

Instruction for Completing Nomination Form

1. **Nominating a person for an award does not necessarily mean that the person will receive that award.** The decision for granting the request for nomination lies with the Medals and Awards Committee.
2. This instruction and the Award Nomination Form apply only to Alabama Society Awards.
3. The person submitting a nomination must be a member in good standing of the SAR or Ladies Auxiliary.
4. Only the person making the nomination may sign the Award Nomination Form.
5. The service/contribution performed by the nominee must be for the Alabama Society, the CAR, an act of heroism, emergency medical service, or service to veterans. This form may also be used for the Silver Good Citizen award. The Silver Good Citizen applicant's qualifications should clearly be stated on the form. Qualifications are given in the National Society By-laws.
6. The Award Nomination Form must be filled out completely. The designation N/A may be used where an entry on the form does not apply.
7. The Award Nomination Form must be submitted to the Medals and Awards Committee Chairman, and it must be received by him not later than December 1 of the year of the nomination. The award will be considered for the next annual meeting. Those received after December 1 will be considered for a later annual meeting.
8. The present state president, ladies auxiliary president, color guard commander and the Medals and Awards Committee are not required to use the Award Nomination Form. They need only submit a list of the nominee(s) and their qualifications for being nominated to the Medals and Awards Chairman.
9. The Award Nomination Form should be filled out in detail. For Alabama Society service, give the state office positions held, state committees served on (be sure to mention committee chairmanships), specify color guard membership and activities participated in, and any other Alabama Society service that will apply. Also, state why the person, if other than the nominee himself, making the nomination thinks the person should receive this award. For service to veterans, state the service and the veteran's organization or place where the service was performed. Note the number of years that the service was performed. The member must have accrued 5000 US Stark points to be eligible for the award. In the case of heroism and emergency medical service, give details of the event(s) or activities. The nomination would well be served if a newspaper clipping or other sources of public recognition is available to accompany the nomination form.

Point of Clarification:

1. The Medal of Appreciation may be awarded to a DAR member who has recruited at least three new Alabama Society members. The Martha Washington Medal may be awarded to a DAR member who has recruited three subsequent members. For each three after that, an oak leaf cluster to the SAR Medal of Appreciation is awarded. Alabama Society members include youth and junior members.