

AWARD PROCEDURES

New Awards:

New awards may be established by a proposed award being recommended to the Council. If the Council approves the creation of a new award, then criteria must be written for it and an appropriate type award recommended and submitted to the Council. Once the written criteria for the award is approved, the award criteria page is inserted in the Awards Manual.

Changes to Award Criteria:

When change is proposed in the criteria of an award, the committee chairman (if the award concerns a district committee award) or the District Educational Officer (if the change concerns an educational award), shall inform the Awards Chair of the proposed change. The Awards Chair may have some suggestions to make regarding the proposed change. The Awards Chair (or the DEO when the proposed change concerns an educational award) makes a copy of the old award criteria along with a copy of the proposed new criteria and submits the proposed change to the District Council for approval. If only additions are being proposed to be included in old criteria, then a copy of the old award criteria page with the highlighted additions inserted to show the proposed change may be submitted to the Council for approval. If the proposed change is approved, then the approved new criteria page for the award may be substituted for the old award page in the Awards Manual. Each time the criteria is changed with the approval of the Council, the year the award criteria was updated will be entered on the award criteria page.

Awards Manual:

Over the years, District Awards Manuals wear out and need to be replaced. Copies of the awards criteria pages may be reproduced, but they must be copies of the old pages they are replacing, except for award pages that have been updated with the Council's approval in the course of preparing the new manual. Once the new manual is completed, then the newly completed Awards Manual is submitted to the Council for its adoption as the new official Awards Manual and the old awards manual is retired. This is mainly a formality as all the awards criteria pages in the new manual have already been approved – the updated pages have recently been approved and all reproduced pages from the old manual are just copies of old award criteria pages that were approved before they were ever inserted in the old awards manual.

Awards Committee Chairman shall:

- Provide the squadrons with a copy of any approved updated award criteria for them to insert in their copy of the District Awards Manual to keep it current. This may be done at Council Meetings where the Commander is provided a hard copy of the updated criteria awards page.
- Maintain contact with the squadrons and remind them to bring district trophies to the Conference.
- Ask squadrons to send recommendation letters for the Helmsman Award.
- Conduct Awards Committee meetings at each conference, but have no vote in the Helmsman Award selection process.
- Furnish the Secretary and the district editor a report listing the award winners at each conference.
- Maintain district trophies and be responsible for ordering award plaques and other award items.
- Act as Master of Ceremonies at Awards Banquet.
- Provide guidance pertaining to the awards to both the squadrons and the district.

Squadrons shall:

- Have an individual appointed by the Commander serve on the Awards Committee each year.
- Send the Awards Chair a copy of their current squadron roster every year.

District shall:

- Furnish to Awards Chair a written list of names of winners of committee awards and/or educational awards presented at each conference so that a full Awards Report may be written.