurer maintains all Region VI accounts.

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Past Region Council voting member

Election Process:

1. Nominations submitted to the Region VI Nominations Committee Chair prior to or during the Region VI Caucus at the ASCLS Annual Meeting.
2. Elected by Region VI members who attend the Region VI Caucus at the ASCLS Annual Meeting.
3. Simple majority wins. Ties determined by lot.

Duties:

1. Chairs and conducts the Region Council meetings according to Robert's Rules of Order.
2. Distributes Region VI expense vouchers during the Fall Council Meeting and as needed.
3. Communicates with Region Council members as needed.
4. Maintains Region VI financial records.
5. Provides information from Region VI files upon request.
6. Pays expenses and bills upon receipt of a voucher if within the approved budget. If request is not budgeted or exceeds budget, payment is made only upon approval of the Regional Director and/or voting Council members.
7. Prepares a financial statement for each Council meeting.
8. Prepares and presents a proposed budget for review and approval during the Interim Council Meeting.
9. Submits a bill to each state President for the annual assessment with payment due prior to the Fall Council Meeting.
10. Prepares a financial statement for tax return filing at the end of the fiscal year.

11. Requests instruction from the Council at the Interim Council Meeting concerning investment funds and audits or other review of records.
12. Performs other duties as assigned by the Region Director and/or Council.
13. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 2 years

Term Limits: two consecutive terms

STATE PRESIDENTS

Voting members of the Region VI Council

Duties:

1. Serve as liaisons between their state society membership and the Region VI Council.
2. Prepare reports on state activities and concerns for the ASCLS Board of Directors and submit to the Regional Director by the designated deadline.
3. Communicate with the Regional Director on a regular basis.
4. Attend the Region VI Council Meetings to represent their state society.
5. Prepare oral and/or written reports for the Region VI Council Meetings.
6. Attend the ASCLS Annual Meeting. Attend the open session of the ASCLS Board of Directors Meeting and all other relevant ASCLS governance activities.
7. Attend the Region VI Caucus during the ASCLS Annual Meeting.
8. Encourage their delegation to attend the Region VI Caucus during the ASCLS Annual Meeting.
9. Disseminate information from the Council meetings to their membership.
10. Solicit candidates for the available ASCLS and Region VI elected positions and nominees for committee appointments.
11. Host the Rho Sigma Dinner on a rotating basis in alphabetical order by state, presenting restaurant options at the previous spring Council Meeting.
12. Serve as Student Advisor when the Regional Student Forum Chairperson is from their state society.
13. Maintain files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: Refer to state bylaws

STATE PRESIDENTS-ELECT

Voting members of the Region VI Council

Duties:

1. Attend the Region Council Meetings to represent their state society.
2. Attend the ASCLS Annual Meeting. Attend the open session of the ASCLS Board of Directors Meeting and all other relevant ASCLS governance activities.
3. Attend the Region VI Caucus during the ASCLS Annual Meeting.
4. Assist their state President in representing their membership and conveying their recommendations and concerns.
5. Assist in identifying members for ASCLS and Region VI elected and appointed positions.
6. Maintain files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: Refer to state bylaws

FINANCIAL REVIEW COMMITTEE CHAIR

Appointed by the Region Director on even numbered years

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Current Region Council member

Duties:

1. Solicits at least one other volunteer who is a Region VI member to serve on the Financial Review Committee.
2. Obtains all relevant financial records, statements, vouchers and other documentation from the Treasurer.
3. Conducts a financial review of all Region financial accounts at the close of the fiscal year.
4. Prepares and submits a written report signed by all committee members to the Council at the subsequent Council Meeting.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 1 year

GOVERNMENT AFFAIRS COMMITTEE CHAIR

Appointed by the Region Director

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Interest or background in legislative activity

Duties:

1. Disseminates information about ASCLS national and regional legislative activity as well as legislative alerts to the Region VI Council, state Legislative Liaisons, and other key persons.
2. Communicates with the state Legislative Liaisons at least three times per year, prior to each Council Meeting.
3. Keeps the ASCLS Washington Office apprised of Region VI legislative activity.
4. Is available for speaking engagements at the annual meetings in each state and for assistance with legislative panels and exhibits.
5. Attends the Region VI Council Meetings.
6. Prepares an oral and/or written report for the Region VI Council Meetings.
7. Submits a budget request to the Region Secretary/Treasurer at least thirty days prior to the spring Council Meeting.
8. Attends the ASCLS Legislative Day, if possible.
9. Attends the ASCLS Annual Meeting, if possible. Attends all legislative sessions as well as the ASCLS Government Affairs Committee Meeting, if possible.
10. Maintains a historical file for future reference.
11. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 1 year

LEADERSHIP DEVELOPMENT COMMITTEE CHAIR

Appointed by the Region Director

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Interest in leadership development

Duties:

1. Serves on National Leadership Development Committee.
2. Assists Region Director with new council member appointments and subsequent orientation.
3. Collaborates with Professional Affairs Committee to develop and implement a leader recognition program.
4. Disseminates information to the Region VI Council and state Leadership Development Committee Chairs about leadership activities.
5. Collaborates with state Leadership Development Committee Chairs to implement and maintain a mentor program.
6. Communicates with the state Leadership Development Committee Chairs at least three times per year, prior to each Council Meeting.
7. Attends the Region VI Council Meetings.
8. Prepares an oral and/or written report for the Region Council Meetings.
9. Submits a budget request to the Region Treasurer thirty days prior to the spring Council Meeting.
10. Serves as a liaison to the ASCLS Leadership Development Committee.
11. Attends the ASCLS Annual Meeting, if possible. Attends the ASCLS Leadership Development Committee Meeting.
12. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 3 years

MEMBERSHIP RECRUITMENT COMMITTEE CHAIR

Appointed by the Region Director

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Interest and experience in membership development

Duties:

1. Coordinates Region VI membership activities.
2. Distributes membership recruitment materials and disseminates information to the Region VI Council and state Membership Recruitment Committee Chairs about membership recruitment activities.
3. Communicates with the state Membership Recruitment Committee Chairs at least three times per year, prior to each Council Meeting.
4. Assists state Membership Recruitment Committee Chairs with recruitment strategies.
5. Attends the Region VI Council Meetings.
6. Prepares an oral and/or written report for the Region Council Meetings.
7. Submits a budget request to the Region Treasurer thirty days prior to the spring Council Meeting.
8. Serves as a member of and liaison to the ASCLS Membership Recruitment Committee.
9. Attends the ASCLS Annual Meeting, if possible. Attends the ASCLS Membership Recruitment Committee Meeting.
10. Maintains records of Region VI membership activity.
11. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 3 years

MEMBER SERVICES COMMITTEE CHAIR

Appointed by the Region Director

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Interest and experience in membership development

Duties:

1. Serves on National Member Services Committee.
2. Coordinates Region VI membership activities.
3. Distributes membership materials and disseminates information to the Region VI Council and state Member Services Committee Chairs about member services activities.
4. Communicates with the state Member Services Committee Chairs at least three times per year, prior to each Council Meeting.
5. Assists state Member Services Committee Chairs with recruitment and retention strategies.
6. Attends the Region VI Council Meetings.
7. Prepares an oral and/or written report for the Region Council Meetings.
8. Submits a budget request to the Region Treasurer thirty days prior to the spring Council Meeting.
9. Attends the ASCLS Annual Meeting, if possible. Attends the ASCLS Member Services Committee Meeting.
10. Maintains records of Region VI membership activity.
11. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 3 years

NOMINATIONS COMMITTEE CHAIR

Elected by the ASCLS House of Delegates

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member

Election Process:

1. Nominations submitted to Region VI Nominations Committee Chair prior to nominations deadline.
2. Elected by House of Delegates at the ASCLS Annual Meeting.
3. Simple majority wins.

Duties:

1. Serves as a member of the ASCLS Nominations Committee.
2. Notifies the Region Council at the Fall Council Meeting of ASCLS and Region VI positions to be filled in the coming year.
3. Contacts the Regional Director and state Presidents to request nominations.
4. Contacts prospective nominees to encourage them to run for office.
5. Attends the ASCLS Meeting, participates in election activities, and attends the ASCLS Nominations Committee Meeting.
6. Prepares ballots, if necessary, for Region VI officer elections held during the Region VI Caucus at the ASCLS Annual Meeting.
7. Conducts the election process for Region VI officers during the Region VI Caucus.
8. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 2 years

Term Limits: two consecutive terms

PAC COORDINATOR

Appointed by the Region Director

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Interest in political activities and fundraising

Duties:

1. Serves on National PAC Board.
2. Disseminates information to the Region VI Council about national PAC activities and the impact of donations.
3. Contacts state Presidents to encourage collections from their members.
4. Distributes incentive gifts to state Presidents for donors.
5. Keeps the Council apprised of Region VI donations.
6. Attends the Region VI Council Meetings
7. Prepares an oral and/or written report for the Region Council Meetings.
8. Attends the ASCLS Annual Meeting, if possible. Attends the ASCLS PAC Board Meeting and participates in PAC activities.
9. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 3 years

Term Limits: two consecutive terms

P.A.C.E. COORDINATOR

Appointed by the Region Director

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Interest in continuing education and P.A.C.E

Duties:

1. Disseminates information to the Region VI Council and state P.A.C.E. Coordinators about national P.A.C.E. activities.
2. Communicates with the state P.A.C.E. Coordinators at least three times per year, prior to each Council Meeting.
3. Serves as a liaison to the ASCLS P.A.C.E. Committee.
4. Attends the Region VI Council Meetings.
5. Prepares an oral and/or written report for the Region Council Meetings.
6. Submits a budget request to the Region Treasurer thirty days prior to the spring Council Meeting.
7. Attends the ASCLS Annual Meeting, if possible. Attends the ASCLS P.A.C.E. Committee Meeting, if possible.
8. In the event of a Regional Meeting or continuing education program, applies for P.A.C.E. providership upon direction of the Council and processes programs for approval.
9. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 1 year

PROMOTION OF THE PROFESSION COMMITTEE

Appointed by the Region Director

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Interest in public relations and media communication

Duties:

1. Coordinates Region VI public relations activities.
2. Disseminates information to the Region VI Council and state Promotion of the Profession Committee Chairs about public relations activities.
3. Collaborates with Leadership Development Committee to develop and implement a leader recognition program.
4. Communicates with the state Promotion of the Profession Committee Chairs at least three times per year, prior to each Council Meeting.
5. Attends the Region VI Council Meetings.
6. Prepares an oral and/or written report for the Region Council Meetings.
7. Submits a budget request to the Region Secretary/Treasurer thirty days prior to the spring Council Meeting.
8. Serves as a liaison to the ASCLS Promotion of the Profession Committee.
9. Attends the ASCLS Annual Meeting, if possible. Attends the ASCLS Committee on Professional Affairs Meeting.
10. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 1 year

RHO SIGMA DINNER COORDINATOR

Appointed by the Region Director

Candidate Eligibility:

Rotated among state Presidents in the following order:

Illinois
Iowa
Kansas
Missouri
Nebraska

Duties:

1. Plans a dinner for Region VI members in conjunction with the ASCLS Annual Meeting.
2. Presents the Region VI Council at the spring Council Meeting with options for dates and restaurants.
3. Contacts the chosen Rho Sigma Dinner restaurant and finalizes the details of the event.
4. Reproduces and distributes an announcement of the Rho Sigma Dinner to the Region VI Council. State Presidents will then distribute flyers to their members.
5. Works with Region Treasurer to collect the checks made payable to ASCLS Region VI.
6. Submits the final head count to the restaurant.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 1 year

STUDENT FORUM ADVISOR

Appointed by the Region Director

Candidate Eligibility:

1. President of the corresponding state society as the Region Student Forum Chair.

Rotated among state Presidents in the following order:

Illinois
Iowa
Kansas
Missouri
Nebraska

Duties:

1. Encourages, provides direction, and assists the Region VI Student Forum Chair.
2. Serves as Student Forum advocate, monitoring report deadlines and student activities, and liaison to the Region Council in the absence of the Student Chair.
3. Assists in the preparation of and reviews all formal written communication and requests for reimbursement.
4. Encourages each state to appoint a Student Advisor to fulfill the above duties at the state level, as well as maintain communication with that state's CLS and CLT Program Directors.
5. Attends the Region VI Council Meetings.
6. Assists in the preparation of budget requests for the Region Student Forum.
7. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 1 year

STUDENT FORUM

The student members of Region VI shall be represented by a council of five student ASCLS members, representing each constituent state society.

REGIONAL STUDENT FORUM CHAIR

Recommended by the designated state society President and appointed by the Region Director.

Candidate Eligibility:

Rotated among state Student Forum Chairs in the order corresponding to the Student Forum Advisor Coordinator appointment.

Duties:

1. Performs the functions designated by the ASCLS Student Forum.
2. With the assistance of the Regional Student Advisor, contacts constituent state Student Forum Chairs to request reports on student activities in their state, to collect student concerns and suggestions for the Region VI Council, and to relay information from the Council and from the ASCLS Student Forum Chairperson to the Regional Student Forum.
3. Sends written report on Student Forum activities to Student Advisor for review, then to the ASCLS Student Forum Chair before the Region Council Meetings (or provides 20 copies at the meeting).
4. Sends newsletters containing reports of student activities and information from the ASCLS Annual Meeting to each Student Forum representative who may then forward the information to student members in their state.
5. Serves as student representative at Region Council meetings and is encouraged to attend Legislative Days and the ASCLS Annual Meeting.
6. Serves as a voting member of the Region Council.
7. Keeps a record of any money spent on Regional Student Forum activities, retaining receipts attached to completed reimbursement voucher which is then forwarded to the Region Secretary/Treasurer by the Student Advisor.
8. Submits a budget request to the Student Advisor for review and submission to the Region Treasurer at least thirty days prior to the spring Council Meeting.
9. Advises incoming Student Forum Chairperson, especially sharing information from the ASCLS Annual Meeting.

10. Promotes increased student membership and involvement in ASCLS.
11. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 1 year

The Student Forum Chair, whenever possible, will move the next year into the FYP position by appointment of the Region Director. If, for any reason, the student is unable to move into this position the Region Director will appoint one of the 5 state FYPs into that position. The FYP will serve as chair of the New Professionals Committee.

