

1 Jan 2007 – 31 Dec 2007
DISTRICT 21
STAR SQUADRON AWARD PROGRAM
Work Sheet

This is a work sheet and guide for the 2007 District 21 Star Squadron Award Program for 1 Jan 07 – 31 Dec 07. This worksheet incorporates the 2006 Fall Conference approved changes to the 2006 worksheet. The boxes are where data for the evaluation needs to be filled in. The worksheet is intended to be a guide as well as an evaluation sheet. If you use it through the year it will help in your squadron operations.

PLEASE, all squadrons complete this to the best of your ability. The District Bridge is always working to correct problems and to make the program fair to all. Suggestions are encouraged! Changes for 2008 must be presented and approved at the Fall Conference 2007.

Squadrons must submit the completed Star Squadron Award Program Work Sheet to the DAO for evaluation NOT LATER THAN 15 February 2008. Except for extreme extenuating circumstances, in fairness to the other D/21 Squadrons, late submittals will not be evaluated.

All squadrons can qualify as a *Star Squadron*. Misrepresentations will disqualify a squadron. In most cases, approximate dates are acceptable except when deadlines are in place for legal documents and dues. The course completion dates MUST be accurate also.

The District Administrative Officer shall be responsible for compiling the evaluations of the squadrons. The District Commander shall be the arbitrator on interpretation or intent and be responsible for the final evaluation. Individual squadrons may request an evaluation report for their squadron. The District Administrative Officer will make the calculations based on inputs from each squadron, District Bridge Officers, and USPS® reports.

The District Bridge Officers will ensure that the respective squadron officers receive the necessary data.

2007 STAR SQUADRON AWARD PROGRAM Calendar

Award Year	1 January 2007 – 31 December 2007
Squadron Goal Established	By 15 February 2007, submit to DAO nominee
Program Revision	Fall Council & Conference 2007
Program Promotional Notices	District 21 newsletters, direct mail, e-mail, and district webpage
Tabulation of Results	Squadron submit NOT LATER THAN 15 February 2008
Award Preparation	Tabulation by DAO February - March 2008
Award Presentation	D/21 Spring Conference 2008

2007 Star Squadron Award Work Sheet

Squadron Name _____

Commander _____

Preparation Date _____ Submittal Date _____

EXECUTIVE DEPARTMENT

- 1. Cooperative Charting:** One or more **individuals** attaining national honor roll earns **One Star**. Each **squadron** attaining national honor roll status earns **Five Stars**. The 31 March, 2007 DSI report will be used even though it is early in the command year.

Name of One Individual on Honor Roll _____

Did Squadron Attain Honor Roll? Yes No

- 2. Public Relations:** Each **squadron** submitting an entry into the **district cooperative advertising reimbursement program (Form NPR 102) by 15 October 2007, or by the deadline set by the D/PRO**, earns **One Star**.

Amount Submitted _____ Date Submitted _____

Each Squadron submitting **NPR 101S (Off the ED 47)** compilation of data for all public boating classes (Boating Course, Boat Smart, Americas Boating Course) completed during calendar year **to D/PRO** by 31 Dec earns **One Star**.

Date of Class(es) _____

Date Submitted _____

Each **squadron** sponsoring a booth/exhibit at a boat show or other event, and/or offering a free (i.e. offered at cost) seminar to the public: earns **One Star** for boat show, **One Star** for other event (non-boat show), **One Star** for a seminar, maximum three stars.

Date of Boat Show Exhibit _____
Date of Other Event _____ Event Name/Description _____
Date of Seminar _____ Seminar Name _____

EXECUTIVE DEPARTMENT (continued)

3. Safety: Each *squadron* that conducts and reports a formal **Safe Boating Week Program** earns **Two Stars**. The program should draw the general public's attention to safe boating.

Activity _____
How Can This Be Verified? Newsletter Newspaper TV/Radio Other
Time/Date Of Verification _____

4. Vessel Examination: Each *squadron* that has **5%** of the squadron membership as Certified Vessel Examiners earns **Two Stars**.
 Each *squadron* that submits **5 completed Examinations for each Certified Vessel Examiner collectively**, earns **Two Stars**

Membership as of 31 December 2006	Number of VEs as of 31 December 2006	Number of Examinations as of 31 December 2006

5. Environmental: Each *squadron* that participates in a once or twice/annual event earns **Two Stars**; each *squadron* that participates in an annual ongoing project earns **Five Stars** (maximum of five stars).

