



DEPARTMENT  
**ASSOCIATE OF THE YEAR**  
**Award Guidelines**

Submissions due: SPRING Department Meeting (March/April)

The Department of Maryland Marine Corps League will award one Department Associate of the Year (AoY) annually at our Department Convention. The Department Commandant is the awarding authority.

Since this is a new award, we will be utilizing the Marine of the Year (MoY) Guidelines with one update until we can approve a new bylaw change.

Update to MoY Guidelines: Award nominations may also be emailed to the Department Adjutant. If emailed, the Department Adjutant should acknowledge receipt of your submission.

Eligibility: Any **Associate Member** of a Detachment located in Maryland.

Send to: Department of Maryland AoY Chair

Nominees should plan on attending the Department Convention Banquet for award presentation.

The Marine of the Year (MOY) Award Guidelines are governed by the Department **Administrative Procedures, Chapter Three, Section 300 (d)**.

The Department Bylaws and Administrative Procedures are posted on the Department website [www.deptofmd.org](http://www.deptofmd.org) and additional information about the MOY process can be found there.

**Nomination Procedure:**

1. The local Detachment decides to nominate a **Regular Member** (dues must be current) who has been active in the Detachment. Associate and Honorary members are not eligible.
2. A Detachment Meeting is held. The members assembled take a vote on the Regular Member who they desire to nominate for the Department MOY Award. It shall be approved by a majority vote.  
Note: It is recommended that the "Letter of Nomination" or a list of the nominee's accomplishments be read aloud at the meeting so every member has a chance to understand what the nominee has done to warrant his/her nomination.
3. Complete a Letter of Nomination to include a Statement of Certification from the Detachment Commandant and Detachment Adjutant stating the nominee was approved by the Detachment by a majority vote. **DO NOT FORGET BOTH SIGNATURES!**  
Note 1: In the event the nominee is the Detachment Commandant, the Letter of Nomination shall be signed by the Senior Vice Commandant and the Adjutant.  
Note 2: In the event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant
4. The Letter of Nomination shall include a listing of the nominee's accomplishments at the local Detachment and may include any other Marine Corps League accomplishments at the Department or National level.
5. Each nomination submitted shall be placed in a sealed envelope and addressed to: "Chairperson, Department Marine of the Year Committee".
6. Place that envelope into another envelope (**YES...2 envelopes**) and mail it to:  
Chairperson, Department Marine of the Year Committee  
c/o Department Adjutant insert current Department Adjutant's Name and Home Address  
Note: Use the Name and Address of the current Department Adjutant as listed in the Department Staff Directory or on the Department Website [www.deptofmdmcl.org](http://www.deptofmdmcl.org)
7. **Mail** using the US Postal Service **Certified Mail with Return Receipt Requested**. Must be postmarked no later than the Monday preceding the Dept Spring Meeting Date.
8. **Deliver in person** to the Department Adjutant **PRIOR to the start** of the Department Spring Meeting.
9. Nominees should plan to attend the Department Convention Banquet which is held on the Saturday night of the annual Department Convention.
10. Additional questions should be directed to the Department Adjutant, last year's Department Marine of the Year recipient, or any DoMD MOY recipient.