

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 7 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.

Merit Star classification

MERIT STAR or NATIONAL CERTIFICATE OF APPRECIATION

PURPLE BLUE GREEN YELLOW NATIONAL CERTIFICATE OF APPRECIATION (COA)

Do not check a box for the color of the Merit Star.

This is for a National or Division Certificate of Appreciation Award. Use these words in Section 5 and in the Sponsor Recommendation.

Sections 1-3 – Nominees Information

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.**

Section 4 – Sending, Presentation, Posting, and Signatures

The Send the awards to, presentation, posting dates are to be completed by the Division Awards Advisor or Division Director when the nomination advances to Division level. These dates are usually the dates the award will be presented. After which the award will be entered on the Patrollers profile in the National database.

Date Needed

Should be a date at least a week before the anticipate presentation date. Normal processing varies by Region but always includes review and approval by a Region Committee and review and approval by a Division Committee. After approval by the Division, the award is sent to the National Awards Advisor checked and forwarded to the National Office. Normal processing once the award reaches the National Office can take 45 days. Review at the Division level can take a couple weeks and Region review could take couple more. Therefore, Applications submitted to the Region at least 10 weeks before the planned presentation date. NOTE: Nominations for this award can be submitted to the National Awards Advisor at any time during the year.

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.

Approvals and Signatures

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.

Section 5 – 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 6 – 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 7 – 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.