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ASSOCIATION LOGO

The Association logo should be included on any publication, program, brochure, event, etc. sponsored by the Association.

A camera-ready copy of the logo for use by a printer is available from the Secretary and should be returned immediately after use. Please be careful to mail camera-ready copy in a package that will not bend.

An electronic version of the Association logo is available from the Association Office upon request.

AUDIO VISUAL AIDS

The Association has several LCD projectors available for use through the Association Office. Equipment may be loaned to a Committee for an event by request directly to the Association Office. Request should be made as far in advance as possible, but no later than 5 days prior to the event. Committee Chair or designated proxy must pick up equipment from Association Office and is responsible for its return in good working condition. Committee Chair or proxy will be required to complete a sign-out form upon receiving equipment. Association staff will verify condition upon release and return.

Committee Chair must coordinate use of AV equipment with event facility prior to requesting Association equipment. The use of private equipment may be disallowed, or a fee may be levied for its use.

BUDGET

If a Committee anticipates the need for operational funds, a budget must be submitted and approved by the Executive Committee as part of the Association's budgeting process. The budget must be approved prior to the committee function. This budget may be amended at any time via request to the Executive Committee. Committee budget should be prepared in accordance with the budget proposal format. (See Budget Proposal Format) It is suggested that the Chair review the budget proposal requests with the President prior to submission to the Executive Committee. Unexpected or "special case" expenses may be presented to the Executive Committee during the year as non-budgeted item.

BUDGET POPOSAL FORMAT

Purpose: Each committee or section planning or proposing an activity is required to submit a proposal and budget to the Executive committee for review, comment and approval. All expenditures must conform with the budget approved by the Executive Committee.

The Executive Committee would like to deal with only the substance and general direction of committee activities. It is important to establish uniformity in planning for expenditures from the general account. Lastly, documentation of our educational activities is important for the maintenance of our tax-exempt 501(C) 3 status.

Outlined below are the items, the format and the content recommended when a committee or section requests budgeting for an activity. The length and amount of detail will necessarily vary from activity to activity. However, if a consistent format is adopted, the Executive Committee review will be expedited and budgeting is simplified.

For major activities, two submittals may be appropriate, one at the initial planning stage and one as an update after the planning is complete.

(Budget proposals are not necessary for committee technical workshops, as these events are expected to be self-supporting; however, a Workshop Order form must be completed and reviewed by the Education Committee Chair and Association Office.)

1. ACTIVITY PURPOSE/BENEFIT STATEMENT

Describe the proposed activity and the benefit to the membership. Particular emphasis should be given to the education benefits of the proposed activity.

2. PROPOSED PROGRAM/ACTIVITY SUMMARY

Provide an outline of the activity program. If the activity is in the initial planning stages, provide a basic outline. For final activity, attach the detailed program.

3. ACTIVITY PLANNING AND IMPLEMENTATION SCHEDULE

Provide a schedule of milestones for the proposed activity. Show coordination with printing, mailing and publicity activities such as the *Journal*.

4. FACILITIES AND LOCAL ARRANGEMENTS

Describe the proposed location, alternatives considered and recommended facilities. Attachments describing the meeting facilities, exhibit space, contract arrangements/requirements, etc. are appropriate. Provide appropriate information when spouse activities are a part of the program. Final arrangements with regard to meals and social activities should be detailed in this section or be attachment. If the proposal is submitted first as a planning document and then in final form, the details need to be included in the final submittal.

5. BUDGET INFORMATION

Budget information should be presented by appropriate category as follows:

REVENUE

Registration Fees

Meal Fees

Advertising

Contributions/Sponsors

Exhibitor Fees

EXPENSES

Printing

Typeset/Graphics

Printer

Mailing House

Labels/Postage

Meals (Detail by Function and Provide Total)

Hotel/Meeting Facility Charges

Speakers Expenses (Special Case-Seminar)

Audio/Visual Rental

Advertisement

Travel Costs

Entertainment

Exhibit Costs

Miscellaneous Rentals

Professional Services

Awards

For all revenue and cost items, present the assumptions used to develop the figures presented.

