

CHAPTER MANUAL

ARIZONA ARCHAEOLOGICAL SOCIETY



**This Manual should be passed on to each succeeding Chapter President.
The Manual is also on the AAS Website.**

PREFACE

The purpose of the Chapter Manual is to provide both old and new Chapters with suggestions that may be used to reach goals that all Chapters have in common. It also provides the requirements that the State of Arizona and Federal law place on activities in the field of archaeology. It suggests methods for implementing the *Bylaws of the Arizona Archaeological Society*. It also includes the requirements and guidelines of the *Certification Manual*.

Over the years suggestions have been made to provide something in writing that would serve as a guide in carrying out various AAS activities. New Chapters in particular desired such a document. Brenda Poulos, AAS State Chairperson, in the spring of 2005, convened a Planning Committee consisting of all State Officers and Committee Chairs. One of the Committee's responsibilities was the development of a Chapter Manual.

In the spring of 2017, the State Planning Committee under State Chair Glenda Simmons and State Secretary Sandy Gauthier undertook the updating and simplifying of the Chapter Manual. It is necessary to update the Chapter Manual to include changes necessitated by Arizona state law and changes in Arizona agency procedures. It is useful to simplify the Chapter Manual by referring to the documents that require or suggest particular actions. This allows the reader to access the basic document whereby allowing certainty as to the material being the latest. It also allows the Chapter Manual to be concise and of a size that is convenient for placing on the AAS website.

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CHAPTER OFFICERS

Chapter President

The Chapter president organizes and presides over all Chapter meetings and Board meetings, but depends on the Board for assistance in operating the Chapter. All decisions regarding the Chapter are by consensus of the Board. The Chapter is not an entity within itself but is part of the State organization. Chapters are strengthened through this relationship with the State. It is recommended that the President:

- Conduct all meetings according to Robert's Rules of Order.
 - Ensure that all Chapter activities are conducted within the guidelines of the *Bylaws of the Arizona Archaeological Society*. See the AAS Website, www.azarchsoc.wildapricot.org for a copy of the bylaws.
 - Plan Chapter meetings, projects, courses, and other activities for the entire season, so that a listing of Chapter events can be published as a handout at meetings and outreach programs, and can be posted on the AAS website. This can be a very strong promotional tool for the chapter, and a good organizational tool.
 - Plan Board meetings and e-mail an agenda to Board members well in advance of the meeting. This enables members to attend meetings prepared for ensuing discussions.
 - Select candidates to become the required Chapter Advisors. The *Chapter Advisor Approval Request Form* is in the *AAS Certification Manual* at Tab 3-E.
 - Initiate and implement Chapter projects, and sign the contracts for such projects. The President should nurture relationships with the professional community of archaeologists. This may result in opportunities for members to participate in research-oriented projects.
 - Coordinate with the State Chair who is readily available to assist the Chapter President with any queries or problems and with locating guest speakers, instructors or professional advisors.
 - Appoint the Chapter Certification Representative according to the Certification Manual and transmit this name and contact information to the Chair of the Training, Certification and Education Committee. (See *The Petroglyph* for Chair's contact information). Work with the Certification Representative in planning courses in conjunction with Chapter projects.
 - Appoint Chapter members to committees. Involve as many Chapter members as possible in organizational activities to share organizational responsibilities. This lends depth to the organization. The President should avoid taking on too many responsibilities, but rather advise and assist other Board members in their roles.

- Appointments should be made as follows, but not necessarily limited to these: a person to: send Chapter information to *The Petroglyph* and AAS Website, distribute *The Archaeologist* volumes, serve on the State Nominating Committee, coordinate Chapter Membership, conduct field trips and hikes, and publicize Chapter activities.
- Protect Board members and AAS from liability. Ensure that AAS release forms are made available to Hike and Field Trip coordinators and that they are used for every hike and field trip. The Certification Representative should use release forms for class field work and trips. Releases need to be signed by Chapter members when working on a field project (excavation, survey, stabilization etc.). See the Appendix for a copy of the *AAS Release and Waiver Agreement*. Ensure that signed releases are kept in the Chapter Archives for five years.
- Is responsible for completing the Proxy form, if necessary, and getting it to the State Secretary. At the Chapter roll call announce the number of Chapter members attending. Be prepared to give a short summary of Chapter activities if called upon. Be sure to attend the Chapter Directors Meeting in conjunction with the State Meeting. A Chapter Board member should attend in the Chapter President's absence.
- Submit the *Annual Chapter Report* to the State Second Vice Chair by December 31 of each year. A sample Chapter Report form is located in the Appendix which may be used, or the Chapter may develop its own format. The Chapter Report shall include, but not be limited to the following:
 - List of Chapter Officers, Committee Chairs and Advisors.
 - Summary of Chapter activities for the year including a list of speakers and topics at Chapter meetings, AAS courses given and number of students receiving certification credit, projects undertaken with number of volunteer hours for the year per project, outreach programs with number of participants, field trips, hikes and other activities.
 - Research Design for any new Chapter Project, reviewed or written with the Chapter Advisor. For ongoing research projects, give an update of progress, accomplishments, and any revisions undertaken during the year.

Chapter Vice President

As indicated in the *Bylaws of the Arizona Archaeological Society*, the Chapter Vice President acts as President either in the absence of the President or when the office of President is vacated in which situation the Vice President will complete the term of the vacant presidency.

- Some Chapters have two Vice Presidents, First and Second, bringing the total number of Chapter officers to eight. The First Vice President acts in the absence of the President as indicated above.
- The Vice President undertakes duties as assigned by the President.

Chapter Treasurer

The Chapter Treasurer receives and disburses funds to further the operation of the Chapter and its officers. The Treasurer:

- Collects renewal and new member dues annually from each member of the Chapter, directly or through the person responsible for Chapter membership.
- Forwards the appropriate amount of money for each new or renewal Chapter member, as determined by the State Executive Board, (currently \$25) to the State Membership Chair who then forwards funds to the State Treasurer
- Forwards Training, Certification and Education monies to the State Treasurer in a timely manner. Contact information for the State Treasurer is in *The Petroglyph*.
- Manages all of the Chapter financial accounts, checking and savings. This may include a petty cash fund if the Chapter desires or needs to maintain such an account, recording receipts and expenses in a manner similar to the check register.
- Provides monthly accounting information to Chapter Board members.
- Completes and submits on or before January 15, the *Annual Financial Report Form* to the State Treasurer. This information is needed to prepare IRS forms. The annual Financial Reporting Form includes expenditures and receipts (financial transactions) for the previous year (see form in the Appendix).
- If the Chapter disbands, any records and funds remaining in Chapter accounts shall be forwarded to the State Treasurer.

Chapter Secretary

The following is a list of duties for the position of Chapter Secretary. On occasion, the Secretary will be both the Recording as well as Corresponding Secretary, depending on the size of the Chapter. The Secretary may be asked to assist the Membership Coordinator as well. The Secretary:

- Takes the minutes for the Chapter Board meetings and any other business meetings, distributes the minutes to the Chapter Board, and produces a hard copy for the Chapter archives.
- At the end of the year (December 31) turn over all archived minutes and other correspondence to the Chapter Archivist.
- Contact the State Secretary or Chair for assistance, if needed.

Chapter Directors

Chapters elect three Directors with staggered three year terms of office.

- Directors serve as Board members, advising on Chapter policy and activities.
- These are the only officers who are elected for more than a one year term of office. As indicated in the *Bylaws of the Arizona Archaeological Society*, the terms are staggered so that one Director completes his or her term each year. Directors are elected for a three year term. If a Director resigns before the three year term is completed, the replacement Director will serve until the end of the original three year term.
- Directors assume duties assigned by the President.

Chapter Archivist

Each chapter should have an archivist responsible for collecting and properly preserving items of historical value pertaining to the Chapter. The archivist is appointed by the chapter president.

- The items to be saved include newspaper articles, information on programs, written reports on projects, photographs of activities, and any honors or recognition of the chapter or any of its members.
- Of utmost importance is the proper preparation and storage of these items. Ideally, newspaper articles should be photocopied onto regular 8.5x11 white paper and the original articles either discarded or isolated from other archival materials. Newsprint is very acidic and will deteriorate rapidly. It can also make adjacent materials yellow and brittle. You must use acid-free folders and archival quality plastic protectors. Boxes are also available for archival storage. Do not use albums with sticky pages. Use acid-free photo holders that allow removal and replacement of photos.
- Do not store items or boxes in garages, attics, basements or storage lockers. For all archival storage, do the best you can for a moderate temperature and low humidity.
- For assistance with archival questions, contact the AAS State Archivist. Contact information is listed in the Petroglyph.
- If for some reason the chapter disbands, send the chapter archives and any other records and history to the AAS State Archives for permanent storage. Material should be judiciously culled before submission to avoid duplicates and unwanted information.

Chapter Advisor

Each chapter should have one or more Chapter Advisor. The Chapter Advisor is a professional archaeologist familiar with the chapter's local area. They should know the work done and the archaeology in the region, be able to advise the chapter about various archaeological issues, and be qualified to teach AAS courses. They often have resources that may facilitate Chapter projects and activities in the field or laboratory. They must be an approved AAS instructor if they wish to teach AAS courses for the Chapter.

