

DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES

Enclosure E.

Department of Missouri Associate of the Year Award Nomination Instructions

This award shall be presented to an **ASSOCIATE MEMBER** of the Department of Missouri, Marine Corps League, who best exemplifies the following criteria. This member has demonstrated devotion to the principles and purposes of the U.S. Marine Corps and the Marine Corps League by activities and achievements within the Marine Corps League.

This associate member demonstrates strong support of Detachment activities and fundraisers, and attends Detachment meetings as often as possible. By action and deed, is indistinguishable from a regular League member. The nominee for Associate Member of the Year should have involvement at all levels. Overall service should show that the nominee has gone "above and beyond" what is expected of an average "good" member.

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 Associate of the Award was approved at a regular meeting of the detachment by a majority vote.

Each nomination submitted shall be placed in a sealed envelope and addressed to "Chairperson, Department of Missouri - Associate Member of the Year 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 Associate Member of the Year Award recipient.

The previous year's Associate Award recipient shall serve as chairperson of the Associate Award committee, which is comprised of all past recipients of the Associate of the Year Award. This committee shall select the next Associate of the Year 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.