



## NORTHERN STAR SCOUTING PROCEDURES FOR DISTRICT AWARD OF MERIT NOMINATIONS

This document supplements the national nomination form for the District Award of Merit (form 33720C – 2014 printing – available at: <https://www.scouting.org/awards/awards-central/district-merit/>). Annually, districts in Northern Star Scouting conduct the District Award of Merit process November through January. Districts submit their recipient selections to Northern Star Scouting for approval by February 1<sup>st</sup> each year. Please refer to your district for nomination timelines specific to your area.

The District Award of Merit is intended to recognize Scouters for exceptional service to the district, or for exceptional service provided in support of district(s) by Scouters serving on council committees.

### **For Nominators: District Award of Merit Nomination Process**

1. Review the District Award of Merit nomination form and Northern Star Scouting-specific procedures (here) prior to completing or submitting the nomination form.
2. Gather records and information for the nominee, focusing on service to Scouting at the district or council-level.
3. Complete the national nomination form, summarizing the nominee's service record.
4. A supporting letter of recommendation is helpful in developing a full picture of the nominee but is not required for submission of a District Award of Merit nomination.
5. When the District Award of Merit nomination is complete, submit the nomination form and optional letter of recommendation to your local District Key-3 (consisting of your District Membership Chair, District Commissioner, and District Professional).

### **For District Key-3 Members: District Award of Merit Selection Process**

1. Annually, the District Key-3 will appoint a temporary special committee of not more than five persons who will consider all candidates and make recommendations of those to receive the the District Award of Merit. The District Key-3 will certify the recommendation(s) and forward the selections to Northern Star Scouting for final approval.
2. Districts are allotted 1 award per 25 units or fraction thereof (e.g. 26 units = 2 awards / 51 units = 3 awards).
3. Once approved by Northern Star Scouting, the District Key-3 will be informed of award recipient(s) in their district. It is the responsibility of the District Key-3 to notify the nominator that their nominee has been selected and approved for recognition.

### **For Nominators and District Key-3 Members: District Award of Merit Presentation**

The following procedure is suggested for presentation of the District Award of Merit:

- a. District Award of Merit recipients will be recognized as an annual class at the Northern Star Scouting's annual recognition event. Attendance is not required, but in-person recipients present will stand as their names are called.
- b. The district should arrange for a formal presentation ceremony at a district function or other suitable event where the District Award of Merit may be officially presented to the recipient.
  - i. A district and/or council officer should explain the award and its significance.
  - ii. A suitable citation for each recipient should be read indicating what each has done in Scouting.
  - iii. The award (certificate, No. 33719; plaque, No. 17565; and lapel pin, No. 17551) may be presented at this time with appropriate congratulations.
  - iv. Uniform insignia which accompanies this award is an embroidered overhand knot, No. 05013.
  - v. A group picture may be taken for use in neighborhood or community newspapers (district responsibility).

### **Additional Notes**

- When the selection process is complete, the individual who submitted the nomination will be notified if the nominee was selected.
- Please work to ensure that the nominee is kept unaware of their nomination. If the nominee is *not* selected, the complete nomination (including letter if applicable) will be returned to the nominator.
- It is not uncommon for a nominee to be nominated several times without being selected. Nominators are encouraged to update their application and re-submit it each year if their candidate is not selected and remains eligible and worthy of the recognition.