

Minuteman Award Guidelines and Prerequisites

Prerequisites for Nominations are:

1. A nominee must have a minimum of five (5) years of active and distinguished service to the National Society.
2. A nominee must have served at least three (3) years in a National elective office (General Officer, Vice President General, Trustee or Alternate Trustee).
3. A nominee must have served at least three (3) years as a Chairman/Vice-Chairman of a National Committee as established by the President General and/or Executive Committee and published on the National Society website after each Annual Congress.

All requirements should be thoroughly reviewed before making the nomination.

Guidelines for Submission of the Nomination Form:

1. Only the national service of the nominee will be considered. State, Chapter or Community activities are not to be included in the supporting documentation. Service to the Society while being a member of the paid National Society SAR staff will not be considered. National service prior to employment and during non-working hours may be considered for qualification for the award.
2. For the office held – elective or appointive – the year of election or appointment must be shown (i.e. National Trustee – 2020 and not National Trustee – 2020-2021).
3. The Minuteman Committee will consider numerous criteria including, but not limited to, the following National Society service:
 - a. Elected or appointed service as a General Officer, SAR Foundation President, Vice President General, Trustee and Alternate Trustee.
 - b. Elected or appointed member of the Executive Committee or the SAR Foundation Board.
 - c. Member of the Nominating Committee.
 - d. Chairman or Vice-Chairman of a National Committee or Task Force established by the President General and/or Executive Committee and published on the National Society website after each Annual Congress.
 - e. Member of a National Committee or Task Force established by the President General and/or Executive Committee. and published on the National Society website after each Annual Congress.
 - f. Attendance at Annual National Congresses.
 - g. Attendance at Spring and Fall National Leadership Meetings

- h. Organization of new chapter(s) by the nominee. Documentation must include the name(s) of the chapter(s), charter date(s) and the specific role played by the nominee in the organization of the chapter. Chapter(s) must be viable and active at the time of nomination.
 - i. Development of new program(s) by the nominee. The program(s) must have been approved by the Executive Committee, implemented and in operation at the time of nomination (documentation of approval and operation must be provided).
 - j. First line signer/sponsor of new members. Documentation must include the name, the national number and date of admission of each new member.
 - k. Monetary donations to any of the National Society SAR or SAR Foundation's endowment or operating funds. Documentation of the donation must be included.
 - l. Other significant service to the National Society including, but not limited to, PG Travel Coordinator, PG Committee Coordinator, SG's Recording Secretary, Inspector General, Ethics Committee Investigator, etc.
4. For clarity of understanding by the Minuteman Committee, the nomination form and all documentation must be typed or computer-generated using a word processor. For convenience, an electronic version is available for downloading from the SAR website.
 5. No endorsements or cover letters are to be included with the nomination form.
 6. Nominations must be received at the National Headquarters no later than January 1st of the year of consideration.
 7. Nominations are for the current year only. Nominations will not be carried forward to subsequent years.
 8. The Proposer, Nominee and the President or Secretary of the State Society of which the Nominee is a member must sign the nomination form.
 9. The Minuteman Committee will not consider membership in more than five (5) committees in any year. Membership on the Executive and Nominating Committees are considered an elective/appointive office and is exempt from this provision. Furthermore, credit for Executive Committee membership is given only for those voting members appointed by the President General and confirmed by the Trustees.
 10. Attendance at both Leadership Meetings within the same SAR operating year (July to June) is required to get credit for one (1) year.
 11. Elected or appointed National Officer credit for Trustee and Alternate Trustee is limited to a maximum of three (3) years for each office.