

# MOWW® | Phoenician Award Checklist

Youth Leadership Conference (YLC) Directors & the Patriotic Education Committee (PEC)

- **NLT 15 August, annually, YLC Directors should email the required documents to the Chair & Vice Chair, Patriotic Education Committee (PEC). See MOWW National Directory for Chair and Vice Chair contact information.**
- **Retain a copy of this request and submitted documents in permanent YLC and PEC records.**

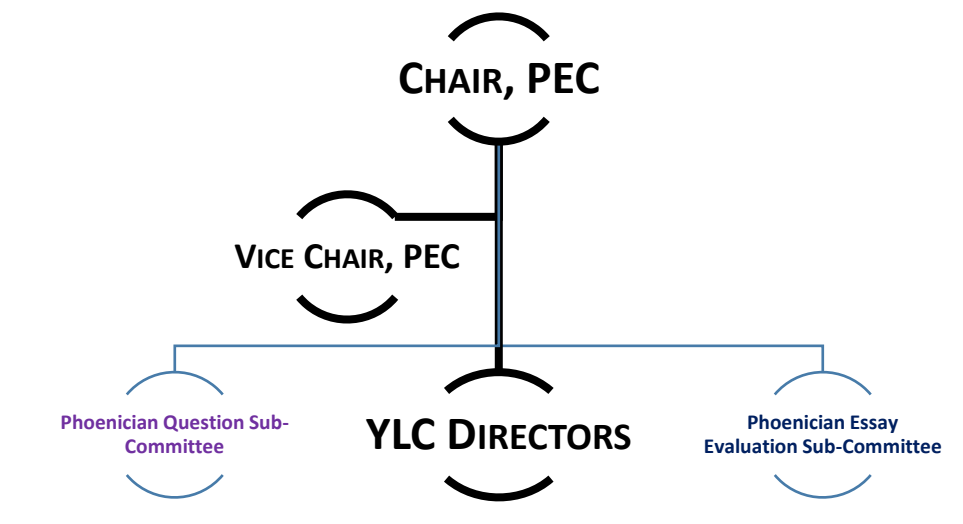
MOWW’s Phoenician Awards provide national recognition to three Youth Leadership Conference (YLC) students who are judged as the “The Military Order of the World Wars Outstanding Student of the Year.” Candidates are chosen from among students who were selected by their multi-day Youth Leadership Conference. National recipients are determined by the outcome of the Phoenician Award Essay Contest.

All award recipients receive their awards during local, public ceremonies attended by family, friends, education professionals, fellow students and local media. In addition, MOWW features them in *The Officer Review*® magazine, and in its annual MOWW Convention Book.

The annual Phoenician Essay Contest is a three-part process: 1) contest setup, 2) contest launch, entry, and judging 3) Winner notifications, award preparation, and ceremonies for each award recipient.

The MOWW Commander-in Chief, the Senior Vice Commander-in-Chief and/or a Vice Commander-in-Chief presents each recipient the following:

1. The Winner receives a \$2,000 scholarship, a Phoenician Award Certificate, and a MOWW Bronze Patrick Henry Award.
2. The First Runner-Up receives a \$1,000 scholarship, a Phoenician Award Certificate, and a MOWW Bronze Patrick Henry Award.
3. The Second Runner-Up receives a \$500 scholarship, a Phoenician Award Certificate, and a MOWW Bronze Patrick Henry Award.



## A. PREPARING FOR THE ANNUAL PHOENICIAN ESSAY CONTEST

- NLT 15 May: The Chair, Patriotic Education Committee (PEC), requests each YLC Director submit a patriotic education question that requires the essayist to take a position on an issue that focuses on leadership, American heritage, patriotism, and/or free enterprise, that is suited to a 300-500-word essay and does not require extensive research.
- NLT 30 May: The Chair, PEC, selects seven (7) YLC Directors to serve as the PQC and the PQC Chairperson. The PECC/VPECC serve as PQC members, but not as the PQC chairperson.

