

ETAS Awards and Recognition Guidelines

Category	Free registration National Event	Voucher for one post-service National Event	Token of appreciation at end of service to ETAS****
Committee Member (including newly elected ones)	AGM + dinner + hotel* SIG Day + hotel* President, TD, and NE attend IATEFL annually, or send another committee member. A National Council member may apply to attend one international conference at the discretion of the committee. *****	X (+ dinner)	SFr. 75.- book token
Regional Coordinator (up to two RCs per Region)	AGM + dinner + hotel* + ***** SIG Day + hotel* + *****		SFr. 75.- book token
SIG Coordinator	AGM + dinner + hotel* + ***** SIG Day + hotel*		SFr. 75.- book token
AGM LOC Members **	AGM + dinner	X (+ dinner)	After event dinner: max. SFr. 50.- per person
SIG Day LOC Members **	SIG Day	X (+ dinner)	After event dinner: max. SFr. 50.- per person
Book Exhibition Coordinator	Event he/she's organizing: AGM + dinner + hotel* SIG Day + hotel*		SFr. 75.- book token
Editorial Board ***	AGM + dinner SIG Day		SFr. 75.- book token
Sub-Committee Heads	AGM + dinner SIG Day		SFr. 75.- book token

ETAS members who have taken an office or special responsibilities should be thanked officially when they step down. An official thank you (at the AGM if possible) and presentation of the gift and letter of thanks is an important form of recognition for people who have contributed to ETAS.

Honorary Membership was granted to the four founding members of ETAS as recognition for their work. Honorary (Life) Membership can be awarded for long and outstanding service to ETAS. Any member can nominate someone for this award, but the decision to award honorary membership will be made by the committee. The award would be presented at an AGM in the form of a certificate.

* Max. SFr. 100.- per hotel night. AGM: 2 nights / SIG Day: 1 night.

** Decided by LOC Coordinator and Events Chair.

*** Including photographer and book review editor.

**** After at least 2 years of service, to be given out at the AGM.

***** Applications due by August 2nd. Cancellation and travel insurance is the responsibility of the attendee. Anyone attending a conference while representing another organization or firm is asked to inform ETAS and the costs are to be split according to the shared work.

***** As the national events cost ETAS a lot of money per volunteer and the LOCs are always in need of help, it is expected that each volunteer who attends an event for free and is given hotel accommodation and train expenses will agree to work one shift at such events. It is the volunteer's responsibility to ensure that they will be providing one or more of these services if they want to attend the event for free:

- Workshop Supervisor
- Workshop Write-up
- Raffle
- Registration
- ETAS stand

If this shift isn't worked (even in the case of a cancellation), the cost of the event will be paid by the volunteer.

SIG Coordinators are exempt from the above on the SIG Day.