

III. ISRT SPONSORED ACTIVITIES AND PROGRAMS

A. Continuing Education Credit Documentation Program

1. Philosophy

- a. The Indiana Society of Radiologic Technologists, Inc. views continuing education as an essential activity for ensuring quality performance of professional duties. By consistent participation in educational opportunities beyond the basic, entry level degree, radiologic technologists are able to maintain and increase their proficiency in technical delivery, acquire new knowledge, refine skills and reinforce professional attitudes.

2. Procedure

- a. All educational activities sponsored by the Indiana Society of Radiologic Technologists shall be submitted for ASRT Category A CE credit **prior** to the educational program. Submission of programs for credit to the ASRT shall be the responsibility of the General Chairman of that particular ISRT Educational Meeting. Educational activities not approved for continuing education credit will be clearly identified in the program brochure.
- b. All individuals attending an ISRT sponsored educational program will be provided with verification of attendance at lectures. If individual attendance verification sheets are utilized, the individual is an RT and an ASRT member, verification will be sent to the ASRT office for CE credit and the ISRT will retain a copy according to sponsor guidelines. If individual attendance verification sheets are not utilized, it is the responsibility of the individual to send a copy to the ASRT if they wish.
- c. Verification of attendance at lectures at ISRT sponsored educational programs shall be according to the "honor method" with verification by the Educational Meeting Committee as to the individual's registration at the meeting. Verification of registration will be done according to the individual's name badge.

3. Forms

- a. Sample ISRT Educational Meeting attendance verification form

CONTINUING EDUCATION DOCUMENTATION PROGRAM

ADOPTED: 10/83

AMENDED: 4/86, 4/87, 9/87, 9/91, 9/93, 9/95, 9/96, 9/07

EDUCATIONAL MEETING ATTENDANCE VERIFICATION FORM

**INDIANA SOCIETY OF RADIOLOGIC TECHNOLOGISTS, INC.
2007 ISRT ANNUAL CONFERENCE
SEPTEMBER 27-29, 2007
MERRILLVILLE, INDIANA**

- Check the courses you have attended. If more than one lecture is checked per time allotted, the lecture credit will be invalid. Please check your form carefully!
- Total your continuing education hours at the bottom right and sign your name. Do not include the Business Sessions in the total CE hours. Unsigned forms are not valid.
- When you are ready to leave the seminar, have the form verified at the registration desk with the ISRT Embossed Seal. You must be wearing your name tag in order for the form to be embossed. Do not turn in forms completed ahead of time or they will not be valid. The form cannot be verified after you leave the seminar.
- Take the top, white copy with you after it is embossed. Leave the yellow and pink copies at the registration desk.
- The ISRT will mail documentation to the ASRT if you are an RT and an ASRT member and the ISRT will retain a copy.

PLEASE PRINT ALL INFORMATION LEGIBLY AND PRESS HARD AS YOU ARE GOING THROUGH 3 COPIES!!!

Name: _____ Social Security or ASRT #: _____

Address: _____ Are you a technologist? Yes No

City/State/Zip: _____ Are you an ASRT member? Yes No

Phone with area code _____ Email _____

Please provide your phone and email in case there is a question concerning your CE credits.

ALL OF THE FOLLOWING COURSES ARE APPROVED FOR ASRT CATEGORY A CE CREDIT UNLESS OTHERWISE NOTED.

Thursday, September 27, 2007

- 8:15-9:15 AM**
 _____ INX0007015 1 Hour
 "Guidelines for Image Analysis"
- 9:30-10:30 AM**
 _____ INX0007016 1 Hour
 "Put Your Thinking Cap On for Image Analysis"
- 1:15-2:15 PM**
 _____ INX0007017 1 Hour
 "CT Angiography"
- _____ INX0007018 1 Hour
 "The Diagnosis, The Radiologic Procedure and The Money"
- 2:30-3:30 PM**
 _____ INX0007019 1 Hour
 "CRDR Patient Dose Do's and Don'ts"
- _____ INX0007020 1 Hour
 "The Superbugs"
- 3:45-4:45 PM**
 _____ INX0007021 1 Hour
 "Chest Tubes and Lines"
- _____ INX0007022 1 Hour
 "Uterine Artery Embolization"

****NO CE CREDIT**
 (Technologists--DO NOT add the Business Session into your total continuing education credits at the end of this form.)

- 10:45 AM - 12:00 Noon**
 _____ "First Business Session"

Friday, September 28, 2007

- 8:15-9:15 AM**
 _____ INX0007023 1 Hour
 "The Ins and Outs of Basic Computed Radiography"
- 9:30-10:30 AM**
 _____ INX0007024 1 Hour
 "PACS...More than a Four Letter Word"
- 1:15-2:15 PM**
 _____ INX0007025 1 Hour
 "Imaging the Prematurely Painful Hip"
- _____ INX0007026 1 Hour
 "Imaging of the Upper Extremity"
- 2:30-3:30 PM**
 _____ INX0007027 1 Hour
 "Diversity in the Healthcare Workplace"
- _____ INX0007028 1 Hour
 "Indications in Oncology F-18 PET Imaging"
- 3:45-4:45 PM**
 _____ INX0007029 1 Hour
 "Why Did I Do It? RT to RN"
- _____ INX0007030 1 Hour
 "A Day in the Life of a PA in Radiology"

****NO CE CREDIT**
 (Technologists--DO NOT add the Business Session into your total continuing education credits at the end of this form.)

- 10:45 AM - 12:00 Noon**
 _____ "Second Business Session"

Saturday, September 29, 2007

- 8:15-9:15 AM**
 _____ INX0007031 1 Hour
 "Carotid Stenting Procedures"
- _____ INX0007032 1 Hour
 "Basic Sectional Anatomy of the Abdomen and Pelvis"
- 9:30-10:30 AM**
 _____ INX0007033 1 Hour
 "Introduction to Interventional Neuroradiology"
- _____ INX0007034 1 Hour
 "Recent Advances in Radiation Oncology"
- 10:45-11:45 AM**
 _____ INX0007035 1 Hour
 "New Advances in Interventional Treatment of Peripheral Vascular Disease and Critical Limb Ischemia"
- _____ INX0007036 1 Hour
 "The Evolution of Ultrasound"
- 1:15-2:15 PM**
 _____ INX0007037 1 Hour
 "Improving Clinical Outcomes with MRMR Hybrid Technology"
- _____ INX0007038 1 Hour
 "Cardiac CT: Changing the Gold Standard"
- 2:30-3:30 PM**
 _____ INX0007039 1 Hour
 "EKG Review for Radiologic Technologists"
- _____ INX0007040 1 Hour
 "Breast Imaging and Intervention: Early Detection and Minor Procedures"

I attest that I have attended the above courses for the time listed. (Must be signed by the participant to be considered valid for CE credit.)

THIS FORM MUST BE VERIFIED WITH
ISRT EMBOSSED SEAL TO BE VALID

White Copy: Participant
 Yellow Copy: ASRT
 Pink Copy: ISRT

SEAL

Participant Signature _____

Total hours of CE: _____

EDUCATIONAL MEETING ATTENDANCE VERIFICATION FORM

ADOPTED: 4/93

AMENDED: 9/93, 4/94, 9/95

B. Student Page Program

1. Purpose

- a. To foster knowledgeable students with insight into the activities, functions, purpose and goals of the ISRT.
 - b. To increase student participation and involvement in their professional organization.
2. The qualifications, guidelines, responsibilities and specific duties for all participants in the Student Page program are addressed in the Student Page handbook.

STUDENT PAGE PROGRAM

ADOPTED: 7/87

AMENDED: 7/88

C. Scientific Exhibit Competition

The Richard C. Marks, RT(R) Memorial Competition

1. Purpose

- a. The Richard C. Marks, RT(R) memorial award is presented to the 1st place individual technologist exhibit winner.

Dick Marks attended the St. Joseph's Hospital School of X-Ray Technology in Ft. Wayne, Indiana from 1952-54 and became registered on November 15, 1954. He was employed as an x-ray technologist at St. Mary's Mercy Hospital in Gary, Indiana and at an orthopaedic clinic in Gary. In 1968, Dick was appointed as supervisor of the radiology department at St. Mary's Medical Center, a position which he held until his death in 1976.

Dick was a member of the ISRT since 1962 and the ASRT since 1955. Dick was the ISRT President in 1969-70, a board member until 1973 and Zone Counselor from 1973-76. Dick was also one of the original members of the ISRT Legislative Committee dating back to 1968 and was Chairman of the committee in 1976.

Dick worked many years for the Society and the profession. he possessed an open mind and a concern for others, whether in our profession or outside the field. Dick Marks was a technologist that inspired professionalism and strength. He was a leader that heard the minority, carried out the wishes of the majority and provided justice for all involved.

- b. The purpose of the scientific exhibit competition is to educate those who participate and those who observe the exhibit. Exhibits are meant to be a visual display of information relative to the radiologic sciences and should include minimal written material.

2. Eligibility and Exhibit Categories

a. Technologist Category

1. Must be a current Active, Life, or Certified member of the ISRT **at the time of application** and at the time of the Annual Conference.
2. The exhibit must be the original work and prepared by one technologist.
3. Each entrant may submit only one exhibit.
4. A technologist may only submit or be a participant on one exhibit.

b. Student Category

1. All participants listed on the application must be current Student members of the ISRT **at the time of application** and at the time of the Annual Conference.
2. The exhibit must be the original work and be prepared by a student or students of accredited entry level educational programs in Radiography, Radiation Therapy, Nuclear Medicine or Sonography.
3. A student may only submit or be a participant on one exhibit.
4. There may be more than one exhibit per educational program.
5. In preparing the exhibit, students may solicit advice from any source.

3. Ineligible Participants and Exhibits

- a. Members ineligible to participate on a competitive basis are the ISRT President, exhibit judges, and the Director of Competitions.
- b. Exhibits will **not** be eligible for competition if they have been displayed at any other meeting or competition prior to the Annual Conference.
- c. If any individual listed on the application does not meet eligibility requirements at the time of the application and at the time of the Annual Conference, the application and/or exhibit will be considered ineligible and will be disqualified.

4. Non-competitive Exhibits

- a. Ineligible exhibits may be displayed on a non-competitive basis when space permits.
- b. Non-competitive exhibits will not be judged or be eligible for awards.

- c. Requests to display an exhibit on a non-competitive basis should be made in advance to the Director of Competitions.
 - d. All non-competitive exhibits will be tagged as such.
 - e. All non-competitive exhibit participants shall receive a Certificate of Recognition.
5. Application
- a. Make sure that you have read the most current policies for the competition posted on the ISRT website and that you have the most current application. **The postmarking deadline is July 15.** Application may be made by completing the official application and postmarking it to the Director of Competitions by **July 15.** **It is strongly recommended that all applications be sent via certified mail with return receipt requested. Applications will only be accepted by mail. Faxed applications or applications sent by any other electronic media will not be accepted.** The ISRT Board of Directors will not be responsible for applications not postmarked by the deadline that were not sent via certified mail with a return receipt. Applicants who send applications by certified mail with return receipt are still responsible for following the rules below if they do not receive a letter of acknowledgment.
 - b. Applications will only be considered if they are completed on the current, official application form and all individuals listed on the application are current ISRT members at the time of application. Prior to the postmarking deadline, incomplete applications will be returned to the applicant as soon as possible with an explanation. If any individuals listed on the form are not current ISRT members, the application will be considered incomplete. The ISRT is not responsible for returning an incomplete application in time for the applicant to resubmit the application by the postmarking deadline. If the applicant can complete the application process and resubmit the application by the postmarking deadline then the application will be considered. If there is not time for the applicant to complete and resubmit the application and/or meet ISRT membership eligibility requirements by the postmarking deadline, then the application will not be considered.
 - c. Any application postmarked after the deadline will be returned to the sender and will be ineligible. The Director of Competitions shall send a letter via certified mail explaining the reason for ineligibility.
 - d. The Director of Competitions shall notify the exhibitor(s) in writing by certified mail of any reason for any other disqualification. Prior to the beginning of the Annual Conference, the Director of Competitions shall notify the applicant by certified mail of the reason for ineligibility. If there is not time to notify the applicant by certified mail, then the Director of Competitions shall notify the applicant verbally and in writing as soon as possible. If an exhibitor and/or exhibit is disqualified at the Annual Conference, the Director of Competitions

shall notify the exhibitor verbally and in writing as soon as possible.

- e. Upon receipt and acceptance of the complete application form, a letter of acknowledgment will be sent by the Director of Competitions to the exhibit representative listed on the application.
 - f. If the applicant has not received notification of receipt of the application by August 1, the exhibit representative listed on the application must contact the Director of Competitions by phone by August 5 to resolve any problem with the application. Absolutely no action on any problem will be considered if the Director of Competitions is not contacted by that date.
 - g. In the Student exhibit category, all qualified individuals listed on the application will be eligible for awards. A qualified individual's name may be removed from the application only if a written letter is sent to the Director of Competitions. The letter must be signed by everyone listed on the application including the individual whose name is being removed. This request must be made prior to setting up the exhibit at the Annual Conference.
 - h. If the postmark is illegible, the Director of Competitions shall use the received date for purposes of documentation.
6. Preparation and mechanics of the display
- a. Displays shall not contain excessive written descriptive explanation. A well presented display requires minimum explanation. The display should speak for itself.
 - b. Subject matter should be pertinent to radiologic sciences and may be supplemented by charts, descriptive material, technical factors, photographs, etc., as are deemed necessary and that can be contained within the allotted space. ***Displays may not contain audio, video, slide or computer presentations.***
 - c. Displays should demonstrate originality of subject matter, be of general interest and value to the intended audience from both practical and educational viewpoints, and be of technical excellence.
 - d. The exhibit may display a commercial product (such as a catheter or bottle of contrast) if the product is relevant to the educational value of the exhibit or is essential to the understanding of a concept. A commercial product may be identified by its name or producer; however, the exhibit may not endorse a specific commercial company or product.
 - e. The ISRT encourages the use of generic names rather than brand names.
 - f. Displays may not show any image which identifies the patient by name.
 - g. Hospital affiliations, educational programs and participants **may not be**

identified in or on any part of the exhibit until after the completion of judging.

- h. The total display space allotted for any one exhibit shall not exceed outside dimensions of 72" wide, 48" high and 30" deep. All components of the exhibit must be within these dimensions, ***including anything displayed on the table in front of the poster board.*** Displays not conforming to these specifications will be disqualified.
 - i. **Viewboxes and extension cords must be supplied by the exhibitor.**
 - j. Each exhibit shall be limited to the use of one double wall outlet or two single plug-ins. Multi-plug adapters may not be used in an attempt to include additional electrical cords.
 - k. The Annual Conference Committee will have available one table per exhibit and will arrange for two single plug-ins for each table.
 - l. The exhibit must be erected between 5:00 PM and 10:00 PM of the night preceding the Annual Conference. (This time may be altered to meet the requirements of the Annual Conference site. Exhibitors will be notified prior to the Annual Conference of any change of time.)
 - m. Each exhibit will be arranged by the exhibitor under the direction of the Director of Competitions who will assure that each exhibitor has an equally fair chance for complying with the rules. However, it is still the responsibility of the exhibitor to know and follow all rules for competition.
 - n. Displays must remain in the display area until the conclusion of the awards presentation. (The ISRT encourages the display to remain until the close of the Annual Conference.)
 - o. Exhibits must meet the published guidelines in order to be eligible for competition.
7. Procedures and Judging
- a. These rules will be followed without exception. It is the responsibility of the exhibitor(s) to read all of the exhibit rules. Any questions should immediately be directed to the Director of Competitions. In order for an exhibit to be accepted for competition all eligibility requirements must be met. It is the exhibitor's responsibility to meet and follow all eligibility requirements. Non-compliance of any eligibility, application or mechanics requirement will result in disqualification from competition. Violation of subject matter rules will result in a reduction of points awarded, the number of which will be determined by the judges. Interpretation of the rules is a responsibility of the Director of Competitions and the ISRT President. All participants listed on the application must be current ISRT members **at the time of application** and at the time of the Annual Conference. All exhibit applications shall be postmarked to the Director of Competitions by **July 15.**

- b. The exhibitor shall assume responsibility for the display. The ISRT is not responsible for loss or damage. The ISRT will take all reasonable precautions to assure the security of displays during the period of display.
- c. By July 25, the Director of Competitions will verify membership and eligibility of all participants with the Executive Secretary.
- d. By July 25, the Director of Competitions should send the ISRT President a summary of tentative topics of the Annual Conference exhibits and a list of the exhibitors and their affiliated programs/institutions in order that qualified judges may be appointed.
- e. The Director of Competitions shall send the names of the participants to the Executive Secretary for printing in the Annual Conference final program booklet and for providing Certificates of Recognition.
- f. The Director of Competitions will relay the number and category of plaques and ribbons to the Executive Secretary to order for the competition based on the applications received.
- g. The Director of Competitions is responsible for coordinating with the Executive Secretary to have award plaques engraved prior to the Annual Conference, when possible. The Director of Competitions is responsible for coordinating with the Annual Conference General Chairman for any awards that need to be engraved during the Annual Conference.
- h. The Director of Competitions shall send a copy of all applications to the Executive Secretary so that Certificates of Recognition for all participants can be printed prior to the Annual Conference.
- i. The ISRT President shall appoint three (3) judges. The judges must be credentialed in Radiography, Nuclear Medicine, Radiation Therapy or Sonography. The President may not serve as one of the judges. The names of the judges shall be known only to the President and the Director of Competitions.
- j. It is suggested that judges be ISRT members.
- k. Judges shall be knowledgeable in the specific exhibit topics. Once applications have been received by the Director of Competitions, the President will be sent the topics of the exhibits.
- l. The President shall determine that there are no potential conflicts of interest between an individual appointed as a judge and any of the exhibitors. The judges may not be employed by or associated with any of the institutions represented by the exhibitors.

