



Marine Corps League

Department of New York

PO Box 360

Hastings-on-Hudson, NY 10706-0360

THE GUIDELINES FOR THE DEPARTMENT ASSOCIATE OF THE YEAR

1. The Department Associate Member of the Year Society shall be comprised of all past recipients of the Department Associate Member of the Year in attendance at the Annual Convention. The Department Marine of the Year Society will help in assisting the Department Associate Member of the Year Society to assure adequate Society members. The Society shall have no less than three (3) members. Each member must be a member in good standing of the Marine Corps League. The Department Associate Member of the Year will be chosen by the Department Marine of the Year Society. An Associate Member of the Year Society will be established when a minimum of three (3) Associate Members has been established
2. **Nominations.** A letter of nomination for the Department Associate Member of the Year Award must be submitted in the following manner:
 - a. Letters of Nominations will only be accepted from a Detachment.
 - b. All Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee, for Department Associate Member 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. Three (3) copies of each nomination submitted shall be placed in a sealed envelope and addressed to: "Chairman, Department Associate Member of the Year Society."
 - d. Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: Chairman, Department Associate of the Year Society, and forwarded via Certified Mail, Return Receipt Requested to the Department Adjutant, at their address at that time, and post marked no later than fifteen (15) days prior to the opening of the Department Convention at which the nominee is to be judged.
 - e. The Committee must receive a minimum of two (2) nominations before it can consider any nominations for Associate Member of the year.
 - f. The Society will not accept any nominations which was not submitted and/or received by the Department Adjutant as is stipulated herein.

3. Guidelines:

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- a. Nominee should be an Associate member who has achieved noticeable success in promoting the Marine Corps League and Marine Corps.
- b. Include with each nomination letter material such as pictures, newspaper articles, ceremony programs and letters of appreciation. Send as much material as you can showing what and how the nominee did in your community. The more material that you send in the better the committee gets to know your nominee.
- c. All copies you submit should be typed, and double-spaced.
- d. Send all submissions by US Postal Service, Certified Mail, Return Receipt Requested.
- e. Include a Cover Sheet on Detachment letterhead that includes its address.
- f. Sample:

To: Associate Member of the Year Society

From: Detachment Commandant* & Adjutant

* Unless Commandant is being nominated than Sr. Vice Commandant signs

Subject: Approval of Nominee of "Associate Member of the Year

Associate Member of the Year Society,

[Name of Associate Member being Nominated] was nominated for " Associate Member of the Year" for Marine Corps League - Department of New York by ***[Your Detachment name and number]*** at our regular meeting. Enclosed is minutes of that meeting on ***[Date of Meeting]***.

Type names of Commandant and Adjutant of Detachment and hand signed by Officers.

- g. Letter of Nomination should include the following:
 - i. How long has the nominee been a member in the Marine Corps League, must be a member in good standing (MCL Life Member or Regular Dues must be up to date).
 - ii. List Offices and Committees nominee served on.
 - iii. How nominee helped better the MCL & Community.
 - iv. List awards nominee received.
 - v. Nominee's Accomplishments.
 - vi. Overall statement from Commandant on Nominee.
 - vii. Must signed off by the Commandant & Adjutant.

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