



Standing Rules
of the
Inland Empire Professional
Photographers & Videographers
Inc.

Approved September 3, 2020

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Standing Rules

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Inland Empire Professional Photographers & Videographers Inc.

A. PRINCIPAL OFFICE OF CORPORATION

The principal office for the transaction of the activities and affairs of the Inland Empire Professional Photographers and Videographers, Inc. (IEPPV) is located at 7168 Magnolia Place, Fontana, CA 92336, in San Bernardino County, California. The Board of Directors may, per the IEPPV Bylaws, change the location of the principal office. Any such change of location will be noted by the secretary in the minutes of the meeting of the Board of Directors and this document amended to state the new location.

B. MEMBERSHIP

1. General

The membership of IEPPV shall consist of such individuals, eighteen (18) years of age or older, or firms and other organizations as may be eligible under the various classifications described in this article, and whose membership applications are approved by proper action of the Board of Directors. Members shall be entitled to such services and privileges as shall from time to time be determined for their various classifications by proper action of the Board of Directors and stated herein.

2. Membership Classifications

There shall be seven (7) membership classifications:

a. Premium

This level of membership includes all the Professional Membership offers plus all IEPPV classes, all IEPPV workshops, and IEPPV shoot-arounds. (Travel, accommodations, food, entry fees, guide fees, etc. are the responsibility of the members.). Image Competition entry fees are not included in membership dues and are the responsibility of the member.

b. Professional

This membership level is designed for the Professional and Aspiring Professional who would like to enjoy all of IEPPV's general meeting and Digital Image Competition member benefits.

c. Introductory

This membership level is designed to facilitate an ever growing need in the photography community for education and experience. The Introductory Membership will allow individuals to experience IEPPV and consider all we have to offer before moving on to our Professional or Premium Membership levels. This level of membership will include attendance to all monthly meetings and voting, but not the right to enter IEPPV Digital Image Competitions.

d. Vendor Partner

A manufacturer or firm providing photographic equipment, materials, laboratories, publishers, supplies or services to photographers (listed by company name). This membership level also includes all the offerings of the Premium Membership for one individual identified by the vendor as their current representative.

e. Honorary

An IEPPV Professional member in good standing, who has performed outstanding service to IEPPV and is nominated by two (2) Board members and receives a three fourths (3/4) vote of all members of the Board of Directors. The duration an individual will be an Honorary Member shall be determined for each individual by the Board of Directors when nominated.

f. Honorary Life

A president elected for and serving two (2) consecutive full terms and an IEPPV member in good standing, will be nominated for Honorary Life Membership at the end of their last full term in office and must receive a three fourths (3/4) vote of all members of the Board of Directors.

g. Retired

An individual who has been an IEPPV Professional member in good standing for the preceding five years, is at least 65 years of age and has retired from their chosen profession, may be designated by the Board of Directors as a Retired Member

3. Annual Membership Dues

<u>Membership classification</u>	<u>Regular</u>	<u>If paid by end of January</u>
Premium	\$290	\$260
Professional	\$140	\$120
Introductory	\$120	\$110
Vendor Partner	\$290	\$260
Honorary	\$0	\$0
Honorary Life	\$0	\$0
Retired	50% of the dues of membership category of the Retired member's choosing.	
Lifetime Premium	Seven (7) times the annual non-discounted Premium rate. (\$2,030)	
5 Year Premium	Three (3) times the annual non-discounted Premium rate. (\$870)	

- a. Membership renewals become due on the date of the January Open House meeting. Membership becomes delinquent 30 days after the due date. Dues not paid within the 30 day period will result in loss of membership and benefits, including but not limited to voting privileges and meeting attendance. Reinstatement or extension of payment due date may occur with Board approval.
- b. Refunds of annual membership dues will only be provided within the first 90 days of a current year's membership.
- c. IEPPV Past Presidents, if not an Honorary Life Member, shall receive a 50% discount on IEPPV membership dues and on the additional registration fees to attend all educational programs, workshops and classes for the calendar year.
- d. Honorary Life members shall be exempt from dues and additional registration fees.
- e. The current IEPPV President shall be exempt from dues and additional registration fees.
- f. Image competition fees are not included in any membership classification nor are they included with either the 5 year or lifetime premium memberships..
- g. Vendor Partners' dues may be in the form of goods, services, and/or monies. All Vendor Partner agreements require Board approval.
- h. Beginning in 2017, individuals who earn any of the following recognition levels during current year will be entitled to a 50% discount on following year's annual IEPPV Membership dues (their choice of level)
 - (i) Certified Professional Photographer
 - (ii) PPA Master of Photography
 - (iii) PPA Photographic Craftsman
 - (iv) PPA Master Artist
 - (v) PPC California Master Photographer
 - (vi) PPC Business & Arts Degree
- i. Members joining for an annual membership on or after a date determined by the Board will be members for both the remainder of the current year as well as the next year. To be applicable, the membership dues to be paid will be the dues established for the next fiscal year.