Describe Activity _____

6. Partnering: Each *squadron* that partners with another outside organization (government/education/public service/environmental, etc.) on/for an event/project earns **Two Stars**. (This may be an event previously included in above categories.)

Describe Activity _____

EDUCATIONAL DEPARTMENT

1. Teaching Aids: Each **squadron** that presents at least one **Teaching Aid** at the District Fall Conference earns **Three Stars**; two teaching aids earns **Four Stars**; three teaching aids earns **Five Stars** (five stars maximum).

Name of Individual Preparing Teaching Aid _____
Teaching Aid Description _____

Name of Individual Preparing Teaching Aid _____
Teaching Aid Description _____

Name of Individual Preparing Teaching Aid _____
Teaching Aid Description _____

Each **squadron** that presents at least one **Electronic Teaching Aid** at the District Fall Conference earns **Two Stars** (this is in addition to maximum of five stars above; Electronic TA may be one of the above).

Name of Individual Preparing Electronic Teaching Aid _____
Teaching Aid Description _____

Each **squadron** that presents at least one **Teaching Aid** at the National Teaching Aid Exhibit (may vary between Annual and Governing Board Meetings) earns **Three Stars**; two teaching aids earns **Four Stars**; three teaching aids earns **Five Stars** (five stars maximum).

Name of Individual Preparing Teaching Aid _____
Teaching Aid Description _____

Name of Individual Preparing Teaching Aid _____
Teaching Aid Description _____

Name of Individual Preparing Teaching Aid _____
Teaching Aid Description _____

2. Chapman Award: Each **SEO** that submits a **Chapman Award for Excellence in Teaching nominee** earns **two Stars**.

Name of Nominee _____

EDUCATIONAL DEPARTMENT (continued)

3. Courses:

Each **squadron** that conducts a **Public Boating Course** (Boating Course, Boat Smart Course, Americas Boating Course) earns **One Star** per course, with a **maximum of Five Stars**.

Location _____	Date _____
Location _____	Date _____
Location _____	Date _____
Location _____	Date _____
Location _____	Date _____

Each **squadron** that has at least one member earn a certificate of completion for **USPS advanced grade and elective courses given within the award year** earns **one star per course with a maximum of 11 Stars**.

In order to clarify the course completion criteria, please read the following carefully:

The date of the first scheduled final test determines the award year. The FIRST FINAL TEST for the class must have been given in 2007. A class that was given and first tested in a previous year, and then a make-up or second exam given in 2007 will not qualify. If National did not complete the grading process until 2007, the date of the test will take precedence. The reasoning for these rules should be self-evident.

In multiple module courses, the test date for the final QUALIFYING module is the date that counts for the course UNLESS a student qualifies by taking the modules out of sequence, then the date of the last test qualifying the student will count as the course test date, make-up or retests will not count.

Course	Individual Qualifying	Certificate Number	Final Test Date
Piloting			
Seamanship			
Advanced Piloting			
Junior Navigation			
Navigation			
Cruise Planning			
Engine Maintenance			
Marine Electronics			
Sail			
Weather			
Instructor Development			

EDUCATIONAL DEPARTMENT (continued)

Each **squadron** that provides an instructor to another squadron to teach a substantial portion of a course, that has at least one student (regardless of squadron affiliation) earn a certificate of completion, receives **One Star** per course (no limit).

Name of Instructor _____ Course Taught _____	Other Squadron _____
Name of Instructor _____ Course Taught _____	Other Squadron _____
Name of Instructor _____ Course Taught _____	Other Squadron _____

4. Reports:

Each report listed below that is submitted to district and/or national on a timely basis earns **One Star each**.