STUDENT FORUM MEMBERS

State student representatives are to be invited to attend the Region VI Fall Council meeting to promote involvement in the profession, leadership development through mentoring, and to provide a venue for input from students coming into the profession.

Expenses: See Travel and Expense Reimbursement Policy

NEW PROFESSIONAL COMMITTEE

The New Professional Committee (NPC) will be comprised of: Chair (FYP), Vice Chair (Student Forum Chair), Advisor (previous year's FYP), one FYP from each state, and a liaison to the ASCLS New Professional Committee (new professional appointed by Region Director).

Term of Office: Liaison to ASCLS New Professional Committee is a 3 year term (individual must have less than 5 years of ASCLS membership at the time of initial appointment). Other members of the New Professional Committee serve 1 year terms.

Term Limits: Two consecutive terms

FIRST YEAR PROFESSIONAL CHAIR

The Chair of the FYP Committee will be the person who served as the Region's Student Forum Chair for the prior fiscal year, if available, and approved by the current Region Director. The Region Director at his/her discretion may appoint a different candidate based on recommendations from the constituent states.

Candidate Eligibility:

The Region VI FYP Chair will be a First Year Professional member in good standing of ASCLS and their state society who has shown leadership characteristics and is able and willing to perform the duties of the position.

Duties:

Serves as a voting member of the Region VI Council and attends Region VI Council meetings.

1. Promotes increased First Year Professional membership and involvement in ASCLS and state societies.
2. Contacts the ASCLS First Year Professional (FYP) board member at the beginning of the term.
3. Conveys region and national information to state FYP chairs.
4. Serves as a mentor to Regional Student Forum Chair throughout the year.
5. Sends written report to Region Council meetings.
6. Keeps a record of any money spent on Regional First Year Professional activities or expenses, retaining receipts attached to completed reimbursement voucher which is then forwarded to the Region Treasurer.

7. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 1 year subsequent to serving as Regional Student Forum Chair, if approved by Region Director or a 1 year appointment by the Region Director.

WEB SITE COORDINATOR

Appointed by the Region Director

Candidate Eligibility:

1. Professional I, II or emeritus Region VI ASCLS member
2. Interest in and knowledge of computers and Web site development/maintenance

Duties:

1. Maintains the Region VI Web site.
2. Communicates with the Region Director and with State Presidents regarding updates.
3. Reviews the ASCLS and other related Web pages for ideas and recommends content revisions to the sites.
4. Interacts with the server host as needed.
5. Attends the Region VI Council meetings.
6. Prepares an oral and/or written report for the Region VI Council meetings.
7. Maintains files of relevant correspondence and documents to forward to the successor of this position.

Expenses: See Travel and Expense Reimbursement Policy

Term of Office: 1 year

RHO SIGMA DISTINGUISHED SERVICE AWARD

The Rho Sigma Distinguished Service Award was established in 1985 to recognize members who have made significant contributions to Region VI.

Nominations Process:

1. Any member of Region VI may nominate a candidate. Nominations must include a statement indicating the contributions the candidate has made to the Region.
2. The Secretary will distribute Nomination Forms at the Region VI spring Council Meeting.
3. A Candidate Information Form will be sent by the nominator to the nominee for completion. Completed forms must be returned to the Secretary at least eight weeks prior to the ASCLS Annual Meeting.
4. A ballot and the Nomination and Candidate Information Forms will be sent by the Secretary to the voting council at least six weeks prior to the ASCLS Annual Meeting.
5. Voting Council members will send completed ballots to the Secretary at least four weeks prior to the ASCLS Annual Meeting.
6. In case of a tie, the Region Director with the input of the elected officers will determine the awardee.

Criteria:

1. Nominees must be members of Region VI. The Region Director, Region Secretary, and Region Treasurer are not eligible.
2. Contributions must have directly benefited Region VI.

Award:

1. All nominees will be awarded a certificate.
2. An award will be presented to the recipient by the Region Director at the Rho Sigma Dinner.
3. Region VI will pay for the recipient's meal at the Rho Sigma Dinner.

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

PURPOSE

The purpose of this policy is to provide ASCLS Region VI with guidelines governing disbursement of Region VI funds for travel and expenses incurred in conducting the business of the Region.

GUIDING POLICY

It is the Region's policy to reimburse authorized individuals for all reasonable expenses of a business nature incurred while performing activities directly related to the function of the Region and defined in position descriptions.

Authorized individuals include voting and non-voting members of the Region Council. When feasible, expenses will be line items in the approved budget of the Region.

To qualify for reimbursement, expenditures must:

- Be reasonable, necessary and most economical
- Provide a reasonable expectation of benefit for Region VI
- Not be for items of personal comfort or family expenses
- Be properly approved
- Be incurred in conjunction with the conduct of authorized business of the Region

APPROVAL AND DOCUMENTATION

All budgeted travel expenses, business expenses, lodging and meal costs incurred must be submitted to the Treasurer for review and payment. If questions arise regarding appropriateness of expenses, expenses are not budgeted, or exceed the budgeted amount, the final decision for approval rests with the Region Director.

