



# AWARDS MANUAL

2018 EDITION

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## **Purpose of This Manual:**

The purpose of this manual is to provide guidelines for the Region 3 Award Process. The Region 3 Award Process includes, but is not limited to, the composition of the Awards Committee, the descriptions and criteria for Region 3 awards, the methods to properly submit an award nomination, and the methods the Awards Committee employs to adjudicate award submissions. By establishing these guidelines, the Region 3 membership will be aware of the criteria to submit competitive awards as well as the integrity and impartiality of the awards adjudication process.

## **Region 3 Awards Process:**

When members perform extraordinarily, they should be duly recognized for their efforts. Ideally, the awards are presented at the Region 3 Summit. Also, annual awards that go up to STARFLEET International Executive Committee are due no later than 15 May of the calendar year. Therefore, the call for nominations will go out by 15 February, with a 31 March deadline for submissions. Once the 31 March deadline arrives, the submissions are closed. No further inputs or nominations will be accepted. The Awards Committee conducts a final accounting of all nominations and sets a date to review, deliberate, and adjudicate the award nominations. The annual award nominations which were selected will then be sent to FLEET HQ for consideration prior to the 15 May deadline. The Awards Committee Chair may also make a call out for award nominations and convene Awards Committee deliberation as situations dictate.

## **Awards Committee Composition:**

The Awards Committee will have a total of seven (7) members to prevent a tie. **All discussions and committee meetings are to be CONFIDENTIAL.** Any and all questions, comments or disputes regarding the Awards Committee shall be referred to the Awards Director. The Awards Committee is composed of the Region Coordinator, Vice Region Coordinator, Chief of Operations, Chief Administrative Officer/Awards Director, Chief of Communications, one Zone Leader on a rotational basis (beginning with Zone 5 for 2016) and one member at large. The Chief Financial Officer shall serve as a substitute judge/member of the Awards Committee as needed.

## **Proper Submission of Awards:**

Award nominations will be submitted via the Region 3 website. Award submissions should follow the guidelines of the award. For the annual awards matching FLEET level awards, FLEET guidelines must be followed as well. Award nominations should not exceed 500 words and must meet the criteria of the award. Specifically list the nominee's actions and the result(s) of those actions.

## **Writing Individual/Chapter Awards:**

Writing an individual or chapter award nomination is not a complicated process; however, there are some guidelines that must be observed. All nominations must follow the criteria established for that particular award. Individual awards (only) may not be self-nominated, but be written by someone other than the nominee. The write-up must specifically include what the person did as

well as the impact the action had. Accuracy of the individual's or chapter's actions and effects are the major factors when the Committee reviews and adjudicates the award nominations. Accurate grammar and spelling is expected although errors do not automatically disqualify a nomination. The only persons who may submit award nominations (Individual or Chapter) to the Awards Committee are the Commanding Officer, Executive Officer, and Zone Leaders, except in cases where it is noted otherwise in the award description. While any chapter members can nominate a person or assist in writing nomination narratives, COs and XOs are responsible for the recognition of their members and should therefore be the ones who submit to the Awards Committee. All awards cover one calendar year (January 1 – December 31 of the previous year) unless specifically stated otherwise in the award criteria. The maximum allowed for all nomination narratives is 500 words.

## **REGION 3 INDIVIDUAL AWARDS:**

### **Maelstrom Navigation Award**

The Maelstrom Navigation Award recognizes outstanding effort and leadership on a Zone or Region-wide level by a Region 3 contributor to zone or Region level work or events over the course of one year. This award for superior achievement recognizes the member's hard work and contribution that makes a positive impact on the reputation of the Region and STARFLEET. The Maelstrom Navigation Award is intended to recognize those that contribute in more than one narrow area and lend their efforts consistently.

### **Glen Corbin Mentorship Award**

The Glen Corbin Mentorship Award honors the legacy of Glen Corbin and his dedication to STARFLEET, Star Trek and the spirit of mentorship in which he served this region. The award gives recognition for a member's mentorship that has aided or improved the abilities of other members, or other chapters in achieving their aims or goals. Experienced members' mentoring of others can be of significant importance in building, improving or sustaining STARFLEET's presence. Mentorship may be Region or STARFLEET related, or may be the passing of knowledge in areas that would be of assistance such as communication, public relations/publicity, engineering, computer/web/social media, writing, or other fields that impact operations. This mentorship must be measurable, verifiable and quantifiable in what the mentored member(s) have gained. For example, after the mentorship, the members can now host a game day event, to include all required planning – and this is verifiable in that they have since hosted the event and raised \$400 for charity. Further, all nominations will come from the Zone Leaders, or go through the Zone Leaders or the Chief of Operations to the Awards Committee for accuracy and verification.

