

USPS D 31 POLICY AND PROCEDURE MANUAL SECTION "D"
SECTION NO 400

AWARDS – SQUADRON & INDIVIDUAL Page 1 of 3

(was #430-1)

APPROVED BY FALL CONFERENCE, REVISION 1, DATE: 10/27/2007

AWARDS ISSUED AT THE SPRING CONFERENCE.

1. **SQUADRON GROWTH AWARD** – Squadron having the largest % membership growth for total active members as shown on published USPS membership records.
2. **Member Involvement Award** – exceptional service rendered by an individual.
3. **Attendance Award** – based on formula of attendance by active and additional active members, squadron membership, and mileage at district conference.
4. **Vessel Safety Check Award** – squadron with the most safety checks and VSC publicity and VE training classes and new vessel examiners during the year.
5. **Chapman in Scrapbook Competition** – best squadron public relations scrapbook in the district – the winner competes at National level. Any books that tie in voting shall also be sent to National

AWARDS ISSUED AT THE FALL CONFERENCE.

1. **Meritorious Service Award** – points awarded for attendance at conference by squadron members and SEO/ASEO's plus members serving on the District Bridge and their assistants for their years of service.
2. **Helmsman Award** – to an active member showing outstanding leadership for D31.
3. **Cooperative Charting Award** – most points earned by squadron in finding and preserving geodetic markers and updating nautical and aeronautical charts – squadron must be on NOAA's National Ocean Service (NOS) Honor Roll to be eligible. Top performance by and individual(s) may also be recognized.
4. **Shipping-over award** – squadron having greatest % of annual total active membership renewal as shown on copy of official Treasurer's form sent to District Membership Chair.
5. **Attendance Award** – same as for the Spring Attendance Award.
6. **Training aid award** – squadron with the best training aid at the conference – winner competes in educational category entered at National level and is also district's Best of Show entry when accompanied by verification letter signed by D/C or DEO.
7. **Prince Henry Award** – squadron whose celestial navigation students earn the most points awarded for passing each part of the course exams and sight folder requirements.
8. **Chapman Excellence in Teaching Award** – most outstanding instructor in the district as judged on teaching background, knowledge, and teaching skills – winner of squadron entries at the district level competes at National level when district entry submitted by DEO by deadline date.
9. **Educational Achievement Award** – squadron whose members have passed the most advanced grade and elective educational courses during the educational year.

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10. Youth poster contest – best posters showing boating safety theme – individual district winners in three age categories compete at National level.

The Awards Committee and Squadron Commanders have a complete detailed manual. See your squadron commander or the squadron representative on the District Awards Committee for the full criteria required for each award. The squadron commander may appoint any squadron member, or his/her designee, to be on this committee – a member who attends the district conferences, if possible.

The D31 Council shall first approve all changes or additions to the Awards Manual. The Awards Committee shall have jurisdiction over all D31 Awards issued to individuals and squadrons, except for the Educational Awards, which are in the District Educational Officer's jurisdiction. At its discretion, the committee may assign other D31 committees or individuals to determine the respective award.

New awards may be 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 criterion 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 (of 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 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 criterion is changed with the approval of the Council, the year the award criterion was updated will be entered on the award criteria page.

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Awards Manual:

Over the year, 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 squadron commander serve on the Awards Committee each 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.