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**AMVETS Department of Maryland**  
**Trophy and Awards**  
**Committee**  
**Revised Criteria and Guideline**  
**January 2015**



Approved on 8 February 2015  
At Department Executive Committee meeting

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## FORWARD

### **MEMBERSHIP**

- A. The Trophy and Awards Committee will consist of all Past Department Commanders and Post Commanders. A Post Commander may appoint a representative to this committee to act on his/her behalf if they are unable to attend the committee meeting.
- B. All Committee members or their representatives will have one vote on this committee.
- C. The Department Executive Director will be a member with vote.
- D. The Committee Chairperson shall be appointed by the Department Commander.

### **MEETINGS**

- A. A minimum of two meetings shall be held during the year. Meetings will consist of an organizational meeting and a final awards selection meeting. Other meetings may be called by the Committee Chairperson as deemed necessary.
- B. The final selection meeting will be held at least 30 days prior to the annual Department Convention start date to allow for engraving of trophies and plaques.
- C. Roberts Rules of Order (newly revised) will be used at all meetings.
- D. A quorum shall consist of five (5) eligible members of the Committee.

## **GUIDELINES**

- A. Post Commanders and/or Post Adjutants will certify the “Recruiters” who are eligible to receive awards.
- B. Those recruiters who are AMVETS Life Members and are eligible for any dollar cash Incentive Award will receive their awards at the Department Convention.
- C. National Employees are not eligible for any Department monetary awards.
- D. All nominees must be in a “paid-up” status and be in good standings in AMVETS Department of Maryland in the year of the award.
- E. All nominations for awards, except the Category 4: PNC A. Leo Anderson Memorial Freestate Award of Excellence and Category 6: PNC A. Leo Anderson Memorial Leadership Award will be mailed to the Chairperson of this committee on or before April 15<sup>th</sup>, using the prescribed Department Nomination Form that is attached to these Guidelines.
- F. Post Commanders are encouraged to set up Post awards for Membership recruitment. The basic unit of AMVETS is the individual AMVET Member. Membership is the “LIFE BLOOD” of our organization. Help your Post grow! Help your Department grow!
- G. The selection and judging of all awards covering the Department of Maryland Auxiliary and Sons will rest with those organizations.
- H. The Department of Maryland Trophy and Awards Nomination Form is included in these Guidelines and may be reproduced as needed. It is important to note that NO AWARD RECOMMENDATION will be accepted for review unless accompanied by the prescribed nomination form.

## **MEMBERSHIP RECRUITER AWARD**

- A. Membership Recruiter Awards commence with the start of the Membership Year and end as of August 31<sup>st</sup> each year.
- B. INDIVIDUAL AWARDS: NEW AND REINSTATED MEMBERSHIP
- |                                 |                                     |
|---------------------------------|-------------------------------------|
| 1. Top New Membership Recruiter | Life Membership or \$125.00         |
| 2. Twenty-Five (25) Members     | \$75.00 plus Commanders Certificate |
| 3. Fifteen (15) Members         | \$50.00 plus Commanders Certificate |
| 4. Ten (10) Members             | \$30.00 plus Commanders Certificate |
- C. The awards will be determined from the records of the Department Membership Coordinator and awarded at the Department Executive Committee meeting in December.
- D. All nominations for the award must be mailed to the Chairperson of this committee on or before 30 September, using the prescribed Department Nomination Form with any qualifying addendum.

## **CATEGORY 1: Charles E. Reeder Award – Highest Membership Increase**

- A. Large traveling Membership Trophy of the Department of Maryland.
- B. Awarded to a Post within the Department of Maryland in good standing that has the largest percentage of increase in total membership over the previous year.
- C. The formula for calculation shall be the year to date (August 31<sup>st</sup>) membership total divided by the previous year's total membership. Total membership is defined as "New Members" + (plus) "Life Members" + (plus) "Renewed Members" + (plus) "Transfers In" + (plus) "Reinstated Members" – (minus) "Deceased Members" – (minus) "Transfers Out".
- D. A separate membership plaque shall accompany the Traveling Trophy properly inscribed. This plaque is to remain in the property of the Post to which it has been awarded and will attest to the Post having won the award in the contest year.
- E. The Traveling Trophy shall be returned to the Chairperson of the Trophy and Awards Committee by October 31<sup>st</sup> each year.
- F. All nominations for the award must be mailed to the Chairperson of this committee on or before 30 September, using the prescribed Department Nomination Form with any qualifying addendum.

