

## ASIST Program Calendar

DATE	ACTIVITY	SUBMIT TO
October - December	Research and establish plans for coming year. Provide Chapter ASIST chair's name and contact information by December 31 ( <a href="#">Form 29</a> ).	Corporate Office/ Corporate Scholarship Director
January	Finalize contact list, prepare program material and press release ( <a href="#">Exhibit 36</a> ) for distribution.	Local agencies
April	Deadline for submission of candidate application ( <a href="#">Form 25 and 26</a> )	Chapter ASIST chair
May	ASIST committee selects Chapter winners	n/a
June	Notify recipient(s), sponsor(s) and educational provider(s) of award(s). Advise all candidate(s) and sponsor(s) of selection results. Issue press release regarding recipient(s). Send check(s) within established time frame.	n/a
July 1	Application of Chapter winner <b>must be received</b> . ( <a href="#">Form 25</a> along with other documentation and two personal reference letters about the applicant) <a href="#">Form 22</a> must be submitted.	Corporate ASIST Coordinator
July 1	Notification of Chapter winner ( <a href="#">Form 22</a> ) <b>must be received</b>	Corporate Scholarship Director
July	Corporate judging, audit of compilation ( <a href="#">Exhibit 38, 39, 40, 41</a> )	n/a
August 5	Twelve corporate winners selected & notified	n/a
September	Corporate ASIST recipients announced at Leadership Conference & Annual Meeting (LCAM)	n/a

[Form 22:](#) [Notification of Chapter Winner](#)

[Form 25:](#) [ASIST Application](#)

[Form 26:](#) [ASIST Scholarship Applicant Evaluation Form](#)

[Form 29:](#) [B/C/DP Projects Participation Form](#)

[Exhibit 36:](#) [ASIST Program Press Release](#)

[Exhibit 37:](#) [ASIST Program Letter to Potential Sponsors](#)

[Exhibit 38:](#) [ASIST Program Letter to Sponsor to Advise of Selection Results](#)

[Exhibit 39:](#) [ASIST Program Letter to Recipient](#)

[Exhibit 40:](#) [ASIST Program Letter to Sponsor of Recipient](#)

[Exhibit 41:](#) [ASIST Program Letter to Non-Funded Applicant](#)