

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

AWARDS COMMITTEE

No. **16**

Date Created: 21 Mar 1998

Revised:

1. The committee shall consist of a chairman and as many members as required. The chairman shall serve with the rank of D/Lt.
2. The chairman and members shall be appointed by the DIC at the Spring Conference to serve for a term of one year.
3. Responsibilities of the committee shall include:
 - A. Design and purchase of awards.
 - B. Maintenance and updating of perpetual awards.
 - C. Inventory control of perpetual awards showing custody.
 - D. Assistance in establishing new awards.
 - E. Development of plans for and supervision of the awards presentation programs.
4. The chairman shall present to the Finance Committee, no later than the Fall Conference meeting, a recommended budget for the coming year. The budget shall include the cost for:
 - A. Personal awards
 - B. Engraving
 - C. Replacement of lost, damaged or outdated awards
 - D. Maintenance of awards
 - E. Purchase of new awards that may be authorized
5. Approximately one month prior to the Fall Council meeting, contact each squadron commander or individual having custody of a perpetual award and request that the award must be returned to the Awards Committee at the Fall Council meeting.
6. Arrange for engraving and maintenance of trophies or plaques, to be completed prior to the Fall Conference.
7. Contact the chairman of each awards selection committee reminding them that the names of awards recipients and the runners-up must be turned in to the Awards Committee by Council time. This will ensure ample time for engraving. Also determine if the chairman will be attending the presentation ceremony.

8. Prepare a presentation program for the Fall Conference along with instructions to the presenters. Check with the D/C and Administrative Officer for special instructions. Make copies of the program for each of the participants and deliver them early on the day of the conference.
9. Provide the District Secretary with a list of all awards for publication in the conference minutes no later than 15 days after the awards conference.
10. The District Trophies and Awards Book should be updated following each conference to reflect new award recipients.
11. Upon council approval for a new award, the committee shall:
 - A. Develop a proposed design for the award that is consistent with the intent of the award and is compatible with other district awards.
 - B. Obtain approval of the design from the D/C.
 - C. Procure the trophy or plaque.
 - D. Notify the appropriate committee or officer of availability for presentation.
12. For those awards presented at the Spring conference, perform all the necessary activities described above for Fall conference awards.

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| <p>SOP 16 HISTORY: CREATED: 21MAR1998 REVISED:</p> |
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