

United States
Power
Squadrons



**Educational
Department
Manual
Part II
District Educational
Officers**

dedicated to
making boating
safer and more fun

Educational Department Manual, Part II District Educational Officers

UNITED STATES POWER SQUADRONS

Educational Department Operations Committee



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Introduction

- 1 Manuals of the USPS Educational Department are designed to describe department policies, procedures, and materials in order to assist Educational Department members in the effective and expeditious handling of their duties. It is permissible to reproduce sections of these manuals whenever needed.
- 2 An effort has been made to present organizational structure and philosophy so that departmental levels will have a general idea of their interrelationships. Specific procedures and duties are divided into three parts:
 - 3 **Squadron:** Educational Manual—Part—1 (EDM—I) is designed specifically for members of the Squadron Educational Department.
 - 4 **District:** Educational Manual—Part—2 (EDM—II) is used with EDM—I for the guidance of District Educational Officers and other members of District Educational Departments.
 - 5 **National:** Educational Manual—Part—3 (EDM—III) is for members of the National Educational Department to use with EDMs I and II in the exercise of their duties.
- 6 Educational Department manuals are in loose-leaf format to facilitate easy incorporation of updates, additions, and revised pages as required.
- 7 Keep your manuals up-to-date by replacing revised pages as soon as you receive them. Advise affected members of your department of the changes immediately. When your term of office expires, pass the up-to-date manual along to your successor.
- 8 Educational Department Notices (EDNs) inform members of changes in policies, procedures, and materials pending issuance of revised educational manual pages.
- 9 Advise the Chairman of the Educational Operations Committee (listed on the inside back cover of *THE ENSIGN* magazine) if you have suggestions for improvement of any educational manual.
- 10 Words denoting gender in these manuals shall apply equally to both genders as the context may require.

Section 1

The National Educational Department

- 1 The National Educational Department consists of the National Educational Officer, Assistant National Educational Officer, ten national committees, and all district and squadron Educational Officers. The National Educational Officer is a member *ex officio* of the National Educational Department and all its committees. (Bylaw 5.14.3)

National Educational Officer

- 2 Elected by the members of USPS at the Annual Meeting each year, the National Educational Officer (NEO) holds the rank of Vice Commander. The NEO directs the activities of the National Educational Department and is a member of the National Bridge, National Operating Committee, and the Governing Board, ranking third in authority after the Chief Commander and the Executive Officer.
- 3 The Chief Commander assigns an Aide to the NEO. The duties of the Aide are designated by the NEO.

Assistant National Educational Officer

- 4 Elected by the members of USPS at the first Governing Board of each calendar year on recommendation of the NEO and nomination by the Committee on Nominations, the Assistant National Educational Officer (ANEEO) holds the rank of Rear Commander.
- 5 **Assists the NEO** as directed. Because of the complexity of the NEO's tasks, all reports, correspondence, telephone calls, and problems are usually transmitted to the ANEEO, who, within the bounds of authority granted by the NEO, addresses as many of these as possible.

Educational Department Committees

- 6 Rear Commanders chair each of the ten committees of the National Educational Department and are members *ex officio* of the Governing Board. One or more Assistants to the Chairman, holding the rank of Staff Commander, and elected in the same manner as the chairmen, assist the chairmen in the administration of their committees. Committee members, other than the Chairman and Assistants to the Chairman, are appointed by the Chief Commander on behalf of the Governing Board upon recommendation of the committee chairmen and the NEO.
- 7 Each committee is responsible for the development and preparation of course materials and other supplemental materials and programs as may be assigned to it by the NEO or ANEEO. The committees and their responsibilities are as follows:

Basic Public Education Committee*

- 8 This committee (BPECom) is responsible for: *The Squadron Boating Course, Boat Smart, America's Boating Course, Jet Smart, Chart Smart Learning Guide, Boating Safety for Kids*, and the USPS Video *Boating Course*, and such other courses, materials, and programs as may subsequently be assigned to it.

Boat Handling Committee*

- 9 This committee (BHCom) is responsible for: the *Seamanship Course, the Sail Course, Introduction to Sail Learning Guide, Knots, Bends, and Hitches Learning Guide, Paddle Smart Learning Guide, Water Smart Learning Guide, Skipper Saver*

Learning Guide, Water Sports Learning Guide, and the Elements of Boat Design and Construction Learning Guide, and such other courses, materials, and programs as may subsequently be assigned to it.

Inland and Coastal Navigation Committee*

- 10 This committee (ICNCom) is responsible for: the *Piloting Course, the Advanced Piloting Course, Plotting and Labeling Standards Learning Guide, Compass Adjusting Learning Guide, Marine Radio Learning Guide, Predicted Log Learning Guide, and such other courses, materials, and programs as may subsequently be assigned to it.*

Offshore Navigation Committee*

- 11 This committee (ONCom) is responsible for: the *Junior Navigation Course, the Navigation Course, Sight Reduction Methods Learning Guide, Calculators for Navigation Learning Guide, Navigational Astronomy Learning Guide, and such other courses, materials, and programs as may subsequently be assigned to it.*

Electro-Mechanical Systems Committee*

- 12 This committee (EMSCCom) is responsible for: the *Engine Maintenance Course, the Marine Electronics Course, Electrical Systems Learning Guide, Loran C Learning Guide, GPS Learning Guide, Radar Learning Guide, Amateur Radio Learning Guide, Diesel Engines Learning Guide, Outboard Engines Learning Guide, and such other courses, materials, and programs as may subsequently be assigned to it.*

Marine Environment Committee*

- 13 This committee (MECom) is responsible for: the *Weather Course, the Cruise Planning Course, Marine Ecology Learning Guide, Cold Weather Survival Learning Guide, Oceanography Learning Guide, First Aid/CPR (Red Cross) Learning Guide, and such other courses, materials, and programs as may subsequently be assigned to it.*

*These committees work with all other course committees to ensure their educational offerings address the diverse boating environments of our members, provide for hands-on instruction, are technologically current in content and presentation, provide tools to help our instructors, and include fair and consistent examination methods.

Instructor Development Committee

- 14 This committee (IDCom) is responsible for: the *Instructor Development Course, Teaching Aids Program, the Teaching Aids Exhibits, The Chapman Award Program, Instructor Certification Program, and such other courses, materials, and programs as may subsequently be assigned to it.* The committee provides training, tools, guidance, and incentives for squadron instructors. It develops and maintains training courses that are up-to-date and encompass modern adult learning techniques and technologies. The *Teaching Aids Program*, through the use of the Internet and annual exhibits, provides a means of sharing ideas for effective training aids among all USPS course instructors. The *Chapman Award Program* provides recognition and rewards for outstanding instructional performance. The committee also maintains a certification policy and program to ensure that USPS instructors are qualified to meet the needs of their students.

Publication Support Committee

- 15 This committee (PSCCom) is responsible for assisting other committees with editing, formatting, and graphics development of course and supplemental materials to be published; coordination with outside vendors contracted to provide editing, graphics, and formatting services for Educational Department materials; publishing *The Educational Department Style Guide* and *The USPS Glossary Learning Guide*; and such other courses, materials, and programs as may subsequently be assigned to it.

Educational Department Operations Committee

- 16 This committee (EDOCom) is responsible for educational operations such as recording and publishing department meeting minutes and other

notices; compilation and publishing of *Educational Department Manuals* and the *Boat Insurance Learning Guide*; coordination of department matters with the USPS Operations Manual Committee; maintenance of the Educational Department Web Site; and direction of the *Member Course Promotion Program*, all Educational Business projects; and educational programs such as Certificates of Completion, Educational Proficiency Certificates, and such other courses, materials, and programs as may subsequently be assigned to it. See Chapter 4 of this manual for a detailed description of the Educational Department Web Site.

Curriculum Development and Coordination Committee

- 17 This committee (CDCCom) is responsible for course content control, module content control, grade equivalency, new courses, subjects, and special projects, and such other courses, materials, and programs as may subsequently be assigned to it. The committee defines and maintains the definition and maintenance of the USPS educational curriculum. CDCCom works with the other committees to ensure that USPS educational offerings:
- A. Address the diverse boating environments of our members.
 - B. Provide a complete range of study from novice to master.
 - C. Provide for hands-on instruction.
 - D. Are technologically current in content and presentation.
 - E. Provide tools to help our instructors.
 - F. Include fair and consistent examination methods.
- 18 The committee carries out this responsibility by providing the course committees with recommendations, and then reviewing and approving the resulting output.
- 19 CDCCom is also responsible for maintaining the document *USPS Educational Curriculum*, formerly known as *Vision 2000*. This document defines:
- A. The components that comprise the overall Educational Department curriculum (objectives and syllabus).
 - B. A variety of paths the student may take to achieve the desired level of competence.
 - C. The requirements for obtaining various USPS educational grades.
 - D. What the course committees are incorporating into the course modules.
 - E. A catalogue of USPS courses for members as they map out their personal courses of study.
- 20 In addition, CDCCom is responsible for maintaining the exam database used to generate examinations for USPS courses and modules. It establishes policies for the contents of examinations and assists the course committees in the implementation of those policies.
- 21 Since CDCCom interfaces with all other committees in the department, it is responsible for editing and publishing *Currents*, the Educational Department newsletter that is distributed at national meetings. Educational committees are expected to provide newsworthy content that CDCCom will ensure is reported.
- 22 From time to time, CDCCom is called upon by the NEO and ANEO to take on special projects. These projects are usually of a transient nature; either one-time, or of such nature that ultimately they may be transferred to a more appropriate committee for final implementation.
- 23 District Educational Officers (DEOs) and Squadron Educational Officers (SEOs) report to the NEO on all matters relating to USPS educational program administration including course content, student and instructor manuals, instructional qualification and

District Educational Officers

certification, instructional standards, examinations, reporting, and eligibility standards for officers and students.

