



Marine Corps League Department of Florida



20 June 2023

From: Senior Vice Commandant, Department of Florida
To: Distribution List

SUBJ: DEPARTMENT OF FLORIDA AWARDS POLICY

Ref: (a) Current Edition of the National Administration and Procedures
(b) Current Edition of the Department of Florida Administration and Procedures

Encl: (1) Awards Recommendation Form
(2) Newsletter submission, format, and guidelines
(3) Department of Florida Website Competition

1. **Purpose:** This policy establishes guidelines for submitting members for appropriate Recognition in the Department of Florida (DOF)

2. **Background:** The Awards Program is to provide recognition for acts of exceptional service by members, individuals, and organizations that have provided service to our Department, Detachments, the Community, Young Marines, Veterans, or the Marine Corps League (MCL) or organizations supported by the MCL. References (a) and (b) delineate specific guidelines and individual submission requirements that must be carefully followed or otherwise they will be disqualified. Refer to reference (a) Enclosure Four (4) for specific details. All DOF awards are at the Commandants discretion. For example, a recommendation may be lowered or upgraded.

3. **Categories of Awards:**

a) **Department Awards:** The Chairman of the Awards Committee must receive all recommendations for Department Level Marine Corps League Awards prior to 1 May for presentation at the Annual Convention; 1 March for the Spring Conference and 1 October for the Fall conference. The Department Award Recommendation Form enclosure (2) is required for all award submissions.

b. **Department of Florida Recruiter Award**: To be considered for the Department Recruiter of the Year Award a Department Recruiter of the Year nomination form must be received by the Department of Florida Senior Vice Commandant/Awards Chairman by 31 May annually. Late entries will be disqualified.

c. **Department of Florida Program Awards**:

- 1) **Marine of the Year** submission and guidelines are found at DOF website [Marine Corps League Dept. of Florida \(mcl dof.org\)](http://mcl dof.org) *This award is managed by the President of the Marine of the Year Society for the DOF.*
- 2) **Detachment Commandant of the Year**; submission and guidelines are found at DOF website [Marine Corps League Dept. of Florida \(mcl dof.org\)](http://mcl dof.org) *This award is managed by the President of the Commandant of the Year Society for the DOF.*
- 3) **Chapel of Four Chaplains Legion of Honor** submission and guidelines are found at DOF website [Marine Corps League Dept. of Florida \(mcl dof.org\)](http://mcl dof.org) *This award is managed by the Chapel of Four Chaplains Chairman for the DOF.*
- 4) **Americanism Program Award**; All the books will be Bound books, Scrap Books or Albums, (Americanism Report). The report will be based annually on events during June 1, to May 31. The books are to be arranged according to sections with appropriate documentation. Each section will have a cover sheet detailing the contents of that section. Use only the sections your Detachment participated in. Not all books will have all sections completed. This uniformity will assist the committee with giving credit for all activities reported. All Americanism Reports must be hand delivered to the Americanism Committee by 1300 on Friday of the Department Convention. All Americanism Reports (Albums) will be returned and receipted to your Representative following the judging and presentation of awards. Reference (a) enclosure (2) contains guidelines.
- 5) **Website Competition**: Is a competition that does not require a detachment to submit for. The Awards Chairman will review all active detachment websites in the DOF. Enclosure (3) contains guidelines and criteria that will be considered.
- 6) **Veterans Administrative Volunteer Service (VAVS) Awards** submission and guidelines are found at DOF website [Marine Corps League Dept. of Florida \(mcl dof.org\)](http://mcl dof.org) *This award is managed by the VAVS Chairman for the DOF.*

d. **Division & National Level Marine Corps League Awards:** All recommendations for Division or National Level Awards must be submitted to the Department Commandant for approval via the Department Awards Committee, utilizing the National Awards form found in the MCL Library.