- m. As soon as the judges have agreed to serve, the President should provide their names, addresses, e-mail and phone numbers to the Director of Competitions who will complete future communications. Names, addresses, e-mail and phone numbers of the judges should be sent to the Director of Competitions no later than August 1 and preferably earlier.
- n. The Director of Competitions or the President shall provide the names of the judges to the Executive Secretary so that Certificates of Recognition can be printed.
- o. The Director of Competitions shall maintain communications with the Annual Conference Committee in determining exhibit display space needs, exhibit display hours and display set-up times.
- p. The Director of Competitions shall designate a time for the exhibit judging to occur. Judging should occur at one time. Since set-up of exhibits is not completed until 10:00 PM on Wednesday, judging is not feasible until Thursday morning. It is recommended that judging occur around 8:00 AM or 9:00 AM on Thursday to allow for adequate time for engraving prior to the presentation ceremony.
- q. The Director of Competitions will assign exhibit space and should be available during set-up to assist exhibitors in setting up exhibits, to assist in obtaining available facilities and supplies, and to provide answers to rules questions of the exhibitors.
- r. The Director of Competitions is responsible for interpretations of the rules during the judging. Any questions on rules may be appealed to the Director of Competitions. The Director of Competitions and the ISRT President will review and render a decision on the appeal. It is the responsibility of each individual exhibitor to ensure that they are in compliance with all rules.
- s. After exhibitors have completed their set up, the Director of Competitions shall measure and review the exhibit for compliance of the rules.
- t. The Director of Competitions will make every effort to assure that all exhibits are in compliance with the rules, conduct the judging procedure, and verify results of the judging. **Exhibitors are still however, ultimately responsible for knowing and complying with all rules for competition.**
- u. Judging of the exhibits shall be completed on or before the first day of the Annual Meeting.
- v. Exhibits will be judged according to the criteria listed on the Exhibit Critique Sheet.

- w. The Director of Competitions shall provide verbal instructions to all exhibit judges immediately prior to the judging. These instructions should be based on the "Judges Directions Sheet." The Director of Competitions is responsible for the organization of the judging process and should attempt to apply a consistent process from previous years. Each judge shall be provided with Exhibit Critique Sheets, Exhibit Judges Criteria Guidelines and Exhibit Judges Direction Sheets immediately prior to the judging.
- x. As each judge completes the judging process, the Director of Competitions should check the judge's addition to assure proper totals. The Director should also briefly review comments to detect if a judge has deducted points for a rules violation that should not have been considered in judging.
- y. As the critique sheets are returned, the Director of Competitions will verify the scores. The Director of Competitions shall complete and verify tally score sheets for each exhibit and rank the exhibits. Final exhibit scores will be calculated on an average of the total points awarded by the judges, i.e., all judge's scores will be added together and divided by the total number of judges to arrive at a final average point score. The final average point score shall be calculated to two decimal places with no rounding by the Director of Competitions. The Director of Competitions will then rank the exhibits in order of the highest point totals to determine the award recipients.
- z. An exhibit must score a minimum of 75 points based on an average of all scores from all critique sheets to be eligible for an award.
- aa. If an exhibit does not meet the minimum point requirement, the Director of Competitions shall inform the exhibitor(s) prior to the Awards Business Session and present the Certificate(s) of Recognition at that time. The exhibitor(s) shall have the option of removing their exhibit at that time. The awards presentation script shall be adjusted to not reference any exhibit not receiving the minimum points.
- bb. In the event that there is a major procedural error on the part of the judges, the Director of Competitions shall refer the information to the President who has the prerogative to review the information and shall then be responsible for the final decision to resolve the issue.
- cc. In the event of a tie for 1st or 2nd place, the tie will stand and all individuals will receive the awards for that place. In the event of a tie for 1st place, 2nd place will be dropped and the next award will be 3rd place. In the event of a tie for 2nd place, 3rd place will be dropped. In the event of a tie for 3rd place, it shall be the discretion of the President and the Director of Competitions on how the tie will be handled.

- dd. The Director of Competitions shall present the results to the ISRT President for announcement at the awards presentation ceremony.
- ee. As soon as winners are declared, the Director of Competitions shall present the results to the ISRT Treasurer who will draft the winner's awards.
- ff. As soon as winners are declared, the Director of Competitions shall present the results to the Executive Secretary for completion of award certificates. Award certificates will be mailed by the Executive Secretary after the Annual Conference.
- gg. The Director of Competitions shall obtain ribbons from the Executive Secretary and place on the exhibits immediately following the awards ceremony.
- hh. Following the Annual Conference, the Director of Competitions shall mail the Judges Critique Sheets to the exhibit representative listed on the application form.
- ii. Following the Annual Conference, the Director of Competitions shall destroy the overall tally forms and applications.
- jj. The Director of Competitions shall send a Certificate of Recognition (obtained from the Executive Secretary) to all judges after the Annual Conference.
- kk. The decision of the judges and/or Director of Competitions and/or the President shall be final.

8. Awards

- a. All participants who have a display will receive an ISRT Certificate of Recognition.
- b. In the Student exhibit category, all qualified individuals listed on the application will be eligible for awards. A qualified individual's name may be removed from the application only if a written letter is sent to the Director of Competitions. The letter must be signed by everyone listed on the application including the individual whose name is being removed. This request must be made prior to setting up the exhibit at the Annual Conference.
- c. Awards will be given as follows:
 - 1) Technologist Category
 - (a) First Place
 - (1) The Richard C. Marks, RT(R) Memorial Plaque
 - (2) A monetary award of \$150. (The check shall be written to the individual.)

- (b) Second Place
 - (1) Second place certificate
 - (2) A monetary award of \$70. (The check shall be written to the individual.)

- (c) Third Place
 - (1) Third place certificate
 - (2) A monetary award of \$30. (The check shall be written to the individual.)

2) Student Category

NOTE: For all student competition exhibits, the engraving on the first place plaque and traveling trophy, shall be the program name even if the exhibit is submitted by only one student.

- (a) First Place
 - (1) A first place plaque for the exhibit (engraved with the program name)
 - (2) First place certificate to each participant
 - (3) Traveling Trophy to be awarded for a one year period (engraved with the program name)
 - (4) A monetary award of \$150 total. (The check shall be written to the exhibit representative listed on the application. It shall be the responsibility of the exhibit representative to distribute the award monies.)

- (b) Second Place
 - (1) Second place certificate for the exhibit (use the program name)
 - (2) Second place certificate to each participant
 - (3) A monetary award of \$70 total. (The check shall be written to the exhibit representative listed on the application. It shall be the responsibility of the exhibit representative to distribute the award monies.)

- (c) Third Place
 - (1) Third place certificate for the exhibit (use the program name)
 - (2) Third place certificate to each participant
 - (3) A monetary award of \$30 total. (The check shall be written to the exhibit representative listed on the application. It shall be the responsibility of the exhibit representative to distribute the award monies.)

- d. In the event of a tie for 1st or 2nd place, the tie will stand and all individuals will receive the awards for that place. In the event of a tie for 1st place, 2nd place will be dropped and the next award will be 3rd place. In the event of a tie for 2nd place, 3rd place will be dropped. In the event of a tie for 3rd place, it shall be the discretion of the President and the Director of Competitions on how the tie will be handled.

9. Appeals

- a. Appeals will be considered in cases of disqualification for violation of eligibility rules, application and preparation of display or mechanics.
- b. In the event of a disqualification prior to the beginning of the Annual Conference, the applicant/exhibitor may submit an appeal to the Director of Competitions within seven days of disqualification notification. The seven days will be determined by the received date signed on the certified mail return receipt card from the letter sent by the Director of Competitions. The appeal shall be in writing and should include any supporting documentation. In the event of a disqualification at the Annual Conference, the applicant/exhibitor may submit an appeal to the Director of Competitions within two (2) hours of disqualification notification.
- c. The Director of Competitions and the President will review and render a decision on the appeal.
- d. The Director of Competitions will notify the exhibitor of the decision as soon as possible.

10. Documents

- a. Application
- b. Judges critique sheet
- c. Judges direction sheet
- d. Judges criteria guidelines
- e. Tally form
- f. Acknowledgement of Annual Conference exhibit application letter
- g. Annual Meeting Exhibit judge letter

SCIENTIFIC EXHIBIT COMPETITION RULES

ADOPTED:

AMENDED: 4/86, 4/87, 12/87, 12/88, 9/89, 9/91, 9/93, 4/94, 11/94, 7/95, 9/95, 3/96, 3/97, 9/97, 3/98, 9/99, 1/01, 7/01, 7/02, 8/03, 03/04, 09/04, 03/05, 11/06, 9/07

2008 SCIENTIFIC EXHIBIT COMPETITION APPLICATION

MAKE SURE YOU HAVE READ THE MOST CURRENT POLICIES FOR THE COMPETITION POSTED ON THE ISRT WEBSITE AND YOU HAVE THE MOST CURRENT APPLICATION. APPLICATION MAY BE MADE BY COMPLETING THE OFFICIAL APPLICATION AND POSTMARKING IT TO THE DIRECTOR OF COMPETITIONS BY JULY 15. IT IS STRONGLY RECOMMENDED THAT ALL APPLICATIONS BE SENT VIA CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED. APPLICATIONS WILL ONLY BE ACCEPTED BY MAIL. FAXED APPLICATIONS OR APPLICATIONS SENT BY ANY OTHER ELECTRONIC MEDIA WILL NOT BE ACCEPTED. THIS APPLICATION MAY BE COPIED AS NEEDED.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION. INCOMPLETE APPLICATIONS WILL BE RETURNED.

EXHIBIT REPRESENTATIVE: (List one representative for the exhibit for mailing purposes)

REPRESENTATIVE'S NAME _____

REPRESENTATIVE'S ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE WITH AREA CODE _____ E-MAIL _____

*NOTE: EVERY INDIVIDUAL LISTED ON THIS APPLICATION MUST BE A CURRENT ISRT MEMBER AT THE TIME THE APPLICATION IS SUBMITTED AND AT THE TIME OF THE ANNUAL MEETING. EVERY INDIVIDUAL LISTED ON THIS APPLICATION MUST ATTACH A COPY OF THEIR CURRENT ISRT MEMBERSHIP CARD.

NAMES OF ALL PARTICIPANTS IN THE EXHIBIT:

1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

NAME OF PROGRAM/WORK AFFILIATION _____

EXHIBIT CATEGORY: _____ INDIVIDUAL TECHNOLOGIST _____ STUDENT

TENTATIVE TOPIC OR TITLE OF EXHIBIT _____

(Reminder: All viewboxes and extension cords must be furnished by the exhibitor.)

ATTESTATION STATEMENT: (Representative is submitting for all applicants listed on the application)

I have read the most current policies for the competition posted on the ISRT website, I have the most current application and agree to abide by the policies. I have read and understand this application and to the best of my knowledge, the information is accurate and complete. The display submitted is solely that of the participant(s) listed and has not been prepared by another individual or a commercial source.

REPRESENTATIVE'S SIGNATURE _____

DATE _____

SEND COMPLETED APPLICATION TO:
ISRT DIRECTOR OF COMPETITIONS
(see Executive Staff on the ISRT website at
www.isort.org for current name and address)

Postmarked/Received _____

ISRT membership verified for everyone _____

Confirmation sent _____

Director of Competition's signature:

SCIENTIFIC EXHIBIT COMPETITION JUDGES CRITIQUE SHEET

JUDGE # _____

COMPETITION CATEGORY: _____ **STUDENT** _____ **TECHNOLOGIST**

TITLE OF EXHIBIT: _____

CONTENT/EDUCATION: (60 points)

	Points Possible	Points Awarded
Originality	12	
Information/Resources	12	
Depth/Content	12	
Premise Proven	12	
Educational Merit	12	

ORGANIZATION: (10 points)

	Points Possible	Points Awarded
Developed in logical and orderly sequence	10	

VISUAL PRESENTATION: (30 points)

	Points Possible	Points Awarded
Do visual materials support or promote the understanding of the subject?	10	
Visual materials of high technical quality	10	
Neatness and visual appeal	10	

Total points _____/100

An exhibit must score a minimum of 75 points based on an average of all scores from all critique sheets to be eligible for an award.

COMMENTS:

SCIENTIFIC EXHIBIT COMPETITION JUDGES CRITIQUE SHEET

ADOPTED:

AMENDED: 4/86, 7/95, 3/97, 8/03

SCIENTIFIC EXHIBIT COMPETITION JUDGES DIRECTION SHEET

GENERAL JUDGING INFORMATION

1. The duty of the judges is to evaluate the quality of one exhibit in comparison with other exhibits.
2. Judges should assume that all exhibits are in compliance with the rules. The Director of Competitions has tried to assure that all exhibits are in compliance with the rules.

JUDGING PROCEDURE

1. Do not sign your name or identify yourself in any manner on the critique sheet.
2. Please use an ink pen.
3. Judging Procedure:
 - a. The judges will independently review and critique each exhibit using the Exhibit Judges Critique Sheet in conjunction with the Judges Exhibit Criteria Guidelines. Do not confer about the exhibits with the other judges during judging.
 - b. In scoring the exhibits, the judge shall write in a score that he feels is appropriate. Half points may be awarded. A higher number indicates excellent and a lower number indicates poor. A mid-range number is average and reflects what you consider the average exhibit should contain.
 - c. Judges are expected to comment in the area provided on the Critique Sheet as to the strengths and weaknesses of the exhibit. Judges are reminded that all of the critique sheets are returned to the participants following completion of the competition. Comments should be constructive and appropriate.
 - d. After critiquing each exhibit, the judge should tally the score of the exhibit.
 - e. Upon completion of the critique of all exhibits, the judge will return the critique sheets to the Director of Competitions who will review the sheet for mathematical accuracy and completion of all areas.
 - f. The judges should not divulge any aspects of the judging.

SCIENTIFIC EXHIBIT COMPETITION JUDGES DIRECTION SHEET

ADOPTED: 4/86

AMENDED: 9/91, 9/93, 7/95, 3/98, 7/03, 8/03

SCIENTIFIC EXHIBIT COMPETITION JUDGES CRITERIA GUIDELINES

These guidelines are presented to assist in clarifying the Exhibit Judges Critique Sheet and to define some of the terminology and categories used. The examples listed under each category are not inclusive of all possible criteria that the judges may use. Additional observations of the judges may be reflected in the scoring of any category. The judges will determine the extent that the exhibit achieves the criteria.

CONTENT/EDUCATION

1. Originality (unusual, creative and inventive)

A higher number of points could be awarded if the exhibit fulfills any of the following guidelines:

- a. Demonstrates original research into a topic.
- b. Presents an original topic.
- c. Presents an original application to an established topic.

2. Information/Resource

A higher number of points could be awarded for the following guidelines:

- a. Demonstrates the research.
- b. Includes the references from which the information was taken.

3. Depth/Content

Higher points could be awarded for the following guidelines:

- a. The exhibit appears to have required significant effort and thought in creating.
- b. The content of the exhibit reflects knowledge above what could be considered common knowledge.
- c. The exhibit covers all aspects of the presented subject.

4. Premise Proven

Higher points could be awarded for the following guidelines:

- a. There is sufficient documentation to support the concept of the exhibit.
- b. There are sufficient illustrations to support the purpose of the exhibit.
- c. The material presented is accurate.

5. Educational Merit

Higher points could be awarded for the following guidelines:

- a. The exhibit reflects current technology or practice used in the Radiologic Sciences.
- b. The information presented will be of value to the intended audience.

SCIENTIFIC EXHIBIT COMPETITION JUDGES CRITERIA GUIDELINES (continued)

ORGANIZATION

1. Developed in logical and orderly sequence

Higher points could be awarded for the following guidelines:

- a. Upon visual inspection, the observer can easily follow the concept of the exhibit.
- b. Illustrations seem to be in a logical sequence.
- c. There is visual division between the various ideas that are being presented.
- d. The exhibit does not appear jumbled.

VISUAL PRESENTATION

1. Do visual materials support or promote the understanding of the subject? (Evaluation of the content quality of visual aids)

Higher points could be awarded for the following guidelines:

- a. The content of an illustration accurately demonstrates what it is supposed to demonstrate.
- b. Excessive written explanation is not necessary to understand the exhibit.
- c. A visual aid, handout or written explanation is not necessary for comprehension of the subject.
- d. A visual aid, handout or written explanation is relevant to the subject.
- e. Handouts or written explanations are concise and grammatically sound.

2. Visual material of high technical quality. (Evaluates general appearance of visual aids)

Higher points could be awarded for the following guidelines:

- a. The illustrations are a high quality of reproduction.
- b. Radiographs presented reflect excellent positioning and technical factors.
- c. The illustrations and display are of technical excellence.

