



## SERVICE AWARD PROGRAM 2005 DATA REQUEST PACKAGE

### PROCESS CHECKLIST

**As year end approaches and we prepare for 2005 reports and statements, sponsors play an important part in getting the information ready. There are 4 important steps that you need to follow to complete the 2005 point certification process:**

#### **1) CERTIFY: Instructions for FIRE DEPARTMENT/COMPANY**

- Update your participant listing for 2005 points earned. Be sure to add new members and report who has left the department or company.
- Make sure everyone has a date of birth. This is important to determine benefits and eligibility.
- CERTIFY that the information is correct and send the package to the Sponsor's governing board by 3/31/2006.

#### **2) APPROVE: Instructions for SPONSOR'S GOVERNING BOARD**

- Review and approve the 2005 points listing and send the package back to the Fire Department.

#### **3) POST: Instructions for FIRE DEPARTMENT/COMPANY**

- Post 2005 certified points listing for no less than 30 days and at the end of the posting period send the package to the sponsoring board.
- Encourage the volunteers to carefully examine the information posted – this is their opportunity to make corrections and appeal errors. Having each volunteer initial their information is a good way to insure that they have reviewed it.

#### **4) AUTHORIZE: Instructions for SPONSOR'S GOVERNING BOARD**

- Sponsor reviews and approves changes, if any, and sends the data package to Penflex, Inc.

### **IMPORTANT: Keep Beneficiary Designations Up-to-Date**

An up-to-date Beneficiary Designation is important to make sure that a volunteer's benefits can be paid promptly in the event of untimely death. The Participant Listing in the back of the Annual Report and each individual Annual Participant Statement will indicate each participant's named beneficiary(ies). Please encourage all of your program's participants to examine their statements and complete a new Beneficiary Designation Form if necessary.

#### **PENFLEX STAFF DIRECTORY**

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