

Associate of the Year



Department of Iowa
Marine Corps League

Department of Iowa Marine Corps League Associate of the Year

Table of Contents

Chapter 1: The Cover Letter

- Understanding how to select a Nominee
- Getting the Commandant's signature: **A MUST!**

Chapter 2: Background Information

- Background information segment of the Nomination package
- Understanding what should be included

Chapter 3: Nominee's Accomplishments

- Writing the accomplishments segment of the Nomination package
- Understanding what should be included

Chapter 4: Supporting Information

- How to submit the optional supporting information section of the package
- Understanding what should be included

Chapter 5: Putting the Whole Package Together

- Putting the whole Nominee package together for submittal
- Making the deadline to turn in your Nominee package
- Celebrating your success for a job well done preparing the Nominee package

Chapter 6: Department of Iowa Associate of the Year Procedures

- Department of Iowa Administrative Procedures to nominate your Associate of the Year

Chapter 1: The Cover Letter

In this chapter:

- Always follow the administrative procedures
- Understanding how to select a Nominee
- Getting the Commandant's signature: **A MUST!**

So, you're ready to put together a Department Associate of the Year package for a well-deserving Marine Corps League Associate member. GREAT! The process itself is fairly easy. We are going to show you exactly how simple it is to fill out and prepare your Detachment's Nominee package.

First of all, WHO is eligible to be a Department of Iowa Associate of the Year recipient?

QUALIFICATIONS

- Nominee must be an ASSOCIATE MEMBER IN GOOD STANDING, as defined in the National Bylaws of the Marine Corps League, as well as a member of the Department of Iowa.**
- Nominee must be nominated by his/her detachment of the Department of Iowa.**

To break this down, your Iowa Detachment's Nominee **MUST** be an Associate member only to be eligible for Department Associate of the Year. The Nominee must also have his or her Marine Corps League dues paid up in full in order to be considered as a Nominee. (A paid-up MCL Auxiliary member is defined as being a "member in good standing.") Finally, your Detachment's Nominee **MUST** be nominated and voted on by your Detachment's AOY Committee. The AOY Committee consists of Past Detachment AOY'S or, if you have no Past AOY'S, the Committee will consist of The Commandant, the Sr. Vice, and the Jr. Vice. None of the members may be an associate member, so this will give your committee three members.

THIS IS IMPORTANT!!!

The best way to approach this is to start about two months before the Department Convention. Notify your Detachment members that at your next monthly business meeting, the Department Associate of the Year Nominee will be selected, and that it is the members' job to think about a Nominee (or Nominees) who fills the description of being a potential candidate. When the meeting takes place to select the Nominee, give any nominations you may have to your committee chair.

Tip: Some Detachments may not have procedures on nominating the Detachment Associate of the Year. This is not an issue. If you don't, just make sure you've followed the Nominee selection as discussed above, and you will be good to go!

COVER LETTER - The following components of the cover letter are mandatory:

- 1) Date the cover letter.
- 2) Identify the Nominee by name and membership number.
- 3) State that the Nominee is an Associate member in good standing of the Marine Corps League as defined in the National Bylaws.
- 4) State that the Nominee was selected in accordance with any applicable procedures of your detachment.
- 5) Certify all statements in the cover letter with the signature of the Detachment Commandant.
- 6) Three copies of this part of the nomination are required.

[Example]

**MARINE CORPS LEAGUE
Department of Iowa
Larry Nehring Detachment #103
Associate of the Year
Nominee**

Nominee's Name _____ MCL membership number: _____

This Nominee is an Associate Member in good standing of the Marine Corps League as identified by the National Bylaws.

(Nominee's Name) was selected in accordance with the Department Administrative Procedures, where applicable.

I certify that all of the above information and statements are true and accurate:

.

Commandant's name (printed)

Commandant's name (signature)

Date _____

Chapter 2: Background Information

In this chapter:

- Background information segment of the Nominee package
- Understanding what should be included

Ok, so you have filled out and printed your Detachment's Nominee cover letter. You're moving along just great! Now we need to type out your Nominee's background information.

NO, we are not going to run a background check on this Marine to see if he ever had a speeding ticket, spit on the deck or walked around in civvies without a belt on! This is not what we mean by background information!!!