Educational Department Meetings

District Educational Officers' Meetings with Educational Department Staff²⁴

At each Annual Meeting and Governing Board, the DEOs and Assistant DEOs meet in a private closed meeting to discuss their programs and problems. The ANEO designates one or more DEOs to chair this meeting. Following this meeting, the DEOs and Assistant DEOs meet in a joint closed meeting with the Educational Department staff. The NEO and ANEO make announcements of special interest to the DEOs and invite questions from the DEOs to members of the Leadership Committee. Committee chairmen may make special reports not intended for the general membership.

- ²⁵ Minutes of the DEO Meetings with the Educational Department staff are distributed to the Leadership

Committee, to the Chairman and Assistants of the Educational Department Committees, the National Operating Committee, Past NEOs, the CPS National Training Officer (if present), the Educational Budget Officer, all DEOs and Assistant DEOs, and USPS Headquarters.

Open Educational Meetings for the General Membership

- ²⁶ At each Annual Meeting and Governing Board, the Educational Department holds an open meeting for the general membership. The NEO and ANEO speak on items of general interest, and committee chairmen report on the activities of their committees and answer questions from those in attendance.
- ²⁷ Open Educational meetings minutes are distributed to the Leadership Committee, Assistants to the Chairman of the Educational Department Committees, the National Operating Committee, Past NEOs, the CPS National Training Officer (if present), the Educational Budget Officer, all DEOs and Assistant DEOs, and USPS Headquarters.

Section 2

The District Educational Department

District Structure

- 1 The organization of your District Educational Department (DEdDept) depends upon your district's bylaws, the number of squadrons within the district, and their geographic distribution. Districts usually are comprised of a District Educational Officer (DEO) and an Assistant District Educational Officer (ADEO). Several districts have chairmen for Boating (B), Advanced Grades (AG), Elective Courses (EC), Teaching Aids (TA), and Learning Guides (LG). Some have a chairman for each course in addition to those listed above. Some districts have a District Educational Awards Committee.
- 2 The district's educational department may include one or more of the chairmen described in the paragraph, above. They can form an additional link between the Squadron Educational Officers, the squadron local boards, class chairmen, and their national counterparts. Their duties include—but are not limited to—helping the DEO, to prepare agendas for educational seminars, secure speakers, prepare presentations, lead discussions, and prepare seminar reports for transmittal to the National Educational Officer (NEO), Assistant National Educational Officer (ANEEO), and the R/Cs of Educational Department Committees.

District Educational Officer (DEO)

- 3 The District Educational Officer is elected annually by the District Conference, upon nomination by the District Nominating Committee, subject to the prior approval of the

NEO (Form ED-80), and holds the rank of District Lieutenant Commander (D/Lt/C).

- Is a member of the District Bridge, Council, and Conference, and of the National Educational Department.
- As a voting member of the Governing Board, is expected to attend and participate in all national meetings.
- As Chairman of the District Educational Department, is responsible for guiding and supervising all educational affairs of the district.
- Is the representative of the National Educational Department at the district level; provides liaison between the national department, the district, and its squadrons.
- Coordinates educational matters among the squadrons of the district.
- With the approval of the District Commander, arranges the educational seminars at District Conferences or separate events.
- Represents the national educational department at Conferences or squadron meetings when there is no other official representative of the national EdDept present (NEO, ANEO, R/C.).
- Assists squadron nominating committees with recommendations for SEOs.
- As delegated by the NEO, pre-approves the nominations of SEOs, ASEOs, and appointments made by squadron commanders to the Local Boards for Boating (LBB), Advanced Grades (LBAG), and Elective Courses (LBEC).

DEO Qualifications

- 4 A DEO should hold the educational achievement award of Senior Navigator (SN). (Personal experience with all USPS courses will help you administer the district educational program effectively.)
- Be willing to serve for three years to provide continuity to the district -educational program and have time to train a successor
 - Have taught one or more USPS courses. (Doing so brings valuable experience to this position.)

Assistant District Education Officer

- 5 If the district bylaws provide for an ADEO, this person is elected annually by the District Conference, upon nomination by the district Nominating Committee, subject to the prior approval of the NEO (form ED-80), and holds the rank of District First Lieutenant (D/1st/Lt).
- Assists the DEO as directed.
 - Is not a voting member of the District Council or Conference, but in the absence or incapacity of the DEO, acts in the DEO's stead, including voting at any district or national meeting.
 - Should be familiar with the Calendar checklist for USPS Officers - Appendix C.

ADEO Qualifications

- 6 The qualifications for ADEO should same as those of the DEO. The ADEO must be prepared to act in the DEO's stead upon short notice.

District Educational Department Chairmen

- 7 If there are chairmen of District Educational Department committees, they are appointed

annually by the District Commander, upon recommendation of the DEO, and hold the rank of District Lieutenant (D/Lt).

- Assist the DEO, as assigned, in the coordination of educational programs.
- Responsibilities could include but are not limited to leading educational meetings at District Conferences and educational workshops.
- Report squadron suggestions to the DEO and national committee chairmen

District Teaching Aids (TAs) Chairman

- 8 District Teaching Aids Chairman is appointed annually by the District Commander, upon recommendation of the DEO, and holds the rank of District Lieutenant (D/Lt).
- Maintains contact with the squadron and national ID Committees.
 - Encourages use of TAs, promotes squadron participation in TA exhibits at District Conferences, and the USPS Annual meeting.
 - Maintains and exchanges information on new and effective teaching aids between squadrons and national committees.
 - Supervises competitions for excellence in TAs at district exhibits.

Role of the DEO in District Affairs

- 9 The DEO, as chairman of the district Educational Department, must keep the District Commander, Bridge, Council, and Conference apprised of changes in procedures adopted by the National Educational Department, the status of the squadron educational programs, and progress towards completion of objectives.
- 10 Use every opportunity to promote the USPS educational program. Keep the District Public

Relations Officer and Boat Show Chairman informed of the schedule of Boating Classes for all the squadrons. If there is a district newsletter, submit an article to the Editor for every issue, promoting educational seminars and teaching aids exhibits, and reporting items of interest from national educational meetings.

- 11 Publish a list of all of the advanced grade and elective course classes to be given within your district so members may take those classes, in their own squadron or in neighboring squadrons. Include this list, with times and locations, and contact persons in your district newsletter, and send it to all squadron editors for use in their newsletters.
 - 12 Provide a list of each of your staff members to your District Roster Chairman so their names may be placed in your district roster.
 - 13 Submit expense vouchers to the District Treasurer in a timely manner and operate your department within the budget provided.
 - 14 Promptly submit merit mark recommendations to the D/C for the deserving members of your staff. Consider the contribution of each member, including staff meetings attended, planning, promotion, and moderating seminars, and reports prepared.
- Records**
- 15 As DEO, you will receive and generate a variety of reports, manuals, and forms. The DEO is responsible for establishing and maintaining the record keeping process of the Office, making changes as you see fit so they are available for future reference. DEO records may include:
 - EDM-I and II, filed with the CD of the Operations Manual.
 - EDNs (Educational Department Notices)
 - ED80 Nomination Forms for SEOs and ASEOs organized by squadron, with a list of the Change of Watch dates
 - Boating Class information (HQ 800) Forms, and reports from Headquarters summarizing Boating Class results, filed by squadron together with a checklist of forms received. (Please review Appendix G-Boating Class information, and Appendix H-Form HQ800, USPS Boating Course information)
 - Examination Orders (ED-33), Squadron Reports of Examination (ED-34), and Notices of Course Completions (ED-6), filed together by squadron. (Be aware of candidates who either did not take or did not pass exams and ensure follow-up by the SEO.)
 - Incoming and outgoing correspondence, filed by squadrons
 - Minutes of OCom, GB, and District EdDept meetings, with significant items highlighted
 - Reports of educational seminars
 - District Educational Award records
 - Merit Mark records
 - District membership roster, with dates of course completions
- 16 Other methods of filing may be equally effective. Whatever method you use, file every document as soon as possible, not less than weekly, to avoid utter chaos.
 - 17 At the end of your term, as the retiring DEO, you should turn over all current records, district property, and manuals to your successor. Purge all unnecessary paperwork from the material since the new DEO may not know which is important and which is not. Retain all of the unnecessary papers in your personal files, deliver them to the District Historian, or destroy them, as appropriate.
- DEO Kit**
- 18 New DEOs, will receive a DEO Kit shortly before or at the District Change of Watch. The contents are listed in Appendix E. You should receive a district directory and district bylaws from the

district commander. The *Directory of National, District, and Squadron Officers* is distributed late each spring. Departmental records should be transferred from your predecessor.