SCIENTIFIC EXHIBIT COMPETITION JUDGES CRITERIA GUIDELINES

ADOPTED: 4/86

AMENDED: 9/91, 7/95, 3/97

SCIENTIFIC EXHIBIT COMPETITION TALLY FORM

COMPETITION CATEGORY: _____ STUDENT _____ TECHNOLOGIST

TITLE OF EXHIBIT: _____

NAME OF EXHIBITOR(S): _____

JUDGE #	1	2	3
TOTAL POINTS	_____	_____	_____

COMBINED TOTAL POINTS OF JUDGES: _____

DIVIDED BY TOTAL # OF JUDGES: _____

FINAL AVERAGE POINTS:
(Take to 2 decimal places with no rounding) _____

NUMERICAL RANKING: _____

*** An exhibit must score a minimum of 75 points based on an average of all scores from all critique sheets to be eligible for an award.**

PLACE AWARDED: _____

DIRECTOR OF COMPETITIONS SIGNATURE _____

SCIENTIFIC EXHIBIT COMPETITION TALLY FORM
ADOPTED: 4/86
AMENDED: 7/95, 3/97, 3/98, 8/03

ISRT LETTERHEAD

Address
City, State, Zip

Name
Address
City/State/Zip

Date

Dear Name,

This is to acknowledge the receipt of your application for Exhibit Competition at the ISRT Annual Conference. Please plan to set up your exhibit on Wednesday evening, (date) from the hours of 5:00 PM--10:00 PM in the (Room name) at the (hotel name).

The results of the judging will be announced and awards presented at the 2nd business session on Friday, (date). We hope that you will be able to attend.

If you have any questions or would like additional information, please feel free to contact me.

Sincerely,

Name
Director of Competitions
Phone
E-mail

ACKNOWLEDGMENT OF ANNUAL CONFERENCE EXHIBIT APPLICATION
ADOPTED: ?, Entered 9/91
AMENDED: 9/94

ISRT LETTERHEAD

Address
City, State, Zip

Name
Address
City/State/Zip

Date

Dear Name,

Thank you for agreeing to serve as a judge for the (year) ISRT Scientific Exhibit Competition at the ISRT Annual Conference in (city). Please meet me at (time) on (day), (date) in the (name) Room at the hotel.

If you have any questions, please feel free to contact me.

Sincerely,

Name
Director of Competitions
Phone
E-mail

ANNUAL CONFERENCE EXHIBIT JUDGE LETTER
ADOPTED: ?, Entered 9/91
AMENDED: 7/01, 8/03

D. Scientific Essay Competition

Mary Knish Jancosek, RT(R), FASRT Memorial Competition

1. Purpose

- a. The Mary Knish Jancosek, RT(R), FASRT, memorial award is presented to the 1st place technologist essay winner.

In 1937, Mary Knish Jancosek graduated as the first and only student in radiologic technology at St. Catherine's Hospital in East Chicago, Indiana. From that point, Mary established the school of radiologic technology at St. Catherine's and under her supervision, the program became the first accredited school of radiography in Indiana. Mary retired as director in April of 1972.

Mary wrote a total of 10 different papers and articles from 1941 through 1953 at the state and national levels. She won several awards for her papers and succeeded in having 6 of those papers published in RADIOLOGIC TECHNOLOGY. Mary was chairman or a member of 11 ISRT committees and 8 ASRT committees from 1942 to 1968. She was ISRT President in 1943-44 and 1944-45 and was ASRT Secretary/Treasurer for 2 terms. She was also an ASRT Zone Counselor from 1950 to 1963 and a trustee for the ARRT from February 1967 to December 1968.

Mary held Life membership in the ISRT and the ASRT and attained the distinction of ASRT Fellow.

Mary was a highly interested technologist in the field of radiologic technology and she believed wholeheartedly in expanding the field in every possible way. Each day she "pulled for today" but unconsciously "pushed for tomorrow."

- b. The purpose of the scientific essay competition is to educate those who participate, educate those who read the essay, and create new knowledge in the profession of radiologic sciences.

2. Eligibility and Essay Categories

a. Technologist Category

1. Must be a current Active, Life or Certified member of the ISRT **at the time of application** and at the time of the Annual Conference.
2. The essay must be the original work of one technologist.
3. Each technologist may submit only one essay.

- b. Student Category
 - 1. Must be a current Student member of the ISRT **at the time of application** and at the time of the Annual Conference.
 - 2. At the time of application and the time of the Annual Conference, the student must be enrolled in an entry level accredited educational program in Radiography, Ultrasound, Radiation Therapy, or Nuclear Medicine.
 - 3. The essay must be the original work of one student.
 - 4. Each student may submit only one essay.
- 3. Ineligible Participants and Essays
 - a. Members ineligible to participate on a competitive basis are the ISRT President, essay judges, and Director of Competitions.
 - b. The essay may **not** have been published, submitted for publication, or accepted for any competition or publication prior to the Annual Conference for which it is submitted.
 - c. Any essayist who does not meet eligibility requirements at the time of the application and at the time of the Annual Conference will be ineligible and will be disqualified.
 - d. Any essay that is disqualified will not be judged. There will be no non-competitive essays.
- 4. Application
 - a. Make sure that you have read the most current policies for the competition posted on the ISRT website and that you have the most current application. **The postmarking deadline is July 15.** Application may be made by completing the official application and postmarking the application, original essay and three (3) unidentified copies of the essay to the Director of Competitions by **July 15.** **It is strongly recommended that all applications and essays be sent via certified mail with return receipt requested. Applications will only be accepted by mail. Faxed applications or applications or applications sent by any other electronic media will not be accepted.** The ISRT Board of Directors will not be responsible for applications and essays not postmarked by the deadline that were not sent via certified mail with a return receipt. Applicants who send applications and essays by certified mail with return receipt are still responsible for following the rules below if they do not receive a letter of acknowledgment.

- b. Applications will only be considered if they are completed on the current, official application and the appropriate number of essays is included. Prior to the postmarking deadline, incomplete applications will be returned to the applicant as soon as possible with an explanation. The ISRT is not responsible for returning an incomplete application in time for the applicant to resubmit the application by the postmarking deadline. If the applicant can complete the application process and resubmit the application by the deadline then the application will be considered. If there is not time for the applicant to complete and resubmit the application and/or meet ISRT membership eligibility requirements by the postmarking deadline, then the application will not be considered.
 - c. The essayist is responsible for assuring that the essay meets the mechanics requirements at the time of application.
 - d. Any application and essay postmarked after the deadline will be returned to the applicant and will be ineligible. The Director of Competitions shall send a letter via certified mail explaining the reason for ineligibility.
 - e. The Director of Competitions shall notify the essayist in writing by certified mail of any other reason for disqualification.
 - f. Upon receipt and acceptance of the complete application form and eligible essay with the appropriate number of copies, a letter of acknowledgment will be sent by the Director of Competitions to the applicant.
 - g. If the essayist has not received notification of receipt of application and essay by August 1, the essayist must contact the Director of Competitions by phone by August 5 to resolve any problem with the application. Absolutely no action on any problem will be considered if the Director of Competitions is not contacted by that date.
 - h. If the postmark is illegible, the Director of Competitions shall use the received date for purposes of documentation.
5. Mechanics of the essay
- a. Essays must be typewritten according to the American Medical Association (AMA) Manual of Style. (See SCIENTIFIC ESSAY COMPETITION AMA FORMAT GUIDELINES.)
 - b. The paper shall not exceed 10 pages in length, not counting the title page, reference pages or illustrations. Each page shall be numbered consecutively. Do not number the title page, abstract, reference pages or illustrations.
 - c. Four (4) copies of the essay must be submitted: one (1) identified copy for the Director of Competitions and three (3) unidentified copies for the judges.

- d. One copy of the essay shall be identified by a title page. The remaining three copies shall be identified by title only.
 - 1) Student essay: The title page must have the title of the essay, name, author's mailing address and school affiliation of the student essayist.
 - 2) Technologist essay: The title page must have the title of the essay, author's name, author's mailing address and place of employment (if any) of the submitting technologist.
- e. The reference style shall follow that of the AMA Manual of Style.
(See SCIENTIFIC ESSAY COMPETITION SAMPLE REFERENCE GUIDELINES.)
- f. Illustrations (photographs, charts, graphs, radiographs, slides, etc.) may be included to promote or support the text. The entry will not be penalized for lack of illustrations if the content of the essay is self explanatory.
- g. Photographs, x-rays, and charts shall not be included in the page count and written material or illustrations may not be contributed or produced by a commercial firm (brochures, pamphlets).
- h. The ISRT encourages the use of generic names rather than brand names.
- i. A complete set of illustrations must accompany **EACH** copy of the essay if used.
- j. Names of patients may not be identified in the essay or illustrations.
- k. Illustrations may not be larger than 8 2" x 11".
- l. Illustrations must be numbered, labeled, and incorporated into the text or fastened to the essay as a group at the end. Graphs and charts may not be submitted on slides.
- m. The author may not include any information in the essay which could identify the author, the author's educational program, the author's clinical education site and/or the author's work affiliation.
- n. Essays must meet the published guidelines in order to be eligible for competition.

6. Procedures and Judging

- a. These rules will be followed without exception. It is the responsibility of the essayist to read all of the essay rules. Any questions should immediately be directed to the Director of Competitions. In order for an essay to be accepted for competition all eligibility requirements must be met. It is the essayist's responsibility to meet and follow all eligibility requirements. Non-compliance of any eligibility, application or mechanics requirement will result in disqualification from competition. Violation of subject matter rules will result in a reduction of points awarded, the number of which will be determined by the judges. Interpretation of the rules is a responsibility of the Director of Competitions and the ISRT President. The essayist listed on the application must be a current ISRT member **at the time of application** and at the time of the Annual Conference. All essay applications shall be postmarked to the Director of Competitions by **July 15**.
- b. All essays shall become the property of the ISRT and may be published at the discretion of the ISRT. The Director of Competitions shall send a copy of all essays to the Executive Secretary for typesetting for possible publication.
- c. By July 25, the Director of Competitions will verify membership and eligibility of all essayists with the Executive Secretary.
- d. By July 25, the Director of Competitions should send the ISRT President a summary of the essay topics and a list of the essayists and their program/institution affiliation in order that qualified judges may be appointed.
- e. The Director of Competitions shall send the names of the participants to the Executive Secretary for printing in the Annual Conference Final Program Booklet and for providing Certificates of Recognition.
- f. The Director of Competitions shall send a copy of all applications to the Executive Secretary so that Certificates of Recognition for all participants can be printed prior to the Annual Conference.
- g. The ISRT President shall appoint three (3) judges. The judges must be credentialed in Radiography, Nuclear Medicine, Radiation Therapy or Sonography. The President may not serve as one of the judges. The names of the judges shall be known only to the President and the Director of Competitions.
- h. It is suggested that judges be ISRT members.
- i. Judges shall be knowledgeable in the specific essay topics. Once applications have been received by the Director of Competitions, the President will be sent the topics of the essays.

- j. The President shall determine that there are no potential conflicts of interest between an individual appointed as a judge and any of the essayists. The judges may not be employed by or associated with any of the institutions represented by the essayists.
- k. As soon as the judges have agreed to serve, the President should provide their names, addresses, e-mail and phone numbers to the Director of Competitions who will complete future communications. Names, addresses, e-mail and phone numbers of the judges should be sent to the Director of Competitions no later than August 1 and preferably earlier.
- l. The Director of Competitions or the President shall provide the names of the judges to the Executive Secretary so that Certificates of Recognition can be printed.
- m. The Director of Competitions is responsible for interpretations of the rules during the judging. Any questions on rules may be appealed to the Director of Competitions. The Director of Competitions and the ISRT President will review and render a decision on the appeal. It is the responsibility of each individual essayist to ensure that they are in compliance with all rules.
- n. The Director of Competitions will make every effort to assure that all essays are in compliance with the rules, conduct the judging procedure, and verify results of the judging. **Essayists are still however, ultimately responsible for knowing and complying with all rules for competition.**
- o. Judging will be conducted prior to the Annual Conference.
- p. Essays will be judged according to the criteria listed on the Essay Critique Sheet.
- q. The Director of Competitions shall assign each judge and essay a number and then send each judge Essay Critique Sheets, Essay Judges Criteria Guidelines and Essay Judges Direction Sheets. The Director of Competitions shall send all essays to judges identified only by a number. No other information should be sent that might identify the essayist or the program/institution affiliation. The Director of Competitions shall provide a deadline for judges to submit their results.
- r. If any judge determines that an essay is plagiarized, the judge must attach documentation to support the claim of plagiarism. That judge will score the essay as a zero and provide appropriate comments.
- s. All judges are responsible for submitting all essay critique sheets in a timely manner according to the deadline determined by the Director of Competitions.

- t. As each judge returns their essay critique sheets, the Director of Competitions should check the judge's addition to assure proper totals. The Director should also briefly review comments to detect if a judge has deducted points for a rules violation that should not have been considered in judging.
- u. As the critique sheets are returned, the Director of Competitions will verify the scores. The Director of Competitions shall complete and verify tally score sheets for each essay and rank the essays. Final essay scores will be calculated on an average of the total points awarded by the judges, i.e., all judge's scores will be added together and divided by the total number of judges to arrive at a final average point score. The final average point score shall be calculated to two decimal places with no rounding by the Director of Competitions. The Director of Competitions will then rank the essays in order of the highest point totals to determine the award recipients.
- v. An essay must score a minimum of 75 points based on an average of all scores from all critique sheets to be eligible for an award.
- w. If an essay does not meet the minimum point requirement, the Director of Competitions shall inform the essayist prior to the Awards Business Session and present the Certificate of Recognition at that time. The awards presentation script shall be adjusted to not reference any essay not receiving the minimum points.
- x. In the event that there is a major procedural error on the part of the judges, the Director of Competitions shall refer the information to the President who has the prerogative to review the information and shall then be responsible for the final decision to resolve the issue.
- y. In the event of a tie for 1st or 2nd place, the tie will stand and all individuals will receive the awards for that place. In the event of a tie for 1st place, 2nd place will be dropped and the next award will be 3rd place. In the event of a tie for 2nd place, 3rd place will be dropped. In the event of a tie for 3rd place, it shall be the discretion of the President and the Director of Competitions on how the tie will be handled.
- z. The Director of Competitions shall present the results to the ISRT President for announcement at the awards presentation ceremony.
- aa. As soon as winners are declared, the Director of Competitions shall present the results to the ISRT Treasurer who will draft the winner's awards.
- bb. As soon as winners are declared, the Director of Competitions shall present the results to the Executive Secretary for completion of award certificates to be distributed at the Annual Conference.

- cc. The Director of Competitions is responsible for coordinating with the Executive Secretary to have award plaques engraved prior to the Annual Conference, when possible. The Director of Competitions is responsible for coordinating with the Annual Conference General Chairman for any awards that need to be engraved during the Annual Conference.
- dd. Following the Annual Conference, the Director of Competitions shall mail the Judges Critique Sheets to the essayist listed on the application form.
- ee. Following the Annual Conference, the Director of Competitions shall destroy the overall tally forms and applications.
- ff. The Director of Competitions shall send a Certificate of Recognition (obtained from the Executive Secretary) to all judges after the Annual Conference.
- gg. The decision of the judges and/or Director of Competitions and/or the President shall be final.

7. Awards

- a. Awards will be given as follows:

- 1) Technologist Category

- (a) First Place

- (1) Mary Knish Jancosek, RT(R), FASRT, Memorial Award Plaque

- (2) A monetary award of \$150. (The check shall be written to the individual.)

- (b) Second Place

- (1) Second place certificate

- (2) A monetary award of \$70. (The check shall be written to the individual.)

- (c) Third Place

- (1) Third place certificate

- (2) A monetary award of \$30. (The check shall be written to the individual.)

- 2) Student Category

- (a) First Place

- (1) First place plaque to the student (engrave with the individual student's name)

- (2) A monetary award of \$150. (The check shall be written to the individual.)

(b) Second Place

- (1) Second place certificate (use individual student name)
- (2) A monetary award of \$70. (The check shall be written to the individual.)

(c) Third Place

- (1) Third place certificate (use individual student name)
- (2) A monetary award of \$30. (The check shall be written to the individual.)

- c. In the event of a tie for 1st or 2nd place, the tie will stand and all individuals will receive the awards for that place. In the event of a tie for 1st place, 2nd place will be dropped and the next award will be 3rd place. In the event of a tie for 2nd place, 3rd place will be dropped. In the event of a tie for 3rd place, it shall be the discretion of the President and the Director of Competitions on how the tie will be handled.

8. Appeals

- a. Appeals will be considered in cases of disqualification for violation of an eligibility rule or application process.
- b. In the event of a disqualification, the essayist may submit an appeal to the Director of Competitions within seven days of disqualification notification. The seven days will be determined by the received date signed on the certified mail return receipt card from the letter sent by the Director of Competitions. The appeal shall be in writing and should include any supporting documentation.
- c. The Director of Competitions and the President will review and render a decision on the appeal.
- d. The Director of Competitions will notify the essayist of the decision as soon as possible.

