



NORTHERN STAR SCOUTING PROCEDURES FOR DISTRICT AWARD OF MERIT NOMINATIONS

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

<https://www.scouting.org/awards/awards-central/district-merit/>.

1-Dec	Nominations due to District Key 3
15-Dec	Districts submit their recipient selections to Northern Star Scouting for approval
3-Jan	Council notifies District Key 3 of award recipients
20-Jan	Key 3 notifies award recipients no later than
15-Feb	Pictures of Award Recipients provided to the District Executive

For Nominators: District Award of Merit Nomination Process

1. Review the District Award of Merit nomination form and Northern Star Scouting procedures.
2. Gather records and information for the nominee. Focus on service at the district / council level.
3. Complete the national nomination form, summarizing the nominee's service record.
4. Submit a supporting letter of recommendation to help develop a full picture of the nominee.
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.

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

1. Annually, the District Key-3 will appoint a special committee that will consider all candidates and make recommendations. 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 as of March 1st of the current year (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 the 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:

1. District Award of Merit recipients will be recognized as a class at the Northern Star Scouting's annual recognition event. Attendance is not required, but in-person recipients will stand as their names are called.
2. 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.
 - a. A district and/or council officer should explain the award and its significance.
 - b. A suitable citation for each recipient should be read indicating what each has done in Scouting.
 - c. The award (certificate, plaque, and knot) may be presented at this time.

Additional Notes

1. Please work to ensure that the nominee is kept unaware of their nomination.
2. 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.

Contact your District Executive with questions.