6. RISK ASSESSMENT

Provide a list of cost incurred if the proposed activity were to be canceled or if the registration assumptions were not met. Identify fixed costs such as printing, mailing house charges, postage, meeting facility cancellation charges, etc. Also identify those costs and revenues that will vary with the number of people in attendance.

Remember, it is policy that all educational and training seminars, workshops, etc. are to be planned as a break-even endeavor, as a minimum. The SCEC is to be budgeted to provide a minimum income of \$10,000 with 50 percent to each Association.

COMMITTEE CORRESPONDENCE

Correspondence by the Committee Chair or Chair-Elect should be on Association stationery or a copy of this stationery whenever possible. Form letters may be typed on Association stationery and copied, or mail merge may be used. Modifications to the stationery to make it committee or district specific are allowed (e.g., addition of Chair's return address, addition of District officers, etc.) Send copies of all correspondence to the Association Office, Secretary and President.

Due to the liability issues, it is recommended that only the Chair or Chair-Elect of a District or Committee be allowed to use Association stationery. They may authorize use of stationery by Vice-Chair or sub-committee Chair when appropriate. Committee Chairs are responsible for maintaining control of Association stationery and its appropriate use.

Stationery may be obtained from the Association Office; please coordinate with the Office well in advance of your project to assure availability and effectiveness of printed materials.

CONTACT HOURS

(Updated 10/13/02)

Association Policy

It is the policy of the WEASC that attendees must be in attendance for an entire program in order to receive credit for contact hours. Should the program be broken into segments, partial credit may be given. Examples of segments are technical workshops within a conference, workshops with varying topics, etc. Examples of training events without segments are those workshops devoted to one topic.

Sign-in sheets will be provided for attendees to document their attendance. During training events more than three hours in length, spot checks will be conducted and/or verification of initial sign-in may be required. The honor system is utilized for implementation of this policy.

SC Department of Labor, Licensing, and Regulation/Board of Environmental Certification Requirements for Certification Renewal

SC LLR has requirements for certification renewal under SC Regulations Chapter 51, part of which includes continuing education credit. To achieve credit for attending District meetings and/or functions sponsored by the District, the following must be accomplished:

1. Retain a copy of enrollment or "sign-in" sheet for any meeting/function for a period of no less than three (3) years from date of event. Copies should be readily available to license holders for verification of attendance.
2. A document containing Instructor/Speaker's name and qualifications, length of instruction, and topic should be retained for a period of at least three (3) years. (A training outline and/or agenda is acceptable, providing it contains the required information.) Copies should be readily available to license holders for verification of attendance.

Although the Board does not pre-approve training, they will be happy to answer questions concerning this or any other licensing topic.

SC Department of LLR
Board of Environmental Certification
Synergy Business Park
Kingstree Building
110 Centerview Dr.
Suite 201
Columbia, SC 29210
803-896-4430
(PO Box 11409
Columbia, SC 29211)

Determining Number of Contact Hours Awarded

Calculation of contact hours involved in a continuing education experience may include the following elements:

1. Classroom or meeting session time with direct participation between the learner and instructor is converted directly to contact hours (hour for hour).
2. Activities that use methods of instruction such as supervised independent study, directed reading, or project-based assignments may be awarded contact hours. In such cases, the contact hours to be awarded may be determined after field testing has shown that average amount of time (in hours) required to complete the learning activity.
3. Field trips (minus travel and other administrative time) and other experiential course activities may be awarded contact hours, but usually on a basis of at least two experiential hours being required for each contact hour of instruction.

The following and similar activities are not included when calculating the number of instructional contact hours for any continuing education experience:

- Time for study, assigned reading, and other related activities outside the classroom or meeting schedule.
- Meeting time devoted to business or committee activities.
- Meeting time devoted to announcements, welcoming speeches, or organizational reports.
- Time allocated to social activities, refreshment breaks, luncheons, receptions, dinners, etc.

