

## **SAMPLE EMAIL**

Dear **PERSON**,

I am writing to request a letter of recommendation to support the nomination of **NAME** for the District Award of Merit.

The District Award of Merit is an award given by the Boy Scouts of America to those who have rendered noteworthy service to youth in Scouting, outside Scouting, or both. It is given to those who do not actively seek it. This nomination is confidential. While we all feel that **NOMINEE** is a qualified candidate, please do not inform **NOMINEE** about this nomination in order to preserve the surprise and avoid any disappointment should he or she not be selected.

Your letter of recommendation is critical towards a successful nomination and is needed by **DATE** in order to meet the nomination deadline.

Your letter should include statements covering **NOMINEE's** standing in the community, citing activities in which he or she is most active in Scouting, religious, community, professional and/or work. If possible, please include time frames and outcomes (results) from his or her participation. Please cover as many areas as possible, but if your interaction with **NOMINEE** is in only one area, that is fine.

Please include your address on the top of the letter and the current date. The salutation can be: "To Whom It May Concern". There is no specific format to the body of the letter. You can elect to title paragraphs with a topic; e.g., Scouting, religious, community and / or work. A signature block would be greatly appreciated.

You may attach your nomination letter in an email to me or you can mail your letter to my home address by **DATE**:

**Name**

**Address**

**City, State Zip Code**

Please contact me at **C: xxx-yyy-zzzz; H: xxx-yyy-zzzz;** or email: **XYZ@abcprovider** if you have any questions. Thanks for your time and recognition of **NOMINEE's** superb service to our Scouts!

Yours in Scouting,

**YOUR NAME**

4. Instruct your contacts to mail or email the letters back to you in time to meet the deadline.
5. Contact our District Executive to get a status of your candidate's Record of Service, Training Courses Completed, Recognition Received. You will need this information to complete the Nomination Form.
6. If the District Executive does not have all the information, contact the nominee's Committee Chair, Unit Leader, spouse or friends and have them help you.
7. A photograph of the candidate is desired, but is not mandatory. Obtain a 3"x5" waist up shot of the candidate in Field Uniform; a.k.a. Class A Uniform. (A candid photo of the nominee is acceptable if a posed picture is not available.)
8. Years in Scouting. Indicate on the Nomination Form under "Other" total number of years in scouting.
9. The following step is suggested, but not mandatory. However, a neat package must be submitted for consideration.

Prepare a letter size, three-ring binder (1" or 1.5") with a front view panel.

a. Insert into the front view panel a page that states:

- i. Nomination of "Candidate's Name" for the District Award of Merit
- ii. Candidate's 3"x5 " picture
- iii. Carroll District

b. Insert into binder a Table of Contents with Five Tabs (if you have letters for each of the areas) -

- i. Tab 1-
  1. Nomination Form (2014 printing)
  2. Nomination Justification Statement
- ii. Tab 2 - Letters of Recommendation - Scouting
- iii. Tab 3 - Letter of Recommendation - Worship
- iv. Tab 4 - Letter of Recommendation - Community
- v. Tab 5 - Letters of Recommendation – Work

c. Insert letters as you receive them behind the appropriate Tab.

10. Contact information to include:

- a. Nominator's Phone and email address.
- b. Nominee's Phone and email address.

11. Send reminders regarding the letters of recommendation you are seeking.

12. Send a thank you email to each person who sends/emailed a letter.

## Procedure:

The following steps will help guide you in developing your nomination package. You will need to complete the District Award of Merit Nomination Form found on the Baltimore Area Council webpage under the Resources tab/Forms/Boy Scouts (<https://filestore.scouting.org/filestore/pdf/33720.pdf>), write a Nomination Justification Statement and assemble Letters of Recommendation.

While it is not necessary to get letters from all of the areas below, it is good that letters are from a broad spectrum across the activities in which your candidate participates.

Those can include, but are not limited to the following four (4) areas:

1. Scouting
2. Place of Worship (Religious Institutions)
3. Community Activities (schools, coaching sports, service organizations, other youth organizations, etc.)
4. Work

A letter of recommendation can address one or more areas. Try to obtain letters in as many of the areas as applicable; a good goal is to have at least two or three in any one area.