The Chapter Advisor:

- Must be approved by the Training, Certification and Education Committee. The *Chapter Advisor Approval Form* may be found at Tab 3-E of the Certification Manual. The Chapter President and the Certification Representative should both have a printed copy of the Certification Manual. The Manual is also posted on the AAS Website.
- Should also apply at the same time to become an instructor for AAS courses of his or her interest. *Instructor Approval Request Form* is in the Certification Manual at Tab 3-F.
- Advises the Chapter on federal and state laws that may apply as the Chapter undertakes various field activities, as well as providing information to help the chapter evaluate their proposed activities and compliance with the *Bylaws of the Arizona Archaeological Society* and *Excavation Criteria* as provided by the Training, Certification and Education Committee.
- Does not have to be a member of AAS; however, it is recommended that chapters make the Advisor an honorary chapter member.
- Should be invited to attend Chapter meetings and social functions, however, it is not obligatory for the Advisor to attend.
- Collaborates in writing research designs and reports for Chapter projects and/or reviews those developed by other professionals working with the Chapter.
- Reads and reviews manuscripts submitted for publication by the Chapter.

CHAPTER COMMITTEES AND ACTIVITIES

Certification Representative

Each Chapter shall have a Certification Representative as provided in the *Certification Manual* Tab 1. Certification is an important component of the Training, Certification and Education Committee and is a means for members to learn and demonstrate competence in select archaeological fields. The Certification Representative is the Chapter's representative in this process.

The role of the Certification Representative is to initiate and implement AAS courses for the Chapter. The Certification Representative is the liaison between the AAS Training, Certification and Education Committee and the Chapter and acts as course facilitator working with the AAS instructor to organize and implement courses. Specific duties are found in Tab 1 of the *Certification Manual*.

The Chapter President appoints a Certification Representative and forwards the name and contact information to the Chair of the Training, Certification and Education Committee.

The general duties and responsibilities of the Certification Representative are as follows:

- Should become thoroughly familiar with the contents of the *AAS Certification Manual*. The Chapter should have two hard copies, one for the Representative and one for the President. The *Certification Manual* is also available on the AAS website.
- Should attend Training, Certification and Education Committee meetings when called and/or maintain contact and exchange information electronically or by mail.
- Is the conduit for information between the Training, Certification and Education Committee and the Chapter.
- Assists the Chapter leadership in finding qualified AAS Instructors, locating classroom space in which to conduct classes, recruiting and enrolling students and assisting in presenting classes as appropriate.
- Is responsible for assisting with registration at all classes, for ensuring that all paperwork is complete at the end of the class, that all class records are obtained, and that Student Certificates are signed and dated by the class instructor. The Certification Representative shall forward the final paperwork to the Training, Certification and Education Committee after retaining a copy for the Chapter.

- Should assist archaeologists in becoming AAS Instructors in accordance with Tab 1 of the *Certification Manual* by helping with the submittal of *Instructor Approval Request* forms. Note that application processing fees are generally paid by the Chapter as a courtesy.
- Shall conduct a course evaluation on the last day of class to determine what went well and what needs to be improved. The *Course Evaluation* form is found at Tab 3-1 in the *Certification Manual*.

Education

The Education Subcommittee of the Training, Certification and Education Committee has the charge and purpose to work toward the AAS objective **to encourage public understanding and concern for archaeological resources** through education.

This charge has a two-fold purpose from both the State level and from the Chapter level.

The State Subcommittee will:

- Collaborate with organizations and agencies such as the Arizona Archaeological Council, Bureau of Land Management, the U.S. Forest Service, the State Historical Preservation Office, State Land Management and the Arizona Site Steward program in collecting and distributing archaeological information for use in the Chapter programs and in the State's own outreach and educational programs.
- Produce educational materials to be made available and/or distributed to the public (adults and children). These materials can be in the form of (but not limited to):
 - Pamphlets and/or flyers
 - Books, papers, posters or teaching guides printed through the Publication Committee
 - Films, documentaries, power-point presentations or other electronic or media presentations
 - Any other resources determined necessary by Chapters or the Planning Committee
- Have a presence at public forums in the community it serves. Identify such statewide forums that **do not** have a major emphasis on archaeological resources as well as those that do. Suggestions are (but not limited to):
 - Arizona Game and Fish Expo
 - Recreation Expos
 - Sports Expos
 - Renaissance Fair
 - Lunch on the Lawn for Legislators
 - Pecos Conference
 - State Archaeology Month affairs
 - Site Steward Conference

- Produce newspaper and magazine articles at the State level informing the public of archaeological concerns. Develop a Facebook account to keep the public informed of matters concerning preservation of sites and site visit ethics.
- Work with Chapters as to how they can keep their local communities educated and informed.

Chapters can in addition to their monthly meetings:

- Make those meetings open to the public with appropriate notification in local newspapers and/or radio announcements or by other means.
- Reach their communities by other means such as (but not limited to):
 - Library forums with speakers and/or archaeological educational displays of local concern
 - School visits with educational displays and/or classroom or library programs if possible
 - Visits and archaeological displays at local museums of all types
 - Displays at community street fairs, town hall or council meetings, school fairs, any local celebrations
 - Host and teach a Scout Archaeology Badge event
 - Host a children's event in the community with food and educational programs on archaeology
 - Be creative in your community with adult and children events which educate and inform to **encourage public understanding and concern for archaeological resources** locally

Field Trips and Day Hikes

The objective of both the Field Trips and Day Hikes is to provide AAS members the opportunity to visit prehistoric, historic, and rock art sites. Interest in visiting these sites can also increase your Chapter membership and provide enjoyable and memorable experiences for members.

The requirements for both are the same, with the exception that Field Trips are of longer duration than Day Hikes, require overnight accommodations, and require more detailed planning. Field Trips are conducted only once or twice a year. Day Hikes are generally conducted once a month during the Chapter's months of operation.

Because of insurance, AAS representatives may not organize carpooling. If there is an accident, and you had organized the carpool, AAS would be liable. Suggest participants organize their own rides and try to reduce the number of vehicles on the trip.

Arizona State Lands and Arizona State Trust Lands are NOT considered public lands. To visit any prehistoric, historic, or paleontological sites, your Chapter must have completed the Arizona State Land Department's "Right of Entry Application and Agreement – KE-29 (Limited Right of Entry)" form. (This form is in the Appendix.) There is a \$100 filing fee. AAS members wishing to arrange or lead chapter tours on State Lands should contact their appropriate chapter president before proceeding with any further arrangements.

Specific Guidelines for Field Trips:

- Details to consider are accommodations and food availability.
- Obtain the required permissions for private land and formal permits for State Trust, National Forest and BLM lands, or Indian Reservations.
- The trip leader sets the itinerary and selects the sites to be visited. Just prior to the trip provides the participants with more detailed information, maps, directions, and their cell phone number in case of emergency.
- Establish the cost of the trip: compensation for the trip leader, museum and/or park entry fees. Charge the participants a little more than the anticipated expenses, so the trip is not a loss to the Chapter.

General Guidelines for both Field Trips and Day Hikes:

- Discussion and approval for the field trip/hike by the Chapter Board.
- Sign-up sheet to include date, time, meeting place, phone number and email in case the event is cancelled or there are any changes.

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- **Require all participants to sign the AAS Release and Waiver form prior to the start of the field trip/hike. This form is in the Appendix.**
- Cater to all interests by varying the field trips/hikes to prehistoric, historic, or rock art sites. If possible, provide the participants with background information (cultural affinity, dates of occupation, etc.) on the sites to be visited.
- Leaders of both Field Trips and Day Hikes should be familiar with the area to be visited: the distances to be traveled, directions to the site, road conditions, and difficulty of hiking. Be extremely clear about the level of difficulty of the hikes and the road conditions. An optimum number for the field trips/hikes is fifteen to twenty participants.
- Have cell phone numbers for all participants.
- Keep a record of the number of participants and the number of vehicles in the group.
- Have participants bring water, lunch/snacks, hiking poles, hats, sunscreen and bug spray.
- Inform participants on site etiquette: Take only photos, leave only footprints, do not pick up artifacts, sit or stand on walls, or touch rock art.
- Bring a first aid kit.

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Fund Raising

As a non-profit organization it is expected that chapters will want to raise money for their various activities. Reasons are varied and include implementation of research and analysis, publication and related costs. The IRS Publication 1771, *Charitable Contributions: Substantiation and Disclosure Requirements* for non-profit organizations must be followed and may be found at www.irs.gov.

A letter thanking the donor for the contribution should be sent on the AAS or Chapter letterhead. It should state the amount of cash donated or the description of the object contributed (but not the value). If the amount is \$250 or more, there should also be a statement that “No goods or services were provided in exchange for your contribution.” Without this statement the donor cannot claim the donation on for his or her tax return. A sample acknowledgement letter may be found in the Appendix.

Suggestions for fund raising events are listed below.

- Sale of T shirts and other items with Chapter name and AAS Logo on them
- Silent auctions and raffles at special chapter events. Items donated by Chapter members and/or local shops.
- Special lectures.
- Hikes or field trips for members only which a fee is charged to increase treasury.
- Photograph contest judged by professional photographers with a fee to enter.
- House tour
- Used book sale

Membership

MEMBERSHIP CHAIR DUTIES:

The duties of the AAS State Membership Chair are:

- Maintain an update-to-date database of all AAS members
- Supply membership statistics when called upon by the State Board of Directors
- Resolve inconsistency between the State and Chapter membership
- Enter membership data and payments to the AAS Database for Chapters who cannot or do not
- Forward chapter checks for membership dues to State Treasurer
- Answer questions and resolve membership issues.