- 1) **National Marine of the Year** must be submitted utilizing the guidelines utilizing reference (a) enclosure (4).
- 2) **Junior Vice Commandant Award**; Reference (a) enclosure (4) outlines Awards and guidelines. Awards received from National for Detachments in the DOF will be presented at the next DOF conference or handed over to the District Vice Commandant (DVC).
- 3) **Detachment Newsletter Competition Award**; Enclosure (2) contains the guidelines on how Detachment newsletters are judged.
- 4) **Southeast Division Marine of the Year the (Carter Award)** must be submitted as outlined at [The Magnificent Seven - Marine Corps League Southeast Division \(sediv.org\)](http://TheMagnificentSeven-MarineCorpsLeagueSoutheastDivision(sediv.org)) website.

e. **Military Order of the Devil Dogs (MODD) Awards:** MODD awards do Not flow through the Department Awards Chairman or the Department Commandant. Please refer to MODD references for MODD award information. Please review submission [Marine Corps League Dept. of Florida \(mcl dof.org\)](http://MarineCorpsLeagueDept.ofFlorida(mcl dof.org))

4. **Action:**

a) **Department Awards**

- 1) Department Convention Awards must be submitted annually by 15 May utilizing enclosure (2)
- 2) Department Spring Conference Awards must be submitted annually by 15 March utilizing enclosure (2)
- 3) Department Spring Conference Awards must be submitted annually by 1 October utilizing enclosure (2)

b) **Americanism program Award:** Americanism Reports must be hand delivered annually to the Sr. Vice Commandant by 1300 on Friday of the Department Convention utilizing the guidelines in reference (a) enclosure (4). Awards are broken down as follows:

- 1) **Americanism Report.** Awards will be based on Detachment strength as follows:
 - I. Category I (Platoon Size) Strength of 15 to 50
 - II. Category II (Company Size) Strength of 51 to 100
 - III. Category III (Battalion Size) Strength of 101 and above

c) **Submission:** All awards are to be emailed by the required dates as reflected above to the Sr. Vice Commandant as indicated in paragraph (5) Point of Contact.

5. **Point of Contact:**

John Gionet, Sr. Vice Commandant
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John M. Gionet
JOHN M. GIONET

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DEPARTMENT OF FLORIDA AWARDS NOMINATION FORM

Detachment Name	
Detachment Number	
Sr Vice Commandant Name	
EMAIL #	Phone #
NOMINATION	
NOMINEE	
DETACHMENT	
AWARD RECOMMENDATION	
Distinguished Citizen Silver	Distinguished Citizen Bronze
Distinguished Service Bronze	Department Recruiter Silver
Dept Meritorious Unit Commendation	Certificate of Appreciation
Individual Meritorious Commendation	Other
SUMMARY OF ACTION	
SIGNATURE	APPROVE YES NO DATE

DEPARTMENT OF FLORIDA AWARDS NOMINATION FORM

Detachment Name	Please put full name of Detachment submitting the nomination
Detachment Number	Please put the detachments number
Sr Vice Commandant Name	Please put the full name of the Sr. Vice Commandant
EMAIL #	Please put the email address for the Sr Vice Commandant
Phone #	Please put the phone number for the Sr Vice Commandant
Nomination	Input either the name of the member or the name of the Detachment being submitted for an award.
Nominee	Please put the full name of the MCL member being nominated
Detachment	Please put the name and number of the Detachment if DOF Unit Commendation
Award Recommendation	Please put a check mark for the award being recommended.
Distinguished Citizen Silver	
Distinguished Citizen Bronze	
Distinguished Service Bronze	
Department Recruiter Silver	
Dept Meritorious Unit Commendation	
Individual Meritorious Commendation	
Certificate of Appreciation	
Other	If award not covered, please indicate the name of the award being recommended.
SUMMARY OF ACTION	Please write why the member is being nominated and add bullets to support the nomination.
Signature	Either the Commandant or Sr. Vice Commandant's signature is placed here
Approve	Indicate whether the Detachment Awards Committee approved Yes or NO
Date	Input the date the award is recommended (ensure you meet the deadline)

DEPARTMENT AWARDS CHAIRMAN ENDORSEMENT

AWARD RECOMMENDATION AS INDICATED BELOW

Distinguished Citizen Silver 	Distinguished Citizen Bronze
Distinguished Service Bronze 	Department Recruiter Silver
Dept Meritorious Unit Commendation 	Certificate of Appreciation
Individual Meritorious Commendation 	Other
RECOMMENDATION	
Recommend the award listed above to	
Presentation of this award is in accordance with the Department of Florida Bylaws and Administrative procedures.	
SIGNATURE	DATE

2023 NEWSLETTER COMPETITION INSTRUCTIONS

The National Newsletter Competition encourages all Detachments and Departments of the Marine Corps League to submit their newsletter for judging. For the editors that work so hard, they should receive the recognition. If you don't already have a newsletter, consider starting one. The Judging staff would be glad to help and advise you in any way possible. The newsletter should encourage members to attend meetings and to remain as active as possible in the Marine Corps League.

