

# STARFLEET



## Region One Awards Manual



The STARFLEET REGION ONE Awards Program Team developed the "Region One Awards and Ceremonies Manual." For use by all SFI - Region One members and chapters.

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## Program History

**“From the Sea, to the Stars: EXCELLENCE!”** As members of STARFLEET, most of us see this organization as an ideal...perhaps as a living embodiment of “Star Trek” creator Gene Roddenberry’s vision of the future. At least, that is how I see STARFLEET. We have accomplished a great deal as an organization, with a lot more we have yet to do, and yet we continue to dedicate a good chunk of our lives, resources and abilities into this organization. We do so willingly and gladly, if it means that all (especially the universe at large) will benefit. We do so to bring forth “excellence” to STARFLEET.

The manual you hold in your hands is the culmination of about 10 years’ work. It started as the model for the “STARFLEET Awards Program” during the Jeannette Maddox administration, developed by then Fifth Fleet Commander Robert Hilton and Stephen Thomas, was finalized and approved by the Rob Lerman administration, but was cancelled by the following McGuiness administration. His administration deemed the program “quantitative, but not qualitative.” Well, history has shown the “quality” of his judgment...and administration.

It was after Dan McGuiness took office and his “visit” to the first STARFLEET Region One Summit in Gatlinburg, Tennessee in 1994, that STARFLEET Region One Vice RC Deborah Leafey, and RC Linda Neighbors, asked Stephen Thomas to head the STARFLEET “Region One Awards Program”. He accepted, eager to see the program finally realized. The program is simply a modified version of what was developed for the STARFLEET Awards Program. This is truly the “quality” aspect of the program: that the awards apply at any level of STARFLEET operations: from starship to regional to international. In addition, the awards are created to fit the action for which the STARFLEET Region One member or unit is being noted. Having the same award for each STARFLEET level (i.e. starship commendation, region commendation, and STARFLEET commendation) is not necessary.

Most importantly, these awards reflect the typical work and accomplishments that STARFLEET has become known for. Rather than have a few simple “all inclusive” awards; like the military, STARFLEET Region One has awards that cover specific types of actions and accomplishments. The awards are not “time limited”. There are no quarterly, bi-monthly, etc. awards. This makes it easy for you when considering award recommendations. Yes, it takes a little work to administer this program, but like the work we do in STARFLEET, we who administer the STARFLEET Region One Awards Program feels that it is worth it!

The motto of this program is “Ab Mari, Ad Astra: Excellentin!” or, “From the Sea, to the Stars: EXCELLENCE!” As a member or unit of STARFLEET Region One, your work, accomplishments, achievements and excellence will be recognized. In addition to our award certificates, you can display the awards you have earned by wearing the corresponding award ribbons. The award ribbons will allow your peers in the “First Fleet” and STARFLEET to see how much work and effort you have put towards your starship, Region One, and STARFLEET.

Additionally, this manual has guidelines for various ceremonies that logically apply to STARFLEET! There are those of us who like the idea of having a sense of “tradition” and “ceremony” in STARFLEET. Have you ever been to or put together a “Starfleet wedding”? On the other hand, have you attended a starship commissioning? Have you attended a formal “Starfleet Dining Out”? This is another aspect of the organization that has never been documented comprehensively. For this manual, U.S. Navy manuals were used as references for creating “STARFLEET” ceremonial guidelines. By having these ceremony guides, STARFLEET Region One and its starships can have a definitive reference for the various ceremonial occasions to be observed. Moreover, by having this reference, all STARFLEET Region One members can be familiar with the guidelines, so that all will know what to do when these ceremonies are observed. Again, these ceremonies are typical to what has been observed in STARFLEET in the past.

These awards and ceremonies must be taken seriously. If you take this organization and its potential seriously, then the awards you receive and recommend must be likewise regarded. It is like wearing the STARFLEET uniform: to some of us, it IS a uniform; because it represents the organization we are members of and the great work that we do. But to others, it’s merely a costume so that, when at a STARFLEET

function, you laugh along with others who scoff because you don't want them to think you're one of those "trekkies" who are devoid of lives and have an altered sense of reality.

A great deal of effort has gone into this program, but it means nothing if you hold it in low regard. A few do not care about receiving recognition and that is okay: but do not deny those who want to thank and acknowledge you via this program. Likewise, don't deny recommending a member or unit for such recognition if you don't care for or hold awards in high regard. EVERYBODY likes to be thanked for work or effort done...and in STARFLEET, we aren't PAID for what we do!

Keep in mind that this program is here to serve YOU: the STARFLEET Region One member. Your input is most welcome and invited. Please let us know how we can best tailor the program to meet the needs of the "First Fleet." In the meantime, please read this manual thoroughly and if you have any questions or if any element of this manual is not clear to you, please contact us.



## WHO CAN RECOMMEND SFI REGION ONE AWARDS

Listed in precedence, the following are the STARFLEET personnel who can recommend (hereafter known as “Recommending Officers” (ROs) SFI Region One Awards; and the Region 01 members and units they can recommend. Those above the Region One RC can recommend to the Region One Regional Coordinator that members or units be awarded Region One Awards that apply, if an appropriate STARFLEET award is not available or if the action is more befitting of a Regional Award.

### **SFI EXECUTIVE COMMITTEE MEMBERS, REGION ONE R1 COORDINATOR, R1 VICE-COMMANDERS**

Region 01 Starships, Shuttles & Starbases, Departments, Regional Staff & Departments, Commanding Officers, and Regional Members

### **STARFLEET REGION ONE DEPARTMENT CHIEFS (RDC)**

Region 01 Department Staff, Chapter Departments, Department Chiefs, Department Crewmembers

### **STARFLEET REGION ONE COMMANDING OFFICERS**

Chapter Staff, Department Chiefs, Departments, Chapters in Training, Crewmembers

### **SFI REGION ONE STARSHIP/SPACE STATIONS DEPARTMENT CHIEFS, AWAY TEAM/UNIT LEADERS**

Department Crewmembers, Team Members

In the instance where the ROs should be considered for SFI Region One awards, the RO's Executive Officer, deputy, or designated assistant can make the recommendation to the RO's superior. For example, if a Commanding Officer should be considered, the CO's Executive Officer can make the awards recommendation. **All Chapter level recommendations must be approved by either the Commanding Officer or Executive/First Officer.** *There may be instances when regional members may also recommend other regional members for awards for actions they have first hand knowledge of. In this instance the RO should contact the Awards Director for further instructions.*

All awards recommendations will be reviewed by the SFI Region One Awards Director and in some cases reviewed by the Region 01 Awards Committee.

## HOW TO DETERMINE IF AN AWARD IS WARRANTED

**Before recommending an award, the RO must first be certain that the award is warranted in the first place.** Awards should not be recommended for a member or unit that simply performs their duty as expected. Usually, if you have to ask yourself if the award is warranted, then it probably isn't. Typically, a member/unit has made a **significant** accomplishments or achievement; or has performed their duty with above average zeal and diligence. These actions can span year if necessary, This is what should be considered and described in detail on the recommendation form.

The best way that an RO can determine recommending the appropriate award is to seek out the opinion of his/her Executive Officer, deputy, or (as applicable) your Command Staff (even better is if your ship has a “review board” which could be made up of your Command Staff and/or most Senior Officers). They can give the RO objective views that will help in deciding an award recommendation and selecting the appropriate award.

There are two back-ups built into the recommendation process. When a recommendation is made at the chapter level, either the Commanding Officer or Executive Officer must approve it. He or She can overrule a recommendation if it is felt that the award is not warranted or does not meet the criteria of the award recommended. The second back up is the SFI Region One Award Committee (hereafter known as the “SFR01AC”). The SFR01AC may also determine that an award is not warranted (however, this should be an extremely rare instance). In the case where the STARFLEET Chief of OPS or the STARFLEET Executive Committee recommends SFI Region One awards, the recommendation must be sent to the SFI Region One RC, who will approve or overrule the recommendation. Most awards are reviewed, approved or rejected only by the Awards Director. Certain SFI Region One Awards, like the DSA and Commendation, are reviewed and approved by the SFR01AC.

It is important that ROs carefully and seriously consider award recommendations. Carefully read the criteria for each award. That will help to determine the appropriate award. If the award criteria do not seem to apply, then an award may not be warranted. **The SFR01AC has the final say on the approval of Region 01 Awards. If the SFR1AC does not feel that an award is not warranted for the actions cited in the recommendation, but the action is deserving of another Region 01 Award, they will make this determination.**

Please keep in mind that this program should be utilized instead of awarding promotions as a means of recognizing member's accomplishments and performance above the call of duty. Ideally, promotions should be given after a person has held their current rank for a moderate length of time (two to four years). If the member being awarded has a distinguished service record at their current rank, a promotion can then be considered in addition to the award the individual is being recommended for. Again, the awards program is meant to solve the problem of using promotions as a reward (as there are only so many ranks a person can achieve).

## PROCEDURE FOR RECOMMENDING NON-ANNUAL R1 AWARDS

With this manual are two forms to be used when recommending awards: the "Individual Award Recommendation Form", and the "Unit Award Recommendation Form". Fill out the appropriate form to make an award recommendation. Fill out a form for EACH award recommended and please type or print clearly. In addition to the paper forms there may be an on-line awards recommendation form that may be used by the RO. Please check with the Awards Director if this option is available

*A STARFLEET UNIT is a space station, starship, chapter in training, mission team, a department, office or Regional service made up of two or more STARFLEET members and/or associates.*

After reading the criteria for the awards and having determined that the award or awards are warranted, fill out the appropriate forms and send to the Awards Director, who will approve or not approve your recommendation. Be sure to include as much detail as possible in your recommendations. If not approved, it will be sent back with an explanation as to why it was not. If the RO still feels that the award is warranted, he/she may appeal to the SFR1AC. The appeal will be considered and the SFR01AC will render a decision, which will be final. If not approved, the RO will be notified. If approved, the RO will be notified so that the appropriate action will be taken. The only exception to this procedure is recommending a member for an award that is self evident such as the Academic Awards or the Good Conduct Award. It is only necessary to send the correct documentation to the SFR1 Awards Director.

If the award recommendation is approved, then please mail a large SASE to receive your certificate(s) and the correct fees for any merchandise you are ordering. Awards can also be sent pdf. We only accept checks or money orders. Please make sure the correct amount is included, as incorrect checks or money orders will be returned). Please ask for other ordering options.

SFI Region One Award Certificates and SFI Region One Award Ribbons are available for the award recipient. The award certificate is sent to the RO for presentation to the recipient (or it may be sent directly to the recipient). The award ribbon can be included with the award certificate, but usually, the recipient of the award is the one who purchases the award ribbon.

In most cases there are no limits as to how often a member or unit may be recommended, unless otherwise specified. However, if your ship conducts a "Meritorious Mast" (the CO's award review board), then you may be considering award recommendations quarterly at the most or annually at the least. Usually, awards are presented annually (as part of your ship's anniversary celebration), but recommendations may be made as often **ONLY AS THE ACTION BEING CITED WARRANTS**. Remember that if the recommendation doesn't meet the criteria of the award desired, then the recommendation will be denied (or the appropriate lesser award approved).

**We do not accept multiple recommendations for different awards for the same action. The Awards Director will choose the awards the actions best fit.** For example you can't receive the Medal of Honor and a DSA for saving a life. Nor can you receive Starship of the Year and use the same recommendation for a Unit DSA. Again, this program is driven by the work or accomplishments of those members and units who **do more** than what's expected or is routine: work that is so significant that it demands recognition. Though we have no doubt that this image describes all Region One chapters and personnel. After all, we are the best Region in all of STARFLEET!

## THE SFI REGION ONE AWARDS

The following awards are officially recognized by SFI Region One. These regional awards recognize SFI Region One members, units, and associates for outstanding and significant duty, deeds, accomplishments, and achievements. Awards that are issued by other programs in the Region, such as the RDC program are not listed in this manual.

These awards are recognized from the starship level to the regional international level, thus in order to keep the program as simple as possible, there are no different levels of the same awards. Instead, the awards are appropriate for the action or accomplishment being cited.

Carefully read the award criteria in order to determine the appropriate award for recommendation. All awards are listed in descending order of precedence. An explanation of the ribbons and devices are described later in the manual.

