

## **Tips on How to Establish and Maintain an Award Program for SFA Award of Excellence to JROTC Students**

### **1. Explanation of Program**

Chapter 32-50 (the Oklahoma Special Forces Chapter located in Oklahoma) has been selling the ROTC & JROTC Award of Excellence Medal Sets to other SFA Chapters, High School JROTC Departments, College/University ROTC Programs and individuals for over 10 years.

### **2. History/Creation of Program**

The program was originally created by a SFA Chapter in New Mexico in the 1990's and was taken over by Chapter 50 in the early 2000's. Chapter 50 merged with Chapter 32 on January 1, 2013 to become Chapter 32-50.

### **3. Purpose of Program**

The purpose of the program is to recognize outstanding cadets in the Junior and Senior ROTC (JROTC & ROTC) programs in as many high school or colleges around the nation. As stated in the SFA award certificate, it is an "Award of Excellence" to *the* "Distinguished Military Science Cadet" of a given ROTC/JROTC unit. Again as stated in the certificate, the standard for the cadet that has distinguished him or herself is as follows: "For Scholastic Excellence and Military Proficiency, in Keeping with the Traditions and Ideals of the U.S. Army Special Forces." The award is not limited to Army cadets, but cadets in Navy, Air Force, and Marine ROTC programs as well. Who gets the award is determined by the Senior Instructors (JROTC) or Professors of Military Science (ROTC) at the secondary or post-secondary school.

### **4. Benefits of Program**

A SFA Chapter can accrue many benefits from operating their own ROTC/JROTC Award of Excellence Program.

- a. The program creates a very favorable and highly visible public image of Special Forces Associations (Green Berets) in local communities.
- b. The program provides an opportunity to promote Special Forces to the ROTC/JROTC students, who may not be aware of our history and mission.
- c. The program recognizes the achievements of ROTC/JROTC students who excel in their endeavors and are the future leaders in our country.
- d. The program also recognizes the efforts of the ROTC/JROTC instructors.

### **5. Steps in Establish Program**

The following is a primitive checklist to assist Chapters in establishing an award program and/or maintain an existing program. This program can be a primary annual project for the chapter or a secondary project. The minimal cost will be approximately \$20 for each presentation, which includes the medal/ribbon set, frame for the certificate and miscellaneous items. It is a very inexpensive project offering tremendous benefits to the chapter as described above. The basic steps are as follows:

- a. Establish an annual budget for the project with an estimated cost of \$20 per presentation plus any options such as a cash stipend to the recipients and perhaps the cost of a Special Forces coin purchased from the SF bookstore at Fort Bragg.
- b. Locate JROTC programs in Chapter area:
  - i. Connect to the JROTC National Website to locate high schools having JROTC departments in your area: <https://www.usarmyjrotc.com/jrotc/dt>
  - ii. Connect to the College Profiles- ROTC website to locate Colleges/Universities having ROTC departments in your area: <http://www.collegeprofiles.com/rotc.html>
  - iii. Browse Local School websites for ROTC/JROTC Department information.
  - iv. Determine POC's and contact info.
- c. Create a Data Base for Points of Contacts (POC's) for the schools.
- d. Create and email introduction letter to POC's explaining SFA Award of Excellence Program.
- e. Attach a "Request for Award" form.
- f. Set up a master list of Schedule of Presentations.
- g. Assign presentations to chapter members.
- h. Create a Presentation Packet for each presentation containing the following items:
  - i. Assemble a folder for each school containing
    1. Request for Award Presentation
    2. Presentation Narrative
    3. Checklist for Packet Contents
    4. Correspondence with School POC
  - ii. Buy 8 1/2 x 10 1/2 frame for certificate (\$3 at Wal-Mart)
  - iii. Framed Certificate
  - iv. SFA Award of Excellence Medal & Ribbon
  - v. SF Commemorative Coin
  - vi. Check payable to Award Recipient (if applicable)
  - vii. Pack framed certificate, SFA Medal of Excellence Medal/Ribbon, folder, check, coin in a #6 padded envelope.
  - viii. Deliver packet in free US postal service box to designated Chapter Award presenter.
- i. Contact local newspaper/request coverage as a public service announcement.
- j. Follow-up Steps:
  - i. Post presentation pictures & write-up to chapter website.
  - ii. At completion of the presentation year, contact local newspaper and ask them to publish an article as a public service announcement with the presentation pictures of the presentation program.

- iii. Send a letter to the school POC's thanking them for their participation and requesting feedback on ways to improve the program.
  - iv. Volunteer to serve on JROTC booster club for their school.
  - v. Solicit suggestions how chapter members can assist their program.
  - vi. Volunteer to provide a chapter member to speak on Special Forces history.
  - k. Create a SOP Manual for the Chapter's Award Program.
6. If you would like templates for some of these forms mentioned in this article, please email your request to Chapter 32-50's Jerry L. Cooper CPA at [jerrylcooper@suddenlink.net](mailto:jerrylcooper@suddenlink.net) .
7. I hope this helps you get your chapter's presentation program started and maintained to help promote your chapter and recognize these young patriots for their efforts.