9. Documents

- a. AMA format guidelines
- b. AMA reference guidelines
- c. Application
- d. Judges critique sheet
- e. Judges direction sheet
- f. Judges criteria guidelines
- g. Tally form
- h. Acknowledgement of Annual Meeting essay application and essay letter
- i. Annual Meeting Essay judge letter

SCIENTIFIC ESSAY COMPETITION RULES

ADOPTED:

AMENDED: 4/87, 12/87, 12/88, 7/89, 9/89, 12/89, 9/91, 9/93, 11/94, 7/95, 9/95, 9/96,

3/97, 9/97, 3/98, 4/99, 9/99, 7/01, 7/03, 8/03, 03/04, 09/04, 03/05, 9/07

SCIENTIFIC ESSAY COMPETITION AMA FORMAT GUIDELINES

1. **General Layout:** The manuscript must be typewritten on one side of 8 ½" x 11" paper, double-spaced with 1 ½" margins on all sides, running no longer than 10 pages. Number the pages consecutively. The font size shall be no smaller than 10 point and no larger than 12 point.
2. **Binding:** Do not bind or enclose the manuscript in a folder, protector or cover.
3. **Title Page:** This is a separate page listing the title of the manuscript, author's name, author's address and school affiliation or place of employment. For student essays, the title page must have the title of the essay, author's name, author's mailing address and school affiliation. For technologist essays, the title page must have the title of the essay, author's name, author's mailing address and place of employment (if any). Do not number the title page or count it in the page count.
4. **Abstract:** An abstract shall be included, generally not exceeding 75 words. The abstract should summarize significant information in the text. This is best written after the paper is completed. Do not number the abstract page or count it in the page count.
5. **Headings:** Separate the main section of the manuscript and identify with standard categorical terminology: Introduction, Methods and Materials, Discussion (or Findings or Results), Case Studies (if applicable), Conclusion, References, etc. The main headings should be centered. Secondary headings should be flush left, with sufficient space above and below the heading.
6. **Introduction:** Briefly describe the purpose of the manuscript, including relevant background.
7. **Methods and Materials:** Describe the research plan, materials or subjects, and methods used under this heading.
8. **Discussion (or Results):** Describe results in clear, logical sequence.
9. **Conclusion (or Summary):** Explain any limitation of the methods or materials here, and detail the effects of the results.
10. **Tables:** Double space tables. The table number and title are flush left. Abbreviations used in a table are explained at the bottom in a footnote. Tables and figures help verify text information.
11. **Figures (photographs, x-rays, monograms, etc., or camera-ready charts):** Mount photographs; glossy black and white prints (5" x 7" preferred). Any identifiable human subject must sign a release form that the author must send with the manuscript. Reference all non-original artwork on a separate page and either place in the text with a removable adhesive or number as to placement.

12. **Legends:** List the captions of the figure(s) underneath the figure(s) or on a separate page.
13. **References:** Cite any references in the text in numerical order with superscript numbers outside commas and periods, inside colons and semicolons. List the references on a separate page, double-spaced, in numerical order as they appear in the text. The reference style follows that specified in the *American Medical Association Manual of Style*. A reference to an article "in press" is acceptable, but citations such as "in preparation," "submitted for publication," "unpublished data" and "personal communication" should be given parentheses in the text only. In listed references, the names of all authors should be given unless there are more than six, in which case the names of the first three authors are used, followed by "et al." Abbreviations of journals must conform to those in *Index Medicus*. Manuscript authors are responsible for bibliographic accuracy.
14. **Footnotes:** There should not be many footnotes, and they should be typed at the foot of the appropriate page, separated by a horizontal line. Designate footnotes in the text and the bottom line by the following symbols in this order: *, †, ‡, **, ††, ‡‡.
15. **Abbreviations and Nomenclature:** Abbreviations conform to the *AMA Manual of Style*. Use generic names of drugs if possible. Give a proprietary name only after it precedes the generic name the first time it appears. Define abbreviations and unfamiliar terms when first used.

SCIENTIFIC ESSAY COMPETITION SAMPLE AMA REFERENCE GUIDELINES

A good indication of the reliability of an author's work is the type and number of references selected. Too many references may indicate a lack of critical thinking; too few references may suggest the possibility of unwarranted speculation. References have two major purposes: documentation and acknowledgment.

Each reference is divided by periods into the following *bibliographic groups* (listed in order): author(s), title, edition, imprint (place and name of publisher, date of publication, volume number, issue number, inclusive page numbers), physical description (physical construction or form), series statement, and supplementary notes (identifiers of the uniqueness of the reference or material necessary for added clarity).

Reference should be numbered consecutively, using arabic numerals, in the order in which they are cited in the text.

Each reference should be cited in the text. Citation may also be made in tables, figures, and legends. Use arabic superscript numerals. These numerals appear outside periods and commas, inside colons and semicolons. When more than two references are cited at a give place in the copy, use hyphens to join the first and last numbers of a closed series; use commas without space to separate other parts of a multiple citation.

As reported previously,^{1,3-8,19}
the derived data were as follows³⁻⁴:

Authors: Use the author's surname followed by initials without punctuation. In listed references, the names of all authors should be give unless there are more than six, in which case the names of the first three authors are used, followed by "et all." Note spacing and punctuation. Do not use *and* between names.

BOOKS

1. Stryer L. *Biochemistry*. 2nd ed. San Francisco, Calif: WH Freeman Co; 1981:559-596.
2. Kavet J. Trends in the utilization of influenza vaccine: an examination of the implementation of public policy in the United States. In: Selby p, ed. *Influenza: Virus, Vaccines, and Strategy*. Orlando, Fla: Academic Press Inc; 1976:297-308.

PERIODICALS/JOURNALS

1. Lerner PI, Weinstein I. Infective endocarditis in the antibiotic era: research, treatment and preliminary results of drug therapy and surgery. *N Engl J Med*. 1966;274:199-206, 388-393.

ELECTRONIC CITATIONS

Online Journals:

1. Friedman SA. Preeclampsia: a review of the role of prostaglandins. *Obstet Gynecol* [serial online]. January 1988; 71(1):22-37. Available from: BRS Information Technologies, McLean, Va. Accessed December 15, 1990.
2. Harrison, CL, Schmidt PQ, Jones JD. Aspirin compared with acetaminophen for relief of headache. *Online J Curr Clin Trials* [serial online]. January 2, 1992;doc 1.

World Wide Web citations:

3. Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. *Arch Pediatr Adolesc Med* [serial online]. 1996;150:457-460. Available at: http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol_150/no_5/abstract/htm. Accessed November 10, 1996.
4. Gostin LO. Drug use and HIV/AIDS [JAMA HIV/AIDS Web site]. June 1, 1996. Available at <http://www.ama-assn.org/special/hiv/ethics>. Accessed June 26, 1997.

2008 SCIENTIFIC ESSAY COMPETITION APPLICATION

MAKE SURE YOU HAVE READ THE MOST CURRENT POLICIES FOR THE COMPETITION POSTED ON THE ISRT WEBSITE AND YOU HAVE THE MOST CURRENT APPLICATION. APPLICATION MAY BE MADE BY COMPLETING THE OFFICIAL APPLICATION AND POSTMARKING THE APPLICATION, ORIGINAL ESSAY AND THREE (3) UNIDENTIFIED COPIES OF THE ESSAY TO THE DIRECTOR OF COMPETITIONS BY JULY 15. IT IS STRONGLY RECOMMENDED THAT ALL APPLICATIONS AND ESSAYS BE SENT VIA CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED. APPLICATIONS WILL ONLY BE ACCEPTED BY MAIL. FAXED APPLICATIONS OR APPLICATIONS SENT BY ANY OTHER ELECTRONIC MEDIA WILL NOT BE ACCEPTED. THIS APPLICATION MAY BE COPIED AS NEEDED.

THE ESSAYIST IS RESPONSIBLE FOR ASSURING THAT THE ESSAY MEETS THE MECHANICS REQUIREMENTS AT THE TIME OF APPLICATION.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION. INCOMPLETE APPLICATIONS WILL BE RETURNED.

*NOTE: YOU MUST BE A CURRENT ISRT MEMBER AT THE TIME THE APPLICATION IS SUBMITTED AND AT THE TIME OF THE ANNUAL MEETING. PLEASE ATTACH A COPY OF YOUR CURRENT ISRT MEMBERSHIP CARD.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE WITH AREA CODE _____ E-MAIL _____

NAME OF PROGRAM/WORK AFFILIATION _____

ESSAY CATEGORY: _____ TECHNOLOGIST _____ STUDENT

TITLE OF ESSAY _____

ATTESTATION STATEMENT:

I have read the most current policies for the competition posted on the ISRT website, I have the most current application and I agree to abide by the policies. . I have read and understand this application and to the best of my knowledge, the information is accurate and complete. The essay submitted is solely that of mine and has not been prepared by another individual or a commercial source.

ESSAYIST'S SIGNATURE _____

DATE _____

SEND COMPLETED APPLICATION TO:
ISRT DIRECTOR OF COMPETITIONS
(see Executive Staff on the ISRT website at
www.isort.org for current name and address)

Postmarked/Received _____
ISRT membership verified _____
Confirmation sent _____
Director of Competition's signature: _____

SCIENTIFIC ESSAY COMPETITION JUDGES CRITIQUE SHEET

JUDGE # _____

ASSIGNED ESSAY NUMBER _____

COMPETITION CATEGORY: _____ **STUDENT** _____ **TECHNOLOGIST**

TITLE OF ESSAY: _____

CONTENT/EDUCATION: (60 points)

	Points Possible	Points Awarded
Originality	10	
Is the subject of educational merit to modern technology?	10	
Depth/Content	20	
Premise Proven	10	
Is the information presented in such a way that reading is a learning experience?	10	

ORGANIZATION: (15 points)

	Points Possible	Points Awarded
Developed in logical and orderly sequence	10	
Adequate reference and bibliography	5	

MECHANICS: (25 points)

	Points Possible	Points Awarded
Grammar	10	
Spelling	10	
Neatness	5	

Total points _____/100

***An essay must score a minimum of 75 points based on an average of all scores from all critique sheets to be eligible for an award.**

COMMENTS:

SCIENTIFIC ESSAY COMPETITION JUDGES CRITIQUE SHEET

ADOPTED:

AMENDED: 4/86, 7/95, 3/97, 8/03

SCIENTIFIC ESSAY COMPETITION JUDGES DIRECTION SHEET

GENERAL JUDGING INFORMATION

1. The duty of the judges is to evaluate the quality of one essay in comparison with other essays.
2. Judges should assume that all essays are in compliance with the rules. The Director of Competitions has already assured that all essays are in compliance with the rules.

JUDGING PROCEDURE

1. Do not sign your name or identify yourself in any manner on the critique sheet.
2. Please use an ink pen.
3. Judging Procedure:
 - a. Review and critique each essay using the Essay Judges Critique Sheet in conjunction with the Judges Essay Criteria Guidelines.
 - b. In scoring the essays, the judge shall write in a score that he feels is appropriate. Half points may be awarded. A higher number indicates excellent and a lower number indicates poor. A mid-range number is average and reflects what you consider the average essay should contain.
 - c. If any judge determines that an essay is plagiarized, the judge must attach documentation to support the claim of plagiarism. That judge will score the essay as a zero and provide appropriate comments.
 - d. Judges are expected to comment in the area provided on the Critique Sheet as to the strengths and weaknesses of the essay. Judges are reminded that all of the critique sheets are returned to the participants following completion of the competition. Comments should be constructive and appropriate.
 - e. After critiquing each essay, the judge should tally the score of the essay.
 - f. Upon completion of the critique of all essays, the judge will return the critique sheets and all essays to the Director of Competitions who will review the sheets for mathematical accuracy and completion of all areas.
 - g. All judges are responsible for submitting the essay critique sheets and essays in a timely manner according to the deadline determined by the Director of Competitions.
 - h. The judges should not divulge any aspects of the judging.

SCIENTIFIC ESSAY COMPETITION JUDGES DIRECTION SHEET

ADOPTED: 4/86

AMENDED: 9/91, 7/95, 3/98, 7/03, 8/03

SCIENTIFIC ESSAY COMPETITION JUDGES CRITERIA GUIDELINES

These guidelines are presented to assist in clarifying the Essay Judges Critique Sheet and to define some of the terminology and categories used. The examples listed under each category are not inclusive of all possible criteria that the judges may use. Additional observations of the judges may be reflected in the scoring of any category. The judges will determine the extent that the essay achieves the criteria.

CONTENT/EDUCATION

1. Originality

A higher number of points could be awarded if the essay fulfills any of the following guidelines:

- a. Demonstrates original research into a topic.
- b. Presents an original topic.
- c. Presents an original concept to an established topic.

A lower number of points could be awarded if the essay does the following:

- a. The source of information is not properly identified (plagiarism).
- b. If original information is presented, there is insufficient documentation of how the information was derived.
- c. The essay appears to be based on an idea previously presented in a published source.

2. Educational Merit (Relevance of essay)

Higher points could be awarded for the following guidelines:

- a. Essay reflects current practices or technology used in the Radiologic Sciences.
- b. Information presented will be of value to the intended audience.
- c. Correlates two or more ideas into a concept.

3. Depth/Content

Higher points could be awarded for the following guidelines:

- a. The essay appears to have required significant effort and thought in writing.
- b. The content of the essay reflects knowledge above what could be considered common knowledge.
- c. The essay covers all aspects of the presented subject.

SCIENTIFIC ESSAY COMPETITION JUDGES CRITERIA GUIDELINES (continued)

4. Premise proven

Higher points could be awarded for the following guidelines:

- a. There is sufficient documentation to support the concept of the essay.
- b. There are sufficient illustrations to support the purpose of the essay.
- c. The material presented is accurate.

5. Does the essay contain information in such a way that reading is a learning experience? (Establishes overall impression of the essay)

Considerations could include:

- a. How well the essay updates knowledge, explains knowledge, enhances knowledge or presents new knowledge.
- b. How well did the essay achieve its goal of educating the reader about a topic?
- c. If illustrations were included, how well did they contribute to the educational value and understanding of the topic?

ORGANIZATION

1. Developed in logical and orderly sequence

Higher points could be awarded for the following guidelines:

- a. The reader can easily follow the concept of the essay.
- b. Illustrations seem to be in a logical sequence.
- c. There is division between the various ideas that are being presented.
- d. The essay does not appear jumbled.
- e. Illustrations are relevant to the topic.

2. Adequate reference and bibliography

Higher points could be awarded for the following guidelines:

- a. Direct quotations and all references are properly indicated in the text and noted on the bibliography page.
- b. References and bibliography are of a proper and consistent format.
- c. There is sufficient reference to any included illustrations.

SCIENTIFIC ESSAY COMPETITION JUDGES CRITERIA GUIDELINES (continued)

MECHANICS

1. Grammar

Higher points could be awarded to essays that flow easily and demonstrate excellent grammatical structure.

2. Spelling

.5 points shall be deducted for each spelling error from those allowed in the spelling category of the judges critique sheet.

3. Neatness

Higher points could be awarded for the following guidelines:

- a. Typing is neat and easily readable.
- b. The essay is neatly assembled.

SCIENTIFIC ESSAY COMPETITION JUDGES CRITERIA GUIDELINES

ADOPTED: 4/86

AMENDED: 12/88, 9/91, 7/95, 3/97

SCIENTIFIC ESSAY COMPETITION TALLY FORM

COMPETITION CATEGORY: _____ STUDENT _____ TECHNOLOGIST

TITLE OF ESSAY: _____

NAME OF ESSAYIST: _____

ASSIGNED ESSAY NUMBER: _____

JUDGE #	1	2	3
TOTAL POINTS	_____	_____	_____

COMBINED TOTAL POINTS OF JUDGES: _____

DIVIDED BY TOTAL # OF JUDGES: _____

FINAL AVERAGE POINTS: _____
(Take to 2 decimal places with no rounding)

NUMERICAL RANKING: _____

*** An essay must score a minimum of 75 points based on an average of all scores from all critique sheets to be eligible for an award.**

PLACE AWARDED: _____

DIRECTOR OF COMPETITIONS SIGNATURE _____

SCIENTIFIC ESSAY COMPETITION TALLY FORM
ADOPTED: 4/86
AMENDED: 7/95, 3/97, 3/98, 8/03

ISRT LETTERHEAD

Address
City, State, Zip

Name
Address
City/State/Zip

Date

Dear Name,

This is to acknowledge receipt of your application and essay for the Scientific Essay Competition for the ISRT Annual Conference.

The results of the judging will be announced and awards presented at the 2nd business session on Friday, (date). We hope that you will be able to attend.

If you have any questions or would like additional information, please feel free to contact me.

Sincerely,

Name
Director of Competitions
Phone
E-mail

ACKNOWLEDGMENT OF ANNUAL CONFERENCE ESSAY APPLICATION/ESSAY
ADOPTED: ?, Entered 9/91
AMENDED: 9/94, 7/01, 8/03

ISRT LETTERHEAD

Address
City, State, Zip

Name
Address
City/State/Zip

Date

Dear Name,

Thank you for agreeing to serve as a judge for the (year) ISRT Annual Conference Scientific Essay Competition. I have enclosed (number) essays that meet the eligibility and mechanics criteria.

Please review the enclosed judges directions. Utilize the essay critique sheets provided and return all critique sheets and essays to me by (Month, Day, Year). It is extremely important that you return the critique sheets and essays no later than the date specified so that I have time to order the appropriate awards prior to the Annual Meeting.

If you have any questions, please feel free to contact me.

Sincerely,

Name
Director of Competitions
Phone
E-mail

ANNUAL CONFERENCE ESSAY JUDGE LETTER
ADOPTED: ?, Entered 9/91
AMENDED: 7/01, 8/03

E. ISRT GRANT IN AID

1. Purpose

- a. In support of professional involvement and advancement within the radiologic sciences, the Indiana Society of Radiologic Technologists offers grants supporting research and teaching. Grants are available for expenses to start or supplement research projects, improve, revise, or expand an existing lecture or develop a new lecture. (Grant amounts available are subject to the annual budget.) Examples might include monetary assistance for research with the intent to publish an article in a medical/educational journal or present an educational lecture at an ISRT educational meeting.
- b. The grant is to be used to cover the expenses involved. Expenses could include, but are not limited to, literature searches, statistical analysis of data, duplication of forms, mailing materials and postage, developing slides, developing overheads, and duplication of materials. Expenses would not include the applicant's time and travel costs.
- c. Greater consideration will be given to proposals that will benefit the ISRT membership.

2. Eligibility of Applicants/Recipients

- a. Applicant must be an ISRT member for at least one year prior to application.
- b. Applicant must be currently registered and/or licensed in credentialed profession or must be a student enrolled in a radiologic science program with verification of the program director.
- c. Recipient must remain an ISRT member until the completion of the project.