## SFI REGION ONE - INDIVIDUAL AWARDS



### MEDAL OF HONOR

**Citation** – FOR GREAT RISK OF LIFE IN AN ACT OF HEROISM AND BRAVERY

Criteria - This award is given to a member who nearly loses or risks losing his/her life in an act of rescue and/or giving aid and assistance. When recommending this award, please explain in as much detail exactly what the person(s) did, when and give any extra details you can give.

Ribbon Description - DARK BLUE

Devices - Gold "V" (Valor)



### "STAR CROSS"

**Citation** - FOR THE SAVING OF A LIFE OR LIVES

Criteria - For saving or assisting in saving a life or lives with little or no risk. An example would be giving someone CPR, rendering first aid, or assisting in a lifesaving effort. Include any documentation and/or testimonial.

Ribbon description - TEAL GREEN

Devices - Bronze and Silver Oak Leaf for subsequent awards.

NOTE: These two awards do not apply to those who have an occupation that regularly invokes risk. The exception is when the member performs an act of heroism and/or rescue above while off-duty.



**DISTINGUISHED SERVICE AWARD**

**Citation** - FOR SERVICE FAR ABOVE AND BEYOND THE CALL OF DUTY, THAT POSITIVELY BENEFITS OR AFFECTS REGION ONE IN A MAJOR WAY  
This award is given once annually.

Criteria - This award recognizes a member's hard work on a project or activity, or special assignment that results in a major benefit for SFI Region One.

Ribbon description - TURQUOISE  
Devices – Bronze and Silver Oak Leaf for subsequent awards.



**"LEGION OF MERIT" AWARD**

**Citation** - FOR A SFI REGION ONE MEMBER WHO HAS SERVED WITH DISTINCTION FOR 20+ YEARS

Criteria - A member who has served in STARFLEET a minimum of 20 years, and has a solid record of achievements and decorations. Include a list of SFI accomplishments and achievement when recommending for this award.

Ribbon description - METALLIC GOLD



**PURPLE HEART**

**Citation** - AWARDED TO A MEMBER WHO WAS INJURED WHILE ENGAGED IN A SFI REGION ONE PROJECT OR ACTIVITY (EVEN RECREATIONAL), AND REQUIRED PROFESSIONAL MEDICAL ATTENTION

Criteria – For members who engaged activities related to a Region One chapter, the region or the Fleet (or on their way to or from such an event), and incurring an injury serious enough to REQUIRE professional medical attention should be noted for such. When recommending this award, please explain exactly what happen to the person(s) and give any extra details you can give.

Ribbon description – VIOLET  
Devices – Standard Award Clusters



**"DEAREST BLOOD" DECORATION**

**Citation** - POSTHUMOUSLY GIVEN TO A SF-REGION ONE MEMBER WHO DIED WHILE IN SERVICE TO STARFLEET

Criteria - If the deceased had a distinctive record of activity and involvement in SFI Region One, this may include a 1-grade promotion. The ribbon will be included with the certificate, so that it may be presented to the family of the deceased; and with their permission, the ribbon may be laid with the deceased. If a promotion was given by the CO or RC, the appropriate promotion certificate may be included with the certificate and the optional ribbon. If membership was lapsed for less than a year the member is still eligible for this award, Others are evaluated on a case by case basis.

Ribbon description – VIOLET  
Devices - Small gold "0", "1" and star



**“LET ME HELP” AWARD**

**Citation** - FOR HELPING A CHARITY, CAUSE, AND/OR COMMUNITY EVENT.

Criteria – Awarded annually to a member who unselfishly and repeatedly assists charities and causes (excluding personal monetary donations) on an ongoing or regular basis.

Ribbon description - PEACH  
 Devices – Standard Award Clusters

**REGION ONE COMMENDATION**

**Citation** - FOR AN EXTRAORDINARY ACT (S) OF SERVICE OR DUTY BY A SF - REGION ONE MEMBER

Criteria - For annual recognition of member who has performed his/her duty with marked distinction; or has headed or been involved in a project or activity bringing about significant distinction for his/her department, ship, or Region One.

Ribbon description – BROWN  
 Devices – Standard Award Clusters



**GOOD CONDUCT DECORATION**

**Citation** - A 5-YEAR TOUR MARKER: FOR A MEMBER IN GOOD STANDING. Please include a list of accomplishments and achievement when recommending for this award.

Ribbon Description - WHITE  
 Devices - Bronze Star for 5 years', Gold Star for 10 years' service, and Silver Star for 15 years' service.



**“FINAL FRONTIER” AWARD**

**Citation** - SUPPORT OF THE SPACE PROGRAM AND/OR PROMOTES SCIENCE FACT

Criteria - SFI Region One recognizes that promoting today's space program may help to bring about a “Star Trek” - like future. Members and units, who avidly keep abreast of and help educate and inform members and the public about the space program, are recognized with this award. This is awarded once, annually.

Ribbon description – CREAM  
 Devices – Standard Award Clusters & - Bronze Arrowheads for unit award



**“SOL III” AWARD**

**Citation** - FOR PROMOTING ENVIRONMENTAL AWARENESS AND/OR BEING AVIDLY INVOLVED IN ENVIRONMENTAL ISSUES OR PROJECTS

Criteria - Members and units who help make people aware about keeping our planet clean, or avidly take part in environmental clean up projects or make members and the public aware, or who keeps abreast of environmental issues, receive this award. This is awarded once, annually.

Ribbon description - PALE BLUE  
 Devices – Standard Award Clusters & Bronze Arrowhead device for unit award





**MERITORIOUS SERVICE AWARD**

**Citation** - TO NOTE AVID PARTICIPATION AND/OR PERFORMANCE OF DUTY, BY YOUNG SFI REGION ONE MEMBERS

Criteria - This award is meant to help motivate involvement of young STARFLEET members up to age 18. Those who distinguish themselves by their participation and/or perform their assigned duty with zeal may annually earn this award. Please include a list of accomplishments. This is awarded once, annually.

Ribbon description - LIGHT GREEN  
 Devices - Bronze Palm & Standard Award Clusters



**GARTH ORDER OF TACTICS**

**Citation** - TO HONOR THOSE WHO HAVE SERVED HONORABLE IN THE ARMED FORCES IN A COMBAT ARENA.

Criteria – This award is to honor those SFI Region One members who have served in their countries armed forces and was involved in a war or other military engagement that put their life on the line for their service. Members need only supply honorable information that includes details of their service. This is awarded once, annually.

Ribbon description – Red, White and Blue  
 Devices – Standard Award Cluster



**PHOENIX AWARD**

**Citation** - The Phoenix Award is to honor those who have faced adverse situations

Criteria - This award is given to those SFI Region One members who have faced adverse situations and lived to tell about it. This is awarded annually (once a year)

Ribbon Description - reddish orange  
 Device - Gold Oak Leaf

**SFI REGION ONE – AFFILIATION AWARDS**



**R1 AMBASSADORIAL AWARD**

**Citation** - TO RECOGNIZE THE EXTRAORDINARY CONTRIBUTIONS AND ASSISTANCE OF OUTSIDE ASSOCIATES, BUSINESSES AND ORGANIZATIONS

Criteria – SFI Region One appreciates the help of those entities (individuals, other clubs, businesses) who help support our various causes and efforts. This award shows our appreciation. The organization cannot be owned in whole or by part by any member of the chapter.



REGION ONE HONORARY MEMBERSHIP

**Citation** - TO BESTOW ON A PERSON OR PERSONS WHO HAVE BENEFITED AND/OR SPONSORED SFI-REGION ONE ACTIVITIES ON AN ONGOING BASIS

Criteria - Those non-STARFLEET members, who continue to support SFI Region One projects, causes, and activities, can be made an honorary member as an ultimate display of appreciation.

SFI REGION ONE - UNIT AWARDS

UNIT DISTINGUISHED SERVICE AWARD

**Citation** - NOTING A UNIT THAT HAS PERFORMED FAR BEYOND THE CALL OF DUTY and WHO'S ACTIONS POSITELY BENEFITS REGION ONE IN A MAJOR WAY

Criteria – This award recognizes a Units' hard work on a project or activity or special assignment that results in a major benefit for SFI- Region One. This is awarded once, annually.

Ribbon description - DARK PINK  
 Devices – Unit Award Clusters



UNIT COMMENDATION AWARD

**Citation** - FOR EXCELLENCE IN PERFORMANCE OF DUTY

Criteria - For a Unit that has performed with distinction; or been involved in a project or activity bringing about significant distinction for its department, ship, community or Region One. This is awarded once, annually.

Ribbon description - LIGHT BLUE  
 Devices – Unit Award Clusters



JOINT MERITORIOUS SERVICE AWARD

**Citation** - FOR A SFI Region One UNIT THAT WORKS JOINTLY WITH AN OUTSIDE CLUB ON A PROJECT OR ACTIVITY

Criteria - Sometimes a SFI Region One unit works in a joint effort with an outside club on a project or activity. This award recognizes that effort. "Describe the activity in as much detail as possible, and include any relevant information.

Ribbon description - BLUE  
 Devices - Bronze and Silver Oak Leaf for subsequent awards



**MERITORIOUS UNIT COMMENDATION AWARD**

**Citation** - FOR ONGOING COMMUNITY SERVICE



Criteria - A unit that is involved in community service (either the local or world community) on a regular or ongoing basis, thus promoting the concept of “Let Me Help”, is eligible for this award. This award may be recommended quarterly. Please provide a detailed list of actions. This is awarded once, annually.

Ribbon description - NAVY BLUE  
 Devices - PALM & Unit Award Clusters

**CAMPAIGN CITATION**

**Citation** - BEING INVOLVED IN A CHALLENGE THAT BENEFITS A CHARITY OR CAUSE



Criteria - If a SFI -Region One unit is challenged by another unit or outside club, to take part in a function that will benefit a charity or cause, the unit is awarded this citation. Documentation must be included that shows the official involvement of the unit being cited. This is awarded once, annually.

Ribbon description - TANGERINE  
 Devices - Bronze "V" for "Victory." & Unit Award Clusters

**“E” (Enterprise) RIBBON**

**Citation** - TO THE VICTOR OF A FORMALLY DECLARED RECREATIONAL COMPETITION



Criteria - If a SFI Region One unit competes against another unit and/or outside club in a formally declared recreational competition (the Region One Summit “tug of war” for example!) and wins that competition, that unit can receive this award. Documentation of the competition must be included.

Ribbon description - KHAKI  
 Devices -Silver “E” & Unit Award Clusters

**SCHOLASTIC ACHIEVEMENT AWARDS**

**OFFICER TRAINING SCHOOL**

Ribbon designator.

Description – GARNET (No Certificate issued for this Award)

**OFFICER COMMAND COLLEGE**

Device for OTS ribbon: Large Gold Star (No Certificate issued for this Award)





**"LEGION OF HONOR"**

**Citation** - "For students who have made the honor roll for any one quarter of an academic year. Include a copy of the report card/record. (SFA is Ribbon Only)

Ribbon description - RED-ORANGE  
 Devices Elementary School – Bronze Star  
 Middle School – Silver Star  
 High School – Gold Star  
 College – Bronze Oak Leaf



**DAYSTROM ACADEMIC AWARD**

**Citation** – - "Recognizes a Cadet member's achievement of a yearly grade average of A or B. A copy of academic year-end report cards must be sent with this award nomination. (Any grade through 12th grade is eligible.)

Ribbon description – BROWN-YELLOW  
 Device - "B" average - Large Bronze Star  
 Device - "A" average - Large Silver Star



**SILVER STAR AWARD**

**Citation** – Recognizes any SFI-Region One member who graduates in the top Ten Percent of his/her graduating class (Middle School/High School/College)

Ribbon description - METALLIC SILVER  
 Devices - Small Gold Star for each for subsequent awards

**SFI REGION ONE - ANNUAL AWARDS**

See "SFI REGION ONE Annual Awards Information, Awards Sepcifics" for more details



**STARSHIP OF THE YEAR**

**Citation** - FOR THE MOST OUTSTANDING SFI REGION ONE STARSHIP

Criteria - This is a chapter that exemplifies the best of what STARFLEET is: a club that promotes the ideals of "Star Trek," is involved in community and/or charitable service, promotes fun activities and projects, and has a solid administration. The ship's newsletter and handbook (if any) should be a reflection of the chapter as well. Chapter must have two or more years in service.