4. Membership Privileges

<u>Membership classification</u>	<u>Entitled to</u>
Professional	Full privileges as defined in paragraph B.2. Membership Classifications
Premium	Full privileges plus attendance at all IEPPV workshops, classes, and shoot-arounds
Introductory	Full privileges (excluding image competition)
Vendor Partner	IEPPV website ad and link, inclusion in IEPPV emailing marketing, and one individual Premium membership
Honorary	Privileges defined by the Board on a case by case basis
Honorary Life	IEPPV top membership package
Retired	Privileges of the membership category of the Retired member's choosing.

- a. Fees for attendance at non-general meeting events and classes will be established by the Board for both non-members and for non-premium members. . (Travel, accommodations, food, entry fees, guide fees, etc. are the responsibility of the members.)

<u>Fees are:</u>	<u>Non-Premium Members</u>	<u>Non-Members</u>
Classes	\$20	\$30
Workshops*	\$40 - \$250	\$60 - \$375
Meet Ups	\$75	\$150
*Fees for workshops vary and are defined on the workshop schedule.		

- b. Special sponsored events may have specific fee restrictions, such as a sponsored presentation, where the sponsor requires that the event must be free and open to non-members.
- c. Non-premium members who are attending an event, class, etc. as part of their IEPPV responsibility are exempt for the fee for that specific event.
- d. Non-members may attend one general meeting in one year, after which there may be a \$20 program charge. Guest attendance at image competitions is encouraged and is at no fee. A Guest Register shall be available at all meetings for non-members to sign in. All attendees who are not members must sign the guest book. Members of PPC affiliates and PPC members at large may attend all general meetings and image competitions as a guest and non-general meeting events and classes at the same rate as non-premium members.

5. Membership Responsibilities

Regardless of membership classification, acceptance of an individual's Application for Membership will be contingent upon receipt of a signed agreement to abide by the IEPPV Code of Ethics, as follows:

Code of ethics

As a requirement for admission to and retention of Membership and participation in Inland Empire Professional Photographers and Videographers, Inc. I agree to:

1. Comply with all relevant local, state and federal laws.
2. Strive to present all photographic services in surroundings and in a manner, which reflects the highest level of professionalism.
3. Deal with all users of photography and the general public with honesty and integrity.
4. My fellow photographers' names, reputations and copyrights shall be as sacred to me as my own.
5. Not to use any business procedure practices, marketing or competitive practices which may violate any Federal Trade Commission or other Federal, State, or Local regulatory agency rule or regulation, including copyright laws and regulations.
6. Strive at all times to produce photography and photographic services in accordance with the highest level of professionalism.
7. In all dealings with fellow professional photographers, students and others who aspire to be professional photographers, I shall share my knowledge and skill of professional photography.
8. Support efforts for and assist in the education of all interested persons and general public in the art and science of professional photography.
9. Agree to recognize the authority of IEPPV, Inc...in matters related to the interpretation of this code.

6. Reciprocity participation by non-IEPPV members

Persons who are members of affiliated organizations (Professional Photographers of California and its affiliates, Professional Photographers of America and other state or regional affiliates of PPA) will be welcome to participate in IEPPV activities including Image Competition. Fees for participation will be as established by the Board of Directors. Such participation by non-IEPPV members does not include eligibility for year-end awards.