3. Application

- a. An application must be completed and sent to the ISRT Executive Office.
- b. The total dollar amount requested must be included with the application. The applicant must include specifics as to exactly what the grant money is to be used for. It is the discretion of the Board to determine appropriateness of the request and use of the money.
- c. An estimated time line including a project completion date must be included with the application.

4. Conditions and Procedures

- a. Notification of grant application status will be made within sixty (60) days of submission of application.
- b. Grant money will be awarded upon approval of the grant application.
- c. Quarterly progress reports must be submitted to the ISRT Chairman of the Board in order to retain the grant money.
- d. If the project is not completed according to the submitted time line, the recipient must petition the Board for an extension or the grant money must be returned immediately.
- e. Any publication/lecture resulting from this grant must acknowledge the ISRT.
- f. Upon conclusion of the project, a final report, indicating outcome, must be submitted to the ISRT Chairman of the Board.
- g. Original dated receipts documenting how the grant money was used must be submitted with the final report. Receipts for expenses must match expenses requested in the original application. If original receipts are not available, an explanation must be provided. Receipts cannot be altered.
- h. Unused grant money not documented by receipts must be returned to the ISRT within thirty (30) days following submission of the final report.
- i. Failure to comply with any of the conditions and procedures will result in revocation of the grant and all awarded money must be immediately returned.

5. Deadlines

- a. There is no application deadline. Applications will be accepted throughout the year. Applications should be sent to the Executive Office.
- b. Approved grants will be awarded until such time that the approved budgeted amount is depleted.

6. Documents

- a. Application

ISRT GRANT IN AID
ADOPTED: 3/97
AMENDED: 7/00, 7/01

ISRT GRANT IN AID APPLICATION

Applicant name _____

Address _____

Phone w/AC:(Work) _____ (Home) _____ E-mail _____

Place of employment, city and state _____

Job title _____

Why is project being developed? (i.e., research project for degree, developing lecture for presentation, etc.) Attach additional pages if necessary.

How will the grant money be utilized for the project? Attach additional pages if necessary.

Total dollar amount requested \$ _____

In addition to this application, the following documentation must be attached:

- Estimated time line with project completion date
- Itemized budget including the total dollar amount requested. Include specifics as to exactly what the grant money is to be used for
- Copy of current, non probationary ARRT, SDMS, NMTCB card or equivalent
- Copy of current ISRT membership card
- If student, verification letter from your program director

Applicant Attestation: I agree to comply with all conditions and procedures of the grant or I understand that the awarded grant money must be immediately returned.

Applicant signature _____

Date _____

Please mail grant in aid application and all documentation to:
ISRT EXECUTIVE OFFICE
929 S. Sycamore Street
Martinsville, IN 46151

ISRT GRANT IN AID APPLICATION
ADOPTED: 3/97
AMENDED: 3/98, 7/01

Received: _____
Complete documentation: _____
Reviewed by Board/Executive Comm: _____
Approved: _____
Denied: _____

F. Henry Konecny, RT(R) Student Scholarship

1. Purpose

- a. The purpose of the scholarship is to provide a cash award to assist in educational expenses of an entry level radiologic science student.

2. Eligibility

- a. Must be a student enrolled in an accredited entry level radiologic sciences program in nuclear medicine, radiography, radiation therapy, or sonography in the state of Indiana. Students already registered in any of the entry level disciplines are ineligible.
- b. Students must be current ISRT members **at the time of application and for the dues year in which the scholarship will be awarded.** (i.e., if the student applies in November, they would have to be a member of the 2008 dues year. The dues year runs from February 1 through January 31 so the student must renew to be a member of the new dues year for 2009 since the scholarship is distributed in the Spring.) The Director of Competitions will verify membership with the Executive Secretary.
- c. Applicants must provide proof of enrollment in an accredited entry level radiologic sciences program in nuclear medicine, radiography, radiation therapy, or sonography. Applicants must be currently enrolled in a program to apply for the scholarship.
- d. Students enrolled in radiologic programs in Indiana will be given preference in the selection process over out-of-state program applicants.

3. Application

- a. Make sure that you have read the most current policies for the competition posted on the ISRT website and that you have the most current application. **The postmarking deadline is January 1.** Application may be made by completing the official application and attaching appropriate documentation and postmarking it to the Director of Competitions by **January 1.** **Applicants must also include three (3) copies of the Applicant Statement in addition to the original. It is strongly recommended that all applications be sent via certified mail with return receipt requested. Applications will only be accepted by mail. Faxed applications or applications sent by any other electronic media will not be accepted.** The ISRT Board of Directors will not be responsible for applications not postmarked by the deadline that were not sent via certified mail with a return receipt. Applicants who send applications by certified mail with return receipt are still responsible for following the rules below if they do not receive a letter of acknowledgment.

- b. Applications will only be considered if they are completed on the current, official application form with the appropriate documentation and number of copies included. Prior to the postmarking deadline, incomplete applications will be returned to the applicant as soon as possible with an explanation. The ISRT is not responsible for returning an incomplete application in time for the applicant to resubmit the application by the postmarking deadline. If the applicant can complete the application process and resubmit the application by the postmarking deadline then the application will be considered. If there is not time for the applicant to complete and resubmit the application by the postmarking deadline, then the application will not be considered.
 - c. Any application postmarked after the deadline will be returned to the applicant and will be ineligible. The Director of Competitions shall send a letter via certified mail explaining the reason for ineligibility.
 - d. The Director of Competitions shall notify applicants in writing by certified mail of any other reason for disqualification.
 - e. Upon receipt and acceptance of the complete application form and all necessary paperwork, a letter of acknowledgment will be sent to the applicant by the Director of Competitions.
 - f. If the applicant has not received notification of receipt of the application by January 10, the applicant must contact the Director of Competitions by phone by January 15 to resolve any problem with the application. Absolutely no action on any problem will be considered if the Director of Competitions is not contacted by that date.
 - g. Students may reapply each year they wish to be considered for a scholarship but may only be awarded a student scholarship one time.
 - h. The Director of Competitions shall review the application for completeness and appropriate documentation and will verify the results of the judges. Applicants are ultimately responsible for knowing and complying with all rules.
 - i. If the postmark is illegible, the Director of Competitions shall use the received date for purposes of documentation.
4. Procedures and Selection process
- a. These rules will be followed without exception. It is the responsibility of the applicant to read all of the rules. Any questions should immediately be directed to the Director of Competitions. In order for an application to be considered, all eligibility requirements must be met. It is the applicant's responsibility to meet and follow all eligibility requirements. Non-compliance of any eligibility or application requirement will result in disqualification. Interpretation of the rules is a responsibility of the Director of Competitions

and the ISRT President. The applicant must be a current ISRT member **at the time of application and for the dues year in which the scholarship will be awarded.** (i.e., if the student applies in November, they would have to be a member of the 2008 dues year. The dues year runs from February 1 through January 31 so the student must renew to be a member of the new dues year for 2009 since the scholarship is distributed in the Spring.) All scholarship applications shall be postmarked to the Director of Competitions by **January 1.**

- b. The number and amount of scholarships given yearly will be determined by the Board of Directors upon recommendation of the Finance Committee during formulation of the budget for the coming year. The number and amount of scholarships is contingent upon approval of the budget.
- c. By January 15, the Director of Competitions will verify membership, eligibility and ISRT service of all applicants with the Executive Secretary.
- d. By January 15, the Director of Competitions should send the ISRT President a list of the applicants and their program affiliation in order that qualified judges may be appointed.
- e. The President shall appoint three (3) individuals as judges. The judges must be credentialed in Radiography, Nuclear Medicine, Radiation Therapy or Sonography. The President may not serve as a judge. The names of the judges shall be known only to the President and the Director of Competitions.
- f. The judges must be ISRT members.
- g. The President shall determine that there are no potential conflicts of interest between an individual appointed to judge and any of the applicants. The judges may not be employed by or associated with any of the institutions represented by the applicants.
- h. As soon as the judges have agreed to serve, the President should provide their names, addresses, e-mail and phone numbers to the Director of Competitions who will complete future communications. Names, addresses, e-mail and phone numbers of the judges should be sent to the Director of Competitions no later than February 1 and preferably earlier.
- i. The Director of Competitions or the President shall provide the names of the judges to the Executive Secretary so that Certificates of Recognition can be printed.
- j. The Director of Competitions shall be responsible for completing all point totals on the critique sheets after return of the graded statement by the judges to provide consistency in awarding points.
- k. The judges will only review the applicant statements and assign a point total

and return to the Director of Competitions.

- l. The Director of Competitions shall assign each applicant statement an anonymous identifier (number).
- m. The Director of Competitions will send each judge a judge's direction sheet, applicant statement judging sheet which include the anonymous identifiers and all applicant statements (with anonymous identifier) with a deadline to submit their results. Only a copy of the applicant statements shall be mailed to the judges. The complete application is to be retained by the Director of Competitions.
- n. All judges are responsible for submitting all applicant critique sheets in a timely manner according to the deadline determined by the Director of Competitions.
- o. The Director of Competitions shall complete applicant critique sheets for each applicant. As the applicant statement judging sheets are returned, the Director of Competitions shall transfer the judge's scores to the applicant critique sheets. The Director of Competitions shall complete and verify tally score sheets for each applicant and then rank the applicants. Final scores will be calculated on an average of the judge's scores for the applicant statements, i.e., all judge's scores will be added together and divided by the total number of judges to arrive at a final average point score to be listed for the applicant statement score. The final point score shall be calculated to two decimal places with no rounding by the Director of Competitions. The Director of Competitions will then rank the applicants in order of the highest point totals to determine the scholarship recipients.
- p. After verification of scores, completion of overall tally sheets and ranking of all applicants, the Director of Competitions must send all of the information to the President for verification and agreement on the final scholarship recipients.
- q. The Director of Competitions shall send a Certificate of Recognition (obtained from the Executive Secretary) to all judges after the selection process is completed.
- r. In the event that there is no consensus or there is a major procedural error on the part of the judges, the Director of Competitions shall refer the information to the President who has the prerogative to review the information and shall then be responsible for the final decision to resolve the issue.
- s. The decision of the Director of Competitions and/or the President shall be final.
- t. After the recipients have been selected, the Director of Competitions shall

send a copy of all recipients' application and documentation to the Executive Secretary for use in publication.

- u. The Director of Competitions shall notify all individuals who were selected as scholarship recipients. (STUDENT SCHOLARSHIP NOTIFICATION TO RECIPIENT letter)
- v. The Director of Competitions shall notify all individuals who were not selected. (STUDENT SCHOLARSHIP NOTIFICATION TO NONRECIPIENT letter)
- w. The Director of Competitions shall inform the Treasurer of the recipients so the checks can be written.
- x. The Treasurer will send the checks to the Executive Secretary.
- y. The Executive Secretary will mail the checks with Congratulations letters from the President to the scholarship recipients.
- z. Following the notification of scholarship recipients and non-recipients, the Director of Competitions shall destroy the critique sheets, overall tally forms and applications.
- aa. Scholarship recipients will be formally acknowledged during the Awards Presentation at the Annual Conference Business Session of the same year. Scholarship recipients who do not attend the awards presentation will receive a certificate of award in the mail after the close of the Annual Conference.

5. Appeals

- a. Appeals will be considered in cases of disqualification for violation of eligibility rules or application process.
- b. In the event of a disqualification, the applicant may submit an appeal to the Director of Competitions within seven days of disqualification notification. The seven days will be determined by the received date signed on the certified mail return receipt card from the letter sent by the Director of Competitions. The appeal shall be in writing and should include any supporting documentation.
- c. The Director of Competitions and the ISRT President will review and render a decision on the appeal.
- d. The Director of Competitions will notify the applicant of the decision as soon as possible.

6. Documents

- a. Application

- b. Judges Direction Sheet
- c. Applicant Statement Judging Sheet
- d. Director of Competitions Direction Sheet
- e. Applicant Critique Sheet
- f. Letter of acknowledgment of application
- g. Judges Letter
- h. Notification to recipient
- i. Notification to nonrecipient
- j. Congratulations letter to be mailed with check

HENRY KONECNY, RT(R) STUDENT SCHOLARSHIP AWARD

ADOPTED: 4/94

AMENDED: 9/94, 7/95, 9/96, 3/97, 9/97, 3/98, 4/99, 6/99, 9/99, 7/00, 7/01, 7/02, 8/03,
03/04, 03/05, 09/05, 05/06, 09/06, 11/06, 9/07, 1/08

2009 HENRY KONECNY, RT(R) STUDENT SCHOLARSHIP APPLICATION

MAKE SURE YOU HAVE READ THE MOST CURRENT POLICIES FOR THE COMPETITION POSTED ON THE ISRT WEBSITE AND YOU HAVE THE MOST CURRENT APPLICATION. APPLICATION MAY BE MADE BY COMPLETING THE OFFICIAL APPLICATION, INCLUDING THE ORIGINAL APPLICATION AND THREE (3) COPIES OF THE APPLICATION AND ALL DOCUMENTATION AND POSTMARKING IT TO THE DIRECTOR OF COMPETITIONS BY JANUARY 1. IT IS STRONGLY RECOMMENDED THAT ALL APPLICATIONS BE SENT VIA CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED. APPLICATIONS WILL ONLY BE ACCEPTED BY MAIL. FAXED APPLICATIONS OR APPLICATIONS SENT BY ANY OTHER ELECTRONIC MEDIA WILL NOT BE ACCEPTED. THIS APPLICATION MAY BE COPIED AS NEEDED.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION. INCOMPLETE APPLICATIONS WILL BE RETURNED.

*NOTE: YOU MUST BE A CURRENT ISRT MEMBER AT THE TIME OF APPLICATION AND FOR THE DUES YEAR IN WHICH THE SCHOLARSHIP WILL BE AWARDED. (I.E., IF THE STUDENT APPLIES IN NOVEMBER, THEY WOULD HAVE TO BE A MEMBER OF THE 2008 DUES YEAR. THE DUES YEAR RUNS FROM FEBRUARY 1 THROUGH JANUARY 31 SO THE STUDENT MUST RENEW TO BE A MEMBER OF THE NEW DUES YEAR FOR 2009 SINCE THE SCHOLARSHIP IS DISTRIBUTED IN THE SPRING.) PLEASE ATTACH A COPY OF YOUR CURRENT ISRT MEMBERSHIP CARD.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE WITH AREA CODE _____ E-MAIL _____

NAME OF PROGRAM _____

____ Radiography ____ Radiation Therapy ____ Nuclear Medicine ____ Sonography

PROGRAM CITY _____ STATE _____ ZIP _____

DATE BEGAN CLINICAL EDUCATION _____ GRADUATION DATE _____

NAME OF PROGRAM DIRECTOR (please print) _____

I. RADIOLOGIC SCIENCES PROGRAM VERIFICATION AND GPA (25 POINTS):

Your program director must send a separate, sealed letter to the Director of Competitions. The letter must verify your current enrollment and graduation date in an entry level Radiologic sciences program. The letter must also detail your current radiologic science courses GPA and the scale (i.e. 3.5 on a 4.0 scale). The GPA should include only radiologic science courses. Courses taken as college prerequisites should not be factored into the calculation.

Points will be awarded as follows:

3.80-4.00	25 points	2.80-2.99	20 points
3.60-3.79	24 points	2.60-2.79	19 points
3.40-3.59	23 points	2.40-2.59	18 points
3.20-3.39	22 points	2.20-2.39	17 points
3.00-3.19	21 points	2.00-2.19	16 points

2009 HENRY KONECNY, RT(R) STUDENT SCHOLARSHIP APPLICATION (continued)

II. PROFESSIONAL CONTRIBUTION AND PARTICIPATION (25 POINTS):

1. Are you a current ISRT member? _____ Yes _____ No (5 points)

**You must include a copy of your current ISRT membership card.

2. Are you a current ASRT member? _____ Yes _____ No (5 points)

**You must include a copy of your current ASRT membership card.

3. Have you served on an ISRT committee that is ongoing for the year such as Bylaws, Tellers, or Student Page?

_____ Yes _____ No (5 points)

If yes, please list the name of the committee and the year you served.

(If currently serving, the Executive Secretary will verify service. If previous service, you must supply documentation such as Certificate of Recognition)

4. Have you served on an ISRT Spring Seminar or Annual Meeting Committee?

_____ Yes _____ No (5 points)

If yes, please list the name of the meeting and the year you served.

(If currently serving, the Executive Secretary will verify service. If previous service, you must supply documentation such as Certificate of Recognition)

5. Have you attended continuing education lectures at an ISRT Educational Meeting, District Meeting, hospital, RSNA, attended an ISRT Board meeting, written an article for publication in the ISRT or ASRT journal, submitted an essay for ISRT Annual Meeting competition or exhibited at an ISRT Annual Meeting or the ASRT Annual Conference?

_____ Yes _____ No

(1 point for each hour of lecture/activity with a **maximum of 5 points**)

If yes, please list the lecture/activity, number of hours and location you attended. You must provide documentation of attendance/number of hours for each lecture/activity claimed.

