

## **Maine Military and Community Network Awards Program**

### **1. PURPOSE:**

Establish standard procedures for recognizing volunteers and other organizations that support the mission of the Maine Military and Community Network (MMCN). This policy identifies the four levels of awards, process for nominating awards, and recommended venues for presenting awards.

### **2. STRUCTURE:** The levels of recognition are as follows:

Level 1- ***Informal Recognition***. This would be in the form of a card, or note. This would be sent directly from one of our MMCN volunteers/staff members. This level is intended for individuals, organizations, or Volunteers who either donate money, or provide single or smaller instances of Volunteerism better known as, "the Occasional Volunteer or contributor". It is up to the volunteer/staff member's discretion on the frequency, and type of recognition, i.e., thank you cards, get well card, birthday, anniversary, or thinking of you, etc.. Presentation of this level award is can be informal i.e. mailed, given in person with a handshake, etc...

Level 2- ***Maine Military and Community Network Certificate of Appreciation***. This would be in the form of a certificate designed by MMCN. It can be signed by local Regional MMCN Director, Director of the Governor's Military and Community Leadership Council, Director of Maine Military and Community Services, or The Adjutant General. This level is intended for MMCN volunteers or organizations that provide considerable and consistent support for an extended period of time. Presentations of this award should be more formal i.e. at a Regional meeting or similar gathering.

Level 3- ***Maine Military and Community Network Certificate of Achievement***. This level is intended for individuals and organizations that take on significant roles in supporting events or initiatives. It can be signed by the Director of the Governor's Military & Community Leadership Council, Director of Maine Military Community Services, or The Adjutant General. An example of this level would be an individual who chairs a local Veteran's Resource Fair or similar event, significant contributors to a State Strategic Planning Team, or a significant contribution to the the Governor's Military and Community Leadership Council. This award should be presented at a State level gathering and presented by the Adjutant General, the Director of Maine Military Community Services, or an authorized representative.

Level 4- ***Maine Military and Community Network Coin of Excellence***. This level is intended for those individuals and organizations providing substantial support to MMCN's mission and can be an immediate impact award and "on the spot" recognition. The Director of Deployment Cycle Support is authorized to present this award. This award can be presented at any venue. A log of recipients will be maintained by the Secretary of Governor's Military and Community Leadership Council for accountability of these coins.

## **2. PROCESS:**

Level 1- Upon determination by the MMCN volunteer/staff member that recognition of a patron is in order, a card or note of thanks should be sent out as soon as possible. This award is normally accomplished at the local level and does not require action at a higher level or any accounting procedures.

Level 2- Upon determination that higher recognition of a patron is in order, MMCN volunteer/staff member will fill out a ***Maine Military and Community Services Award Recommendation Form*** and submit it to the appropriate approval authority for review and signature. The approval authority will coordinate an appropriate time and place to present the certificate. The Award Recommendation and Approval will be forwarded to the Secretary of Governor's Military and Community Leadership Council for their historical files.

Level 3- Upon criteria being met, an MMCN volunteer/staff member will fill out a ***Maine Military and Community Services Award Recommendation Form*** and submit to the Director of the Governor's Military and Community Leadership Council or The Adjutant General for review and approval. The approval authority will coordinate an appropriate time and place to present the certificate. The Award Recommendation and Approval will be forwarded to the Secretary of Governor's Military and Community Leadership Council for their historical files.

Level 4- When The Adjutant General or the Director of the Governor's Military and Community Leadership Council present this award, they will record the name of individual receiving the award, the date award was presented and brief description of why the award was presented i.e. outstanding service, outstanding achievement, leadership etc.... This information will be given to the Secretary of Governor's Military and Community Leadership Council for their historical files and accountability.

## **3. SEE ATTACHED FOR MAINE MILITARY AND COMMUNITY SERVICES AWARD RECOMMENDATION FORM.**

**MAINE MILITARY AND COMMUNITY SERVICES AWARD RECOMMENDATION  
FORM**

**PART 1- NOMINATOR'S INFORMATION**

Name:

Date:

Position:

Phone:

Email:

**Part 2 – AWARD RECIPIENT INFORMATION**

Name:

Position:

Phone:

Email:

Mailing Address:

BRIEF DESCRIPTION OF SERVICE OR ACHIEVEMENT:

LEVEL OF AWARD: \_\_\_\_\_  
(2 = Appreciation, 3 = Achievement, 4 = Coin of Excellence)

**PART 3 – APPROVAL AUTHORITY**

Name: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Position: \_\_\_\_\_

Date Presented: \_\_\_\_\_

**PART 4 – DISPOSITION**

**Send completed Form to: Amy.line@maine.edu**