Guidelines to help Chapter Membership Chair with their duties.

- If the Chapter enters membership data into the online AAS Database
 - Complete New or Renewal form
 - Have the chapter treasurer issue a check for State dues
 - Send State dues check along with membership payment list to State Treasurer
 - The New or Renewal form should be typed. If that is not possible, please PRINT in a neat and legible format
- If the chapter does not enter membership data into the on line AAS Database
 - Complete New or Renewal form
 - Cash the membership's checks
 - Have the chapter treasurer issue a check for State dues
 - Send State dues check along with membership payment list to State Membership Chair
 - The New or Renewal form should be typed. If that is not possible, please PRINT in a neat and legible format

It is important to start collecting membership dues early and submit the fees as soon as they are collected. A member is not updated or considered active until the New or Renewal Form and the money is received by the Treasurer or State Membership Chair.

Checks submitted to cover AAS Membership should be made out to AAS not the Treasurer or State Membership Chair.

A sample chapter membership form with instructions is in the Appendix. Chapters may customize this for their own use.

AAS Membership runs from January 1st thru December 31st. New members who join between September 1st and December 31st will have their membership extended thru December of the following year.

Membership must be kept current if a person wishes to participate in Chapter or State activities. If someone joins a Chapter in order to participate in an AAS Field School or class, it is critical that the membership information and payment be made immediately to the Treasurer or State Membership Chair.

Members may renew the membership via PayPal accessed thru the Arizona Archaeological Society's website. Chapter Treasurers will be notified of credit(s) for chapter portion of membership dues – credits should be clearly referenced on renewal forms and promptly deducted from check for State dues.

Members who have not renewed their membership by February 20th will be placed on the inactive file. They will not receive the *Petroglyph* nor be eligible to participate in AAS activities.

MEMBERSHIP TYPES:

Household or Individual Membership

Membership to AAS is available at Household or Individual levels. The State fee is \$25 annually for both levels but the distinction of Household or Individual needs to be indicated to enable an accurate membership count.

Dual Membership

Members holding membership in more than one chapter have State fees paid once, to the original chapter they join. Subsequent chapters collect only the amount above the State dues (\$5.00). This money then stays within the chapter and the member's name appears on the chapter roster only. The State roster only lists members for the primary chapter.

Members-At-Large

Individuals who wish to join AAS but do not live close to a Chapter may become Members-At-Large. The \$35 annual membership fee is sent to the State Treasurer. It is to the advantage of a Chapter and the membership to be assigned to a Chapter.

Student Memberships

Student memberships are for full time students under the age of 26. The State receives \$20.00 annually for each student member.

Members can be assured that AAS will not distribute email or other personal information.

A sample form for submitting new and/or renewal information to the Membership Chair is in the Appendix (New and Renewal Memberships).

Contact information for the Membership Chair is on the back page of the *Petroglyph*.

Nominating Committee for State Officers

The term for each State office is one year and is limited to a total of five (5) years in any one office. As stipulated in the *Bylaws of the Arizona Archaeological Society*, an election must take place each year for each State office.

Time line for the Nominations:

- **No Later than May 1st** – The State Chair appoints a Nominating Committee Chair who will contact each Chapter President to obtain a list of eligible candidates for each office to be vacated in the coming year.
- **No Later than August 1st** - Chapters submit names of eligible candidates to the Nominating Committee Chair.
- **September and October *Petroglyph* issues** – Publish the nominating committee’s slate of State officers in the September issue of *The Petroglyph* with any changes or updates in the October issue.
- **At the Chapter Directors Meeting prior to the Annual Meeting** – Election of officers is held after the slate is announced and a request made for additional nominations from the floor.

Programs for Chapter Meetings

Monthly Chapter meetings are an important Chapter activity. Interesting and varied programs help keep the membership interested and help in recruiting new members. A good program of speakers is great publicity for your Chapter. One person should be in charge of program planning. These suggestions may help in planning and implementing Chapter programs.

- Plan a schedule of speakers in advance for the entire season. A list of speakers can then be distributed to all Chapter members, to museums and libraries, and posted on the Chapter page of the AAS website. It is also a good idea to book your speakers well in advance as many of them have very full calendars.
- Potential speakers may be found in academic institutions, agencies such as the Forest Service and BLM, in museums and the private sector such as contract companies. Consider inviting archaeologists from an adjacent state to speak if you are located close to a border. The AAS State Chair may be able to suggest speakers. The *Petroglyph* is also a good source for speakers from other chapters.
- Provide variety and balance in the program – some rock art, some local history, some prehistory of the Southwest, some old world history or prehistory, some osteology or faunal studies, some early hominid research and so on.
- Inform the guest speaker at the outset about whether you offer an honorarium, dinner before the meeting, (this is a good opportunity to develop relationships with archaeologists in the area, and to learn more about the speaker's research interests), or accommodation for out of town speakers. Inform the speaker of the date, time and location of the meeting. Establish what audio-visual aids are required. Inform the speaker on the length of time allotted. Request a biographical sketch and an abstract of the talk. Also request an exact title of the talk, for publicity purposes.
- One month prior to the Chapter meeting, send the speaker a reminder, repeating details such as location, date, time and topic.
- The Program Chair usually introduces the guest speaker at the Chapter meeting, with a brief biographical sketch and introduction to the presentation. If possible, provide a podium, small light for notes, a sound system, a screen on which to project slides or PowerPoint, a pointer and any other aides the speaker requires. Either the Chapter President or Program Chair should thank the speaker after the presentation.
- It is suggested to send your speaker a thank you note, praising the presentation.

Projects

Chapter projects are any field project undertaken by the Chapter members. They will be reviewed and approved by the Chapter Advisor in order to assist members in their evaluation of proposed activities and compliance with AAS Bylaws. Any chapter field project must be in compliance with local, State, Tribal, and Federal laws. The AAS adopted requirements for *Research Designs and Excavation Criteria* can be found in the *Certification Manual* under Tab 27 and Tab 28. The *Certification Manual* is available on the AAS Website. These requirements must be followed for any State, Chapter or certification project. Please also remember that:

- All projects should have research value and be under the direction of the Chapter Advisor or other professional archaeologist.
- Reports on Chapter projects should be included in the *Annual Chapter Report* (form is in the Appendix) and sent to the Second Vice President. The report is due December 31 of the current year. The report should include any new Chapter project information and any relevant information on changes in old projects.
- **AAS certification courses may be run in conjunction with a Chapter research- oriented project. Certification courses should not be the sole reason for conducting activities in any field project which does not contain research value.**
- You may wish to poll your membership in advance to determine who might be interested in working on projects with professionals and to know their credentials. The *Archaeology Experience: AAS Project Resource Volunteer Form* is available in the *Certification Manual* under Tab 3.

AAS Project Grant Guidelines

Adopted and Added to the Chapter Manual in December 2018

A. **PURPOSE**

The purpose of these guidelines is to define how the State Executive Committee of AAS will: evaluate, fund, and approve grant requests for Chapter projects that further the goals of the Society.

B. **GRANT RECIPIENT REQUIREMENTS**

All grants that involve work at an archaeological site shall be conducted under the auspices of a professional archaeologist. A professional archaeologist is defined herein as a person who meets the Secretary of the Interior's qualifications for archaeology and historic preservation.

When partnering with a professional archaeologist, the Chapter shall have a contract that states the requirements that commit the professional archaeologist to obtain and be responsible for any needed federal, state or local government permits, to time deadlines for deliverables and interim reports, and a final Archaeological Report.

The awarding of a grant for an archaeology related project, as defined by the AAS Chapter Manual (Revised 09/11/2017, page 22), is primarily for helping the Society achieve a specific goal that benefits the promotion of archaeological work, research, conservation, and education in their community.

C. **FUNDING**

Since the State Executive Committee has financial responsibilities to the membership it must be prudent in the distribution of these grants. The State Executive Committee may make exceptions to this policy at its discretion.

The amount of funds that will be available will be determined by the State Executive Committee and supplied by the AAS State Treasurer. For larger grants a payment schedule may be appropriate.

D. **THE GRANT APPLICATION**

1. Grant applications may be submitted at any time to the State Chair of AAS, who will place the application before the State Executive Committee and at least one professional archaeologist for evaluation and awarding of grant funds. Grants will only be considered from Chapters which are current on their annual financial reports. The grant application must specify the amount the Chapter is contributing to the project.

2. The grant application must designate chapter members who will be responsible for the following:
 - a) Taking the overall responsibility for the grant and being the Chapter Project Manager and providing progress reports as requested by the State Chair of AAS
 - b) Administering and monitoring funds in accordance with the grant
 - c) Preparing the final written grant administration report for the Chapter, and
 - d) Presenting an oral report to the membership at the AAS Annual Meeting

3. The Chapter Project Manager and the State Chair or his/her designee shall be the Society's official points of contact for all communications about the grant.
 - a) The Chapter Project Manager will inform the State Chair of AAS, in-writing, if the project is not completed by the expected date, the reasons for the delay, and the course of action going forward will be provided.
 - b) The Chapter Project Manager will submit a final written Chapter grant administration report to the State Chair of AAS within 60 days of project completion.
 - c) The final Chapter grant administration report shall include a summary of the project, whether it achieved its intended goals, and a budget summary.

4. Submit the application to the State Chair at Arizona Archaeological Society, P.O. Box 9665, Phoenix, AZ 85068, or email to the State Chair, email address listed on the back page of the Petroglyph.

