DEPARTMENT OF THE ARMY
US ARMY COMMUNITY AND FAMILY SUPPORT CENTER
4700 KING STREET
ALEXANDRIA VA 22302-44

15 January 2004

CFSC-CR

MEMORANDUM FOR DIRECTOR, INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY, TAYLOR BUILDING (NC3),
ARLINGTON, VA 22202-3926

SUBJECT: Army Recreation Awards Program

1. Purpose. This Letter of Instruction (LOI) provides guidance for implementing the United States Army Community and Family Support Center (USACFSC) 2003 - 2004 Recreation Awards Program.

2. Applicability. This LOI applies to all Army installations and communities.

3. Explanation of terms:

a. Morale, Welfare and Recreation (MWR) Program. The Army MWR program is a well-being program that directly supports readiness by providing a variety of community, soldier and family support activities and services. Included are social, recreational, educational, and other activities that enhance community life; foster soldier and unit readiness; promote mental and physical fitness; and generally provide a working and living environment that attracts and retains quality soldiers.

b. For purposes of this LOI, the terms installation and military community are used interchangably.

4. Objectives. The broad objective of the Recreation Awards Program is to annually identify the outstanding Army community recreation programs and personnel, and recognize their accomplishments. Additionally, the program will:

a. Recognize noteworthy efforts of the installation in providing recreation activities.

b. Bring focus and recognition nationally to the installation.

c. Provide an incentive to installation recreation staff to render dedicated service.

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5. Responsibilities:

a. USACFSC will:

1) Provide funding for Army-level awards.

2) Conduct evaluation of all award nominations in collaboration with Installation Management Agency representatives.

3) Host the awards ceremony.

4) Arrange for publicity and winner recognition.

b. Installation Management Agency will:

1) Ensure installation personnel are made aware of the program and encouraged to participate.

2) Conduct regional competitions to determine finalists for submission to the Army-wide award program. Provide for appropriate recognition of region-level winners.

3) Forward award nominations from each region to USACFSC. Region personnel will submit nominations electronically, either by email, CD-ROM or ZIP disk. Region program managers will complete the enclosed summary form and forward it with the submission.

c. Installations will:

1) Ensure deserving individuals and exemplary programs are nominated for recognition through this program.

2) Develop award program nominations through guidance contained in this instruction. Forward award nominations to Region headquarters. Installations will submit nominations electronically; preferably by email, or consolidated onto one CD-ROM.

3) Ensure compliance with suspense dates to permit timely completion of the award program.

6. Award Categories:

a. Outstanding Installation Recreation Program Award. Installations may forward nominations to the Region. Regions may submit only one nomination per population category. Not more than three awards, one per installation population category, may be conferred annually.

b. Outstanding Program Award. Installations may nominate one candidate from the following program areas: Arts and Crafts, Automotive Skills, Entertainment, Libraries, Outdoor Recreation, Recreation Centers, Sports and Fitness, and Recreation Delivery Program Team. Regions may submit one nomination for each program area in each installation population category. Not more than twenty-four awards may be given annually.

c. Friend of Recreation. Installations may nominate one individual whose affiliation with a recreation program warrants this appellation. Additionally, Regions and USACFSC may nominate individuals to this award. Each Region may submit a maximum of five Friend of Recreation awards. As many as ten Friend awards will be given annually.

d. Recreation Employee-of-the-Year. Installations may nominate one individual to this category. Regions may also make nominations to this award, but may not forward more then one nomination. The nominee will be an activity or program manager who has clearly exhibited outstanding talent and dedication in the field of community recreation.

e. Recreation Career Award. Installations may nominate one individual to this category. Regions may also make nominations to this award, but may not forward more then one nomination. Nominees should have a long term, professional involvement with Army recreation warranting special recognition. Regions may also make nominations to this award, but may not forward more then one nomination.

f. Installation Recreation Program and Recreation Program award categories, based on active duty population count, will be validated through figures reported in the Army Stationing and Installation Plan (ASIP) for the previous fiscal year.

- Small installation - less than 1000 active duty population.
- Medium installation - 1000 to 5000 active duty population.
- Large installation - over 5000 active duty population.

