

ENCLOSURE ONE (1) to ADMINISTRATIVE PROCEDURES

AMERICANISM PROGRAM

All awards will be based on events during the period 1 June through 31 May. Detachments will be competing for awards based on their June strength of the previous convention. Competition will be in three (3) categories.

Category – I – Strength 15 to 50 Members – Platoon size.

Category – II – Strength 51 to 100 members – Company size.

Category – III – Strength 101 and Over – Battalion size.

Awards: Plaques will be awarded for first, second and third place in each category.

Newly formed Detachments will compete under category one (1). Participating Detachments are required to fill out the Americanism and Achievement Questionnaire and Criteria, and submit Scrapbook or Albums with pictures/activities.

Questionnaire and Scrapbooks may be sent to the Americanism Chair prior to the Convention. Scrapbooks can be hand carried to the convention and turned into the Chair no later than close of business Thursday of the convention. They will be returned prior to the close of the convention.

Scrapbook Criteria: History and Photos in the Scrapbook or Album should be limited to the events during the judged year only. Use appropriate captions (names, occasions, etc.) to relate photos with the activity or event.

Items that are suggested for the Scrapbook include: Installations – Marine Corps Birthday – Parades – Memorial & Veterans Day – VAVS – Toys for Tots, and other community events.

Please refer to Enclosure Two (2) of the National Administrative Procedures for additional information regarding the National Americanism Award and Criteria.



ENCLOSURE TWO (2) to ADMINISTRATIVE PROCEDURES

VETERANS ADMINISTRATION VOLUNTARY SERVICE

Quantity and Quality of the Detachment's VAVS program will be based on written reports submitted to the VAVS Chair. Semi-annual reports must be submitted to the Chair in order to receive monetary reimbursement from the Department in accordance with the approved budget. Annual reports are to be submitted by 1 June of each year. Plaques will be awarded for first, second and third place in each category and certificates will be awarded to all detachments who participate in the program.

The Mary J. Cody VAVS Chair's Award will be presented to a deserving individual at the Department Convention. The award is named in memory of Mary J. Cody who gave exceptional service to her fellow veterans. The award recipient will be selected by the VAVS Chair based on letters of recommendations and personal contact.

MEMBERSHIP AWARDS

Awards are based on membership percentage increase during the period between conventions (30 days prior to the previous convention and 30 days prior to upcoming convention). Transmittals are the only report required. The Department Paymaster and the Awards Chair coordinate this award. Plaques will be awarded to first, second and third place in each category. Certificates will be awarded to all other detachments over 125% increase in membership. Streamers will be awarded to all Detachments with 100% or more of prior year membership strength. The Neidig/Yaukey Membership Award will be given through the Landis McCleaf Detachment, and is based on the first Detachment achieving 90% or better of their membership from the previous year.

RECRUITERS OF THE YEAR

First place award will be presented to the member who recruits the most new and or reinstated members during the period 1 June through 31 May of the following year. Written nominations must be submitted by the Detachment listing the new and/or reinstated members recruited, with sponsor's name. The nomination will be certified by the Detachment's Commandant and Adjutant or Paymaster. The Department Recruiter (Silver) will be awarded to the top recruiter at the convention. Plaques will also be awarded to the second and third top recruiters. Certificates will be awarded to those members recruiting five or more new/reinstated members. Nominations must be submitted to the Department Sr. Vice Commandant by 1 June.

NEWSLETTER AWARD

Recognition will be made for the best Newsletter, with second and third place runners-up. Certificates will be issued to those Detachments who send out a minimum of six different Newsletters during the period between the annual Department conventions. Copies are to be sent to the Department Commandant, Sr. Vice Commandant, and Department Newsletter Editor. Recognition will be made for the best Editor of the Newsletter, with second and third place runners-up.



Marine Corps League of Pennsylvania, Inc.

WEBSITE AWARD

Recognition will be made for the best Website, with second and third place runners-up. Certificates will be issued to those Detachments who have a website link on the Department Website and update the sites appropriately during the period between the annual Department conventions. Email notifications must be sent by the Detachment Webmaster to the Department Commandant, Department Sr. Vice Commandant and Department Web Team when the site has been updated. Recognition will be made to the webmasters of the best Web Site, with second and third place runners-up. Certificates will be issued all detachment webmaster whose Detachments have maintained a viable website link on the Department Website during the period between the annual Department conventions.

TOYS FOR TOTS AWARD

Totals from the after action reports submitted by the LCO to the Toys For Tots Foundation will be tabulated on a per capita formula based on the detachments membership level from the previous convention. All after action reports must be received by the Toys For Tots Chair by 1 March following the annual campaign. Competition will be in three (3) categories:

Category 1 – Strength 15 to 50 members – Platoon size

Category 2 – Strength 51 to 100 members – Company size

Category 3 – Strength 101 and over – Battalion size

Detachments working with a Reserve Unit and submit an after action report to the Toys For Tots Chair by 1 March may also be recognized.

SPECIAL AWARDS

Victor T. Fisher Award (Board of Trustees Commendation) – To be presented to a member of the Board of Trustees who best exemplifies the principles of the United States Marine Corps, Marine Corps League and Marine Fisher. This selection is made by the Department Commandant.

Fred A. Agosta Elected Officer Award – This award is to be presented to a member of the Board of Trustees who has contributed most effectively to the goals and programs of the Department of Pennsylvania during the immediate past year. Recipient shall be selected by the Department Commandant.

