

Contribution Categories and Suggested Documentation

Documentation is essential to the Contributions to the Profession component. The following are definitions for each contribution category and suggested forms of documentation.

I. GIS Publications (writing or reviewing certain GIS related materials).

For any work to be considered published, for purposes of earning contribution points, it must be or have been publicly available in electronic or print form from an independent third party. "Publicly available" means that copies could be downloaded or acquired in hardcopy form. An "independent third party" is defined as a person or business, other than the author, who makes decisions regarding publication and/or content and who is not the author's employer or educator. There is no limitation regarding direct or indirect payment to produce the book, article, or map. Theses and dissertations are included in the Education section under coursework credit and no additional credit will be given.

Author/Co-Author

Authors and co-authors are the recognized writers of a publication. They are credited within the publication as originating or creating the material.

A. Book or Published Atlas Author/Editor

Book or Published Atlas Author

Writing, originating, and/or creating literary material for a publication.

Book or Published Atlas Editor

Organizing or assembling a literary work or publication.

Documentation	Photocopy of cover and title page is preferred. It should include the ISBN #, year, and title.
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B. Book Chapter or Refereed Paper Author

Writing, originating and/or creating a book chapter or paper that was peer-reviewed (as with academic or technical publications) prior to publication.

Documentation	
Book Chapter Author	Photocopy of book cover, table of contents and first page of the chapter. It should include the ISBN #, year, and title.
Refereed Paper Author	Photocopy of journal cover, table of contents and title page. It should include the journal's title, ISSN#, Volume and Number.

C. Published Maps (as author)

Published maps are printed in periodicals and books. A series of published maps within one publication counts as one published map. For an atlas or map to be considered as published, for purposes of earning contribution points, it must not have been produced as a result of a work or academic assignment.

Documentation	Photocopy of map(s) with citation.
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D. Editorial Board

Serving on a Board for a serial or a publication that is peer-reviewed (as with academic or technical publications) prior to publication.

Documentation	Photocopy of editorial board roster is preferred. May include a letter that lists the journal, publication, or serial, the ISSN#, years and capacity served.
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E. Magazine/Journal Article or Column

Writing, originating and/or creating an article or column that appear in a magazine or journal.

Documentation	Name of the publication in which it appeared, date, year, ISSN#, and a photocopy of the article
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F. Paper in Conference Proceedings

Writing, originating and/or creating a paper that appears in an edited volume of conference proceedings. Presentation materials (e.g. PowerPoint presentations, slides) do not count as papers.

Documentation	Date and location of the conference, name of the conference, copy of the paper’s title page
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G. Magazine/Journal/Newsletter Column Editor

Organizing or assembling material for a magazine, journal, or newsletter column.

Documentation	Photocopy of editorial board roster is preferred. May include a letter that lists the journal, publication, or serial, the ISSN#, years and capacity served.
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H. Newsletter Article or Review (Books, Software, Policy, etc.)

Writing, originating and/or creating an article for a newsletter. Performing a scholarly or technical review of various materials.

Documentation	Date and year of the article, Issue # or date, month, year, name of the newsletter, copy of the article or title
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Note: Professional writing is credited as Experience. Publication of theses and dissertations is credited as Education.

Further Examples of What Constitutes a Work-related Publication

(1) An employee of a county GIS organization creates maps of zoning and future land use, then someone else in the county’s IT department puts those maps on a county Web site for access by the public. This is **not** a contribution to the profession as the decision to publish was made by the author’s employer.

(2) An employee of a city-planning department writes an article for the regional GIS user group’s newsletter during normal working hours describing how a zoning map was produced. This is a contribution since the decision to publish was made by the newsletter editor.

(3) A consultant designs a new database for a client and then writes a magazine article describing the project and its results at the request of the firm's marketing department. The database design is **not** a contribution, but the magazine article is.

(4) A student does original research to produce a term paper, and then writes an article for the URISA *Journal* describing the work. The term paper is **not** a publication, but the *Journal* article is. The difference between the term paper and the published article, if any, is not relevant.