Ribbon description - ORANGE  
 Devices - Bronze "1" and Silver Oak Leaf for subsequent awards.



**STARSHIP OF EXCELLENCE** (Runner up Starship of the Year)

**Citation** - BEST ALL AROUND STARSHIP

Criteria - This recognizes those starships that were eligible for the “SFI – Region One Starship of the Year” competition.

Ribbon description - LIGHT BROWN

Devices - Bronze "1" and Silver Oak Leaf for subsequent awards.



**SHAKEDOWN CRUISE CITATION** (Chapter in Training)

**Citation** - THE OUTSTANDING DEVELOPING SFI REGION ONE CHAPTER

Criteria- For the shakedown chapter that best shows the qualities of and the potential of being an ideal STARFLEET Starship. Additionally, the Shakedown Chapter Commanding Officer must have filed all his/her reports on time and received a good assessment from the support ship CO and/or the Region 01 ShOC Director. Any chapter that was “in training” for most of the award year (*minimum of 6 months*) falls in this category.

Ribbon description - RED

Devices - Bronze "1" and Bronze Oak Leaf

**CHAPTER IN TRAINING OF EXCELLENCE**

(Runner up chapter in training)

**Citation** – THE CHAPTER IN TRAINING THAT HAS SHOWN OUTSTANDING EXCELLENCE AS A DEVELOPING SFI REGION ONE CHAPTER

Criteria – This chapter in training is the runner-up in the “Shakedown Cruise/chapter-in-training” category.

Ribbon description - Same as “Shakedown Cruise of the Year” but without the Bronze Oak Leaf.

**FIRST MISSION CITATION**

**Citation** - BEST FIRST YEAR PERFORMANCE BY A STARSHIP

**Criteria** - A starship that has performed its first year of service excellently, showing the qualities of being a “starship of the year”. The CO must not have missed filing a report during that time. Chapter must have less than 2 years as a chapter to qualify for this award.

Ribbon description – GOLD

Devices - Bronze "1"



SUPPORT SHIP OF THE YEAR

**Citation** - THE MOST OUTSTANDING HELP TOWARDS A DEVELOPING SFI REGION ONE CHAPTER



Criteria - Awarded to the Region One Chapter that encourages and fosters the growth of a shakedown chapter by taking on the added task of responsibility, advising and assisting the new chapter as it travels on its journey from shakedown chapter - to commissioned Chapter. This Support Ship assists the Shakedown Chapter to effectively and actively run their own Chapter level events as well as participation in Regional or Fleet level events when possible.

Ribbon description - RED  
 Devices - Bronze "1" and Bronze Oak Leaf

SFI REGION ONE MEDAL

**Citation** - FOR THE MOST OUTSTANDING MEMBER OF THE YEAR



Criteria - This is for the member who has shown best overall dedication and involvement to SFI Region One and his/her starship; and has made significant accomplishments to it. Categories are Enlisted, Officer and Flag Officer. Commanding Officer submits candidates for this award.

Ribbon description - DARK GREEN  
 Devices - Bronze "1" and Silver Oak Leaf for subsequent awards.

SFI REGION ONE "CLASS OF EXCELLENCE"

**Citation** - COMMANDING OFFICER OF THE YEAR



Criteria - For a SFI Region One CO, who has shown excellent leadership and administration skills, is well thought of by his/her crew, but most significantly, helps set the direction and vision for the chapter. He/she is OTS/OCC qualified, has been a CO for at least two years and has not missed a report or filed late (without excuse). Also has been instrumental in helping any shuttles attached to his/her command; and fosters crew involvement in SFI Region 01 and STARFLEET.

Ribbon description – YELLOW  
 Devices - Bronze "1" and Silver Oak Leaf for subsequent awards.

SFI REGION ONE JOHNATHAN ARCHER AWARD

**Citation** – ROOKIE COMMANDING OFFICER OF THE YEAR



Criteria - For the rookie SFI Region One CO, who has shown excellent leadership and administration skills, is well thought of by his/her crew, but most significantly, helps set the direction and vision for the chapter during his first year of Command. He/she is OTS/OCC qualified, has been a CO for at least one year years and has not missed a report or filed late (without excuse). Also has fosters crew involvement in SFI Region 01 and STARFLEET.

Ribbon description – YELLOW  
 Devices – Bronze "1" and Bronze Oak Leaf



**DEPARTMENT OF THE YEAR AWARD**

**Citation** – MOST OUTSTANDING CHAPTER DEPARTMENT OF THE YEAR

Criteria – For the best all around chapters department and most outstanding chapter department in Region One. Departments are defined as those or categorized by the by the RDC/FDC Program.

Ribbon description - GREEN

Devices - Bronze "1" and Silver Oak Leaf for subsequent awards.

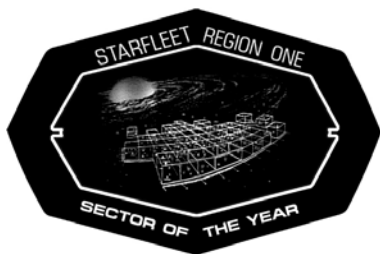
**RDC OF EXCELLENCE**

**Citation** – RDC OF THE YEAR

Criteria - For a SFI Region One RDC who has shown excellent leadership, communications and administration skills. This RDC aids Regional participants in getting the most out of the RDC program. The RDC reports consistently without fail to the RDC program administrator.

Ribbon description – TAN

Devices - Bronze "1" and Silver Oak Leaf for subsequent awards.



**REGION 01 CADET OF THE YEAR**

**Citation** - FOR THE MOST OUTSTANDING CADET OF THE YEAR

Criteria - For a member up to 18 years of age, who has shown significant involvement on his/her starship, does very well in school, and shown an avid interest in science fact. The cadet may have also taken a course(s) at STARFLEET Academy. The Commanding Officer recommends this cadet.

Ribbon description - RUST

Devices - Bronze "1" and Silver Oak Leaf for subsequent awards.



**EDITH KEELER AWARD**

**Citation**- Most Outstanding 'Do Gooder' in Region 01.

Criteria – This recognizes the best all around humanitarian who consistently and persistently made the most impact in a Volunteer/ Community Service in the Region. (Excluding personal monetary donations).

Ribbon description - PEACH

Devices - Bronze "1" and Silver Oak Leaf for subsequent awards.



**SECTOR OF THE YEAR AWARD**

**Citation**- Most Outstanding Sector in Region 01.

Criteria – This recognizes the best all around sector in the region as defined by the Regional Handbook. The chapters in this sector are the most active in regional programs as well as demonstrating the best ideal in Trek Fandom



REGION ONE STAFF MEMBER OF THE YEAR

**Citation**- Most Outstanding Regional Staff Member



Criteria – For the most active and efficient staff member in Region 1. This award recognizes the Regional Staff members who through their positive efforts enhances the region through exemplary works and example or enhances a regional program for the betterment of the region. This award is open to any appointed member of the Region 1 Staff as defined by the Region 1 Handbook, excluding members who already have award categories.

Ribbon description - GREEN  
 Devices - Silver Oak Leaf, small gold star for subsequent awards.

**COMMUNICATIONS AWARDS**

NEWSLETTER OF THE YEAR

**Citation** - MOST OUTSTANDING STARSHIP/SHUTTLE NEWSLETTER



Criteria - For a ship's newsletter that reflects the personality of the ship; shows diverse submissions from its membership; and with items of science fact as well as science fiction, is informative as well as entertaining. (NOTE: Computer generated newsletters will be judged separately from "cut & paste" (manual layout).

Ribbon description - BLACK  
 Devices - Bronze "1" and Silver Oak Leaf for subsequent awards.

COMMUNICATIONS EXCELLENCE

**Citation** - MOST OUTSTANDING PUBLICATION BY A STARSHIP OR REGION



Criteria - This is for publications other than newsletters, like fanzines, handbooks, departmental newsletters, and web pages.

Ribbon description - DARK GRAY  
 Devices - Bronze "1" and Silver Oak Leaf for subsequent awards.

**MISCELLANEOUS SFI REGION ONE AWARDS**

REGIONAL CERTIFICATE OF APPRECIATION

**Citation** – Appreciation from the Regional Coordinator to all chapters in the Region.



Criteria – This certificate is sent annually to chapters in Region One. This award is to express the gratitude of the RC to all the chapters in the region for their support of the Region and Regional Programs during the year.

Ribbon description – NONE



### HAILING FREQUENCIES AWARD

**Citation** – Mark of reporting excellence to each chapter who have filed the Monthly Status Report without fail most if the time

**Criteria** – This certificate is sent annually to chapters in Region One who have an exemplary reporting record having missed fewer than 2 reports on time but having filled all reports. There are three levels to this award – Distinction missed 0 reports. Excellence missed 1 report. The Regional Coordinator or designated officer will provide a list of recipients at the end of each reporting year

## REGIONAL DECADE AWARDS

We, the Officers and Staff of Region One, like to recognize those chapter and individuals who have survived the ups and downs of this organization and who have served this organization for many years to help make it the great Region it is. To this end we have created special awards that are awarded at the end of every decade (2000, 2010...etc). These awards are as follows:

**The Center Seat Award-** Given to the Region One Commanding Officers who have occupied the position of Commanding Officer for ten or more years consecutively.

**Longest Serving Commanding Officer** – Awarded to the longest serving Commanding Officer in the Region.

**First Ones Award** – This award recognizes those members of Region One who have been active members in Region One for fifteen or more years.

**Longest Serving Member** - awarded to the longest serving active member in the Region One.

**Legendary Chapters of the First Fleet** – this award recognizes those chapters that have served in the region for fifteen or more years, are being recognized as being Legends in the Region.

**Longest Serving Chapter** - awarded to the longest serving chapter in the Region One.

## OTHER REGIONAL AWARDS

There may be other awards that are given by the RC, VRC, RDC, or other Regional staff members that recognize the achievements and hard work of the chapters, departments, and individuals of Region One. The requirements of these awards may be listed in the different publications of those Regional Departments. While all members of Region One are encouraged to use this Regional Awards Program, this program does not discourage any avenue that brings recognition to deserving members of Region One.

## SFI REGION ONE ANNUAL AWARDS INFORMATION

### General Information:

Region 01 Section designations.

<b>R1/ Sector 01:</b>	Indiana / Ohio
<b>R1/ Sector 02:</b>	Kentucky / Tennessee
<b>R1/ Sector 03:</b>	North Carolina / South Carolina
<b>R1/ Sector 04:</b>	Virginia / West Virginia

Grading scale to use of when grading on a one to ten scale.

<b>00</b>	-	<b>Dead In Space</b>
<b>01</b>	-	<b>Battery Power Only</b>
<b>02</b>	-	<b>Maneuvering Thrusters</b>
<b>03</b>	-	<b>Full Thrusters</b>
<b>04</b>	-	<b>¼ Impulse Power</b>
<b>05</b>	-	<b>½ Impulse Power</b>
<b>06</b>	-	<b>Full Impulse Power</b>
<b>07</b>	-	<b>Warp 1</b>
<b>08</b>	-	<b>Warp 4</b>
<b>09</b>	-	<b>Warp 7</b>
<b>10</b>	-	<b>Warp 9.98</b>



### Evaluating the Entries:

As Region 01 is composed of different types of chapters, the criteria used to evaluate Region 01 chapters and crew utilizes those things that should be common to most of them. Those who serve as Region One Annual Awards Judges will receive special instructions from the Awards Program Director or Deputy Director. These will include the award evaluation score sheets and evaluation criteria. The goal is to fairly determine the best all around winner. The Award Judges are instructed to be tough (but fair) in their evaluations. They are asked to read and evaluate each entry carefully. It is important that all entries give the best possible picture of the entrant, and those submitting the entries leave nothing out so that the maximum score can be recorded. They are to evaluate the quality and not quantity of the material and actions submitted. All chapters and individuals have the same opportunity regardless of chapter size or individual length of service.

In addition to the below, the RC or an appointee will need to produce a report showing the number of reports of chapters in Region 01 who have missed filing on time.

