



OPERATING GUIDELINE

ISSUANCE OF HONOR ROLL AWARDS

I. OBJECTIVE

To define the requirements for achieving "Honor Roll" status in recognition of outstanding sponsorship of meetings or activities associated with the Mid-Atlantic Region Society of Quality Assurance (**MARSQA**).

II. PROCEDURE

"Honor Roll" recognition will be granted to organizations or individuals that have contributed substantially to the goals of **MARSQA** either financially or through the sponsorship of a general meeting site throughout the calendar year(s). This unique status will be recognized by **MARSQA** through the presentation of the organization or individual's name on a specially designated **MARSQA** "Honor Roll" Sponsors plaque which will be displayed at various **MARSQA** events.

III. CRITERIA FOR "HONOR ROLL" STATUS

A. Financial Donation

Sponsorship by way of financial contribution of \$1,500.00 or more will distinguish an organization or individual for "Honor Roll" status. The amount can be contributed in a single lump sum for a general session meeting or activity, or can be achieved by gradual accumulation over a period of time.

B. General Meeting Site Donation

Sponsorship by way of providing the facilities for a general meeting site will automatically distinguish an organization or individual for "Honor Roll" status.

IV. RESPONSIBILITY FOR THE PLAQUE

The President of **MARSQA** or an appointed designee will arrange to have a qualifying organization or individual's name engraved on a plate that will be affixed to the **MARSQA** "Honor Roll" Sponsors plaque. The Vice President or an appointed designee will be responsible for maintaining the plaque and supplying it at all **MARSQA** general meetings or functions for display to the membership.

V. RECORDS

Records of all financial contributions by organizations or individuals including all costs associated with the additions of "Honor Roll" sponsors to the plaque will be maintained by the **MARSQA** Treasurer.