### **Steven “Doc” Jessup Distinguished Service Award**

The Steven “Doc” Jessup Distinguished Service Award honors the legacy of service of Steven “Doc” Jessup for his dedication of service to Region 3 for many years. The award recognizes sustained distinguished service of greater than two years and up to four years that contributed to the welfare and growth of the zone, Region, STARFLEET, or a combination of those. The Steven “Doc” Jessup Distinguished Service Award is presented at the discretion of the Region Coordinator with approval of Awards Committee. A Region 3 member may receive this award only once during a five year period.

### **Marion L. Murphy Meritorious Service Award**

The Marion L. Murphy Meritorious Service Award honors the legacy of Marion L. Murphy for her dedicated service to STARFLEET for over twenty years, and her tireless service to Region 3. The award recognizes sustained meritorious service greater than five years that contributed to the welfare and growth of the zone, Region, STARFLEET, or a combination of those. The Marion L. Murphy Meritorious Service Award is presented at the discretion of the Region Coordinator with approval of the Awards Committee. A Region 3 member may receive this award only once during a six year period.

## **REGION 3 CHAPTER AWARDS:**

### **Region 3 Chapter Commendation**

The Region 3 Chapter Commendation is awarded to chapters, shuttles, or Chapters-in-Training (Shakedown) for noteworthy participation, action, service or improvement beyond normal, expected or mandatory actions or activities. Chapters will be recommended by the RC, VRC, Chief of Operations, or Zone Leaders to the Awards Committee for confirmation. The recommendation/nomination must be supported with a detailed explanation of the basis for the Commendation.

### **Creative Media – Zenith Award**

The Zenith Award for Creative Media recognizes outstanding achievement in print communication. This can include newsletters, flyers, brochures, or other printed recruiting or informational literature distributed by the chapter, shuttle, or Chapter-in-Training (Shakedown). A copy must be submitted to the R3 Chief of Communications and the Region Coordinator for consideration. The Chief’s recommendations will then be forwarded to the Awards Committee for final approval.

### **Creative Media – Apogee Award**

The Apogee Award for Creative Media recognizes outstanding achievement in electronic communications. This can include website, Facebook page, Twitter feed, or other social media outlet utilized for publicly viewed communication or recruitment. Copies, files, or links must be submitted to the R3 Chief of Communications and the Region Coordinator for consideration. The

Chief's recommendations will then be forwarded to the Awards Committee for final approval.

## **REGION 3/STARFLEET ANNUAL AWARDS CRITERIA:**

### **Writing Annual Award Nominations:**

Writing annual award nominations will be quite similar to writing Region award nominations with the exception that annual awards are competitive on the STARFLEET level. There can only be one selection by the Awards Committee, whereas "Region 3 only" awards may have more than one given that year. Thus, it is especially critical that award nominations include clear and specific accounts of actions, accomplishments, and impacts that are clear to the Awards Committee members. The additional criteria that the Awards Committee must consider is mentioned in the section titled 'Writing Individual/Chapter Awards'. All awards are for one calendar year (January 1 – December 31 of the previous year) and information regarding activities in years other than the award year period will not be considered.

## **The Region/STARFLEET Annual Awards**

### **Junior Member of the Year**

This award recognizes members 18 years old or younger. The Junior Member of the Year, to the best of his or her abilities, takes an active role in chapter and STARFLEET functions and demonstrates commitment to the organization through both word and action. The Junior Member of the Year also demonstrates the potential for leadership, consistent conduct in accordance with the philosophy of Star Trek, and support for the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET and chapter functions.

### **Enlisted Member of the Year**

This award is given to an enlisted member (not holding an officer's rank) who best displays, through his/her individual contributions, consistent support for and contribution to STARFLEET, as well as a consistent level of direction, as appropriate. The Enlisted Member of the Year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET, Region and chapter functions. This individual has shown the most unfailing dedication and willingness to do what it takes to get a quality job done quickly and efficiently.

## **Officer of the Year**

This award is reserved for officers who hold the rank of Ensign to Captain (inclusive). It is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in STARFLEET through both word and action. The Officer of the Year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET, region, and chapter functions.

## **Commanding Officer of the Year**

This award is reserved for the Commanding Officer of a STARFLEET chapter. This award is given to an individual who has shown exemplary leadership and motivational skills, and helps set the direction and vision for his/her chapter. The Commanding Officer of the Year encourages crew members to work hard for their chapter, and to take interest in Regional and STARFLEET activities. The Commanding Officer of the Year demonstrates conduct consistent with the philosophies of Star Trek and promotes the vision of the various series. To be eligible for this award, the member must have been a Commanding Officer for at least six months of the calendar year for which he or she is nominated.

## **Flag Officer of the Year**

This award is reserved for officers who hold the rank of Fleet Captain or higher. This award is to the individual who best embodies the ideals, visions, and philosophy of Star Trek, as illustrated in the various series, as well as demonstrating consistent support for and contribution to STARFLEET. The Flag Officer of the Year takes an active role in chapter, region and STARFLEET functions and demonstrates commitment to the organization through both word and action. This individual serves as a role model for all personnel and has shown the most consistent level of guidance and leadership during the award period by action, deed, and word.

