

1. GUIDANCE – Patriotic Education Committee (PEC)

- Help regions/chapters be successful in their Patriotic Education (PE) programs IAW MOWW Strategic Goals
- Be familiar with and use the entire MOWW website (www.moww.org), e.g.,
 - MOWW Constitution, MOWW Bylaws, MOWW Strategic Plan, and MOWW Policy Manual, e.g., programs, awards, responsibilities, particularly those related to Patriotic Education. Key areas of the manual are sections defining outreach programs and appendices addressing PE Program Awards, Youth Leadership Conferences (YLCs), Youth Leadership Seminars (YLS), PE Volunteers & Youth Protection, and Massing of Colors.
 - MOWW forms, e.g., The family of MOWW Forms 11, commander checklists
 - MOWW website, e.g., “Tips & Guides,” “Training & Development,” “Operations and Programs,” awards, reports, forms, policy letters, etc.

2. MEMBERSHIP – Patriotic Education Committee

- Committee consists of a Chair, Vice Chair, Region PE Coordinators, and the Oversight VCINC for Patriotic Education
 - The Commander-in-Chief (CINC) appoints the Chair; the Chair appoints the Vice Chair
 - Region commanders appoint Region Patriotic Education Coordinators, and inform the committee Chair
- NLT 30 September, annually, Chair informs MOWW/CS and the oversight VCINC of the committee’s membership

3. DUTIES AND RESPONSIBILITIES – PEC Chair & Vice Chair

- Assist chapters in their PEP IAW MOWW SGs and Chapter Action Plans
- Serve as MOWW Points of Contact with national PE organizations
- Annually review MOWW Policy Manual, “family” of MOWW Forms 11, and the MOWW website (www.moww.org), and recommend changes
- Manage the PEP Award Process detailed by MOWW Form 11j. This process culminates at the MOWW Convention, with chapters deemed to have had the best PE Programs among the PEP Award Applications (MOWW Form 11f) submitted, summarizing chapter PEP accomplishments being nationally recognized and awarded accordingly.
- Execute and administer the Phoenician Award Process (MOWW Form 11f).
- Assist MOWW chapters and MOWW event directors who are MOWW Companions to secure volunteer insurance. (NOTE: MOWW insurance is not provided non-Companions). Email finance@moww.org and chiefstaff@moww.org.
- After receiving a YLC/YLCS event report (MOWW Form 11h) from the host entity, calculate and request event reimbursement at the approved level from the Youth Education Foundation (YEF, Inc.) for YLC/YLS events for the host entity.
- Ensure all region commanders have a PE Coordinator (Region PE Coordinators are part of the PEC).
- Provide information to the Chief of Staff and the PE Oversight VCINC on behalf of the PEC
- Host bimonthly audio or video teleconferences (e.g., www.freeconferencecall.com or www.zoom.com for the PE community—PEC, Y LC/YLS Directors, MOC Coordinators, and the Oversight VCINC & the Chief of Staff.
- NLT 1 Feb: Submit the online NASSP Application for the next school year (Aug-Jul). See www.nassp.org application procedures at “Apply to be Listed.”
- NLT 30 Aug: Post-convention, Chair convenes a teleconference (www.freeconferencecall.com) with Vice Chair and Region Patriotic Education Coordinators to review the issues resulting from the annual MOWW Convention and develop a post-convention action plan. Provide results to committee and Oversight VCINC, info Chief of Staff.
- NLT 30 Nov: Submit a Mater Patriotic Education Schedule showing all YLC, YLS, and MOC events projected for the coming calendar year. (This follows the PEC developing the schedule NLT 28 November.)

4. DUTIES AND RESPONSIBILITIES – Patriotic Education Committee

- Assist chapters achieve PE Outreach Programs objectives IAW MOWW SGs & CAPs
- Annually review MOWW Policy Manual, “family” of MOWW Forms 11, and the MOWW website (www.moww.org), and recommend changes
- Submit periodic articles for publication to *The Officer Review*® outlining the PE Program, providing helpful tips, including techniques chapters use to win awards, etc. Authors directly email their articles in Word.doc format to the Chief of Staff and info the PEC Chair and Vice Chair. Photos must be unedited and are also emailed.

- Execute the PEP Award Process detailed by MOWW Form 11j.
- Develop PE Program promotions for populating the “Companions Only,” “Operations & Programs” section of the MOWW website (www.mowmw.org).
- NLT 1 Jun: Chapter coordinators submit PE Award submissions & annual reports to Patriotic Education Committee. *Late submissions will not be considered IAW MOWW Policy Manual*
- NLT 1 Jun: PEC Chair submits the annual committee report to the Chief of Staff at chiefofstaff@moww.org for the MOWW Almanac, and to Oversight VCINC
- NLT 15 Jun: Chair submits list of PE award recipients to MOWW/DA (Membership) at membership@moww.org, and to the Oversight VCINC
- NLT 30 Jun: prepare materials for use during the annual MOWW Convention
- NLT 30 Jun: conduct a PE Program Review and adjust program as necessary to improve it.
- NLT 30 Aug: post-convention, have a PEC teleconference to review issues resulting from the annual MOWW Convention and develop a post-convention action plan
- NLT 30 Sep: post-convention, develop program goals, coordinate them with Oversight VCINC, and publish them
- NLT 28 Nov: Develop a Master Patriotic Education schedule integrating all:
 - YLC, YLS, MOC and other large-scale, MOWW-led events
 - Publishing requirements of *The Officer Review*®.
 - Facilitate coordination with, and provide updated guidance and information to, YLC/YLS Directors, MOC Coordinators, PEP Oversight VCINC and the Chief of Staff

5. DUTIES AND RESPONSIBILITIES – Region PE Coordinator

- Assist chapters establishing and strengthening their PE Outreach Program.
- Work with the region’s chapters to ensure their CAP includes the PE Outreach Program
- Assist chapters with developing contacts and expanding their involvement with PE organizations
- NLT 1 Jun, annually: Ensure the regions’ chapters submit their respective chapter’s PE Award submissions and the Activity Report to the Chair, PEC. This action is part of the PEP Award Process, MOWW Form 11j.

6. DUTIES AND RESPONSIBILITIES – Chapter PE Coordinator

- Annually ensure the chapter has or provides at least one meeting with a PE focus.
- NLT 1 Jun, annually: Submit or ensure the chapter submit its PE Award Application and the Activity Report to the Chair, PEC. This action is part of the PEP Award Process, MOWW Form 11j.