### Particulars for Annual Awards:

Please make sure that your entries give the BEST possible COMPLETE picture of the nominees (chapters or crew) FOR THAT YEAR. It is highly recommended that the entire Chapter Command Staff be involved in the submission process. Remember the judges will only have what is written on paper to make their decisions by. Please be as complete and precise as possible in the pages allowed and only include actions for the year requested. *(See additional information in the appendix)* Your goal is to make your nominations shine above the rest. Unless otherwise posted, all Annual award entries (Chapter Entries, Recommendations, newsletters, RDC Reports, etc.) are due by an announced deadline of the following year. The Annual Awards are handed out at Annual Regional Summit. Scores and entries can be mailed back to participants within six months of the announcements, if it is requested and a SASE is provided. Please make sure that the entries that are submitted are clearly marked for judging. For example if you send in a publication to be judged, please make sure it has Entry of Best Newsletter on the Envelope. *Non-requested material included with*

*entries will not be evaluated and entries that exceed the page limits may be penalized. AS of the 1999 Annual Awards – Region One Chapters and Members cannot receive the same Annual Award more than two consecutive years.*

**FOR ALL Annual Award Chapter entries, please use the Chapter Entry form. For all Individual Entries, please use the Individual Award Recommendation Form.**

**Judging specifics for most annual awards:**

The Awards Committee shall utilize members of the regional staff and anyone necessary to provide a fair evaluation process for all the submitted entries. All judges shall be instructed by the Annual Awards Director and provided with an evaluation packet and the evaluation guideline. Each selected judge is to make fair evaluation of the submitted material utilizing the correct scoring sheet and returning all score sheet to the Annual Awards Director by the specified deadline. At no time shall it be permitted for a Judge to evaluate an entry where there is a obvious conflict of interest (their own entry or their chapter) The scores are compiled and averaged by the Awards Director or Deputy Director. The entry with the highest average is the declared winner. If there is a tie then the Deputy Director will use the specified rules to break the tie. The other awards will be evaluated accordingly. In the Starship of the Year category the chapter with the second highest score will be named CHAPTER OF EXCELLENCE. In addition to evaluating for the Annual awards, the judges will be making recommendations for NON-Annual awards based on the material in the entries. If a chapter does not get Starship of the Year, they may receive a Unit Commendation or Unit DSA. Individual Regional members may also qualify for other SFI Awards.

## AWARDS SPECIFICS

### CHAPTER OF THE YEAR

#### **CITATION** - FOR THE MOST OUTSTANDING REGION 01 CHAPTER

#### **Criteria**

This is the chapter that exemplifies by its actions and deeds the best of what STARFLEET is: an organization that promotes the ideas of “Star Trek”, is involved in community service, promotes fun activities or projects, promotes the IDIC philosophy, and has a solid administration. The ship’s newsletter and handbook (if any) should be a reflection of the chapter as well. Only Chapters that have existed for over two (2) years are eligible for this award.

#### **Entry**

Each chapter in Region 01 is encouraged to submit a year-end report, not to exceed 750 words, which illustrates the chapter’s activities and accomplishment record for the award year and tells why this chapter is the best of the best. This entry is to be mailed to the Annual Awards Director. It is recommended that the chapter's Senior Officers be involved in writing this submission, as well as the other entries, and not just the Commanding Officer. This report will be due by the deadline. You may incorporate pictures, graphics, photocopies, etc. in your summaries, but **DO NOT** attach such items to your summaries. Remember to attach an entry form for each entry. Please include all relevant information in your summaries: The entry may not exceed 750 words. Chapters will be evaluated in the following areas:

1. Administration
  - What is the chapter reporting record to the RCs? (*Info will be provided by RC*)
2. Demonstrating the true meaning of STARFLEET
  - How does your chapter demonstrate the meaning and spirit of STARFLEET? [THIS essay must appear on the report - no more than a page]
  - What is the participation level of your chapter?
  - Does your chapter publish a chapter newsletter that informs your members of Science News, Space Exploration, Star Trek, Chapter, Regional, Fleet Information, etc?
  - Does your chapter have a membership manual for its members that details how your organization is to be run and answers basic questions about membership?
3. Chapter Activities
  - What did your chapter accomplish as a crew?
  - What fellowship or fun events did you do or participate in?
  - How, as a chapter, did you express your Star Trek fandom?
  - What types of things does your chapter do as a group (trips, educational projects/lectures, outings)?
4. Section Participation
  - How has the chapter interacted/communicated with other chapters in their section?
  - Has the chapter participated in or hosted Sectional Projects/Activities?
5. Regional Participation
  - How has the chapter interacted with other chapters in the Region and have they had ongoing positive communication with their RC regarding Regional matters?
  - Has the chapter participated in or hosted Regional Projects/Activities?
  - Does the chapter participate in regional Program (RDC, Awards, Newsletter exchange)
6. Fleet Participation
  - How has the chapter interacted with other chapters in the Fleet and have they had ongoing positive communication with HQ regarding Fleet matters?

- Has the chapter participated in or hosted Fleet Projects?
7. Community Service
- How has the chapter interacted with their Community and has the chapter projected a positive image of a STARFLEET chapter to their community?
  - What types of Community Service projects does the chapter do?

***The Chapter Entry Form MUST be attached to your Chapter Annual Award Entries***

## SHAKEDOWN CRUISE OF THE YEAR

**CITATION** - THE MOST OUTSTANDING DEVELOPING STARFEET CHAPTER

### **Criteria**

For the shakedown chapter that best shows the qualities of and the potential of being an ideal STARFLEET Starship. Additionally, the Shakedown Chapter Commanding Officer must have filed all his/her reports on time and received a good assessment from the support ship CO and/or the Region 01 ShOC Director. Any chapter that was "in training" for most of the award year (*minimum of 6 months*) falls in this category. Not to exceed 750 words.

*Using the nearly same criteria as Chapter of the Year, any Shakedown Chapter that has been active for more than six months is eligible for this award. The criteria used for determining Shakedown Chapter of the year will be as follows:*

1. Administration
  - What is the shakedown chapter reporting record to the Mother ship, RC, R1 ShOC and ShOps?
2. Demonstrating the true meaning of STARFLEET
  - How does your shakedown chapter demonstrate the meaning and spirit of STARFLEET?
3. Growth
  - How successful has the shakedown chapter Administration been in creating membership growth?
  - What is the participation level of your shakedown chapter (out of 10 members how many of them are active)?
  - Does your shakedown chapter publish a newsletter that informs your members of Science News, Space Exploration, Star Trek, Chapter, Regional, and Fleet Information?
  - Does your shakedown chapter have a membership manual for its members that details how your organization is to be run and to answer basic questions about membership? Has the shakedown chapter fully developed a Chain-of-Command?
  - Did your shuttle complete the Shakedown program in the normal amount of time (9 months or less, if it has launched)?
4. Chapter Activities
  - What did your shakedown chapter accomplish as a crew?
  - What fellowship events did you do?
  - How, as a shakedown chapter, did you enjoy Star Trek?
  - What types of things does your shakedown chapter do as a group (trips, educational projects/lectures, outings)?
5. Section Participation
  - How has the shakedown chapter interacted/communicated with other chapters in their section and have they had ongoing positive communications with the support ship?
  - Has the chapter participated in or hosted a Sectional Projects/Activities?

6. Regional Participation
  - How has the shakedown chapter interacted with other chapters in the Region and have they had ongoing positive communication with their RC regarding Regional matters?
  - Has the shakedown chapter participated in or hosted a Regional Projects \ Activities?
7. Fleet Participation
  - How has the shakedown chapter interacted with other chapters in the Fleet and have they had ongoing positive communication with the HQ regarding Fleet matters?
  - Has the shakedown chapter participated in or hosted Fleet Projects \ Activities?
8. Community Service
  - How has the shakedown chapter interacted with their Community and has the chapter projected a positive image of a STARFLEET chapter to their community?
  - What types of Community Service projects does your chapter do?

***The Chapter Entry Form MUST be attached to your Chapter Annual Award Entries***

### FIRST MISSION AWARD

**CITATION** - BEST FIRST YEAR PERFORMANCE BY A STARSHIP

#### **Criteria**

A starship that has performed its first year of service with excellence, showing qualities of being a “starship of the year.” Only SFI chapters that have existed less than two years in SFI are eligible for this award. Entry and judging are the same as Starship of the Year. Not to exceed 750 words.

***The Chapter Entry Form MUST be attached to your Chapter Annual Award Entries***

### SUPPORT SHIP OF THE YEAR

**CITATION** - BEST SUPPORT TO A CHAPTER-IN-TRAINING BY A CHAPTER

#### **Criteria**

Awarded to the Region One Chapter that encourages and fosters the growth of a new chapter-in-training by taking on the added task of responsibility, advising and assisting the chapter as it travels on it's journey from chapter in training - to commissioned Chapter. This Support Ship assists the chapter in training to effectively and actively run their own chapter-level events as well as participation in Regional or Fleet level events when possible.

#### **Entry**

Each SFI Shakedown Chapter in Region One that has been launched may submit an entry, not to exceed 750 words, which details the Support Ship's sponsorship and nurturing the new chapter on its way to independent Chapter. This entry is to be submitted to the Annual Awards Director either by snail mail or email. This report will be due by the established deadline.

### EVALUATION CRITERIA

**Each submitted entry will evaluate will be evaluated on the following criteria:**

- Usage of SFI Guidelines (ShoC Support Chapter Operations Manual).
- Assistance given to chapter with establishing chapter policies assisting with SFI matters.
- Assistance to shakedown chapters with aiding in recruiting, helping with publications.
- Communications.
- Having a Liaison officer to assist with the shakedown chapter.
- How helpful was Support Chapter in assisting the shakedown chapter through the process to possible launch.
- Shakedown Chapter commander personal opinion.

REGION 01 MEDAL (Member of the Year)**CITATION** - FOR THE MOST OUTSTANDING STARFLEET MEMBER OF THE YEAR**Criteria**

This is for the member who has shown best overall dedication and involvement to STARFLEET and his/her starship; and has made significant accomplishments to it during the award year. The Recommending Officer may submit one Flag Officer (Not CO), Officer or one Enlisted member for this category. (Grades are listed in the STARFLEET Member handbook)

**Entry**

Each chapter of Region 01 may submit a recommendation for the member of his/her crew that they feel should be nominated as Region 01 Member of the Year. The recommendation may not exceed 750 words and only include information for the award year. ONE ENTRY PER CATEGORY PER CHAPTER (FLAG OFFICER, OFFICER, ENLISTED)

**Judging**

Following the same method as selecting the Chapter/Shuttle of the year, a Region 01 Senior Captain will review the recommendations and grade each candidate as follows. The process is the same as chapter of the year. Look at the following:

EVALUATION CRITERIA

1. Attendance
  - Attendance of meetings/activities (Chapter, Department etc.) attended /hosted
  - Attended Regional Summit
  - Attended Regional Conference
  - Attended International Conference
2. Participation/Contributions
  - Chapter activities participated/hosted in (parties, outings etc., including planning)
  - Chapter projects participated in (recruiting, PR, Community Service)
  - Regional/Sectional activities participated in (chapter gatherings)
  - Fleet Projects/Activities participated in
  - Any other contributions to SFI
3. Attitude
  - Individual displays a positive attitude toward his/her chapter, the Region, STARFLEET and Trek Fandom without fear or ridicule.
  - Individual displays a positive attitude towards all people, and reflects the principles, and philosophy of the Officers' Code of Conduct.
4. Commanding Officers Personal Evaluation of Candidate
  - Does this person just show up or would you like an entire crew of people like him/her?
  - Is this member the best thing since pockets?

*The nominee with the most points should be selected for the award. In case of a tie, the selection committee should present two separate awards. If there are multiple (greater than two) nominees, the recipient shall be chosen by simple majority of the Senior Captains.*

*Note: Adequate documentation should be included with the nomination.*

SFI REGION 01 CLASS OF EXCELLENCE**CITATION** - COMMANDING OFFICER OF THE YEAR**Criteria**

For a STARFLEET CO who over the past year, has shown excellent leadership and administration skills, is well thought of by his/her crew, but most significantly, helps set the direction and vision for the chapter. He or She has served as a SFI chapter Commanding Officer for a minimum of 2 consecutive years. This Officer should also be instrumental in helping any shuttles attached to his/her command; and fosters crew involvement in Region 01 and STARFLEET activities.