2009 HENRY KONECNY, RT(R) STUDENT SCHOLARSHIP APPLICATION (continued)

III. APPLICANT STATEMENT: (50 POINTS)

Please submit a typed statement as to why you believe you should be awarded the scholarship. The statement could also include information on community service activities and participation that are health related. The statements may include personal information regarding the applicant and their history. The statement should be limited to no more than 2 pages, 12 point font, 1" margins, double spaced and submitted on a separate sheet(s) of paper. The statement will be evaluated as follows:

Neatness	(5 points)
Spelling	(5 points)
Grammar	(10 points)
Cohesion of thought	(15 points)
Rationale for receiving the scholarship	(15 points)

DOCUMENTATION:

In addition to the original application, the following documentation must be attached:

- A copy of your current ISRT membership card.
- A copy of your current ASRT membership card (if applicable).
- Documentation of attendance/number of hours at continuing education lectures, written articles, board meeting attendance, essay or exhibit competition, service on committees, etc.
- Three (3) additional copies of the Applicant Statement
- Your program director must send a separate, sealed letter to the Director of Competitions to verify your current enrollment and graduation date in an entry level radiologic sciences program and must detail your current radiologic sciences GPA.

Have you been a past recipient of the Henry Konecny, RT(R) Student scholarship? ____Yes ____No
If yes, you are ineligible to reapply.

ATTESTATION STATEMENT:

I have read the most current policies for the competition posted on the ISRT website and agree to abide by the policies. I have the most current application. I have read and understand this application. To the best of my knowledge the information I am providing is accurate and complete. If I accept this award, I agree to abide by the guidelines established by the ISRT at the time of my acceptance. I also agree to provide, if requested, documentation to verify any of the application information

SIGNATURE OF APPLICANT _____

DATE OF APPLICATION _____

PLEASE MAIL SCHOLARSHIP APPLICATION AND DOCUMENTATION TO:

ISRT DIRECTOR OF COMPETITIONS
(see Executive Staff on the ISRT website at www.isort.org for current name and address)

Postmarked/Received _____
ISRT membership verified _____
All documentation supplied _____

Signature of Director of Competitions

**HENRY KONECNY, RT(R) STUDENT SCHOLARSHIP
JUDGES DIRECTION SHEET**

GENERAL SELECTION INFORMATION

1. The duty of the judges is to evaluate the applicant statement and assign points.

SELECTION PROCEDURE

1. Independently review each applicant statement and complete the Applicant Statement Judging Sheet.
2. Half points may be used when scoring the applicant statements.
3. After scoring all statements, return all judging sheets and statements to the Director of Competitions.
4. All judges are responsible for submitting their scores in a timely manner according to the deadline determined by the Director of Competitions.
5. The judges should not divulge any aspects of the scoring.

STUDENT SCHOLARSHIP JUDGES DIRECTION SHEET

ADOPTED: 8/03

AMENDED: 09/05

Anonymous Identifier _____

HENRY KONECNY, RT(R) STUDENT SCHOLARSHIP APPLICANT STATEMENT JUDGING SHEET

APPLICANT STATEMENT: (50 POINTS) You may use half points in this section for scoring.

Please score the applicant's statement as to why they believe they should be awarded the scholarship. The statement could also include information on community service activities and participation that are health related. The statements may include personal information regarding the applicant and their history. The statement should be limited to no more than 2 pages, 12 point font, 1" margins, double spaced and submitted on a separate sheet(s) of paper. Evaluate the statement as follows:

CATEGORY	POINTS AWARDED
Neatness (5 points)	
Spelling (5 points)	
Grammar (10 points)	
Cohesion of thought (15 points)	
Rationale for receiving the scholarship (15 points)	

APPLICANT STATEMENT (50 POINTS)

TOTAL POINTS _____

COMMENTS _____

Signature of judge _____

APPLICANT STATEMENT JUDGING SHEET

ADOPTED: 09/05

AMENDED: 05/06

**HENRY KONECNY, RT(R) STUDENT SCHOLARSHIP
DIRECTOR OF COMPETITIONS DIRECTION SHEET**

GENERAL SELECTION INFORMATION

1. The duty of the Director of Competitions is to evaluate the applications in order to determine selection of scholarship recipients.

SELECTION PROCEDURE

1. Independently review each application and complete the Applicant Critique Sheet.
2. All applicants will be scored based on radiologic sciences overall grade point average (GPA), professional participation including ISRT membership and participation, ASRT membership, other professional participation related to the radiologic sciences and an applicant statement on why they deserve the scholarship.
3. The Director of Competitions shall complete applicant critique sheets for each applicant. As the applicant statement judging sheets are returned, the Director of Competitions shall transfer the judge's scores to the applicant critique sheets. The Director of Competitions shall complete and verify tally score sheets for each applicant and then rank the applicants. Final scores will be calculated on an average of the judge's scores for the applicant statements, i.e., all judge's scores will be added together and divided by the total number of judges to arrive at a final average point score to be listed for the applicant statement score. The final point score shall be calculated to two decimal places with no rounding by the Director of Competitions. The Director of Competitions will then rank the applicants in order of the highest point totals to determine the scholarship recipients.
4. After verification of scores, completion of overall tally sheets and ranking of all applicants, the Director of Competitions must send all of the information to the President for verification and agreement on the final scholarship recipients.
5. In the event of a tie, the Director of Competitions and the President shall review the applications to evaluate the level of involvement such as more than one ISRT Committee appointment or meeting, number of continuing education activities, etc. in order to break the tie.
6. No aspects of the selection process shall be divulged.

DIRECTOR OF COMPETITIONS DIRECTION SHEET

ADOPTED: 8/03

AMENDED: 09/05

HENRY KONECNY, RT(R) STUDENT SCHOLARSHIP APPLICANT CRITIQUE SHEET

APPLICANT NAME _____

If applicant is not enrolled in a radiologic sciences program in Indiana, they are ineligible.
If applicant has been a past recipient of the Henry Konecny, RT(R) Student scholarship, they are ineligible.

POINT TALLY: _____ **POINTS AWARDED** _____

I. RADIOLOGIC SCIENCES PROGRAM GPA (25 POINTS):

Radiologic sciences GPA: _____
(Program Director must submit applicant's GPA in a separate sealed envelope.) _____

Award points as follows:

3.80-4.00	25 points	2.80-2.99	20 points
3.60-3.79	24 points	2.60-2.79	19 points
3.40-3.59	23 points	2.40-2.59	18 points
3.20-3.39	22 points	2.20-2.39	17 points
3.00-3.19	21 points	2.00-2.19	16 points

II. PROFESSIONAL PARTICIPATION (25 POINTS):

1. Applicant is a current ISRT member. (If yes, award 5 points) _____
(Must have copy of card to award points)
2. Applicant is a current ASRT member. (If yes, award 5 points) _____
(Must have copy of card to award points)
3. Applicant has served on an ISRT committee (If yes, award 5 points) _____
that is ongoing for the year such as Bylaws, Tellers or Student Page.
(Confirm service with Executive Secretary or must supply documentation such as Certificate of Recognition)
4. Applicant has served on an ISRT Spring (If yes, award 5 points) _____
Seminar or Annual Conference Committee.
(Confirm service with Executive Secretary or must supply documentation such as Certificate of Recognition)
5. Applicant has attended continuing education lectures at an ISRT Educational Meeting, hospital, RSNA, attended an ISRT Board meeting, written an article for publication in the ISRT or ASRT journal, submitted an essay for ISRT Annual Conference competition or exhibited at an ISRT Annual Conference or the ASRT Annual Conference. Documentation for all activities must be provided.

(If yes, award 1 point for each lecture/activity with a maximum of 5 points) _____
(Must have copy documenting attendance/number of hours for each lecture/activity claimed.)

HENRY KONECNY, RT(R) STUDENT SCHOLARSHIP APPLICANT CRITIQUE SHEET (continued)

III. APPLICANT STATEMENT: (50 POINTS)

JUDGES APPLICANT STATEMENT TOTAL POINTS	
Judge 1	_____
Judge 2	_____
Judge 3	_____

COMBINED TOTAL POINTS OF JUDGES: _____

DIVIDED BY TOTAL # OF JUDGES: _____

FINAL AVERAGE POINTS:
(Take to 2 decimal places with no rounding) _____

FINAL ASSIGNED POINTS FOR SECTION III. _____

SECTION SCORE TALLY:

POINTS AWARDED

I. RADIOLOGIC SCIENCES PROGRAM GPA (25 POINTS) _____

II. PROFESSIONAL PARTICIPATION (25 POINTS) _____

III. APPLICANT STATEMENT (50 POINTS) _____

TOTAL POINTS _____

Applicant is enrolled in a radiologic science program in Indiana (If no, the applicant is ineligible.) _____Yes _____No

NUMERICAL RANKING: _____

_____ SCHOLARSHIP AWARDED

_____ SCHOLARSHIP NOT AWARDED

DIRECTOR OF COMPETITION'S SIGNATURE _____

PRESIDENT'S SIGNATURE _____

STUDENT SCHOLARSHIP APPLICANT CRITIQUE SHEET

ADOPTED: 8/03

AMENDED: 09/05

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City, State, Zip

Date

Dear Name,

This is to acknowledge receipt of your application and all accompanying documentation for the Henry Konecny, RT(R) Student Scholarship. The deadline for applications is the first day of January. The selection committee will make a decision and you will be contacted after that date.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Name
Director of Competitions
Phone
E-mail

STUDENT SCHOLARSHIP APPLICATION ACKNOWLEDGMENT LETTER
ADOPTED: 7/01
AMENDED: 8/03

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City/State/Zip

Date

Dear Name,

Thank you for agreeing to serve as a judge for the Henry Konecny, RT(R) Student Scholarship. I have enclosed (number) applicant statements for your review.

Please review the enclosed judges directions. Utilize the applicant statement judging sheets provided and return the judging sheets and the applicant statements to me no later than (Month, Day, Year). It is extremely important that you return the judging sheets and applicant statements no later than the date specified so that I am able to determine the scholarship recipients and notify them in a timely manner.

If you have any questions, please feel free to contact me.

Sincerely,

Name
Director of Competitions
Phone
E-mail

STUDENT SCHOLARSHIP JUDGES LETTER
ADOPTED: 7/01
AMENDED: 8/03, 09/05, 9/07

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City, State, Zip

Date

Dear Name,

I am pleased to inform you that you have been selected as a (year) recipient of the Henry Konecny, RT(R) Student Scholarship.

Your scholarship check will be mailed directly to you by the ISRT Executive Secretary in the very near future. Please contact the Executive Secretary if you have not received your award within six weeks.

All Scholarship recipients will be formally acknowledged during the Awards Presentation at the (year) Annual Conference Business Meeting in the fall. Registration information for the (year) Annual Conference will be available closer to the conference. I hope that you will be present to accept your award.

Again, congratulations on being selected as a scholarship recipient.

Sincerely,

Name
Director of Competitions
Phone
E-mail

STUDENT SCHOLARSHIP NOTIFICATION TO RECIPIENT
ADOPTED: 7/01
AMENDED: 8/03, 9/07

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City, State, Zip

Date

Dear Name,

Thank you for your application for the (year) Henry Konecny, RT(R) Student Scholarship. Unfortunately you were not selected as a scholarship recipient. The ISRT Board of Directors thanks you for your interest and participation.

Sincerely,

Name
Director of Competitions
Phone
E-mail

STUDENT SCHOLARSHIP NOTIFICATION TO NONRECIPIENT

ADOPTED: 7/01

AMENDED: 8/03

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City, State, Zip

Date

Dear Name

On behalf of the ISRT Board of Directors, congratulations on being selected as a Henry Konecny, RT(R) Student Scholarship recipient. The ISRT Board of Directors encourages you to continue to stay involved in the ISRT as you complete your education and begin your professional career.

Sincerely,

Name
ISRT President

STUDENT SCHOLARSHIP CONGRATULATIONS LETTER TO BE MAILED WITH CHECK
ADOPTED: 7/01
AMENDED: 8/03, 9/07

G. PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP

1. Purpose

- a. The purpose of the scholarship is to provide a cash award to be used to further the education in the radiologic sciences of a registered radiologic technologist/sonographer.
- b. The scholarship must be used for the continuation of education in the radiologic sciences. This could include: 1) working on an additional credential in radiography, radiation therapy, nuclear medicine or sonography from an accredited entry level program, 2) working towards an advanced degree in the Radiologic Sciences such as a baccalaureate, masters, etc., or 3) education to obtain additional skills in areas such as education, administration or supervision.

2. Eligibility

- a. To be eligible to apply, applicants must document participation in the ISRT at least one time which could include serving as an officer, committee/taskforce chairman or member, lecturer, awards received, etc. Attendance at ISRT educational meetings/lectures does NOT constitute ISRT participation.
- b. Applicants who have never been a Past Presidents Scholarship recipient will be given first preference to receive scholarships provided they meet the minimum qualifications as outlined in 2.a.
- c. Applicant must be a registered radiologic technologist/sonographer by the ARRT, NMTCB, ARDMS or equivalent at the time of application.
- d. Applicant must hold current, non probationary status in the ARRT, NMTCB, ARDMS or equivalent.
- e. Technologists/sonographers must be current ISRT members **at the time of application and for the dues year in which the scholarship will be awarded.** (i.e., if the technologist applies in November, they would have to be a member of the 2008 dues year. The dues year runs from February 1 through January 31 so the technologist must renew to be a member of the new dues year for 2009 since the scholarship is distributed in the Spring.) The Director of Competitions will verify membership with the Executive Secretary.
- f. Scholarship recipients must maintain current and continuous ISRT membership throughout the duration the scholarship is awarded.

- g. Applicants must provide proof of enrollment in an educational program (i.e. letter of acceptance). Applicants must be **currently** enrolled in a program to apply for the scholarship.

3. Application

- a. Make sure that you have read the most current policies for the competition posted on the ISRT website and that you have the most current application. **The postmarking deadline is January 1.** Application may be made by completing the official application and attaching appropriate documentation and postmarking it to the Director of Competitions by **January 1. Applicants must also include three (3) copies of the Applicant Statement in additional to the original.** Failure to provide the additional three copies will disqualify the applicant from consideration. **It is strongly recommended that all applications be sent via certified mail with return receipt requested. Applications will only be accepted by mail. Faxes applications or applications sent by any other electronic media will not be accepted.** The ISRT Board of Directors will not be responsible for applications not postmarked by the deadline that were not sent via certified mail with a return receipt. Applicants who send applications by certified mail with return receipt are still responsible for following the rules below if they do not receive a letter of acknowledgment.
- b. Applications will only be considered if they are completed on the current, official application form with the appropriate documentation and number of copies included. Prior to the postmarking deadline, incomplete applications will be returned to the applicant as soon as possible with an explanation. The ISRT is not responsible for returning an incomplete application in time for the applicant to resubmit the application by the postmarking deadline. If the applicant can complete the application process and resubmit the application by the postmarking deadline then the application will be considered. If there is not time for the applicant to complete and resubmit the application by the postmarking deadline, then the application will not be considered.
- c. Any application postmarked after the deadline will be returned to the applicant and will be ineligible. The Director of Competitions shall send a letter via certified mail explaining the reason for ineligibility.
- d. The Director of Competitions shall notify applicants in writing by certified mail of any other reason for disqualification.
- e. Upon receipt and acceptance of the complete application form and all necessary paperwork, a letter of acknowledgment will be sent to the applicant by the Director of Competitions.

- f. If the applicant has not received notification of receipt of application by January 10, the applicant must contact the Director of Competitions by phone by January 15 to resolve any problem with the application. Absolutely no action on any problem will be considered if the Director of Competitions is not contacted by that date.
 - g. Previous scholarship recipients must reapply each year they wish to be considered for a scholarship.
 - h. The Director of Competitions shall review the application for completeness and appropriate documentation and will verify the results of the judges. Applicants are ultimately responsible for knowing and complying with all rules.
 - i. If the postmark is illegible, the Director of Competitions shall use the received date for purposes of documentation.
4. Procedures and Selection process
- a. These rules will be followed without exception. It is the responsibility of the applicant to read all of the rules. Any questions should immediately be directed to the Director of Competitions. In order for an application to be considered, all eligibility requirements must be met. It is the applicant's responsibility to meet and follow all eligibility requirements. Non-compliance of any eligibility or application requirement will result in disqualification from competition. Interpretation of the rules is a responsibility of the Director of Competitions and the ISRT President. The applicant must be a current ISRT member **at the time of application and for the dues year in which the scholarship will be awarded.** (i.e., if the technologist applies in November, they would have to be a member of the 2008 dues year. The dues year runs from February 1 through January 31 so the technologist must renew to be a member of the new dues year for 2009 since the scholarship is distributed in the Spring.) All scholarship applications shall be postmarked to the Director of Competitions by **January 1**.
 - b. The number and amount of scholarships given yearly will be determined by the Board of Directors upon recommendation of the Finance Committee during formulation of the budget for the coming year. The number and amount of scholarships is contingent upon approval of the budget.
 - c. By January 15, the Director of Competitions will verify years of ISRT membership, eligibility and ISRT service of all applicants with the Executive Secretary.

- d. By January 15, the Director of Competitions should send the ISRT President a list of the applicants and their work affiliation in order that qualified judges may be appointed.
- e. The President shall appoint three (3) individuals as judges. The judges must be credentialed in Radiography, Nuclear Medicine, Radiation Therapy or Sonography. The President may not serve as a judge. The names of the judges shall be known only to the President and the Director of Competitions. If the President is an applicant, the Chairman of the Board shall fulfill the duties of the President for this competition. If the Chairman of the Board is an applicant, the Board of Directors shall select an individual to fulfill the duties of the President for this competition.
- f. The judges must be ISRT members.
- g. The President shall determine that there are no potential conflicts of interest between an individual appointed to judge and any of the applicants. The judges may not be employed by or associated with any of the institutions represented by the applicants.
- h. As soon as the judges have agreed to serve, the President should provide their names addresses, e-mail and phone numbers to the Director of Competitions who will complete future communications. Names, addresses, e-mail and phone numbers of the judges should be sent to the Director of Competitions no later than February 1 and preferably earlier.
- i. The Director of Competitions or the President shall provide the names of the judges to the Executive Secretary so that Certificates of Recognition can be printed.
- j. The Director of Competitions shall be responsible for completing all point totals on the critique sheets after return of the graded statement by the judges to provide consistency in awarding points.
- k. The judges will only review the applicant statements and assign a point total and return to the Director of Competitions.
- l. The Director of Competitions shall assign each applicant statement an anonymous identifier (number).
- m. The Director of Competitions will send each judge a judge's direction sheet, applicant statement judging sheet which include the anonymous identifiers and all applicant statements (with anonymous identifier) with a deadline to submit their results. Only a copy of the applicant statements shall be mailed to the judges. The complete application is to be retained by the Director of Competitions.

