



WAB AWARDS PROCEDURES

- Please make sure that forms are sent to the Awards Officer at least 3 weeks before required. *The earlier the better and at least before the end of February.*
- Branch Secretary to complete nomination (Award) form, branch President & Secretary to both sign, then forward to Awards Officer.
- Awards Officer to confirm criteria, record, sign, prepare certificate and order badge.
- WAB Admin/Awards Officer will print the required certificates & forward certificates, any badges and a **copy** of the nomination form to Management Team for approval.
- President to Sign and date all awards certificates.
- WAB Admin/Awards Officer or State President will forward badges, certificates & a copy of the original nomination form to the appropriate Coordinator for presentation at Regional Conferences.
- WAB Admin/Awards Officer will record & file the original nomination form.

PLEASE NOTE: 5 & 10 year certificates to be presented at a branch meeting.
20, 30, 40 and 50 year awards are presented at Regional Conferences.
60 and 70 year awards are presented at State Conference if possible; otherwise at the decision of the Member's Branch.

5yrs	Certificate & copy of nomination form
10yrs	Certificate & copy of nomination form
20yrs	Certificate, badge & copy of nomination form
30yrs	Certificate, badge & copy of nomination form
40yrs	Certificate, badge & copy of nomination form
50yrs	Certificate, badge & copy of nomination form
60yrs	Certificate, badge & copy of nomination form
70yrs	Certificate, badge & copy of nomination form

Awards Officer orders Year badges & all accounts sent to Treasurer for payment.