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# 2018-2019 ASCE Membership Form

Complete with \$10.00 annual dues (checks made payable to ASCE)

Send form and check to **Tammy Patrick, Treasurer – Box 32**

If you do not receive a receipt in 7-10 business days, please contact the treasurer.

To receive eligibility for the **Fall 2019 ASCE CAP Exam Scholarship, the treasurer must receive form and dues by August 15, 2018.**

Name: \_\_\_\_\_ Birthday Month/Day: \_\_\_\_\_

Title or Position: \_\_\_\_\_ Department: \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Campus Box #: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ @mtsu.edu

# of Years Served at MTSU \_\_\_\_\_ Currently hold any of the designations below? Please mark either Y or N

Certified Administrative Professional (CAP) Y N If Y, date received: \_\_\_\_\_

Currently hold Organizational Management (OM) Y N If Y, date received: \_\_\_\_\_

Notary Public Y N If Y, expiration date: \_\_\_\_\_

## Get Involved – Volunteer!

Please mark all that interests you

ASCE Kick-Off Celebration (mid-Sep.)

Photography (preferred at each meeting/event)

Fall Picnic (Oct./Nov.)

Scholarship (First week Jan., May, July, Nov. via mostly email)

Winter Wonderland (before winter break)

CAP Coaching Committee (New committee – no time line available)

Souper Luncheon (Mid-Mar.)

Fundraising (Nut Sales – time-commitment level higher in Oct./Nov./Dec.)

Professional Development (May)

Election (mid-May through June)

## Share Your Gifts!

Please mark all that apply where you could be a resource for other ASCE members

P-Card Usage

Contracts

MS Office PowerPoint

Banner Finance

MS Outlook

Adobe Photoshop

Web-Time Entry

MS Office Word

Adobe Acrobat Reader DC

Travel Policies/Forms

MS Office Excel

Apple Platforms

Event Scheduling

MS Office Publisher

CAP Resources/Testing

Please list any other miscellaneous information you would like to share with ASCE members such as hobbies, special interests, talents, goals, etc. as well as food allergies or dietary preferences on the back side of this form.

I would like to donate an additional \$10.00 to help someone who is financially strapped to be able to join ASCE. Please contact ASCE treasurer directly if this donation is for a specific person.

**This membership expires on June 30, 2019.** ALL classified secretarial & clerical employees are welcome to join anytime during the MTSU fiscal year.