- n. All judges are responsible for submitting all applicant critique sheets in a timely manner according to the deadline determined by the Director of Competitions.
- o. The Director of Competitions shall complete applicant critique sheets for each applicant. As the applicant statement judging sheets are returned, the Director of Competitions shall transfer the judge's scores to the applicant critique sheets. The Director of Competitions shall complete and verify tally score sheets for each applicant and then rank the applicants. Final scores will be calculated on an average of the judge's scores for the applicant statements, i.e., all judge's scores will be added together and divided by the total number of judges to arrive at a final average point score to be listed for the applicant statement score. The final point score shall be calculated to two decimal places with no rounding by the Director of Competitions. The Director of Competitions will then rank the applicants in order of the highest point totals to determine the scholarship recipients.
- p. After verification of scores, completion of overall tally sheets and ranking of all applicants, the Director of Competitions must send all of the information to the President for verification and agreement on the final scholarship recipients.
- q. The Director of Competitions shall send a Certificate of Recognition (obtained from the Executive Secretary) to all judges after the selection process is completed.
- r. In the event that there is no consensus or there is a major procedural error on the part of the judges, the Director of Competitions shall refer the information to the President who has the prerogative to review the information and shall then be responsible for the final decision to resolve the issue.
- s. The decision of the Director of Competitions and/or the President shall be final.
- t. After the recipients have been selected, the Director of Competitions shall send a copy of all recipients' application and documentation to the Executive Secretary for use in publication.
- u. The Director of Competitions shall notify all individuals who were selected as scholarship recipients. (NOTIFICATION TO RECIPIENT letter)
- v. The Director of Competitions shall notify all individuals who were not selected. (NOTIFICATION TO RECIPIENT letter)

- w. The Director of Competitions shall inform the Treasurer of the recipients so the checks can be written.
 - x. The Executive Secretary will send recipients a copy of the current policies and procedures to utilize in obtaining reimbursement in addition to a congratulatory letter from the President.
 - y. Following the notification of scholarship recipients and non-recipients, the Director of Competitions shall destroy the critique sheets, overall tally forms and applications.
 - z. Scholarship recipients will be formally acknowledged during the Awards Presentation at the Annual Conference Business Session of the same year. Scholarship recipients who do not attend the awards presentation will receive a certificate of award in the mail after the close of the Annual Conference.
5. Distribution of the Scholarship
- a. The scholarship monies will be paid to the recipients upon receipt of proof of expenses (tuition, books, lab fees) and grades from January 1 to December 31 of the scholarship year.
 - b. If a recipient changes institutions from the one listed on the application, the recipient must notify the ISRT President in writing.
 - c. Recipients are responsible for sending the necessary documentation to the ISRT Treasurer indicating completion of the course (s), program, etc. in good standing at the institution indicated on the application and proof of expenses within three (3) months of receiving documentation. A course description must be sent with the documentation detailing out the course(s). For example, if your grade report says AHSC 200--B+, you must send a course description detailing AHSC 200. Recipients who do not send documentation within three (3) months forfeit the scholarship.
 - d. The ISRT has the prerogative to request information on any course submitted for reimbursement of scholarship monies.
 - e. The recipient must continue to meet ISRT membership requirements for the duration of the scholarship. The ISRT Treasurer shall verify current ISRT membership in good standing with the Executive Secretary prior to distribution of the scholarship.
 - f. If there are extenuating circumstances which affect the recipient's ability to send the required documentation within three (3) months, it is the responsibility of the recipient to petition the Board.

- g. The recipient must maintain a grade of "C" or above in each course attempted during the scholarship period or complete the educational program satisfactorily if no grade is given in order to receive the scholarship.
 - h. If there are extenuating circumstances which affect the recipient's grades, it is the responsibility of the recipient to petition the Board.
6. Appeals
- a. Appeals will be considered in cases of disqualification for violation of eligibility rules or application process.
 - b. In the event of a disqualification, the applicant may submit an appeal to the Director of Competitions within seven days of the disqualification notification. The seven days will be determined by the received date signed on the certified mail return receipt card from the letter sent by the Director of Competitions. The appeal shall be in writing and should include any supporting documentation.
 - c. The Director of Competitions and the ISRT President will review and render a decision on the appeal.
 - d. The Director of Competitions will notify the applicant of the decision as soon as possible.

7. Documents

- a. Application
- b. Judges Direction Sheet
- c. Applicant Statement Judging Sheet
- d. Director of Competitions Direction Sheet
- e. Applicant Critique Sheet
- f. Letter of acknowledgment of application
- g. Judges Letter
- h. Notification to recipient
- i. Notification to nonrecipient

PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP

ADOPTED: 7/95

AMENDED: 9/95, 3/97, 9/97, 3/98, 6/99, 9/99, 7/01, 07/02, 7/03, 8/03, 9/03, 03/04, 03/05, 09/05, 05/06, 09/06, 11/06, 9/07, 1/08

2009 PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP APPLICATION

MAKE SURE YOU HAVE READ THE MOST CURRENT POLICIES FOR THE COMPETITION POSTED ON THE ISRT WEBSITE AND YOU HAVE THE MOST CURRENT APPLICATION. APPLICATION MAY BE MADE BY COMPLETING THE OFFICIAL APPLICATION, INCLUDING THE ORIGINAL APPLICATION AND THREE (3) COPIES OF THE APPLICATION AND ALL DOCUMENTATION AND POSTMARKING IT TO THE DIRECTOR OF COMPETITIONS BY JANUARY 1. IT IS STRONGLY RECOMMENDED THAT ALL APPLICATIONS BE SENT VIA CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED. APPLICATIONS WILL ONLY BE ACCEPTED BY MAIL. FAXED APPLICATIONS OR APPLICATIONS SENT BY ANY OTHER ELECTRONIC MEDIA WILL NOT BE ACCEPTED. THIS APPLICATION MAY BE COPIED AS NEEDED.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION. INCOMPLETE APPLICATIONS WILL BE RETURNED.

*NOTE: YOU MUST BE A CURRENT ISRT MEMBER AT THE TIME OF APPLICATION AND FOR THE DUES YEAR IN WHICH THE SCHOLARSHIP WILL BE AWARDED. (I.E., IF THE TECHNOLOGIST APPLIES IN NOVEMBER, THEY WOULD HAVE TO BE A MEMBER OF THE 2008 DUES YEAR. THE DUES YEAR RUNS FROM FEBRUARY 1 THROUGH JANUARY 31 SO THE TECHNOLOGIST MUST RENEW TO BE A MEMBER OF THE NEW DUES YEAR FOR 2009 SINCE THE SCHOLARSHIP IS DISTRIBUTED IN THE SPRING.) PLEASE ATTACH A COPY OF YOUR CURRENT ISRT MEMBERSHIP CARD.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE WITH AREA CODE _____ E-MAIL _____

CURRENT EMPLOYER, (if applicable) _____

EMPLOYER CITY AND STATE _____

CURRENT JOB TITLE _____

NAME OF RADIOLOGIC SCIENCES/SONOGRAPHY PROGRAM GRADUATED FROM

CITY _____ STATE _____

GRADUATION DATE _____

DEGREE/CERTIFICATE RECEIVED _____

OTHER COLLEGE(S) ATTENDED. ATTACH ADDITIONAL PAGES IF NECESSARY.

CITY _____ STATE _____

GRADUATION DATE(S) _____

2009 PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP APPLICATION (continued)

DEGREE(S)/CERTIFICATE(S) RECEIVED _____

PROFESSIONAL CREDENTIALS:

ORGANIZATION(S) _____

REGISTERED/CERTIFIED/POST PRIMARY CERTIFICATIONS IN _____

USE OF SCHOLARSHIP:

If you are the recipient of this scholarship, what educational institution will you be attending for which you will use the scholarship?

NAME OF INSTITUTION _____

NAME OF DEGREE OR PROGRAM (for example, MS in Health Sciences Education)

INSTITUTION CITY _____

STATE _____

ESTIMATED COMPLETION DATE _____

I. ISRT MEMBERSHIP (5 POINTS):

ISRT membership will be verified by the Executive Secretary and excludes District membership. The Director of Competitions will determine awarded points for membership.

**You must include a copy of your current ISRT card.

Points will be awarded as follows:

Member 1-5 years:	1 point
Member 6-10 years:	2 points
Member 11-15 years:	3 points
Member 16-20 years:	4 points
Member more than 20 years:	5 points

Years do not have to be consecutive

1. An individual who joins at any time during the year (excluding ½ year dues) receives 1 point for each year of membership.
2. Inactive status and student membership receive 1 point for each year of membership.
3. Half year dues membership receive ½ point for each year of membership.
4. Students who graduated during the membership year whose Student membership expired and did not upgrade their membership do not receive any points for the year.

2009 PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP APPLICATION (continued)

II. ISRT PARTICIPATION (25 POINTS): At least one area of ISRT participation must be documented to be eligible for application.

List your participation in the ISRT including offices held, committee appointments, lectures presented, awards received, etc. Attendance at ISRT educational meetings/lectures does NOT constitute ISRT participation. Attach additional pages if necessary. If currently serving, the Executive Secretary will verify service. If previous service, you must supply documentation, such as Certificate of Recognition.

POSITION **YEAR SERVED (for example, 2002-2003)**

III. OTHER RADIOLOGIC SCIENCE PROFESSIONAL ORGANIZATION MEMBERSHIP AND PARTICIPATION (20 POINTS):

List the name(s) and years of membership of all radiologic science professional societies for which you are a current member. (ASRT, SNM-TS, SDMS, AHRA, AERS, etc.). Excludes ISRT, District, ARRT, NMTCB, ARDMS. **You must include a current copy of all professional organization membership cards and documentation of the number of years..

ORGANIZATION NAME **TOTAL NUMBER OF YEARS OF MEMBERSHIP**

List your participation in other radiologic science professional organizations, such as ASRT, SNM-TS, SDMS, AHRA, AERS, etc., including offices held, committee appointments, lectures, publications, awards received, etc. Attach additional pages if necessary. If currently serving, the Executive Secretary will verify service. If previous service, you must supply documentation, such as Certificate of Recognition.

POSITION **YEAR SERVED (for example, 2002-2003)**

2009 PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP APPLICATION (continued)

IV. APPLICANT STATEMENT: (50 POINTS)

Please submit a typed statement as to why you believe you should be awarded the scholarship. The statement could also include information on community service activities and participation that are health related. The statements may include personal information regarding the applicant and their history. The statement should be limited to no more than 2 pages, 12 point font, 1" margins, double spaced and submitted on a separate sheet(s) of paper. The statement will be evaluated as follows:

Neatness	(5 points)
Spelling	(5 points)
Grammar	(10 points)
Cohesion of thought	(15 points)
Rationale for receiving the scholarship	(15 points)

DOCUMENTATION:

In addition to this application, the following documentation must be attached:

- Proof of enrollment in the educational program (i.e., letter of acceptance).
- A copy of current, non probationary ARRT, SDMS, NMTCB card or equivalent.
- A copy of your current ISRT membership card.
- A copy of all current professional society membership cards.
- Documentation of service on committees, etc.
- Three (3) additional copies of the Applicant Statement

Have you been a past recipient of the ISRT Past President's scholarship? ____Yes ____No

If Yes, please list the year(s) received _____

ATTESTATION STATEMENT:

I have read the most current policies for the competition posted on the ISRT website and agree to abide by the policies. I have the most current application. I have read and understand this application. To the best of my knowledge the information I am providing is accurate and complete. If I accept this award, I agree to abide by the guidelines established by the ISRT at the time of my acceptance. I also agree to provide, if requested, documentation to verify any of the application information.

SIGNATURE OF APPLICANT _____

DATE OF APPLICATION _____

PLEASE MAIL SCHOLARSHIP APPLICATION AND DOCUMENTATION TO:

ISRT DIRECTOR OF COMPETITIONS
(see Executive Staff on the ISRT website at www.isort.org for current name and address)

Postmarked/Received _____
ISRT membership verified _____
All documentation supplied _____

Meets minimum qualifications _____
Signature of Director of Competitions _____

**PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP
JUDGES DIRECTION SHEET**

GENERAL SELECTION INFORMATION

1. The duty of the judges is to evaluate the applicant statement and assign points.

SELECTION PROCEDURE

1. Independently review each applicant statement and complete the Applicant Statement Judging Sheet.
2. Half points may be used when scoring the applicant statements.
3. After scoring all statements, return all judging sheets and statements to the Director of Competitions.
4. All judges are responsible for submitting their scores in a timely manner according to the deadline determined by the Director of Competitions.
5. The judges should not divulge any aspects of the scoring.

PAST PRESIDENTS SCHOLARSHIP JUDGES DIRECTION SHEET
ADOPTED: 3/98
AMENDED: 7/00, 8/03, 9/03, 09/05

Anonymous Identifier _____

PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP APPLICANT STATEMENT JUDGING SHEET

APPLICANT STATEMENT: (50 POINTS) You may use half points in this section for scoring.

Please score the applicant's statement as to why they believe they should be awarded the scholarship. The statement could also include information on community service activities and participation that are health related. The statements may include personal information regarding the applicant and their history. The statement should be limited to no more than 2 pages, 12 point font, 1" margins, double spaced and submitted on a separate sheet(s) of paper. Evaluate the statement as follows:

CATEGORY	POINTS AWARDED
Neatness (5 points)	
Spelling (5 points)	
Grammar (10 points)	
Cohesion of thought (15 points)	
Rationale for receiving the scholarship (15 points)	

APPLICANT STATEMENT (50 POINTS)

TOTAL POINTS _____

COMMENTS _____

Signature of judge _____

APPLICANT STATEMENT JUDGING SHEET

ADOPTED: 09/05

AMENDED: 05/06

**PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP
DIRECTOR OF COMPETITIONS DIRECTION SHEET**

GENERAL SELECTION INFORMATION

1. The duty of the Director of Competitions is to evaluate the applications in order to determine selection of scholarship recipients.

SELECTION PROCEDURE

1. Independently review each application and complete the Applicant Critique Sheet.
2. To be eligible to apply, applicants must document participation in the ISRT at least one time which could include serving as an officer, committee/taskforce chairman or member, lecturer, awards received, etc. Attendance at ISRT educational meetings/lectures does NOT constitute ISRT participation.
3. All applicants will be scored based on the number of total years of ISRT membership, ISRT participation, other radiologic science professional organization membership and participation and the applicant statement.
4. Assign point values for ISRT membership. The years of ISRT membership shall be interpreted as follows:
 - a. Years do not have to be consecutive
 - b. An individual who joins at any time during the year (excluding ½ year dues) receives 1 point for each year of membership.
 - c. Inactive status and student membership receive 1 point for each year of membership.
 - d. Half year dues membership receive ½ point for each year of membership.
 - e. Students who graduated during the membership year whose Student membership expired and did not upgrade their membership do not receive any points for the year.
5. The Director of Competitions shall complete applicant critique sheets for each applicant. As the applicant statement judging sheets are returned, the Director of Competitions shall transfer the judge's scores to the applicant critique sheets. The Director of Competitions shall complete and verify tally score sheets for each applicant and then rank the applicants. Final scores will be calculated on an average of the judge's scores for the applicant statements, i.e., all judge's scores will be added together and divided by the total number of judges to arrive at a final average point score to be listed for the applicant statement score. The final point score shall be calculated to two decimal places with no rounding by the Director of Competitions. The Director of Competitions will then rank the applicants in order of the highest point totals to determine the scholarship recipients.

6. Applicants who have never been a Past Presidents Scholarship recipient will be given first preference to receive scholarships even if they do not have the highest point totals for number of membership years and participation as long as they have listed one area of participation for the ISRT. i.e., if an applicant who has never been a Past President Scholarship recipient listed one ISRT committee appointment and a previous scholarship recipient listed 10, the applicant who has never been a Past President Scholarship recipient would be given priority.
7. Previous Past Presidents Scholarship recipients may reapply but preference will be given to applicants who have never been a Past Presidents Scholarship recipient provided they meet the minimum qualifications as outlined in 2.a.
8. Once point total are completed, the Director of Competitions will rank all applicants who have never been a Past Presidents Scholarship recipient provided they meet the minimum qualifications as outlined in 2.a. first in order of the highest point totals to determine the scholarship recipients. Applicants who have never been a Past Presidents Scholarship recipient will be given first preference to receive scholarships even if they do not have the highest point totals for number of membership years and participation and involvement. i.e., if an applicant who has never been a Past Presidents Scholarship recipient listed one ISRT committee appointment and a previous scholarship recipient listed 10, the applicant who has never been a Past Presidents Scholarship recipient would be given priority.
9. The Director of Competitions will then rank the remaining applicants in order of the highest point totals to determine the scholarship recipients.
10. After verification of scores, completion of overall tally sheets and ranking of all applicants, the Director of Competitions must send all of the information to the President for verification and agreement on the final scholarship recipients.
11. In the event of a tie for the last scholarship, it shall be the discretion of the Director of Competitions and the President on how the tie will be handled. Possible areas to consider would be the level of and participation such as years of service as a committee chairman versus service as a committee member, service as an officer, etc.
12. No aspects of the selection process shall be divulged.