C. BOARD OF DIRECTORS

1. There shall be six Officers, a maximum of six Directors, and a Parliamentarian. Board selection process, tenure, and limitations are delineated in Article XII of the Bylaws
2. No member shall hold more than one office at a time. Except when approved by the Board, no member shall serve more than two consecutive terms in the same office.
3. The Board shall, at its December meeting, elect the officers for the following year by majority vote from among the directors approved by the membership at the November general meeting. The Board shall likewise approve the one-year appointment of a paid Executive Administrator and the salary for that position. . The position of Executive Administrator is an ex-officio member of the Board of Directors, without a vote. Holding the position of Executive Administrator does not negate

the individual's voting rights if the individual also holds a position of Officer, Director, or Parliamentarian on the Board,

D. EXECUTIVE ADMINISTRATOR

1. The position of Executive Administrator is an ex-officio member of the Board of Directors, without a vote. Holding the position of Executive Administrator does not negate the individual's voting rights if the individual also holds a position of Officer, Director, or Parliamentarian on the Board,

2. Duties of the Executive Administrator are as follows:

- a To oversee all business operations of the corporation.
- b To ensure that timely reporting occurs for all corporate documents.
- c To be an authorized signer on all bank accounts of the corporation, and the "person of record" for corporate funds accounts and legal documents.
- d To physically store all corporate historical documents and materials.
- e To maintain an inventory of IEPPV property.

E. MEETINGS

1. January shall be Open House and membership drive.

2. March, May, July, September and November shall be general meetings and image competitions. November shall also be the annual meeting. Voting for the next year's directors will also occur at the November meeting.

3. February, April, June, August and October shall be general meetings and programs.

4. December shall be the Holiday Party, Installation and Awards Ceremony.

F. STANDING COMMITTEES AND DUTIES

The President, with the approval of the Board of Directors, shall appoint, as needed, the following Standing Committee chairpersons immediately after beginning of the fiscal year. Service of each shall be for one year unless otherwise noted by the Board of Directors.

1. Image Competition: To conduct the image competitions, keep the records of image competition entries and award winners. Select the judges for the panel two months prior to competition, and conduct the image competitions according to the rules pertaining to image competition. Also, to keep accurate records of competition scores in order to coordinate with the Awards/Service Awards Committee chair in presenting the "Photographer of the Year" awards.

2. Membership: To coordinate efforts in gaining new members, send membership packages to all new members, keep an accurate list of current members with all membership information, and assist at the meeting registration table
3. Webmaster: To be responsible for the designing and maintenance of the IEPPV website and keep all records and data on the site accurate and up to date. To update the site regularly with accurate calendar information and events of interest to members.
4. Nominating: To make nominations for the offices of IEPPV and to submit not less than one nominee for each office to the general membership at the October meeting. Consent of the nominee to be obtained beforehand. Committee to have three members.
5. Programs: To be responsible for engaging talent for the general meetings when such programs are applicable. Confirm equipment needs, introduce and thank speakers.
6. Audit: To audit the Treasurer's accounts at the end of each quarterly business period, ending, March 31, June 30, September 30, December 31, and to report at the first meeting of the Executive Board after the close of the quarter. Committee to have three members. No person authorized to sign checks or disburse funds of IEPPV shall serve on the Audit Committee.
7. Bylaws and Standing Rules: To study the Bylaws and Standing Rules of IEPPV. To submit such amendments and rules as it deems advisable or as the Board of Directors deems advisable. These Bylaws and Standing Rules shall be reviewed at least every two years
8. Ethics: The Ethics Chairperson shall be responsible for the handling of all ethics complaints by following current PPA due process procedures
9. Vendor Partner Liaison: To coordinate efforts to gain new Vendor Partners, to act as liaison with existing Vendor Partners, to pursue sponsorships and raffle donations from vendors and facilitate vendor displays at IEPPV sponsored events.
10. Awards/Service Award: To compile and maintain accurate records and data in order to track the "Photographer of the Year" awards, Service Award winner and the IEPPV Service Medallions.
11. Equipment: Maintain equipment records accurately and copy the Board of Directors with all records.
12. Communications: To coordinate and execute all IEPPV communications efforts. To maintain accurate mailing and emailing lists and distribute to those lists as required by Committee Chairpersons and the Board of Directors.
13. Library: To transport the library to and from general meetings, maintain accurate records of library contents, and actively pursue and acquire new materials for the library.