**Entry**

Each chapter Executive/First Officer make a recommendation for the Commanding Officer of his/her crew (100 reasons why my CO is better than Capt. Kirk, Picard, Sisko, Janeway or Bly, etc.). Not to exceed 750 words.

**Judging**

The judges will use the below criteria to determine the winner. We will follow the same process as chapter of the year.

*Certain things to look for: Utilizes all chapter resources to achieve chapter goals, sets direction for chapter, and communicates up and down the chain of command, sets an example to other STARFLEET Officers.*

EVALUATION CRITERIA

1. Command:
  - Has the respect and admiration of his/her crew, and the ability to make decisions and stand by them.
  - Is able to conduct himself/herself in a manner that reflects positively on their chapter, and crew.
  - Promotes STARFLEET and Trek Fandom.
  - Has the capability of being fair and impartial, and does not jump to conclusions.
  - Effectively delegates duties and responsibilities.
  - Listens to the concerns of the crew, and allows for constructive criticism.
  - Is a leader
2. Administrative:
  - All reports of the award year are filed on timely basis, without exception.
  - All paperwork of the award year for the Fleet and Region are maintained.
  - Maintains contact with Regional Command on a regular basis, following the Chain of Command when the need arises.
  - Understands the Officers' Code of Conduct and abides by it at all times, demonstrates STARFLEET philosophy, and leads by example.
3. Personal Opinion (of XO)
  - *What makes your Commanding Officer a great leader and a model officer?*

SFI REGION 01 JONATHAN ARCHER AWARD**CITATION** – ROOKIE COMMANDING OFFICER OF THE YEAR**Criteria**

For the newest STARFLEET CO who, for his/her first year of command, has shown excellent leadership and administration skills, is well thought of by his/her crew, but most significantly, helps set the direction and vision for the chapter during his/her first year of command. He or She has served as a SFI chapter Commanding Officer for a minimum of 1 year. This Officer should also be instrumental in fostering crew involvement in Region 01 and STARFLEET activities.

**Entry**

Each chapter Executive/First Officer or other Senior Line Officer in Region 01 may make a recommendation for the Commanding Officer of his/her crew (100 reasons why my CO is better than Capt. Kirk, Picard, Sisko, Janeway or Bly, etc.). Not to exceed 1000 words.

**Judging**

The judges will use the below criteria to determine the winner. We will follow the same process as chapter of the year.

*Certain things to look for: Utilizes all chapter resources to achieve chapter goals, sets direction for chapter, and communicates up and down the chain of command, sets an example to other STARFLEET Officers.*

**EVALUATION CRITERIA**

1. Command:
  - Has the respect and admiration of his/her crew, and the ability to make decisions and stand by them
  - Is able to conduct himself/herself in a manner that reflects positively on their chapter, and crew.
  - Promotes STARFLEET and Trek Fandom.
  - Has the capability of being fair and impartial, and does not jump to conclusions.
  - Effectively delegates duties and responsibilities.
  - Listens to the concerns of the crew, and allows for constructive criticism.
  - Is a leader
2. Administrative:
  - All reports of the award year are filed on timely basis, without exception.
  - All paperwork of the award year for the Fleet and Region are maintained.
  - Maintains contact with Regional Command on a regular basis, following the Chain of Command when the need arises.
  - Understands the Officers' Code of Conduct and abides by it at all times, demonstrates STARFLEET philosophy, and leads by example.
3. Personal Opinion (of XO)
  - *What makes your Commanding Officer a great leader and a model officer?*

**THE REGION 01 EDITH KEELER AWARD****CITATION – HUMANITARIAN OF THE YEAR**

This is an Annual Award presented to the most outstanding 'Do Gooder' in Region 01.

**Criteria**

Awarded to best all around member who unselfishly and repeatedly during the award year had made the most impact as a Volunteer or in Community Service (excluding personal monetary donations) on an ongoing basis and demonstrating the 'Let me Help' Trek Philosophy. Entry not to exceed 1000 words.

1. Chapter Participation
  - Give details of the works the member has provided during the award year for all Chapter Community Service projects. Please list the projects they both organized and participated in during the year.
2. Regional Participation
  - Give details of the works the member has provided in the award year for all Regional Community Service projects. Please list the projects they both organized and participated in, and during the year.

3. STARFLEET Participation
  - Give details of the works the member has provided in the award year for all STARFLEET Community Service projects. Please list the projects they both organized and participated in during the year.
4. Community Participation
  - Give details of the works the member has provided, in the award year for, all Non Fleet related Community Service projects. Please list the projects they both organized and participated in during the year.

## SFI REGION 01 CADET OF THE YEAR

**CITATION**- FOR THE MOST OUTSTANDING CADET OF THE YEAR

### **Criteria**

For a Member of up to 18 years of age, who has shown significant involvement during the award year, on his/her starship, does very well in school, and has an avid interest in science fact. The cadet may have also taken a course(s) at STARFLEET Academy. The Commanding/Executive Officer recommends this eligible cadet.

### **Judging**

The selection guidelines for this award are very simple, and for that reason, one citation will be presented. Will be determined in the same fashion as the Chapter of the Year. The recommendation may not exceed 750 words.

### EVALUATION CRITERIA

1. Participation:
  - Documentation of the nominee's involvement on his/her Starship during the award year should be taken from the award recommendation. The CO or nominating person shall include a list of the deeds and tasks accomplished by the midshipman.
2. Scholastic Achievement:
  - What is the nominee's Academic Average during the award year? Please include documentation.
  - Points are given for a "C" or 2.0 average, for a "B" or 3.0 average or for a "A" or 4.0 average
  - Academic Awards entitle the nominee to additional points.
3. Starfleet Academy Achievement:
  - What is the nominee's Starfleet Academy academic performance during the award year? Please include all documentation. Points are awarded for Pass/Fail Academy courses taken and passed, for average scores of 90-95, for average scores of 96-99, and for average scores of 100%. This is not a major part of the evaluation.
4. Science Fact Interest:
  - For participation in an area that pertains to the sciences; for example, science fair, school projects, environmental projects, etc.
  - For finishing first in the science fair or related competition.
5. Chapter/Region/ Fleet Participation and Achievements:
  - What contributions does this member make to the Chapter, the Region, the Fleet, and Trek Fandom during the award year?

Note: Valid documentation should be included with the nomination and does not count toward the 750 word limit.

REGION 01 NEWSLETTER OF THE YEAR**CITATION** - MOST OUTSTANDING STARSHIP/SHUTTLE NEWSLETTER**Criteria**

A chapter's newsletter should reflect the personality of the ship; shows diverse submissions from its membership; and with items of science fact as well as science fiction, is informative as well as entertaining).

**Judging**

Each Region 01 Chapter/ Shuttle may submit one newsletter from the award year to the Region 01 RDC of Communication or person designated by the Region 01 Annual Awards Staff. These should be submitted no later than January 31<sup>st</sup> or the announced deadline of the following year. For example, any chapter/shuttle newsletter from 2006 must be mailed by January 31<sup>st</sup> 2007. The R1 Publications Officer shall use established criteria to determine the winner. There may be up to three winners: one for Monthly, one for Quarterly, one for Bi-Monthly as well as One for best over all. A Chapter may only win one certificate per winner.

REGION 01 COMMUNICATIONS EXCELLENCE**CITATION**- MOST OUTSTANDING PUBLICATION BY A STARSHIP/SHUTTLE**Criteria**

This is for chapter or regional department publications other than paper chapter newsletters, such as fanzines, handbooks, and departmental newsletters, web sites etc. Publications should be of the type where there are multiple entries to select from. There will be one winner per category (Fanzine, Handbook, Department Newsletter).

**Judging**

Each Region 01 Chapter/Shuttle may submit one publication from the award year to the Region 01 RDC of Communications or person designated by the Region 01 Annual Awards Staff. These should be submitted no later than January 31<sup>st</sup> or the designated date of the following year. For example, any chapter/shuttle publication from 2002 must be mailed by January 31<sup>st</sup> 2003. The R1 RDC of Communications shall use established criteria to determine the winner.

ELECTRONIC COMMUNICATIONS EXCELLENCE

*This is a supplemental award to the Communication Excellence Award.*

**CITATION** - MOST OUTSTANDING ELECTRONIC PUBLICATION BY A UNIT**Criteria**

For a website or other electronic publication that not only reflects the crew, the Chapter and STARFLEET but is fun and informative for the user.

**Entry**

All Region 01 Chapters, whose chapter is connected to the Region 01 Home page, will be evaluated for this award.

**Judging**

Any Region 01 CO may submit one entry per Chapter or Division from the current year to the RDC of Communications or person designated by the Region One Annual Awards Staff. This website must be designed for a chapter or division and not a personal site. These sites should be submitted no later than the designated announced deadline of the following year. The RDC of Communications shall use established criteria to determine the winner.

Judge - The R1 RDC of Computer Operations and other possible assistants.

REGION 01 DEPARTMENT OF THE YEAR**CITATION** - MOST OUTSTANDING CHAPTER DEPARTMENT OF THE YEAR**Criteria**

For the department that exemplifies by its actions and deeds the best of what STARFLEET group can do. This department has shown great activity; has undertaken projects and events related to the department; This Department lends support to other their chapter, the region, the community and the Fleet.

**Entry**

Each chapter Commanding Officer or appointed officer may submit a year-end report, not to exceed 1000 words, which illustrates the department activities and accomplishment record for the award year and tells why this department is the best of the best. This entry is to be mailed to the Annual Awards Director. It is recommended that that Department Chief be involved in writing this entry and not just the Commanding Officer or appointed officer

EVALUATION CRITERIA

1. Communications - Does this department submit regular reports/articles to the chapters communications medium (newsletter, listserv, etc.)
2. Department Activities - What did this department accomplish as a department? What fellowship or fun events did they host or participate in? What types of things does this department do as a group (trips, educational projects/lectures, outings)? How does the department promote Trek Fandom?
3. Section Participation - How has the department interacted/communicated with similar departments in other chapters in their section and have they had ongoing positive communications? Has the department participated in or hosted Sectional Projects/Activities?
4. Regional Participation - How has the department interacted with similar department in other chapters in the Region and have they had ongoing positive communication with their RDC and actively participating in the RDC Program. Has the chapter participated in or hosted Regional Projects/Activities?
5. Fleet Participation - How has the department interacted with similar departments in other chapters in the Fleet and have they had ongoing positive communication with the corresponding FDC Program? Has the department participated in or hosted Fleet Projects?
6. Community Service - How has the department interacted with their Community and has the department projected a positive image of a STARFLEET to their community? What types of Community Service projects does the department do?

REGION 01 RDC OF EXCELLENCE**CITATION** - FOR THE MOST OUTSTANDING REGION 01 RDC**Criteria**

For the most active and efficient Region 01 RDC. Generally awarded to the RDC who generates interest in his/her program and fosters communications between the program participants.

**Judging**

The RDC Program Coordinator will choose this winner each year, based on the following criteria:

1. Most active RDC in the Region.
2. Reports regularly and on time.
3. Promotes communication, activities and Trek Fandom within his/her regional department.
4. Is supportive of the RDC Program Coordinator and the Region.

## THE REGION 01 SECTOR OF THE YEAR AWARD

### **CITATION** – MOST ACTIVE SECTOR

#### **Criteria**

This recognizes the best all around sector in the region as defined by the Regional Handbook. The chapters in this sector are the most active in regional programs as well as demonstrating the best ideal in Trek Fandom

#### **Entry**

Each chapter in Region One is encouraged to submit entries to the Annual awards detailing their activities in STARFLEET Region One.

#### **Judging**

The sector with the most overall percentage of entries as determined by the Annual Awards Evaluation Committee will be determined the winner.

## THE REGION 01 STAFF MEMBER OF THE YEAR

### **CITATION** – FOR THE MOST OUTSTANDING MEMBER OF THE REGION 01 STAFF

#### **Criteria**

For the most active and efficient staff member in Region 1. This award recognizes the Regional Staff members who, through their positive efforts, enhance the region through exemplary works and example or enhances a regional program for the betterment of the region. This award is open to any appointed member of the Region 1 Staff as defined by the Region 1 Handbook, excluding members who already have award categories

#### **Judging**

The Regional Coordinator will choose this winner each year based on the following criteria:

1. Positively affects the Region by the effectiveness of performance of duty.
2. Reports or Communicates to the Region regularly and on time.
3. Reflects a positive attitude and the ideals of STARFLEET
4. Supportive of the Regional Coordinator, as well as the goals of STARFLEET.

