

## ***Update to Maxim Award December 2022***

There are two important updates to the COMO Daniel Maxim Award for Excellence in Education for 2022 and future nominees. ***The first is in the timing of the due dates of nominees to the next level of review.*** As per the initial instructions, flotillas should consider their candidates and nominate their most deserving instructor based on performance during the entire year. Remember that this activity can include both Public Education and Member Training. Please look at the entirety of the nominee's performance including how well they adapted to the virtual delivery of classes as well as their performance for classroom sessions. ***The second is in streamlining the nomination process for districts and developing a competitive package by members who are familiar with making an award nomination the best it can be.***

1. Flotillas may assemble a team to begin accumulating supporting documentation at any time for the number of courses taught, the number of graduates, the variety of courses taught, and all other data and testimonials deemed pertinent to preparing the nominee package. Refer to the nomination package instructions for criteria used to judge the award and supply supporting documentation addressing each item. Flotillas are encouraged to develop this documentation as soon as practical and well before the deadline. Some flotillas may wish to nominate one of their instructors for the award but may not feel comfortable or have the best skills to write a winning nomination. Flotillas that have members with strong awards writing skills may develop their nomination package but be open to suggestions to make it better. It is recommended that districts set up an award-writing team to help flotillas draft a nomination package or review one written by a flotilla that addresses each of the criteria listed in the nomination instructions. Remember that this nomination package will be judged nationally by leaders who do not know the nominee personally and the judges will only consider the merits of the nomination based on the nomination package submitted. We recommend that flotillas collaborate with the awards writing team to make the nomination package the best it can be and place the nominee in the best position to win the award. Flotilla Commanders will be responsible for recommending one nominee and forwarding the package to the district by ***no later than February 28.*** Previously, flotillas sent the nomination to the division and this step has been streamlined. Send the nomination package and supporting documentation to the DSO-PE.

2. The DSO-PE will assemble a team to evaluate all nominee packages received, review or draft a competitive nomination package addressing each of the criteria listed on the nominating package instructions and nominate one candidate from each district. After consultation with and the concurrence of the DCO and the DCOS, the DSO-PE will forward one nomination from the district to the Director of Education ***no later than April 30.***

3. The Director of Education will appoint a team to receive and evaluate all nominees and make a recommendation of potential regional (Atlantic East, Atlantic West, and Pacific areas) winning candidates to the Director of Education. The Director of Education will determine each regional winner no later than June 30 after consultation and with the concurrence of the ANACO-RBd, ANACO-RB, and DNACO. The best-of-the-best three regional winners will become finalists to determine the winner. Only one of them will be awarded the COMO Daniel Maxim Award for Excellence in Education as determined by the Director of Education after consultation and with the concurrence of the ANACO RBd, ANACO-RB, and DNACO. This award will be formally announced annually at NACON. A citation and ribbon/medal for an Auxiliary Commendation Medal (ACM) will be presented to the Maxim winner in addition to a trophy. The two regional winners will receive a citation and ribbon/medal for an Auxiliary Achievement Medal (AAM) and a trophy as regional winners. DCOs will receive the awards if the recipient is not present.

4. Previous nominees from all levels are eligible to compete again each year. Regional winners (Atlantic East, Atlantic West, and Pacific areas), district winners, and flotilla winners remain eligible to compete until they became the overall Maxim award winner. A new nomination package should be submitted documenting the reasons they should be the winner for the prior year based on their performance during the prior year.

The purpose of the Maxim award is to recognize and award the best of our current active instructors. This is not a lifetime achievement award. Consider other appropriate Auxiliary awards that could be given for exceptional performance for nominees from flotilla and district levels who were not selected as national finalists. They are deserving of recognition for their work.