## **CATEGORY 2: Charles Gouker Memorial Award – Highest New Members**

- A. New Member Plaque will be awarded to the Post within the Department of Maryland in good standing with the highest number of new members as of August 31<sup>st</sup> of the membership year.
- B. The award will include an appropriately inscribed plaque of "Highest New Members" and will be the property of the Post to which it is awarded.
- C. All nominations for the award must be mailed to the Chairperson of this committee on or before 30 September, using the prescribed Department Nomination Form with any qualifying addendum.

### **CATEGORY 3: John W. Smith Memorial Award – Highest Renewal Membership**

- A. The “Highest Renewal Membership” plaque is awarded to a Post in good standing within the Department of Maryland with the highest percentage of renewals as of August 31<sup>st</sup> of the current membership year. Preservation of membership in AMVETS (renewals) is of the utmost importance to the organization.
- B. The formula for calculating the percentage shall be the previous year’s annual membership (previous year’s total membership) – (minus) Life Membership, divided into the number of renewals for the current year as of August 31<sup>st</sup> of the current membership year. For simplicity in calculation, “transfer” (either in or out) or deceased members will not be used for the calculations.
- C. There will be three (3) total membership group categories for the award:
  - 1) 10 – 200 Members
  - 2) 201 – 500 Members
  - 3) 501 Members or Above
- D. The plaque awarded in each category for the “Highest Percentage of Renewal Members” will be property of the Post to which it is awarded and it shall be appropriately inscribed.
- E. All nominations for the award must be mailed to the Chairperson of this committee on or before 30 September, using the prescribed Department Nomination Form with any qualifying addendum.

## **CATEGORY 4: PNC A. Leo Anderson Memorial Freestate Award of Excellence**

On August 3, 1986, a "Position Paper" was submitted for consideration by the Department Finance Committee, the Department Service Foundation and the Department Executive Committee covering many facets associated with this Award proposal to enhance the Image, Credibility and Prestige of the AMVETS, Department of Maryland Inc.

The Department Executive Committee voted to authorize this proposal on the above mentioned date which also had the concurrence of the Department Finance and Department Service Foundation Committees.

### Criteria:

- A. As a combined Department Americanism, Community Service and Public Relations project. It was proposed that a citizen/resident of the State of Maryland, who had brought Nation (and/or International) prominence and acclaim to the State of Maryland and/or who has exemplified himself or herself with excellence in performing outstanding public service to the credit of the State of Maryland and his/her community and/or who distinguished himself or herself with profound humaneness and outstanding public service while servicing the needs of the Veteran population through affiliation with non-profit organizations.
- B. A head and shoulders engraved plaque was agreed to as the award to the recipient and a Saturday luncheon in the Baltimore area in April or May was selected as the site for this affair.
- C. A request for Submission of a Nominee letter shall be sent to each Post Commander in October of current year.
- D. Nominations shall be in writing with the name of nominee and a biography. Nominations will be submitted to the Chairman of the Freestate Awards committee no later than date specified in letter of nomination provided to each Post Commander.

Since the inception of this Award Program, the Committee has striven to maintain perfection to allow the Department to enjoy the highest degree of acceptability in the Veteran community, the business community and the public at large, and this special award designed to maximize the positive public relations effect did generate that intent.



## **CATEGORY 5: All – State Post Commanders Award**

- A. A \$150.00 cash award and a plaque will be awarded to any Post Commander within the Department of Maryland that attains 110% or more of its prior year's membership on or before August 31<sup>st</sup> of the current membership year.
- B. A plaque shall be issued and inscribed to read: "All State Post Commander Award, AMVETS Post No.\_\_\_\_ for attaining 110% for the membership year 20\_\_ - 20\_\_" and will include the name of the Post Commander.
- C. The awards will be determined from the records of the Department Membership Coordinator and will be awarded at the Department Executive Committee meeting in December.