## APPLYING FOR ANNUAL AWARDS

The Chapter Entry Form asks several questions such as "Number of STARFLEET Members" and "What kind of information appears in your chapter's newsletter?" Each and every question should be answered. An unanswered question means that the Awards Committee cannot give you a score on that question, which may cost you the award.

The Chapter Entry Form asks for a Annual Summary of what your ship did in the previous year. This is where most COs mess up.

**Chapter Activities/Accomplishments-** What did you do as a crew? You should list that you held regular meetings, what your monthly activities were, and any outstanding members of said activities. Try not to forget anything. List those yard sales, car washes, movie nights, School Science Fairs, Museum events, movie premieres, bookstore recruiting displays, guest speakers, etc. If John Doe helped recruit 7 members in one month, say so. If Joe Cadet won something at the Science Fair (especially with SFI), say so!

**Sectional Participation/Accomplishments-** What did you do in, with, or for the Section? Does your chapter exchange newsletters with other chapters in your sector? List any get-togethers with other ships. Did you go to a multi-ship function? What did you do while there? For example, The Enterprise/Voyager is hosting their annual Replicator Rendezvous this June. Both ships are sponsoring an event, participating in the activities of the event, and will be reporting to the Section on the event. That should be included in their Annual reports. Anyone sending a delegation should report that. Anyone WINNING any of the games should report that as well. Did your ship submit an article for the Sectional Newsletter? Report that! Did your ship submit an entry in Section-wide games/contests? Submit that! Did you WIN the game/contest? Submit that as an accomplishment!

**Regional Participation-** This is harder, but still do-able. Assuming you didn't help out with the Summit, as most of us didn't, there is still a lot you can do. Try to participate in Regional Activities as they come up; such as a fund-raiser sponsored by a sister ship in another Section. Does you chapter exchange newsletters with other chapters in your Region? Donate to the R/1 Relief Fund. Make sure you list it if even just one of your crew attends the Summit. I doubt most COs would let that person just "go" and not get a full report at the end. Is one of your crew active on a Regional level, say, an RDC? Or participate in the RDC Program. Does any of your crew help that person? What about the RC? Have you maintained communications and made sure your voice was heard regarding Regional matters? List it all.

**Fleet Participation-** Did you send someone to the IC? Does your chapter exchange newsletters with other chapters in your Fleet? Does someone on your ship have a Fleet position? Did your ship/crew submit an article to the CQ? Have you maintained contact with HQ and made sure your voice was heard regarding Fleet matters? Did your ship interact with a ship or ships in another Region? Does you ship participate in the SFA, Stampede, OCP, Can Tab Project, or other SFI projects?

**Community/Charitable Service-** Some ships list this in their Chapter Activities and others make it separate. Just make sure it's somewhere! Did your ship project a positive image of STARFLEET? What types of service did you do? This can range from collecting stamps for Stampede and coupons for the OCP to sponsoring a runner/walker in a charity marathon to talking to kids about NASA to visiting the sick in the hospital. Were you able to do something in uniform?

The Awards Committee has a hard time reading through a lot of flowery language and we don't like it because it usually means that not much was done and needed window-dressing. Just state the facts. Write it down in a very simple narrative - In Jan. we did this.... In Feb. we did ... You can also do it like this: Jan 98 - Held meeting. Went to Sci-con. Collected tabs for Ronald McDonald house and donated 500 of them to local House. Voted on new ship's manual and sent it to printer's. Voted on where to hold Fall Summit and sent it on to the RC...

Now for another biggie: the essay. "How does your chapter demonstrate the spirit and meaning of STARFLEET?" I'm pleased and proud to note that every year, every entrant writes a new essay. This is a

good thing. Take note of and mention in a general way what good things your ship/crew did and how it applies to Star Trek and STARFLEET. Note the great way(s) that your crew conducted themselves and if they went out of their way to help others

I do hope that this article will help each of you to submit better entries and start taking home some awards for yourselves. In closing, I would also like to mention that ALL ships are encouraged to participate in the Awards Program. The size of your crew does not matter, their heart does. Even if you don't win one of the Annual awards, your entries may qualify for one of the other STARFLEET Region One Awards. If you would like more information on the Awards Program, please contact STARFLEET Region 01 Awards using the information at the back of the Manual.

## APPLYING FOR NON-ANNUAL AWARDS

When writing Award recommendations it is necessary that you give all the vital information of why this award is warranted. The recommending officer should give enough details of the actions performed so that the Awards Committee can get a clear mental picture of what the nominee actually did that was so deserving of an award. If your recommendation reads like the following it will more than likely be turned down.

*I highly recommend Lt. Jameson for a Regional DSA for the exceptional service and duties that he performed as Chief Medical Officer for the last three years aboard the USS Doodle Bug. Without his efforts and dedication, this ship would be nothing.*

While this sounds nice...what EXACTLY did he/she do that was so above and beyond the call of duty, extraordinary or deserves recognition? What were the services? What were the duties? Remember we were not there and it is up to you to tell us all these things. This is the information that the Awards Committee is looking for. No, we do not want a tome of information. However, if a person is truly deserving of an award the recommending officer should really take the time to prepare the recommendation so that the recommendation shows just how glowing the person or chapter really is. If all that appears on the recommendation form is one or two sentences - just how deserving is the award?

### Items to include:

- Date and Events – (for awards like the “Let me help” you may want to list all candidates yearly activities)
- Specific Actions or Duties performed (summary)
- What EXACTLY did this person do that was deserving of the award? (Include some of the relevant details or examples)

### Compare the above recommendation with the following:

*I recommend Lt. Jameson for the exceptional performance and duties that he performed as Chief Medical Officer of the USS Doodle Bug. Here are some examples of the services that he has performed as CMO. His department is considered the most active on the ship. He holds regular department meetings that are entertaining as well as educational. Their meetings often have guest speakers, such as Dr. Leonard McCoy who came to discuss the joys of space Xeno medicine. He has each department member to host a medical topic (real or fictional). He even rotated the meetings at the department members' homes so that each of them has a chance to participate. He has organized annual CPR and First Aid classes for the entire chapter and some of the closer STARFLEET chapters and even got certified for several classes himself. So far half the crew is certified. Lt. Jameson has even put together a comprehensive “Guide to the Sickbay” - Medical knowledge for the 24<sup>th</sup> Century, which has both real and fictional Trek Medical information in it. I received a letter from the Cmdr. James Eddington, RDC of Medical, commending Lt. Jameson and his staff on the manual and their general department activities with other ships' medical departments and indeed the other chapters in the fleet. Lt. Jameson has also taken it upon himself to send each member of the crew who is on the sick list a ‘get well soon card’ signed by all the members of the crew and makes phone calls to all these members. Lt Jameson is one of my most*

*dependable and active members. He has never missed a reporting deadline for either myself or with the RDC of Medical. There is so much more that I could write about this officer; however, I feel this is sufficient showing just how valuable a Region One member he is. Without his efforts and dedication this ship would be nothing.*

Just remember the awards committee has no knowledge of the person you are recommending or what they have done that is outstanding or deserving. There have been instances where we received award recommendations from individuals that have not panned out. The person basically showed up to events, but never actually did anything note worthy. Region One awards are meant to show our appreciation to outstanding members of First Fleet. (And we know that's about all of Region One). We just need to tell WHAT they did.

### Recommendation Dos and Don'ts

1. Be Honest – don't do a disservice to either yourself, the person ,or the group you are recommending by including misinformation. "The first duty of a Starfleet officer is to the truth--be it scientific truth, historical truth, PERSONAL truth. It is the guiding principle on which Starfleet was founded!" as Picard would say.
2. Recommend the correct award. Individual awards are for just that an Individual. Although if you are doing lots of Good conduct award ... you can list all of them info in the summary section. A unit Award is used for a team of people (away team, department...etc) who work on a project or activity or the entire chapter. Use the criteria for the award to best match the action. If you can't find one, and feel the award or recognition is well deserved, then please ask.
3. Be sure to correctly fill out the Name, Rank, SCC#, and Chapter of the person you are recommending. If you don't know this information check with their CO or the STARFLEET Membership database.
4. When recommending UNIT awards. You MUST include the names and SCC#'s of everyone involved who made up the team, unless it's the whole chapter. Unit award recommendations should come from the team leader and not the individual member. If you were part of a team and think you deserve recognition, please discuss this with the team leader – it is up to them to put you in, the not Awards Committee.
5. For many of the Academic Awards that is not from Starfleet Academy, you MUST include a copy of the documentation. It can be scanned and included in a separate e-mail.
6. If you mail in hand written recommendations, PLEASE WRITE LEGIBALLY - If I can't read it, it may be returned. There is an on-line form available to use - for those chapters or individuals with web access. There are also forms that can be downloaded that are useable by most Word Processors.
7. Although the award certificates are free, you still have to provide a SASE to have them mailed to you. If you want them as PDF certificates, please state this on the on-line form.
8. All award recommendations at the Chapter level MUST be approved by the Commanding Officer or the Executive Officer. These officers just have to OK them, not submit them. Regional Staff Officers making recommendations for those members involved in their programs can just send their recommendation directly to the Awards Director who will forward them.
9. Do not try the sandbag recommendations. Put all of your information one ONE recommendation form. Don't use the essentially same information for different awards recommendations. As specified on page 5, this is a NO NO. We do actually read each and every one of them and keep them on file. During the Annual Awards it is not necessary to do an annual recommendation as well as a normal one. Those entries that do not receive an annual award, may receive a non-annual award. In this case the recommendations will be kept on file until after the annual award process.

Don't forget, you can also order award ribbons, certificate holders, etc to go with the award presentations, and support the Awards Program. Download the order forms and price list from the Awards Site. The Regional Treasurer has set up a way to order Regional Material via credit cards. Please contact the treasurer for more info.



## GENERAL Award Processing Procedure

1. Once I receive your Award Recommendations I will either approve them or send them to the Awards Committee for Approval (DSAs and Commendations), or reject them (and give an explanation – usually we ask for more information).
2. If they are approved then please send me a SASE (large one if you don't want it folded) for a printed certificate or you may request a PDF certificate. You may also include an order form with a list of any merchandise that you plan to order. Make the Checks or Money Orders payable to SFI-Region One. If you send in a Credit Card order to the R1 Treasury, you must send a copy of the confirmation notice with your order. If rejected, you can either resubmit the recommendation with the corrected deficiencies or file appeal to the Awards Committee thru your Senior Captain. If you feel the recommendation meets the criteria, just send a letter stating you want to appeal or provide more information. *Generally, award recommendations are rejected because there is a lack of information or the recommendation does not meet the awards criteria.*
3. You will receive your orders in 3-7 days after receipt, unless otherwise notified.

If you have any questions or comments about the Region 01 Awards Program, please direct them to the Awards Director. You may also want to check out the FAQ page on the web site.

<http://sites.google.com/site/sfir1awards/>

## General Awards Program Questions

*The some of the following questions are on the Region One Awards Program. These are quick answers to questions you may have.*

**1. Who can receive Region One Awards?**

Any active person, pre-chapter (chapter in training), chapter, or department currently assigned to STARFLEET Region One, or any Civilian or Non-Aligned (other Trek, other SFI-FI) organizations, or ACTIVE STARFLEET Member recommended by a Region One Member.

**2. Who can recommend Regional members for awards?**

The awards can be recommended by members of the EC such as the Commander STARFLEET, or the Vice Commander STARFLEET. Recommendation may also come from any Region One Officers such as the Regional Coordinator (R1), Regional Staff Members (VRCs, RDCs), Chapter COs, Chapter XOs, and Chapter Department Chiefs, Away Mission or Unit Team Leaders. Officers above the Chapter CO can recommend awards for anyone in the Region for any action that directly benefits Region One, any Department, or Chapter in Region One. Chapter COs and XOs can recommend Regional Awards for any member of their crew and so on. Regional members may also recommend other regional members for awards for actions they have first-hand knowledge of. We ask that you also notify that member's CO to let them know. Awards on the Chapter level need to be approved by either the Commanding Officer or Executive Officer.

