

## Directions for use of this Worksheet

The purpose of this worksheet is to assist in gathering the information needed to complete the Meritorious Service Award nomination.

The worksheet is designed to assist with sections 1 through 5 of the form and additional documentation needed. The more you can identify on the worksheet, the more likely the nomination will be approved by Region, Division, and National Award Committees.

This award has good instructions on the award form. Below are a few important points.

- The Meritorious Service Award may be awarded to a patroller who has demonstrated extraordinary and outstanding service and leadership as a Region or Division staff member. The Meritorious Service Award can be nominated only by **Region** and **Division Directors**.
- Nominations for this award need not be reviewed by the Region Awards Committee. The nomination should be sent directly to the Division Awards Advisor for review.
- Nominations for this award are usually reserved for appointed positions. If the position is an elected position the Merit Star form should be used for a Yellow Merit Star.
- Follow instructions in the form and ensure the following:
  - Nominee must have served a minimum of 3 years in a Region or Division staff position.
  - Requires a sponsoring letter.
  - Describe the reasons, event, place, and dates, indicating exactly what the patroller did to deserve this recognition.

### 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 and Signatures

The Send the award to and address to send to must be a valid mailing address. **Do not use a PO box.**

#### 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 & 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 – Award Wording**

Give the nominees position title served for their Region or Division.  
Check the appropriate box if this was a Region or Division position.  
Include the beginning and ending years of service.

**DO NOT LEAVE THIS AREA BLANK!**

**Section 6 – Sponsor’s Recommendation**

All nominations must include the Sponsor’s recommendation.

For administrative service work that benefits the NSP, describe what this patroller has done and how long they performed the duties. Include specific accomplishments.