



NOMINATION LETTER

Dear Friend of the Four Chaplains Memorial Foundation,

I want to thank you for taking the time to submit a nomination for one of our prestigious Legion of Honor Awards. The Four Chaplains Memorial Foundation's mission is to tell the story of the Four Chaplains to encourage selfless service and interfaith cooperation in individuals and organizations. Our motto is: Unity without Uniformity. In short, we want to honor the person, no matter their race, color, religion, sex, national origin, or age.

The nomination form is used to nominate an individual or organization for a Four Chaplains Legion of Honor Award. In support of this nomination, attach a 1–2-page summary of the individual's or organization's accomplishments in selfless service and interfaith cooperation. Remember, their service should be above and beyond the nominee's vocational responsibilities or service to a civic or volunteer organization.

The 90-Day Rule

Make sure you have read the Legion of Honor Award Guidelines before making a nomination. **Nominations should be made at least 90 days in advance.** If a nomination is made less than 90 days in advance there is no guarantee it will be approved in time of the scheduled event.

All nominations are reviewed by our administrative assistant, the executive director and a committee made up of our board of directors. Sometimes we need to follow up with you before making a final decision. Then once a decision is made, we need time to prepare the award packets and mail them.

The Legion of Honor program is only as prestigious as we make it. It requires your support. A well-planned event should not only present the award but also tell the story of the Four Chaplains. It should also give recognition to the foundation as one of our four core programs.

Finally, a reminder, **only active members of the Four Chaplains Memorial Foundation** can nominate someone for an award. Plus, make sure your **nomination statements are typed and emailed to: chapel@fourchaplains.org.**

Thank you,

Bill Kaemmer

Bill Kaemmer

Executive Director

515-554-4836

director@fourchaplains.org



FOUR CHAPLAINS' MEMORIAL FOUNDATION LEGION OF AWARDS GUIDELINES

(Please READ thoroughly. New Guidelines affective as of JANUARY 1, 2024)

The Four Chaplains Legion of Honors Program is our signature program and is designed to honor individuals and organizations who promote selfless service and interfaith cooperation. Membership in the Legion of Honor (LOH) is awarded based on documented acts of selfless service. Selfless service consists of deeds and actions on behalf of others irrespective of their race, ethnicity, sexual orientation, or faith. There are many folks whose everyday job responsibilities such as a police officer, fireman/women, military service member, politician, or healthcare workers call for them to serve in a helping and caring capacity. However, the performance of their job or leadership in a civic or Veteran organization such as the Marine Corps League, American Legion Post etc. DOES NOT always qualify as "selfless service." Selfless service constitutes going the "Extra Mile" above and beyond their job or organizational leadership responsibilities. So again, distinguished military careers or leadership in Veteran or other organizations are commendable but do not, by themselves, constitute selfless service.

Here are some important nominating guidelines:

- A nomination should consist of concise but detailed statement which clearly spells out the nominee's acts of selfless service on which their candidacy for membership in the Legion of Honor program is based.
- Be specific. A nominee's life history, business or military resume may be background information but does not warrant recognition. Remember, "Above and Beyond" one's title or occupation.
- Many people lead commendable personal and professional lives, however, that should not be the sole justification for an award. In your nominating statement, focus on those exceptional acts of selfless service that qualify your nominee for an award.
- A nomination should consist of the Nomination Contact Form and a 1–2-page Nomination Summary (Typed, 12-point, black ink, Arial Font). We get over 400 nominations per year so be precise.
- Finally, the Legion of Honor award should be presented during a planned event such as an awards or dinner banquet. These should not be handed out casually. You should be honoring the nominee in a public setting in front of their peers.
- The nominee should submit their nomination form at least **90 days prior** to their event. Details of the event should be submitted along with the nomination.
- Note: We will never charge an awardee for a LOH award, but we ask the nominator to consider donating or planning a fundraiser in conjunction with the award presentation to help support the continuation of this program.
- Finally, **all nominators need to be a current Member of the Four Chaplains Memorial Foundation at a cost of \$50 annually.** You can make a payment on our website: www.fourchaplains.org

The Six Legion of Honor (LOH) Award Categories:

1. **The Legion of Honor Award Certificate is our most basic award.** It is given to individuals who perform acts of selfless service in their community. Often this can be a one-time event such as organizing clothing, food, or fundraiser to support a cause or organization. An awardee will receive a certificate and Legion of Honor pin.
No more than Four Legion of Honor Awards will be approved for an event. The nominator must be a Four Chaplains Memorial Foundation board member, trustee, a Legion of Honor Award recipient, chaplain, or a leader of a Veteran organization.
2. **The Junior Legion of Honor Award Certificate** is awarded to a young person who is 18 years of age or still in the 12th grade who has selflessly served their community. Often this can be a one-time event such as organizing clothing, food, or fundraiser to support their school, cause, or organization. An awardee will receive a certificate and Legion of Honor pin. **No more than Four Junior Legion of Honor Awards will be approved for an event. The nominator must be a Four Chaplains Memorial Foundation board member, trustee, school administrator, a Legion of Honor Award or Junior Legion of Honor Award recipient, chaplain, or a leader of a Veteran Organization.**
3. **The Legion of Honor Humanitarian Award Certificate and Medallion** is awarded in recognition of a lifetime commitment to selfless service that has demonstrably affected the quality of life in an individual's community, state, region, or nation. Remember, you should be recognizing the nominee for acts "above and beyond" their respective position in their community. **Only one Humanitarian Award will be approved for an event.** The foundation will supply the award certificate for free along with a Four Chaplains Challenge Coin. **A \$35 administrative fee will be added for the processing of a Humanitarian medallion.** The nominator must be a Four Chaplains Memorial Foundation board member, trustee, chaplain, leader of a Veteran organization or a Legion of Honor Award Medallion recipient. The nominator should invite a Four Chaplains Memorial Foundation Board Member or Executive Director to be a part of the presentation ceremony.
4. **The Charles W. David Jr. Lifesaving Certificate and Medallion** is given to an individual who falls into one of the following categories:
 - a. **Lifesaving Certificate and Gold Lifesaving Medallion:** Those who saved the life of another at grave personal risk to their own safety (Example: Running into a burning building, saving a drowning victim etc.) This is normally reserved to someone who does this act outside of their professional position such as a police officer, fireman/woman, or Service Member (but there are exceptions to this rule).
 - b. **Lifesaving Certificate and Silver Lifesaving Medallion:** Those that have saved the life of another with no risk to their own person. Such as, someone stopping and giving first aid to a person in a traffic accident.
 - c. **Only one Lifesaver Award will be approved for an event. (An exception can be made if several people were involved in the same event)** The foundation will supply the award certificate for free along with a challenge coin and a Legion of Honor pin. **A \$35 administrative fee will be added for the processing of a Lifesaver medallion.**

- d. **Note: The nominator must be a Four Chaplains Memorial Foundation board member, trustee, chaplain, leader of a Veteran organization or a Legion of Honor Award Medallion recipient. The nominator should invite a Four Chaplains Memorial Foundation Board Member or Executive Director to be a part of the presentation ceremony.**
5. **The Legion of Honor Bronze Certificate and Medallion is the second highest award** and is granted on a limited basis for extraordinary contributions to the well-being of others at the **STATE, REGIONAL or NATIONAL level**. A simple rule to follow would be if you Googled the individual, you would probably find their profile on the internet. This award should not be given to individuals for holding positions of leadership in clubs, organizations, military, or public service. Again, the rule is "above and beyond" their official position. **Only one Bronze Award will be approved for an event.** The foundation will supply the award certificate for free, a Four Chaplains Challenge Coin and a Legion of Honor pin. **A \$35 administrative fee will be added for the processing of a bronze medallion.** The nominator must be a Four Chaplains Memorial Foundation board member, trustee, chaplain, State or National leader of a Veteran organization or a Legion of Honor Bronze or Gold Award Medallion recipient. The nominator should invite a Four Chaplains Memorial Foundation Board Member or Executive Director to be a part of the presentation ceremony. A Legion of Honor Bronze Award should be presented at an organized awards banquet/dinner. Only four Bronze Awards will be awarded in any one state or territory each year. (Any exceptions must be approved by the Four Chaplains Memorial Executive Board Members.)
6. **The Legion of Honor Gold Certificate and Medallion is the highest award** and is granted on a limited basis for extraordinary contributions to the well-being of others at the **NATIONAL or INTERNATIONAL level**. A simple rule to follow would be if you Googled the individual, you would find their profile on the internet. This award should not be given to individuals for holding positions of leadership in clubs, organizations, military, or public service. Again, the rule is "above and beyond" their official position. **Only one Gold Award will be approved for each of our National Regional events. Only a current serving Four Chaplains Memorial Foundation Executive Board of Director or other Legion of Honor Gold Medallion recipients can nominate someone for this prestigious award.** This award must be presented by either the Four Chaplains Memorial Foundation Chairman of the Board or the Executive Director. This award should be presented at an organized awards banquet/dinner. Only 5 Gold Medallions can be presented each year in the following areas: East, Midwest, West, Southwest Regions and at the Four Chaplains Annual Banquet in Philadelphia. International Awardees will be decided on an individual basis and only one award can be presented per country. (Any exceptions must be approved by the Four Chaplains Memorial Executive Board Members.)

