

QUARTERLY PROMOTIONAL SUBMISSION FORM

Please complete and return form along with proof of promotion to:

John Lechner
Director of Education
ASIS International

By fax: +1.703.706.3709
By email: john.lechner@asisonline.org
By mail: 1625 Prince Street
Alexandria, VA 22314-2818

If you have questions regarding your submission, please email John or contact him by telephone at +1.703.518.1429.

Date: _____ Chapter Name and No: _____
First Name: _____ Number of Members in Chapter: _____
Last Name: _____
Email: _____ Telephone: _____

Please check the quarter for which you are submitting:

- Quarter 1 [Deadline: April 15] Quarter 3 [Deadline: October 15]
 Quarter 2 [Deadline: July 15] Quarter 4 [Deadline: January 15]

Please list the ASIS educational programs for which your chapter seeks promotional credit this quarter and identify the activities that were undertaken to promote each. **Note:** Please submit proof of your promotions along with this form. (i.e. print-outs of emails, online listings, letters, newsletters and such.)

Program Title: _____ Date(s): _____ Location: _____

1.

- HTML Email
Number of names: _____ Description/make-up of list: _____
- Text Email
Number of names: _____ Description/make-up of list: _____
- Website Announcement/Calendar listing/Banner
- Letter/Newsletter
Number of names: _____ Description/make-up of list: _____
- Other: _____

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Continued

Program Title: _____ Date(s): _____ Location: _____

2.

- HTML Email
Number of names: _____ Description/make-up of list: _____
- Text Email
Number of names: _____ Description/make-up of list: _____
- Website Announcement/Calendar listing/Banner
- Letter/Newsletter
Number of names: _____ Description/make-up of list: _____
- Other: _____

Program Title: _____ Date(s): _____ Location: _____

3.

- HTML Email
Number of names: _____ Description/make-up of list: _____
- Text Email
Number of names: _____ Description/make-up of list: _____
- Website Announcement/Calendar listing/Banner
- Letter/Newsletter
Number of names: _____ Description/make-up of list: _____
- Other: _____

Program Title: _____ Date(s): _____ Location: _____

4.

- HTML Email
Number of names: _____ Description/make-up of list: _____
- Text Email
Number of names: _____ Description/make-up of list: _____
- Website Announcement/Calendar listing/Banner
- Letter/Newsletter
Number of names: _____ Description/make-up of list: _____
- Other: _____

Thank you for your submission. Upon receipt, your submission will be reviewed and the appropriate credits will be assigned to your chapter account. You will receive a letter documenting your credits each quarter within 30 days of the submission deadline. Credits accrue annually and may be redeemed in the following calendar year for ASIS products and services as outlined in the program FAQs. Certain restrictions apply.

