

## ASHHRA Member Benefit Rewards Redemption Process

Valid Jan. 1 – Dec. 31, 2012

Dear ASHHRA Member,

ASHHRA has established this process to help you understand how to redeem any rewards and discounts to which you are entitled by participating in an ASHHRA activity. This includes the ASHHRA annual conference, the Chapter Leadership Workshop (CLW), an ASHHRA chapter meetings, or as a survey participant, or sales promotion winner.

There are two easy steps to redeeming a discount and/or reward:

### Step 1:

Notify ASHHRA that you are entitled to the reward or discount (i.e., FREE or discount on conference registration, Webinar, CLC registration, product discount, or membership renewal discount) at least 30 days prior to the event or before the expiration deadline on the promotion coupon – whichever is applicable.

### Definitions

#### **Reward**

Any FREE item such as conference registration, membership, Webinar, or product

#### **Discount**

Any price or percent discount on any ASHHRA conference, membership Webinar or product

### Step 2:

If your reward is in reference to a conference or Webinar, send an e-mail to Emily Meskill at [emeskill@aha.org](mailto:emeskill@aha.org) with the information regarding your reward/discount redemption. Along with the e-mail, attach all the required support documents that include but are not limited to:

1. Member name and ID number
2. Affiliated Chapter
3. Type of reward or discount being redeemed
4. Value of reward or discount
5. If applicable, the actual coupon you've received

### IMPORTANT NOTES:

1. It is important that you notify ASHHRA at least 30 days prior to the event or before the expiration date of the discount; otherwise, the reward and/or discount are deemed invalid.
2. It is the responsibility of each member or chapter to redeem rewards and discounts.