

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY
SECTION POLICY**

POLICY NUMBER: MSP-O-002

SUBJECT: Recognition Process

ORIGINATION DATE: 3/28/03

ACCOUNTABILITY: Vice Chair Outreach and PR

APPROVAL DATE: 5/6/03

APPROVAL BY:

REVISION DATE:

PAGE NO: 1 OF 4

Deleted: 5/2/02

1.0 OBJECTIVE

- 1.1 The objective of this policy is to document the process for the Section to receive, review, and acknowledge individuals approved by the Section Executive Board for recognition.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1 None

3.0 SCOPE

- 3.1 The scope of this policy applies to Section members and enterprises related to the Section.

4.0 RECOGNITION

- 4.1 The Section will accept nominees for recognition using the Section's standard form (Attachment 1).
- 4.2 Recognition of selected Section members and member enterprise representative(s) will take place such as a Section monthly meeting, through the Section newsletter, and at the Section annual Conference(s).
- 4.3 Recognition of selected Section members will be documented by correspondence to the individual, and the individual's sponsoring enterprise.
- 4.4 No more than one candidate will be recognized per month or recognition period.

5.0 PROCEDURE - SUBMISSION, REVIEW, APPROVAL, RECOGNITION

- 5.1 Completion of Recognition Form (Attachment 1) is to be prepared by the sponsor. Forms are available on request from the Section office, by fax/e-mail, or from the Section website via a posted master copy.
- 5.2 Completed forms submitted to the Section office will be reviewed for completeness and forwarded to Membership committee for review.
- 5.3 The Membership Committee will review submitted candidates based on an overall contribution to the enterprise using the degree of improvement to the enterprise as a guideline for primary consideration.
- 5.4 Committee recommendation of candidate(s) for Recognition will be reviewed and approved by the Executive Board based on recommendation by Membership Committee.
- 5.5 Approved candidates and their enterprise sponsor will receive a letter of congratulations from the current Chair of the Section (Attachment 2).

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PAGE NO: 2 OF 4

Deleted: 5/2/02

- 5.6 Approved candidates and their enterprise sponsor representative will be invited to attend a Monthly Section Meeting by the Program Committee. The contribution described in the recognition form will be shared by the Program Committee with attending membership, in recognition of the individual's contribution to Quality.
- 5.7 Approved candidates and their enterprise sponsor will be published by the Newsletter Editor in the monthly Newsletter including the description of the individual's contribution to Quality.
- 5.8 Approved candidates and their enterprise sponsors will be invited by the Conference Committee to be jointly recognized by the Chair of the Section, at the forum of the Section Annual Conference(s) before the Keynote speaker of the first day of the Conference. The recognition effort described in the Recognition form will be shared with the audience.

6.0 APPROVAL

- 6.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date

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PAGE NO: 3 OF 4

Deleted: 5/2/02

Attachment 1

**MINNESOTA SECTION 1203 ASQ
RECOGNITION PROGRAM**

Completed form to be submitted to Minnesota Section 1203

E-mail: mnasq@aol.com

Fax: 651.779.0244

Mail: Minnesota Section 1203
P.O. Box 9370
No. St. Paul MN 55109-0370

Enterprise Name: _____

Enterprise Contact: _____

Enterprise Address: _____

Enterprise Phone: _____ Email: _____

Date/Period: _____

Sponsor / Approval: _____ Position: _____

Minnesota Section ASQ Member Nominee Name _____

Please describe and attach this individual's commitment, involvement in your business's success with regard to improved quality, and any specifics, which cause this individual to stand out in your operation. You may quantify the individual's impact to your operation through improvements in cost, proportionate improvement in expenses or income, or proportionate time improvements. We are interested to know how Minnesota Section ASQ is helping your operation through its' membership, educational efforts, and focus in the quality arena. Please limit your description to 250 words, and include the highlights of success as to how this individual improved your business over the current period.

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Deleted: 5/2/02

Attachment 2

(Member's name) or (Enterprise sponsor's name)
Date

You are being recognized for your contribution to Quality. Minnesota Section 1203 of the American Society for Quality wishes to acknowledge your successes in Quality by honoring you at an upcoming Membership Section Meeting. You will be contacted regarding the date. To your credit, you will be featured in the next issue of the Section's newsletter, *The BenchmarkQ*. And, you are invited to be recognized along with all of this year's recipients of this award, at our Annual Conference(s) for the excellence you devote to your work and your enterprise.

The Minnesota Section of ASQ congratulates you on your accomplishment, recognition of the energy you have devoted to Quality, and for being a true ambassador of the value Quality and Minnesota Section ASQ endears to your operations credit.

With due respect and congratulations,

Minnesota Section 1203 Chair
American Society for Quality