

Suggestions for submitting Merit Marks (MMs).

I was asked by the D/C to be the new MM chair for the district. I agreed as I am happy to help and have done MMs for over a decade; it is something I can easily do. To help me I have a few suggestions for submitting the MMs (and this should make your job a little easier also). I don't need anything fancy and can take the submissions in most formats or ways. Word files or tables, Excel Spreadsheets, an email. I can convert other formats usually, but not always, so if it is a weird format, please take a snapshot of what you have and send a .jpg. But again, I can deal many other formats.

- Please add your phone number at the top of the submission. If needed I will reach out first on email, but may need to talk. For the subject line: Merit Marks D/16.
- Brevity is key. Please don't submit a long, detailed report. One reason is that there is limited space available in the program. I have done these for such a long time that I have a good idea of all the jobs squadrons and districts have. I usually rewrite what is sent to me.
- Please submit: the person's name, and office he or she holds. The E number isn't needed. Note, provide the name as it shows on the USPS national database (nicknames aren't usually used). The program does the search of the name of record.
- For instructors please submit the class name and the number of classes (not hours) taught. Classes don't need to be mentioned in the narrative.
- For bridge members add the number of hours they worked in their assigned position and just a short description of tasks with the hours. Also submit other tasks.
- For non-bridge members just state the task and the approximate hours worked to the next whole hour.
- For civic service please state what it was and the hours.
- To receive a MM the requirement is 11 hours of work. This includes meetings if there is work done and not general meetings as it is considered a benefit for members. I usually state a submission with 20 hours is best as this gives me some flexibility in my write up.
- Travel time to and from any work event can be counted. Travel time should be included in the hours submitted for the event.
- I ask that the submission be sent to me no later than October 15th. But I will take them earlier as they are submitted. I am required to submit them in November, but prefer to submit them earlier to avoid the rush.
- Finally, if a person has considerably more than the 11 hours required there is no need to put in everything. Just the major accomplishments will suffice.
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Thank you for your help in submitting these as they are important for our members, especially when that 25th year MM is achieved, and a Life Member status is given.

Sincerely,

Chris Brown (registered by national as "J. Christopher Brown").

My phone number is (206) 854-6857 (don't hesitate to call with questions).