

Directions for use of this Worksheet

The purpose of this worksheet is to assist in gathering the information needed to complete the form for a patroller being considered for Certificate of Appreciation Award (COA). The nomination form used for a COA nomination is the Merit Star nomination form. This worksheet is designed to assist with sections 1 through 6 of the form. The more you can identify on the worksheet, the more likely the nomination will be approved by Region, Division, and National Award Committees.

The key to success with these nominations depends on the sponsor's recommendation letter and the supporting documents. They must credit the nominee with an act or acts that warrant the level of COA being written!

National Certificate of Appreciation can be applied when the sponsor submits a patroller who has done a great job in a position above and beyond their normal patrolling activities or in assisting in a minor role at a Merit Star level incident. The Certificate of Appreciation can be applied at the Region, Division or National level.

Sections 1-3 – Nominees Information and Signatures

The nominees contact information and Patrol registration should be filled out accurately. Use the Patrollers name as it is registered in the National database. **Do not use nicknames.**

The appropriate Approval names and Signatures list the correct hierarchy. The only exception is when nominee holds one of these positions. In this case print Nominee in the appropriate field.

Public Posting Date

This is usually the date the award will be presented. After which the award will be entered on the Patrollers profile in the National database.

Section 4 – Certificate Wording

Give reason, event, place, and dates, indicating exactly how the wording on the award certificate should appear. Be brief, as space on the certificate is limited to 3 centered lines. The National Office reserves the right to change the wording.

DO NOT LEAVE THIS AREA BLANK!

Be brief but to the point such as "In recognition and acknowledgement for being Chairperson of the organization committee for the Division Awards Meeting and Banquet in XXXX."

Section 5 – Supporting Documents

When supporting documents are attached this checkbox should be checked.

For COA nominations at the Division or National level a support letter from a Division or National officer is recommended.

Section 6 – Sponsor's Recommendation

All nominations must include the Sponsor's recommendation.

The sponsor should describe what the patroller did to warrant the nomination. A narrative of the patroller's actions which the sponsor believes warrant the COA recognition. Do not include extraneous information. What is important is what the patroller did.