

| FIELD | ENTRY GUIDELINES | EXAMPLE |
|---------------------------|---|---|
| First Name | Full First name, nickname in parentheses | Jonathon (Jon) |
| Last Name | Full Last Name | Green |
| Middle Name | Full Middle Name or Middle Initial | David |
| Address | Street address | 123 Sustainable Lane |
| City | City | Springfield |
| State | State abbreviation | IL |
| Zip code | Zip code | 62704 |
| Phone number | Phone number | 217-867-5309 |
| Email | Current email address | jgreen@greenworks.com |
| Password | Password (default is member number) | ***** |
| Member number | 123456 | 123456 |
| Date of Birth | Use mm/dd/yy format | 01/01/60 |
| Deceased Date | Use mm/dd/yy format | |
| Birthplace | City, State abbreviation | Springfield, IL |
| Family | Optional info about spouse/children/etc | Married to Jane Green |
| University | Full name of school, no abbreviations | Cornell University |
| Degree | Degree, major if applicable | BS, Landscape Architecture |
| Graduation Year | Graduation year | 1985 |
| Travel Studies | List course work or studies abroad | Rome Program via Cornell |
| ASLA election year | Year elevated to Fellow | 2012 |
| ASLA election category | Category of election: Works, Service, Leadership, or Knowledge | Works |
| Nominated by | Nominating chapter; nominating person, title | Illinois; Bob Planter, chapter president |
| Chapter | Chapter membership as of election date, no abbreviations or punctuation | Illinois |
| ASLA involvement | Year Activity or office held, Chapter | 2010 President, Illinois Chapter 2005-2010 Member of Archives Committee, National |
| Other associations | Years Full name of association | 1999-present American Planning Association |
| Professional Registration | State abbreviations | IL, ID |
| Employers | Names of employers | Greenworks Inc Landscape Design Inc |
| Positions | Positions Held | Founder and President Landscape architect |
| Employment years | Employment years | 1990-present 1985-1990 |
| Work Emphasis | List any specialties or areas of expertise | Residential design |
| Work Examples | Year Project name, Location OR Year Article title, publication | 2010 Greenway Park, Springfield, IL |
| Honors and awards | Year Award, Entity giving award | 2011 Residential Award, ASLA National 2010 Residential Award, ASLA Illinois Chapter 2005 Sustainability Award, Mayor of Springfield, IL |

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| Public service | Years Activity, Association | 2000-2008 Clean Up Springfield Leader, Springfield Commerce Association 2000-present Landscape design, installation, and maintenance, Springfield Library |
| Location of professional records | List location of professional records/archives | Cornell University Archives |