

ASRC 36-Month Review Overview

The major supporting document for the 36-Month Review is the General Administrative Manual:

B.2 The Group will provide written documentation of the items listed below to the ASRC Training Officer who will evaluate for compliance with the listed procedures. The ASRC Training Officer will make a recommendation regarding compliance with this policy to the Board of Directors. He/she will bring the material to present to the Board of Directors meeting which falls before the end of the review period.

	Written Documentation	Requirement(s) Supported
A	An ASRC Operations Committee Representative will inspect your equipment and complete the ASRC Equipment Inspection Checklist.	B.2.1 Minimum equipment - Certified Groups shall maintain equipment requirements set forth in the Operations Manual, and be prepared to show physical evidence of such equipment. Operations Manual Annex A: Equipment Requirements for Group Certification
B	Please attach your current group roster as submitted for publishing on the ASRC Web page <i>If your current roster does not meet the minimum membership requirements, you may submit a roster up to 4 months old.</i>	B.2.2 Minimum Membership A certified group shall meet the requirements as specified in the ASRC Bylaws (April 2004), Article III, Sections 3.2. Class-A Certified Group: ASRC Bylaws, Article III, Section 3.2.2.1 have at least 16 ASRC Active Members, including: 6 with ASRC Field Team Leader or higher certification, and ten with ASRC Field Team Member or higher certification, as determined by the Group's Training Officer, and as defined in the ASRC Training Standards. Class-B Certified Group: ASRC Bylaws, Article III, Section 3.2.2.2 have at least 10 ASRC Active Members, including: ten with ASRC Field Team Member or higher certification, as determined by the Group's Training Officer, and as defined in the ASRC Training Standards. Group status will be determined each January 1 st by means of examination of the latest Group roster in possession of the ASRC Secretary at that time.
C	Please attach a copy of your 2004 ASRC dues receipt. <i>Contact ASRC Treasurer at treasurer@asrc.net if you need a copy.</i>	B.2.3 Financial Solvency - Certified Groups shall provide their books and financial papers for a complete audit by the Conference Treasurer. (usually a check book and brief review of 1-2 months banking records is sufficient.)
D	Please attach a list of 12 or more conference events for which you had two or more active members during 2002, 2003 and 2004.	B.2.4 Conference Involvement - Certified Groups shall attend twelve or more conference events (Incidents, simulations, Board of Directors meetings, et cetera) with a minimum of two active members or more at each event.
E	Please attach a copy of your training schedule to include activities and dates for the past year.	B.2.5 Compliance with Conference - Certified Groups shall show evidence of meeting and maintaining the standards of ASRC. These include the Articles of Incorporation, Bylaws, Training Standards, and this manual.