## **CATEGORY 6: PNC A. Leo Anderson Memorial Leadership Award**

- A. The basis for the PNC A. Leo Anderson Memorial Leadership Award shall be a member's general overall exemplary leadership and outstanding service to the Department of Maryland or Post.
- B. All nominations will be submitted to the President of the Past Commanders' Association (PCA) who will appoint an evaluation committee of at least seven (7) members to select the recipient.
- C. The Award shall be limited to members of the Department of Maryland, in good standing for a minimum period of three (3) consecutive years.
- D. The current Department Commander and Recipient shall not be eligible for nomination for a minimum of two (2) years following their tenure of office or two (2) years from winning the award.
- E. AMVET resumes must be typewritten and submitted to the President PCA in original copy only. The resume shall consist of detailed information of the member's overall exemplary leadership and outstanding service to AMVETS.
- F. A supplemental resume, detailing community service, fraternal activities and any other significant deeds may be submitted with the Department of Maryland Nomination form signed by the Nominator.
- G. This award was initially established for the 1988 – 89 year and continued annually thereafter.
- H. A plaque appropriately inscribed will be presented to the AMVET recipient and will remain the property of the recipient.
- I. Nomination for this award must be submitted on the Department of Maryland Nomination Form. Nominations must be submitted to Chairperson of Trophy and Awards Committee by April 15<sup>th</sup>.

## **CATEGORY 7: E. Cecil Keller Memorial Award for Outstanding Membership and Programs**

- A. The E. Cecil Keller Memorial Award for Outstanding Membership and Programs award is awarded to a Post in good standing within the Department of Maryland that attains and maintains high membership marks as well as an aggressive Programs plan and Programs reporting for the membership year.
- B. This award was initially established for the 1986 – 87 year and has been annually awarded since that time.
- C. Selection of the Post to receive this award shall follow these prescribed guidelines:
  - 1) Post shall be judged by the submission or documented material and monthly reporting of their National Programs results. Participation for this award requires outstanding results of three (3) elective categories from the categories established by AMVETS National Programs reporting and high **Membership Marks are Mandatory.**
  - 2) Recipient of one of the three membership awards may be considered as qualification in the Membership category, but is not required.
  - 3) Evidence for the other categories will be presented by an appropriate scrapbook containing newspaper clippings, letters, or other proof of performance (such as titled photos, program copies, etc).
    - (a) Scrapbooks may be submitted with the nomination form.
    - (b) Scrapbooks will be returned to the respective posts at the end of the Trophy/Awards selection meeting.
    - (c) Scrapbooks shall be judged for neatness, descriptive and adequate titles on photos and other items relevant to documentary.
  - 4) Post submitting recommendations to be considered for this award shall submit the required Department Nomination form as contained in these guidelines.
  - 5) Nomination for this award must be submitted on the Department of Maryland Nomination Form. Nominations must be submitted to Chairperson of Trophy and Awards Committee by April 15<sup>th</sup>.

## **CATEGORY 8: James W. Ridgely Memorial Award – Outstanding Hospital Programs and Service to Veterans in any Hospital or Nursing Center**

- A. This Award represents a memorial to AMVET James W. Ridgely who departed to Post Everlasting on August 14, 1965, who, at the time of his death, was serving as Department 3<sup>rd</sup> Vice Commander. James W. Ridgely was the first member of Post #10 to answer the last roll call.
- B. AMVET Ridgely was a very active member of his Post and enjoyed working most with the patients at Newton D. Baker Veterans Hospital, since renamed the Martinsburg V.A. Medical Center, Martinsburg, West Virginia. Hence, this award will be awarded to the Post recognized for outstanding VAVS work at any Veterans Medical Center at which the Department of Maryland participates or at any Community Living Center (CLC), or Community Based Outpatient Clinic (CBOC) in Maryland.
- C. A plaque appropriately inscribed to reflect the name of the individual who is most responsible for their Post or Unit in receiving this Award through their outstanding work in this endeavor. This plaque will remain the property of the recipient.
- D. A separate Runner-Up plaque shall be awarded, inscribed appropriately to reflect the name of the individual who is most responsible for their Post or Unit in receiving this Award through their outstanding work in this endeavor. This plaque is to remain the property of the recipient.
- E. Nomination for this award must be submitted on the Department of Maryland Nomination Form. Nominations must be submitted to Chairperson of Trophy and Awards Committee by April 15<sup>th</sup>.
- F. The original James W. Ridgely Memorial Award Trophy was retired in 1999 and is located at AMVETS Post #10, Hagerstown, Maryland.