Note: Time devoted to a luncheon or dinner presentation integral to the continuing education experience may be included in calculating instructional contact hours.

Please be aware that the terms “CEU” and “contact hour” are often used interchangeably. This is **NOT CORRECT**. One Continuing Education Unit (CEU) is awarded for each **10 contact hours of instruction**. The SC Environmental Certification Board is concerned with *actual contact hours*, which are based on a 60-minute clock hour and awarded accordingly; i.e., a 90-minute training session would accrue 1.5 contact hours. To determine the number of contact hours, count the total hours in a program, and subtract breaks, lunches, and other activities not directly part of the instructional experience.

DISCLAIMERS AND WAIVERS OF LIABILITY

Liability and the threat of suit is always present. To protect yourself and the Association, be sure that any written program, brochure or document you publish under the Association's sponsorship has a Disclaimer. Contact the Association Office for appropriate wording.

When planning a District or Committee event at which alcohol is to be served and/or physical activity is to occur, contact the Association Office for information on liability protection and proper documentation thereof.

Student poster contest winners are required to sign the Student Agreement/Waiver immediately upon receipt of their award at the SCEC. The Agreement clearly states what is expected of the student and the Association in regards to publication, travel, etc. in relation to their poster presentation and affiliation with the Association.

Operations Challenge winners are required to sign a waiver and travel agreement. The Agreement clearly states what is expected in regards to expenses, travel, etc. in relation to WEFTEC competition and affiliation with the Association.

EXHIBITS

An equipment exhibit is usually an interesting compliment to seminars or meetings. If an exhibit is planned, a committee member should coordinate through the Exhibitors Committee.

Those responsible for exhibits should:

1. Develop and maintain a mailing list of potential exhibitors.
2. Prepare and mail solicitation letters to potential exhibitors.
3. Make follow-up contacts with potential exhibitors.
4. Investigate and inform exhibitors of requirements, limitations and available service of event location. Include information on electrical service, access times, and restrictions such as floor and elevator loading, as well as exhibit schedule and information regarding your program. Make sure exhibitors understand the Association's registration policy.
5. Arrange for booths, pipe and drape sign for exhibitor's booths. There should also be a sign located nearby that lists all exhibitors.
6. Arrange for exhibitor lapel ribbons (optional), and insure they are placed in exhibitor's registration packets.
7. Insure exhibitor's booths are selected by non-partial criteria.
8. Following the event, send a note of appreciation to each exhibitor encouraging him or her to consider exhibiting next year.
9. Insure a committee member coordinates with exhibitors during the seminar or meetings.

THE JOURNAL

The *Journal* is the official publication of the Association and is published quarterly. It is the main avenue of communication with the Association membership and committees are encouraged to use the *Journal* to full advantage.

Articles

Everyone is encouraged to make a submission to each issue of the *Journal*. Types of articles include:

1. Concise summaries of committee and section meetings. First submission of the year may be a list of committee members and the goals and plans of the committee; last submission may offer recognition to participating committee members.
2. Concise District Meeting reports; include pictures whenever possible.
3. Eye-catching articles announcing programming events or plans.
4. Copy of upcoming program.
5. Educational/technical articles.
6. Report on programs or activities of committees – include pictures whenever possible. Remember when writing an article, consider what would catch *your* attention or interest *you*. Chairs may want to delegate writing of *Journal* articles to a “creative” committee member.

Pictures

Send pictures for submission to the *Journal* to the Publications Committee Chair. When the Committee sponsors a function, arrange to have a committee member or Association member take pictures. Note that pictures sent to the *Journal* should:

1. Be in electronic format whenever possible and submitted via e-mail or in a CD or disk in .jpg format.
2. Identify persons in the picture.
3. Be accompanied by a caption where appropriate.
4. Be cropped if necessary to create a more interesting picture.
5. If it is necessary to send a hard copy photo, provide a return mailing address if to be returned.