BACKGROUND INFORMATION

- 1) If the Nominee is selected, this part shall be used to introduce the AOY at the banquet or in subsequent news releases.
- 2) Submit three copies of this part of the nomination.

In this part of the Nominee package, you are giving a bulleted overview of what this Associate Members has done, so this will be his/her introduction leading up to announcing their name as the Department Associate of the Year.

As shown in the example, a simple paragraph could read:

“Associate John Smith joined the Marine Corps League in July of 2005. During that time he held this office/offices of..., he performed these task/tasks of ..., he performed at a level that was in keeping with the mission of the Marine Corps League” and so on and so forth.

You get the point. Keep it generalized, yet somewhat detailed, as if you were introducing a surprise guest speaker for some event you would be holding. That's the feeling you should supply...just enough information to keep everyone wondering, and then the grand unveiling of the Associate's name at the end.

Tip: Try to include items at the community, Detachment, Department, Midwest Division, and any other level of the Marine Corps League or the Marine Corps League Auxiliary. Remember, this award is about the MCL or the Auxiliary. You can certainly add in bullet points from these areas, but they may not necessarily be used. The following is a basic format for the background information page for your Detachment's Nominee.

A basic paragraph or two totaling 4-8 lines will do just fine. Remember, this should be written as if you were introducing a guest speaker to the podium. It is about stating facts about this Associate's history in the League, which led him/her to this achievement point today.

[Example]

MARINE CORPS LEAGUE Department of Iowa Larry Nehring Detachment #103 Associate of the Year Nominee

Background Information

Associate John Smith joined the Marine Corps League in July of 2005. During the time he held this office, he performed these tasks ; he performed at a level that was in keeping with the mission of the Marine Corps League.....etc., etc.....

Let's move on to Chapter 3!

Chapter 3 – Nominee’s Accomplishments

In this chapter:

- Writing the accomplishments segment of the Nominee package
- Understanding what should be included

Wow, you’re already to this point in putting together your Detachment’s Nominee package!

OUTSTANDING!!! Now you are at the accomplishments stage of the package. This is where you really need to put forth your efforts. This is the “meat and potatoes” section of the entrée, the primary section where your Detachment Nominee needs to shine. You can think of this section as a résumé for a job. This is where you “sell” your Nominee. What is written here will ultimately determine if your Nominee is deserving of this award.

ACCOMPLISHMENTS

- 1) A brief statement of why the Nominee should be selected and a summary of accomplishments written in numbered and bulleted form for quick reference.
- 2) Accomplishments shall not exceed two pages.
- 3) This is the primary document used by the selection board.
- 4) Submit three copies of this part of the nomination. The Department AOY Selection Board shall, by majority vote, determine the eligibility of any nomination submitted with insufficient copies.

Write a brief statement on why you think your Detachment Nominee should be the Department Associate of the Year. This should be a very powerful, yet brief, statement. This statement should summarize what the entire Detachment believes about this Marine. Here is an example:

Why this Nominee should be selected as the Department of Iowa AOY

This Associate.....[Type in why you believe this person deserves to be the Dept. of Iowa Associate of the Year]..... For these reasons stated, the [XXXXX] Detachment #[XXXX] membership has selected Associate John Smith to be their Nominee as the 20XX Department of Iowa Associate of the Year.

Just remember three words; **compressed, yet detailed!** Got it? Good! Let’s march on.

Now, we know there are many Associate Members out there who do quite a bit of work within the League. Many of them are on committees at the Detachment level (i.e., Honor Guard, Toys for Tots or other special committees). Some are even working or assisting at the Department and/or Division levels. Awesome!

These are the accomplishments that need to be added to this package. Just keep one thing in mind. Everything you list **MUST NOT** exceed two (2) pages. Remember, you’re “selling” your Detachment Nominee to the Department AOY Committee. Use every bell and whistle you can to promote your Nominee but keep your information brief and to the point. If you simply have too much information to put on two pages, prioritize the most important information to be added first, then see what room you may have left over to add more.

Remember – You do not have to use the template provided. You can always create your own accomplishment pages with your favorite word processing software.