- NLT 30 May: The Chair, PEC, appoints the Vice Chair as the OPR for the Phoenician Essay Contest.
- NLT 10 May: The Chair, Phoenician Question Sub-Committee, requests YLC Directors to submit potential Phoenician Essay questions.
  - NLT 30 June: YLC Directors submit one or more candidate Phoenician Essay questions to the Vice Chair, PEC.
- NLT 15 July: The Chair, Phoenician Question Sub-Committee, down-selects to no more than three questions and notifies the Chair, PEC.
- NLT 1 August: The Chair, Phoenician Question Sub-Committee, provides the Phoenician Essay Question for the contest year to the Chair, PEC.
- NLT 1 July: The Chair, PEC, contacts chapters and asks for volunteers to serve on the Phoenician Essay Selection Committee, which provides the criteria for chapter eligibility, evaluates and ranks the essays and selects the award recipients, i.e., the Winner, First Runner-Up and Second Runner-Up.
  - NLT 30 August: Volunteering chapters must submit their respective volunteer forms.
- NLT 1 September: The Chair, PEC, selects the chapter that will serve as and provide the PESC members and provides the set of essays with assigned identification code and no YLC or author information
- NLT 1 November: [PESC] is fully prepared to judge the essays and tabulate the results.
- NLT 15 November: [PESC Chairperson] receives all the competing essays without any YLC or author information.

#### B. CONDUCTING THE ANNUAL PHOENICIAN ESSAY CONTEST

- NLT 30 August: The Chair, PEC, informs each YLC director of the Phoenician Essay Award Program submission requirements.
- NLT 10 September: YLC Directors contact their most outstanding students and provide them the Phoenician Essay Question and instructions.
- NLT 15 November: YLC Directors provide their respective Phoenician Essay package (see items required below) only to VPECC and PECC. ***Phoenician essays received after 15 November will not be considered.***
  - Each YLC Director can submit only one Phoenician Award package.
  - To preserve the integrity of the essay competition, do not provide copies of the Phoenician Award's package items to anyone other than the VPECC and PECC.
  - Items required for a Phoenician Essay package to be complete and a contest competitor:
    - All text documents (cover sheet, essay, bibliography, and biographical sketch) must be in Word.doc format.
    - Cover sheet. The cover sheet contains the student's full first, middle and last name, and suffix (as applicable), home address, telephone number, email address and the YLC attended (with dates). Cover sheet information will not affect the essay's word count.
    - The Phoenician Essay (300-500 words in length for only the essay) with its title. Do not put the student author's name on essay.
    - The Essay Bibliography. This information will not affect the essay's word count.
    - Biographical sketch (Word.doc format only), ≤ 100 words in length, which must also include the student's full first, middle and last name, and suffix (as applicable).
    - Color photo (headshot), digital, color, unedited, > DPI 350.

- Information Release Form (signed by the student if > years of age. If < years in age, the custodial parent/legal guardian must sign the release form.
  - A short letter from the YLC Director certifying your most outstanding student's eligibility to participate in the Phoenician Essay Contest.
- NLT 20 November: The PEC processes the essays for anonymity and email the full set of anonymous essays to the PESC Chairperson.
- Note: The PEC will retain the received essay packages until being notified of the winners and receiving the IRS Form 1099 and SSAN Release Form from the contest winner and 1<sup>st</sup> runner-up, whose award amount requires filing with the IRS.
- NLT 15 December: The PEC has judged the essays, tabulated the results and determined the winner, 1st runner-up and 2nd runner up. There will be no ties.
- NLT 15 December: The Chair, Phoenician Essay Evaluation Sub-Committee notifies the Chair and Vice Chair, PEC, if the results of the contest.

### C. NOTIFYING PHOENICIAN ESSAY CONTEST AWARD RECIPIENTS

- NLT 20 December: The Vice Chair, PEC:
- Notifies the Chief of Staff, the CINC, SVCINC, and VCINCS of the Phoenician Award Recipients. Note: The CINC, **will** be the first to congratulate the three winning students.
  - Assembles the Phoenician Award Program packages for the three winning students,
- NLT 5 January: The CINC congratulates the three winners and provides notification or courtesy copy of the congratulations to the YLC Directors whose competitor won (winner, and 1<sup>st</sup> and 2<sup>nd</sup> runner ups), affected Region Commanders, particularly if a region functions as the support foundation for the YLCs within the region (i.e., Region VIII and XIII), affected chapter commanders, and VPECC and PECC.
- NLT 6 January, but after receiving the CINC's notification or courtesy copy congratulating the winning students, the Chair, PEC, notifies the YLC Directors and the Region Commanders, at least those with a winning student from a YLC within the Commander's region, of the results of the contest and provide the two YLC Directors whose essay competitor was selected the winner or 1st runner-up provide them a IRS Form 1099 and SSAN Release Form or link to them for these winning students.
- NLT 8 January: The YLC Directors for the winner and 1st runner-up provide an IRS Form 1099 and SSAN Release Form to these students to fill out, sign or have signed, and mail to the Vice Chair, PEC, and notify the respective YLC Directors that the forms were completed and mailed as instructed.
- NLT 15 January: The two YLC Directors ensure that the winning students have mailed the IRS-related forms as instructed.
- NLT 20 January: The Vice Chair, PEC, emails the aforementioned documentation for all Phoenician Award recipients to the MOWW Chief of Staff at [chiefstaff@moww.org](mailto:chiefstaff@moww.org) and the MOWW Director of Finance at [finance@moww.org](mailto:finance@moww.org). The overall Phoenician Award Program is comprised of the following documentation:
- The applicable Phoenician Award question
  - For the Phoenician Award Winner, 1st Runner-up and 2nd Runner-up:
    - Phoenician Essay.