Vouchers must accompany all reimbursement requests and contain itemized bills, receipts, or other documentation of expense (e.g. map quest printout showing roundtrip mileage.) Vouchers and associated documentation must be submitted within 90 days of the incurred expense.

APPROPRIATE SPENDING LEVELS

1. Transportation

- Air travel - coach or most economical means unless otherwise approved by the Region Director
- Rental car - not authorized
- Personal car - the driver will be reimbursed for mileage at 80% of the rate established by the IRS. Reimbursement includes tolls and parking. Region council members are encouraged to carpool whenever possible.
- Shuttle - transportation from the airport by most economical means (usually not by taxicab); the possibility of local members assisting with personal cars should be evaluated.

2. Meals

- Expenses incurred for meals on an individual basis will not be reimbursed except as stated in this manual or with prior approval of the Region Director or by Council decision.
- Meals are not reimbursed through the Region VI budget for State Presidents, President-elects or committee chairs. The Council has determined the decision for reimbursement for meals should be at the discretion of the state societies. Therefore, any requests for reimbursement for meals must be addressed through the individual state societies according to state guidelines.
- The Student Forum Chair, First Year Professional Chair, Region Director, Secretary, and Treasurer will be reimbursed for one meal, not to exceed \$25.00, at the Region Council Meetings.
- Meal expenses incurred in transit to and from Region functions will not be reimbursed.

3. Lodging

- Lodging expenses for the Council Officers, Voting Members, and Committee/Appointed Council members will be reimbursed for the Region Council Meetings. Reimbursement for overnight accommodations will not exceed one night per council meeting unless approved by the Region Director.
- A double accommodation in a reasonably priced hotel is the standard. When feasible, a third council member may be placed in a room. If a single accommodation is requested the difference in charge will be paid by the Council member.
- Commercial or group rates should be obtained when possible for large groups and/or extended stays.
- Room arrangements will be made by the Council Secretary and approved by the Region Director. It is usually necessary to guarantee the accommodations in advance, so members who are unable to attend must notify the Council Secretary in advance of any cancellation or reimburse Region VI for the room charge at the discretion of the council.

4. Gratuities - reasonable tips for authorized functions are reimbursable.

5. Travel advances - are not provided except under extenuating circumstances, at the discretion of the Region Director or Treasurer.

6. For items not specifically addressed in this policy, the individual requests are to be approved by the Region Director and/or the Region Council prior to the expense in these situations.

REIMBURSEMENT BY POSITION

Region Director

Expenses incurred for Region VI business shall be reimbursed from the Region General Fund, to include:

1. Attendance at all Region VI Council Meetings: travel, lodging, and one meal not to exceed \$25.00.
2. Attendance at the ASCLS Interim Board of Directors' Meeting: travel, lodging, and meals, in addition to the ASCLS region assessment.
3. Attendance at the ASCLS Legislative Day: registration, travel, lodging, and meals.
4. Attendance at ASCLS State Meetings: registration, travel, lodging, and meals to be split 50/50 between the region and host state.
5. Communication expenses: telephone, postage, fax, duplication, etc.
6. In the event of a Region VI Joint Meeting where a Region VI Council Meeting is being held: registration, travel, lodging, and meals.
7. Reimbursed expenses at the National Meeting as specified in the approved Region budget.

Secretary

Expenses incurred for Region VI business shall be reimbursed from the Region General Fund, to include:

1. Attendance at all Region VI Council Meetings: travel, lodging, and one meal not to exceed \$25.00.
2. Communication expenses: telephone, postage, fax, duplication, etc.
3. In the event of a Region VI Joint Meeting where a Region VI Council Meeting is being held: registration, travel, lodging, and meals.
4. Reimbursed expenses at the National Meeting as specified in the approved Region budget.

Treasurer

Expenses incurred for Region VI business shall be reimbursed from the Region General Fund, to include:

1. Attendance at all Region VI Council Meetings: travel, lodging, and one meal not to exceed \$25.00.
2. Communication expenses: telephone, postage, fax, duplication, etc.
3. In the event of a Region VI Joint Meeting where a Region VI Council Meeting is being held: registration, travel, lodging, and meals.
4. Reimbursed expenses at the National Meeting as specified in the approved Region budget.