Training of EdDept Staff

19 A training seminar is recommended for squadron and district EdDept personnel, whether new or continuing in office. At that session, discuss:

- The district, squadron, and national organizational structure.
- Communications.
- Ordering course material and examinations.
- Administration of exams and return of course materials and exams.
- Checking sight folders.
- The use of critiques in the preparation of failed students for re-examinations.

20 The source for most of these items may be found in EDM-I, the Operations Manual, and the Educational Department Web Site.

21 It is important that the ADEO and the District EdDept staff are trained to know what is expected of them and how to assist squadron personnel in the correct procedures to be followed when performing their work. Send copies of all correspondence to the ADEO, and keep this important assistant advised of important district Educational matters. This will allow the ADEO to competently substitute as DEO, whenever required.

Recommendations for Planning and Setting Objectives

22 A priority as DEO is to determine the educational status of each of your district's squadrons. Reviewing previous records, as well as other available files, such as annual EdDept statistics, course completions, examination orders, and Boating Class reports, will help you do this.

23 Then, set reasonable objectives with each SEO for a plan to improve the overall educational level of each squadron. Consolidate these plans to set your district educational goals and submit them for review by the District Bridge and approval by the Council.

24 Prepare a calendar for the year, highlighting the dates for USPS Annual and Governing Board meetings, District Council and Conference meetings, and other district activities. Include the dates listed in the checklist of DEO Activities (Appendix C).

Recommendations for Educational Seminars

25 Speakers who can present interesting presentations on a variety of educational topics enhance meetings. Whether your educational seminars are organized by individual course, Local Board groups, you and your staff should be on the lookout for experts who can speak on specific aspects of our course material. Your speaking sources may include national EdDept officers who are members of the district or who live nearby. If there is an "N" Club in your district, it may be a source for speakers. While it may not be possible to have a speaker for each course at every conference, plan to rotate speakers so that every course is presented at least once every two or three years. Each session should have a lively and interesting presentation.

26 If the seminar is a round table discussion, have the panelist make a short presentation that will lead and stimulate discussions and questions. The purpose for these seminars is the communication of information from the national educational committees to those who are teaching, and to get feedback on what improvements or changes to curriculum should be made to the course material.

27 Each session should have a written report of the presentation, questions, answers, and suggestions. The report should be reviewed by the DEO before submittal to NEO, ANEO, and the appropriate Committee chairman

- 28 Closed meetings between you and your SEOs will help generate cooperation in teaching courses and correcting administrative problems. Closed sessions provide an excellent forum for the exchange of ideas and techniques between squadrons.

Recommendations for District Educational Expositions

- 29 District expositions should be patterned after the EXPO presented at the National Annual Meeting. They provide the opportunity to present courses for general review by allocating table space for each Advanced Grade, Elective Course, and Learning Guide. The displays should be attractive so they will attract attention and stimulate discussion. There should be several members staffing each table—preferably experienced instructors—able to answer questions and provide clear insight about their course. If a question cannot be answered immediately, have a form available to list the question, and the contact information of the person, including name phone number, and address. After the conference, be sure that all inquiries are answered.

District Teaching Aids Exhibits

- 30 As a rule, there should be a teaching aids exhibit at every fall conference. The winning TA should always clearly demonstrate the specific objective of a teaching plan for the Boating Course or one of the Advanced Grades or Elective courses.
- 31 Publicize the exhibit and categories. Often, these are for Boating, each Advanced Grade and Elective Course, and a general classification of items that might be applicable to several or all courses. Encourage winners in each category, to submit their entries to the teaching aids exhibit at the USPS Annual Meeting. In addition to recognizing the winning entry in each category it is important to also recognize squadrons and individuals who have entries in every category. If the district has a Best in Show Award, ask the winner to submit it as an entry in the TAC competition. The **TAC AWARD** (Teaching Aid

Competition) is limited to only those squadron aids that received their District Best in Show Award.

- 32 The District Teaching Aids Committee should handle the promotion and registration and the selection of judges for the exhibits. The judging form used by the National ID Committee is enclosed as Appendix A. It provides a guideline for judging and scoring Teaching Aids.

District Educational Awards

- 33 One of the proven ways for generating enthusiasm for the USPS Educational Program is a competition among squadrons for awards for educational improvement. Awards recognize squadrons and individual members of the district for outstanding educational achievements. Present these awards at an appropriate ceremony—generally during a District Conference—with plaques or trophies, with the Chief’s representative assisting in the presentation.
- 34 Each fall, DEOs receive copies of the National Educational Statistics showing the number and percentage of members of each squadron who have completed each of the Advanced Grades and Elective Courses as of the previous 30 June. This report can be used to determine awards by comparing it to the same report for the prior year or the Notice of Course Completions (Form ED-6).

Prince Henry the Navigator

- 35 Perhaps the most prestigious award in most districts is the Prince Henry trophy. Starting in 1964, the Portuguese Council to the United States, Commander Jose Cabral, presented statues of Prince Henry the Navigator to the districts of USPS to use for district recognition for the teaching of navigation. Each district should now have one in its possession.
- 36 As DEO, you must adopt or draft criteria for the award that supports the objectives of the USPS educational program and assure that all squadrons within your district are given an equal opportunity to win the award. Publicize the program as much as possible to encourage competition among the squadrons.

Educational Achievement Award

- 37 Every two months, the headquarters staff will send you Educational Achievement Award certificates for members in your district who have recently completed all USPS courses. Many districts present a plaque to each new Educational Achievement Award winner during the spring Conference.

Educational Proficiency Award

- 38 This certificate is awarded to members holding the grade of Advanced Piloting who have also completed any three Elective Courses. Many districts present a certificate to members that achieve the Education Proficiency award.

Advanced Grades and Elective Courses Awards

- 39 To encourage squadron advancement, consider presenting awards to the squadron in your district with the greatest increase in each of the advanced grades and elective courses. Set up the procedure for determining the winner of this award by taking into account the relative sizes of the various squadrons. For example, a small squadron with 10 course completions might win the award over a large squadron with 10 course completions.

Charles F. Chapman Award for Excellence in Teaching

- 40 Hearst Publishing Company and United States Power Squadrons jointly sponsor the Charles F. Chapman Excellence in Teaching Awards. Five honorees are selected annually from among the nominees submitted by the districts. These national awards include a Certificate and the listing of the honoree's names in a log that is maintained in the Memorial Library at USPS headquarters in Raleigh, North Carolina, and the presentation of a high-quality sextant to their Squadron in honor of the award winner. The sextants are provided by a grant from Hearst Marine Books, an affiliate of William Morrow & Company, and funds from the United States Power Squadrons. The sextant nameplate lists the date, name of the honoree, and the squadron name.

- 41 In April each year, every SEO and DEO will receive nomination forms and instructions for the

award. (A complete set of sample forms are in Appendix B, B-1, and B-2). This award recognizes the outstanding contributions, accomplishments, and commitment of teachers and squadrons to the educational goals of USPS. DEOs should make a special commitment to urge and support every one of your district's squadron commanders and SEOs to select a nominee from those instructors who have taught all or part of a course during the year.

- 42 The submittal of the squadron's nominee must arrive at the DEO's address not later than 15 July. Submittals made by a squadron to anyone other than the DEO will not be considered and returned without action. Squadron's nominees should be considered for a district Charles F. Chapman Award for Excellence in Teaching. As DEO, you should establish a selection committee to review the nominations and select the district nominee. The district nominee should be recognized at a suitable ceremony at a district Council meeting or Conference that might include a district Chapman Award Certificate (available from headquarters upon request). Announce that the district nominee's name will be recorded in the Charles F. Chapman Excellence in Teaching Log in the Memorial Library at USPS Headquarters.

- 43 Finally, submit your district's nomination form to Headquarters, together with the squadron nomination package. The deadline for district submissions is 1 September of each year.

Teaching Aids Awards

- 44 Provide appropriate certificates, plaques, and/or trophies to individuals and squadrons who earn recognition at the district Teaching Aids Exhibit.

National Educational Officer's Award

- 45 A certificate is awarded annually to each DEO who is able to report 100% attendance of the SEOs or ASEOs (Appendix F) in the district at the spring and fall Conference.

BOWSPRIT AWARD

- 46 The BOWSPRIT AWARD is a membership award whose purpose is to implement a program, which addresses the needs of USPS® as they relate to increasing total membership and educational

completions and to recognize those Districts based on goal attainment, as outlined with the program rules.

- 47 Each district program goal is based on the actual performance results for the preceding twelve months ending 30 June. The objectives of the program are: (a) to provide a measurable and acceptable standard of performance and, (b) to provide meaningful and tangible recognition.
- 48 This prestigious award is achievable by all squadrons. DEOs should publicized the award and encourage SEOs to plan their educational programs towards winning the BOWSPRIT AWARD. The monthly reports provide an excellent overview of the districts activity. Reports and information are available on the USPS web <http://www.usps.org/national/bowsprit/rules.htm>

Circulation of Teaching Aids

- 49 From time to time, USPS distributes various teaching aids for use in the squadron educational program. As the person responsible for the task of storage, circulation, repairs, and follow-up on items not returned, you may consider delegating this work (though not the responsibility) to your ADEO or Teaching Aids Committee Chairman.
- 50 If only one—or a limited number of TAs—is furnished to you for use by all squadrons in your district, arrange to reproduce or circulate those materials to all squadrons in your district as rapidly as possible.

Section 3

Educational Department Responsibilities

Overview

- 1 District Educational Officers are members of the National Educational Department. As such, they have certain duties, and responsibilities to the squadrons in their district

National Educational Officer (NEO)

- 2 The line of educational authority descends from the NEO through each DEO to the Squadron Educational Officer. The DEO serves as the representative of the local squadrons to the NEO. DEOs are expected to keep the NEO informed of any matters in the squadrons or district that are properly the concern of the NEO.

National Meetings

- 3 As voting members of the Governing Board, District Educational Officers are expected to attend the Annual Meeting of USPS, as well as the spring and fall Governing Board meetings. At these national meetings, you will be expected to attend the closed meeting of the DEOs, the closed meeting of the DEOs with the National Educational Department staff, and the open Educational Department meeting.
- 4 At the Annual Meeting, DEOs assist in judging the Teaching Aids Exhibit, as assigned by the National Educational Officer or the Assistant National Educational Officer.
- 5 Should you be unable to attend a national meeting, your ADEO should represent you. If neither you nor your ADEO is able to attend, contact the NEO or ANEO to arrange representation.

Course Content

- 6 Responsibility for course content, and revisions, rests with one or more national committees. Direct any questions regarding course material, homework, or examinations to the national committee chairman, whose name and address may be found on the last page of *THE ENSIGN* magazine.
- 7 As the representative of your district's squadrons to the committees of the National Educational Department, communicate any concerns pertaining to course content in the squadron or district pertaining to the appropriate national committee chairman.

District's Roll in ABC

- 8 The introduction of America's Boating Course by the United States Power Squadrons and the United States Coast Guard Auxiliary has added another tool for the squadrons and flotillas to use in spreading boating safety thru education. If you are not already familiar with the course, a review of the *Squadron Guide to America's Boating Course* is in order. (The squadron guide can be found on Educational Department web page http://www.usps.org/national/eddept/Files/sqd_abc_guide.pdf) The addition of this new tool brings with it added responsibility for the District Educational Department that this document addresses.
- 9 One of the key objectives of the program is to establish a personal relationship between a squadron and the student. This requires a contact network and our districts provide the "backbone" for that network. Two ABC District Coordinators are required to implement it. The District Guide to America's Boating Course provides full

documentation on how the program works and the districts responsibilities. The guide can be found on the educational department web page. (http://www.usps.org/national/eddept/Files/dist_abc_guide.pdf)

Communications

- 10 Routine matters regarding course material or examinations may be handled by direct communication between an SEO and the national committee chairman involved. A copy of the communication should be sent to you for retention in the DEO files.
- 11 In most cases the DEOs will be able to provide squadrons with answers to most of their questions. In instances where an answer to a question is needed from a national committee chairman you will be copied, and or consulted on communications between your district's squadrons and the National EdDept.

DEO as National EdDept Representative

- 12 When no officer from the National Educational Department is present, the DEO, represent the National EdDept at District Councils, Conferences, and squadron meetings.

Recommendations for Members of the National Education Department

- 13 DEOs represent the greatest resource for committee members of the national educational department. DEOs are encouraged to forward their interest in serving in the national education department to the NEO through the ANEO.
- 14 The DEOs are likewise encouraged to forward through the same channel, the names of all members in their district who are qualified and available to serve in the National Educational Department. Encourage those members to enter their resumes on line at <http://www.usps.org/>

national/comnom/. All resumes are forwarded to the ANEO and the Chairman of the committee they list as first choice.

SEO and ASEO Nominations

- 13 A squadron nominating committee's SEO and ASEO nominee's qualifications must be pre-approved by the national educational officer (NEO). The NEO may delegate this authority to the DEO. Approval of the SEO and ASEO candidate's qualifications (by the NEO or DEO) is accomplished by the chair of the squadron's nominating committee filing completed form ED-80 with the DEO at least 60 days prior to the election. (If no reply is received from the DEO within 30 days of receipt by the DEO of the written request for approval [ED-80], the qualifications may be considered approved.)
- 14 If you disapprove of the qualifications of one of your squadron's Nominating Committee's candidates and the matter cannot be resolved, you must send the unsigned ED-80 to the National Educational Officer with a letter of explanation. After a review and communications with all parties the NEO will approve or disapprove the nomination.

Qualification Considerations for SEO and ASEO candidates

- 15 While there are no qualification requirements for SEO and ASEO candidates, DEOs are encouraged to offer squadron nominating committees the following qualification considerations.
 - Candidate's grade and elective course achievements
 - Length of time in the Squadron
 - Experience as an instructor
 - Class chairman or a local board chairman
 - Willingness to attend District Council and Conferences and educational seminars

-
- 16 Ideally SEO candidates preferred educational achievement should be SN, the ultimate selection criteria is that the candidate be the best qualified to further the educational goals of USPS.
- 17 The SEO should make a commitment to serve for three years to provide continuity to the squadron educational program and to training a successor. SEOs should attend all district educational seminars and other district meetings. Since ASEOs are normally being groomed to be the next SEO, SEO and ASEO qualifications are the same.

Section 4

The Educational Department Web Site

- 1 Improved and cost-effective communications between our members is the primary reason to make maximum use of the Internet. The term Internet, as used here, includes both World Wide Web pages and electronic mail (e-mail).
- 2 DEOs should take maximum advantage of the little or no-cost opportunities the Internet provides to quickly distribute news items, updated and supplemental course information, reports, and direct replies to member inquiries. While use of e-mail is nearly widespread and well understood, better use of web pages can and should be made. This section describes some basic practices that can and should be conducted via the Internet.

Web Page Policies and Responsibilities

- 3 USPS Web Server policies and operations are the responsibility of the Information Technology Committee of the national Secretary's Department.
- 4 The NEO and ANEO develop Educational Department Web Page policies and approve all input into the Educational Department Web Pages.
- 5 Overall responsibility for the department's web pages rests with the EDOCom. This committee is responsible for the day-to-day development, maintenance, and backup of Educational Department information stored on the USPS Web Server.
- 6 Various Educational Department personnel and committees provide material for the department's web pages. A committee may develop its own web page. In this case, the EDOCom will post it to the USPS server and back it up, but will not be responsible for its maintenance.

Educational Department Web Page Organization

- 7 Educational Department Web Pages are organized into three areas of interest:
 1. *General Educational Department Pages* that contain materials such as general news items, meeting reports, and widely used forms, intended for squadron and district member's information and use. .
 2. *Course and Committee Pages* that contain material and related information intended for students, instructors, and administrators at the district and squadron levels.
 3. *Internal Educational Department (Intranet) Pages* that contain information and materials primarily of interest to national Educational Department Committees and the national Educational Leadership Committee.
 4. *Public Interest Pages* that contain descriptive non-USPS sensitive information about courses and learning guides that might be of interest to non-member boaters. Course descriptions include explanation of who may take such courses and how to obtain enrollment information. These pages also include self-evaluation boating skills assessments and other motivational materials to encourage course participation. These pages are on the public side of the USPS Web Site.

General Educational Department Pages

8 These pages contain information of general interest to district and squadron members. Most of the information will be developed and maintained by the Educational Department Webmaster, with input from Educational Department leadership, committee chairmen, Headquarters' staff, and others as needed. Here is a list of sample general educational topics often found on these pages:

- News
- Help: How to Use the Web Page
- Who to Contact
- Educational Department Directory
- Squadron Guide to American's Boating Course
- *Currents*—The Educational Department Newsletter
- Online Orlando Teaching Aids Exhibit
- Educational Department Reports
- USPS Educational Curriculum
- Current Materials Information
- On-Line HQ800 Forms
- Awards
- Educational Department and related Forms
- Useful Links
- Educational Department Notices (EDNs)
- USPS Nautical Glossary
- Frequently Asked Questions (FAQ)
- Approved State Boating Examinations (with second level of access control)

Course and Committee Pages

9 These pages are usually organized under course and committee names, with appropriate links between them. They contain material and related information intended for students, instructors, and administrators at the district and squadron levels. A list of sample topics often posted on these pages follows:

- News Items
- Course Updates
- Chairmen's Addresses
- Committee Responsibilities
- Frequently Asked Questions
- Reference Materials
- Graphics/OHT Masters
- Downloadable Tools
- Related Non-USPS Links
- List of Current Course Materials
- Expiration Dates for Old Materials/Exams
- Course/Module Descriptions
- Learning Guide Descriptions
- Helpful Hints/Tips
- Course/Com Unique Topics
- Course-Specific Forms
- Newsgroup Access

10 The responsibility for providing and obtaining approval (from the ANEO) for new and updated information regarding courses and learning guides of a committee lies with the Course Chairman or his designee. Forward approved new Web Pages or information for updating current pages to the EDOCom Webmaster for insertion. The Committee

Chairman and the Webmaster cooperatively make the decisions relative to the formatting of the information provided.

- 11 **Information Updates.** Timely input is made in order to always reflect current information on the Course and Committee Pages. The Webmaster inserts the approved information into the pages as soon as it is received.
- 12 **Course Updates.** Course material updates may be either approved quick-reaction informal statements correcting errors in student or instructor materials, or fully edited official Update Packets.
- 13 **New Web Topics.** EDOCom encourages committee chairmen to develop and submit new items for posting to the web pages. Coordinate the insertion of new items with the Webmaster after approval by the ANEO.

Important E-Mail Tips

- 14 It is important to re-read all of your e-mail messages before you send them to ensure that you are not sending something that could be taken the wrong way, or could embarrass you or USPS if it goes into a wider distribution than you envisioned. Also, beware of forwarded e-mails that purport to help you by warning of viruses, health problems, or untold cures, etc may be disguised viruses. Before you forward

such a message, check <http://HoaxBusters.ciac.org/> or another similar site.

Educational Department E-Mail Newsletter

- 15 Authoritative Educational Department news and information is available to any interested USPS member by subscribing to the newsletter at: <http://www.usps.org/mailman/listinfo/eddept-news>.
- 16 The newsletters provide one-way communications from the Educational Department to the newsletter subscribers. They are not intended for queries to the department or intercommunication between recipients; e-mail or postal mail provide the best methods for these types of correspondence. The newsletters will not normally contain attachments, although links to the Educational Department Web Page will be provided when appropriate.
- 17 Posting to the Educational Department E-Mail News is limited to designated Educational Department members: the NEO, ANEO, the two Educational Department Webmasters, and the Headquarters' Educational Department Supervisor.

Section 5

Travel Expenses

Travel Expenses

- 1 Certain members of the National Educational Department qualify to receive partial reimbursement for travel and certain related expenses in attending the Annual Meeting and Governing Boards. The DEO is included in the list of those qualifying for these reimbursements.
- 2 It is the intent of USPS policy not to pay for any items in excess of actual costs charged to the individual requesting reimbursement. (This intent is used in evaluating any expenses that could not be anticipated at the time the policy was developed.) The federal per diem rate in effect for the location of each meeting is considered a maximum reimbursement if this per diem rate is less than actual cost. The Treasurer's Department administers this policy and welcomes member's questions. The following reimbursement policies apply for those qualifying:

Intercity Transportation

- 3 **Air:** Allowance is for *Standard Air Fare*—the price of a ticket on the lowest cost airline purchased 35 days prior to the scheduled event. Use Senior Coupons if available and their cost is lower. Obtain reservations at the lowest fare possible, as early as possible—national meeting dates are published in *THE ENSIGN* at least one year in advance. Reimbursement will be made for any loss on a “non-refundable, no change” ticket if an emergency requires a change in travel plans. If desired, requests for reimbursement for the advance purchase of airline tickets will be honored, and cost adjustments will be made up to the day of the meeting.
- 4 **Auto:** The current mileage rate and toll charges for travel between the member's home and meeting site will be paid. This mileage reimbursement will *not exceed the Standard Air Fare*—see above. (Suggestion: get a quote from the airline and attach

it to your *Travel Expense Voucher*.) The national Budget Committee determines the authorized parking fees at each meeting site—valet parking is not authorized.

- 5 **Personal Plane:** \$0.25 per mile for travel between the member's home and meeting site will be paid, plus \$12.00 for hangar space. The total reimbursement will not exceed the Standard Air Fare defined above.

Local Transportation

- 6 *Between home and transportation terminal:* Personal cars may be used when the cost is less than other options. The established current mileage rate, toll charges, and long-term parking fees will be reimbursed.
- 7 *Between transportation terminal and the meeting site:* Use airport shuttle or hotel courtesy car when available. You may use taxis if shuttles or courtesy cars are unavailable. The national Budget Committee determines the authorized reimbursement for public transportation at each meeting site.

Lodging and Meals En Route

- 8 No reimbursement will be made for lodging, meals, or personal charges en route to a meeting site.

Lodging at Annual and Governing Board Meetings

- 9 A per diem room allowance is printed on the *Travel Expense Voucher* provided for each meeting. If a standard room is shared, each occupant is reimbursed one-half the room rate plus taxes, (e.g. if a \$90.00 room is shared, the allowance will be \$45.00 plus taxes for each occupant.) Room allowances are for three days at Governing Board meetings and four days at the Annual Meeting. An additional day at

each meeting is allowed for members of the Educational Department Leadership Committee. The NEO may approve additional days if there is an absolute need. If the total days exceed the allowable amount, attach a copy of a written authorization to the voucher. Tips are not included in authorized expenses.

How to Complete a Travel Expense Voucher

- 10 Prior to each national meeting, *Travel Expense Vouchers* (BUD—2a) for requesting travel reimbursements are sent to those who qualify. See *Appendix 9B* of this section for a sample copy of the *Travel Expense Voucher*. Submit completed vouchers to the Educational Budget Officer listed on the reverse side of the BUD—2a form *within 60 days* of the meeting for which it is used. It is important to attach an explanation for any unusual travel arrangements or routing. Following are the steps to complete a *Travel Expense Voucher* (BUD—2a):
 - 1) Enter your *Rank, Name, Address, Certificate Number, District Number, and Purpose of Travel* in the block provided.
 - 2) Enter your *Office or Position, Inclusive Dates of Travel, Dates of the Activity, and Site of the Activity* in the block provided.
 - 3) Under *Travel Expense*: complete the sentence “Round trip between _____ and site of the activity.”
 - 4) Under *Travel Expense/Intercity Transportation—Air, Rail, Bus*:
 - a. Check the box, enter the cost of your travel expense, and attach an *original copy* of the airline ticket. (See *Intercity Transportation* paragraph above.)
 - b. If you used Senior Coupons, check that box and enter the number of coupons used.
 - 5) Under *Travel Expense/Transportation Exclusively by Auto*:
 - a. Enter the number of miles you drove to and from the meeting site. (See *Intercity Transportation/Auto* paragraph above.)
 - b. If you paid tolls on your trip to and from the meeting site, enter the cost of tolls and attach *original* receipts.
 - c. If you paid a parking fee at the activity site, enter the cost of parking and attach *original* receipt.
 - 6) Under *Travel Expense/Local Transportation—Auto, Bus, and Limo*: (See *Local Transportation* paragraph above.)
 - a. If you drove to/from home to the transportation terminal, enter the number of miles.
 - b. If you paid a parking fee at the transportation terminal, enter the cost of parking, and attach *original* receipt.
 - c. If you paid vehicle tolls on the way to the terminal, enter the cost of the tolls, and attach *original* receipts.
 - d. If you paid for public transportation to/from your home to the transportation terminal, enter the amount, and attach *original* receipts.
 - e. If you paid for public transportation to and from the meeting site, enter the amount, and attach *original* receipts.
 - 7) Under *Lodging Expense*: (See “Lodging at Annual Meeting and Governing Board Meetings” paragraph above.)
 - a. Enter the name of the hotel or other accommodation.
 - b. Enter the number of days you stayed and the per diem allowance per day.
 - c. Enter the total lodging expense requested. Attach *original* room receipt.
 - 8) Under *Total Amount Claimed*: enter the total of all expenses you have listed. If you need help with any of the calculations, leave the spaces blank and the Educational Budget Officer will complete the voucher for you.
 - 9) Above *Signature of Claimant*: sign your name and enter the date.
 - 10) *Check to make sure* that you have attached *original* receipts for all expenses claimed. Travel agency statements are not acceptable.
 - 11) *Reminder*: It is important to submit *Travel Expense Vouchers* (white and canary copies) to the Educational Budget Officer *within 60 days* of the meeting date.



UNITED STATES POWER SQUADRONS®

Travel Expense Voucher

Valid only if submitted to Budget Officer within 60 days of activity

Rank, Name and Address of Claimant _____ _____ Certificate No: _____ District: _____ Purpose of Travel _____	Office or Position _____ Inclusive Dates of Travel _____ Date(s) of Activity _____ Site of Activity _____
---	--

TRAVEL EXPENSE

Round-trip between _____	and site of activity _____
INTER-CITY TRANSPORTATION – AIR, RAIL, BUS	
(If already reimbursed, indicate amount in brackets)	
<input type="checkbox"/> Check here and enter amount here \$ _____ Lesser of fare paid or "standard air fare" as defined <input type="checkbox"/> Senior Coupon Used _____ # of Coupons Used _____	
TRANSPORTATION EXCLUSIVELY BY AUTO	
Lesser of _____ miles at \$.25 per mile or "standard air fare" as defined _____	
Tolls of \$ _____ and parking fees at activity site \$ _____	
Hotels en route not reimbursable	
LOCAL TRANSPORTATION - AUTO, BUS, LIMO	
Auto to/from home terminal: _____ miles at \$.25 per mile _____	
Terminal parking \$ _____ and tolls \$ _____	
Public transportation to/from home terminal _____	
Public transportation to/from activity site (Maximum \$ _____) _____	
Taxi fare or car rental expense in excess of available public transportation not allowed.	

LODGING EXPENSE

Name of hotel or other accommodation: _____ _____ days at \$ _____ per day Normal maximum of \$65 per day. If officially required for a longer period, attach justification from committee chairman \$ _____

TOTAL AMOUNT CLAIMED \$ _____

NOTE: Original receipts for all expenses claimed must be attached.

Account # _____
Account # _____
Approved Amount: \$ _____
By _____
Date _____

Section 6

Boating Class Information-Form HQ 800

Purpose

1 Each DEO is asked to collect Form RQ 800, USPS Boating Course Information, from every squadron his district three times a year and submit copies to **HQ** and **BOAT/U.S.** This multi-part form (see Appendix G) contains information regarding the Boating Classes planned by each squadron. This information is requested to support the two telephone Boating Class information operations listed below:

- **BOAT/U.S.** maintains a Boating Education Hotline by which the public can call a free “800 number” to obtain information on classes scheduled by USPS and other organizations.
- **HQ** also responds to phone calls about the availability of the USPS public Boating Courses in various geographic area

2 This information collected on HQ 800 forms is used by **USPS** and **Boat/U.S.** to provide callers with information on the location, date and time of public BoatIng Classes, as well as the name and phone number of a local contact to call for more information. This local contact can be the **ChLBB**, the **SEO** or some other member who can discuss course content and logistics with the caller.

3 Even if no class classes are scheduled in a period, it is still very helpful to have the **HQ 800** form with a contact name. This allows **HQ** and **Boat/U.S.** to provide callers with a person to contact for advance information on future courses.

4 **Schedule of Submissions: HQ 800** is due according to the following schedule:

Period (Start date)	To DEO	To HQ & Boat/U.S.
Fall: (Sept thru Dec)	15 July	1 August
Winter/Spring (Jan thru April)	15 Nov	1 Dec
Summer: (May thru Aug)	15 March	1 April

Instructions – Squadron Role

- 5 HQ mails forms directly to the SEO. The SEO, or his designate, should review the pre-printed information to ensure its accuracy. If the cities or zip codes need corrections or additions, note the changes on the form. Enter the date in the upper right hand corner of the form and fill in the contact name and phone number. This could be the **ChLBB**, **ChB**, **SEO**, or some other officer, who can answer questions about the course content, costs, etc., as well as providing directions to the course location.
- 6 If no class is scheduled in the period, check the box indicating that fact and return the form with just the contact name and phone number filled in.
- 7 If classes are scheduled to start within the indicated period, enter the date, time, and location information in the indicated spaces for each class. If more than four classes are scheduled, make copies of the form. The SEO or the ChLBB should keep extra copies of the blank form on hand in case information changes, e.g., class location, or another class is scheduled.
- 8 If only partial information is available, submit the form on schedule regardless and send an updated form later. Just the fact that a class will be held in a particular town starting in a particular month is valuable information. Details can be provided by the contact when the prospective student calls.

- 9 Note: Boating course Information may be entered on-line which automatically updates the USPS master database. The procedure is: The SEO (or his designated representative) enters updates on-line. This update is used by HQ and also appears on the public website. A copy of the information is sent to Boat/U.S. and the respective DEO. The DEO does not need to send in the paper forms (and should not). If the SEO cannot enter the information on-line, then he should fill out the paper form and send it to his/her respective DEO.
- 11 Upon receiving the form from the squadron, the DEO should review it for missing information. If all is OK, the DEO should separate the copies of the form and mail copy 1 to **HQ** and copy 2 to **Boat/U.S.** The third copy is for the DEO's files. Forms should be forwarded so they will be received by the dates shown in the schedule of submissions. **Do not hold HQ 800 Forms submitted on time.** If necessary, late forms should be sent in a second transmittal. The DEO should follow up with the SEOs until all squadrons have reported.

Instructions–District role

- 10 DEOs should ensure that the SEOs are informed regarding the benefits to their squadron of promptly submitting Form HQ 800 for all planned boating classes. In particular, SEOs should be made aware that the telephone contacts discussed above would increase enrollment in their classes.
- 12 Information from these forms also should be sent to the district PRO or other designated district officer for distribution area Coast Guard Stations, boating organizations, media, etc.
- 13 The DEO may designate the ADEO or another district educational department officer to process HQ 800 forms, if desired, and inform the SEOs accordingly.

Teaching Aid Judging Form

Category: _____

EXHIBIT NUMBER:

YES																			
NO																			

If yes, proceed with judging, otherwise no scoring is required.

Qualification:

Does the aid correctly demonstrate the lesson and is it in the right category?

Review the question and assign points relative to the maximum suggested

1. Enhance Learning Process	30																		
------------------------------------	-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Does the use of this aid make the subject more easily understood?

2. Ease of Use	20																		
-----------------------	-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Would the average instructor find the aid easy to use?

3. Quality consistent with USPS standards	15																		
--	-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Can it be easily handled, shipped, stored?
Can the average squadron duplicate it?
Can it be made economically?

4. Visual Impact	15																		
-------------------------	-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Does the aid have eye appeal and can the entire class benefit from its demonstration?

5. Durability	10																		
----------------------	-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Will the aid sustain extensive use?

6. Originality	10																		
-----------------------	-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Is it a new idea or a new approach?

TOTAL POINTS	100																		
---------------------	------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Mark 1st, 2nd, and 3rd Place																			
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

*Resubmitted aids that have won an award in this category in the prior 3 years need not be judged.

Team Leader Signature: _____

APPENDIX B
UNITED STATES POWER SQUADRONS®
EDUCATIONAL DEPARTMENT

CHARLES F. CHAPMAN AWARD
FOR
EXCELLENCE IN TEACHING

SPONSORED BY HEARST MARINE BOOKS
AND UNITED STATES POWER SQUADRONS

THE CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING WILL BE PRESENTED AT EACH ANNUAL MEETING. THE AWARD SHALL CONSIST OF CERTIFICATES TO FIVE HONOREES, WITH THE CONTRIBUTION OF SEXTANTS TO THEIR RESPECTIVE SQUADRONS IN HONOR OF THE WINNERS, UTILIZING A GRANT FROM HEARST MARINE BOOKS, AN AFFILIATE OF WILLIAM MORROW & COMPANY, AND OTHER FUNDS FROM UNITED STATES POWER SQUADRONS.

GENERAL RULES

1. Each district shall make only one nomination. The nominee shall be an active member in good standing of one of the squadrons in the district that submits the nomination.

2. Elected officers of the National and district educational departments (Rear and Staff Commanders, DEOs and Assistant DEOs) are not eligible to be considered for the award

3. If a squadron recommends either the squadron educational officer or the assistant squadron educational officer, a committee named by the squadron executive committee must make the recommendation. If this action is taken, the approval shall be stated on the SQUADRON RECOMMENDATION FORM (gray-colored pages) in the space provided, and signed by the squadron commander.

4. Only those members who are actively teaching may be nominated. This means that a person who is nominated must have taught in the Educational Year of the Award (the Educational Year preceding the Annual Meeting at which the Award will be presented - defined as 1 July to 30 June.) The complete course does not have to be taught within the time frame specified - only the nominee's *teaching* (all or part of it) must fall in the Educational Year.

5. There are no "categories" of nominations. The selection by the squadron shall be for that person considered to be an outstanding teacher, based on general criteria contained in the SQUADRON RECOMMENDATION FORM, and on the opinions held and expressed by fellow members and the students taught. Length of membership and number of years spent as an active teacher are not selection criteria, although they may be considered.

SUBMITTAL BY THE SQUADRON

1.
 - a. Each SQUADRON RECOMMENDATION FORM *may* (not shall) be accompanied by-up to five signed letters of recommendation for the nominee. Such letters, limited to *two* normal pages in length each, shall be written by Active Members only and shall include the writer's certificate number.
 - b. The submitted letters should cite examples of the type of teaching that makes a nominee outstanding, not just state that the nominee is a great teacher. In other words, the letters should answer the question: what makes this nominee an excellent teacher?
2. The squadron submittal to the DEO shall consist of the *current* signed SQUADRON RECOMMENDATION FORM (three pages total), two copies of the CANDIDATE'S BACKGROUND FORM with at least two photos of the nominee suitable for publication, and up to five signed, two-page maximum, letters of recommendation.

3. Do not submit extraneous material such as binders or unnecessary cover sheets. Only materials that can be photocopied easily shall be submitted.
4. The squadron submittal shall be made in time to arrive at the DEO's address **NOT LATER THAN 15 JULY**. Submittals made by a squadron to anyone other than to the DEO will *not* be considered and will be returned to the squadron without action.

SUBMITTAL BY THE DISTRICT

1. It is the duty of each DEO to obtain a recommendation for the Award from each of the squadrons in the district.
2. The DEO, while not responsible for the accuracy of the information on the SQUADRON RECOMMENDATION FORM, shall ascertain to the best of his/her ability that the information is factual.
3. The DEO may promulgate rules and procedures for his/her use to determine the nominee from that district as long as they do not conflict with these rules.
4. Each District Educational Officer shall submit his/her nomination for the Award based upon information submitted by the squadrons in the district. The District submittal to Headquarters shall consist of the *current* signed DISTRICT ENDORSEMENT AND NOMINATION FORM, the selected SQUADRON RECOMMENDATION FORM, one copy of the CANDIDATE'S BACKGROUND FORM with at least one photo of the nominee suitable for publication, and up to five signed, two-page maximum, squadron letters of recommendation.
5. As suggested by the National PRO, the DEO shall also send to the Public Relations Officer *in his/her district* a copy of the CANDIDATE'S BACKGROUND FORM together with one or more photos of the district's nominee suitable for newspaper reproduction.
6. The District submittal shall be made in time to arrive at Headquarters United States Power Squadrons, Attention Chapman Award Program, P.O. Box 30423, Raleigh, NC 27622, **NOT LATER THAN 01 SEPTEMBER**. Headquarters will reproduce all submitted material for use by the selection committee.

Each DEO is responsible for ensuring participation by all squadrons in his/her district for this annual recognition of teaching talent in USPS. To assist to the maximum extent possible, these Rules and forms have been posted to the National Educational Department web page (www.usps.org/national/eddept) and mailed to each Squadron Educational Officer and District Educational Officer, with a copy of the Rules to each District and Squadron Commander.

Enclosed for each DEO is a certificate for presentation to the district's nominee for the CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING.

V/C James E. Roeber, SN
National Educational Officer

Enclosures: District Endorsement and Nomination Form (two copies for each DEO only)
Squadron Recommendation Forms (one each DEO; two for each SEO)
Candidate's Background Form (one each DEO; two each SEO)
District Nominee Certificate (one each DEO)

cc: Each District Commander (Rules only)
Each Squadron Commander (Rules only)

Submittal Year: _____

UNITED STATES POWER SQUADRONS®
Educational Department

DISTRICT _____

From a total of _____ squadrons in my district I received _____ nominations.

CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING

DISTRICT ENDORSEMENT AND NOMINATION

EDUCATIONAL YEAR 1 JULY _____ TO 30 JUNE _____
(See General Rules)

DATE: _____

TO: HQ UNITED STATES POWER SQUADRONS
ATTENTION CHAPMAN AWARD PROGRAM
P.O. BOX 30423
RALEIGH, NC 27622

The following individual recommended by _____ Power Squadron is nominated for the Charles F. Chapman Award For Excellence In Teaching for the above educational year:

Name _____
Rank First Initial Last Grade

Address _____
Street & No. or P. O. Box

City State Zip

Home Telephone E-Mail Address

Squadron _____ Cert. No. _____

District Educational Officer: _____
(signature)

Rank Name Grade

Squadron Recommendation Form (Sheet 1 of 3)

Submittal Year: _____

**UNITED STATES POWER SQUADRONS®
Educational Department**

CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING

SQUADRON RECOMMENDATION FORM

**EDUCATIONAL YEAR 1 JULY _____ TO 30 JUNE _____
(See General Rules)**

SQUADRON _____ DATE _____

TO: DISTRICT EDUCATIONAL OFFICER

The following individual is hereby recommended for nomination for the Charles F. Chapman Award For Excellence In Teaching for the above educational year:

Name _____
Rank First Initial Last Grade

Address _____
Street & No. or P. O. Box

City State Zip

Home Telephone _____

E-Mail Address _____

Cert. No. _____

Years a Member _____ Merit Marks _____

Courses Completed:
(circle)

B S P AP JN N
CP EM IT IA IQ ME Sa W

Squadron Educational Officer: _____
(signature)

Rank Name Grade

Approved by Squadron ExCom: _____
(See General Rules) (signature)

Cdr: _____

Squadron Recommendation Form (Sheet 2 of 3)

CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING

The following information is submitted on behalf of the recommendation of:

_____ of _____ Power Squadron
 and District _____ for this educational year.

	This Year	TEACHING EXPERIENCE 1st Prior Year	2nd Prior Year
Course	_____	_____	_____
Subject(s)	_____	_____	_____
Course	_____	_____	_____
Subject(s)	_____	_____	_____
Course	_____	_____	_____
Subject(s)	_____	_____	_____

FOR THE ENTIRE CLASS OR CLASSES MOST RECENTLY TAUGHT:

*** (Do not include guest lectures) ***

	Course Name ()	Course Name ()
Original enrollment:	_____	_____
Number passed:	_____	_____
Teaching Aids used:	_____	

Teaching Aids developed: (construction by the teacher not required)	_____	

SEE THE FOLLOWING PAGE FOR DETAILED REASONS WHY NOMINATED

Squadron Recommendation Form (Sheet 3 of 3)

CHARLES F. CHAPMAN AWARD FOR EXCELLENCE IN TEACHING

DISTRICT _____ SQUADRON _____

NOMINEE _____

THE REASON THE NOMINEE IS RECOMMENDED FOR THIS AWARD

The following items should be considered:

- Does the nominee lead the class in learning - or simply teach the book answers without discussing the background?
- Do Class members want to explore more about the subject because of the way the nominee taught it?
- Has the nominee inspired the students to take other courses, both AG and EC, as a result of the nominee's teaching skill and ability to inspire? Cite figures, if available.
- Does the nominee meet the objectives of the course? (i.e., are all things expected to be taught as a part of the course material actually taught?)
- Does the nominee use ongoing techniques for assessing the rate of learning of class members and adjust the teaching to achieve a proper class balance?
- Does the nominee have ability to relate to the level of experience of the student?
- Does the nominee use interim testing to advantage to be sure that students are learning the subject?
- Does the nominee have an assistant?
- Has the nominee called to the attention of the National Course Chairman any errors or changes needed in the course material being taught?

NOTE: MANY MORE SUCH QUESTIONS CAN BE USED IN YOUR DETERMINATION OF THE VALUE OF THIS TEACHER TO THE USPS EDUCATIONAL EFFORT.

YOU ARE ENCOURAGED TO DO SO.

Use the space below and additional pages as required to set forth the reasons for this nomination and why this nominee should be a winner of the Charles F. Chapman Award for Excellence in Teaching for this educational year.

January	<p>Attend USPS Annual Meeting. Participate in Teaching Aids judging as assigned.</p> <p>Follow up with Squadron Cdrs to ensure that SEO and ASEO nominations are submitted by squadron Nominating committee before elections. (Form ED-80)</p> <p>Remind SEOs to submit delinquent fall Boating Class, Boat Smart, or Video Boating Course Reports (Form ED-27)</p> <p>Make Hotel reservations for spring GB</p> <p>Make reservations for the spring district Conference</p>
February	<p>Plan for District Orientation Session for the incoming SEOs.</p> <p>Send SEOs a report on the USPS EdDept meetings.</p> <p>File expense voucher for attending USPS Annual meeting.</p> <p>Follow up as necessary with incoming Squadron Cdrs regarding local boards nominations and Video Boating Course Contact (Form ED-1)</p> <p>Prepare Ed program for the Spring Conference; order any awards to be given.</p> <p>Remind Squadron Cdrs who won "perpetual" trophy last year to bring it to Conference.</p> <p>Send each SEO the program for spring district conference seminars and EdDept meetings</p>
March	<p>Send fee for spring GB luncheon and make airline reservations for the GB.</p> <p>Conduct educational activities at spring Conference. Distribute meeting minutes to appropriate EdDept R/Cs, NEO, ANEO, and the SEOs.</p> <p>Remind SEOs to submit three copies of summer Boating Classes Course information (Form HQ-800) prior to 15 March.</p>
April	<p>Send suggestions for discussion at Spring GB meeting to DEO handling DEO meeting.</p> <p>Contact SEOs to ensure Boating Class, Boat Smart, or Video Boating Course Reports (Form ED-27) for the spring classes are sent to HQ and the DEO.</p>
May	<p>Attend Spring GB Meeting and send squadrons a report of educational activities. Submit voucher for Spring GB expenses.</p> <p>Make reservations for fall GB.</p>
June	<p>Send fee for fall GB luncheon and make airline reservation for that meeting.</p> <p>Remind SEOs to submit fall Boating Course information (Form HQ-800) to you by 15 July.</p> <p>Contact SEOs about submitting nominations for the Charles F. Chapman Award for Excellence in Teaching (due to DEO prior to 19 August)</p>
July	<p>Forward copy 1 of FORM Hq-800 to HQ, copy 2 to Boat/US indicating fall classes held in district (to HQ prior to 1 August).</p>
August	<p>Make hotel reservations for fall Governing Board</p> <p>Contact SEOs concerning plans for fall Boating Classes.</p> <p>Send suggestions for discussion at fall GB to DEO handling the DEO meeting.</p> <p>Prepare program for fall Conference, order awards to be presented, and remind Squadron Cdrs who won "perpetual" trophy last year to bring it to the conference.</p> <p>Assist D/TA Chairman in planning for TA competition at fall Conference. Be sure to have judging sheets available (Appendix A) for conference.</p> <p>Select district nominee for the Chapman Award.</p> <p>Make reservations for fall conference.</p>

September	<p>Attend fall GB meeting. Send SEOs a report of this meeting. Submit expense voucher for fall GB.</p> <p>Send SEOs the schedule for district EdDept meeting at fall Conference. Remind SEOs of TA competition at fall Conference.</p> <p>Contact SEOs to ensure Boating Class Reports (Form ED_27) for summer classes are sent to you and HQ.</p> <p>Determine the winner of any district EdDept awards that are calculated from the National EdDept statistics given to you at fall GB meeting.</p> <p>Submit district nominee for Chapman Award to HQ prior to 15 September.</p> <p>Remind squadron commanders and squadron Nominating Committees that the NomCom must send nominations for SEO and ASEO to you for approval (Form ED-80/81).</p> <p>Submit report on SEO and ASEO attendance at spring and fall conferences on form supplied</p> <p>Submit order for SEO kits for new SEOs on form provided.</p>
October	<p>Conduct educational activities at the fall Conference and distribute meeting minutes to appropriate EdDept R/Cs, the NEO, the ANEO, and the SEOs.</p> <p>Assist D/TA chairman as necessary to get the best TAs to the Annual Meeting.</p> <p>Send Merit Mark recommendations to D/C.</p> <p>Make luncheon and airline reservations for Annual Meeting.</p>
November	<p>Contact SEOs about plans for spring classes, including Boating, Boat Smart, and their contact for Video Boating Course.</p> <p>Remind them to send you the Boating Course information form (HQ-800). Forward copies of the Form HQ-800 to HQ and Boat/US prior to 1 December.</p>
December	<p>Remind SEOs that reports of fall Boating Classes (Form ED-27) must be sent to HQ with a copy to you.</p> <p>Send suggestions for discussion at Annual Meeting to DEO handling the DEO meeting.</p> <p>Follow up with chairmen of Squadron Nominating Committees on any missing ED-80 forms (Approval of SEOs and ASEOs)</p> <p>Remind incoming SEOs and squadron Cdrs to submit Local Board Appointments (Form ED-1) to you at least 30 days prior to their change of watch.</p>
All Year	<p>Visit all squadrons at least once and participate in educational meetings and classroom sessions. Drop in on examinations.</p> <p>Assess performance of EdDept members. Keep ADEO informed on activities. Gather data for Merit Marks. Publicly recognize squadron and individual educational achievements.</p> <p>Respond to all correspondence and phone calls promptly. Communicate with SEOs and general membership of district.</p> <p>Maintain files on course completions (Form ED-6) and other records.</p> <p>Attend all district Council and Conference meetings. Represent D/C at squadron meetings as directed.</p> <p>Send the resume of potential members for a National Committee to the appropriate National Committee Chairman and the ANEO.</p>

UNITED STATES POWER SQUADRONS

Squadron Educational Officer's Kit

Information: The Squadron Educational Officer's Kit is to be presented to the incoming SEO by the DEO at the district spring conference. The SEOs who leave office may retain their kits (but will not automatically get future updates).

USPS HQ does not maintain an inventory of these kits so they need to know how many kits they must assemble, and have ample advance notice to prepare the kits and ship them. Please complete this form and send the copies indicated **just as soon as you know the needs of your district**, but not later than 15 December.

If you are leaving office next spring, be certain to share this notice with your successor.

Squadrons with new SEOs	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

District _____ No. of kits req'd _____ Date req'd _____ Year _____

A new DEO will take office next spring (Yes) (No). This count (does) (does not) include one for the new DEO?

Ship the kits to: _____

/signed/

Send one copy of this form to: USPS HQ-Attention Headquarters Manager, P.O. Box 30423, Raleigh, NC 27622

And a second copy to the Assistant National Educational Officer

Item	DEO Kit	SEO Kit
Introductory Message from the NEO	X	X
EDM II Educational Department Manual Part II – Districts	X	
EDM I – Educational Department Manual Part 1 - Squadrons	X	X
Instruction and Referral to on line educational forms	X	X
Checklists for USPS Officers during Calendar Year	X	X
Summary of current course materials and learning guides as of 1 November	X	X
September 2001 edition of Currents	X	X
Listing of current EDNs (Educational Department Notices)	X	X
SOF Standard Order Form -	X	X
Educational Department Catalogue (Available on usps web site) http://www.usps.org/national/eddept/	X	X
ED-1 Chairman of Local Boards Appointments	X	X
ED-17 Administration of Examinations for USPS Advanced Grades and Elective Courses	X	X
ED-27 Boating Course Report (2 copies)	X	X
ED-34 Squadron Examination Report form	X	X
ED-46 Boating Course Registration Card	X	X
ED-80 Nomination Form for Proposed DEO, ADEO, SEO and ASEO	X	X
NPR 103 Public Relations Material Order Form	X	X
HQ-800 Boating Educational Hotline Report	X	X
Information for the Charles F. Chapman Award for Excellence in Teaching	X	X
HQ9A Return of Course Material	X	X
Teaching Aids Judging Form	X	X
CD-Operations Manual (may be mailed separately)	X	X
Summary of the Bowsprit Award	X	X
Squadron Guide for ABC	X	X
District Guide for ABC	X	

USPS Educational Department's
SEO CONFERENCE ATTENDANCE REPORT

SEO/ASEO ATTENDANCE AT DISTRICT CONFERENCES

INSTRUCTIONS:

All DEO's are requested to complete this Form and return to the Assistant National Educational Officer immediately following your fall Conference. This Form will provide the National Educational Department with an accurate assessment as to overall SEO attendance at District Conferences. Credit will be given to the Assistant SEOs who attend in place of the absent SEO.

District _____

Number of Squadrons in your District _____

Spring Conference Fall Conference

Number of Squadrons represented only by the SEO	_____	_____
Number of Squadrons represented only by the ASEO	_____	_____
Number of Squadrons represented by both	_____	_____
Number of Squadrons represented by neither	_____	_____

 District Educational Officer

 Date

HQ-800 Date _____

USPS BOATING COURSE INFORMATION

**** COURSES BEGINNING (See Schedule page 48)****

- SEO -- Date form at top: enter contact name and phone number.
- Fill in the starting date, time and location for each Boating, Boat Smart, or ABC
- Boat Smart course beginning in the months listed above.
- Correct the list of Cities as necessary.
- Forward the top three copies to your DEO by (see page 48).
- Save a copy for your records.
- DEO -- Send 1 copy to USPS HQ or Fax 919-836-0813: Copy 2 to Boat/US at 880S. Pickett St. Alexander, VA 22304 or Fax 703-461-2855

NO CLASS THIS PERIOD

Jane SEO
6161 Easy Street
Podunk AK 98765-4321

SQD: Polar
DST: 45
SQD# 9999

Contact name: _____ Phone _____

Class 1: B, BS, or ABC _____ Date _____ Time _____
Location _____

Address _____ City _____ State _____ Zip _____

Class 2: B, BS, or ABC _____ Date _____ Time _____
Location _____

Address _____ City _____ State _____ Zip _____

Class3: B, BS, or ABC _____ Date _____ Time _____ Location _____

Address _____ City _____ State _____ Zip _____

Class 4: B, BS, or ABC _____ Date _____ Time _____ Location _____

Address _____ City _____ State _____ Zip _____

CLASSES CAN BE UPDATED ON THE WEB AT: www.usps.org/national/eddept

Cities assigned to your squadron—Adjust for permanent changes only

AdAK			
batic	AK	Baggywrinkle	AK
Camshaft	AK	Daggerboard	AK
Ecliptic	AK	Fender	AK
Gallows	AK	Halyard	AK
Induction	AK	Jigger	AK