## **CATEGORY 9: John L. Martz, Sr. VAVS Memorial Award of Excellence**

- A. This Award is presented to an individual AMVET in good standing for outstanding support of Hospital Programs and service to Veterans in any Hospital or Community Living Center (CLC) or Community Based Outpatient Clinic (CBOC).
- B. This Award is named for Mr. John L. Martz, Sr., a Past Department Commander of AMVETS, Department of Maryland and long-time VAVS Chairman.
- C. This Award will be presented to an individual for the most outstanding VAVS work at any Veterans Administration Medical Center with which the Department of Maryland participates or at any Nursing Home in Maryland.
- D. The Award will be a plaque appropriately inscribed with the name of the individual who provides the most outstanding and consistent work to support this endeavor. The plaque will remain the property of the recipient.
- E. Nomination for this award must be submitted on the Department of Maryland Nomination Form. Nominations must be submitted to Chairperson of Trophy and Awards Committee by April 15<sup>th</sup>.

## **CATEGORY 10: AMVET of the Year Award**

Candidates nominated for this prestigious Award must be sponsored by an AMVET Post in good standing within the Department of Maryland and the nomination form signed by the Post Commander and/or Post Adjutant must accompany this nomination.

- A. The Candidate shall be a member in good standing and a member of the sponsoring Post.
- B. The sponsoring Post shall submit the required Department of Maryland Nomination Form and other documentation as specified herein.
- C. All nominations for the award must be mailed to the Chairperson of this committee on or before April 15<sup>th</sup>, using the prescribed Department Nomination Form with any qualifying addendum.
- D. The Award is to be a plaque and is to become the property of the recipient and the plaque to be inscribed and engraved appropriately.
- E. The selection or non-selection of the AMVET of the Year shall be the responsibility of the Trophy and Awards Committee.
- F. A list shall be maintained by the Department Director of former recipients and they will not be eligible for future consideration of this Award.
- G. A monetary award of one hundred (\$100.00) dollars will accompany the plaque presentation.
- H. The Award shall be presented to the recipient at the Department Convention.
- I. National and Department employees are not eligible for consideration of the Award.
- J. No sitting Department Commander is eligible for consideration of the Award.

### **CATEGORY 11: Special Awards**

This Award(s) is presented for any exceptional recognition not covered by specific award categories outline in these guidelines.

### **CATEGORY 12: Americanism Award – Post and Individual Award**

The Americanism Chairperson is responsible for these Award Programs.

### **CATEGORY 13: AMVETS Against Drug and Alcohol Abuse (AADAA) – Post and Individual Awards**

The AADAA Committee Chairperson is responsible for these Award Programs.

## **CATEGORY 14: Law Enforcement Officer of the Year Award**

AMVETS Department of Maryland wishes to honor the Law Enforcement Officer of the State of Maryland who best exemplifies all of the great qualities in the law enforcement field.

In so doing, we hope to show the State of Maryland the outstanding character of the men and women of our law enforcement agencies, their dedication to justice, their understanding of the plight of others, their devotion to law and order and their sworn objective to protect the rights and property of all people of our State. The recipient of this award, therefore, must be an outstanding member of their community and State; an honored member of the fraternity.

A Law Enforcement Officer is as follows:

- 1) FBI Agent
- 2) Treasury Department Agent
- 3) Municipal/City Police Officer
- 4) County Sheriff/Deputy Sheriff
- 5) Maryland State Trooper
- 6) Military Police

### **Eligibility Criteria:**

- 1) Contribution to the preservation and perpetuation of the ideals of law and justice upon which our government is based.
- 2) Recognition by the colleagues for their service, whether that service be one of the quiet dedication or one achieving wide publicity, to the best and highest interest of the State and community, and law and order.
- 3) Unswerving loyalty to, and active performance in, the defense and security of the State of Maryland against its foes, within and without.
- 4) Dedication to their official responsibilities over a period of years and continuous growth in their responsibility and experience, not only in fields within law enforcement, but in those fields which encompass the community and State, and in those fields of hum relationships.



## **CATEGORY 15: Fire Fighter/Paramedic Emergency Service of the Year Award**

The Fire Fighter/Paramedic Emergency Service of the Year Award will be presented by the AMVETS Department of Maryland annually to the State of Maryland's most outstanding Fire Fighter/Paramedic Emergency Services technician.

The Award will be presented in recognition of the Honoree's preeminent abilities, the compassion for their fellow human beings, the knowledge of and performance of their duties, the integrity and honor of the recipient, and the service to the public they serve, the City and the State of Maryland.

