**SMA AWARD REPORTING FORM**

(V.1 – April 2018)

***Table 1. For administrative use only.***

|  |  |
| --- | --- |
| ***For SMA, check one box here:*** | ***[\_\_] This is for SMA Board Award[\_\_] This is for SMA SIG Award*** |
| ***For AAA, check one box here:*** | ***[\_\_] Mail check to address below[\_\_] Bring check to AAA meeting for pick up[\_\_] Awardee is US citizen and W-9 is attached*** |

**COMMITTEE CHAIRS**:
Please complete Sections I-III of this request form to process the award(s) that SMA will confer at the Annual Meeting of the American Anthropological Association (AAA).

* Information pertinent to multiple awards/winners cannot be combined within a single form.
* Make sure to provide all the necessary information: if some information is missing, we may not be able to process the form in time.
* Please submit the form to the designated board contact person by email no later than October 15.
* For support, a guide to all board prizes is at the end of this form. (SIG award information is not centrally administered because SIGs are self-organizing.)
1. **Award Information**
2. **Date:** ……
3. **Name of Award:** ……
4. **Award Description:** ……
5. **Committee Members (and Affiliations):** ……
6. **Name of SIG (if applicable)** ……
7. **Awardee Information**
8. **Winner's Name (Last, First):** Last, First……
9. **Winner's Affiliation: …..**
10. **Winner’s Cell Phone Number & Email Address:** ……
11. **Winner’s Full Mailing Address, with Country and Post-Code (for winners who cannot attend the AAA meetings):** ……
12. **Short statement regarding why the winner won the prize (to be read at the award ceremony):** ……
13. **Preferred Language for Plaque or Certificate (if any; see table above; and note that prototypes appear in the Policy and Procedures manual):** ……
14. **Monetary Prizes**

Note that W-9 forms are **required** of the winners for all monetary awards if they are US citizens or US residents. The W-9 must be sent to the treasurer by **October 15th.**

1. **How would the awardee like to handle prizes with a monetary value?** *By choosing a gift card option, the winner will not be asked to provide additional personal information (e.g., social security number) to obtain the prize.*

[\_\_] Our Board/SIG will confer a gift card (*skip to Item 13*).

[\_\_] Our Board/SIG will confer a check (*skip to Item 14*).

[\_\_] Our Board/SIG will confer a direct bank deposit (*skip to Item 15*).

[\_\_] This award does not entail cash (*Congratulations: You are finished!)*

1. **We wish to give a gift card to the winner in the amount of $** [insert dollar figure] **from the following vendor.** (*Check one box only.*)

[\_\_] American Express\*

[\_\_] Visa/MasterCard\*

[\_\_] Amazon

[\_\_] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*\*

*\*An additional vendor expense may be incurred. This amount is typically $3.95 - $5.95.*

*\*\*For SIGs: Please note that the fee for issuing the award card will be taken out from the respective SIG budgets.*

*\*\*\*The designated board contact will inform the chair whether the request for an “other” gift card can be accommodated within 5 days of receipt of this form.*

**14. The committee requests a check in the amount of $** [insert dollar figure]**.** *By choosing this option, the winner will be asked to provide additional personal information listed below. The AAA needs the information to create a check.*

a. Winner's postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Please make sure to attach winner's W9 if the winner is either a US citizen or a resident of the US.

**15. The committee requests direct deposit in the amount of $** [insert dollar figure]**.** *By choosing this option, the winner will be asked to provide additional personal information listed below. The AAA needs the information to process the direct bank deposit.*

a. Winner's Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Winner's Bank Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. Winner's Bank Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d. Winner's Bank Routing Number (IBAN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

e. Winner's Bank Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

f. Winner's Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

g. Winner's Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

h. Please make sure to attach winner's W9 if the winner is either a US citizen or a resident of the US.

*\*If the recipient’s bank charges a transaction fee, that fee will need to be borne by the recipient unless the SIG can/will cover it. Sometimes these fees are quite high.*

1. **Certificate Information**
2. **How would the Award Board/SIG like to handle the processing of the certificate of award?** (*Check one box only.*)

[\_\_] Our Board/SIG requests a certificate of award from the SMA to be signed by both the SIG liaison and the SIG chair.

[\_\_] Our Board/SIG will create its own certificate.

GUIDE TO BOARD PRIZES

|  |  |  |
| --- | --- | --- |
| Career Awards  | Plaque | Career Achievement (even years) |
| Plaque | Foster Practicing (odd years) |
| Plaque | MASA Mentorship (even years)  |
| Plaque | Hazel Weidman Award (odd years) |
| Student Travel Awards to AAA Meetings  | Check for $500 | STAs (every year; two categories: undergraduate and graduate |
| Paper Prizes | Certificate and Check for $250 | Polgar (every year) |
| Certificate and Check for $250 | Hughes Graduate Student (even years) |
| Certificate and Check for $250, plus up to $250 for travel reimbursement | Rivers Undergraduate (odd years)  |
| Certificate and Check for $500 | SMA Dissertation (odd years) |
| Book Prizes  | Check for $1000  | Basker (every year; Virginia Domínguez provides plaque) |
| Certificate and Check for $500 | New Millennium (odd years) |