

Sons of the American Revolution

Bronze ROTC Medal Nomination Form Instructions

PDF fillable forms **require** that you *have the latest version* of Adobe Reader. These are free downloads from <http://get.adobe.com/reader/>. Use caution in choosing the correct operating system for your computer. In addition, make sure you check for updates by going to the Adobe website or by opening up Reader, clicking on HELP and then click on “Check for Updates”.

BEFORE starting this Bronze ROTC Medal Nomination Form, follow the “Save” instructions.

Use the “Click to Save to Your PC” button. Add the Cadet’s Name to the front of the Saved file Name.

For example, “**George Compatriot Bronze ROTC Medal Form.PDF**”.

The folder you save the document in is your choice. Just remember where you saved it.

Once saved, please **CLOSE** this page and **OPEN** the saved File on your PC to Continue.

Special Notice regarding a Failure to Complete an SAR PDF Form Successfully. The most frequent complaint that is received centers on the inability to fill-in forms successfully and save the completed form. Such a problem usually occurs because (1) Instructions are not followed. (2) The computer you are using does not have an authentic copy of **Adobe Reader** installed on it. (3) The computer you are using has not been programmed to associate PDF files with your authentic **Adobe Reader** software. And/or (4) the user does not realize that Microsoft Windows 10 uses Edge as the default internet browser.

To correct the inability to fill-in any Form correctly, we advise you to take the following steps, knowing that the first two steps will solve most problems. Steps to follow: (1) Open the form you want to use. (2) Immediately, save the PDF file to your computer with a file name such as **MY Form.pdf**. Make sure you remember what you named the file and where you saved the PDF file on your computer. (3) Open your newly named file and fill it out, following the instructions. (4) Once you have completed and saved the Form, you can attach the file to an email. It is important that you use an authentic copy of **Adobe Reader**, preferably version XI or later as your default PDF reader.

Please be aware that some computer software manufacturers install alternative software instead of the “**FREE**” **Adobe Reader**. While these PDF viewers will open and let you read almost all PDF files / forms, they will NOT allow you to complete or fill in a PDF fillable Form. Again, let me say it is crucial that one’s computer has an authentic copy of **Adobe Reader**, preferably Adobe Reader XI or later.

Notice we stated “**Authentic**” **Adobe Reader**. We did not say PDF Pro 10, which is not an authentic Adobe PDF reader—it is a cheap imitation reader bundle with some computers just so you think your system can do all things. Other PDF Readers that are not an “**Authentic**” **Adobe Reader** include Sumatra PDF, Nitro Reader, Foxit Reader, PDF-XChange, and PDF Preview for Microsoft. By now we trust you have gotten the point that you must have an “**Authentic**” **Adobe Reader**, preferably version XI or later, to complete or fill in a PDF Form.

Please ensure that **Adobe Reader** is the default PDF reader by verifying that it has been “associated” properly by following these instructions (Using Windows 10 as the Example): On the left end of the taskbar, Right click on the “Start Icon”. Left click on “Search” and then at the very bottom type in “Default Programs”. Then select “Choose a Default App for each type of file”.

This will give you a screen that on the left gives you the file name like “.docx” for Microsoft Word. Scroll down until you find “.pdf” – Adobe Acrobat Document. The associated file type on the right should say “**Adobe Acrobat Reader DC**” – if you have the latest FREE version. If it does not say Adobe Reader but says Microsoft Edge or some other program, then Left Click on the file name and choose **Adobe Acrobat Reader DC**. If you are using the recent free Windows 10 software, know that your browser is EDGE and not Explore. The Edge and Explore icons look alike but on close examination it is not so. Edge does not work currently with certain PDF files, especially Adobe created files. The cure is to download Mozilla Firefox or Google Chrome or reinstall Explorer. Windows 10 does not tell you that Explorer is in the Windows 10 bundle, but it is there. Many feel that it is simpler to download Mozilla Firefox or Google Chrome than to uncover where Explore is hidden. The Bottom line – the Edge Browser will not work with PDF fillable forms. So download Mozilla Firefox or Google Chrome and use it.