Other Awards:

1. **A Posthumous Legion of Honor Award** can be given in recognition of those Service Members, police officers, firefighters, EMTs and State/National agents of law enforcement agencies who lost their lives in the line of duty and would qualify for other Legion of Honor Awards as described above.
2. **Legion of Honor Certificates of Appreciation or Recognition** can be awarded to individuals who served as a Service Member, police officer, firefighter, EMT, health worker, religious leader, and state/national agent of a law enforcement agency. This is a good award to give during a Veteran, Armed Forces and Memorial Day services and at local Veteran posts or community churches to honor community members who served in uniform.

Other Legion of Honor Information:

- Nominations will be accepted by all Four Chaplains Memorial Foundation current board members, Trustees, and past recipients of a Legion of Honor Award. Note: Only a Legion of Honor Medallion recipient can nominate someone for a medallion award.
- **All nominators must be a current Four Chaplains Memorial Foundation Member and current on their \$50 annual fee.**
- All Legion of Honor Awards should be publicly presented at an organized Four Chaplains event such as an awards ceremony or banquet. They can also be presented at organizational meetings or special events. Bottom line, a Legion of Honor Award should be treated as a special award and planning should go into the presentation.
- During the presentation ceremony the presenter should give recognition to the Four Chaplains Memorial Foundation such as "The Legion of Honor Award being presented today has been granted by the Four Chaplains Memorial Foundation in Philadelphia, PA in honor of the Four Chaplains sacrifice during WWII and the sinking of the U.S.A.T. Dorchester on February 3, 1943. Note: A similar statement should appear on any printed event bulletins or programs.
- Many organizations present the awards at an event in which they collect a donation or take a special offering. Such an effort is appreciated since this program is one of our more costly programs and is supported by membership fees and donations.
- The award ceremony should be a special event and the number of awardees should be limited to maintain the atmosphere of a special occasion. We suggest no more than Four Legion of Honor Awards and two different medallions should be presented at any one event. (Exceptions can only be made by the Four Chaplains Memorial Chairman of the Board or Executive Director.)
- Nominators should plan at least 90 days in advance. We need time to send awards to our awards committee members for approval and to complete and ship the awards.
- **DO NOT advertise the presentation of an award until it has been APPROVED!**
- Include a detailed description of the awards presentation event such as location, type of event, presenter and names of any special guests attending.
- Send an invitation for the board of directors or Executive Director to attend at least 90 days in advance.
- Inquire about purchasing a beautiful "Chapel of Four Chaplains" padded presentation folder to hold the certificate **(Cost: \$25/folder includes postage)**

- We will no longer ship wooden certificate frames. Frames are only used when a Four Chaplains board of director or Executive Director attends an event and is requested by the nominator. **(Cost: \$40/frame includes postage)**

After Action Report:

An after-action report should be emailed to the chapel@fourchaplains.org upon completion of the event including a summary of the event along with photos and program bulletins. Also, include the attendance and if a goodwill offering was collected. We use this information when budgeting for the program and to support grant applications.

CHECKS and DONATIONS:

All checks can be made out to: Friends of the Chapel of Four Chaplains and both checks and donations can be mailed to: The Chapel of Four Chaplains, 1201 Constitution Ave., The Navy Yard, Building 649, Philadelphia, PA 19112.

Credit Cards: Can be charged to our website: www.fourchaplains.org

OTHER: For more information and resources to host a Legion of Honor Awards Dinner/Banquet please visit our website and search the Research Tab: www.fourchaplains.org or contact Michelle at: michelle@fourchaplains.org or chapel @fourchaplains.org or call: 215-218-1943.



Four Chaplains Memorial Foundation Legion of Honor

AFTER ACTION REPORT

(Required)

Please fill in this form and return to the Chapel of Four Chaplains within 30 days of the completion of your Four Chaplains Legion of Honor Award Presentation Event.

1. Name of **Presenter**: _____
2. Name of **Awardees** and the type of award presented:
 - a. Name: _____ Award: _____
 - b. Name: _____ Award: _____
 - c. Name: _____ Award: _____
 - d. Name: _____ Award: _____
3. **Location** of Event: _____
4. Type and **Name of the Event**: _____
5. How many people were in **attendance**: _____
6. Names of **Special Guests/VIPs**:
 - a. Name: _____ Title: _____
 - b. Name: _____ Title: _____
 - c. Name: _____ Title: _____
 - d. Name: _____ Title: _____
7. Describe the **highlights** of the event: _____

8. Please attach any **bulletins or programs** from the event.
9. Please attach some **photos** from the event.
10. Please attach any **media coverage** of the event such as a newspaper article or a link to a local TV broadcast.
11. Add any **additional comments** or feedback on attached sheets.
12. Did you collect **donations or have a special offering** for the foundation?
13. **Email** to: chapel@fourchaplains.org
14. **Or Mail** to: The Chapel of Four Chaplains
1201 Constitution Ave.
The Navy Yard, Building 649
Philadelphia, PA 19112

THANK YOU

Your feedback will help us promote and improve our Legion of Honor Program.