CFSC-CR
SUBJECT: Recreation Awards Program

7. Electronic submission. To simplify the submission and evaluation process nominations will be accepted only in electronic format as an MS-PowerPoint presentation. Each nomination will be submitted by email as an attachment, or on CD-ROM. Specific instructions on developing the nomination package are contained in the 2004 Army Recreation Awards Program Guide (encl). Nominations sent directly from installations to USACFSC will not be accepted.

8. Selection. Award nominations will be reviewed by a panel drawn from Region and USACFSC recreation staff. One small, one medium, and one large installation will be selected as Outstanding Installation Recreation Program. Outstanding Program Awards will be selected for each program, in each category of installation size. Only one winner will be selected for the Outstanding Recreation Employee of the Year and the Career Award. Not more then ten Friend of Recreation awards may be given each year.

9. Type of Awards. Award winners will receive an engraved plaque and certificate recognizing their achievement. In addition to these mementos, recipients of individual awards, i.e. Friend, Employee of the Year and Career Employee, will each receive a $250 prize. Installation Recreation Program and Recreation Program award winners will receive $1000 and $500 awards, respectively, for use towards program purchases.

10. Presentation of Awards.

a. Awards will be presented at a ceremony to be announced in August 04.

b. Recognition of regional award winners will be coordinated by the Installation Management Agency.

11. Timeline. For purposes of this award program, activities or events described in nominations should have occurred from 1 June of the previous year to 30 May of the current year. All nominations must be received by USACFSC **NLT 16 July 04.**

12. The POC for the recreation awards program at USACFSC is Mr. Dan Riley, (703) 681-7228, DSN 761-7228, or recaward@cfsc.army.mil.

Encl

MARCY J. STENNES
Director,
Community Recreation

2004

Army Recreation Awards Guide

In 2004, the Army Recreation Award program returns as a paperless process. All nominations can be completed and submitted by computer. This guide serves as a roadmap to preparing and submitting e-format award nominations to recognize the great people and programs of Army recreation.

1. Introduction	1
2. Installation Recreation Program Instruction	2
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7. Installation Size Category Charts	9
8. Scoring Sheet (For Region & CFSC Use)	Appendix A
9. Summary Form (For Region Use)	Appendix B

Army Recreation Awards

Format

Nominations to the 2004 award program must be prepared as a brief using MS-PowerPoint software. Presentations can be developed using guidance in this instruction. Templates for nominations are provided, and use of these templates is encouraged. Those wishing to develop slide presentations from scratch must be sure to include all information shown on the sample templates; incomplete submissions will not score favorably. Presentations, saved in the .ppt file format, will be submitted electronically either by email (as an attachment) or on CD-ROM.

Presentations

The pages that follow list judging criteria for presentations in each of the five award categories. Text blocks used in each slide should be in Arial font, not smaller than 12 point. Do not use animation, background themes or similar features. Where instructions call for images to be added to a slide, use the INSERT menu to embed pictures and object files into your presentation. Use the MS-PowerPoint Help menu for directions on inserting images. Make every effort to minimize the file size of your presentation: files larger then 10 MB will not be accepted.

Help

For assistance, contact your Regional MWR program manager for details on submission deadlines and mailing addresses.

For further assistance send questions to: recaward@cfsc.army.mil. Be sure to visit http://www.armymwr.com/corporate/programs/recreation/awards/ for more information, and to download award templates.

Army Recreation Awards

Award: Installation Recreation Program of the Year

Synopsis: The Installation Recreation Program of the Year aims at recognizing superior achievement in the operation of a diverse and dynamic community recreation program.

Template: Download presentation template:

http://www.armymwr.com/corporate/docs/recreation/recawardsinstallationtemplate.ppt

Presentation limited to 15 Slides:

Slide 1
TITLE SLIDE: Enter Installation name. Enter program size: use the chart included in this instruction to determine installation size. Enter REGION name.

Slide 2
PROGRAMMING: Describe creative, unique or experimental programs implemented during the previous fiscal year. Include programs redesigned for a different target market. Explain how programs were successful. Demonstrate how programs incorporated LERN and RDS principles.

Slide 3
OUTSOURCING: List APF and NAF contracts you use to enhance your program delivery. What new resources have you discovered that have resulted in program improvements (e.g.: in-kind contributions, volunteers, outside funding, land use, facilities, partnerships.)