E. PROJECT REQUIREMENTS

1. Individual Project

Each request shall be for a separate project. There will be no bundling of multiple projects for any reason.

2. Objectives and Purpose

Each project shall have a written, clearly defined purpose, set of objectives, and a financial plan which shall be signed by the Chapter President, Chapter Project Manager, Chapter Advisor, and the involved Professional Archaeologist.

Because AAS chapters are subdivisions of the Arizona Archaeological Society's statewide organization, any published reports resulting from the grant project shall be the property of the Arizona Archaeological Society with all publication and other rights retained by the AAS.

3. Access

Any project will be open to any of the Society's members to view or participate in, with preference to participation going to members of the chapter conducting the project. There must be open and free access to the AAS supported project. This is reasonable and with the knowledge of the project requestors.

4. Reviews

Accountability of funds awarded for the project must be made available by the requestor(s) when the State Executive Committee makes a demand for a review. The State Executive Committee may conduct random reviews of the physical project and its progress at their discretion.

5. Schedules

A timeline for the project must be supplied with the original request for funding.

AAS Project Grant Application

1. Chapter requesting grant: _____
2. Name and brief description of Project: _____

3. Are your chapter financial reports up-to-date with the AAS State Treasurer? **Yes No**
4. Official points of contact:
 - A. AAS State Chair: _____
 - B. Chapter Project Manager: _____
 - C. Chapter person administering & monitoring funds: _____
 - D. Final Chapter grant administration Report preparer: _____
 - E. Presenter of Final Report at AAS State Meeting: _____
5. Name of Professional Archaeologist: _____
6. Attach a written, clearly defined project purpose, set of objectives and financial plan which shall be signed by the Chapter President, Chapter Project Manager, Chapter Advisor and the involved Professional Archaeologist.
7. Monetary amount chapter is contributing to the project: \$_____

Date received by State AAS: _____

Date approved/rejected: _____ **Approved Rejected**

AAS State Chair Signature: _____

Submit the application to the State Chair at Arizona Archaeological Society, P.O. Box 9665, Phoenix, AZ 85068, or email to the State Chair, email address listed on the back page of the Petroglyph.

Publications

Society publications include *The Petroglyph*, *The Arizona Archaeologist*, and *Occasional Papers*. *The Petroglyph*, the Society's newsletter, is published each month from September through June. It relies on Chapter representatives to submit news for each Chapter. *The Arizona Archaeologist* is the Society's monograph series. The Society strives to publish at least one number in the series each membership year. A copy is given to each person who was an AAS member in the year of publication. Chapters and knowledgeable individuals are encouraged to submit manuscripts to *The Arizona Archaeologist*. Chapters may elect to publish manuscripts as their own *Occasional Papers*. Each publication is described below.

The Petroglyph

The **primary purpose** of *The Petroglyph* is to inform AAS members and the archaeological community about AAS State and Chapter activities. **Secondly**, state, regional, national, and international archaeological activities are welcomed and may be included at the discretion of the editor.

Outlining the process by which *The Petroglyph* is produced may help Chapter principals to understand how they can contribute to that process. The successful production of *The Petroglyph* involves the dedication of many people and includes the following major team members:

- **Membership Chair** – keeps up-to-date database for membership contact information as provided by each Chapter.
- **Editor** – prior to *The Petroglyph* deadline date (generally the 24th of the month) sends out an e-mail reminder to a list of regular submitters.
- **AAS Publications Chair** – oversees the whole publishing process by maintaining a publication schedule and acting as proofreader/editor when necessary.
- All AAS submitters – (this includes all members as well as monthly submitters)
 - Keep submissions within the editor's requirements.
 - Submit articles or news of a political nature **ONLY** if it concerns local or national legislation or court decisions that may affect the archaeological community as a whole, and **do not** submit articles that contain personal political opinions or overtones.
 - To save time for the editor, edit your submission **BEFORE** sending it to the Editor as to accuracy of information including dates, times, locations, etc., as well as for spelling and grammar.
 - Out of respect, make sure that persons mentioned have their names spelled correctly.

- Provide all submissions electronically to the Editor by the **deadline** date as provided in *The Petroglyph*.

Every AAS member is encouraged to submit information directly to *The Petroglyph* Editor that will keep the newsletter current, interesting, and professional. All submissions will be published at the discretion of the Editor.

The Fielder Fund

The Fielder Fund was established on April 27, 1996. It was created to help inform the public about archaeology, anthropology and history of the American Southwest through the support of publications and other media. The goal is to build a large enough fund so that its annual interest alone can pay for publication of *The Arizona Archaeologist* or other approved publications.

- All donations to the Fund are tax deductible.
- Information on making donations may be obtained from the AAS State Treasurer.
- Small donations and periodic donations by Chapters and individuals are helpful in achieving the goal of supporting printing costs from interest derived from the Fund.
- Contacts for information, balance of the Fund, recent donations and planned fund-raising activities can be found in each issue of *The Petroglyph*.
- The name of the Fund honors the Society's first publication team, Marje and Herb Fielder.

The Arizona Archaeologist

The goal in publishing *The Arizona Archaeologist* is to support the mission and objectives of AAS by disseminating the results of avocational and professional archaeological and ethnographic research related to the American Southwest. This monograph series is only one way in which the Society works to accomplish its mission.

Manuscripts from any source will be considered, but reports deriving from Society projects are especially welcomed.

- Selection of manuscripts for publication is generally made by a Manuscript Review committee chaired by the series Editor.
- Manuscripts prepared by Society members must, before submission to *The Arizona Archaeologist*, have been completely read and reviewed by the submitting Chapter's Professional Advisor. The manuscript will be sent to Series Editor's peer review committee for further review.
- Detailed information about submitting manuscripts for publication is available from the Series Editor.

- Chapters should appoint someone to distribute *The Arizona Archaeologist* and *Occasional Papers*, free of charge, to members who had paid dues in the year in which it was published. Any left over issues not distributed may be retained by the chapter to be sold or donated to local libraries, schools or other institutions or sent to the State Archivist for future sale with proceeds going to support the activities of the Society.

Occasional Papers and Other Publications

- Chapters may establish their own manuscript review and selection procedures for *Occasional Papers* but all Society publications should strive for a clear, concise presentation in a standardized format comparable to, but not necessarily identical with, *The Arizona Archaeologist* series.
- **All Society Chapter publications will obtain, before being printed, an ISBN number from the State Publications Chair, and that number will be clearly included in the publication itself.**
- Chapters are strongly requested to send to the Arizona State Museum (ASM) Archivist two copies of all of their published reports (one for the ASM Library and one for the Archives), and one copy of all unpublished reports (for the Archives). These reports will be formally catalogued to Library of Congress standards into the “LARC” (“Library and Archives Catalog”) on-line catalog, accessible by anyone, anywhere, with internet access.

State Funding for Chapter Publications

Chapters requiring funds to assist their publication endeavors need to submit an application to the State Planning Committee for review. This committee is made up of a good cross-section of the society, including the Treasurer and Publications Chair. This Committee will be able to provide information on availability of funds and the status of previous loans, and will be able to judge the value of the publication to the society.

- Chapters should submit their application along with an electronic copy of the manuscript for distribution to the State Planning Committee for review. (See the Appendix for a copy of the *Application for AAS Chapter Publication Loans*.)
- There will be a \$1,000.00 limit on the amount the state provides, to be matched by the chapter's own fundraising activities. Most chapter publications can be completed for about \$2,000.00.
- The loan must be repaid within one year. This is reasonable and practical, because most sales will probably take place as soon as the publication comes out. The initial profit from sales should be used to repay the loan. The loan application requires a commitment from the chapter to match the loan through their own fundraising efforts, and a signature from the chapter president confirming that they will pay back the loan within one year. See section on fund raising in this manual and/or discuss ways to fund raise with the State Chair.
- The success of this program will depend on the cooperation of the chapters. Subsequent loans will only be issued once the previous loan has been repaid.
- There will only be one loan per year.
- If more than one chapter applies for a loan in a year, those chapters that have not received a previous loan will receive greater priority.

Hosting an Annual Meeting

Introduction

As a 501 (c) 3 charitable organization, AAS is required to hold at least one business meeting a year. Traditionally, a Chapter hosts this meeting with financial assistance from the State organization. These meetings are traditionally held over a weekend, on Friday, Saturday, and Sunday. Here are some guidelines for the hosting Chapters:

Guidelines:

State provides:

1. The theme of the meeting
2. The agenda, usually:
 - First day (in the evening):
 - Directors meeting
 - Members of the State Board of Directors and Chapter presidents are specifically invited and strongly encouraged to attend. Any member of AAS is welcome.
 - The business meeting may include light refreshments.
 - Second day and evening
 - Business meeting
 - Educational presentations
 - Awards presentation, and keynote speaker
 - A no-host bar is generally provided between the meetings and dinner.
 - Third day:
 - Field trips
3. Presenters
4. Funds, including:
 - The amount budgeted for the meeting. Any money the hosting chapter wants to spend beyond the budgeted amount must be paid for by the chapter.
 - Lodging and other expenses for presenters who must travel to the meeting and need overnight accommodations.
 - Stipends for presenters
 - Awards presented by the State at the conference.
5. A member of the State Executive Committee to serve as a liaison between the State and the hosting chapter.

