



VFW Member of the Year Award
Standard Operating Procedure
2018-2019

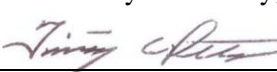
- A. Purpose:** To establish a standard reporting period and provide guidance as to the recognition for his/her work, dedication, service in helping the Department of Montana VFW during VFW program year. All VFW Department of Montana members are eligible for this award.
- B. Reporting Year:** 1 July – 30 June
- C. Committee:** Will be made up of all Past State Commanders. The committee chairperson will be the immediate Past State Commander. The Chairperson along with the State Commander will announce the winner at the convention awards banquet. The Committee may select only one winner.
- D. Nomination Package:** The package should consist of no more than two pages, a nomination (cover) page and a narrative page. First page (cover page) should include the individual's name, Post #, as well as a block for the signature of the person submitting the package and a signature block for the Post Commander. The remaining page should be a narrative describing why the individual is deserving of this award. Narratives should include everything the individual has done to help the VFW over the current program year. Nomination packages may be sent to Department of Montana VFW Headquarters no later than 1 May each year. If no nominations are received, the committee, based on their personal knowledge and experience, may pick an individual for this award. On or about 1 May the Department Adjutant will send a copy all packages received to each committee member along with a voting ballot. Once all ballots have been returned to Department Headquarters the winner will be selected and the results will be provided to the committee. The committee will vote to approve the nomination or not.
- E. Award:** The individual receiving this award will receive a framed citation and an Award of Commendation Medal. The committee will make every effort to ensure the individual receiving this award is present at the State Convention for the presentation.

By order of the Commander



Joe R. Fletcher, Commander

Attested this day 7 February, 2019



Timothy C. Peters, Adjutant