

DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES

Enclosure D.

Department of Missouri Americanism Award Nomination Instructions

This award shall be presented to a **REGULAR MEMBER** of the Department of Missouri, Marine Corps League who best exemplifies their dedication to the Marine Corps League and demonstrates Espirit de Corps in promoting Americanism. The Americanism function is defined as an outreach to the community to promote patriotism and responsible citizenship.

Letters of nomination must originate only at the **DETACHMENT LEVEL**. No individual nor any subsidiary unit of the Marine Corps League shall submit a letter of nomination.

All letters of nomination shall include a letter signed by the Detachment Commandant and Adjutant, stating that the nominee for the Department of Missouri Americanism Award was approved at a regular meeting of the detachment by a majority vote. (In the event a nominee is the Commandant, the letter of nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event a nominee is the Detachment Adjutant, the letter of nomination shall be signed by the Detachment Commandant and Senior Vice Commandant).

Each nomination submitted shall be placed in a sealed envelope and addressed to "Chairperson, Department of Missouri - Americanism Award Committee". **THIS ENVELOPE SHALL THEN BE PLACED IN ANOTHER ENVELOPE** and mailed or delivered in person to the Department Sr. Vice Commandant no later than the date of the March Department Staff meeting prior to the next State Convention.

It shall be the duty of the Sr. Vice Commandant to insure that the nominations submitted by the above deadline are in turn delivered to the previous year's Americanism Award recipient.

The previous year's AA recipient shall serve as chairperson of the AA committee, which is comprised of all past recipients of the Americanism Award. This committee shall select the next AA for the period from June to June . The name of the person selected should be forwarded to the Department Sr. Vice Commandant in a timely manner so that the appropriate plaque can be prepared and presented at the June Department Convention.