The newsletter is a great informational tool for your members. It can remind them of meeting schedules, upcoming events, things they can volunteer for, who is sick, and to reflect on what you've accomplished. It's great for keeping members that couldn't attend your last meeting informed. We encourage members to give out a printed copies to potential members. You also should consider leaving copies at VA clinics, Vet Centers, barber shop, etc. or anywhere you know veterans frequent. It can introduce people to your local Marine Corps League, to see who you are and what you do.

The Newsletter Judging Criteria does more than establish standards for judging. It makes a suggestions of things editors may want to include in their newsletter. Things that encourage readers to read through the entire publication.

Submission rules:

The submissions to the Competition will require three (3) issues in (1) PDF file. (all 3 must be from the same editor) and emailed to the competition email address: MCLnewsletter.comp@gmail.com Emails will be accepted from June 15th through June 30th Submissions must be emailed by June 30th of the convention year. Do not email your newsletters each month.

The published newsletter must be for the period of July 1, through June 30, of the Convention year.

The detachment's classification will be determined by the detachment strength report published by National Headquarters as of July 1 of the convention year.

Awards: 12 plaques (1st, 2nd, & 3rd) will be awarded according to each class (membership strength)

- **Class I** (Platoon size detachments): up to 50 members
- **Class II** (Company size detachments): between 51 and 100 members
- **Class III** (Battalion size detachments): 101 or more members
- **Class IV** (Division size, i.e., departments)
- **Top award:** Overall winner **The Leatherneck Award.** To the top entry regardless of category to the best as determined by the judges for readability, informative, enjoyment & clear messaging.

The awards will be presented at the National Marine Corps League Convention.

Chair

MCL National Newsletter Chair

Dianna Grantham

Phone: (251)377-9818

Email: mclnewsletter.comp@gmail.com

[Title][Type here]

ENCLOSURE (2)

Newsletter-2023-Proposed-Judging-Criteria

JUDGING CRITERIA FOR DETACHMENT & DEPARTMENT NEWSLETTERS			
Awarded Pts	Possible Pts	Category	
	10	Overall Appearance	Consider Content, Style, Identification of Detachment, City, Contacts, editor name & submission info, ease of reading
	10	Marines Helping Marines , VAWS, Veteran Homes,	Events, Actions, Activities, for individual Marines or Marine units, M4L Veteran home visits, support, activities & other local veteran assistance
	8	Marine Corps Birthday	Ball, Dinner or events
	8	Patriotic Holiday events	4th of July, Memorial Day, Veterans Day, Purple Heart Day, Constitution Day, Flag Day, President's Day, Washington B'day, Freedom Day, etc.
	8	Funerals, Remembering The Fallen	For Members, Marines & other veterans, Final salute, standing watch, pal bearers, etc. Member &/or family member events, remembrance, listings
	8	Toys for Tots	planning, fund raisers, work parties, results
	8	Shooting Teams - Rifle/Pistol	Events, awards,
	8	Scholarships'	Awarding, supporting, contributing
	8	Color Guard &/or Honor Guard	Events
	6	Sick and Prayer List	Listing of members sick or in distress
	5	Scouting Programs & Youth	Eagle Scouts, Girl Scouts, Boy Scouts, activities, Awards & other scouting involvement, Youth Physical Fitness, School Support - flag folding, military history, US history, Jr ROTC
	5	Member Recruiting / About New Members	New Member information (name, pic, bio) Recruiting events, plans, results, incentives for member recruiting, top recruiters etc.
	5	Charity	Any Charity supported, events, fund raisers, awards etc.
	5	Calendar	Event Calendar with date, place & time
	5	Historical Article	Marine Corps, Detachment, Member, local hero, or League Member
	5	Fun and Fellowship	Events, photographs, description
	5	Devil Dog	Activities, photographs, update, news
	5	Marine Corps League Auxiliary	Activities, photographs, update, news
	5	Detachment # or Department /Division, & editor name easiness to find	Clear, easily found
	5	Conventions & Conferences	Department, Division, National - upcoming schedule, results, attendance.
	5	Awards & recognition	Detachment, Department, Division, National, or community (giving or receiving) - Americanism, Newsletter, recruiting, etc.
	4	Other Holidays Events	Christmas, Thanksgiving, Easter, Labor Day, etc.
	4	Members Birthdays & Membership anniversaries	Individual Birthdays, Detachment membership anniversaries (milestones)
	4	Officer listing	
	4	Community events	participation, assistance planned &/or results
	4	Graphics	Fun Stuff - Graphics, Cartoons, interesting items
	4	Membership stats	Number of members, Life members, past due, % increase achieved &
	4	Information to help Members & Veterans	Articles or Links to Social Media & websites , reference for Detachment, Department, Division, & National information
0	165		