**3. How often can I submit member of my crew for Awards?**

We suggest that chapters submit their recommendations annually or quarterly. We would like to receive the recommendations at least one month before you need them for your awards presentations. We encourage all Regional Personnel to use the program as often as possible.

**4. Does everyone who is recommended for an award receive one?**

NO, but a majority are! The STARFLEET Region One awards were not designed to be given out like candy but designed to recognize those that have gone the extra mile. Before recommending an award, the recommending officer must first be certain that the award is warranted in the first place. Awards must not be recommended for a member or unit that simply performs their duty as expected. Usually, if you have to ask yourself if the award is warranted, then it probably isn't. Typically, a member/unit has made a SIGNIFICANT accomplishment or achievement; or has performed their duty with ABOVE average zeal and diligence. This is what should be considered and noted. PLEASE MAKE SURE YOU INCLUDE ADEQUATE DETAILS or DOCUMENTATION WITH THE RECOMMENDATIONS. In addition, you can't get multiple regional award from a single action or award entry.

**5. Can I get Awards for Stuff that I did a long time ago?**

If you have certain awards like the OTS or OCC, Current Regional DSA's or other awards that you have a certificate for you can get the ribbon for these. Just provide a copy of the awards certificate.

**6. The Awards Manual states that recommendations need to be approved by my immediate supervisor, why is this?**

Recommendations at the chapter level, need to be approved by at least the Commanding Officer or First Officer.

**7. Are the awards certificates FREE?**

Yes, so long as the Awards Program can continue to generate funds to support the printing of the initial certificates. Award certificates will be mailed as .pdf files to the recommending officer. However, if they wish to have the certificates mailed via USPS we do ask that those requesting awards certificates provide adequate postage and/or a large SASE. Also we limit only 1 certificate per recipient. Additional copies of award certificates can be purchased for \$1. The only conditions are that the certificates are issued to the original recipients and the award was issued less than six months ago.

**8. Where can I purchase the Award Ribbons, Ribbon Holder, and Devices?**

Award Ribbon and Devices and be ordered from the R1 Awards Director. The form is located on the home page of the R1 Awards site.

**9. What are 'UNIT' Awards?**

A Unit is any group of STARFLEET members who work together on a project or task. This group could be an away team, a chapter department, the chapter, members of different chapters. We ask that the team leader submit the group for the award.

**10. Where do I send my recommendations?**

To the Awards Director. Annual Awards are submitted to the Awards Director. Alternatively you can use the on-line form to submit most award recommendations.

**11. Is the Awards Program open to ideas for new awards?**

ABSOLUTELY!! The Awards Program is designed to recognize the works and accomplishments of the members and chapters in the Region. If you have an idea for a new award that is NOT covered by an existing award that you feel is needed, give the details to the R1 Awards Director and they will present it to the Awards Committee. This is your Awards Program.

**12. Why is the Region using the triangular Ribbons as seen in The Original Series instead of the bar ribbons as seen in Star Trek VI: The Undiscovered Country?**

The ribbons used are identical to the triangular ribbons seen on the dress tunics in the classic "Star Trek" series. Of course, "Star Trek: The Undiscovered Country" used award ribbons that were the familiar rectangular military ribbons similar to those used today by the military, the Police, and even the Civil Air Patrol. The triangular ribbons are more distinctive and recognizable amongst Trek fans. The ribbons are distinctive of STARFLEET Region One (and a few other regions) and are not available anywhere else (except STARFLEET), thus persons outside the organization cannot obtain them for purposes other than for their intended purpose: for display by decorated STARFLEET Region One members!

**13. Does the Awards Program have any Medals that I can purchase for Awards that I've received?**

Not currently, it is something we hope to pursue one day, but right now there just does not seem to be enough interest from the Region to pursue this endeavor. If you think this is something you would want, have your CO talk to other chapters in your section and then to the Awards Director.

**14. How will these ribbons look on the Newer Uniforms as seen in the latest TNG Movies and DS9?**

The Awards Manual has diagrams that show how you can wear the ribbons on the formals and standard duty uniforms. You can also wear these ribbons on your club jacket.

**15. Can STARFLEET Members outside of Region One receive Region One Awards?**

Yes, if the member was working on a Region One project and that member's home region does not have an equivalent award or awards program. Generally the Awards Director, Chapter CO, or Project leader would contact that Regional Awards Director or the recipient's chapter CO and relay the information about the actions so deserving of an award.

**16. Who is on the Awards Committee**

The STARFLEET Region 01 Awards Committee consists of the R1 Regional Coordinator, R1 RDC Program Director, R1 Awards Director, the R1 Deputy Director, and persons appointed by the Awards Director. (This took effect after senior captains, program was eliminated.)

**17. If I have questions, comments or suggestions for the awards program, to whom do I send them?**

You can send them to the Awards Director. The Awards Committee will discuss them and get more information on the idea if necessary.

## General Annual Awards Questions

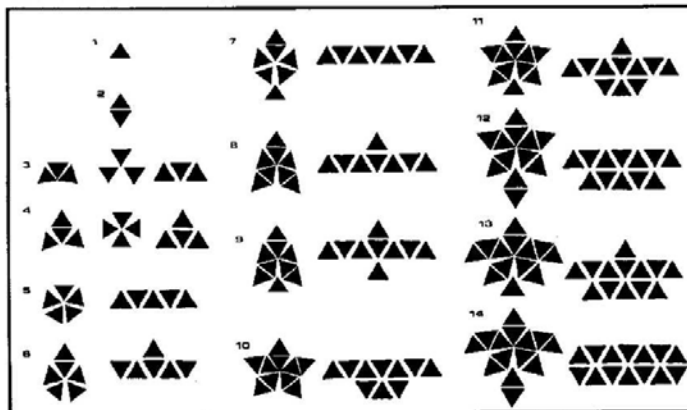
Listed below are some General FAQ on the STARFLEET Annual Awards. If you have any further questions about the awards that are not addressed in this manual, please contact the Awards Director. All questions are answered as quickly as possible.

1. **Who determines the winners of the Annual Awards?** - The recipients of the STARFLEET Region 01 Annual awards are determined by the scores they receive by from Annual Awards judges. The Non-Communications Awards (fanzines, handbooks), are judged by the RDC Communications. Newsletters are judged by the RDC Communications or persons appointed by the Awards Director. Electronic Communications (website) is judged by judges appointed by the Awards Director.
2. **What is the General process?** - All entries (non-communications) received by the deadline are sorted by category and sent to the Judges for evaluation. Those entries that are the highest scoring are the winners. There is one per category.
3. **What criteria are used to determine the winner?** - The STARFLEET Annual Awards are to determine the "Best of the Best" we are looking for the best all around chapters and people that best represent the ideals of STARFLEET. These entries are then sent to represent Region 01 in the STARFLEET International competition. We look for chapters and individuals who are active in STARFLEET, in Region 01, in their Communities, and on their chapter. The Awards Manual gives more details about the criteria for each award. The chapter awards look at Administration as well in involvement and activities on different levels.
4. **My chapter cannot possibly compete with some of the larger chapters in the Region why should I bother to enter?** - You'll never know unless you try! None of the winners of the past Annual awards thought that they were going to win either. In fact the chapters and people that I thought had some pretty good material did not win... so you'll never know.
5. **Who can be submitted for the Annual Awards?** - All Chapters and persons serving in STARFLEET Region 01. There is a restriction that those serving as judges or part of the awards process cannot submit themselves for awards, but other members of their chapter or region may enter them. For example. If a person serves as an annual award judge they may not submit him/herself in for award X, but if their XO, or member of their crew, RC or other R1 member wishes to they may do so. - so long as there is NO INVOLVEMENT in the submission process by the judge or anyone evaluating the entries.
6. **Where do I mail my entries?** – Non Communications awards are sent to the Director either via email or USPS. Communications Awards are sent to the Region One RDC of Communications (See the Region One Staff Listing on the Region 01 Web site).The RDC of Communications will announce the details of here and when to send in the various publications.
7. **Can I get a copy of my evaluation so that I can see what area I need to improve?** - Yes. After the Regional Summit, chapter can send in a SASE to Deputy Director for their evaluations. Four months after the summit the evaluations forms are shredded for recycling.
8. **Anything else I should know?** - Please make sure that your entries give the BEST possible COMPLETE picture of the nominees (chapters or crew). Remember the judges will only have what is written on paper to make their decisions by. Please be as complete and precise as possible in the pages allowed. Your goal is to make your nominations shine above the rest. Unless otherwise posted, all Annual award entries (Chapter Entries, Recommendations, etc.) are due before January 31st of the following year. For example, nominations for 2010 candidates are due by January 31, 2011. Annual Award Winners are announced at the R1 Annual Summit. Scores and entries can be mailed back to participants within six months of the announcements, if it is requested and a SASE is provided. Please make sure that the entries that are submitted are clearly marked for judging. For example if you send in a publication to be judged, please make sure it has Entry of Best Newsletter on the Envelope.

## ATTACHING YOUR SFI REGION ONE AWARD RIBBONS

Congratulations on your awards! Now that you have your award ribbon(s), you'll want to wear them on your dress uniform or chapter attire. Before attaching your ribbons, determine how you want to wear them, in rows or in patterns. Refer to the following illustrations for the patterns and how you add to them.

**NOTE:** *If you choose to iron or sew on your ribbons, this prevents placing the highest award at the top each time. Merely add your ribbons as you earn them. However, if you use Velcro attachments, you can follow the ribbon progression shown (as the ribbons can be moved), with the highest award centered under the comm badge.*



You have a choice on how you can attach your ribbons to your clothing.

### **DIRECT TO UNIFORM**

**VELCRO** - The best way to attach your ribbons is to use black non-adhesive Velcro sewn directly to your uniform. Just cut the fuzzy part of the Velcro so that it conforms to the pattern you choose (see illustrations) and then sew it on your uniform. Using "super glue gel" (or adhesive Velcro) adhere the hook part of the Velcro to your award ribbons and trim to shape, then apply to the uniform as indicated. Sew on additional rows or pattern sections as you earn more award ribbons. Remove the ribbons before dry-cleaning your uniform.

**NOTE:** *Any devices on your ribbons may come off during cleaning as they're glued on. Alert your dry cleaner to this fact so that the devices may be retrieved should they come loose. If you wash your uniform (which is NOT advised), check your uniform after drying for missing devices. If lost, contact the Awards Program Director to order new devices.*

**IRON ON** - The ribbons look best when ironed or sewn on. The ribbons, in most cases, have an iron-on backing that will allow you attach your ribbons directly to your uniform. Just use fabric tracing paper (found in fabric shops) to trace the pattern (illustrations 1 and 2) onto your uniform. Use care in ironing the ribbons on so as not to damage your uniform or ribbons. If your ribbon has a device on it and it comes loose during attachment, just use "crazy" or "super glue gel" (an extremely small amount is sufficient) to re-attach it. Remember to alert your dry cleaner about the ribbons before cleaning.

**SEW ON** - To best attach your ribbons to your uniform, sewing them on is advised. This way, the ribbon will stay attached (whereas ironed on ribbons may lift after repeated cleanings). Simply sew them after ironing them on your uniform. Alternately, you can sew them on to a piece of cloth that is the same material and color of the garment that you wish to apply the ribbons to. You can then apply this cloth to the garment with either Velcro or sew it on. The advantage of doing this is that you can easily remove the ribbons prior to washing your uniform.

## RIBBON HOLDERS

**BAR ATTACHMENT** - Just like the contemporary military, the bar ribbon holder attachment allows you to pin your ribbons to your uniform. By using "1½" wide black self-adhesive Velcro (If you can only find narrower Velcro, trim the non-fuzzy part and apply in strips), attach it to the ribbon holder, then cut to shape (see illustration 1 "bar ribbon template" - length depends on size holder ordered).

Attach the hook part of the Velcro to the ribbon and trim to shape. Once done, attach the ribbons to the holder and then pin the holder to your uniform.

Another option is to make your own bar ribbon holder. Follow the instructions for "pattern attachment" to make your bar ribbon holder.

**PATTERN ATTACHMENT**- This pattern is like that as seen in classic "Star Trek". It's more involved but not difficult. Illustration 2 shows the "Great Bird" formation (this is the ultimate array of awards of a long-time, high achieving STARFLEET Region One member!).