“Ok, so how do I even start to put these accomplishments together? I have to number and bullet everything? That sounds hard. HELP!”

Easy there Marine! Take a drink from your canteen and sit in school circle formation (I know. School circle formation doesn’t really work with just one Marine, but you get the concept we’re trying to make, so”**EYEBALLS!**”)

Here is a basic example of how you will want your accomplishments to look:

2009-2010 Accomplishments:

1. Detachment

- John recruited X members.....
- John started this program/project.....
- ??????

2. Community Involvement

- Involved with a Toys for Tots fundraising effort.....
- Assisted Color Guard.....
- Involved with a Memorial Day program..... wreath laying ceremony.....
- ?????

3. Department of Iowa (If applicable)

- Volunteered to be a part of the Department of Iowa.....
- Currently holds/held the position of.....

4. Miscellaneous

- Division participation.....
- ??????

So what do you think? Not so hard at all now, is it? It’s almost like being given the answers to a test by your teacher before you take it. You simply can’t fail. That’s what this book is all about! Lastly, once you have clipped off all the Irish pennants and have completely field day’d this section, you must print out three (3) sets of copies to be added to your final Nominee package. So, what would a sample page look like if this were all thrown together? Keep in mind you still have a full second page to add more accomplishments.

Tip: Give yourself plenty of time to sit down with the Detachment Nominee and whoever else is a part of the Dept. of Iowa AOY committee for your Detachment. Take the time to get timelines of events and accurately document everything you want to add to this package. Again, remember to include your Detachment name and number. When you’re done, proceed to the next chapter.

[Example]

MARINE CORPS LEAGUE Department of Iowa Larry Nehring Detachment #103 Associate of the Year Nominee

Why this Nominee should be selected as the Department of Iowa Associate of the Year.

This Associate.....[Type in why you believe this person deserves to be the Department of Iowa Associate of the Year].....For these reasons stated, the [XXXXX] Detachment #[XXXX] membership has selected Associate John Smith to be their Nominee as the 20XX Department of Iowa Associate of the Year.

2009-2010 Accomplishments:

1. Detachment

- John recruited X members.....
- John started this program/project.....
- ?????

2. Community Involvement

- Involved with a Toys for Tots fundraising effort.....
- Assisted Color Guard.....
- Involved with a Memorial Day program..... wreath laying ceremony.....
- ????

3. Department of Iowa (If applicable)

- Volunteered to be a part of the Department of Iowa.....
- Currently holds/held the position of.....

4. Miscellaneous

- Division participation.....
- ?????

Chapter 4 – Supporting Information

In this chapter:

- Learning how to submit the optional supporting information section of the package
- Understanding what should be included

This section complements the previous section of your Detachment Nominee's accomplishments.

SUPPORTING INFORMATION (optional) - Only one copy of this part of the nomination is required. Supporting information shall be organized to allow quick reference to the numbered and bulleted summary on the Accomplishments page(s).

- 1) Detailed information regarding accomplishments.
- 2) Copies of awards.
- 3) Newspaper articles

This is a **GREAT** way to visually show your Detachment Nominee in action. Print out copies of MCL awards that he/she has earned over the past year. Photocopy newspaper articles and highlight the areas pertaining to how your Nominee was involved. Utilize pictures taken by your Detachment that show your Nominee involved in the different projects/functions in which he/she participated. All of this will look outstanding when they are put in chronological order mirroring the Accomplishments section. This is the gear you want to add as flavor to your package!!!

Remember – This is an optional section of the Nominee package. It is not required, but even a picture or two can really help the committee understand the level of involvement and commitment your Nominee has made to the League and his/her community over the past year. There is no limit to how many pages this section is, either, so use it to your advantage. The next two pages show an example of how your supporting information pages can look.

Carry on Marine. See you in the next chapter!

[Example]

MARINE CORPS LEAGUE Department of Iowa Larry Nehring Detachment #103 Associate of the Year Nominee

Supporting Information

1. Detachment

- Picture of him/her at officer installation
- U.S. Patriotism Certificate of Appreciation Award
- Acme Novelty company Award

2. Toys for Tots

3. Community Support

4. Miscellaneous

Pictures, articles, letters of recommendation and copies of awards should be included in this section.

