**IMPORTANT TIPS ABOUT AWARDS**

**Go to D7 website** [**http://www.uscga-district-7.org/#**](http://www.uscga-district-7.org/)

 **Download 1650 form and word document template for award**

**Get help – FC, DCDR or District Awards Coordinator**

**Complete Form 1650 and citation; if MTC – add list of awardees (send as attachments in an e-mail)**

 **Do not send scans or PFD files.**

**Recognize members who are not officers; doesn’t have to be a formal award – Look at *Ways to Recognize Your Members* on the D7 website**

 **Certificate of Appreciation – simple frame**

**Any member may write an award – Let your members know**

**Recognize only those who go beyond and above their normal responsibilities**

**Be certain that the deeds are timely, or have not been previously recognized.**

**Avoid combining multiple time periods, offices or significant projects in one award.**

 **Go to AUXINFO to get hours and participation in the various missions**

**Talk to members who would have worked with or witnessed accomplishments**

**The What, Why, How & the Results become the substance in the citation.**

**Use New Times Roman font in 11 or 12 point type**

**Use action verbs: initiated, managed, defined, implemented, trained, obtained, etc.**

**Avoid using abbreviations; avoid useless words**

**Sign the form with “/S/” and your full name; forward electronically**

**Do not tell the recipient you are recommending him/her for an award.**

**Match the accomplishments & time frames with the appropriate award.**

**Send to DCDR for review and approval**

**Send only one citation and 1650 form in each e-mail**