You'll need the following materials (you should find these items at a good hobby/craft store):

- 6x6" 1/32" thick plastic
- Black 2" wide (or wider) adhesive Velcro
- Clutch pins
- Flat black paint (preferably spray)
- 5-minute epoxy
- #400 sand paper
- Hobby knife
- Large scissors

1. Cut out section 1 (the "arrowhead" pattern) from illustration 2. Trace it onto the plastic. Cut the plastic using scissors to cut off the excess and the hobby knife to make the fine cuts (you can try the scissors for fine cuts, but it may be difficult). Sand the edges smooth and lightly sand one side of the plastic. Spray or paint that side flat black and let dry.

2. Scrape the paint from where the pins are to be glued. Mix up a small amount of 5-minute epoxy and glue the clutch pins on the painted side of the attachment.

3. Trim the edges of the fuzzy part of the Velcro and stick it on the un-painted side of the plastic (if you apply in strips, fit the strips close together). Trim the Velcro to the shape of the plastic. If you can't find adhesive Velcro, use the epoxy to attach the Velcro, or try super glue gel.

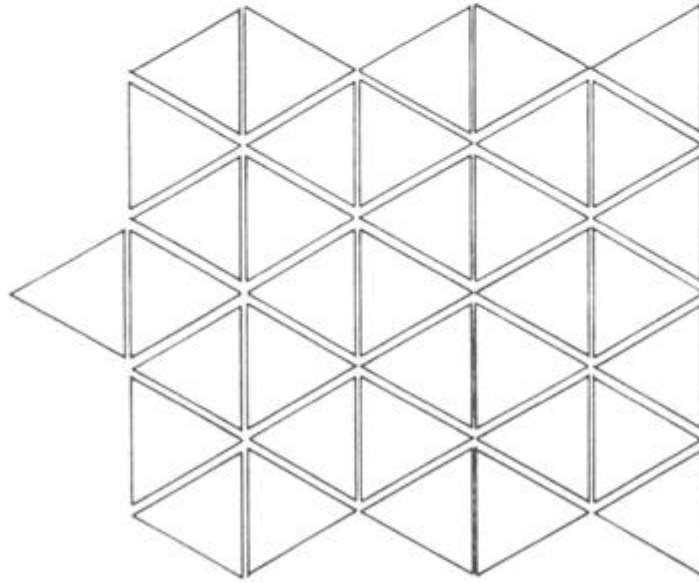
4. Attach the hook part of the Velcro to the ribbons and trim to shape. Apply the ribbons to the holder and then pin the holder to your uniform.

5. Once you fill the first pattern, create a new pattern adding the next section so that you can add your additional ribbons.

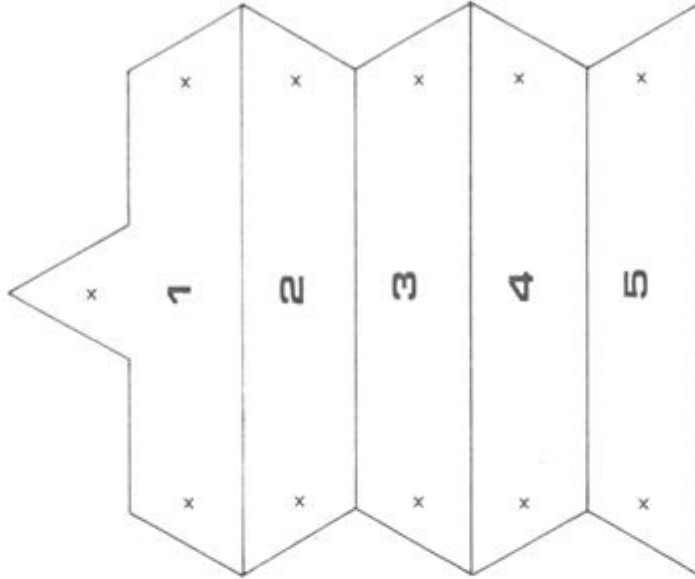
If you have any problems in attaching your ribbons, contact the Director, STARFLEET Region One Awards Program. Again, congratulations on your awards! Display your ribbons proudly!

# Illustration 1

SFR01 Award Ribbon Display  
BAR ARRANGEMENT

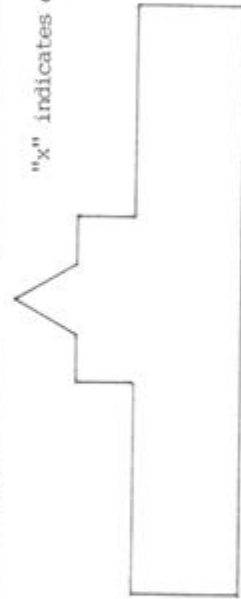


PATTERN FOR PLASTIC HOLDER/VELCRO

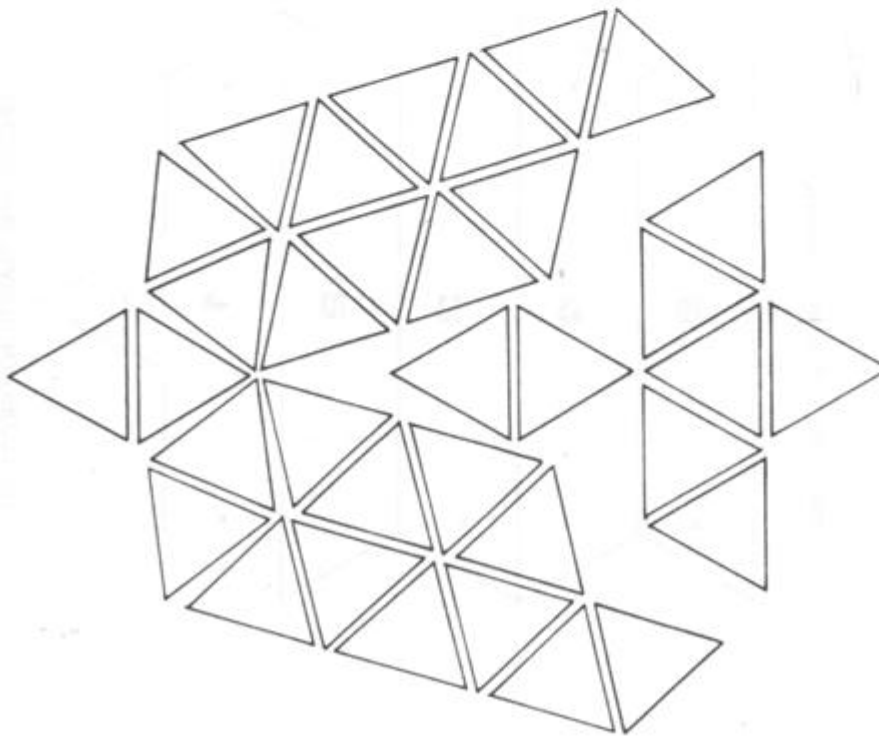


"x" indicates clutch pin locations

BAR PATTERN FOR RIBBON HOLDER

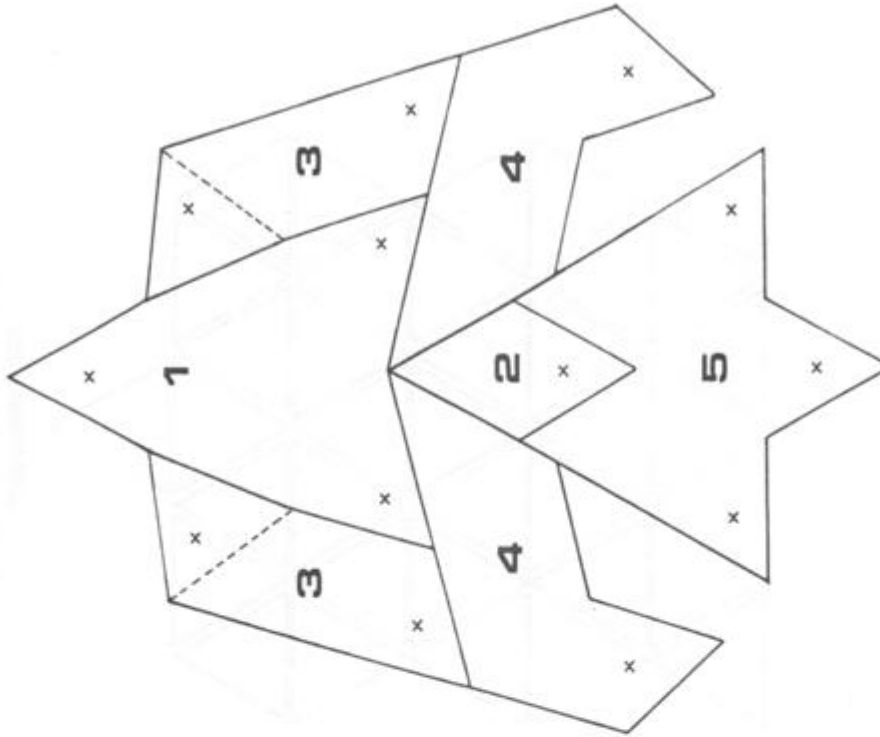


SFR01 Award Ribbon Display  
PATTERN ARRANGEMENT



**Illustration 2**

PATTERN FOR PLASTIC HOLDER/VELCRO



"x" indicates clutch pin locations

If you like, you may create the "star" pattern (section 1 with dotted lines) plus section 2. This way you can fill in the star as you earn your awards!

## CREATING AN AWARDS PROGRAM FOR YOUR CHAPTER

It is just a simple fact! People want recognition for the things that they do. As a member of a command staff it is also your duty to recognize the hard work and achievements of the members of your crew if you want to keep them happy. It also helps motivate others to do more. One of the ways to do this is by creating your own chapter awards and recognition program. It does not matter if you're a brand new chapter or one that has been around for a while. This may be something you may want to look at doing. You can get some good ideas by seeing what other chapters have. Depending on the size of your chapter this is something that you many want to give to the First Officer or Second Officer to do, or you may want to create a Heraldry Officers (fancy word for awards), whose duty it is to handle the awards aspect of your chapter. There are some general guidelines that you many want to keep in mind.

- 1) Keep the program fair. **Every** member of the chapter should have equal opportunity to earn an award. All members of the crew usually know the hard working members. Try to stay away from just giving them to your buddies and just members of the Senior Staff as the average Joe; crewmember will think that these awards are not for them.
- 2) Keep it Simple. You don't want a program that is very complicated. Come up with a list of awards. Some simple criteria, and go from there. Also don't make them difficult to obtain.
- 3) Make them meaningful. People should be proud to have earned the awards or even wear them. If awards are not serious and just given out like candy then what is the point of having an awards program. This does not mean that you can't have silly awards like the Duh Award for the crewmember who gets injured doing something stupid. (I actually had this on my ship).

One of the first things you want to establish is how often you want to do awards, Monthly, Quarterly, Annually. Some chapters have Quarterly promotions and awards recognition, some only have them annually on the Chapter's Anniversary. Your command staff needs to make this determination. An Annual Awards banquet can be lots of fun to do...or have as part of your chapter's Anniversary celebration. You can make it as formal or as light hearted, as you desire.

The second thing you need to determine is the type of recognition you want to award. There are some special awards that the CO gives out like the Captain's Award of Excellence, or Command Commendations (from the Command Staff), or Department Commendations (from the Department Chiefs). There is "Of the Year" or "of the Quarter" recognitions that you may want to do like Officer of the Year, Enlisted member of the Quarter that you may want to do. Establish some firm and fair guidelines to use.

The third thing that you need to consider is HOW the recipients are chosen. Will there be an Awards Panel, or are they chosen by the Senior Staff or what? Are you going to use a point system or are they just chosen by how people feel? Remember you want to keep it fair and simple. If your chapter keeps records of who does what that can give you some input on how active members or departments have been.

The last thing that you want to consider is the award themselves. If you are going to make paper certificates for the award recipients please use some nice certificate paper. You can use different types of computer programs such as a word processor or publishing program to design them or the templates. Make them look as nice as possible. If you desire to have some type of award ribbon, or pins please make sure that these are nice but inexpensive, and something you can always get. I've seen crystals, ribbons, or even the Uniform pips and squeaks painted different colors for different awards. Let it be something that your crew would like to have that looks nice.

***After you've done all that be sure to use the program, and forward your winners to the Regional Program if they are deserving of Regional Recognition.***