Chapter 5 – Putting the Whole Package Together

In this chapter:

- Putting the whole Nominee package together for submittal
- Making the deadline to turn your Nominee package in
- Celebrating your success for a job well done preparing the Nominee package

Here you are. Your Nominee package is now complete. **Oooooohhhh-Rahhhh!**
All we need to do now is submit it. But how is that done?

Submission

- 1) The nomination must be placed in a sealed 8 1/2" x 11" or larger envelope – Please do not fold submissions.
- 2) The envelope shall be addressed to: "Chairman, Department Associate of the Year Society" and shall identify the Detachment submitting the nomination.
- 3) Detachment Commandants or their representative are encouraged to hand-deliver the nomination package to the Department Adjutant on the first full day of the Department Convention prior to the lunchtime recess. Verification of receipt of nomination packages MAILED to Department Adjutant shall be the responsibility of the sender.
- 4) The Department Adjutant shall, without opening the envelope, record the name of the Detachment submitting a nomination in the Department Convention business meeting minutes.
- 5) The Department Adjutant shall hand-deliver the envelope, UNOPENED, to the Chairman of the Department of the Iowa Associate of the Year Board on the day the Board convenes for selection. The nominations shall remain sealed until the Board convenes.

Warning! – This is actually one of the most critical parts of the nomination package. You can write the best package ever made; however, if it does not follow the specific requirements pertaining to how to put the package together, then your package may be put to the side and not even considered. Do not take this lightly!

This truly is an important part of the process in putting your package together. It is not difficult at all to do; it just is not on the top of everyone's mind because they are so thrilled with how the package contents read that the submission part just slips by them.

Just follow along and we'll wrap this section up for you. **Follow us Marines!!!**

Ok. What do we do first?

Seal your entire package in an 8 1/2" X 11", or larger (9" X 12" is a common size), envelope. You can get these at any local store that sells stationery, such as Staples, Wal-Mart or Office Max.

[WARNING]

Take all of the pages you printed out and separate them into sections of the cover letter, background information, accomplishments and supporting information. You may staple your accomplishment and supporting information individual sections together. Stack all of the sections together, in the order just stated, and place them in the envelope.

[WARNING]

MAKE SURE ALL THE PAPERWORK IS IN ENVELOPE!!!

You can now seal the envelope. The next thing you want to do is add the appropriate address on to the front of the envelope. The sealed envelope must be addressed with specific wording on it. It must read:

To: Chairman, Department of Iowa Associate of the Year Society

From: Commandant, Larry Nehring Detachment #103

Make sure you have the Detachment name and number in the address line!!!

Now you're rolling! You've got your Nominee package address label filled out, printed and welded onto the front of your submission envelope. Now you have a **COMPLETE** package ready to be submitted!!! This **SHOULD** be handed to the Department Adjutant (or Adjutant/Paymaster; not the Paymaster!) on the first full day of the Department Convention prior to the lunchtime recess. **Heed this warning!!!** Do **NOT** wait until the last minute to submit in your Detachment's package. As soon as you can locate the Adjutant, hand him your package. This could be the day or two before the Department Convention business meeting starts. It is **YOUR** Detachment's responsibility to turn it into the Department Adjutant. It is not HIS responsibility to remind you of that.

If you choose, you can mail your completed Nominee package (registered return receipt) to the Department Adjutant prior to the Convention at his/her mailing address found on the Department website under "contacts." However, **YOU** (the submitting Detachment) take the responsibility of ensuring the package arrives to the Department Adjutant in a timely manner prior to the start of the Department Convention, and in the same condition in which you mailed it out. Sometimes there can be damage to your mail or your package may never arrive. This is unfortunate, but the chance you take by not delivering it in person. Please think wisely on how to submit your package so that you are 100% sure it will make it into the proper hands. Once you have properly handed over your Detachment's Nominee package, you can then say your mission has been completed. At this time, take a moment to reflect on all the hard work you put into this package. Your Detachment, and your Detachment's Nominee, can now feel very proud of the work that you have accomplished. As it is said, the hardest thing about doing anything is doing it for the first time. If your Detachment has never completed a Department Associate of the Year package before, then you can certainly feel very proud now that you have taken the steps to not

only recognize a fellow Marine Corps League member for what he/she has contributed to the League and the community, but for taking the steps as a Detachment to rise up and be a part of his/her possibility of becoming Iowa's next Associate of the Year!