II. GIS Professional Association Involvement (being a member of an organization with a focus on GIS activities or education)

A Professional Association is characterized as an organization of persons having a common professional interest. An association can be local or national, dues paying or open, large or small. A professional association is not the same as one's place of employment.

Membership should be voluntary and regular compensation from the association to the member for their involvement should not exist (i.e salary). An honorarium is acceptable. The association must have GIS or geospatial technology be either a primary or related focus. Organizations having special interest groups or membership categories related to GIS or geospatial technology are acceptable.

I. President or Board Chair

The chief officer of an organization usually entrusted with the direction and administration of its policies.

J. Board Membership

A member of a group of persons having managerial, supervisory, investigatory, or advisory powers for an organization.

K. Committee Chairperson

The presiding officer of a body delegated to consider, investigate, take action on, or report on some matter.

L. Committee Member

A representative to a body delegated to consider, investigate, take action on, or report on some matter.

M. Association/Organization Membership

A representative to an organization of persons having a common professional interest.

<i>Documentation</i>	Include a copy of a membership card, listing in a Membership Directory or other association publication, dues receipt, certificate or a verification letter from the association.
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III. GIS Conference Participation (organizing a state, local, or national GIS conference)

Conferences are organized events featuring persons discussing common concerns related to GIS or geospatial technology. Conferences are typically more comprehensive than activities such as GIS Day or user group meetings. This category is similar to Association involvement and therefore should be documented in the same manner.

N. Conference Chairperson

The presiding officer of an organized event featuring persons discussing common concerns related to GIS.

O. Conference Committee Member

A representative to a body dedicated to planning an organized event featuring persons discussing common concerns related to GIS.

<i>Documentation</i>	Documentation may include a listing in a Conference Program or other publication or a verification letter from the association/organization.
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IV. GIS Workshop Instruction (presenting a workshop at a state, local, or national event. Workshops that are presented on behalf of the applicant’s employer are not applicable)

Workshops are brief intensive educational programs for a group of people that focus on the transfer of techniques and skills in GIS or geospatial technology. Workshops do not include presentations at conferences. Workshops are longer in duration and deeper in scope.

P. Workshop Instruction

Serving as the primary or supporting teacher of the material covered by the workshop.

<i>Documentation</i>	A copy of the relevant pages from the program or an acceptance letter from the organization sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organization will suffice. This letter should indicate the date, year, and name of the conference.
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V. GIS Conference Presentation (presenting at a state, local, or national GIS conference. This includes poster presentations)

Q & R. Conference Presentation or Poster Display

Presenting experiences, work, or material at an organized event featuring persons discussing common concerns related to GIS.

<i>Documentation</i>	A copy of the relevant pages from the program or an acceptance letter from the organization sponsoring the event is acceptable documentation. If this documentation is not available, a signed letter from the sponsoring organization will suffice. This letter should indicate the date, year, and name of the conference.
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Note: Credit is accrued separately for a conference presentation and publication of same in the conference proceedings (see item 1. GIS Publication).

VI. GIS Awards Received (awards for excellence in GIS proficiency that may be bestowed by a variety of sources)

S. National Award

Earning an award for excellence in GIS proficiency bestowed by an organization with a national or international focus.

T. Local/Regional/State Award

Earning an award for excellence in GIS proficiency bestowed by an organization with a local, regional, state or provincial focus.

Documentation	A signed letter from the award granting institution or proof of when/where/why the award was bestowed. This can consist of a listing in a conference program, newsletter, magazine, memo, etc. May include a photocopy or digital image of the award.
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Note: Awards issued by the applicant’s employer do not count as a contribution to the profession.

VII. GIS Volunteer Efforts (Any form of uncompensated GIS-related work performed in agreement with a service-oriented organization such as GISCorps, clubs, organizations, schools, or other entities)

U. Volunteer Missions

Providing 72 or more consecutive hours of time, including time for food and rest, in active volunteer status.

V. Volunteer Work

Providing periodic volunteer work with a duration of less than 72 consecutive hours in active volunteer status.

Documentation	A signed letter from the organization acknowledging the nature and duration of the volunteer effort.
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Note: Do not claim credit for both Volunteer Work and Volunteer Missions for the same effort. The categories are either/or.