State Presidents

Expenses incurred for Region VI business shall be reimbursed from the Region General Fund, to include:

1. Attendance at all Region VI Council Meetings: travel and lodging.

State Presidents-Elect

Expenses incurred for Region VI business shall be reimbursed from the Region General Fund, to include:

1. Attendance at all Region Council Meetings: travel and lodging.

Committee Chairs

Expenses incurred for Region VI business shall be reimbursed from the Region General Fund, to include:

1. Attendance at all Region Council Meetings: travel and lodging.

Student Forum Chair

Expenses incurred for Region VI business shall be reimbursed from the Region General Fund, to include:

1. Attendance at all Region Council Meetings: travel, lodging, and one meal not to exceed \$25.00.
2. Communication expenses: telephone, postage, fax, duplication, etc.
3. In the event of a Region VI Joint Meeting where a Region VI Council Meeting is being held: registration, travel, lodging, and meals.
4. Reimbursed expenses at the National Meeting as specified in the approved Region budget.

Student Forum Members

Expenses incurred for Region VI business shall be reimbursed from the Region General Fund, to include:

1. Attendance at all Region Council Meetings for **one** student from each state: travel and lodging. NOTE: hotel and travel costs will be the responsibility of the individual states if more than one student from the state is invited/sponsored.

First Year Professional Chair

Expenses incurred for Region VI business shall be reimbursed from the Region General Fund, to include:

1. Attendance at all Region Council Meetings: travel, lodging, and one meal not to exceed \$25.00.
2. Communication expenses: telephone, postage, fax, duplication, etc.
3. In the event of a Region VI Joint Meeting where a Region VI Council Meeting is being held: registration, travel, lodging, and meals.
4. Reimbursed expenses at the National Meeting as specified in the approved Region budget.

First Year Professional Members

Expenses incurred for Region VI business shall be reimbursed from the Region General Fund, to include:

1. Attendance at all Region Council Meetings for **one** FYP from each state: travel and lodging. NOTE: hotel and travel costs will be the responsibility of the individual states if more than one FYP from the state is invited/sponsored.

REGION VI ANNUAL MEETING GUIDELINES

On February 17, 1991 the Region VI Council voted to discontinue regularly scheduled annual meetings and instead to assess each state for the amount necessary to allow the Region VI Council to continue to conduct business. The option to host a meeting will continue to follow the same rotation schedule if a state feels that the manpower and interest is sufficient for a Region Meeting, and that it will provide a substantial profit.

The proposal as adopted by the Council reads as follows:

1. Discontinue the fall annual meeting concept as of 1992.
2. As of 1992, equal assessment will be charged to each state at 1/5 of the approved budget for the next fiscal year, payable August 1, 1992, and each year thereafter. Be it noted, the budget will include a general fund item to prepare for unexpected expenses/assessments.
3. States may seek council approval to host a Regional Meeting. Such proposal must be made two years prior to the planned meeting date with priority based on the current meeting rotation. The seed money, the state's assessment for that budget year, and any deficit will remain the host state's responsibility. Other states will still be responsible for their assessment for that year. Any profit distribution will be negotiated with the council for each meeting event.

ADMINISTRATIVE PROCESS AND RESPONSIBILITY POLICY

1. The Region VI Meeting is the general responsibility of the Region VI Council. The direction and guidance of the Council will be carried out as directed in the Handbook.
2. The Meeting General Chairperson is appointed by the Region VI Director after consultation with the president of the state hosting the meeting. The individual(s) will be appointed at least two years prior to the meeting. It is the responsibility of the General Chairperson to regularly report the progress of the meeting to the Regional Director and Council.

The state hosting the meeting is on a rotational, alphabetical basis, i.e. Illinois, Iowa, Kansas, Missouri, Nebraska.

3. The Meeting General Chairperson may utilize the Regional and State Scientific Assembly Section Chairs as appropriate in planning the programs to serve each section of the Scientific Assembly.
4. All proceeds from the Region VI Meeting will accrue to the Region treasury. Any losses which cannot be paid by the Region VI treasury will be distributed to the member states on a percentage ratio of active members in that state. (Region VI should take responsibility for the losses.)

BUDGETARY POLICIES AND GUIDELINES

1. The General Chairperson should have a budget prepared for review by the Regional Director and the Council at the Interim Council Meeting. This should include projected expense/revenue budget, estimates of participant numbers, and contractual arrangements with the host site facility.
2. Adjustments in the expense budget that exceed ten percent of any line item will be reviewed with the Regional Director prior to implementation.
3. Refer to the appendix for examples of budget forms and expense estimate forms.
4. The books should be closed by January 1, if possible, and a report shared with the next General Meeting Chairperson and the Regional Director. A full report should be available to the Interim Council.

EXPENSES FOR PROGRAM PARTICIPANTS

1. Honorariums (suggested guidelines): Single presentations (45-90 minutes) - \$25.00-\$35.00; one-half day (3-4 hours) - \$50.00-75.00; one day (5-7 hours) - \$100.00-\$125.00; two day (workshop) - \$150.00; and Roundtable facilitator and panel member - same as above, but one honorarium may be split, depending upon the type of presentation. Certain speakers may have set honorariums; these can be honored if it appears the attendance at such sessions would warrant the extra expense.
2. Travel expenses: Current IRS mileage allowance or coach air fare, the lesser amount. All participants.
3. Meeting registration: All participants for the day(s) on which they are speaking only.
4. Lodging: Single presentations - none; one-half day - 1 night; one day - 2 nights maximum; two days - 3 nights maximum. Rooms shall be the regular, single meeting room rate. Again, certain speaker situations may warrant extra expense.
5. Meals: Meal allowance should be set according to average cost for that area and not include lunch if included in registration.
6. Presentation material copy expenses: Program Chairperson discretion. Workshop materials will be charged against the specific workshop when determining break even point.
7. The Regional Director's expenses to the Regional Meeting will be added to the meeting expenses.

