

Instructions for Completing Your AMTF Nomination Form

DEADLINE FOR APPLICATION SUBMISSION: FEBRUARY 16, 2024

1. Download the AMTF nomination form from the AMTF website. Save it to your computer. Do not attempt to complete the form online as it will not save your information.
2. Reopen the saved file from your computer.
3. Complete the application by typing your responses in each field. Save your responses often to avoid losing any information. Do not scan or print to pdf. Handwritten or typed/scanned forms saved as pdf documents will not be accepted.
4. Once you have completed your form, forward it to your nominators to ensure that you have entered all responses correctly. Please be sure to give your nominators at least 4 weeks prior to the deadline to review your application, provide any feedback, and return to you for final edits.
5. Once your nomination form is final, sign the form using Adobe signature. Again, do not print a hard copy and manually sign.
6. Please save your file on your computer with the following label: LastName.FirstName.pdf.
7. In a separate document, please complete a short Bio to be submitted along with the application. 250 words or less are required.
8. Email the completed, signed form and your separate Bio document to your Nominators who will write their nomination letters. Please be sure to complete this step at least 2 weeks in advance of the deadline to ensure all materials are submitted in a timely fashion. The nominators are responsible for submitting all final information electronically to the membership committee by the deadline.
9. Resumes, curriculum vitae, photos are not acceptable replacements or substitutions for the AMTF application. However, some nominators might request these documents from the nominee if these documents will help with composing the nomination letter.
10. All forms should be returned electronically by **Friday, February 16, 2024** to the following address:

Karrie Hovis, AMTF President-Elect, karriehovis@gmail.com.

ADDITIONAL CONSIDERATIONS:

1. Nominee's accomplishments must total a minimum of **110 points**.
2. Please make sure each item is listed in the category where the nominee would receive the highest awarded points.
3. Each item will only be counted **once** on the form for a single category.
 - a. Duplicate items will be removed by the AMTF membership review committee, and points will be adjusted accordingly.
4. Any questions or issues with completing the form should be initially directed to the nominators.



Alpha Mu Tau Fraternity New Member Nomination Form

Nominee Information

Name, Degree, Certification, and Title		
Employer		
Work Address		
City	State	Zip
Work email	Work phone 1	Work phone 2
Home Address		
City	State	Zip
Home email	Home phone 1	Home phone 2

Elected/Appointed ASCLS Officer or Board Member Positions

Some officer or board member positions may be elected by the society members or appointed by the residing board of directors of the constituent, regional or national board and should be included in this section.

List position and year(s) of term. List all years, even if accumulated points exceed the maximum.

National ASCLS officer or board member (3 points per year of term)	Points (30 Max)
1	
2	
3	
4	
5	
6	
List any additional positions:	
Regional ASCLS officer or board member (2 points per year of term)	
1	
2	
3	
4	
5	
6	
List any additional positions:	
State ASCLS officer or board member (2 points per year of term)	
1	
2	
3	
4	
5	
6	
List any additional positions:	
Total ASCLS officer or board member points (30 points maximum)	

Appointed ASCLS Committee/Task Force Chairs or Member

This section recognizes the participation (membership) on a committee or taskforce and leadership. Please make sure you differentiate membership versus a leadership role. Membership in ASCLS in and of itself as an organization does not qualify for inclusion in this section.

List position and year(s) of term. List all years, even if accumulated points exceed the maximum. Indicate if *chair or member*.

National (4 points per year as chair, 2 points per year as vice-chair, 1 point per year as member)	Points (30 Max)
1	
2	
3	
4	
5	
6	
List any additional positions:	
Regional (2 points per year as chair, 1 point per year as member)	
1	
2	
3	
4	
5	
6	
List any additional positions:	
State (2 points per year as chair, 1 point per year as member)	
1	
2	
3	
4	
5	
6	
List any additional positions:	
Total of appointed committee/task force chair or member (30 points maximum)	

Attendance at Professional Society Meetings

List meetings and year(s) you attended. List all, even if accumulated points exceed the maximum.

Exclude attendance at meetings required by employer.

Examples of meetings: ASCLS (JAM, CLEC, Legislative Symposium, etc.), AACC, AABB, ASM, ASCP or others.

National (1 point for each year attending)	Points (10 Max)
List any additional years:	
Regional (0.5 points for each year attending)	
List any additional years:	
State (0.5 points for each year attending)	
List any additional years:	
Total of meeting attendance points (10 points maximum)	

Delegate to ASCLS National House of Delegates

List dates. List all, even if accumulated points exceed the maximum.