Letters should include statements covering NOMINEE's standing in the community, citing activities in which he or she is most active in Scouting, religious, community, professional and/or work. If possible, please include timeframes and outcomes (results) from his or her participation. Please cover as many areas as possible, but if your interaction with NOMINEE is in only one area, that is fine.

1. To get names of potential people willing to write letters of recommendation, you can contact the spouse or close friend of your nominee to develop a contact list with email and phone numbers of the people you could contact. Ask for names that will help you to support many if not all four areas such as:
  - Scouters who have worked with the candidate
  - Family
  - Member of Clergy
  - People from candidate's place of worship
  - People from other organizations with whom the candidate has worked
  - Employer and co-workers
  - District Chair, Vice-Chair(s), Commissioner, etc.
  - Council Chairs the candidate has worked with, as well as council committee members.
2. Ask your contacts to refer you to others to help develop more letters of recommendation. It helps to make a chart that can be used to keep track of whom you contacted and the status of their letters.
3. Send each contact an email requesting a letter of recommendation. (See sample below. Feel free to edit.) Email nomination letters are acceptable - request that the letter has a signature block. Electronic signature is okay.

## **What is the District Award of Merit?**

- The District Award of Merit is awarded for outstanding service to youth at the District level.
- The award is available to Scouters (Cub Scouters, Boy Scouters, Varsity Scouters and Venture leaders) who render service of an outstanding nature at the district level.
- It is not appropriate to nominate a Scouter who has already received this award.
- A professional Scouter or other council employee may not receive this award based on employment service. However, a professional Scouter or employee who also serves as a volunteer Scouter may be eligible, based on volunteer service.

## **Requirements:**

- A nominee must be a registered Scouter.
- A nominee must have rendered noteworthy service to youth in Scouting, outside Scouting, or both.
- The nature and value of "noteworthy service to youth" may consist of a single plan or decisions that contributed vitally to the lives of large numbers of youth or it may have been given to a small group over an extended period of time.
- Please keep in mind the length of service is not a limiting factor towards eligibility towards the District Award of Merit.
- Nominations cannot be considered for posthumous awards.
- Consideration must be given to the nominee's Scouting position and the corresponding opportunity to render outstanding service beyond the expectations of that Scouting position.
- The nominee's attitude toward and cooperation with the district and/or council is to be taken into consideration.

# Carroll District

## 2022 District Award of Merit Instructions Guide

### Instruction Guide

The following Instruction Guide is provided as a tool to help those who wish to nominate an individual for the District Award of Merit and is not mandatory. The desire of the Selection Committee is to have as complete understanding of the candidates as possible. Therefore, the degree of information provided on a candidate helps the Selection Committee in this process.

Nominators should not be discouraged if all of the information requested cannot be provided. A nomination package with some information is better than no package at all.

Please keep in mind that the nomination process is confidential. While we all feel that a **NOMINEE** is a qualified candidate, please do not inform **NOMINEE** about this nomination in order to preserve the surprise and avoid any disappointment should he or she not be selected.

The BSA District Award of Merit Nomination form can be downloaded at:

<https://www.scouting.org/filestore/pdf/33720.pdf>

All nominations must be submitted as hard copies in person or mailed no later than April 12, 2022 (April Roundtable) to the District Award of Merit Chair. Late or supplemental submissions will not be accepted.

District Award of Merit Committee

c/o Ken Brown

1701 Kings Forest Trail

Mount Airy, MD 21771

(Do not send the form to the Texas address listed on the back of the form!)

Thank you for serving as the sponsor/nominator for your candidate's District Award of Merit Nomination. Since District Award of Merit recipients will be awarded at the District Awards Dinner, we will need your completed nomination package no later than **April 12, 2022 (April Roundtable)**.

If your candidate is selected for the District Award of Merit, we will notify you and the awardee by April 30, 2020. We then request that you notify those individuals who submitted recommendation letters and inform them of the selection and the award ceremony, which is conducted as part of the District Annual Dinner.

Please contact me if you have any questions. I am happy to help.

Yours in Scouting,

Ken Brown

Chair - District Awards Committee

k4brown@comcast.net

(443) 562-2027