MARINE CORPS LEAGUE, ROCKY MOUNTAIN DIVISION GUIDELINES FOR DIVISION ASSOCIATE MEMBER OF THE YEAR AWARD

Any member in "Good Standing" of the Rocky Mountain Division may nominate any "Associate Member in Good Standing" of the Rocky Mountain Division for Division Associate of the Year (AOY). The nomination must be received by the Junior Past Associate of the Year by the deadline on that year's Awards letter. The letter is to be sent to Div. Adjutant, Div. Web-Sergeant (for addition to the Div. Website), and all Department Commandants. Department Commandant's must then distribute to all their subordinate Detachments.

ELIGIBILITY

The nominee must have previously been selected by their home Detachment's Associate of the Year Society and received the Detachment's AOY Award, as well as have received their home Department's AOY award, prior to the nomination for Division Associate of the Year.

GUIDELINES

When drafting the nomination for a proposed recipient of the Division Associate of the Year, it is asked that you follow the outline below in drafting the document. This will aid the committee in conducting a timelier side-by-side comparison when presented with multiple nominees.

➢ **Must be a Past Detachment and Department Associate of the Year** (state years awarded)
➢ Involvement in detachment activities, i.e.,
   o Attends meetings
   o Participates in detachment functions
   o Serves/served on a detachment committee
   o Holds/held an Appointed Detachment Officer position
   o Supports the MCL Auxiliary
➢ Involvement within the local community, i.e.,
   o Volunteers time at VA
   o A Leader in Young Marines, Scouts, or other youth activities
   o Toys for Tots
   o Participates as an Associate or Auxiliary member in other Veteran's organizations (VFW, DAV, American Legion, etc.);
   o Participates in joint veterans' activities (joint color guards, funeral details, veteran coalitions, etc.)
➢ Department level involvement, i.e.,
   o Holds/held an appointed office
   o Served as committee chair or member
   o Supports department activities.
➢ Division level involvement, e.g.
   o Holds/held an appointed office
   o Is or has served on a Division/National committee
   o Has attended Division and/or National events.

ALL LEVELS

The nominee for Division Associate of the Year should have past involvement at all levels. Overall service should show that the nominee has gone "above and beyond" what is expected of an average "good member". The above examples are examples only and not hard requirements for the award with the exception of being a prior Detachment and Department Associate of the Year.

If a Detachment does not have an Associate of the Year Program, the home Department Associate of the Year Society should help the Detachment start one.

ADMINISTRATION

The Junior Past Division Associate of the Year Shall:
 ➢ A notification letter is to be mailed to ALL Department Commandants in the Rocky Mountain Division, no later than 120 days prior to the division Conference; the letter will also state the deadline for submissions to be sent to the chairman which should be no later than 45 days prior to the conference.
 ➢ Department commandants are directed to forward the notification letter and Guidelines to all detachments within their respective departments
   • Request that all Department Commandants acknowledge receipt of the nomination letter. (to the AOY Committee chairman)
 ➢ Only past recipients of this award are eligible to be members of the Division Associate of the Year Society award selection committee and vote for new awardee. *(Starting 2020, since no Award has previously been awarded, the Div Executive Committee shall act as selection board until three (3) consecutive awardees have been identified.)*
 ➢ A copy of the notification letter will be sent to ALL committee members.
 ➢ The Chairman shall notify the committee members of any/all nominations received prior to the annual Division Conference.
 ➢ Conduct a meeting during the Annual Division Conference with all Past Associates of the Year in attendance to select the new Associate of the Year from the nominations received.
   • It will be at the discretion of the committee if any award will be approved and presented for the current year. It is not mandatory that an AOY award be given every year
 ➢ ALL nominations shall be kept confidential.
 ➢ The Award can only be presented once per recipient.
 ➢ The Division Associate of the Year *Medallion will be presented.
   • It is the current chairman's (JPAOY) responsibility to secure the Division Associate of the Year Medallion/Ribbon for presentation
   • Any additional awards or change of the Awards will be at the discretion of the Division Associate of the Year Committee.
 ➢ Divisional Conference Hosting Department will be responsible to reimburse the JPAOY for all costs pertaining to the purchase of the Division Associate of the Year Awards.
   • *Division AOY Medallion
   • *Division AOY Ribbon Bar w/YTBD Device
   • Division AOY Plaque or Trophy
 ➢ Presentation of the Division Associate of the Year Award will be made during the Annual Joint Department Convention/Division Conference Banquet.
 ➢ Jr Past AOY will provide to the new Associate of the Year a folder containing these instructions and a list of the past recipients.

➤ The JPAOY can release an appropriate press announcement to media sources in the new Associate member of the Year's home area and in other areas where Marine Corps League Detachments Exist. A color photo and caption should also be forwarded to "Semper Fi" Magazine for publication
➤ A sample "Notification Letter" is attached for information purposes. contact information for the Department Commandants is posted on the Div. website.

*Upon Creation and Adoption of the National Associate Member of the Year Award at an MCL National Convention and addition of suitable awards commensurate to the Marine of the Year Award to the National BL&AP. All Past Recipients of the Division Associate of the Year Award will be eligible to wear the duly appointed medallions/medals/ribbon bars.