Note that the Association owns a digital camera that may be checked out from the Association Office. Procedure is the same as for AV equipment use.

Deadlines

The *Journal* is published quarterly. At the beginning of the year, the Publications Chair will publish a notice of the Quarterly deadlines. They typically follow the Executive Committee Meetings. A schedule and associated deadlines may be found on the Association website.

Article Format

See the attached Technical Article Guide.

JOURNAL DEADLINE SCHEDULE

ISSUE	DEADLINE
First Quarter	January 15 th
Second Quarter	March 20 th
Third Quarter	June 20 th
Fourth Quarter	September 20 th

TECHNICAL ARTICLE GUIDE

ARTICLE SUBMISSION FORMAT

Items:

Texts, tables, figure headings, photos and captions, other art: e-mailed or on computer disk. Include double-spaced hard copy of text, tables or photos. Figures should be originals in camera-ready or disc-file format.

Hard Copy Text:

Articles should be typewritten, delivered as an original or printed copy. Text should be double-spaced with wide left margins on white paper. Text pages should be numbered at the bottom center. Articles **should not be** typewritten in all CAPS.

Artwork:

Photos and figures should be labeled in sequential order as photo1, photo 2, etc., or figure 1, figure 2, etc. Photos should be of good quality: in focus and, if a duplicate, as close to the original as possible. Original 5x7 black and white prints are strongly preferred. Camera ready is defined as black uniformly drawn original, a Photostat of an original drawing, or a laser printed page from a computer. ****A digital camera is available through the Association Office. *Photos are preferred in a .jpg format on a disk or via e-mail.***

Computer Disks

Disk Organization: Only 3 1/2" disk or CD-ROMs can be used. Disks/CD's should be labeled with the author's name, last name and first initial, the date, and the name of each file followed by the program in which it was created. Three and one-half inch disks should be marked MAC or IBM. Be sure that hard copy is marked at the top of the first page with the name of the corresponding disk file and the program in which it was created.

Word Processing File Formats:

For IBM-compatible computer, please send a 3 ½" floppy disk with the text saved in WORD or ASCII format. Most any IBM work-processing program can convert its files to an ASCII format. For Macintosh computer, please send us a 3 ½" disk or CD-ROM R/W with text saved in MacWrite.

Graphics File Formats:

Macintosh only: Aldus Freehand 3.1 or Quark Xpress 3.1. Macintosh EPS files accepted.

Photographic Credit:

Please provide a description of the picture, including the place it was taken and the name we must use to credit the photo.

EDITING REMARKS

Although technical in nature, articles must be applicable to a general audience. Therefore, the style must be different from typical research style.

Tone and Presentation:

Articles that are predominately sales pieces or critiques in which broad-based claims or criticisms are not supported with proven data or not adequately substantiated will not be published. The Publications Committee, however, will work with authors to make such pieces appropriate for publication.

Length:

Space is limited. To accommodate publication, length of sentences, paragraphs, sections, titles, heads and subheads, and reference lists (not to be longer than 10) may be shortened or deleted, and text may be deleted or separated.

Organization:

Text may be reorganized if, in our opinion, reorganization helps reading flow. Introductions may be edited to give feature articles more punch. Text, such as descriptions of plants, may be separated and placed in boxes to appear as stand-alone pieces within designed features.

Acknowledgements and Credits:

Only authors will be credited and affiliated. Author's names, professional titles (optional), and place of employment with city and state addresses, must be included at the end of each feature article. A short bio is requested. Other acknowledgements, such as assistance, funding, grant numbers, phone numbers, and street addresses will not be included.

Metric Units:

If using metric, follow with English units in parentheses.

Style:

This includes lower and uppercase lettering, quotes, italics, bold, bullets, series comma, and replacement of some redundant and misused words and phrases such as “due to” and “since.”

