**WRITING A PERSONNEL REVIEW REPORT FOR CENTER**

**BUSINESS MEETINGS**

* Records are essential to follow students’ and associates’ progress, inform accredited/emeritus judges with voting rights of their status and ensure smooth transition between outgoing and incoming Education Coordinators—and to record successes or issues
* Send to the center chair and all accredited or emeritus voting members of the center *prior* to the center business meeting.
* The center chair is responsible for forwarding the final personnel report as part of the confidential minutes to the national Judging Committee chair who then puts acceptances and promotions on the agenda for the JC meeting for consideration.

**Headings**

* Title
* Date
* Center
* Names of people to be considered for student status or promotion—be specific to level—in red. Make obvious so that status and promotions are not missed.

**Associates**

* Name
* Date voted on by center for acceptance as a student
* Date voted on by AOS for acceptance as a student
* Date voted on by center for promotion to associate
* Date voted on by AOS for promotion to associate
* Date voted on by center for promotion to accredited
* Advisers
* Short summary of total attendance, talks given, homework completed, progress on a project, out-of-region events. Note: If appropriate, put in red whether or not you are recommending promotion. If the center votes positively on promotion, after the business meeting, revise the report to recommended.

**Students**

* Name
* Date voted on by center for acceptance as a student
* Date voted on by AOS for acceptance as a student
* Advisers
* Short summary of total attendance, talks given, homework completed, progress on a project, out-of-region events attended, any problems or successes. If the student is eligible for promotion, note in red whether or not you are recommending promotion. If the center votes positively on promotion, after the business meeting, change the report to reflect that.

**Prospective Students**

* Name
* Summary of color vision (may be give in center from one on the internet) results, application letter, judgings attended and summary of interview.
* Recommendation for acceptance, rejection or asked to try again at the next business meeting and reasons for these latter two.

**Post Business Meeting**

*The Final Personnel Report with corrections to dates, results of center vote, and any additional comments on performance is sent to the center secretary for inclusion in the restricted minutes and to the center chair.*