Hosting chapter provides or arranges for:

1. Provides a registration form that includes the names of the registrants, their contact information, the address of the meeting place, meal choice (as provided or vegetarian), and the registration fee.
2. In addition to funds provided directly by the State, participants in the meeting are charged a registration fee. These fees are collected by the chapter for use in putting on the meeting.
3. Facilities, including A/V equipment required by the presenters.
4. Meals, snacks, and beverages for the full day meeting on Day Two, including dinner.
5. Lodging suggestions for participants in the meeting, often with special rates.
6. Field trips and trip leaders.
 - All State requirements (waivers, etc.) for field trips shall be enforced by the hosting chapter. The chapter will arrange with local entities for permission and/or entrance for sites that require it.
7. Items and logistics for a book sale, silent auction, or other fundraisers, if the hosting chapter desires to hold them. Proceeds from these activities will remain with the chapter.

Website

Increasingly the AAS website is becoming a major source of information and publicity for the Society and its Chapters. The primary audiences are the general public, current membership, professional archaeologists, and potentially researchers looking for issues of the *Arizona Archaeologist*. Each Chapter has its own page on the AAS website that should be used for Chapter news and information about Chapter activities. With the newer software in use today, pages are variable in length (up to the chapter) and page breaks can create multiple pages for certain usage. The following suggestions may assist chapters in creating and maintaining this valuable resource.

- Chapter Presidents should appoint a Chapter Web Person that optimally updates and creates information for the Chapter's webpage. Today's newer software makes this task reasonably easy with some computer experience, especially people familiar with Microsoft programs such as Office package or Word. Temporarily, if no such person exists in the chapter, the Webmaster can update the minimal necessities of the chapter until a representative is ready. The Chapter President provides the contact information of the chapter Web Person and any changes necessary for the chapter's webpage to the AAS Webmaster. The AAS Webmaster contact information is in the *Petroglyph*.
- Only information submitted by the Chapter President or the designated Chapter Web Person is published on the Chapter webpage.
- The Chapter webpage is also a promotional tool for chapter activities with an emphasis on gaining new memberships. For example, chapter webpages provide:
 - An overview of the Chapter's location, past activities and current programs.
 - A full listing of Chapter Elected Officers and Board Members with contact information such as email addresses and phone numbers.
 - Classes and Field Schools listed well in advance of the date of presentation date. Include information such as date, time, location, requirements (only AAS members and any prerequisites), fees, contact person, and who is conducting the event.
 - Information on Chapter monthly meetings such as date, time, location, and a listing of the year's speakers and topics. Chapter meetings are a good way to obtain new memberships and provide a sense of how AAS works and what it provides.

With the newer AAS Website software an Event tab on the overall Website is also available for all Chapters representing activities such as trips, speakers, classes and other events or outreach programs. By using the Events tab as well as the Chapter's own page it represents an expanded means of communications with the general public as well as membership which creates greater excitement for AAS and potential new members.

- Announcements on a Chapter Web Page more than two months old should be moved to the chapter archive. One benefit of the Events tab announcements is the ability to tie them to the Chapter Web Page and have them both rotate off automatically as they expire each month.
- Maintenance duties include:
 - **Annually**, report changes in meeting places, dates and times of meetings. Also, following annual elections, reports the new officers with contact information such as e-mail/mail and phone numbers.
 - **Monthly**, ensure well in advance of monthly meetings that necessary updates to speaker and topic, Chapter activities, awards and recognition, and outreach announcements are in order.
 - **On occasion**, post unscheduled changes in Chapter information, changes in scheduled events, and any other relevant information.

Ensure members receive full benefits of the AAS website by accomplishing the following:

- All members should be registered on the website with a password of their own for access to the Member-Only section of the AAS Website. This section provides access to non-general public information such as Planning Committee Meeting minutes and AAS monthly financial status, archaeological opportunities, research publications, and the ability to edit your personal file general information.
- **New** members should also receive a general familiarity of the Home page tab, About-Us tab and publications (general public) tab.

Comment [S1]:

Items not permitted on the website:

- Political, environmental or animal rights positions.
- Positions or demands to Arizona State Legislators or politicians at the national level.
- Photographs of people unless you forward to the Webmaster signed releases by the persons in the photo for use of their likeness on the website.
- Photographs or text that is contrary to stipulations in NAGPRA which pertain to Native American burials or sacred objects.

AAS Professional Archaeologist Award Policy

Purpose

- To recognize a living professional archaeologist that has contributed the most to the advancement of avocational archaeology in Arizona.
- To announce to the professional archaeology community the high regard the AAS has for the contributions this individual has made to avocational archaeology.

Criteria

- The recipient should be a living professional, who has not previously received the award, and that among their peers, has contributed consistently over several years to the avocational archaeology community by providing educational, discovery, analysis, and preservation opportunities, activities and training.

Presentation

- The AAS Chair will present the award to the recipient at a meeting of the recipient's preference.
- The award will be some physical representation of archaeology with the AAS Logo, selected by the Awards Committee and a document describing the nature of the recipient's contributions.

Recipient Nomination

- AAS Chapter Presidents will call for nominations for the current year's award at the January meeting of each chapter.
- An announcement of the nomination process will be provided by the Awards Committee for publication in *The Petroglyph* and on the AAS website.
- A Letter of Intent from the Chapter President, detailing the full name of the nominee and the reasons why the Chapter considers the particular nominee worthy. **Submit letter electronically or by mail on or before March 15th.** If the Chapter plans not to nominate this period, a Letter of Intent to that effect needs to be submitted.
- **Submit the final nomination to the Awards Committee on or before April 15th.**

Recipient Selection

- The nominations received will be reviewed by the AAS Award Committee. After review, the nominations will be ranked in order of preference, and sent to the **May** AAS Planning Committee meeting for final approval of the winner.
- The AAS Planning Committee will make arrangements for the manufacture and presentation of the award.

Guidelines for Submitting a Nomination are in the Appendix.

AAS Avocational Archaeology Award Policy

Purpose

- To recognize an AAS member who has contributed to the advancement of AAS through active membership and promotion of the Society.
- To announce to the AAS membership and archaeology community the high regard the AAS has for the contribution of their members.

Criteria

- The recipient should be a living AAS member who has not previously received the award, and has contributed consistently through work that has benefitted AAS by fostering interest and research in the archaeology of Arizona.

Presentation

- The AAS Chair will present the award to the recipient at the annual fall meeting of AAS.
- The award will be some physical representation of archaeology with the AAS Logo, selected by the Planning Committee, along with a document describing the recipient's contributions.

DUTIES OF VARIOUS GROUPS CONNECTED TO THE AWARD

STATE – PLANNING COMMITTEE:

- In January the AAS State Chair will appoint an Awards Committee Chair, who will call for nominations from the Chapters for the Avocational Archaeology Award.
- Give final approval on the nominee selection when received from the awards committee, and notify the winner.
- Order the award and make presentation arrangements along with announcements.
- Prepare release for *The Petroglyph* and the AAS website.

CHAPTERS:

- Chapter Presidents announce the nominating period to their members and call for submission of names for nomination.
- Send a Letter of Intent to the Awards Committee stating name of nominee and why that person was selected. **Submit letter electronically or by mail on or before March 15th.** If the Chapter plans not to nominate this period, a Letter of Intent to that effect needs to be submitted.

AWARDS COMMITTEE:

- Prepare copy for the announcement of the nomination process for *The Petroglyph* and the AAS website.
- Prepare Instruction Packet for Chapters, to include a letter to the Chapter Presidents, the Award Policy and the Guidelines for Submission.

RECIPIENT SELECTION:

- The nominations received will be reviewed by the Awards Committee. After review, the nominations will be ranked in order of preference, and sent to the Planning Committee for final approval. All arrangements for the award, presentation, and the announcement will be handled by the Planning Committee.

Guidelines for Submitting a Nomination are in the Appendix.

State Guidelines for Disbanding a Chapter

What should be preserved and who should receive the materials?

Records of interest concerning the Chapter shall be sent to the State organization for archiving. These records aid in maintaining an up to date record of the Societies history.

The following list will aid in the placement of materials.

TREASURY

Any money left in Chapter bank accounts, along with financial Records shall be sent to the State Treasurer. The Chapter has the option of designating one of the Society's funds for deposit of their money. (i.e. Fielder Fund, Publication Fund, Research, or naming a special project within the Society) Money that is not donated to one of the proceeding will be placed in the General Funds.

CHAPTER HISTORY

Photo albums, minutes of meeting, newspaper clippings, awards and any other item of interest should be sent to the State Archivist.

MANUALS

Certification Manuals-each Chapter should have two copies, both need to be returned to the Certification Department.

Chapter Manual-each Chapter has one copy, which is to be returned to the Chapter Manual editor.

ANNUAL REPORTS

Chapter Report-2nd Vice President

Treasurers Report-State Treasurer

If the final year is only a partial year the above two reports are still completed and submitted to the appropriate individual.

PUBLICATIONS

Copies of the Arizona Archaeologist should be returned to the Archaeologist Editor.

Any other item that may fall within the above categories should be included with the above.

APPENDIX
AAS Proxy Vote

I, the undersigned, do hereby designate _____
(Name)

of _____ as my proxy to vote on matters
(Name of Chapter)

pertaining to the business of the Arizona Archaeological Society due to my absence at the
Annual meeting on _____ .
(Date)

(Signature)

(Chapter)

(Date)

(Office)

Annual Chapter Report Form

Chapter _____ Year of Report _____

Please note, you can attach lists if that is more convenient and write on the back of pages if more space is needed.