List each year as a delegate (1 point for each year)	Points (10 Max)
List any additional dates:	
Total of delegate points (10 points maximum)	

Leadership in Professional Organizations Other Than ASCLS

List organization, position or title and year(s) of term. List all, even if accumulated points exceed the maximum. **NOTE that “membership” in a professional organization does not qualify as evidence of “leadership”.**

Exclude attendance at meetings required by employer.

Examples of Professional Organizations include laboratory societies, other than ASCLS and constituent societies, science organizations, healthcare organizations, etc.

Provide position title, activity, organization, and year (1 point for each year of service)	Points (10 Max)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
List any additional leadership opportunities:	
Total points for leadership in organizations other than ASCLS (10 points maximum)	

Leadership in Church, Community or Civic Organizations

List organization, position or title and year(s) of term. List all, even if accumulated points exceed the maximum. NOTE that “member” in such groups does not qualify as evidence of “leadership”. (*Do not include participation in activities required by employer.*)

Provide title, activity, organization, and year (0.5 point for each year of service)	Points (5 Max)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
List any additional leadership opportunities:	
Total church, community, or civic organizations leadership (5 points maximum)	

Professional Publications

Articles, editorials, professional books, book chapters, society position papers etc. Give title, publisher or journal, newsletter, year. Articles may include scientific, educational in the form of case studies, research studies, literature reviews, technical reviews etc. as examples.

Peer-review articles (5 points), books (5), book chapters (3), articles -non peer-reviewed (2), editorials -non-peer reviewed (2)	Points (12 Max)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
List any additional publications:	
Total professional publications (12 points maximum)	

Professional Presentations

Platform presentations or posters at professional meetings; provide title, sponsor, dates, and hours. Exclude presentations in the performance of duties as required by an employer.

It is important to note date and hours. As an example, a speed session, or 20-minute presentation, should be awarded 0.3 points as it is one third of a complete hour. Poster acceptances at national meetings have varying requirements for authors to be present; therefore, each accepted poster should be scored as 1 point.

One (1) point per hour	Points (12 Max)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
List any additional presentations:	
Total professional presentations (12 points maximum)	

Professional Legislative Activities (Other than attendance at the ASCLS Legislative Symposium)

Letters to senators and representatives, meetings with senators and representatives, licensure activities. For Legislative Symposium, record activity in Attendance at Professional Society Meetings.

List professional legislative activity and year (1 point per activity per year)	Points (10 Max)
1	
2	
3	
4	
5	
6	
7	
List any additional activities:	
Total legislative activities (10 points maximum)	

Public Relations

Presentations to church or civic groups, schools, *Medical Laboratory Professionals Week* leadership, judging science fairs, assisting in clinics, health fairs or blood drives. (*Do not include participation in activities required by employer.*)

Public relations activities, list activity and year (1 point for each year)	Points (12 Max)
1	
2	
3	
4	
5	
6	
7	
8	
9	
List any additional activities:	
Total public relations activities (12 points maximum)	

Professional Awards, Honors, Recognition

Omicron Sigma, Life-Time Achievement, Member of the Year, Key to the Future, Lifetime Achievement, scholarships, authorship awards or other professional awards from ASCLS or other laboratory associated societies or organizations.

National award (2 points for each year), Local/regional (1 point for each year), Leadership Academy Completion National (2 points), Regional (1 point), State (1 point)	Points (10 Max)
1	
2	
3	
4	
5	
6	
7	
8	
9	
List any additional awards, honors, or recognition:	
Total awards, honors, recognition (10 points maximum)	

Grand Total Points

150 points maximum, nominee must have at least 110 points to qualify.	
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Nominators (Nominators may sponsor up to two nominees per year)

Assist the nominee in completing the form and verify that it is complete and accurate. One reference letter from each nominator or one letter signed by both nominators is acceptable. Nominators may include comments on character traits, values, commitment, professionalism, or additional accomplishments not already on this form. Nominators are responsible for ensuring that the form and reference letter(s) reach the Membership Committee chair in advance of the deadline. See the AMTF website for this year's deadline and Membership Chair email.

Nominator 1	Nominator 2
Nominator 1 email:	Nominator 2 email:

Nominees

Congratulations for selection by your nominators for AMTF candidacy. You are being honored for your accomplishments and contributions to ASCLS and the Clinical Laboratory Science profession. AMTF is an honorary fraternity dedicated to promoting our profession through scholarships. Please review your form for completeness, accuracy, and lack of duplication; check your point selections and totals. Please retain the format and page count, do not modify. Note that resumes, curriculum vitae, or additional supporting documentation will NOT be accepted. Send this form and your short Bio to your nominators upon completion.

Nominee Signature

Nominee Signature	Date
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