

National Pike District 2018 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. There for 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. Also, no letters of recommendation should ever be shared with the nominee whether they are selected or not.

The BSA District Award of Merit Nomination form can be downloaded at:
www.scouting.org/filestore/pdf/33720.pdf.

All nominations must be submitted as hard copies no later than **April 9, 2018** to the District Award of Merit Chair. Additionally, late or supplemental submissions will not be accepted.

District Award of Merit Committee - Chair
c/o Joel Meredith
10208 Stafford Lane
Ellicott City, MD 21042
(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 announced May 14, 2018 we will need your completed nomination package no later than **April 9, 2018**.

If your candidate is selected for the District Award of Merit we will notify you. We than 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 Fellowship Dinner held in June.

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

Yours in Scouting,

Joel Meredith

Chair - District Award of Merit Committee

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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.

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, write a Nomination Justification Statement and ideally assemble 10 to 20 Letters of Recommendation.

While it is not necessary to get letters from all of the 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 three in any one area.

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.

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 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. The Excel spreadsheet (titled "Contact Tracker for Letters") is a tool which 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 message titled "Nomination Email". Please feel free to edit the sample email. Email nomination letters are acceptable – you need to request that the letter has a signature block.

4. Instruct your contacts to mail or email the letters back to you and not the BSA Texas address that is found on the nomination form.
5. Contact our National Pike District Director Joe Azzarello 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 Director 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 and 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. 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 (example attached titled "Nomination Book Cover"):
 - i. Nomination of Candidate's Name for the District Award of Merit
 - ii. Candidate's 3"x5" Picture
 - iii. National Pike 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. Nominators Phone and email address.
 - b. Nominees 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.