- **Hotline "800" Project** One star is awarded for each boating course presented that was scheduled on HQ800 prior to the course, with a maximum of 4 stars.
- **ED 80/81** Proposed SEO & Assistant SEO
- **ED 1** Local Board Appointments
- **ED 27** Boating Class Report (within 30 days after the class)

Form	Date Submitted	By Whom
Hotline "800" Project Q-1		
Hotline "800" Project Q-2		
Hotline "800" Project Q-3		
Hotline "800" Project Q-4		
ED 80/81		
ED 1		
ED 27		

ADMINISTRATIVE DEPARTMENT

1. Membership:

(NOTE: Star Squadron membership data is based on the Start Squadron year of 1 January – 31 December, **NOT** USPS Membership year. Membership includes Active and Additional Active.

Growth in Membership- squadron growth as of 31 December, 2007 exceeds that of prior year membership as of 31 December, 2006 earns:

1-5% - 3 Stars 6-10% - 4 Stars 11-15% - 6 Stars 16-20% - 10 Stars >20% - 15 stars

A. Membership 31 December 2007 _____
B. Membership 31 December 2006 _____
C. Percentage Improvement _____
D. Points Awarded _____

The District Membership Chair will calculate and furnish this data to the Squadron and D/AO using the USPS monthly membership reports.

2. Leadership Development:

Each **squadron** that conducts one or more OT programs during 1 January -31 December earns **Two Stars**.

Date Presented _____ Number of Completions _____

Each **squadron** in which **each current squadron bridge officer** has successfully completed OT within the past five (5) years as of 31 December 2007 earns **Three Stars**. (**Attendance at the 2007 Incoming Officers Meeting qualifies the officer.**) The 31 December DB2000 records will be used to document OT completion dates.

Officer	Date Of Most Recent OT Completion
Commander	
Executive Officer	
Educational Officer	
Administrative Officer	
Secretary	
Treasurer	

Each **squadron** that conducts one or more Leadership Development programs during 1 January -31 December earns **Two Stars**.

Date Presented _____ Number of Completions _____

ADMINISTRATIVE DEPARTMENT (continued)

3. Youth Activities:

Each **squadron** that conducts an event/program focusing on Youth Activities earns **One Star** per event, maximum **3 Stars** (poster contests, safe boating program, Sea Scout activity, etc.)

Event	Date	Location

3. Boating Activity:

Each **squadron** that conducts **Boating events where 3 or more members' boats** are involved earns **One Star** per event, maximum **3 Stars**. If the squadron event is a **joint event with one or more other Squadrons**, **one additional Star per event**, maximum **3 Stars**.

Rendezvous	Date	Other Squadron

Each **squadron** that conducts or participates in at least one Predicted Log Run earns **One Star**.

Predicted Log Event	Date	Location

Each **squadron** that sponsors or co-sponsors a **District Boating or Co-Op Charting** event earns **One Star per event**. Maximum **Three Stars**.

Event	Date	Location

Any **squadron** that participates in a District Boating Event with at least **one member's boat** earns **two stars** for each event. **Squadrons** that participate **by attendance of one or more squadron members in a district event** earn **one star per event**., maximum **3 points per event**.

Event	Date	Boat	Member

SECRETARY'S DEPARTMENT

1. Publications:

Each **squadron** that prepares and distributes at least four (4) issues of a **squadron newsletter** earns **Three Stars**. The newsletter mailing list must **include** all of the **District Bridge Officers** in order to qualify. (Distribution via email qualifies)

Name of Publication _____ Number of Issues _____
Were all members of The District Bridge on your mailing list for at least 4 issues? Yes No

Each **squadron** that receives Excellence in Journalism award earns **Three Stars**. (Since awards are announced at Annual Meeting which is after Star program report is due, stars earned for previous year.)

Did squadron receive Excellence in Journalism award last year? Yes No

Each **squadron** submits at least one (1) article and/or photograph to *The Ensign* earns **One Star each submission**, maximum **Three Stars**. **National officers and committee member's articles pertaining to their National activities and responsibilities do not qualify.**

Article Name/Subject _____ Date Published _____
Article Name/Subject _____ Date Published _____
Photograph _____ Date Published _____

2. Website:

Each **squadron** that has a website earns **One Star**.

Each **squadron** that has 2007-08 Bridge on website by 30 June 2007 earns **One Star**.

Each **squadron** that receives Website Award earns **Two Stars**. (Since awards are announced at Annual Meeting which is after Star program report is due, stars earned for previous year.)

