



Marine Corps League

Department of New York

PO Box 360

Hastings-on-Hudson, NY 10706-0360

THE RULES FOR THE MARINE OF THE YEAR

- (A) The committee, acting as judges will be made up of past Marine of the Year winners or of at least 3 members in good standing.
- (B) Only one nominee from a detachment will be accepted. It will be first nomination received. The nomination must be submitted by the current Commandant or Senior Vice Commandant, if the nominee is the Commandant. The Marine nominated must be a paid-up Marine member of the Marine Corps League - Department of New York.
- (C) All entries must be placed in a sealed 8 ½ x 11 or larger envelope marked **ATTN: "Marine of the Year Chairman"**. That envelope shall then be placed in a larger envelope and mailed to the Department of New York Adjutant. It must be post marked no later than 15 days prior to the opening date of the Department of New York Convention. The nomination must contain a cover letter to identify the nominee and the sponsoring detachment. The original nomination plus (2) additional copies, (total of three), must be enclosed in the mailing package.
- (D) The committee must receive a minimum of three nominees before it can consider an award.
- (E) The Department Adjutant will submit all entries unopened to the chairman for his committee to judge at the Department convention. Their decision will be final.
- (F) All nominations must be submitted as per these rules, no exception. Improperly submitted material will be discarded.
- (G) Guidelines:
 - a. Nominee should be a Marine member who has achieved noticeable success in promoting the Marine Corps League and Marine Corps.
 - b. Include material such as pictures, newspaper articles, ceremony programs and letters of appreciation. Send as much material as you can showing what and how the nominee did in your community. The more material that you send in the better the committee gets to know your nominee.
 - c. All copies you submit should be typed, and double-spaced.
 - d. Please send all submissions by US Postal Service, Certified and Return Receipt.
 - e. Include a Cover Sheet on Detachment letterhead that includes its address.

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f. Sample:

To: Marine of the Year Committee

From: Detachment Commandant* & Adjutant

* Unless Commandant is being nominated than Sr. Vice Commandant signs

Subject: Approval of Nominee of "Marine of the Year

Marine of the Year Committee,

[Name of Marine being Nominated] was nominated for " Marine of the Year" for Marine Corps League - Department of New York by ***[Your Detachment name and number]*** at our regular meeting. Enclosed is minutes of that meeting on ***[Date of Meeting]***.

Type names of Commandant and Adjutant of Detachment and hand signed by Officers.

g. Letter of Nomination should include the following:

- i. Time served in the Marines.
- ii. How long in the Marine Corps League, must be a member in good standing (MCL Life Member or Regular Dues must be up to date).
- iii. List Offices and Committees nominee served on.
- iv. How nominee helped better the MCL & Community.
- v. List awards nominee received.
- vi. Nominee's Accomplishments.
- vii. Overall statement from Commandant on Nominee.
- viii. Must signed off by the Commandant & Adjutant.

(H) Additional information:

- a. Pictures of nominee accomplishments in the MCL & Community
- b. Copy of awards
- c. Minutes of meeting approving Nomination for "Marine of the Year" by the body.
- d. Minutes must be signed by the Commandant* & Adjutant
* Unless Commandant is being nominated than Sr. Vice Commandant signs

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