REGISTRATION POLICIES AND GUIDELINES

1. There will be a differential fee for participating organization's members, non-members, student members, and student non-members. The fee schedule must be re-evaluated each year and determined by the meeting, the economy, and the needs of the budget. Fees for non-members should be 1 ½ to 2 times the charge for members; this includes workshops. The difference may be applied to membership if the individual joins at the meeting.
2. On-site registration fees shall be approximately 20% more than pre registration fees.
3. The total of daily registration fees shall be more than the full meeting registration.
4. Student member registration fees will be set as low as deemed practical.
5. Institutional registration will include two badges and will be 1 ½ to 2 times the non-member rate. This type of registration is optional and at the discretion of the general chairman.
6. Preregistration deadline should be ten days prior to the meeting.
7. Requests for refunds for workshops must be received ten days prior to the meeting. Requests for meeting registration refunds must be postmarked seven days prior to the meeting. Cost of handling may be deducted from refund.
8. The date for the deadline for preregistration and refunding of registration and the non-refundable charge will be clearly stated in the preregistration material.
9. "Workshop Only" registrants may not be required to pay general registration fees depending upon how fees are set.
10. Complimentary registration will be provided to Emeritus Members who preregister and will include lunch (if included in registration), but not special events, if not included in registration.
11. Registration will be waived for the General Chairperson and major committee chairpersons. Waiver of registration for others or guests must be approved by the Regional Director.
12. Complimentary rooms should be utilized on a double occupancy basis when feasible.

13. Workshop that are not filled may be offered at on-site registration to students at a reduced rate.
14. Workshop cancellations: Registrants will be notified if their choice(s) is canceled seven days prior to the workshop so that they can select other workshops, if they wish.

EXHIBITS POLICIES AND GUIDELINES

1. The Region VI Council and/or Regional Director will approve booth rental fees. Adequate expense documentation should be provided for all anticipated exhibitor related expenses.
2. No vendor is permitted to exhibit unless they have paid in full in advance.
3. Manufacturers and distributors who are not contracting convention exhibitors shall be discouraged from exhibiting in private rooms and/or contracted booths in the meeting hall. Advertising in the assigned exhibit area by such unauthorized persons shall be forbidden.
4. Booths should be at least 8' x 10' in size.
5. Booth space may be assigned by a lottery system, or by use of scaled fees based on location and size at the discretion of the Exhibits Chairperson. The method used for booth assignment should be clearly stated in the exhibitor's agreement.
6. Exhibitors will receive two badges per booth. Additional badges will be provided at the discretion of the General Chairperson.
7. Double booth fees shall be 1½ to 2 times the fee for one booth at the discretion of the Exhibits Chairman.
8. Exhibitors are encouraged to offer door prizes. This could be set up with the Exhibit Chairperson for the entire exhibit hall as well.

SITE EVALUATION AND SELECTION POLICIES AND GUIDELINES

1. The city for the meeting shall be approved by the Region VI Council.
2. The General Meeting Chairperson should evaluate the site utilizing the Site Evaluation Form in the appendix, or other appropriate form.

Check for:

- a. Minimum site space: Exhibit area to allow for at least 50 (8' x 10') booths. Meeting rooms adequate for the program (seat up to 70 per room). Lunch facilities for sit down meals.
- b. Adequate hotel space with reasonable rates.
- c. Adequate transportation facilities, i.e. terminal with air service connecting to all Region VI states.

PROGRAM AND WORKSHOP POLICIES AND GUIDELINES

1. P.A.C.E. approved workshops and programs should be highly encouraged so that continuing education can be documented. Attendance certificates should be provided as needed.
2. Workshop fees should be based on all expenses incurred in the presentation of the workshop, including materials, meals, coffee breaks, faculty expenses and honorariums. A workshop form has been provided in the appendix for determining costs.
3. The number of faculty per workshop will depend upon the need for personal interaction within the workshop and should be agreed upon before final commitments are made.
4. Any honorarium request outside the stated policy requires the approval of the General Meeting Chairperson.
5. Programs should be balanced to include microbiology, chemistry, hematology, immunology/immunoematology, administration, education, phlebotomy and general topics. General includes keynote, government issues, etc.
6. Publicity: 1) an initial mailing may be made about three months prior to the meeting; 2) the final mailing, including preregistration material should be made ten weeks before the meeting.
7. The General Chairperson should maintain a permanent logsheet of attendance at the regional meeting by location for future reference.
8. A written agreement or letter of commitment should be provided to document financial support for speaker's expenses with companies choosing this method of support.

