

Guideline for Medal of Excellence Award submissions

The award submissions received from the Corps have been at various levels, some ranging from just the NL 104 on a cadet to very detailed packages that contain too much information. This guideline was created to assist Corps officers in preparing a submission for the Cadet Medal of Excellence and to formalize a standard for Vancouver Island Division nominations.

Preparing a submission for the Cadet Medal of Excellence is not time consuming but by no means is it going to be a quick process. With submissions being required at National by the 31 March of each year, you need to start the process by end November at the latest as you need time to research information provided by the cadet and to prepare E-mail/ letters to outside organizations.

Qualifiers for the Cadet Medal of Excellence

To be eligible for the Cadet Medal of Excellence, the cadet must have:

- Attended a minimum of 80% of all activities in the current training year;
- Achieved the rank of Petty Officer second class or higher;
- Consistently set an outstanding personal example of dress and deportment;
- Demonstrated a thorough grasp of cadet training, as indicated by promotions, examinations and previous awards; and
- Demonstrated good citizenship through community service activities.

The process

At the end of November, the CO will ask each Corps officers who they would nominate for the Cadet Medal of Excellence to compile a list of nominees.

The CO will provide the list of nominees to the admin officer who will start a nomination file on each cadet on the list. These files will be used to place all correspondence related to the cadet's nomination until it's ready to be submitted to the Division Executive.

Once a nomination file has been opened on the cadets on the list, the admin officer will complete the Medal of Excellence form on each cadet. This is done by selecting "reports" and "Medal of Excellence" buttons in the Corps database. Once printed, they are to be placed in their nomination file. It is important to note that any Navy League award the cadet has received since they have joined Cadets needs to be input to the database prior to selecting the Medal of Excellence form on each cadet. After all forms have been printed, the admin officer will inform the CO that the nomination files are ready for review.

The CO should go through each nominee's file to ensure they meet the attendance and rank requirements. Files who meet these requirements will continue on to the second stage. The files who did not meet the requirements should be reviewed to see if they meet the attendance requirement. Those files which do not meet the attendance requirement will not be considered for the Cadet Medal of Excellence and shall be closed by the admin officer.

The remaining files will be reviewed to see if a case can be made on why they do not meet the rank requirement. If a case can be made, the file will move on to the second stage; if not the file shall be closed by the admin officer.

The CO will direct the XO to have the nominated cadets fill out the "Other Activities Questionnaire" (Annex A). The information gathered from this questionnaire will be used to request letters from other organizations in support of the cadet's nomination for the Cadet Medal of Excellence.

The CO will also direct the XO to have the nominated cadets handwrite a letter to include with the submission. Directions on what the cadet should include in the letter are in Annex B.

The CO shall ensure that a picture of the cadet in full uniform (with white top) is taken and placed in their nomination file.

The CO will get the admin officer to send out letters to the organizations identified in the other activities questionnaire requesting letters of recommendation to support the cadet's nomination (Annex C) These letters should be sent out no later than December 7th. A copy of these letters shall be kept in the nomination file.

The CO will direct the officer nominating the cadet to submit a formal letter of nomination. An example nomination letter can be found in Annex D.

The CO will write a letter endorsing the nomination. An example letter of endorsement can be found in Annex E.

The admin officer should review the nomination files no later than the 15 Jan to check if there are any letters of recommendation from other organizations that have not been received. The CO should follow up with the organizations who have not responded by sending them an e-mail.

The admin officer shall photocopy all documentation pertaining to the nomination and retain a copy prior to forwarding the originals to the Navy League Chair.

The files should be reviewed and finalized for submission by the 30 January. This is to ensure that the files are forwarded to the Navy League Chair at your branch for the February Branch Meeting. Once the files have been turned over to the Navy League Chair, the CO is to ensure a e-mail containing the rank and names of the cadets nominated is sent to the division Cdr.

Once the files have been signed off by the Branch President, they are to be forwarded to Don Bendal no later than 1 March.

Below is a description of what should be considered for each requirement of the Cadet Medal of Excellence.

Attendance

In order to be eligible for the Medal of Excellence, the nominated cadet needs to have attended 80% of the current cadet year activities. This information can be called up on the database by selecting the “medal of excellence” button (this only works if all cadet activities are entered in the database [not just Tuesday nights]):

Rank

The nominated cadet needs to have achieved the rank of PO2 or higher. That being said, Division Executive will still consider cadets who do not meet this requirement on a case by case basis as long as the reason is fully explained in the letter of endorsement form the CO.

Awards

You will need to include any award the cadet has won since enrolling in Navy League. You also need to include when the cadet joined Navy League and how many years they have been involved.

Community Service

Community service is based on what the cadet has done for the community outside of Navy League activities. You will get this information from the other activities questionnaire the cadet filled out.

Dress/Department

To be nominated for the Medal of Excellence, cadets should consistently set the standard for other cadets in their Corps. They should be able to give basic drill to a division and will be the cadet who you can count on to get things done with minimal direction and supervision.

General Notes

If you are related to a cadet who has been nominated for the medal of excellence, it is important to remove any perception of bias by not being involved in the nomination process. In some cases, it will be the CO who is a relative of a nominated cadet. In this case, the CO should write a letter stating that due to being related to the nominee, they are deferring all submissions to another officer in the Corps who does not have a conflict. This letter shall be included with the nomination package submitted to Division Executive.

