

# NSSAR Medals and Awards Committee

## Proposal of New or Modified Medal or Award Form

**BEFORE** starting on your Proposal of New or Modified Medal or Award Form below, please follow the “Save” instructions. Use the “Save to Your PC” button. Add your Committee Name or State Society Name to the front of the Saved file Name. For example, “**Compatriot Committee Proposal of New or Modified Medal or Award Form.PDF**”. Now **CLOSE** the web page and **OPEN** the saved File on your PC to Continue.

*When you place your mouse over most of the “text” data entry fields below, a feature called a “**tooltip**” will display as a window/popup to give you additional instructions concerning what should be entered in that field.*

*Per NSSAR Handbook Volume V:*

All new medals, awards and insignia require approval of the Medals and Awards Committee and the Executive Committee. Requests must be submitted over the state society's president's signature or of the national committee chairman's signature and sent to the Executive Director. A form is available to submit proposals for new medals and awards. The same form should be used to propose changes to existing awards. This is available from the Executive Director.

A request for a new medal, award, certificate or insignia must indicate how the funding necessary to implement the request will be provided. There are no national funds available for funding new medals, awards, insignia, certificates, or a monetary award given with an award or certificate.

The requestor will provide source of funding for any costs to maintain and issue an award, medal, certificate, or insignia. A design depicting the proposed award will accompany the request.

All requests must be sent at least thirty days prior to a Leadership Meeting. The Executive Director will forward the request to the appropriate committee chairman for the committee's consideration and approval. Requests should have a committee's approval prior to submission to the Medals and Awards committee for consideration. After approval of all concerned, it should be noted that implementation normally takes eight to twelve months. Correspondence other than that covered above should be sent directly to the Chairman, Medals and Awards Committee.

Funding for any currently authorized medal, award, certificate or insignia is subject to review by the Medals and Awards committee for possible deletion unless the requestor or its representative provides adequate funding.

**Submitter should complete form and submit to NSSAR Executive Director and Medals and Awards Committee Chairman at least 30 days prior to NSSAR Trustee's meeting or Annual Congress.**

Name of Proposed Medal or Award:

Name of Proposing Committee or State Society:

Criteria for Medal or Award (Specific, concise guidelines as they will appear in NSSAR Handbook, use separate sheet if necessary):

Estimated cost and funding source:

Design for Medal / Award attached (if applicable)?                      Yes                      No

Design for Certificate attached (if applicable)?                      Yes                      No

How and in what way will the proposed medal or award further the accomplishment of NSSAR's educational, historical and patriotic objectives?

Is there a particular program or activity for which these Medal or Awards are needed?

Does the proposed Medal or Award conflict or overlap with any of the current NSSAR medals or awards? If so, with which medals or awards and in what way?

For whom is this new medal or award intended and by whom and how is the recipient to be selected?

Will approving this Medal or Award result in a chain reaction for additional similar Medals and Awards? Yes No

What are the predicted annual requirements (quantity) for this Medal or Award?

Assuming approval, by what date are these Medals or Awards needed?

Who will stock and sell the item?

How will revenue from medal sales be allocated? (please describe)

**SUBMITTOR:**

Signature of Recommending Compatriot: The typed signature above is my authorized signature. Date signed:

Title of Recommending Compatriot:

Recommending Compatriot's Email:

Recommending Compatriot's Contact Phone Number:

Recommending Compatriot's Address:

City: State: ZIP:

Once the Proposal of New or Modified Medal or Award is completed and saved:

Use the "**Click to Email**" button below to email the "renamed" form as an Attachment. Please make sure you **attach** all other supporting documents. The attached documents could include: Criteria for Medal or Award, Design of Medal or Award, etc. By clicking on the Email button below, this document will be sent to the NSSAR Executive Director and the Medals and Awards Committee Chairman. Please request a "Read Receipt" so that you will know that your file was received.

**APPROVALS:**

Date received by Medals and Awards Committee:

Disposition by Medals and Awards Committee:

NA Approved Disapproved Returned to originator w/comment On date

Disposition by Executive Committee:

NA Approved Disapproved Returned for further action On date

Implementation:

Forwarded to Executive Director Forwarded to Merchandise (if required)