



Department of Kansas Marine of the Year Nomination and Award Instructions

This award shall be presented to a REGULAR MEMBER of the Department of Kansas, Marine Corps League who has rendered service(s) and/or performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League, or a meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim, and prestige to the member's Detachment and must be substantially at the Department or higher level; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or a deed(s) of courage or valor without regard for his/her own safety.

Letters of nomination must originate only at the DETACHMENT LEVEL. No individual nor any subsidiary unit of the Marine Corps League shall submit a letter of nomination.

All letters of nomination shall include a letter signed by the Detachment Commandant and Adjutant, stating that the nominee for the Department of Kansas Marine of the Year was approved at a regular meeting of the Detachment by a majority vote. (In the event a nominee is the Commandant, the letter shall be signed by the Sr. Vice Commandant and the Adjutant. In the event a nominee is the Detachment Adjutant the letter shall be signed by the Detachment Commandant and the Sr. Vice Commandant.

Each nomination submitted shall be placed in a sealed envelope and addressed to: "Chairman, Dept. of Kansas MOY Committee". THIS ENVELOPE SHALL THEN BE PLACED IN ANOTHER ENVELOPE and mailed or delivered in person to the Department Commandant no later than **1 April** of the year for which the nomination is made. It shall be the duty of the Department Commandant to deliver the unopened envelopes to the Chairman of the Department Marine of the Year Committee in sufficient time for an awardee to be selected and proper recognition devices to be purchased and engraved prior to the Department Convention.

The Chairman of the Marine of the Year Committee shall be elected by the MOY Committee members which shall consist of all previous recipients of the Department Marine of the Year Award. The Marine of the Year Committee shall be the sole judge of all recipients with the exception of the following:

The Committee shall consist of the previous Marines of the Year and the Department Commandant, who will be a non-voting member of the MOY committee.