

DRAFTING MERIT MARK RECOMMENDATIONS

Hints on What to Say

A Resource for District Commanders

- Estimate hours for each activity and/or total hours worked for USPS. Generally, a total of 12 hours are deemed minimum to qualify for an award. Consider extraordinary travel time expended expressly to accomplish the work described.
- Be sure to identify squadron commanders. (A squadron commander cannot be recommended until an original submission from his or her squadron has been processed.)
- Ranks and titles (including “chairman”) do not in themselves entitle a member to a merit mark. State what was done in that capacity.
- Consider recommending the immediate past D/C if he or she was in office early in the year.
- Except in rare circumstances, providing equipment, food or space does not qualify as significant effort.
- Don’t use words like “worked at”, “assisted with”, “participated in”, “served as”, etc. without explaining what those efforts involved.
- If a member’s contributions to the district don’t quite rise to merit mark minimums, refer your observations to his or her squadron commander for inclusion in local recommendations.

If you recommend a member who—

Served as a bridge officer (department head)

Served as squadron commander

Served as committee chair

Served as flag lieutenant

Served on a committee

Consider these questions in your recommendation:

Were committees in the officer’s department suitably supervised?

Were prescribed duties properly performed?

Has there been adequate correspondence?

Have you been kept apprised of departmental matters?

Has the officer represented you at squadron functions?

If an “original” merit mark submission for squadron members has not been transmitted do not recommend.)

Have his or her members been adequately served?

Were the duties of commander properly carried out?

Were all district conferences attended (or an alternate appointed)?

Were any national meetings attended (or an alternate appointed)?

Was his or her squadron properly represented by delegates at all national meetings?

How well was his or her committee managed?

What activities stand out?

Was the department head kept apprised of activities?

Was there correspondence with squadron counterparts?

Was a conference seminar produced?

What services were performed?

What did the member do for the committee?

Attended meetings	<p>Attending most meetings is a privilege of membership and does not count toward a merit mark unless the member is attending in an official capacity or reporting to the assembly, such as an officer or committee chair.</p> <p>If not obvious (e.g. a bridge officer), what did the member do at the meeting to warrant consideration for a merit mark?</p>
Took part in committee meetings	<p>How many meetings attended?</p> <p>How did the member contribute to those meetings?</p>
Worked on the newsletter	<p>How many articles written?</p> <p>How many photos taken?</p> <p>How frequently was it published?</p> <p>Did member print, assemble, staple?</p>
Maintained the website	<p>Did member <i>create</i> the site this year?</p> <p>How frequently was it updated and to what extent?</p>
Served on Audit Committee	<p>How many committee meetings attended?</p> <p>Was there an audit or a review (professional or in-house)?</p> <p>Was the audit report approved by the conference?</p>
Served as Law Officer	<p>Were any legal papers prepared?</p> <p>What type of legal advice was given, and to whom?</p> <p>How many council or bridge meetings attended?</p>
Served on the Rules Committee	<p>How many district meetings did the member attend?</p> <p>Did the member serve as parliamentarian?</p> <p>Were bylaws reviewed? To what end?</p> <p>Were bylaws revised?</p>
Served as Chaplain	<p>How did the member perform the job?</p> <p>How many invocations, benedictions, etc. were offered?</p> <p>How many consultations were held?</p>