## **Chapter of the Year**

This is awarded to the most distinguished Region 3 chapter. This chapter best represents the ideals of Region 3 and STARFLEET, and, as a whole, represents the spirit and determination of SFI. Qualifications for Chapter of the Year include promotion of the basic philosophy of Star Trek, involvement in community and/or charitable service, promotion of activities and projects that are fun for the chapter members, solid administration, and a vision for the future. The Chapter of the Year demonstrates the very best qualities of STARFLEET (and the Region) as an organization.

## **Shakedown Chapter of the Year**

This award is given to the most exceptional Shakedown Chapter (or Chapter-in-Training) that went through their shakedown cruise during the award period calendar year. This is awarded to the chapter that demonstrates the best qualities of and the potential to become an ideal chapter. Those qualities should include chapter newsletter (or news reporting), prompt and proper

reporting procedures to all reporting agencies, and involvement with other chapters on a local and regional level. This involvement should not only include STARFLEET related activities but also local community activities. This Shakedown Chapter should be the one which best serves as a role model for other chapters-in-training. Nominations for Shakedown Chapter of the Year will be vetted through the Support Chapter and the Shakedown Operations Officer (Operations Officer if Shakedown Operations Officer position is unfilled).

### **Support Chapter of the Year**

This award is given to the most exceptional chapter in Region 3 that served as a support chapter to a shakedown chapter during the award period. This is awarded to the chapter that demonstrates to a shakedown chapter the best qualities of a STARFLEET chapter and serves as a role model and mentor to its shakedown chapter. Those qualities should include how to actively and effectively run their own chapter-level events and participate in regional and STARFLEET related events when possible. This chapter should best demonstrate the principles of the ShOC Program for developing chapters and serve as a role model for other STARFLEET chapters. Nominations for Support Chapter of the Year will be vetted through the shakedown chapters the nominee supported, and the Shakedown Operations officer (or Chief of Operations if that position is unfilled).



## **THE AWARDS COMMITTEE REVIEW:**

The Awards Committee Review ensures award nominations meet eligibility requirements and are adjudicated in a fair and impartial manner. The Awards Committee will only discuss, deliberate, and adjudicate awards based on the information provided in the nomination and will not factor in any personal knowledge or bias. If an award nomination is for any person on the committee or a committee member is the nominator, that member is automatically recused from any discussion, deliberation, and adjudication for that award. Once the nomination has been adjudicated by the remaining committee members, the person is brought back into the meeting to participate in other awards. Should the Awards Committee Chair be nominated, the Chair will be recused for that award, and the RC will temporarily assume that role.

## **Awards Committee Review Criteria**

As previously stated, the Awards Committee will only account for information provided in the award nomination. In the case of the Annual Awards, due to the international competitiveness of these awards, the following criteria should be taken into account:

- Impact on the Community: How has the person/chapter impacted the community for the better?
  - Impact to the Region: How has the person/chapter benefited the Region?
  - Impact to FLEET: How has the person/chapter benefited FLEET or beyond the regional level?
- If these points are not specific and measurable, then the Committee will have to make assessments based solely on the information available.

## **STARFLEET INDIVIDUAL AWARDS – ORDERS OF MERIT:**

The STARFLEET International Individual Awards Program is designed to recognize achievements of STARFLEET members at every level of the organization. Nominations for the STARFLEET Individual Awards are accepted on a rolling basis, and announced quarterly. Individual awards are designed as “Orders of Merit.” Each order is named based on a cultural aspect that reflects the qualities recognized in the award. Cultures used include Terran, Vulcan, and other species.

Each Order has three classes – First, Second, and Third. Generally, an Order of Merit, Third Class, recognizes significant achievement at the chapter level, Second Class will recognize significant achievement at the regional level, and First Class will recognize the highest level of achievement to STARFLEET. An Order of Merit, First Class, must have its nomination endorsed by a Regional Coordinator and may only be awarded by majority vote of the STARFLEET Executive Committee.

By special arrangement with the STARFLEET Member Recognition and Awards Chair, nominations for all three classes of Orders submitted and approved within a designated time period prior to Summit, will be announced at Region 3 Summit. This arrangement allows individual members of chapters in Region 3 to be recognized for their significant achievement at the time of the R3 Summit. Orders of Merit include many areas of chapter activities including problem resolution, recruiting, technology, recreational event planning, volunteerism, and scholarship to name a few.

For a complete list of Orders of Merit, refer to the SFI webpage of <http://sfi.org/Backup/merit/>. The webpage gives a Description of all Orders of Merit, Nomination Procedures, and the Nomination Form. If assistance is needed, please contact the SFI Recognition and Awards Chair ([recognition@sfi.org](mailto:recognition@sfi.org)) or the Region 3 CAO/Awards Chief ([cao@region3.org](mailto:cao@region3.org)). We will be happy to help.