1. List Chapter officers

Office	Name

2. List Committee Chairs

Committee Name	Chair
Committee Name	Chair

3. List Names of Chapter Advisors

4. List speakers at Chapter meetings and topics

Speaker	Topic	Date

5. List AAS courses or workshops conducted with instructor name and student information.

Course/Workshop Name	Instructor	# Students Enrolled	# Students Achieving Certification Credit

6. List projects worked on by Chapter members

Project Title	Type of Work	Archaeologist Name(s)	# Volunteer Hours this Year

7. List outreach programs and indicate approximate number of participants

Title of Program	Activities	Lecturer/Leader(s)	# Participants

8. List field trips taken

Trip Destination	Types of Sites Visited	Trip Leader	# of Participants

9. List hikes led

Hike Destination	Leader	Archaeologist (if any)	# of Participants

10. List other Chapter activities

Title of Activity	Type of Activity	Leader	# of Participants

11. List Chapter publications produced this year

Authors	Title	Published?
		<input type="checkbox"/> No <input type="checkbox"/> Yes, give details:
		<input type="checkbox"/> No <input type="checkbox"/> Yes, give details

12. Has your Chapter undertaken a **new** Chapter project this year? Yes No
If Yes, please attach a copy of the research design. See the Certification Manual for assistance in writing a research design. In Tab 28 is a description of the Research Design and in Tab 29 is the Small Site Research Design.
13. Has your Chapter worked on an **on-going** Chapter project this year? Yes No
If Yes, please attach an update giving progress to date and any revisions to the design undertaken during the year.
14. Has your Chapter updated its Bylaws this year? Yes No
If Yes, please attach a copy of the updated Chapter Bylaws.
15. Please add anything else describing Chapter activities during the year.

Signature of Chapter President

Date



ARIZONA ARCHAEOLOGICAL SOCIETY

Annual Financial Report

Chapter Name: _____ Year: _____

INCOME:	YEARLY TOTALS
Certification Registrations	
Class/Workshop Fees	
Contributions and Grants	
Field Trip Fees	
Fundraisers	
Investment Income	
Membership Dues	
Sales of T-Shirts/Hats/Mugs/Etc.	
Total Income	
EXPENSES:	
Class/Workshop Instructor Fees	
Class/Workshop Supplies	
Cost of T-Shirts/Hats/Mugs/etc.	
Dinners/Honorariums for Speakers	
Equipment Maintenance	
Equipment Purchased	
Fees for Certification Registration	
Field Trip Expenses	
Fundraising Event Costs	
Grants/Donations Paid Out (attach statement)	
Meeting Expenses	
Membership Dues Paid to State	
Occupancy Costs	
Office Supplies/Bank Service Charges/Check Printing	
Other (itemize)	
Outreach Supplies/Expenses	
Postage and Shipping	
Travel/Lodging Expenses	
Total Expenses	
NET INCOME	

Beginning Cash Balance \$ _____

Current Years Income \$ _____

Ending Cash Balance \$ _____

Release and Waiver Agreement for the Arizona Archaeological Society

Activity:

Page _____

Chapter & Leader(s):

Date:

My Release and Waiver for the Arizona Archaeological Society (hereafter "AAS"): I (the "Releasor") understand that my consent to these provisions is given in consideration for being permitted to participate in this activity. I am a voluntary participant in this activity and in good physical condition. I know that this activity is a **potentially hazardous activity** and I, on behalf of myself, my heirs, successors, assigns, executors, administrators and any others acting in my name or on my behalf hereby assume full and complete responsibility for any loss, damage, injury or accident which may occur during my participation in this activity or while on the premises of this activity or travel to or from this activity, and I hereby release and hold harmless and covenant not to file suit against the AAS officers, directors, members, agents, successors and assigns, and all other persons or entities associated with this activity (the "Releasees") from any loss, liability or claims, damages or expenses (including attorney's fees) I may have arising out of my participation in this activity, including personal injury or damage suffered by me or others, whether same caused by falls, contact with participants, conditions of the site, negligence of the Releasees or otherwise. **The Releasor understands that AAS provides NO medical or health insurance coverage.**

In addition to the above, Releasor expressly agrees that when operating a motor vehicle during any AAS event, to include but not limited to a field trip or hike, whether for Releasor's own transportation or as a driver for a carpool, shall maintain auto liability insurance **and** be licensed to operate such vehicle as required by Arizona law.

Photos and GPS tracking are allowed on AAS field trips, however, publishing photos or specific maps or coordinates, identifying sensitive areas such as ruin sites and rock art, is **strictly prohibited**. This restriction includes print media and internet web sites. If I do not follow all rules of the AAS for this activity or future activities, I understand that I may be removed from this or future activities.

By signing this document, I authorize the use of my photograph in AAS publications and on the AAS website.

By signing this document, I acknowledge I have read, understand and agree to the terms of this Release and Waiver Agreement.

Instructions: print your name, then sign your name and then the date.

_____/_____ Date _____

_____/_____ Date _____

_____/_____ Date _____

_____/_____ Date _____

_____/_____ Date _____

_____/_____ Date _____

_____/_____ Date _____

_____/_____ Date _____

_____/_____ Date _____

_____/_____ Date _____

APPEARANCE RELEASE

I hereby unconditionally grant and release to the Arizona Archaeological Society and any of its Chapters or its agents (collectively "Producer") the irrevocable and perpetual right, but not the obligation, to use as Producer may desire (designate type of media to be used) including the right to use my name, voice or likeness in the (name type of use: TV, web, etc.) "Production" and in connection with advertising, publicizing, exhibiting and exploiting the Productions, in whole or in part, in any manner whatsoever, in any and all languages, by any and all means, media devices, processes and technology now or hereafter known or devised.

I agree to release Producer, its successors assignees and licensees from any and all claims and demands arising out of or in connection with such use including, without limitation, any and all claims for invasion of privacy, infringement of my right of publicity, defamation (including libel and slander) and any other personal and/or other property rights, and I agree that I shall not now or in the future assert or maintain any such claim against Producer, its successors, assignees and/or license. I understand that Producer has been induced to proceed with the production, distribution and exploitation of the Productions in reliance upon this Appearance Release. I agree that in no event shall I be entitled to terminate this Appearance Release or seek to enjoin the production, distribution, exhibition and/or other exploitation of the Productions or any part thereof. Producer may assign this Appearance Release or any part thereof to any third party. Producer and I acknowledge and agree that this Appearance Release shall be governed by the laws of the state of Arizona. This Appearance Release constitutes our entire understanding with respect to the subject matter hereof and cannot be amended or revoked except in by written agreement of both parties.

THIS FORM NEEDED FOR EACH PROJECT THE PARTICULAR PHOTO, VIDEO OR AUDIO IS USED

Project Title _____ Signature _____

Dated: _____ Print Name _____

Address: _____

(IF THE ABOVE SIGNATORY IS UNDER THE AGE 18 YEARS, THE PARENT OR LEGAL GUARDIAN OF SUCH PERSON SHOULD SIGN BELOW.)

I hereby warrant that I am the parent and/or legal guardian of the person who signed the foregoing agreement, that I have caused said person to execute said agreement, and that, knowing of your reliance hereon, I agree to cause said person to adhere to all provisions of said agreement.

Dated _____ Signature _____

Print Name _____

Address: _____



ARIZONA
ARCHAEOLOGICAL
SOCIETY, Inc.

Acknowledgement of Donation, Sample Letter

Date _____

Dear Andy Archaeologist:

Thank you so much for your donation of _____
for the auction conducted by the XYZ Chapter, Arizona Archaeological Society. No goods
or services were provided in exchange for your contribution.

Proceeds will be used to support archaeological research and reporting of project
conducted in the region. The Board of Directors appreciates your thoughtfulness.

Sincerely yours,

Tillie Treasurer
XYZ Chapter

Official Contribution Receipt

(Use AAS Stationery)

Date

Name

Address

City, State, Zip

Thank you for your support of Arizona Archaeological Society. We have received your contribution of (amount of cash contribution or description of non-cash contribution). This gift will benefit the activities of the Arizona Archaeological Society. On behalf of the beneficiaries of your thoughtfulness, we offer our sincere gratitude.

Please keep this letter as your official gift receipt for tax purposes Our EIN is 86-6054442.

The estimated value of tangible benefits received in return for your contribution is (\$0 if none or amount of tangible benefits received). Please consult your tax advisor as to the amount that might be deductible.

Please accept our deepest appreciation for your generous support of the Arizona Archaeological Society.

Name and title of Board member of AAS

XYZ Chapter Membership Form

The Arizona Archaeological Society, a statewide organization, is an independent non-profit corporation. Members are eligible to participate in field trips, excavations, surveys, lab work, and other areas of archaeological interest. Each member also receives a copy of the monthly newsletter, *The Petroglyph*. Meetings are held on the xth (day of week) of each month (except during x and y months) at _____ (insert location) starting at ____ (insert time) and usually includes a noted southwestern archaeologist guest speaker. Guests are invited to attend the meetings at no charge.

If you are interested in membership in the XYZ Chapter of the Arizona Archaeology Society, Inc., please fill out the form below and send it to the following address along with dues.