Reference:

No more than 10 will be allowed. Space is limited, and reference lists may be deleted.

WRITING HINTS

Before you begin writing, review of a few basic issues of the *Journal* to get the feel for the Association’s style and the publication’s audience. The actual writing technique is up to you. Remember, we don’t reject articles hands down, but work with authors to improve clarity and flow. Here are a few helpful hints.

1. Keep titles succinct. Try to be creative as well.
2. Use catchy subheads to differentiate changes in transition.
3. Limit paragraphs to two or four crisp concise sentences. No one paragraph should be longer than a half a page.
4. Do not use first person.
5. Avoid the passive voice as much as possible.
6. Avoid using trade names; they will be replaced with generic terms.
7. Never say “They believe, feel, claim, or think.” Use “said”.
8. Use Arabic numerals for time, distance, and physical measurements: 2 miles, 5 minutes, and 8 pm. When referring to any other person or thing, spell out the numbers zero to nine; from 10 on, use Arabic.
9. Use the serial comma. For example; red, white, and blue.
10. Don’t forget the author affiliation. This should name, title, organization, address and a brief bio.
11. Don’t discredit other products or technologies. Text that discredits products of other manufacturers without credible data and descriptions of investigative protocols, such as those for an industry-wide survey or a controlled analysis, will be deleted.

Editing is done to ensure your article is in the best possible shape for publication. As the author, you may overlook little inconsistencies or problems that are noticeable to the objective reader. Each writer has his or her own unique style, so every effort will be made to preserve it.

Photos and figures are essential to the aesthetics of the article. Photos may be sent in electronic form (.jpg) or color/black white prints or negatives; figures should be clean and camera ready. All visuals will be returned to the author upon request.

LIABILITY INSURANCE

The Association has a general liability insurance policy to cover the Association and its Committees and Districts should an incident occur at one of our functions. This insurance policy precludes coverage for any boating functions and in many cases, golf tournaments and skeet shoots.

Contact the Association Office when planning an event to ensure proper coverage. (See **Disclaimers and Waivers of Liability** section.)

Any accident, incident and/or potential liability claim should be reported ***immediately*** to the President and Association Office.

MAILING

It is preferred and requested that all Committee mailings be handled by and through the Association Office. Letters, flyers, notices, etc. should be sent to the Office electronically via e-mail whenever possible with mailing lists attached in Microsoft Excel or CSV format. Instructions as to date of mailing, target recipients, budget, etc. should be included with information to be mailed. Please allow ample time for preparation and processing.

If a Committee prefers to handle a mailing on its own, and the activity is being financed through the general account, the Association will reimburse the Committee Chair or appropriate Committee member for mailing costs. These costs should be anticipated and budgeted. Committee Chairs should approve the expenditure and forward a receipt and reimbursement request to the Treasurer.

For mailings in excess of 200 items, bulk mailing must be used whenever possible. The disadvantage of bulk mail is that the post office has the right to hold bulk mailings up to 3 weeks before processing. Our experience is that mail deliveries within South Carolina, whether bulk or regular mail, frequently take an additional 2 weeks. Therefore, for programs involving large mailing, you need to plan *at least 6-8 weeks* for delivery.

For bulk mailing it is necessary:

1. To have at least 200 identical items.
2. To mail from the main post office.
3. To contact and coordinate with the Secretary, Association Office, and/or Treasurer so that arrangements can be made to receive labels and have the proper forms completed and postage paid (if financed through the general account).
4. To have the Association permit number noted, and all mail labeled with return address of Secretary.

