

# DRAFTING MERIT MARK RECOMMENDATIONS

## Hints on What to Say

### A Resource for Squadron 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.
- 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 P/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.
- Be sure to use the education columns for *sessions* of courses taught or proctored. (Two class sessions taught or four sessions proctored is considered a minimum in the absence of other contribution.)
- Work performed in a district capacity will be reflected in a merit mark recommendation by the D/C.
- Work performed for other organizations must be an official squadron function and designated as such by the squadron commander with the consent of the executive committee.
- Don’t use words like “worked at”, “assisted with”, “participated in”, “served as”, etc. without explaining what those efforts involved.

#### If you recommend a member who—

Attended meetings

Took part in committee meetings

Taught or proctored an educational course

Performed vessel safety checks (VSCs)

Served on the Telephone Committee

#### Consider these questions in your recommendation:

Attending most meetings is a privilege of membership and does not count towards a merit mark unless the member is attending in an official capacity or reporting to the assembly, such as an officer or committee chairman. If not obvious (e.g. bridge officer), what did the member do at the meeting to warrant consideration for a merit mark?

How many meetings attended?  
How did the member contribute to the meeting?

Name of course (columns 3 and 6)?  
Number of *sessions* TAUGHT (columns 4 and 7)?  
Number of *sessions* PROCTORED (columns 5 and 8)?  
If more than two, use Valuable Service column (9)?  
Explanation of special work is helpful (column 9)?

How many? (At least ten in the absence of other work.)  
How far driven to the site of inspections?  
How long on site  
Any additional services or advice given?

How many calls were made?  
On how many occasions were calls made?

Served on the Cooperative Charting Committee

How many trips were made (own boat of crew)?  
How many planning sessions attended?  
How many reports submitted (not credits received)?  
On the honor roll (district, national)

Served on the Membership Committee

How many committee meetings attended?  
Did the member actively recruit new members?  
Did the member conduct any interviews?  
Did the member mentor any new members?  
How many new members can be attributed to the member's work?

Served on the Rendezvous Committee

Did the member plan the event?  
Did the member assist in docking participants?  
Did the member cook, serve, clean-up, shop for food or supplies (not donate)?  
Did the member organize or supervise on-site activities?

Worked on the newsletter

How many articles written?  
How many photos taken?  
Did member print, assemble, staple (how many issues)?

Maintained the website

Did member *create* the site (this year)?  
How frequently was it updated and to what extent?

Served on Audit Committee

How many committee meetings attended?  
Was there an audit or a review (professional or in-house)?  
Was the audit report approved by the membership?

Served as Law Officer

Were any legal papers prepared?  
What type of legal advice was given, and to whom?  
How many XCom meetings attended?

Served on the Rules Committee

How many general membership meetings did the member attend?  
How many XCom meetings did the member attend?  
Did the member serve as parliamentarian?  
Were bylaws reviewed? To what end?  
Were bylaws revised?

Served as an elected member-at-large of the Executive Committee

How many XCom meetings were attended?  
How did the member contribute to the meetings?

Worked the boat show

How many hours spent in the booth, over how many days?  
How much travel was necessary?  
Did the member help assemble, disassemble and/or transport the booth?

Helped maintain squadron property or facilities

What work was done, over how many days?  
Was this an individual or team effort?

Served as Port Captain

How many inquiries were handled?  
How much work was involved in assisting inquirers?

Served as Flag Lieutenant

*(This job has nothing to do with flags)*  
How did this aide serve the flag officer?

Participated in the "visitation" program

Is the member a certified "program visitor"?  
How many visits? (At least 10 in the absence of other work.)  
How extensive were visits?  
Was there interaction with the USCG or USCGAux?

Served as Chaplain

How did the member perform the job?  
How many invocations, benedictions, etc. were offered?  
How many consultations were held?