An Emergency Service person is any individual who actively fights fires, gives emergency medical treatment, provides rescue service or civil disaster assistance as a member of any public or volunteer company organized to fight fires, give emergency medical care, provide rescue and civil disaster assistance to our State of Maryland citizens.

In so doing, we hope to clearly demonstrate to the State of Maryland the outstanding character of the men and women of our emergency service agencies; the dedication to the City and County; the understanding of the plight of others; the devotion to safety and community welfare, and their sworn objective to protect the life and property of all people of our State. The recipient of this award, therefore, must be an outstanding member of their community and State and more, an honored member of their fraternity.

### Eligibility Criteria:

- 1) Recognition of colleagues of their service, whether that service be one of quiet dedication, one achieving wide publicity to the best and highest interest of the community and State of Maryland.
- 2) Unswerving loyalty to, the active performance in, the defense, safety and security of the State of Maryland citizens; on a full time, part time or volunteer basis.
- 3) Dedication to their official responsibilities over a period of years and continuous growth in responsibility and experience, not only in fields within fire or emergency safety but in those fields which safeguard the community and the State of Maryland.

## NOMINEE INFORMATION SHEET

### Law Enforcement Officer of the Year Award Form

Name of Nominee: \_\_\_\_\_

Title of Nominee: \_\_\_\_\_

Address of Nominee: \_\_\_\_\_

City and State: \_\_\_\_\_

Resume of Nominee's Background

(See Attached)

Resume of Nominee's Background in Law Enforcement Work

(See Attached)

Nominee's Accomplishments in Law Enforcement Field

(See Attached)

Photograph of Nominee

(See Attached)

*Send Completed form, resume, and photograph to: (Address may be obtained from the Department Executive Director or on the Department web site- [www.amvets-md.org](http://www.amvets-md.org))*

**Chairperson AMVETS, Department of Maryland**

**Trophy & Awards Committee**

The deadline for your nomination must be submitted and received at the above address by April 15<sup>th</sup> annually.

## NOMINEE INFORMATION SHEET

### Fire Fighter/Paramedic Emergency Service of the Year Award Form

Name of Nominee: \_\_\_\_\_

Title of Nominee: \_\_\_\_\_

Address of Nominee: \_\_\_\_\_

City and State: \_\_\_\_\_

Resume of Nominee's Background

(See Attached)

Resume of Nominee's Background in Fire Fighter/Paramedic Emergency Service

(See Attached)

Nominee's Accomplishments in Fire Fighter/Paramedic Emergency Service

(See Attached)

Photograph of Nominee

(See Attached)

*Send Completed form, resume, and photograph to: (Address may be obtained from the Department Executive Director or on the Department web site- [www.amvets-md.org](http://www.amvets-md.org))*

**Chairperson AMVETS, Department of Maryland**

**Trophy & Awards Committee**

The deadline for your nomination must be submitted and received at the above address by April 15<sup>th</sup> annually.



AMVETS Department of Maryland

Trophy and Awards Nomination Form

This form is to be used for all award nominations, except Law Enforcement Officer, Fire Fighter & Paramedic Emergency Service of the Year Awards. The completed form must be submitted to the Chairperson, Trophy and Awards Committee on or before April 15<sup>th</sup> of each year.

Date: \_\_\_\_\_ Award Category: \_\_\_\_\_ Category Description: \_\_\_\_\_

1. Name of AMVET Nominee: \_\_\_\_\_
2. Complete Address of Nominee: \_\_\_\_\_
3. Telephone Number of Nominee: \_\_\_\_\_
4.  Annual Member     Life Member    Date joined: \_\_\_\_\_
5. Nominating Post # \_\_\_\_\_
6. Summary of why you believe this person is qualified for the award requested: (Use space provided, reverse side of this form, plus any additional paper required. Please include any Post, Dept, or National offices held and awards received).

Action by Post Nomination Committee on: \_\_\_\_\_  
Signature of Nominator/Post Commander

\_\_\_\_\_

Action by Dept. of MD Trophy & Awards Committee on: \_\_\_\_\_

Nominee Accepted                       Nominee Rejected

\_\_\_\_\_

Chairperson, Trophy & Awards Committee

**Note:** Omit the reference to “AMVET” above where the award category may be applicable to a non-AMVET nominee.