

# MOWW® | PE PROGRAM AWARD PROCESS

*Patriotic Education Award Process Duties & Responsibilities*

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## 1. PATRIOTIC EDUCATION COMMITTEE (PEC)

- 1 Feb: Set up dual tracking system for receipt and storage of Chapter PEP Award submissions and start using system accordingly.
- NLT 7 Mar: Complete review/revision of the MOWW PEPA Application Form (11i), which establishes the PEP Award criteria.
- NLT 7 Mar: Review/recommend edits of the MOWW PEPA Application Form (11i), which establishes the PEP Award criteria.
- NLT 14 Mar Submit updated form to Chief of Staff for posting in the MOWW Forms List
- NLT 31 Mar Finalize scoring template/rubric for PEPA Contest with PEC.
- NLT 31 Mar: Email PEP Award Information to Region and Chapter Commanders
- NLT 31 May: Designate 3-6 Companions (PEC members preferred) not having a conflict of interest regarding PEPE Awards to serve as PEPAA Evaluation Team members as determined by the PEC Chair.
- NLT 1 Jun: Receive Chapter PEP Award submissions & copy of Chapter Activity Report by email. No submission received late will be considered IAW MOWW Policy Manual
- NLT 1 Jun: Chapter coordinators submit PE Program Award submissions & annual reports to the PEC. Late submissions not considered IAW MOWW Policy Manual (PEC or PEC Chair?)
- NLT 2 Jun: Distribute PE award submissions received from chapters to PEC members for evaluation
- NLT 3 Jun: PEPAA Evaluation Team members receive the qualified PE Award submissions (i.e., chapter applications and activity reports) from the PEC Chair or Vice Chair
- NLT 13 Jun: Receive award evaluations from PEC & determine award recipients
- NLT 13 Jun: Each PEPAA Evaluation Team member evaluates the applications and emails the evaluation results to the PEC Chair and Vice Chair.
- NLT 15 Jun: Submit list of PE award recipients to MOWW/DA (Membership) at [membership@moww.org](mailto:membership@moww.org), and to the Oversight VCINC

## 2. REGION PATRIOTIC EDUCATION COORDINATORS

- NLT 1 Jun: Ensure the regions' chapters, submit their respective chapter's PE Award submissions and the Activity Report to the Chair, PEC.

## 3. CHAPTER PATRIOTIC EDUCATION COORDINATORS

- NLT 1 Jun: Submit chapter's PE Award submissions and the Activity Report to the Chair, PEC