

SMA AWARD REPORTING FORM
(V.1 – April 2018)

Table 1. For administrative use only.

<i>For SMA, check one box here:</i>	<input type="checkbox"/> <i>This is for SMA Board Award</i>
	<input type="checkbox"/> <i>This is for SMA SIG Award</i>
<i>For AAA, check one box here:</i>	<input type="checkbox"/> <i>Mail check to address below</i>
	<input type="checkbox"/> <i>Bring check to AAA meeting for pick up</i>
	<input type="checkbox"/> <i>Awardee is US citizen and W-9 is attached</i>

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.)

I. Award Information

1. Date:
2. Name of Award:
3. Award Description:
4. Committee Members (and Affiliations):
5. Name of SIG (if applicable)

II. Awardee Information

6. Winner's Name (Last, First): Last, First.....
7. Winner's Affiliation:
8. Winner's Cell Phone Number & Email Address:

9. Winner's Full Mailing Address, with Country and Post-Code (for winners who cannot attend the AAA meetings):
10. Short statement regarding why the winner won the prize (to be read at the award ceremony):
11. Preferred Language for Plaque or Certificate (if any; see table above; and note that prototypes appear in the Policy and Procedures manual):

III. **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**.

12. 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!*)

13. 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.*

IV. Certificate Information

14. 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)