DIRECTOR OF COMPETITIONS DIRECTION SHEET
ADOPTED: 8/03
AMENDED: 09/05

PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP APPLICANT CRITIQUE SHEET

APPLICANT NAME _____

Has the applicant documented participation in the ISRT at least one time including offices held, committee appointments, lectures presented, awards received, etc.? _____Yes _____No

- If no, the applicant is ineligible.

Has the applicant been a past recipient? _____Yes _____No

- If no, and the applicant has documented participation in the ISRT including offices held, committee appointments, lectures presented, awards received, etc. at least one time, they will be given first preference to receive scholarships even if they do not have the highest point totals for number of membership years and participation and involvement. i.e., if an applicant who has never received the Past Presidents Scholarship listed one ISRT committee appointment and a previous scholarship recipient listed 10, the applicant who has never received the Past Presidents Scholarship would be given priority.
- Score and rank all applicants who have never been a Past President’s Scholarship recipient first and then rank all other applicants.

POINT TALLY:

POINTS AWARDED

I. ISRT MEMBERSHIP (5 POINTS):

(Must have copy of card to award points)

YEARS

Years of membership in the ISRT (excludes District) _____

Award points as follows:

- Member 1-5 years: 1 point
- Member 6-10 years: 2 points
- Member 11-15 years: 3 points
- Member 16-20 years: 4 points
- Member more than 20 years: 5 points

1. Years do not have to be consecutive
2. An individual who joins at any time during the year (excluding ½ year dues) receives 1 point for each year of membership.
3. Inactive status and student membership receive 1 point for each year of membership.
4. Half year dues membership receive ½ point for each year of membership.
5. Students who graduated during the membership year whose Student membership expired and did not upgrade their membership do not receive any points for the year.

II. ISRT PARTICIPATION (25 POINTS):

Award 1 point for each ISRT activity with a maximum of 25 points. _____

**NOTE: If the service year is 2004-05, that counts as 1 point.

(Confirm service with Executive Secretary if current or must supply documentation such as Certificate of Recognition)

III. OTHER RADIOLOGIC SCIENCE PROFESSIONAL ORGANIZATION MEMBERSHIP AND PARTICIPATION (20 POINTS):

Award 1 point for each activity or membership in other radiologic science professional organizations with a maximum of 20 points (excluding ISRT District, ARRT, NMTCB, ARDMS). _____

**NOTE: If the service year is 2004-05, that counts as 1 point.

(Must have documentation including a current copy of all professional organization membership cards, documentation of the number of years and documentation of service such as a Certificate of Recognition.)

PAST PRESIDENTS TECHNOLOGIST SCHOLARSHIP APPLICANT CRITIQUE SHEET (continued)

IV. APPLICANT STATEMENT: (50 POINTS)

JUDGES APPLICANT STATEMENT TOTAL POINTS	COMBINED TOTAL POINTS OF JUDGES:	_____
Judge 1 _____	DIVIDED BY TOTAL # OF JUDGES:	_____
Judge 2 _____	FINAL AVERAGE POINTS: (Take to 2 decimal places with no rounding)	_____
Judge 3 _____	FINAL ASSIGNED POINTS FOR SECTION IV.	_____

SECTION SCORE TALLY:	POINTS AWARDED
I. ISRT MEMBERSHIP (5 POINTS)	_____
II. ISRT PARTICIPATION (25 POINTS)	_____
III. OTHER RADIOLOGIC SCIENCE PROFESSIONAL ORGANIZATIONS (20 POINTS)	_____
IV. APPLICANT STATEMENT (50 POINTS)	_____
TOTAL POINTS	_____

NUMERICAL RANKING: _____

_____ SCHOLARSHIP AWARDED

_____ SCHOLARSHIP NOT AWARDED

DIRECTOR OF COMPETITION'S SIGNATURE _____

PRESIDENT'S SIGNATURE _____

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City, State, Zip

Date

Dear Name,

This is to acknowledge receipt of your application and all accompanying documentation for the Past Presidents Technologist Scholarship. The deadline for applications is the first day of January. The selection committee will make a decision and you will be contacted after that date.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Name
Director of Competitions
Phone
E-mail

PAST PRESIDENTS SCHOLARSHIP APPLICATION ACKNOWLEDGMENT LETTER
ADOPTED: 7/01
AMENDED: 8/03

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City/State/Zip

Date

Dear Name,

Thank you for agreeing to serve as a judge for the Past Presidents Technologist Scholarship. I have enclosed (number) applicant statements for your review.

Please review the enclosed judges directions. Utilize the applicant statement judging sheets provided and return the judging sheets and the applicant statements to me no later than (Month, Day, Year). It is extremely important that you return the judging sheets and applicant statements no later than the date specified so that I am able determine the scholarship recipients and notify them in a timely manner.

If you have any questions, please feel free to contact me.

Sincerely,

Name
Director of Competitions
Phone
E-mail

PAST PRESIDENTS SCHOLARSHIP JUDGES LETTER
ADOPTED: 7/01
AMENDED: 8/03, 09/05, 9/07

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City, State, Zip

Date

Dear Name,

I am pleased to inform you that you have been selected as a (year) recipient of the Past Presidents Technologist Scholarship.

The scholarship monies will be paid upon receipt of proof of expenses (tuition, books, lab fees) and grades from January 1 to December 31 of the scholarship year. You will receive additional information and guidelines regarding this in the mail from the ISRT Executive Secretary in the very near future. Please contact the Executive Secretary if you have not received your information packet within six weeks.

All Scholarship recipients will be formally acknowledged during the Awards Presentation at the (year) Annual Conference Business Meeting in the fall. Registration information for the (year) Annual Conference will be available closer to the conference. I hope that you will be present to accept your award.

Again, congratulations on being selected as a scholarship recipient.

Sincerely,

Name
Director of Competitions
Phone
E-mail

PAST PRESIDENTS SCHOLARSHIP NOTIFICATION TO RECIPIENT

ADOPTED: 7/01

AMENDED: 8/03, 9/07

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City, State, Zip

Date

Dear Name,

Thank you for your application for the (year) Past Presidents Technologist Scholarship. Unfortunately you were not selected as a scholarship recipient. The ISRT Board of Directors thanks you for your interest and participation and encourages your participation.

Sincerely,

Name
Director of Competitions
Phone
E-mail

PAST PRESIDENTS SCHOLARSHIP NOTIFICATION TO NONRECIPIENT
ADOPTED: 7/01
AMENDED: 8/03

ISRT LETTERHEAD

Address
City,State,Zip

Name
Address
City, State, Zip

Date

Dear Name

On behalf of the ISRT Board of Directors, congratulations on being selected as a Past Presidents Technologist Scholarship recipient. The scholarship monies will be paid upon receipt of proof of expenses (tuition, books, lab fees) and grades from January 1 to December 31 of the scholarship year. I have included the policies and procedures for you to utilize to obtain reimbursement upon completion of your educational course.

Again congratulations. The ISRT Board of Directors encourages you to continue to stay involved in the ISRT as you complete this educational endeavor.

Sincerely,

Name
ISRT President

PAST PRESIDENTS SCHOLARSHIP CONGRATULATIONS LETTER TO BE MAILED TO
RECIPIENTS
ADOPTED: 7/01, 9/07

H. PRESIDENT'S AWARD

1. By declaration of the Board of Directors, there may be a President's Award. This award may be given annually to a technologist who has demonstrated outstanding devotion to the ISRT.
 - a. The recipient must be a current ISRT member and hold current, non probationary status with the ARRT or equivalent and/or hold a current unrestricted license/certificate under state statute.
 - b. The recipient must have displayed leadership and served as an elected officer or a committee chairman in one or more of the following: ISRT or local ISRT District.
 - c. The recipient must have demonstrated loyalty in upholding the ethical standards of the profession of the radiologic sciences.
 - d. Officers and members of the ISRT Board of Directors shall not be eligible during their term of office.
 - e. Only one award may be given each year.
 - f. There shall be no interval stipulated during which the above qualifications may be fulfilled.
 - g. Nominations may be made by any ISRT member in good standing and must be received by the ISRT President by the end of the first business day of May. Nominations must be submitted on the approved Nomination Form.
 - h. Individuals will be notified by May 15th of their nomination. Nominees will then be responsible for completing the biographical sketch forms. The selection committee will consider only completed forms returned to the President by the first business day of July.
 - i. Selection of the recipient will be the sole responsibility of the President's Award Selection Committee.
 - j. The President's Award Selection Committee shall consist of the current President and two (2) past Presidents. The President shall have the sole responsibility of appointing the remaining two (2) members to this committee.
 - k. The nomination form may be obtained from the ISRT Executive Secretary, Journal or ISRT website.
 - l. The President's Award recipient will be announced at the Annual Conference Business Meeting.

PRESIDENT'S AWARD

NOMINATION FORM

Nominee's name: _____

Please provide a brief narrative that explains why you have nominated this individual for the award. Please provide examples of particular assets and/or achievements of the individual that demonstrate outstanding devotion to the ISRT. Please be as specific as possible. Please type your statement on 8 ½ x 11" paper, double spaced and no more than two (2) pages in length.

Nomination submitted by: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone _____ Work Phone: _____

Email Address: _____

Nomination forms must be received by the ISRT President by the end of the first business day of May for the nominee to be considered.

SEND COMPLETED NOMINATION TO:
ISRT PRESIDENT
(see Officers on the ISRT website at
www.isort.org for current name and address)

Nomination received _____

ISRT membership verified _____

Narrative supplied _____

Biographical sketch postmarked/Rcvd _____

Signature of President

PRESIDENT'S AWARD NOMINATION FORM
ADOPTED:
AMENDED: 9/98, 10/00, 09/05

PRESIDENT'S AWARD BIOGRAPHICAL SKETCH

To be considered for the award, biographical sketch forms must be completed by the nominee and received by the ISRT President of the Board by the first business day of July of the current year. Send the completed biographical sketch to: ISRT President, (see Officers on the ISRT website at www.isort.org for current name and address)

Please attach copies of any professional membership cards including ISRT, ASRT, ARRT, State Operator's certificate, etc.

Please complete the following information as thoroughly as possible and add any additional background information that you believe is relevant. Attach additional pages if necessary.

Nominee's name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone _____ Work Phone: _____

Email Address: _____

Family Information: _____

Interests/Hobbies: _____

Employment Background: (List Current First)

Place of Employment

Job Title

Approximate Date

_____	_____	_____
_____	_____	_____
_____	_____	_____

Education Background:

Include, if available, educational institutions attended, diplomas/degrees earned and year earned, continuing education activities, awards received, publications and presentations.

Professional and Civic Activities:

List any professional memberships and the extent of participation in the organizations. The ISRT, ASRT, ARRT, AERS, JRCERT, etc. are examples of some professional organizations. List any civic activities that are worthy of recognition.

List any additional background data that you believe is pertinent to this nomination.

Received: _____
Signature of President: _____

**CHECKLIST FOR NOMINEES
PRESIDENT'S AWARD:**

- _____ Nomination submitted by an ISRT member in good standing and received by the President by the end of the first business day of May. Nominations must be submitted on the approved Nomination Form with all sections completed appropriately.

- _____ Biographical sketch completed and returned by nominee to the President by the first business day of July. The President will then appoint a selection committee to evaluate and consider the nomination.

- _____ Nominee must be a current ISRT member. (The Executive Secretary will verify membership.)

- _____ Nominee must hold current, non probationary status with the ARRT or equivalent and/or hold a current unrestricted license/certificate under state statute. (Must provide copies)

- _____ Nominee must have displayed leadership and served as an elected officer or a committee chairman in one or more of the following: ISRT or local ISRT District.

- _____ Nominee must have demonstrated loyalty in upholding the ethical standards of the profession of the radiologic sciences.

- _____ Nominee is NOT currently serving on the ISRT Board of Directors.

PRESIDENT'S AWARD CHECKLIST
ADOPTED:
AMENDED: 09/05

Meets qualifications: ___Yes ___No

Award to this nominee: ___Yes ___No
Signature of President:

I. OUTSTANDING TECHNOLOGIST

1. By declaration of the Board of Directors there may be an Outstanding Technologist Award. The award may be presented annually to a technologist who consistently exemplifies outstanding values and ethics as a radiologic technologist.
2. Outstanding Technologist Procedures
 - a. The Board of Directors will utilize the Outstanding Technologist Procedures to evaluate any nominee for the award. The Board will be charged to investigate the accomplishments of the nominee and rate said nominee according to the guidelines.
 - b. The nominee must meet the general guidelines to be considered for the Outstanding Technologist Award. Nominees meeting the general guidelines are not automatically a recipient of the award. The general guidelines establish criteria to evaluate a nominee.
 - c. Nominations may be made by any ISRT member in good standing and must be received by the Chairman of the Board by the end of the first business day of May. Nominations must be submitted on the approved Nomination Form with all sections completed appropriately. Individuals will be notified by May 15th of their nomination. Nominees will then be responsible for completing the biographical sketch forms and returning them to the Chairman of the Board by the first business day of July. The Chairman of the Board will then place the item on a Board meeting agenda for evaluation and consideration by the Board of Directors. The recipient must be selected by a 2/3 vote of the Board of Directors.
 - d. Individuals selected as the Outstanding Technologist shall be presented with a plaque.
3. Outstanding Technologist General Guidelines
 - a. All nominees shall have maintained continuous active membership in the ISRT for a minimum of 5 years and must be a current member in good standing at the time of nomination.
 - b. Nominees shall have consistently exemplified outstanding values and ethics as a radiologic technologist.
 - c. Members of the ISRT Board of Directors shall not be eligible during their term of office.
 - d. Only one award may be given each year.
 - e. The Outstanding Technologist Award recipient will be announced at the Annual Conference Business Meeting.

OUTSTANDING TECHNOLOGIST

NOMINATION FORM

Nominee's name: _____

Please provide a brief narrative that explains why you have nominated this individual for the award. Please provide examples of particular assets and/or achievements that demonstrate how the individual has consistently exemplified outstanding values and ethics as a radiologic technologist. Please be as specific as possible. Please type your statement on 8 ½ x 11" paper, double spaced and no more than two (2) pages in length.

Nomination submitted by: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone _____ Work Phone: _____

Email Address: _____

Nomination forms must be received by the ISRT Chairman of the Board by the end of the first business day of May for the nominee to be considered.

SEND COMPLETED NOMINATION TO:
ISRT CHAIRMAN OF THE BOARD
(see Officers on the ISRT website at
www.isort.org for current name and address)

Nomination received _____
ISRT membership verified _____
Narrative supplied _____
Biographical sketch postmarked/Rcvd _____
Signature of Chairman of the Board: _____

OUTSTANDING TECHNOLOGIST AWARD NOMINATION FORM

ADOPTED:

AMENDED: 9/98, 10/00, 09/05

OUTSTANDING TECHNOLOGIST AWARD BIOGRAPHICAL SKETCH

To be considered for the award, biographical sketch forms must be completed by the nominee and received by the ISRT Chairman of the Board by the first business day of July of the current year. Send the completed biographical sketch to: ISRT Chairman of the Board, (see Officers on the ISRT website at www.isort.org for current name and address)

Please attach copies of any professional membership cards including ISRT, ASRT, ARRT, State Operator's certificate, etc.

Please complete the following information as thoroughly as possible and add any additional background information that you believe is relevant. Attach additional pages if necessary.

Nominee's name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone _____ Work Phone: _____

Email Address: _____

Family Information: _____

Interests/Hobbies: _____

Employment Background: (List Current First)

Place of Employment	Job Title	Approximate Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Education Background:

Include, if available, educational institutions attended, diplomas/degrees earned and year earned, continuing education activities, awards received, publications and presentations.

Professional and Civic Activities:

List any professional memberships and the extent of participation in the organizations. The ISRT, ASRT, ARRT, AERS, JRCERT, etc. are examples of some professional organizations. List any civic activities that are worthy of recognition.

List any additional background data that you believe is pertinent to this nomination.

OUTSTANDING TECHNOLOGIST
BIOGRAPHICAL SKETCH FORM
ADOPTED: 09/05

Received: _____
Chairman of the Board's signature: _____

**CHECKLIST FOR NOMINEES:
OUTSTANDING TECHNOLOGIST AWARD:**

_____ Nomination submitted by an ISRT member in good standing and received by the Chairman of the Board by the end of the first business day of May. Nominations must be submitted on the approved Nomination Form with all sections completed appropriately.

_____ Biographical sketch completed and returned by nominee to the Chairman of the Board by the first business day of July. The Chairman of the Board will then place the item on a Board meeting agenda for evaluation and consideration by the Board of Directors. The recipient must be selected by a 2/3 vote of the Board of Directors.

_____ Nominee shall have maintained continuous active membership in the ISRT for a minimum of 5 years and must be a current member in good standing at the time of nomination. (The Executive Secretary will verify membership.)

_____ Nominee is NOT currently serving on the ISRT Board of Directors.

_____ Nominees shall have consistently exemplified outstanding values and ethics as a radiologic technologist.

Meets qualifications: <input type="checkbox"/> Yes <input type="checkbox"/> No _____
Award to this nominee: <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Chairman of the Board: _____

OUTSTANDING TECHNOLOGIST AWARD CHECKLIST
ADOPTED: 09/05
AMENDED: