

Introduction: The Naval Academy Alumni Association established an awards program to help the Alumni Association recognize high performing Parent Clubs nationwide. The guidance provided includes specific questions on how respective parent clubs address key themes that we feel are consistent with a high performing representative of the United States Naval Academy and the Alumni Association.

Selection Criteria: Selection will be based upon the collective judgment of the Review Committee using the following themes to evaluate applications. The final award selection will be determined by the Review Committee. Naval Academy Parent Clubs meeting the selection criteria are encouraged to apply for award consideration.

- ❖ Promotes/ Support USNA Mission
- ❖ Follows good governance
- ❖ Local collaboration with USNA-affiliated Organizations
- ❖ Communications
- ❖ Grows/Maintains Parent Club Membership

Applying:

A cover letter of introduction and the 3 attachments described below, should be submitted by the current Parent Club President. The cover letter should introduce the Parent Club leadership team and discuss why the Parent Club would like to be selected for the award and recognition.

Attachment 1: Parent Club responses to the 5 themes and questions provided for guidance.

Attachment 2: Attach a current copy of the Parent Club Mission statement and By-Laws. This is required for the submission to be considered.

Attachment 3: (if applicable) provide documentation pertaining to parent clubs 501(c)(3)/non-profit status

- Additionally, letters of support for the applying parent clubs may be submitted by local alumni chapter leadership and Blue and Gold Area coordinator for additional consideration
- Membership data and 501 (c) 3 status will be verified by the review committee.

Timeline: The award application process will be open from Monday 3 February 2020 until Friday 3 April 2020

- Applications can be scanned and emailed and sent by email NLT than 1200 am Friday 3 April 2020.
- Mailed applications need to be postmarked by Friday 5 April 2020
- All award applications sent to Mrs. Elizabeth Beedenbender by email or to the address listed below
 - All received and completed applications will be reviewed beginning in April 10, 2019.
 - Awardees will be notified prior to the Parent Club Officer Conference in the fall of 2020
 - All awardees will be recognized at the Parent Club Officer Conference Fall of 2020 and travel expenses will be compensated for the selected Parent Club leadership awardees in attendance to Parent Club Officer conference.

Please contact me directly if you have any questions or concerns, I look forward to receiving your application.

Elizabeth Beedenbender
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