LEADERSHIP DEVELOPMENT COMMITTEE
(formerly Operation Training)
DISTRICT AWARDS (OTP)
(for promoting and presenting the Operations Training Program)
Award Documentation, Criteria and Guidelines)

PURPOSE
To encourage squadron presentation of the *Operations Training Program (OTP)*, thereby giving squadron members an appreciation of the history, workings, and knowledge of the organizational structure of The United States Power Squadrons®.

WHEN PRESENTED
At the Annual Meeting.

NAME OF AWARD
Operations Training Award for FIRST, SECOND and THIRD place.

CRITERIA
Support of the Operations Training Program – period covered: 1 December through 30 November – comprised of the three following categories totaling a maximum of 100 points.

Category 1 – Squadrons……..maximum score 50 points

Districts with 10 or less squadrons	=	100% of total squadrons (1.0 factor)
Districts with 11 to 15 squadrons	=	90% of total squadrons (0.9 factor)
Districts with 16 to 25 squadrons	=	80% of total squadrons (0.8 factor)
Districts with over 25 squadrons	=	70% of total squadrons (0.7 factor)

The number of squadrons in each district presenting OTP (E), is multiplied by the correction factor (C), then multiplied by 50, with a maximum score of 50 pts. (V).

Category #1: (E x C) x 50 = V (max. 50 pts.)

Category 2 – Membership……..maximum score 30 points

The district membership having completed OTP (F),divided by the total district membership as of 1 March of the award year (D), multiplied by 30, with a maximum score of 30 pts. (V).

Category #2: (F / D) x 30 = W (max. 30 pts.)

Category 3 – Squadron Officers……..maximum score 20 points

Total number of the top six (6) squadron officers having taken OTP (G),divided by six (6) times the number of squadrons in the district (B), multiplied by 20, with a maximum score of 20 pts. (W).

Category #3: G / (6 x B) x 20 = X (max. 20 pts.)

Points for the above three (3) categories are then totaled for each district, with the district with the highest score FIRST, followed by SECOND, then THIRD place districts.

THE PRESENTING SQUADRON will get credit for making the presentation even though there may be members of other squadrons present. When presented at a District meeting, each squadron represented will receive credit.

SQUADRON MEMBERS qualifying for a repeat presentation of the program certificate will count toward the district's membership count.

REQUESTS FOR OTP CERTIFICATES (OT-2) will not be used for calculating points when not submitted on a timely basis at the beginning and end of the fiscal year (1 December through 30 November). These forms are to be sent directly to headquarters by the squadron chair with the district copied.

THE CHAIRMAN OF THE LEADERSHIP DEVELOPMENT COMMITTEE will determine eligibility of all applicants.

Revised January 2009