



Marine Corps League

Department of New York

PO Box 360

Hastings-on-Hudson, NY 10706-0360

THE GUIDELINES FOR THE DEPARTMENT MARINE OF THE YEAR

- (A) The Department Marine of the Year Society shall be comprised of all past recipients of the Department Marine of the Year Award in attendance at the Annual Convention. The Society shall have no less than three (3) members. Each member must be a member in good standing.
- (B) **Nominations.** A letter of nomination for the Department Marine of the Year Award must be submitted in the following manner:
1. Letters of Nominations will only be accepted only from a Detachment.
 2. All Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee, for Department Marine of the Year, was approved by the Detachment by a majority vote. (In the event the nominee is the Detachment Commandant, the Letter of Nomination shall be signed by the Senior Vice 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).
 3. Three (3) copies of each nomination submitted shall be placed in a sealed envelope and addressed to: "Chairman, Department Marine of the Year Society."
 4. Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: Chairman, Department Marine 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.
 5. The Committee must receive a minimum of two (2) nominations before it can consider any nominations for Marine of the year.
 6. The Society will not accept any nominations which was not submitted and/or received by the Only one nominee from a detachment will be accepted.
- (C) The Chairman of the Department Marine of the Year Society shall receive all Letters of Nomination from the Department Adjutant, insuring they are all sealed. The letters shall remain sealed until the Society meets at the Department Convention.
- (D) Guidelines:
- a. Nominee should be a Marine member who has achieved noticeable success in promoting the Marine Corps League and Marine Corps.

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- 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: Marine of the Year Society

From: Detachment Commandant* & Adjutant

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

Subject: Approval of Nominee of "Marine of the Year

Marine of the Year Society,

[Name of Marine being Nominated] was nominated for " Marine 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. Time served in the Marines.
 - ii. How long in the Marine Corps League, must be a member in good standing (MCL Life Member or Regular Dues must be up to date).
 - iii. List Offices and Committees nominee served on.
 - iv. How nominee helped better the MCL & Community.
 - v. List awards nominee received.
 - vi. Nominee's Accomplishments.
 - vii. Overall statement from Commandant on Nominee.
 - viii. Must signed off by the Commandant & Adjutant.

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