

## FORM 17 Meritorious Service Award & MSA with Gold Star Application

To submit a Brother for the Meritorious Service Award or MSA with Gold Star you must complete and email Form 17 in its entirety to the Commander-in-Chief. He, with the approval of the CofA, can award the Meritorious Service Award with Gold Star at any time during the year to include Department Encampments. However, all applications must be received by June 1st.

*A Brother who has performed especially meritorious service to our Order **BEYOND** the efficient and loyal performance of a Brother's duties may be recognized by the Commander-in-Chief by suitable citations in orders, letters, and certificates bearing the seal of the Order. If the service is considered to merit the distinction and if approved by the Council of Administration, the Brother who performed the service shall be authorized to wear a one-half inch gold star on his Membership badge, badge of current office or past commanders badge. It is not mandatory upon the Commander-in-Chief to make this award.*

### Directions:

1. On FORM 17, place the nominated Brother's Full Name and Title
2. Insert the dates covering the Brothers Service, His Name, and Department in the space provided
3. Write the citation:
  - a. Type using **Times New Roman #12** font with **1 inch side margins**. (fill-in PDF has been optimized)
  - b. Use additional pages as necessary.
  - c. What service/services did the Brother perform beyond his required duties?
  - d. How did his performance further the goals of the Order in an exceptional way?
  - e. What was unusual about the Brothers accomplishments?
  - f. What distinguishes the Brothers achievement from what other Brothers are doing?
  - g. Be very **specific** including facts, places, numbers, locations and all pertinent information.
4. Place Brother's name on line after: "The actions, ability, initiative, and dedication of Brother"
5. **Email** completed Form 17 to the Commander-in-Chief [cinc@suvcw.org](mailto:cinc@suvcw.org)
6. **Deadline: Applications may be submitted any time before JUNE 1st.**

