

SAMPLE

NACO 3-Star Award Application

(This is not an actual application. It represents excerpts taken from various applications for illustration purposes only)

Date:

To: _____ Flotilla Commander
From: _____ Flotilla Diversity Advisor
CC: _____ Division Diversity Advisor
Subject: Application for NACO 3-Star Award for Excellence in Managing Diversity

Flotilla _____ has completed a minimum of three goals in each of the three major categories. Each accomplishment is described below.

Goal #1 - Create a Positive Environment

1. Appoint a flotilla diversity advisor.
 - a. _____ was appointed as Flotilla Diversity Advisor for 2002.
2. Publish at least one article on diversity awareness in flotilla newsletter per year.
 - a. Information regarding flotilla's diversity implementation was provided in three monthly publication/notices (March, June, and September 2002) that were mailed to all members of the flotilla.
3. Conduct one in-flotilla diversity member training session per year. (Training materials available on Diversity page of the AUX Web and from district Diversity Advisors.)
 - a. Two flotilla diversity member-training presentations were made during the year at regular flotilla meetings (March and September, 2002), plus one member training presentation on the formal mentoring program implemented by the flotilla was presented (February).
4. Target local neighborhoods and cultures in the flotilla's community in the flotilla recruiting action plan.
 - a. As part of our recruiting plan the flotilla has targeted all local neighborhoods and cultures in our community through our very active Marin Dealer Visitor program, making sure that local stores/dealers and marinas have information on the auxiliary and joining the auxiliary.
 - b. Specific public affairs/recruiting booths were held in ethnic communities as follows:
 - i. (State date and location held).
 - ii. (State date and location held).

- c. The flotilla recruited over 30 new members in 2002 and expanded its targeted area for recruitment to cover neighboring communities, resulting in the recruitment of three African Americans, two Hispanic Americans, and two Asian Americans, plus twelve women.
5. Document a minimum of 6 meetings per year attended by 50% of the flotilla membership.
 - a. (State the dates of meetings that qualified and the percentage of members that attended, based on attendance taken.)
 6. FC and/or VFC have attended leadership training at the district or national level.
 - a. Both the flotilla commander and flotilla vice commander attended a district sponsored leadership-training program (October, 2002).

Goal #2 - Value all Members

1. Document informal awards and recognition program – specify actions taken for positive reinforcement of members' actions and behaviors.
 - a. Each month, members who did something above and beyond the ordinary are specifically recognized at the flotilla meeting and included in the FC's report to the DCP. Members completing specialty courses and other qualifications are specifically recognized at flotilla meetings.
 - b. The flotilla pays for all member ribbons and devices earned after completing training for Crew, MDV, AV, Instructor, and AUXOP.
 - c. Pictures are taken for member achievements (new officer position, new member recruited, other achievements).
 - d. Members are recognized for their achievements in qualifications, operations, service provide, etc.
 - e. Flotilla Commander's certificates and plaques are provided by the flotilla and presented in fellowship meetings and change of watch ceremonies.
2. List a minimum of two routine communication with all members, i.e.: regularly scheduled newsletters, telephone tree passing information, flotilla meeting notices (with detailed information), or staff meeting notes distributed.
 - a. Five detailed notices, regarding upcoming flotilla meetings, were mailed throughout the year to all members. Notices included information about the previous flotilla meeting and the upcoming meeting, as well as member training topics, achievements by members recognized or to be recognized, and fourth cornerstone activities occurring in the subsequent 30-90 days.
 - b. Two specific detailed invitation/notices were mailed to all members regarding specific fourth cornerstone events.
 - c. In addition to meeting notices, telephone calls were made to all members (as a reminder) a minimum of six months during the year (by a telephone tree member).

3. Conduct exit interviews for all members leaving the Auxiliary and forward to DSO-PS via the SO-PS.
 - a. Exit interviews were conducted with all members who resigned or did not renew their dues. Some were in person and some were by phone. The results are being provided, in writing, to the SO-PS and DSO-PS.
4. 92% of our existing flotilla member renewed their membership (as verified by AUXDATA records).
5. Show that 65% of members are involved in Auxiliary activities according to AUXMIS/AUXDATA.
 - a. 66% of our members were involved in Auxiliary activities according to AUXDATA (as confirmed by the FSO-IS).
6. List a minimum of 4 fellowship activities sponsored by the flotilla throughout the year for all members and their families and friends.
 - a. In July a flotilla four-hour harbor cruise was held on for members, guest, & prospects on a member's powerboat, including on-board lunch.
 - b. In September a catered dinner was held at a café. It was attended by members, guests, and prospective members.
 - c. In December a harbor cruise was held to view a boat parade of lights and cruise decorated homes in the harbor. This was also held on a member's powerboat. It was attended by members, guests, and prospective members. A potluck dinner was held onboard.
 - d. In December, a holiday open house for members, guests, and prospective members held at the home of the flotilla commander.

Goal #3 - Promote Individual Success

1. Assign a formal mentor to each new member for the first year of membership.
 - a. A formal mentoring program was instituted with formal training for mentors (utilizing the PowerPoint Mentoring as the basis for training). Each new member has been assigned a mentor for at least his or her first year of membership. Mentors stand up with and participate in the swearing ceremony of the new member.
2. Utilize the Member Involvement Plan to help new members plan their involvement and training.
 - a. The Member Involvement Plan book is being used between the mentor and the new member. Mentors are paying particular attention to the training needs/desires of the new member. Mentors also place special emphasis on making new members aware of the district's annual conference.

3. Provide written goals and expectations for all flotilla staff and committee positions to all members at the beginning of the year.
 - a. Written goals and expectations were provided to each flotilla staff officer and committee chairperson at our first staff officer meeting of the year (February) after discussion about the specific goals with the member.
 - b. At the first flotilla meeting of the year, a 10-page comprehensive plan (written by the FC and VFC) delineating the goals and expectations of each officer and all members was distributed. Copies were mailed to all members not in attendance at the meeting.

4. Provide all staff officers with specific written job descriptions upon appointment.
 - a. A written job description was mailed to or presented to each flotilla appointed staff officer at the beginning of the year.

5. Establish a flotilla mentoring program for potential staff officers.
 - a. Potential flotilla staff officers were teamed up with existing flotilla staff officers who are serving as mentors. Those positions assigned this year were:
 - i. Materials.
 - ii. Publications.
 - iii. Aids to navigation.
 - iv. Member Training.
 - v. Public Education.
 - vi. Marine Safety and Environmental Protection.
 - vii. Information Systems.

6. Provide adequate access to meetings for members and potential members with disabilities.
 - a. Our regular monthly flotilla meeting location complies with all ADA requirements and is fully accessible to all persons with disabilities.
 - b. Our public education classes also comply with ADA requirements.

_____ Date: _____
(Flotilla Diversity Advisor)

(Flotilla commander should approve application and forward to the District Diversity Advisor)