

# ASSOCIATE MARINE of the YEAR

Always follow the administrative procedures in the National By-Laws FIRST!

Understanding how to select a Nominee

Using the provided PDF form

Getting the Detachment Commandant's signature; a MUST!

So, you're ready to put together an Associate Member of the Year package for a well deserved Marine Corps League Associate Member. GREAT! All you need to do is download the National By-Laws, crack it open to the section that describes how to put a package together and you should be done in about 10 minutes. NOT! If it were just that simple, we would not have written these instructions. Don't get us wrong. The process itself is fairly easy, however if you are one of these Jarheads that start to go cross-eyed after reading a few sentences because no one thought to add pictures as helping aids, then you've opened the right book, because we are going to show you exactly how simple it is to fill out and prepare your Detachment's Nominee package.

DISCLAIMER – Please understand that this book has been written with the intentions of submitting a Department of Arizona Marine of the Year Nominee in a more understandable way to put your Detachment's package together. These instructions detail what should minimally be included in the 'Letter of Nomination' generically discussed in the National AMOY administrative procedures to assist you with submitting the best information for your Nominee. If, at any time, something you read in this book conflicts with the National MOY administrative procedures in the National By-Laws, then make sure you follow the administrative procedures as they are the law! When referencing the National MOY administrative procedures, simply replace the word 'National' with 'Department of Arizona' to properly prepare your Nominee's package.

First of all, WHO is eligible to be a Detachment Associate Member of the Year recipient? Per the

2021 NATIONAL ADMINISTRATIVE PROCEDURES Enclosure Four (4), ASSOCIATE MEMBER OF THE YEAR, it states:

ENCLOSURE FOUR (4)

ASSOCIATE MEMBER OF THE YEAR

This award shall be presented to an Associate Member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League. Letters of Nomination for National Associate of the Year shall originate only at the Detachment level. No individual member of the Marine Corps League or any subsidiary unit of the Marine Corps League shall submit a Letter of Nomination other than the nominee's Detachment. The nominee shall be an Associate Member of the Marine Corps League, in good standing of the Detachment which submits the Letter of Nomination. Only officers and/or members of the Detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee they submitted. Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has, been a deed(s) of courage or valor without regard for

# ASSOCIATE MARINE of the YEAR

his/her own safety.

Section 3021. Department Associate of the Year Society

## (1) Composition

(a) Associate of the Year Society Committee shall be comprised of all past recipients of the Associate of the Year Award in attendance at the March Conference.

(b) The Committee shall have no less than three (3) members.

(c) Each member must be in good standing of the Marine Corps League.

(2) Nominations. A letter of nomination for the Associate of the Year Award must be submitted in the following manner:

(a) Letters of Nomination will only be accepted only from the Associate member Detachment.

(b) Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee, for Associate of the Year, was approved by the detachment by a majority vote. In the event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant.

(c) Each nomination submitted shall be placed in a sealed envelope. All nominations must be mailed to the Department of Arizona Adjutant and be postmarked no later than 15 February. Envelope should read: "Attn: AZ Associate of the Year" on lower left-hand corner. (Note: "FOR TRACKING PURPOSES ONLY" at financial expense to the Detachment, they can elect to mail the letter of nomination document by "certified mail" to the Department Adjutant.

(d) The Department Adjutant will be accounted for nomination Letter's collected. Adjutant will notify the past recipients of the Associate of the Year award, the numbers of nominations letters that have been received. Adjutant will turn over all nominations unopened to the committee of judges at the Department of Arizona Spring March Conference.

(e) The awards can use the same ribbons as the Marine of the Year, but an Associate will not wear the Eagle Globe and Anchor but will place a Gold Star 5/16 on their ribbon. The Associate Member of the Year Medallion will use the same ribbon color that has been establish as Marine of the Year. A new Medallion designed will look the same as the starburst that is worn on their cover.

(f) Department of Arizona Associate Member of the Year will be announced at the State Convention banquet. The current receipt in attendance Arizona Associate of the Year will make the announcement (introduction the recipient) and present the new Arizona Associate of the Year with a Marine Corps League Associate of Year Ribbon, Medallion, and plaque. No additional gifts will be given to the Arizona Associate of the Year by the Department of Arizona.