Does squadron have a website? Yes No
Was squadron website updated by 30 June? Yes No
Did squadron receive Website Award last year? Yes No

SECRETARY'S DEPARTMENT (continued)

3. Roster:

Each **squadron** that prepares and distributes a **squadron roster** earns **One Star**. The roster mailing list **must include** all of the **District Bridge Officers** in order to qualify. (Distribution via email qualifies)

Was a Squadron Roster Produced and Distributed?	Yes	No
Was the roster distributed to The District Bridge?	Yes	No

4. Report:

Each **squadron** that submits a Squadron Historian Report, **HQ-701**, to District on a timely basis earns **Two Stars**.

Date Submitted _____

TREASURER'S DEPARTMENT

- 1. IRS Report:** Each **squadron** that files a Form 990 as due (in June or July) or a form to the National Treasurer indicating that no filing of Form 990 is required earns **One Star**.

Date Submitted _____

- 2. Delinquency:** Each **squadron** that maintains a non-delinquent financial status with district and national throughout the year earns **One Star**.

Were all National and District dues and bills paid in a timely manner?

Yes No

- 3. Dues:** Each **squadron** which submits its Notice of Squadron Dues to national prior to 28 February 2006 and makes payment of district dues to the D/21 Treasurer (based on the squadron total membership as of 1 September 2006) no later than 31 days after receiving the bill earns **Five Stars**.

Submittal	Date Submitted
Notice Of Squadron Dues	
National Dues Submitted	
District Dues Submitted	

COMMANDER'S DEPARTMENT

- 1. District Meetings:** Each *squadron* in which the **commander or executive officer AND SEO or Assistant SEO** attends the **General Meeting** at *each district conference* earns **Five Stars for each conference**. Maximum: **Ten Stars**.

Event	Name Of Commander Or Executive Officer Attending	Name Of SEO Or Assistant SEO Attending
Spring Conference		
Fall Conference		

- 2. National Meetings:** Each *squadron* that has **at least one member attending each national meeting (Governing Board and Annual Meeting)** earns:
 Annual Meeting – **Two Stars** Governing Board – **One Star**

Event	Member Attending
Annual Meeting, Jacksonville, FL 2007	
Governing Board, Norfolk, VA 2007	

Each *squadron commander* that attends a national meeting, gives their proxy to a squadron member who attends a national meeting, or gives their proxy to the D/C earns **One Star per meeting**, maximum **Two Stars**

Event	Voting Member Attending (Indicate D/C if no member attended)
Annual Meeting, Jacksonville, FL 2007	
Governing Board, Norfolk, VA 2007	

3. Educational Fund:

Each *squadron* that makes a 100% contribution to The USPS Educational Fund before due date earns **One Star**.

Was 100% Contribution Made	Yes	No
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4. Goal Statement:

Each *squadron* that submits its goal statement to the District Executive Officer Nominee no later than 15 February, 2007 earns **Two Stars**.

Date Submitted _____	By Whom _____	How Submitted _____
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COMMANDER'S DEPARTMENT (continued)

5. Merit Mark:

Squadron Merit Mark recommendation (**Form MM-81A**) submitted to the national chairman before due date (15 November) earns **One Star**.

Form	Date Submitted	By Whom
Merit Mark (MM-81A)		

6. Grants/External Funding:

Each **squadron** submitting grant application(s) to any entity for external funding earns **One Star**/application, maximum **Three Stars**.

Grant Application Amount \$ _____	Submission Date _____
Prospective Funding Organization Name: _____	
Grant Application Amount \$ _____	Submission Date _____
Prospective Funding Organization Name: _____	
Grant Application Amount \$ _____	Submission Date _____
Prospective Funding Organization Name: _____	

Recipients of STAR SQUADRON AWARDS are determined by the number of STARS earned in the qualifying period. There are five levels of achievement and include:

- 40 Stars earns ONE-STAR Squadron AWARD
- 50 Stars earns TWO-STAR Squadron AWARD
- 80 Stars earns THREE-STAR Squadron AWARD
- 90 Stars earns FOUR-STAR Squadron AWARD
- 116 Stars earns FIVE-STAR Squadron AWARD