ENCLOSURE (2)

DEPT OF FL WEBSITE COMPETITION

From the Chairman:

Marines and Members:

The Marine Corps League recognizes the invaluable opportunities that are made available through websites. The publication and sharing of information has always been a critical mission for the League. In the last two decades, the Internet has become an increasingly potent resource for people all over the world.

Just in the last ten years, the Department of Florida has transformed from quarterly paper newsletters to an online website that is available around the clock and updated frequently. Information is shared rapidly and effectively. And this technology has become more and more common at the detachment level, with many detachments hosting their own sites. This competition will challenge MCL units to include elements that will provide essential information about your unit and the League. The Website Competition Committee will score websites based on criteria provided below.

HOW DO YOU GET INCLUDED IN THE COMPETITION?

Commandants, you or your Webmaster should ensure that your detachment is listed on the Department of Florida Website on the page titled Detachment Websites.

WHEN IS THE COMPETITION

Eligible websites will be judged at any time during the month of May. What this means is there is time to get a website built, or revise your existing site. Review the elements that are in the scoring criteria. Work with your Webmaster to make your website competitive.

WHY WOULD I WANT TO WIN THIS CONTEST

While there will be a winner with a plaque, each year many sites are remarkably better than the previous year. And each year we see more detachments with websites. Your website is a wonderful composite of information for your members and for those Marines and citizens who are considering membership in the League. Your site may become your best recruiter. If you work to improve your site, you are already a winner.

DEPT OF FL WEBSITE COMPETITION

Scoring Criteria: Rank Each Category as noted below

OBJECTIVE CRITERIA (Items 1-10)

1. List of Detachment Officers
3 if just names; 4 if names and numbers or email; 5 if names, numbers and email
2. Bylaws - Det/Dept/Nat'l
3 if just one link to Department or National bylaws;
4 if links to both Department & National bylaws;
5 if National, Department and Detachment
3. Current Events and Photos ("current" means within the last two months – answers the question: what is the detachment doing – includes info found in online newsletter)
3 if presented in writing only or in photos only;
4 if presented in writing with photos.
4. Memorial Page or section dedicated to members Sick/In Distress: 3 if present
5. Newsletters: 3 if available online
6. Contact Information for the Detachment
3 if just one email or phone;
4 if both email & phone
7. MCL Mission Statement (3 if present, 0 if not)
8. MCL Related Links (3 if one or two listed; 4 if three or four listed; 5 if more than four listed; includes National HQ, Department of FL, Auxiliary, Young Marines, Devil Dogs, Toys for Tots, Boy Scouts/Eagle Scouts, Wounded Warrior, etc.)
9. Meeting Notice (3 if presented with time and date; 4 if it includes directions)
10. Web Site Updated Frequently (determined by update stamp or date on material)
3 if updated in the last 30 days;
0 if not;

SUBJECTIVE CRITERIA (Items 11-13)

11. Overall – originality – Score from 0 to 10, with 5 being "average"
Your opinion of whether the website contains originality and creativity
12. Overall – variety of content – Score from 0 to 10, with 5 being "average"
Your opinion of the amount of variety offered by the site
13. Overall – presentation – Score from 0 to 10, with 5 being "average"
Your opinion on the overall presentation of the site

** Note: if newsletter is available on site, content of the newsletter is included in scoring (reports, photos, officer listing, etc) because it is online information.

ENCLOSURE (3)