



SQUADRON COMMANDERS HINTS ON WHAT TO WRITE

USPS MERIT MARK RECOMMENDATIONS

RANKS, GRADES AND TITLES (PAST OR PRESENT) DO NOT AUTOMATICALLY QUALIFY A CANDIDATE FOR A MERIT MARK

If you recommend a member who:

Taught Educational Courses -

Attended Meetings -

Took part in Committee meetings -

Served on Telephone Committee -

Served on Cooperative Charting Committee -

Served on Rendezvous Committee -

Include this information in your recommendations:

Number of classes TAUGHT

Number of classes PROCTORED (some explanation of exact duties will help)

Name of Course (e.g. AP)

USE EDUCATIONAL COLUMNS

Attending meetings is a privilege of membership and does not count towards a Merit Mark unless the person is attending in an official capacity and/or reporting to the members such as an officer, committee chairman making a report, representative to a District Conference or National Meeting and making a report, etc.

How many meetings were held?

How many meetings were attended by the member?

What did the member do as a member of the committee other than attend meetings? WORDS SUCH AS THE FOLLOWING NEED FURTHER EXPLANATION:

Worked

Assisted

Participated

Helped

Served

Describe the ACTIONS !!

How many calls were made?

On how many occasions were calls made?

How many TRIPS (own boat or crew) were made and PLANNING SESSIONS were held?

How many REPORTS were submitted? (NOT CREDITS RECEIVED.) On Honor Roll-Yes or No

Did they plan the rendezvous (check locations, contact marinas, etc.)?

Did they help in docking or tying-up boats?

Did they cook, serve, clean-up, buy food (not donate)?

If you recommend a member who:

Include this information in your recommendations

Worked on Squadron Publication -

Did they write articles?, take and process photos?
Did they print, assemble, staple? How many issues?
Did they put on labels, stamps, mail?

Served on Auditing Committee -

Was an audit done and was it presented to the membership?
How many meetings were held?
How many meetings were attended?

Served as Law Officer -

What was done?
Were any legal papers prepared?
What specific legal advice was given?

Served on Rules Committee -

Were bylaws reviewed?
Were bylaws revised?
How many meetings were held?
How many meetings did the member attend?

Served on Executive Committee -

How many meetings were held?
How many meetings did the member attend?
What did member do at the meetings?

Worked the Boat Shows -

How many shows?
How long in the booth?
Did they help to set up or take down the booth?

Held the job of Port Captain -

How many inquiries were received?
How much work or time was required to assist the inquiries?

Served on Membership Committee. -

How many meetings were held?
How many meetings did the member attend?
Did the person perform any interviews? How many?

Served as Chaplain -

How many meetings were held?
How many meetings did the member attend and give
invocations or benedictions?
Did the member conduct any services for the members?

29 June 1997