- Biographical Sketch.
  - Unedited, digital color photo ( $\geq$  300 DPI)
  - Information Release Form
  - IRS Form 1099-MISC (submitted only for gifts (e.g., scholarships) greater than \$600, i.e., the Phoenician Winner and First Runner-Up—not the Second Runner-Up.
  - SSAN Release Form (submitted only by/for the Phoenician Winner and First Runner-Up—not the Second Runner-Up.
- NLT 1 February: The Chief of Staff will prepare the CINC congratulatory letter and all award materials (including prize checks) for each award recipient.
- NLT 10 February: The award ceremony coordinating group for each award recipient forms and begins planning for the ceremony. The coordinating group, responsible for arranging and conducting a local award presentation ceremony for the student, includes the applicable YLC director, the commander of the MOWW chapter that sponsored the student being recognized, and the affected Region Commander, particularly if the Region functions as the primary support foundation. The group interfaces with the student to determine a location, date and time of the award ceremony. The ceremony should occur in the February-May timeframe while school is in session, e.g., during a school assembly or other public and highly attended venues and at a place relatively local to the student's residence to maximize attendance by the student's family and community.
- Plan the ceremony for a best date for the affected chapter, region and YLC Director (if located locally), and to achieve maximum participation (photo opportunities).
  - Ideally, the presentation would occur during a school assembly. Regardless, arrange for as much pomp and circumstance as can be developed for the occasion.
  - Early in the planning: The group lead or designee contacts CINC/SVCINC/VCINCs for windows of availability to serve as the Phoenician Award presenter. See MOWW National Directory at [www.moww.org](http://www.moww.org), "Companions Only," "Publications," for contact information.
  - Recommended attendees:
    - Immediate family and relatives of the student being recognized.
    - Friends and classmates of the student being recognized.
    - School officials, etc., of the student being recognized.
    - Media coverage, particularly visual broadcasting and newspaper, but also electronic media.
      - Ensure a news release is developed and distributed to local print and electronic media using the MOWW News Release Guide, Parts I and II. See the MOWW website ([www.moww.org](http://www.moww.org)), "Companions Only," "Tips & Guides."
      - Develop an Word.doc article with unedited, color digital photographs ( $\geq$ 350 DPI) for *The Officer Review*<sup>®</sup>, and email it to the MOWW Chief of Staff at [chiefofstaff@moww.org](mailto:chiefofstaff@moww.org).
    - MOWW Companions from the sponsoring chapter, the applicable department and region and/or national officers, e.g., the presenter (i.e., the CINC, SVCINC or a VCINC).
    - Community Leaders (e.g., mayor, state legislators, clergy)

- Community organizations, especially those who may have sponsored at least one student or may be able to sponsor a student in the future.
  - National organizations with a local presence (e.g., Scouting Councils, National Sojourner representatives, Joe Foss Institute)
  - Anyone or any entity, not already cited above that you would like to thank for enabling your YLC and/or the student's attendance
- Group Leads or designee keep the PEC, the Chief of Staff and the CINC/SVCINC/VCINCs updated as to the progress in arranging the locally-held Phoenician Award presentation ceremonies
- NLT 1 May or 1 week before ceremonial event whichever is earlier, ensure the event is planned, arranged, ready to execute, and attendees and media support are lined up.
  - NLT 25 May: The group lead provides an article and photos about/of the event to the Chief of Staff for publication in *The Officer Review*<sup>®</sup> and to the Chair and Vice Chair, PEC.