(Insert the Chapter address)

Name: _____
Address: _____ City: _____
State: _____ Zip (with 4 digit extension) _____ Phone: _____
E-mail: _____

Please check category of membership: ____ New Member ____ Renewal Member

Membership class (check one): ____ Single Adult \$30.00*
 ____ Family \$35.00*
 ____ Full-time Student \$25.00*
 (age 18 or older)

*** Use the fee schedule for your chapter. They vary across the state.**

For a family membership please provide the names of other members and ages of children:

Please indicate **all** your interests in the Society:

<input type="checkbox"/> Lab Work	<input type="checkbox"/> Field Excavation
<input type="checkbox"/> Site Survey	<input type="checkbox"/> Classes (education)
<input type="checkbox"/> Field Trips	<input type="checkbox"/> Stabilization
<input type="checkbox"/> Lectures	<input type="checkbox"/> Rock Art Recording

As a member, I promise to uphold the objectives and bylaws of the AAS and the Antiquity Laws of Arizona and the United States.

Signature: _____ Date: _____

The Press Release

Look at community calendars to gauge the minimum amount of information needed in your press release. A press release begins with the announcement: **FOR IMMEDIATE RELEASE**, followed by the date, city or town of origin, a headline, the text information for the activity and **activity contact** information, and the symbol -30- denoting the finish of the release. Conclude after the -30- with **publicist contact** information. Editors will know that any text written before **FOR IMMEDIATE RELEASE** and after -30- is not part of the press release.

EXAMPLE:

FOR IMMEDIATE RELEASE

August 15, 2005

Phoenix, Arizona **General Meetings of Local Archaeological Society Open to Public**

Date: Monday, September 12, 2005

Time: 7:30 pm – 9:00 pm

Location: Local archaeological museum

Speaker: Speaker's name (correctly spelled), with organization or company and title including Ph.D. designation if owned by speaker.

Topic: Include a great title that is specific to the topic, not one that is too general

Text: a general short paragraph about AAS or the particular chapter and contact information for persons wishing to know more about your Chapter and AAS.

Thank the editor ahead of time for any coverage that may be given to the activity/Chapter and provide publicist's contact information.

Change the format of the above for classes, adding that participants must be members of AAS and include contact information for those inquiring about becoming a member.

Application for AAS Chapter Publication Loans

(Use additional paper if needed and indicate question number on additional pages.)

Chapter Name _____

Name of President _____

Address _____

Phone Number _____ E-mail Address _____

Title of Publication _____

Name of Author(s) _____

Description of publication, and its potential value to the AAS and to the archaeology of the Southwest _____

Describe chapter's past attempts and future plans to raise funds for publication:

Has your chapter received a previous Publication Loan? _____ Yes _____ No

Date of previous loan _____

Application for AAS Chapter Publication Loans (cont'd)

Acceptance of terms of loan

As President of the _____ Chapter of the Arizona Archaeological Society, I understand that a loan from the State organization of the AAS for the amount of \$ _____ must be paid in full within one year. On behalf of my chapter, I also commit to raising funds within the chapter to contribute to the cost of the publication.

Date of loan _____

Date of repayment of loan _____

Signature of _____ Chapter President.

Print name of President _____

Signature of AAS State Chair _____

Print Name _____

Submit application with one copy of the manuscript to the Chair of AAS.

Arizona Archaeological Society

Chapter Directory Agreement

- Publishing a Chapter Directory is the choice of and responsibility of the individual Chapter.
- The board of the chapter must vote to approve a Directory for their Chapter.
- If the Chapter chooses to publish a Chapter Directory, every member must have the option to be included, or not included, in the Directory.
- Anyone receiving such a Directory has to be a member of that Chapter and must be in the Directory to receive one.
- Any member choosing to be in the directory must sign an agreement to use the directory responsibly.
- Every member choosing to be in the directory must sign an agreement releasing the Arizona Archaeological Society and the Chapter of all liability for the Directory.

If you wish to be included in a Chapter Directory, please initial after each statement to indicate your agreement:

1. I wish to be included in the Directory published by the _____ Chapter of the Arizona Archaeological Society. _____

2. I understand that I must be a member of the Chapter to be in their Directory. _____

3. I understand that I must be included in the Directory in order to receive a Directory. _____

4. I agree that the Directory is for responsible personal use only. _____

5. I agree that the Directory is not to be used for solicitation purposes. _____

6. I agree that the Directory is not to be used for e-mail broadcasting. _____

7. I agree to not copy, distribute or sell the Directory. _____

8. I agree to the following personal information being included in the Chapter Directory:

- a. My name. _____
- b. My phone number. _____
- c. My mailing address. _____
- d. My e-mail address. _____

9. I release the _____ Chapter and the Arizona Archaeological Society of all liability pertaining to the Chapter Directory. _____

Signature _____

Dated: _____ (Print Name) _____

Address: _____

Arizona State Land Department Right-of-Entry Application & Agreement

RETURN TO: ARIZONA STATE LAND DEPARTMENT PUBLIC COUNTER 1616 WEST ADAMS PHOENIX, ARIZONA 85007 SUBMIT FILING FEE: * \$100 *Filing fees are non-refundable	DEPARTMENTAL USE ONLY		ROLODEX # _____	
	ACCOUNTING	T & C	RECOMMENDATION/ INITIAL	DATE
	Filing Fee: \$100 N(34)	Exam: _____ Exam # _____ Int Title: _____ App Entry: _____	Approve _____ Deny _____ Reject _____ Withdraw _____	_____

RIGHT-OF-ENTRY APPLICATION AND AGREEMENT

Type or print in ink.

Application No. _____ - _____

Pending Application No. _____ - _____

COMPLETE ALL QUESTIONS, SIGN APPLICATION AND ATTACH \$100 filing fee.

1. Applicant:

Name(s) _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____ Phone No. _____

Email Address (optional) _____

2. Type of Application:

NEW KE-29 (Limited Right of Entry) This type is issued when no other application is involved and when entry is needed for only a short period of time.

NEW KE-30 (Standard Right of Entry) This type is issued in conjunction with the above pending application and is only issued as a temporary use prior to lease or right of way issuance and is not a commitment that your application will be approved.

NEW KE-30 (Standard Right of Entry) This type is issued in conjunction with the following existing lease, permit or right of way:

3. Legal Description:

TWN.	RNG.	SEC.	LEGAL DESCRIPTION	ACRES	COUNTY	SLD USE ONLY CITY GRT PARCEL
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

4. Proposed Use (Purpose of Right-of-Entry): _____

5. Reason for Right-of-Entry (Why do you need this Right-of-Entry?): _____

6. Proposed period of use: _____

7. Applicant Complete and Sign Page 2.

CERTIFICATION: Pursuant to A.R.S. Title 37 and the Rules of the Arizona State Land Department, A.A.C. Title 12, Chapter 5, you must complete the following information pertinent to you and/or the organization you represent and sign the certification or your application will not be processed. NOTE: Applicant must complete item #1.

1. Is this application made in the name of: (Applicant must check one) Individual(s) Husband & Wife
 Corporation Partnership Ltd. Partnership Estate Trust Ltd. Liability Co.
 Joint Venture Municipality Political Subdivision Other (specify) _____

2. **INDIVIDUAL(S) OR HUSBAND & WIFE:** Complete the following for each applicant:

NAME	AGE	MARITAL STATUS
_____	_____	_____
_____	_____	_____

3. **CORPORATION:** Complete the following:

(A) Do you have authority from the Arizona Corporation Commission to do business in the State of Arizona? Yes No
 (B) Is the corporation presently in good standing with the Arizona Corporation Commission? Yes No

(C) In what state are you incorporated? _____

(D) Is the legal corporate name and Arizona business address the same as stated in this application? Yes No

If no, state the Legal Corporate Name: _____

Address: _____
(Street or Box Number) (City) (State) (Zip)

4. **LIMITED LIABILITY COMPANY:** Complete the following:

(A) If an out-of-state limited liability company: Have you filed for a Certificate of Registration with the Arizona Corporation Commission?

Yes No

(B) If an Arizona limited liability company: Have you filed Articles of Organization with the Arizona Corporation Commission?

Yes No

(C) Are you authorized by the Arizona Corporation Commission to transact business in Arizona? Yes No

5. **PARTNERSHIP OR JOINT VENTURE:** Complete the following for each authorized partner or principal in the partnership or joint venture:

NAME	BUSINESS ADDRESS	AGE	MARITAL STATUS
_____	_____	_____	_____
_____	_____	_____	_____

6. **LIMITED PARTNERSHIP:** Is this Limited Partnership on file with the Arizona Secretary of State? Yes No

Complete the following for the authorized general partner(s) only:

GENERAL PARTNER(S) NAME	BUSINESS ADDRESS
_____	_____
_____	_____

7. **ESTATE:** Complete the following and attach a copy of the court or estate document(s):

Name of the court-appointed administrator or personal representative: _____

List the type and date of issuance of the court or Estate document: _____

8. **TRUST:** (A) Complete the following pursuant to A.R.S. § 33-404, for each beneficiary of the Trust:

NAME	ADDRESS	AGE	MARITAL STATUS
_____	_____	_____	_____
_____	_____	_____	_____

or (B) Identify the Trust document by title, document number, and county where document is recorded: _____

9. I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT THE INFORMATION AND STATEMENTS CONTAINED HEREIN, TOGETHER WITH ALL EXHIBITS AND ATTACHMENTS ARE TRUE, CORRECT AND COMPLETE AND THAT I/WE HAVE AUTHORITY TO SIGN THIS DOCUMENT.