Other Activities information

Cadet Name _____

1. What is the name of your school?
2. What is the name of your teacher?
3. Are you a lunch monitor at your school?
4. Are you a member of any school clubs? If yes, list the following information for each club:

Name of club _____

Name of Teacher/advisor _____

5. Are you a member of any sports teams? If yes, list the following information for each sports team:

Type of sports team _____

Name of sports team _____

Name of coach _____

6. Do you volunteer? If yes, list the following information for each organization:

Name of organization _____

Name of person in charge _____

Annex B

Cadet's letter

Each cadet who is nominated for the cadet Medal of Excellence will be required to handwrite a letter addressed to the Branch President. The letter is to cover the following points. The XO is to assist the cadets in understanding what is required in each paragraph and to review the letters to make sure they cover all the points.

Paragraph 1

Introduce yourself (what is your rank, name, and current position in the Corps)

Tell the reader how long you have been involved in cadets.

Tell what qualifications you have earned in cadets

Paragraph 2

Tell the reader some of the fun things you have gotten to do while you have been in cadets.

Paragraph 3

Explain how you have used the skills you have learned in cadets (leadership, teamwork, and citizenship) in the everyday activities you are involved in outside of cadets.

Annex C



USE YOUR CORPS LETTERHEAD
HERE

December 9th, 2010

Mr. Ken McCoy
Victoria Youth Soccer League
100 Blanchard Road
Victoria, B.C.
1B0 V0S

Dear Mr. McCoy:

I am the commanding officer of Navy League Cadet Corps Admiral James T. Kirk. We are a local Corps of the Navy League of Canada, a national youth organization that uses a nautical theme to promote citizenship and develop leadership in today's youth. Cadet Marian Pollard, who is also part of your organization, has been nominated for the national award of the Cadet Medal of Excellence. I am writing in hopes that you can provide a letter of recommendation in support of Marian's nomination.

The Cadet Medal of Excellence is awarded annually to the most proficient Navy League Cadet. The criteria for the award are based on demonstrated leadership and citizenship through community based activities. We would request that you tailor your letter of recommendation to cover a few of the following characteristics, with examples, as they pertain to Cadet Pollard:

- motivation;
- leadership;
- tact and ability to relate to others;
- group interaction and team-working skills; and
- interpersonal skills

I would like to thank you in advance for supporting Cadet Pollard's nomination for the Cadet Medal of Excellence and look forward to receiving your letter of recommendation.

Annex C



USE YOUR CORPS LETTERHEAD
HERE

If you have any questions or require more information, please feel free to contact me at
(your e-mail address) or (your phone number)

Sincerely,

Kisa Smith
Lt (NL)
Commanding Officer
NLCC Admiral James T. Kirk

Annex D



NAVY LEAGUE CADET CORPS
#1701 ADMIRAL JAMES T. KIRK

December 9, 2010

Commanding Officer
NLCC Admiral James T. Kirk
1701 NCC Blvd.
Victoria, BC
V9B 2S3

Dear Lt (NL) Smith:

CPO1 Horton has been with NLCC Admiral James T Kirk for the last 3 years and currently holds the position of Coxswain. During this time, CPO1 Horton has demonstrated outstanding leadership and dedication to the Navy League Cadet program.

CPO1 Horton has shown an extraordinary ability to develop and motivate cadets, encouraging them to be enthusiastic in even the most unpalatable tasks, as noted during numerous cadet weekends where he supervised the clean up of the cadet hall.

His verbal communication skills are outstanding. He confidently and meticulously briefed the Ruth King Elementary School parent advisory committee on the cadet program in general and the qualifications he has obtained while in cadets.

CPO1 Horton currently holds his White Sail Level 2 qualification for sailing, marksman qualification for the air rifle program and, the Emergency First Aid qualification from St. John's Ambulance, which he has competed in competitions outside of cadets.

As an Officer of NLCC Admiral James T Kirk, I heartily endorse the nomination of CPO1 Horton for the Cadet Medal of Excellence. I can be reached at 250-123-4567 should you have any questions.

Truly yours,

Ken McCoy
Slt (NL)
Divisional Officer
NLCC Admiral James T. Kirk

Annex E



NAVY LEAGUE CADET CORPS
#1701 ADMIRAL JAMES T. KIRK

December 12, 2010

Branch President
Enterprise Branch
1701 NCC Blvd.
Victoria, BC
V9B 2S3

Dear Mrs. Sulu:

This letter is in support of CPO1 Tim Horton's nomination for the Cadet Medal of Excellence. CPO1 Horton has been an inspiration to all junior cadets; where he has continually demonstrated outstanding leadership and dedication to the Navy League Cadet program.

CPO1 Horton has proven he can practically apply the leadership skills he has learned in cadets to his other interests; as noted in the letters of endorsement CPO1 Horton has received from his school and volunteer organizations where he.....

CPO1 Horton has been an outstanding cadet, who, as a very outgoing individual, promoted the goals of the Navy League Cadet Program, by inspiring others and acting as a role model for those at NLCC Admiral James T. Kirk.

As Commanding Officer of NLCC Admiral James T Kirk, I heartily endorse the nomination of CPO1 Horton for the Cadet Medal of Excellence. I can be reached at 250-123-4567 should you have any questions.

Truly yours,

Kisa Smith
Lt (NL)
Commanding Officer
NLCC Admiral James T. Kirk



NAVY LEAGUE CADETS

Medal of Excellence Information

Surname		First Name		Sex
Address		Postal Code	City	
Telephone	DOB	Registration Date (TOS)		

Cadet Photo

RANK	Date PROMOTED	PROMOTED AT WHAT CORPS
OC		
AC		
LC		
PO2		
PO1		
CPO2		
CPO1		

SUMMER CAMP
(Year & Location)

Cadet Yearly
Attendance

			#	%	%	%
P	A	E	Days	Present	Absent	Excused
0	0	0	0			

YEAR	OPTIONAL COURSES	AWARDS