14. Holiday Party: To coordinate and oversee Annual Holiday Party with Installation of Officers and Annual Awards. To secure bids from at least three venues suitable for the IEPPV Holiday Party, Installation and Awards Ceremony, bringing them to the Board of Directors for a decision on location and menu. Shall secure and bring the contract from venue selected to the Board of Directors for approval and signature. Request payment necessary to hold the venue from the Treasurer, and return signed contract and payment to venue. To obtain committee members to help with invitations, decorations, door prizes, music and any other pertinent tasks. Responsible for all funds collected for the party reservations and monies spent for the event. All funds shall be turned over to the IEPPV Treasurer within five days after receipt.
15. Open House: To coordinate and oversee the Annual January Open House. To obtain committee members to help with invitations, decorations, door prizes, raffle, slide show, video show, food, vendor participation and any other pertinent tasks. Responsible for monies spent for the event.
16. Timeline: To maintain and update a Timeline for all IEPPV programs, events and required business activities. To report timeline items each month at the Board of Directors meeting.
17. Hospitality: To secure a minimum of two members to act as greeters at the door of all General Meetings and one greeter for all events and other programs. Greeters will welcome members and direct them to sign-in at the registration table. Guests will be directed to the Membership Center to complete a Guest Information Card.
18. Marketing: To design marketing pieces to be used for fliers, mailers, website use and e-mail broadcasts, at the direction of the President, First Vice-President or Second Vice-President, adhering to due-dates developed for each program or event. Completed materials will be distributed according to instructions from requesting Officer.
19. Official Photographer: To photograph every IEPPV General Meeting, as well as all events and other programs. To provide images of each program or event, within five days, to Webmaster, newsletter Editor and Marketing Chairperson. In return for this service, the Official Photographer will be admitted to all IEPPV sponsored programs and events at no charge. If Official Photographer is unable to attend any function, he/she will be responsible to secure a substitute photographer, who will be admitted to function at no charge, and will provide images within five days to Webmaster, newsletter Editor and Marketing Chairperson.
20. Other Committees as determined to be needed by the Board or President

G. FINANCE

- 1) New budget items or proposed increases in existing budget items shall not be transferred or pulled from other existing line or budget items. Doing so is problematic in estimating or establishing real-world needs for future budgets. Instead, new or proposed increases will be made as negative or in-the-red line items to more accurately reflect future budgetary needs. Funds for new budget items or increases in existing line items should be verified to exist in other line items, or are covered by a corresponding increase in estimated income.

- 2) All reimbursable expenses must be submitted to the Treasurer within 90 days of the expenditure to insure payment. Completely detailed receipts or vouchers must accompany all Reimbursement Request Forms. No reimbursement will be made without a completed Reimbursement Request Form.
- 3) All expenses exceeding the amount allotted by the budget must have the consent of the Board of Directors before being committed, except that expenses up to 10% over the allotted amount may be approved on an emergency basis, provided the IEPPV President and/or Treasurer have been contacted and have given approval.
 - a. Budgeted funds for Competitions will include honorariums to be paid for non-IEPPV judges or moderators. IEPPV members filling either of these positions are not eligible to receive an honorarium.
- 4) The funds for all IEPPV committees shall be maintained in the account of IEPPV unless otherwise directed by the Board or established by the bylaws of the corporation
- 5) Proposed income and expenses of IEPPV funds shall be submitted to the Board of Directors.
- 6) The IEPPV President (or Board member representing the President) shall be reimbursed for PPC related travel and lodging expenses for up to 4 PPC Board meetings per year. Reimbursement shall be for up to two nights lodging, and gas or plane fare (whichever is cheaper) for PPC Board meetings in Northern California, and one nights lodging and gas for Southern California meetings.
- 7) A Vice President who intends to succeed to President the immediate following year shall also have PPC related travel expenses for up to 4 PPC Board meetings per year reimbursed following the same guidelines as Presidential reimbursement.
- 8) All funds for events, projects and membership dues shall be collected only by appropriate committee chairperson, to be accurately recorded on Project Profit & Loss Form, and then turned over to the Treasurer by the next meeting after receipt.

H. PHOTOGRAPHER OF THE YEAR AWARD

The Awards/Service Awards Chairperson shall obtain accurate image competition scores from the Image Competition Chairperson and record these scores and tabulate them at the end of the year. The member with the highest total calculated as indicated in the Image Competition Rules shall be presented with the Professional Photographer of the Year award. The winners of each individual category award, (i.e. Portrait Photographer of the Year, etc.) calculated as indicated in the Image Competition Rules shall also be presented with the appropriate awards.

I. SERVICE AWARDS

1. Schedule of Service Merits:

- a. Where the activity is an annual one, such as holding an IEPPV office or chairmanship, it must be sustained for a minimum of six months to be eligible for ½ of annual Service Merits. If an office is held by 2 persons splitting a term during a year, the 2nd person must hold it for a minimum of 3 months to be eligible for ½ of service merits. The President, as an ex officio member of all committees, is not eligible for committee member merits.
- b. IEPPV Service Merits will not be awarded for participation in PPC, PPA and other organization-sponsored activities, as those groups already have award programs in place to honor such dedication.

Annual Merits:

President	5
Other officers	3
Board member	2
Executive Administrator	3
Committee Chair	2
Committee member	1
Newsletter Editor	3
Webmaster	3

Per-event Merits:

Monthly program speaker	2
Full day workshop speaker	4
Half day workshop speaker	2
Image comp. judge/moderator	1
Image comp. assistant	1
Host of studio share/special event	3
Host of Board meeting	2
Roundtable panelist/moderator	1
Full day special event coordinator	4
Half day special event coordinator	2
Special event assistant per half day	1
Mtg. or event attendance up to ½ day	1
Mtg. or event attendance up to 1 day	2
Sponsoring a new member	2

If hosted by one member and held at another's location, each earns 1 merit

If 2 members co-sponsor, each earns 1 merit per new member

Published newsletter articles and photographs (Editor's and President's regular columns not eligible):

Illustrated article	2
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Front page photo(s)	2
Other article	1
Other full page photo(s)	1

Less than full page photos may be aggregated if, during a year, they total a page.

Special service merits not otherwise defined

Number determined and awarded by Board action.

2. Level Up! Program

The service merit schedule above applies to all members’ participation in IEPPV. In addition, Level UP! is designed to recognize members other than board members or committee chairs -- only rank and file members are eligible for Level-Up! Awards. Unlike the Service Award program, which is cumulative over time, this is an annual program and Level Up! points awarded will expire at year end. The same service merits will be credited as above; special “bonus points” will be credited in addition just for Level Up! participation:

Attending each event	5
Volunteering in a service capacity (E.g. committee staff, venue setup/takedown etc.)	2
Recruiting a new member	5
Entering IEPPV Image Competition	1 per competition

Bonus points to be awarded at year end

For point total higher than 10	1
For point total higher than 25	3
For point total higher than 50	5

Level Up! participants will be eligible for a series of rewards for the 1st, 2nd and 3rd highest annual point totals.

3. Tracking and Awarding of Service Merits:

a. Reporting Service Award Merits earned will be a cooperative effort of the leadership of IEPPV and the individual members.

1. The various Chairs and committee members are responsible to report the attendance and participation of members at committee meetings, general meetings, classes, etc. To assist in this process, roster forms for Board/Committee meetings and for events are available in both .PDF and Word format in the Dropbox/(current year)/Official Documents/Attendance Forms. The copies of the completed forms or other service documentation should be provided to the Awards Chair (awards@ieppv.com) and the IEPPV Secretary (secretary@ieppv.com) as soon as possible following the action that would qualify for merits.

2. The individual member is ultimately responsible for ensuring that he/she is awarded the merits that they are entitled. Each member should (1) ensure that they sign in at events that they attend and (2) maintain their own log of events or activities that would entitle a merit. At least once annually, a list of their merits earned that year will be provided to each member by the Awards Committee. The individual members should review that list against their log and identify to the Awards Chair any discrepancy using the IEPPV Service Merit Submission Form contained in this Standing Rules document.
 3. Officers, Committee Chairs, and Committee Members are eligible for per-event merits, such as speaker, host, moderator, etc. even for events related to their roles. However they are ineligible for coordinator or assistant merits for participation in a meeting where their participation would be considered a normal part of their role or office.
 4. All members are eligible for applicable meeting or event attendance merits for any meeting or event they attend in addition to any other per event merits they may be entitled to.
 5. Members who create, participate in, or view in real time webinars, web events, or web meetings created by or on behalf of IEPPV are entitled to the applicable per-event merits. Viewing a recording of a previous event does not qualify for an event merit.
- b. Service Award Merit record-keeping will be the responsibility of the IEPPV Awards Chair, who will ensure the preparation of Awards, Medallions, Bars and Certificates to be presented at each year's Awards Banquet.
 - c. Merit related awards will be based upon merits earned on a period from December to November rather than on the calendar year.
- 4 The Elmer and Vera Kingham Service Award
 - a. The Service Awards Chairperson will obtain from other Chairpersons, Officers and Directors lists of those members who attend official functions, contribute or perform any service for IEPPV in accordance with the schedule of Service Merits above. The chairperson will record these Service Merits and tabulate them periodically, with a final annual tally at the end of November. The member who is not a member of the Board of Directors with the highest number of Merits will receive the Elmer and Vera Kingham Service Award and be awarded a scholarship to West Coast School.
 5. The IEPPV Service Award Medallion

The IEPPV Service Award is designed to recognize members for dedication to furthering the aims of the organization. The Award consists of the Service Medallion, which may be worn at all photographic functions, and the Service Award Certificate, which can be displayed prominently in studio or office. The Service Award is achieved by earning Service Merits for specific actions as detailed above, and is

presented at the annual IEPPV Awards Banquet to any member(s) having completed the requirements for the Award in the preceding twelve months.