Mailing Service

If you are planning a large bulk mailing, it is often desirable to use a mailing service that can attach labels and deliver the material to the post office. For this option you will also need to:

1. Plan for cost of using a mailing house.
2. Coordinate through the Secretary or Association Office.
3. Determine the type of labels from Secretary.
4. Arrange to obtain mailing labels from Secretary.
5. Arrange for delivery to mailing service (in some cases this may be done electronically and printing is done in-house by the mailing service; be sure to inquire about this option when contacting the mailing service).
6. Arrange for labeled material to be delivered to post office (usually mailing service will deliver). Experience has demonstrated that it is difficult and time-consuming to process nonprofit mail manually.

7. Arrange for postage to be paid and bulk mailing permit form to be completed. Postage must be deposited in advance with mailing service. Bulk mailing form may be completed by mailing service.

Mailing Labels

Mailing labels for members are available from the Association Office. When requesting labels, the following information will be required:

1. Type of label – “pressure sensitive” or “Cheshire” (pressure sensitive are usually used when labels are being attached individually by your committee – mailing services usually prefer Cheshire labels – check with mailing service prior to label request).
2. Sort Criteria – list sorted by zip code, or entire WEASC membership.
3. Purpose of label.

CAUTION: The Association has some foreign or complimentary members. Labels for these members are toward the end of each Association’s set of labels. **THESE MUST BE REMOVED PRIOR TO MAILING.**

MEETING SPACE

Each Committee Chair is responsible for arranging for meeting space for his/her committee meetings. A small conference room (up to 12 people) and a larger meeting room (up to 35 people) are available at the Association Office. Please schedule these rooms as far in advance as possible.

If food and drink are requested for the meeting, it should be coordinated through the Association Office well in advance of the meeting. (Committee Chairs are responsible for their own arrangements during SCEC blackout period.)

PROCEDURE FOR SELECTING A NOMINEE TO THE SC ENVIRONMENTAL BOARD OF CERTIFICATION

1. In the event that a position on the Board of Certification becomes vacant in mid-year, or the Association becomes aware of an upcoming term of expiration of a position, the WEASC Executive Committee may solicit nominations from the general membership. This solicitation will be made by sending a letter of announcement of the upcoming vacancy to all District Chairs for distribution to the membership. In addition, information of the upcoming vacancy will be posted on the WEASC website by the Association Office. Any member of the Association interested in applying for nomination must submit the information requested in Item #2 below.
 - a. The Secretary will receive all application packages and forward them to the Nominating Committee for review and verification that the individual is an operator in good standing.
 - b. Qualified individuals will be notified by the Chair of the Nominating Committee that they are eligible.
 - c. The Chair of the Nominating Committee will submit a summary of the information on each candidate to the Executive Committee prior to the Executive Committee Meeting.
 - d. Each eligible candidate will make a brief presentation, not to exceed 15 minutes, to the members of the WEASC Executive Committee during an Executive Committee Meeting.
 - e. The WEASC Executive Committee may then elect the nominee(s) to be recommended for the Environmental Board of Certification by a majority vote.
2. The completed application package shall contain:
 - a. A resume'
 - b. A copy of the individual's current South Carolina operator certification.
 - c. A copy of the individual's current WEASC membership card.
 - d. A letter requesting consideration for the position on the Board, stating why the individual is interested in serving on the Board.
 - e. A letter of endorsement from the individual's employer stating their support and willingness to allow the individual to serve on the Board and attend all meetings and functions.
3. Once the nominee(s) is/are selected, the President of the Association will forward a letter of recommendation to the Governor's Office.

REGISTRATION

Each Committee establishes registration fees if they undertake committee sponsored functions. It is policy to charge differential fees for members and non-members.

Registration for a committee – sponsored event is the responsibility of the committee. For large events, it is often possible to use the assistance of the Secretary for advance registration and check-in to arrange for nametags, lunch tickets, special ribbons, etc. Coordinate as soon as possible.

When planning an event, include an area for registration.

The Membership Committee Chair may want to be present for registration at committee functions if an opportunity for promoting membership is available. Coordinate with the Membership Committee Chair well in advance of events.

It is appropriate and encouraged to feature posters/signs recognizing exhibits or sponsors in the registration area.