

IMPORTANT TIPS ABOUT AWARDS

Go to D7 website <http://www.uscga-district-7.org/#>

Download 1650 form and word document template for award

Get help – FC, DCDR or District Awards Coordinator

Complete Form 1650 and citation; if MTC – add list of awardees (send as attachments in an e-mail)

Do not send scans or PFD files.

Recognize members who are not officers; doesn't have to be a formal award – Look at *Ways to Recognize Your Members* on the D7 website

Certificate of Appreciation – simple frame

Any member may write an award – Let your members know

Recognize only those who go beyond and above their normal responsibilities

Be certain that the deeds are timely, or have not been previously recognized.

Avoid combining multiple time periods, offices or significant projects in one award.

Go to AUXINFO to get hours and participation in the various missions

Talk to members who would have worked with or witnessed accomplishments

The What, Why, How & the Results become the substance in the citation.

Use New Times Roman font in 11 or 12 point type

Use action verbs: initiated, managed, defined, implemented, trained, obtained, etc.

Avoid using abbreviations; avoid useless words

Sign the form with “/S/” and your full name; forward electronically

Do not tell the recipient you are recommending him/her for an award.

Match the accomplishments & time frames with the appropriate award.

Send to DCDR for review and approval

Send only one citation and 1650 form in each e-mail