Requirements for the Service Award Medallion

- a A recipient of the Award must have been an IEPPV member in good standing at least three continuous years prior to receiving it.
- b One hundred (100) Service Merits are required for the Award, earned as listed above in the Schedule of Merits.
- c After receipt of the initial Award, each additional one hundred (100) Service Merits earned will entitle the member to receive a Service Bar to be worn with the Service Medallion and an additional Service Award Certificate to honor the continued dedication to IEPPV.

6. The Chuck Jones Memorial Service Award

The Chuck Jones Award seeks to recognize members who epitomize the ideals of the late Chuck Jones, who died in 2006 while serving as IEPPV President. One of Chuck's highest goals for IEPPV was the advancement of professionalism among photographers through education, especially by encouraging experienced members to foster excellence among younger and less-experienced members by mentoring them.

This Award shall be given no more often than annually and only when warranted; it should not be considered an "annual" award. When, in the judgment of the President and the Board of Directors, an IEPPV member has exemplified the spirit of Chuck Jones by demonstrating sincere dedication to furthering the education and professional standing of other members over an extended period of time, that member should be considered for this Award.

7. The President's Award for Exceptional Service

The President's Award is presented at the annual IEPPV Awards Banquet when, in the judgment of the outgoing IEPPV President, a member has distinguished him- or herself through service to the organization that rises above and beyond the call of duty. The serving President is not eligible for this award.

8. The Hall of Fame Award

The IEPPV Hall of Fame Award is designed to honor individuals whose sustained exemplary dedication to professional photography in California's Inland Empire has inspired younger members of the profession. Not an annual award, it is to be granted only when an individual's dedication over time has risen above the customary level of excellence expected of active and involved IEPPV members. No more than two persons may be inducted into the IEPPV Hall of Fame within a calendar year.

Requirements for the Hall of Fame Award:

- a. Have attained the age of 55 by the date the award is to be presented (normally at the next Awards Banquet following nomination).
- b. Have been an IEPPV member in good standing continuously for at least ten years by the date the award is to be presented.
- c. Be nominated in writing by at least two IEPPV members, using the form below. Final award decisions require approval by a minimum 2/3 vote of the Board of Directors. At its discretion, the Board may approve the award to be presented posthumously.

The award shall take the form of:

- a. A perpetual plaque to be retained by IEPPV for display at meetings and functions and/or a virtual plaque with prominent website placement. Each succeeding awardee's name and the date of their award will be added to the plaque in turn.
- b. A medallion to be presented to the individual for wear at photographic meetings and activities. Accompanying the medallion will be a certificate suitable for framing and display.

Inland Empire Professional
Photographers and Videographers, Inc.

Nomination for the IEPPV Hall of Fame Award

Name of proposed awardee _____

Name of person submitting nomination _____

Contact info for person submitting: Phone _____ Email _____

In the space below, state why you believe this person should be considered for the Hall of Fame Award

Signature _____ Date _____

**Inland Empire Professional
Photographers and Videographers, Inc.**

IEPPV SERVICE MERIT SUBMISSION FORM

This form is to be used to report service merits that may not have been captured by the normal reporting procedures and is to be submitted in response to a service merit review request by the Awards Chair. Each review will consist of members being provided a list of merits earned by the member for a specific period. If the member determines that any merits have not been recorded, they are to submit this form identifying the missing information by the deadline defined for the specific merit review request in order for those merits to be awarded.

Name _____
 Address _____
 City _____ State CA Zip _____
 Phone: (____) _____ Email: _____

Event	Merits earned	Date achieved
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

By my signature below, I certify that this is a true and accurate statement of my IEPPV activities on the date(s) indicated, and that I am entitled to receive Service Merits accordingly.

 Signature Date

Keep a copy of this form for your records.
 Completed form goes to the Awards Chair, awards@ieppv.com and the IEPPV Secretary, secretary@ieppv.com

For office use only Date Entered / /