DEPARTMENT OF ILLINOIS • MARINE CORPS LEAGUE

MARINE OF THE YEAR – CRITERIA CHECKLIST

Candidate Name: _____ **Detachment Name:** _____

This completed checklist must be included with the nomination letter. Note: Refer to Section 45.20 in the Department Bylaws for full details.

	Yes	No
1. Is there a "Letter of Nomination/Certification" from the Detachment attesting that the candidate was approved by a majority vote, signed by both the Detachment Commandant and Adjutant?	Yes ☐	No ☐
2. Is there a photograph of the candidate?	Yes ☐	No ☐
3. Does the letter contain a Biography of the candidate?	Yes ☐	No ☐
4. Is there a Marine Corps League Record (Detachment, Department and/or National, as appropriate) of the candidate?	Yes ☐	No ☐
a. Participates at Detachment Level?	Yes ☐	No ☐
b. Participates at Department Level?	Yes ☐	No ☐
c. Participates at Division Level?	Yes ☐	No ☐
d. Participates at National Level?	Yes ☐	No ☐
e. Are noticeable accomplishments included?	Yes ☐	No ☐
5. Is there a résumé of Marine Corps League awards and other awards received by the candidate?	Yes ☐	No ☐
6. Is there a résumé of community involvement, including letters from community leaders, for the candidate?	Yes ☐	No ☐
7. If photographs are submitted, do they include:		
a. Are these photographs captioned?	Yes ☐	No ☐
(1) Is date of activity included?	Yes ☐	No ☐
(2) Is place of activity included?	Yes ☐	No ☐
(3) Is purpose of activity included?	Yes ☐	No ☐

Total Yes's: _____

NOTE: All nominations must be received by the Committee Chairman by the end of the fourth Staff Conference preceding the annual Department Convention. Nominations may be mailed via Certified Mail / Return Receipt Requested or "hand carried" to the Convention.

Comments / Additional Information:

SIGNATURES

Detachment Commandant Signature: _____

Date: _____

Detachment Adjutant Signature: _____

Date: _____