

## GUIDE FOR COSSAR ROTC COMMITTEE

The COSSAR awards the Bronze and Silver ROTC Medals to foster the principles of the “citizen-soldier”, best exemplified by the Minutemen of the American Revolutionary War.

The COSSAR presents these awards annually to Junior and Senior ROTC students who are selected for having attained the highest degree of merit with respect to leadership abilities and accomplishment, military bearing and overall academic excellence. Recipients are selected by each ROTC unit, using these selection criteria.

The administration of this program is the responsibility of the COSSAR ROTC Committee Chairman.

The COSSAR ROTC program, along with many other civic organizations, is a guest of the ROTC unit that has authorized our participation in their annual ROTC awards program. The administration of this program is:

- a. **SUPPLIES:** Supplies for medals, certificates and presentation folders are normally ordered in October or November of each year. This will allow the ROTC Chairman to take the appropriate number of Bronze/Silver Certificates to the COSSAR Annual Conference to have the incoming president and Secretary/Membership Sec sign each certificate for the upcoming school year. The COSSAR store customarily will announce sales of these supplies at this time. The needs are based on the previous year’s awards plus any new schools that may have activated ROTC programs. This information is contained in the ROTC End-of-Year report. The ordering and payment

process may be accomplished by visiting the NSSAR store on the internet. This method allows payment by credit card. Otherwise, an order form may be found in the SAR Magazine. Payment is by check either from the ROTC Chairman or the COSSAR Treasurer. In either case, reimbursement for all costs (supplies, mailing) associated with this program is paid by the COSSAR Treasurer.

- b. **HIGH SCHOOL/COLLEGE LISTING:** The names of the high schools and colleges remain relatively constant each year. An example of this listing is attached. However, commanders and “points of contact” do change. The preferred method of communications with these organizations should be by email, excluding necessary telephone contact.
- c. **ANNUAL INTRODUCTION:** The annual introduction email (a copy is in each school folder) should be sent individually by mid- February. Their replies may include any changes.
- d. **NAMES OF RECIPIENTS:** Names of individuals selected for the appropriate medal will commence arriving in April and continue through June. This must be closely monitored to insure that: (1) the names arrive in sufficient time to allow for the preparation of the certificate, packaging, mailing, and the selection of a SAR representative to make the presentation, and (2) a reply with names is received from each participating ROTC unit.
- e. **CERTIFICATE PREPARATION:** The certificate may be completed by using the template for the silver or bronze certificate. The font currently used is Old English Text MT. The date in the lower left hand of the certificate should be the date of the unit’s awards program. The grade/rank of the individual is normally included with the name of the individual when received from the unit. That should precede the name of the individual in the same font style and size. (See attachment.)
- f. **MAILING OF AWARDS:** The individual awards kit contains the blue presentation folder, the certificate and the Bronze or Silver medal and ribbon. Mailing of the awards package is an extremely important function of this program. To prevent any damage to the presentation folder/certificate during the mailing process, it should be wrapped in “bubble wrap” material and placed in a US Postal Service box “0-1092,” size 12 1/16 X 13 7/8. A box of 25 can be obtained from the US Postal Service at 1-800-610-8734. Customer ID for Newman is: YC15VL (as of 2008) for no cost. For the sake of convenience for the COSSAR Treasurer, it is recommended, if financially possible, to hold all receipts until the end of the school year to submit a claim for reimbursement.

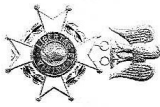
- g. **PRESENTATION:** The ROTC National guidelines direct that a SAR representative make the presentation at each awards program unless a representative is not available. Each school folder has a log that shows the dates when actions were taken and the name of the SAR representative who made the presentation. Generally the last individual is available for the next year. If not, there may be another name on the log, or he can suggest another name. Email should be used to confirm the date, time and place of the awards program for each presenter.
- h. **APPEARANCE:** The SAR representative should be neat in appearance, a suit or a blazer combo would be appropriate. A number of the COSSAR Color Guard members are active as SAR representatives. They wear their American Revolutionary War attire and they have been well received.
- i. **END OF SCHOOL YEAR REPORT:** A typical style of reporting is shown on attachment. This report may be given at the May BOM meeting. Also, it will be the end of year report given at the COSSAR Annual Conference.

SAR National ROTC Policy: <http://www.sar.org/Youth/ROTC-JROTC>

A tri-fold, titled Junior Reserve Officer Training Corps JROTC Recognition Program contains similar information; it is available from National.



The National Society  
of the  
Sons of the American Revolution



C/CMSSBT Ernest E. Rehman

is presented the

**Bronze R. O. T. C. Medal**

in recognition of superior leadership abilities and accomplishments,  
military bearing, and overall academic excellence.  
This superior NJROTC Cadet exemplifies the high ideals and principles  
which motivated and sustained our patriot ancestors.



Colorado Society \_\_\_\_\_  
Date 21 December 2012

*G. L. Newcom*  
President  
*L. J. Kamnichael*  
Secretary

**ROTC Awards Committee  
End of School Year 2009 Report**

**Sixteen Silver Awards:**                      **8 US Army**  
   **5 US Air Force**  
   **3 US Navy**  
   **Total Silver: 16**

**Thirty-Eight Bronze Awards:**                      **21 US Army**  
   **10 US Air Force**  
   **5 US Navy**  
   **2 US Marine Corps**  
   **Total Bronze: 38**

**Total State Awards: 54**  
**US Army 29**  
**US Air Force 15**  
**US Navy 8**  
**USMC 2**

**The administration of this annual program requires the coordination with twenty-five (25) POCs – 21 high schools, and 4 colleges/universities.**

**Ernest Newman, Chairman**  
**COSSAR ROTC Awards Committee**  
**9 May**