Congratulations to you for submitting your Nominee package, whether you use this information or not. We salute you for the effort that you put in to recognize one of your own and certainly know the feeling of what it feels like to have been nominated and supported by our Detachments to have been selected for this most prestigious award.

Chapter 6 – Department Associate of the Year Procedures

This chapter gives you the complete Department of Iowa Administrative Procedures section on the Associate of the Year. Here you can read word-for-word what is written. This is good information to have, since this manual is based on these procedures. If you have any doubt about how to fill out your Nominee's package, we strongly suggest you confer with the current Chairman of the Associate of the Year Society or any other recipient of the Department Associate of the Year Award for consultation. If your Nominee does not happen to win the year you submitted him/her, then you can always try again the following year.

GOOD LUCK TO YOU ALL!

DEPARTMENT OF IOWA ADMINISTRATIVE PROCEDURES

CHAPTER ONE

DEPARTMENT ASSOCIATE OF THE YEAR

SECTION 100 - DESCRIPTION - This is an annual award presented to a regular member of the Marine Corps League who has rendered service and/or performed deeds above and beyond the duties and obligations required of a member of the Marine Corps League.

SECTION 110 - FUNDING - Funding for this award shall be as appropriated in the annual budget of the Department of Iowa.

SECTION 120 - QUALIFICATIONS

(a) Nominee must be a REGULAR MEMBER IN GOOD STANDING as defined in the National Bylaws of the Marine Corps League and a member of the Department of Iowa.

(b) Nominee must be nominated by his/her detachment of the Department of Iowa.

Section 130 - NOMINATION - Each nomination package consists of four parts: (1) cover letter, (2) background information, (3) accomplishments and (4) supporting information. The nomination must be neatly typed. Handwritten nominations shall not be accepted.

(a) **COVER LETTER** - The following components of the cover letter are mandatory:

(1) Date the cover letter.

(2) Identify the nominee by name and membership number.

(3) State that the nominee is a regular member in good standing of the Marine Corps League as defined in the National Bylaws.

(4) State that the nominee was selected in accordance with any applicable Detachment bylaws.

(5) Certify all statements in the cover letter with the signature of the Detachment Commandant.

(6) Three copies of this part of the nomination are required.

(b) **BACKGROUND INFORMATION**

(1) This information may be used in the selection process. If the nominee is selected, this part shall be used to introduce the AOY at the banquet or subsequent news releases.

(2) Submit three copies of this part of the nomination.

(c) **ACCOMPLISHMENTS**

(1) A brief statement of why the nominee should be selected and a summary of accomplishments written in numbered and bulleted form for quick reference.

(2) Accomplishments shall not exceed two pages.

(3) This is the primary document used by the selection board.

(4) Submit three copies of this part of the nomination. The Department AOY Selection Board shall, by majority vote, determine the eligibility of any nomination submitted with insufficient copies.

(d) **SUPPORTING INFORMATION** (optional) - Only one copy of this part of the nomination is required. Supporting information shall be organized to allow quick reference to the numbered and bulleted summary on the Accomplishments page(s).

(1) Detailed information regarding accomplishments.

(2) Copies of awards.

(3) Newspaper articles.

Section 140 - NOMINATION PROCEDURES

(a) Only one nomination shall be submitted per detachment.

(b) The nomination shall not be limited to the current year Detachment AOY. The Detachment may choose to submit a nomination that has a strong, on-going commitment to the League, while simultaneously recognizing another Detachment member's achievement at the Detachment level for the current year. However, Detachments retain the right to nominate the current Detachment Associate of the Year if they wish.

(c) The Department AOY nomination must be endorsed (signed) and dated by the Detachment Commandant, who must abide by applicable Detachment Bylaws governing this award.

(d) The nominee cannot be a former Department of Iowa AOY - only one award per member.