If the default software used by your computer to read Acrobat (PDF) files is something other than Adobe's Reader, you can choose to open them with Adobe Reader anyway - this allows you to take advantage of fillable forms, hyperlinks, buttons and other features that Acrobat (PDF) documents often contain. To ensure that you are opening an Acrobat file (PDF) in **Adobe Reader**, first find the file in your computer. Instead of double clicking to open the file, you should right-click on the file instead. This will open a small action menu. Look down the list of options for a selection named "open with". If you hover over that selection, it will expand to show a list of options for opening the PDF. You should left click on **Adobe Reader** in the list. Your PDF will now open the the program it was intended to be used in. NOTE: This will not change the defaults of your computer. It will only use **Adobe Reader** this one time.

Mac users have also informed us that Apple has its own program to open Adobe Reader files. One problem in using OS X Preview to fill in form fields is that the filled in forms will probably not be viewable on a Windows system. They tell me the solution is to change the “Open With” default application to “**Adobe Reader**”. You might also want to do an internet search on your favorite search engine like "Google" using the phrase "**adobe reader for pdf files on a mac**" to give you more information. You might also want to do an internet search for the phrase "**how to configure Mac OS X to open PDF files with Adobe Reader**". It has been suggested that to configure Mac OS X to open PDFs with Reader or Acrobat, do the following, but there may be other options:

1. Click the PDF file's icon in the Finder to select it.
2. Choose File > Get Info.
3. Click the triangle next to Open With.
4. Choose “**Adobe Reader**” from the Open With menu (if it's not on the list, choose “Other” to select it).
5. Click Change All.

If you have followed the above instructions and still have a problem with PDF files and fillable forms, please contact the ROTC Chairman listed below.

Instructions for the Senior Military Instructor

In order to enter this recognition program, the Senior Military Instructor must nominate an outstanding JROTC Cadet, using the **Bronze ROTC Medal Nomination Form**.

We are following the same guidelines as to the number of cadets from each school as we do for the Enhanced JROTC Program, namely we allow one cadet for JROTC units with fewer than 500 cadets. For larger units, one cadet may enter for each 500 students enrolled in the unit. Moreover, where a school has more than one JROTC unit, each unit is counted separately.

Questions regarding this program or assistance in completing the form can be addressed by email or phone call to the Committee Chairmen as listed toward the bottom of the **Bronze ROTC Medal Nomination Form**.

The SAR Bronze ROTC Medal is approved by the United States Army, the United States Navy, the United States Marine Corps, and the United States Air Force. Each service has notified its JROTC Units of this approval and has authorized presentation to its cadets.

This award may be presented by the National Society, a state society or a chapter to students enrolled in JROTC Programs. The medal endeavors to foster the principle of "citizen-soldier" exemplified by the Minutemen. The SAR Bronze ROTC Medal is presented only to students in secondary school JROTC units. No recipient may receive the Bronze ROTC Medal more than once.

Recipients are selected for a high degree of merit with respect to leadership qualities, military bearing and general excellence. The recipients are selected by the SMI (Senior Military Instructor) of the JROTC unit, who should be given full latitude in making the selection.

The criteria for receiving this award is set forth in the parent military service directives to the JROTC Units.) + Cadet must be enrolled in JROTC Program; + 3rd year of a 4 year Program or 2nd year of a 3 year Program (**cadet must be a junior**); + Top 10% of JROTC Class; + Top 25% of his/her Class.

Cadets of the US Navy Sea Cadet Corps (NSCC) are no longer eligible to receive the SAR Bronze ROTC Medal.

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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.

"Tooltips" provide important instructions – Please read them carefully.

The SAR Committee Chairman should complete as much of this form as possible before emailing it as an "attachment" to their JROTC Senior Military Instructors.

Nomination for Academic Year: _____ to _____

Name of Invited School: _____

School Address: _____

City: _____ State: _____ Zip+4: _____

JROTC Unit: Army Navy Marine Corps Air Force

Commanding Officer of the JROTC unit: _____

Commanding Officer Email Address: _____ Phone: _____

Recommended Cadet: _____

Please enter the Cadet's name as you want it to appear on a Certificate (Example:
Cadet George Compatriot, Cadet 1LT George Compatriot, etc.)

Award Ceremony: Day: _____ Date: _____ Time: _____

Location of Award Ceremony: _____

Directions,
Parking,
Etc.

Sponsoring SAR Chapter or State Society: _____

JROTC Chairman: _____

JROTC Chairman Email Address: _____ Phone: _____

Once the form is completed and saved, please **EMAIL** this completed application as an "Attachment" to your JROTC Chairman listed above.

Please request a "Read Receipt" so that you will know that your file was received.