

Program Planning Tool

Program: J/ROTC Award Recognition Program

Objective: To recognize the diligence to duty and willingness to serve the United States of America by outstanding cadets in J/ROTC units in your community.

Task	Lead Person	Support Person	Start Date	End Date	Goal
Determine local high schools and colleges in your community with JROTC and ROTC Units					
Contact Senior Instructors/ Unit Leaders to tell them about the AMVETS J/ROTC Award (Jan-Feb)					
Order J/ROTC medals and certificates from AMVETS' store or alternative source					
Decide if you are going to present awards personally or mail to instructors					
Collect names of cadets, date of ceremonies, and shipping information or presentation information from instructors (Feb-Mar, presentations usually occur between March and May)					
If presenting: download sample presentation from Amvets.org/rotc					
If presenting: decide who is presenting where and when, confirm information and attendance					
If presenting: take pictures at the presentations to share with post, department and national!					
If shipping: ship medal and certificate at least 2 weeks prior to ceremony date to address provided.					

Questions? Call the National Programs Department at 301-683-4031.