(e) Submission

(1) The nomination must be placed in a sealed 8 1/2" x 11" or larger envelope. (2) The envelope shall be addressed to: "Chairman, Department Associate of the Year Society" and shall identify the Detachment submitting the nomination.

(3) Detachment Commandants are encouraged to hand-deliver the nomination package to the Department Adjutant on the first full day of the Department Convention prior to the lunchtime recess. Verification of receipt of nomination packages MAILED to Department Adjutant shall be the responsibility of the sender.

(4) The Department Adjutant shall, without opening the envelope, record the name of the Detachment submitting a nomination in the Department Convention business meeting minutes.

(5) The Department Adjutant shall hand-deliver the envelope, UNOPENED, to the Chairman of the Department Associate of the Year Board on the day the Board convenes for selection. The nominations shall remain sealed until the Board convenes.

Section 150 - DEPARTMENT ASSOCIATE OF THE YEAR SOCIETY

(a) Shall be comprised of all past recipients of the Department of Iowa Associate of the Year Award.

(b) Each member must be an ASSOCIAT MEMBER IN GOOD STANDING as defined in the National Bylaws of the Marine Corps League.

Section 160 - SELECTION BOARD

(a) Composition

(1) The Department Associate of the Year (AOY) Selection Board (the Board) shall be staffed by members of the Department Associate of the Year Society and shall number no less than three voting members.

(2) The Department AOY Society shall be chaired by a Chairman.

- (a) The Chairman shall be selected by the by vote of AOY Society.
- (b) The Chairman must be a member of the Department Associate of the Year Society as defined in SECTION 150.
- (c) The Chairman shall chair the Department AOY Selection Board.
- (d) The Chairman shall not vote on the Board unless he/she is the third (minimal) voting member necessary to form the Board or in the event of a tie vote on an even numbered board.
- (3) Each detachment is limited to a single voting member on the Board. The most recent selected AOY from the detachment, present and willing to serve on the Board, shall be the voting member.
- (4) Department AOY Selection Board members may only represent the detachment they had membership in when selected as the Department AOY, however a AOY that transfers within the State/Department may vote for the new Detachment.
- (5) Any National or Division Marines of the Year may serve as an ex officio member of the Department AOY Selection Board.
- (6) These ex officio members shall not vote.
- (7) The National or Division Marine(s) of the Year may serve as advisor/s to the Chairman of the Department AOY Selection Board.
- (b) Board Deliberations – Deliberations of the Department AOY Selection Board are confidential and shall not be divulged to non-AOY Society members.
- (c) Board Procedures
- (1) The Board will convene at each Department Convention to select a Associate of the Year.
 - a) The Board will not be required to make a selection if the nominations received do not meet the AOY expectations criteria. Under the circumstances whereby Detachments failed to submit nominations, or the nominations received fail to be qualified, the board may forgo that provision in section 120 whereby nominations must originate at Detachment level. The board may then select a worthy member by unanimous consent within the various Department of Iowa Detachments that fulfill the AOY criteria requirements.
- (2) The Board shall not meet during any open session of the Department Convention.
- (3) All of the nomination packages shall be reviewed before the first vote is taken. Subsequent votes shall be taken to reduce the number of packages under consideration until such time as one nominee gets more than half of all votes available on the selection board.
- (4) The nomination cover page shall be signed by the Chairman, and every voting member of the Board will attest that the nominee was judged.

SECTION 170 – AWARD PRESENTATION PROCEDURES

- (a) The Department Associate of the Year shall be awarded at the annual Department Convention banquet.
- (b) The Department Commandant or Banquet Master of Ceremonies shall introduce the Chairman of the Department of Iowa Associate of the Year Society.
- (c) The Chairman shall introduce all members of the Department Associate of the Year Society, in order from least recent to most recent selected AOY, prior to announcing the latest selection. The year and detachment of each recipient shall be included in the introduction.
- (d) The Chairman of the Department Associate of the Year Society shall present the award or designate a presenter.
- (e) The Associate of the Year shall be presented with a Department-level Medallion draped around his neck and a plaque from the Department of Iowa denoting his/her selection as the Department of Iowa, Associate of the Year.