The volunteer effort must not be subsumed by or be additive to another contribution point category. For example, work done in support of a committee is already recognized in a separate point category and no additional credit will be given.

VIII. Other GIS Contributions (includes GIS Day type event organization or participation and various community contributions)

Intended to serve as the panacea for all volunteer activities that fall outside the other categories. A variety of GIS activities may be included as Other GIS Contributions including school presentations, community maps, organizing GIS Day, etc. Contributions cannot be mandatory job requirements.

W. Event Organizer

Helping plan an event featuring persons discussing issues related to GIS. These events are not as organized as a national or local conference. Typically, the transfer or demonstration of GIS knowledge is the primary activity.

X. Event Participation/Moderation

Participating in an event featuring persons discussing issues related to GIS. These events are not as organized as a national or local conference. Typically, the transfer or demonstration of GIS knowledge is the primary activity.

Y. Related Community Contributions

Reserved for GIS contribution point claims that fall outside the other categories. These claims must benefit the applicant and the profession as a whole. GISCI makes the final determination on whether or not points will be awarded.

<i>Documentation</i>	Include any materials that would signify your participation in these events. This would include letters, articles, fliers, etc.
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How to Document Contribution Points

Locate the applicable contribution type on the Contribution Point Schedule and place the corresponding letter in the box and provide the necessary information. When all claims have been listed, sum all the Contribution Points earned for your Contribution Point Total. If an Activity has had a duration of more than one year (i.e. Association Membership/Board of Directors Term/etc.) place the adjusted point total counting each year in the Points box.

Example: (form has been truncated)

CON-1: Contribution Points				
Note: If the Activity has had a duration of more than one year (i.e. Association Membership/Board of Directors Term/etc.) place the adjusted point total in the Points box.				
CON Type (indicate letter)	Year(s)	Description	Documentation?	Points
F	1995	GITA 2003 Proceedings San Antonio, TX	Yes	2
M	1990-1994	ACSM Member	Yes	4
S	1996	URISA Horwood Distinguished Service Award	Yes	3
B	2001	Paper – Geoinformatic (Vol. 17 No. 3)	Yes	5
J	2003	Board Member – SCAUG	Yes	4
O	2005	Workshop Chair – Carolina URISA Conference	Yes	2
P	2003	Instructor – Intro to ArcInfo Workshop	Yes	3
Q	1999	1999 UGIC Conference Pres.	Yes	1
R	2001	ESRI Map Gallery Poster	Yes	1
V	2004	Developed Maps for Community Neighborhood Watch Program	Yes	0.4
W	2005	Organized GIS Day – Maricopa County	Yes	2
Y	2005	Presentation – 4H Club Maricopa County	Yes	1
TOTAL CONTRIBUTIONS POINTS (Sum the above points) =				29

This total should then be added to the GIS Certification Institute Point Tabulation Sheet (TOT-1).

The example above indicates this applicant has had a paper included in a book of Proceedings. The applicant also has been a member of the American Congress on Surveying and Mapping for 4 years. The applicant received a national award. He had a paper published in a peer-reviewed journal. The applicant was a Board member for a

regional organization. He served on the conference committee at the 2005 Carolina URISA Conference. He was an instructor of an ESRI ArcInfo Workshop in 2003. The applicant gave a presentation at the 1999 Utah GIS Conference. He featured a map in the 2001 ESRI Conference Map Gallery. The applicant volunteered uncompensated GIS work to help support his neighborhood's community watch program in 2004. The applicant was the primary organizer of a County GIS Day in 2005. Lastly, the applicant received a related community contribution for running a GIS demo fro a local 4H club.

Documentation should immediately follow *Insert VI – Contributions to the Profession Documentation* and should be in the exact order as listed in the right column. One may mark the documentation required to support the Contribution points. Some of this documentation may be difficult to ascertain from a casual glance. **The applicant is invited to circle, underline, or otherwise annotate any included item that may be difficult to read.** If documentation does not exist, move onto the next item that does. No blank pages or special inserts need to be included for missing documentation.