To break this down, your Detachment's Nominee MUST be an Associate Member in good standing. Absolutely no Honorary or other type of member is eligible for Department of Arizona Associate

# ASSOCIATE MARINE of the YEAR

Member of the Year. The Nominee must also have their Marine Corps League dues paid up in full in order to be considered as a Nominee (A paid up MCL member is defined as being a “member in good standing”). Finally, your Detachment’s Nominee MUST be nominated and voted on by your Detachment’s membership. THIS IS IMPORTANT!!! The best way to approach this is to start November or earlier as the Department of Arizona AMOY packet submission deadline is February 15<sup>th</sup> every year.. Notify your Detachment members that at that monthly business meeting, the Department of Arizona Associate Member of the Year Nominee will be selected and it is the members’ job to think about a Nominee (or Nominees) that fill the description of being a potential candidate.

Make sure you put this in your next newsletter as a reminder to all of the members as well. When the meeting takes place to select the Nominee, follow your Detachment’s By-Laws and/or general guidelines as how to vote on or select your one single Nominee.

Tip – It is a good rule of thumb to add your Nominee selection to your Detachment’s minutes for proof that this was done properly. Your Detachment By-Laws may also have additional needs so please make sure you read them to ensure you are following your selection procedure to the letter. Some Detachments may not have a section on nominating the Department of Arizona Associate Member of the Year. This is not an issue. If you don’t, just make sure you’ve followed the Nominee selection, as discussed above, and you will be good to go!

On the next page, you will see a basic cover letter that must be part of your Detachment’s Nominee package. It contains all of the necessary verbiage asked for by the Administrative procedures in National Bylaws:

## DEPARTMENT OF ARIZONA ASSOCIATE MEMBER OF THE YEAR SOCIETY

(2) Nominations – A letter of nomination for the Department of Arizona Associate Member of the Year Award must be submitted in the following manner:

(a) Letters of Nominations will only be accepted from the Detachment.

(b) All Letter of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee, for Department of Arizona Associate Member of the Year, was approved by the Detachment by a majority vote. The Letter of Nomination shall be signed by the Detachment Commandant and the Adjutant. In the Event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant.

## NOMINATION BACKGROUND INFORMATION

**This information is not used in the selection process. If the nominee is selected, this part shall be used to introduce the MOY at the banquet or subsequent news releases.**

In this part of the Nominee package, you are giving a bulletized overview of what this Associate Member has done so that this will be his/her introduction leading up to announcing their name as the Department of Arizona Associate Member of the Year. As shown in the example, a simple paragraph could read:

# ASOCIATE MARINE of the YEAR

“Associate Member John Smith joined the Marine Corps League in July of 2005. During that time he held this office/offices of..., he performed these task/tasks of ..., he performed at a level that was in keeping with the mission of the Marine Corps League.....” and so on and so forth. You get the point. Keep it generalized, yet somewhat detailed as if you were introducing a surprise Guest Speaker for some event you would be holding. That’s the feeling you should supply. Just enough information to keep everyone wondering and then the grand unveiling of the Associate Member’s name at the end.

**Tip** – Try to include items at the community, Detachment, Department, Division and any other level of the Marine Corps League. Including information on activities in the Marine Corps League Auxiliary levels do not necessarily have any bearing on what you do as a Marine Corps League member. Remember, this award is about the MCL, not the Auxiliary. You can certainly add in bullet points from these areas, but they may not necessarily be used.

## NOMINEE ACCOMPLISHMENTS

A brief, succinct statement of why the nominee should be selected and a summary of accomplishments written in numbered and bulletized form for quick reference.

Accomplishments should not exceed two pages.

This is the primary document used by the selection board.

Here is a basic example of how you will want your accomplishments to look:

### **Why this Nominee should be selected as the Department of Arizona AMOY**

This Associate Member .....[Type in way you believe this person deserves to be the Department of Arizona Associate Member of the Year] .....For these reasons stated, the [XXXXX] Detachment #[XXXX] membership has selected Marine/FMF Corpsman John Smith to be their Nominee as the 20XX Department of Arizona Marine of the Year.

### **20XX/20XX Accomplishments:**

#### **Detachment**

- John recruited X members.....
- John started this program/project.....
- ?????

#### **Community Involvement**

- Involved with a Toys for Tots fundraising effort.....
- Assisted Color Guard.....
- Involved with a Memorial Day program..... wreath laying ceremony.....
- ?????

# ASOCIATE MARINE of the YEAR

## Department Involvement (If applicable)

- Volunteered to be a part of the.....
- Currently holds/held the position of.....

## Miscellaneous

- Division participation.....
- National participation.....
- ?????