SIGNATURE(S)

(Name of Corporation, Partnership, etc.)	Date	Signature of Applicant (Individual)	Date
Signature	Title	Signature of Applicant (Individual)	Date

TERMS AND CONDITIONS

By accepting this Right-of-Entry Agreement and any additional terms attached, Grantee agrees that:

1. Grantee is granted only those rights described herein which do not include any implied rights to use any land other than the State Trust lands described above (the "Property"). If all or part of the Property is closed or sold, any rights granted by this Temporary Right of Entry to use those lands is terminated, effective the date of closure or sale.
2. This Temporary Right of Entry may be terminated at Grantor's discretion, with no right to administrative or judicial appeal, by giving thirty (30) days written notice to Grantee. Additionally, any violation of these terms voids this Temporary Right of Entry upon occurrence.
3. Grantee will use the property only for the purpose listed above (the "Purpose"), which does not include any implied right to use the Property for any other use or purpose.
4. Grantee shall comply with all laws and rules of the Arizona State Land Department, the Arizona Game & Fish Department, and all Federal, State, County and Municipal laws, ordinances or regulations applicable to the Purpose. Grantee is responsible for obtaining any State, Federal or local permits necessary to conduct the Purpose in a lawful manner.
5. Grantee shall not interfere with other Permittees' or Lessees' use of State Trust land. If the Property is currently under lease, Grantee is responsible to contact the State lessee to notify him or her of Grantee's activities. If the use of private lands is necessary to accomplish the Purpose, Grantee is responsible for obtaining permission from the private land owner. Grantee understands that this Temporary Right of Entry does not represent nor warrant that access exists over adjacent State Trust lands or private lands which intervene respectively between the Property and the nearest public roadway.
6. Prior to conducting any ground disturbing activities on the Property, Grantee shall obtain a cultural resource clearance from the Arizona State Land Department which may necessitate a cultural resource survey at Grantee's expense.
7. Grantee shall comply with the Arizona Native Plant laws. Grantee shall not remove any natural products from State Trust land, including rocks, fossils, mineral specimens, stone, soil, firewood, cacti, saguaro skeletons, cholla skeletons or other plants or plant material, either alive or dead.
8. In accordance with Arizona State Land Department Rule R12-5-533, vehicle travel is limited to designated routes and established roads unless otherwise prohibited. No cross-country travel is allowed.
9. Grantee shall leave gates either opened or closed as they are found (general rule: if gate is opened and wired or tied back to the fence, the gate should be left open). No fences will be cut or laid down.
10. Grantee shall not harass livestock or wildlife, nor damage or destroy any livestock or wildlife improvement or facility (i.e. windmills, tanks, corrals, fencing, watering structures, etc.).
11. The parties agree to be bound by applicable State and Federal rules governing Equal Employment Opportunity, Non-discrimination and Disabilities, including Executive Order No. 2009-09.
12. This Temporary Right of Entry is subject to cancellation pursuant to A.R.S. § 38-511.
13. To the extent required by A.R.S. §§ 12-1518(B) and 12-133, the parties agree to resolve any dispute arising out of this Temporary Right of Entry by arbitration.
14. Grantee shall submit all requested reports and data in both hard copy and in digital format.
15. Grantee may not assign, sublease or otherwise transfer this Temporary Right of Entry.
16. No structures may be placed on State Trust land.
17. Upon abandonment, cancellation, revocation or termination of this Right of Entry, Grantee shall restore the Property to its condition at the time Grantee first entered upon the Property, to the satisfaction of the Grantor. Such restoration shall include, but shall not be limited to, removal of any and all material, equipment, facilities, temporary structures, or debris, deposited by Grantee on Property. In addition, the restoration shall include, but not be limited to, removal of all waste and debris deposited by Grantee, as well as restoration to grade level of all trenches, holes, etc. that were created as a result of the Purpose.

18. In addition to the restoration in paragraph 17 above, upon abandonment, cancellation, revocation or termination of this Right of Entry, Grantee shall remove any and all Regulated Substances caused to come into existence on the Property as a result of Grantee's actions or inactions or the actions or inactions of Grantee's agents. Grantee shall arrange, at its expense, for the repair, removal, remediation, restoration, and reconstruction to the Property to the original condition existing on the date that Grantee first entered upon the Property, to the satisfaction of the Grantor if the Property or any portions thereof are damaged or destroyed (1) as a result of the existence or presence of any Regulated Substance, or (2) in any way relating to or arising out of the removal, treatment, storage, disposition, mitigation, cleanup or remedying of any Regulated Substance by Grantee or its agents. In any event, any damage, destruction, or restoration by Grantee shall not relieve Grantee from its obligations and liabilities under this Temporary Right of Entry.
19. In the event Grantee becomes aware of a trespass on the Property resulting in damage thereto, Grantee shall notify Grantor and appropriate law enforcement authorities.

FOR DEPARTMENT USE ONLY

(This agreement is not valid unless signed by the State Land Department and the Grantee.)

**STATE LAND DEPARTMENT
STATE OF ARIZONA**

The State Land Commissioner hereby grants permission to the Grantee to enter said lands for the purpose of:

for the period of _____ to _____
(Beginning Date) (Ending Date)

The permission for Right-of-Entry hereby granted is revocable at will and is subject to all terms and conditions herein stated or attached and made a part hereof.

If this box is checked, additional terms and conditions are attached and made a part of this Right-of-Entry Agreement.

(SEAL)

STATE OF ARIZONA, GRANTOR
ARIZONA STATE LAND COMMISSIONER

By _____

Date _____

AAS PROFESSIONAL ARCHAEOLOGIST AWARD GUIDELINES

Chapters making nominations have two separate submissions to the Awards Committee.

- 1. On or before March 15th a Letter of Intent detailing who and why they are nominating.**
- 2. Official nomination is due on or before April 15th.**
Chapters not making nominations are asked to submit a notice that they are not participating in the program this year.

Chapter Letter of Intent

Submit the name of the nominee and a brief statement of their qualifications and what the person accomplished in order to be nominated. Keep your comments brief and to the point.

If the nominee assisted another Chapter you may ask if they would write a letter of support for your nominee. If that chapter is planning a nomination of their own, they would not be able to support your nominee.

Instructions for writing the Award Nomination

Detail the reasons that qualify the person nominated for the award. These details should include the following information:

Biographical sketch

A brief statement detailing what school(s) the nominee attended, the degree(s) received and what they have published in the last 3 years. If no publications in three years be sure to indicate approximate date for last publication if any.

Education – Last degree awarded and Institution awarding the degree.

Employment – Field of work Anthropology/Archaeology/History or other.

Publishing – Titles, topics, and or themes of major writings for past three years.

Assistance to AAS on the state level

How did this person assist the state?

Field Schools – Establish and/or Direct site operations?

Serve as an Advisor to the State?

Give Technical Advice?

Assistance to Publications

How did he/she assist the Publications? We have two, *The Arizona Archaeologist* and *The Petroglyph*.

Technical assistance

Proofreader

Advisor to Authors of technical publications

Other

(Professional Archaeologist Guidelines cont'd)

Assistance to local chapters

What did he/she do for your chapter?

Was he/she a professional Advisor for the chapter?

Assist chapter with Technical assistance?

Speaking engagements

Supervisor of projects (e.g. excavation, rock art recording, survey and mapping, etc.)

Course instruction

Other

Additional assistance

Add any other pertinent information that you feel may be of use by the committee in determining qualifications.

Submit nomination by email or postal service to the AAS Awards Committee Chair – contact information below.

Awards Chair: _____

Email: _____

Phone number: _____

Mailing address: _____

AAS AVOCATIONAL ARCHAEOLOGY AWARD GUIDELINES

Chapters making nominations will have two separate submissions to the Awards Committee.

- 1. On or before March 15th a Letter of Intent detailing who and why they are nominating.**
- 2. Official nomination is due on or before April 15th.**

Chapters **not** making nominations are asked to submit a notice that they are not participating in the program this year.

Chapter Letter of Intent

Submit the name of the nominee and a brief statement of their qualifications and what that person has accomplished in order to be nominated. Keep your comments brief and to the point.

If your nominee has assisted another Chapter, you may ask if that Chapter would write a letter of support for your nominee. If that Chapter is planning a nomination of their own, they would not be able to support your nominee.

Instructions for writing the Award nomination

Detail the reasons that qualify the person nominated for the award. These details should include the following information.

Biographical sketch

A brief statement telling about the person being nominated. Example: Length of time in AAS, involvement with more than one chapter, etc.

Did the nominee:

- Serve as a board member?
- Chair or serve on a committee?
- Serve as Supervisor of project under Director of Professional Archaeology
- Serve as course instructor?
- Give technical assistance?

What did the nominee do to be considered for this award?

Please explain fully what this entailed.

Who benefited? Chapter, State or who?

Did AAS or member receive recognition?

Additional assistance

Add any other pertinent information that you feel may be of use by the committee in determining qualifications.

(Avocational Archaeology Guidelines cont'd)

Submit nomination by email or postal service to AAS Awards Committee Chair – contact information below.

Award Chair: _____

Email: _____

Phone number: _____

Mailing address: _____

Arizona Archaeological Society

New and Renewal Memberships

Chapter:

Submission Date:

Last Name(s), First Name(s)	Address City, State Zip	Phone/ Cell	Email	Level	Type	Dues
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Membership Level:

CH Chapter Member Household

CM Chapter Member Individual

CMS Chapter Member Student

CDM Chapter Dual Membership

Submission Type:

N New

R Renewal

C Change of Information