



## Procedure for Requesting Distinguished Membership Status

### Distinguished Membership

#### Criteria:

- Given the HAZCOM Lifetime Achievement Award (Note: this award guarantees automatic Distinguished membership status)
- Has maintained 25 years (non-concurrent) minimum membership duration with SCHC
- Contributed 13 years (non-concurrent) of service to SCHC in roles including
  - ❖ Committee Member
  - ❖ Committee Chair
  - ❖ Instructor
  - ❖ Board of Directors Member

#### Benefits:

- Waived yearly SCHC Membership Fee
- 50% discount on meetings
- 25% discount on in person courses
- 50% discount on distance learning courses, webinars, and other online events

#### Procedure:

1. Submitter gathers all supporting information regarding the above criteria.
2. Submitter completes the Distinguished Membership Status Change Form.
3. Submitter sends the completed form via email to the Membership chair(s)
4. Membership Committee will:
  - a. Review the submitted Distinguished Membership Status Change Form.
  - b. If there are any questions on the submitted form, the Membership committee will contact the Submitter by email.
  - c. Submitter must respond to the email and resubmit the updated form.
  - d. Once Membership has reviewed the updated form, it will be sent on to the Board of Directors for approval.
5. Board of Directors will
  - a. Review the submitted Distinguished Membership Status Change Form
  - b. If there are any questions on the submitted form, the Board of Directors will return the form to the Membership Committee with their comments via email.
  - c. Membership Committee will follow up with the Submitter as needed.
  - d. Submitter must respond to the email and resubmit the updated form.
  - e. Once Membership has reviewed the updated form, it will be sent on to the Board of Directors for approval.
6. Once approved by the Board of Directors, notice will be sent to the SCHC Administrative assistant for processing and posting to SCHC Membership website.
7. Membership status benefits will begin at this point.
8. The change in Membership Dues will apply at the next renewal period. (Please be aware this process may take up to 3 months to complete.)

