



## DISTRICT COMMANDERS

HINTS ON HOW 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:

Consider this information in your recommendations:

Served as a District Officer

Have they carried out all of their duties including reports to council and conference? Have they attended all district functions? Have they chaired district meetings? How many? Have they answered all correspondence? Have they kept the D/C informed of their activities?

Served As a District Committee Chairman

How many district meetings have they chaired? How much time in preparation? Have they attended other district functions? Have they kept their respective district officers advised? Has the D/C been apprised as to this committee's activities?

Served as an Aide to the District Commander

How many district functions did they attend? How did they assist the D/C? How many hours of work?

Served as a District Committee Member

(Remember, titles alone are not enough to earn a Merit Mark) What did they contribute to the committee? How many hours of preparation? How many district functions did they attend?

Served as a Squadron Commander

It is the responsibility of the D/C to recommend Squadron Commanders from their district for Merit Mark consideration. Be sure to include those commanders who ended their tour of duty in mid-year. (usually spring)

To the best of your knowledge, did these commanders carry out their duties as prescribed in the Operations Manual? Did they attend district council and conference meetings, or did they designate a representative in their absence? Did they file Merit Mark recommendations in a timely manner? Participation by Squadron Commanders in district activities is often influenced by travel restrictions. It is the D/C's responsibility to determine that the Squadron is being adequately served by the commander, and its members advised of national and district policy.

If you recommend a member who:	Consider this information in your recommendations
<p>Served the District in some other capacity</p>	<p>These are members who do not hold a district office, nor do they serve on a district committee. Their activities are usually related to conference or social functions. In order to receive a Merit Mark for district work, they must contribute a substantial amount of work.</p> <p>A two hour watch at the registration table will not work, but if they spent time in preparation and time after the conference in balancing the accounts, this one time effort might qualify.</p> <p>A trip to the airport to pick up the Chief's representative would not constitute enough effort. If the member spent the whole weekend transporting guests and VIPs, it probably would qualify.</p> <p>Serving food at a district rendezvous is not enough effort in itself to earn a Merit Mark. Add food preparation and cleanup for at least two district functions and you now have a viable candidate.</p>
<p><u>GRAY AREAS</u> Served as District Chaplain</p>	<p>How many district meetings attended? Did he deliver prayers at all of these functions? Did he contribute to the district newsletter? Did he visit or send cards to ailing members? Did he help the district in any other way?</p>
<p>Served as Parliamentarian</p>	<p>What were his duties? How many meetings did he attend? Was he called upon during these meetings? Did he contribute anything else to the district?</p>
<p>Served as District Liaison Officer</p>	<p>With whom did he establish a liaison and for what reason? How did this effort help the district? How many hours of work or travel? Did he report to council or conference?</p>

29 June 1997