1. Workshop Budget Form (example)
2. Site Evaluation Form (example)

CREDIT

Thanks to the Ohio Society for Medical Technology for sharing their excellent meeting manual. Many sections of this section on meeting policies and guidelines are edited and/or modified versions of their manual.

(EXAMPLE)

IACLS WORKSHOP BUDGET FORM

Please see instructions for completing form. Please PRINT or TYPE.

1. HONORARIUM: \$_____/day for _____ days _____ \$_____

2. TRAVEL: _____ \$_____

3. HOTEL: #_____ persons X_____ days at \$_____/day \$_____

4. PER DIEM: #_____ persons X_____ days at \$_____/day \$_____

5. SUPPLIES (Estimated Cost)_____ \$_____

6. PRINTING: (Estimate for Maximum Registration)

A. COST OF DUPLICATING OWN PRINTED MATERIALS:

\$_____ per set X _____ persons _____ \$_____

B. COST OF DUPLICATION BY ISCLS:

\$_____ pages x #_____ persons at _____ c/page _____ \$_____

7. TOTAL ESTIMATED WORKSHOP COST _____ \$_____

(add items #1 through #6)

FOR IACLS USE ONLY:

ESTIMATED COST \$_____

FEE \$_____

OVERHEAD \$_____

MINIMUM REGISTRATION _____

TOTAL COST \$_____

(EXAMPLE)
SITE EVALUATION FORM

DATE OF EVALUATION: _____ EVALUATION BY: _____

NAME OF FACILITY: _____

LOCATION: _____

CONTACT PERSON: _____ TELEPHONE # _____

PREFERRED DATES: _____ DATES AVAILABLE: _____

Do preferred and/or available dates conflict with other major laboratory oriented meetings?

If yes, list: _____

EXHIBIT LOCATION: Hotel
Convention Center _____

Exhibit area location (Room name) _____

Booth Capacity (max. #) _____ Size of booths _____

Total square footage available for exhibits _____

CHARGE FOR EXHIBIT SPACE: Per booth _____ Flat Rate _____

Does cost for exhibit area include set-up and break-down time? _____

Will exhibit area need to be vacated to set up a banquet? _____

MEETING ROOMS: How many? _____ Is detailed floor plan available? _____

If yes, attach copy.

Will this number and size of meeting rooms meet the organization's needs? _____

—

Is there a charge for meeting room space? _____ If yes, how much? _____

Is there a charge for meeting room space if meal functions are held in the facility? If yes how much? _____

BANQUET FACILITIES: Total Capacity _____

SLEEPING ROOMS: Total # _____

How many will be committed to organization? _____

Current Rates

Projected Rates for Time of Meeting

Single _____

Double/Double _____

Suite _____

Complimentary Room Policy? _____ When will rates be confirmed? _____

Are other accommodations available within a two (2) block radius? _____

TRANSPORTATION TO SITE:

Freeway Access Excellent _____ Good _____ Poor _____

Air Transportation Excellent _____ Good _____ Poor _____

Ground Transportation Excellent _____ Good _____ Poor _____

Airport to Site Transfer Time _____

PARKING: Charge/24 hrs. (valet) _____ (self) _____

Validation by Hotel? _____

Other available parking _____ Charge _____

RESTAURANT FACILITIES: Hotel Excellent _____ Good _____ Poor _____

Restaurants in close proximity Excellent _____ Good _____ Poor _____

SHOPPING FACILITIES: Liquor, sundries, shopping center

Excellent _____ Good _____ Poor _____

MISCELLANEOUS INFORMATION:

Recent Utilization by other health care organizations? _____

Name of Organization _____

Contact Person (name/address)

IMPRESSION OF SITE:

PRO	CON
_____	_____
_____	_____
_____	_____

Additional Remarks

RECOMMENDATION:

REGION VI LOGO POLICY

PURPOSE

The purpose of this policy is to provide ASCLS Region VI members with guidelines governing the use of the Region VI Logo

LOGO POLICY

The Region VI logo may be used for only for Region VI Business. This includes:

- All official Region VI correspondence.
- A candidate running for an ASCLS National office as a candidate within or from Region VI may use the logo to identify them as a member of Region VI. The logo is a graphical representation of the candidate's region. The use of the logo does not imply the endorsement of a particular candidate.
- All other uses must be approved by the Region VI Council. Approval may be initiated by contacting the Regional Director directly or by e-mail. Approval requires a majority consensus of the voting members of the Region VI Council.
- The use of the Region VI name and or/logo may not be used in advertising or promotional material including television, radio and all print and electronic media unless prior approval is obtained from the Region VI Voting Council.