Fred A. Agosta Appointed Officer Award – This award is to be presented to the Department Appointed Staff Officer who has contributed most effectively to the goals and programs of the Department of Pennsylvania during the immediate Past Year. Recipient shall be selected by the Department Commandant.



Marine Corps League of Pennsylvania, Inc.

SCHOLARSHIP AWARDS

The Eligibility requirements will be posted on the web site each year by 1 February. Students and only students may submit an application directly to the Scholarship Chair after 1 February. Completed applications must be returned to the Scholarship Chair no later than 31 May. The Scholarship Committee will select the recipients at the department convention.

TENURE AWARD PROGRAM

The Tenure award program is to recognize years of membership of each member of the Department. Certificates may be obtained through the Department Quartermaster. Detachments may issue certificate to their members signed by the Detachment Sr. Vice Commandant. An 8"x10" plaque will be awarded by the Department, at its annual Convention, to those members who have been nominated for such award and have been a member in good standing and who have completed 25 years of service in the League. A 9"x12" plaque will be awarded by the Department, at its annual Convention, to those members who have been nominated for such award and have been a member in good standing and who have completed 50 years of service in the League. A 10"x13" plaque will be awarded by the Department, at its annual Convention, to those members who have been nominated for such award and have been a member in good standing and who have completed 75 years of service in the League. All such nominations must be submitted to the Department Sr. Vice Commandant, on the appropriate form, signed by the Detachment Commandant and Adjutant or Paymaster, by the first day of June of the awarding year.

ROTC AWARD

Each year, an award shall be presented to a Marine graduate of the NROTC program at the four (4) Pennsylvania Universities: Villanova, University of Pennsylvania, Penn State and Carnegie Mellon, which conduct an NROTC Program. This award shall be presented to a Marine chosen by the staff of the University. It should be presented at the NROTC Awards Program. An encased K-Bar shall be presented as the award.

MARINE JUNIOR ROTC AWARD

Each year an award of the Marine Corps League's Distinguished Citizen (Bronze) Large Medal and Ribbon, accompanied with the appropriate certificate, is presented to two Marine Junior Reserve Officer Training Corps Cadets, in all active units in the State of Pennsylvania. The nominees (male or female) are to be chosen by the High Schools' Senior Marine Instructor. These awards should be presented at their regular awards ceremony by a Department of Pennsylvania Officer or Representative, if possible.



ENCLOSURE THREE (3) to ADMINISTRATIVE PROCEDURES

MARINE OF THE YEAR GUIDELINES

1. The name and qualifications of the candidate (nominee) for Marine of the Year must be typewritten, approved and signed by both the candidate's Detachment Commandant and Adjutant to verify that all information is correct. In those cases where the Detachment Commandant or Adjutant is the candidate, the Senior Vice Commandant's signature shall sign in place of the candidate.
2. Only one (1) candidate for Marine of the Year (MOY) can be submitted from a Detachment in any given year. A motion to submit a candidate for the Marine of the Year must have been made from the floor, brought to a vote and approved by the membership of the Detachment at a regular meeting and recorded in the minutes of said meeting.
3. The candidate's letter of nomination and shall be placed in an envelope, sealed and identified on the outside of the envelope with the words "CANDIDATE – MOY". This envelope shall then be placed in a second envelope and mailed to the Department Commandant no later than fifteen (15) days prior to the start of the Department Convention. The Commandant will deliver the envelopes to the Secretary of the Marine of the Year Society no later than the close of business on Thursday of the Convention week. The envelope can also be hand carried to the Convention complying with the double envelope procedure above and delivered to the Secretary of the Marine of the Year Society no later than the close of business on the Thursday of the Convention. The Secretary shall provide a receipt for each envelope received.
4. The name of the MOY recipient will be announced during Convention banquet and the Marine of the Year award will be made. The names of the other nominees will not be announced nor published.
5. Any Marine member of the Marine Corps League, Department of Pennsylvania, who is in good standing within the League (National, Department and Detachment) is eligible to be a candidate for the Marine of the Year and should have the following qualification:
 - a. Performed activities within the U. S. Marine Corps or the Marine Corps League which demonstrates devotion to the principles and purposes of the U. S. Marine Corps and the Marine Corps League and/or
 - b. Achievements and activities in the U. S. Marine Corps, the Marine Corps League and other veterans organizations and/or



MARINE OF THE YEAR GUIDELINES - Continued

- c. Achievements and activities within civic, social or religious organizations within the community which would enhance the posture of the U. S. Marine Corps or the Marine Corps League and/or
 - d. Held an elected or appointed office at the Detachment, Department or National level.
6. The Marine of the Year Society consists of all past recipients of the Department Marine of the Year award. At the annual Department Convention, the members of the Society who are present will hold a meeting to select the new Marine of the Year. The Junior Past Recipient of the Marine of the Year has the privilege of presenting the award to the new Marine of the Year. If he or she prefers, the Society can choose any other past Department Marine of the Year recipient to make the presentation. At this annual meeting, the members of the Society who are present will elect a President, Vice President and a Secretary/Treasurer to hold the office for the year following the close of the Convention.
7. The Department Commandant will not be a member ex-officio of the Marine of the Year Society unless a recipient of the award.
8. The Marine of the Year Society Secretary will return all nominations to the submitting Detachment Commandant.



Marine Corps League of Pennsylvania, Inc.