Slide 4
CUSTOMER SERVICE: How do you determine customer interests and needs (e.g. customer service survey, leisure needs survey, focus groups, suggestion boxes, etc.), and how do you use this information? What actions have you taken to ensure a balance between fiscal responsibility and a customer service orientation in your program?

Slide 5
COMMUNITY PROJECTS / PARTNERSHIPS: Describe partnerships or projects between recreation and the community. Identify the benefits to the recreation program, the partner and the community.

Installation Recreation Program of the Year, continued:

Slide 6
FACILITIES IMPROVEMENT INITIATIVES: Describe all projects that improved recreation facilities (consider buildings, grounds, and capital purchases). Include self-help projects completed to a professional standard.

Slide 7
LEADERSHIP & PROFESSIONAL DEVELOPMENT: List professional development (e.g. college credit, continuing education credit, certificate programs, etc.) received in the previous fiscal year by recreation employees through attendance at workshops, seminars or training conferences. Indicate success in reaching training goals in the Recreation Baseline Standards.

Slide 8
MANAGEMENT INFORMATION SYSTEMS: List automation systems you use. RecTrac users indicate which functions you currently use: Registering of Households; Pass Management; Daily Activity Report submission; activity, league and facility scheduling; use of reports in marketing and programming.

Slide 9
FINANCIAL MANAGEMENT: Summarize NAF financial performance for FY03, describing both negative and positive results. Identify and explain any problems in budget variance and in meeting HQDA performance standards. Identify APF resources that supported this program. Your IMWRF fund manager must review and approve this slide.

Slide 10
PROGRAM MARKETING: Describe marketing tools you use to generate interest in your program and activities. Discuss your use of printed media, web-based marketing, and radio and television advertising. Consider unconventional approaches in marketing, and unique challenges you must overcome in promoting your program.

Slide 11 - 13
MARKETING SAMPLES: Use these slides to show publicity samples e.g. flyers, posters, photographs of banners or signs, still shots from TV ads, etc. Embed graphics and photo files into these slides, by inserting original files or scanning hardcopy prints.

Slide 14
PHOTOGRAPH: Insert up to three photographs that document the best aspects of your community recreation program.

Slide 15
PHOTOGRAPH: Insert a group photograph of your community recreation team.

Army Recreation Awards

Award: Recreation Program of the Year

Synopsis: The Recreation Program of the Year salutes superior achievement of individual recreation programs. Installations may submit a nomination for each recreation program: Arts and Crafts, Automotive Skills, Entertainment, Libraries, Outdoor Recreation and Sport and Fitness.

Template: Download presentation template:

http://www.armymwr.com/corporate/docs/recreation/recawardsprogramtemplate.ppt

Presentation limited to 11 slides:

Slide 1
TITLE SLIDE: Enter Program name. Enter Installation name. Enter program size: use the charts included in this instruction to determine installation size. Enter REGION name.

Slide 2
SIGNIFICANT IMPROVEMENTS: Indicate improvements during the past year. Consider new and/or improved programs and activities initiated, include renovation or improvement projects, both major and minor (including self-help). List all automation enhancements.

Slide 3
PROGRAMMING: Identify and briefly describe three creative, unique or experimental programs implemented during the previous year.

Slide 4
COMMUNITY PROJECTS: Describe direct program involvement with the community, both on and off post. Identify community special events this program leads or participates in.

Slide 5
SPECIALIZED TRAINING: Indicate any specialized training received by the staff which enabled them to either upgrade or expand programs offered. List specialized training or workshops conducted by program staff for other MWR or installation activities.

Slide 6
RECOGNITION: List types of recognition or awards received by the activity or program.

Recreation Program of the Year, continued:

Slide 7
PUBLICITY AND PROMOTION: Describe successful marketing strategies employed in support of this program. Indicate innovative methods used to promote the program.

Slide 8
PROGRAM SUMMARY: Provide a brief synopsis of current program scope and describe how the program will evolve over the next 5 years.

Slide 9-10
MARKETING SAMPLES: Use these slides to show publicity samples, e.g. flyers, posters, photographs of banners or signs, still video frames from TV ads, etc. Embed graphics and photo files into these slides, by inserting original files or scanning hardcopy prints.

Slide 11
PHOTOGRAPH: Insert a group photograph of your program manager and staff.

Army Recreation Awards

Award: Friend of Recreation

Synopsis: The Friend of Recreation Award serves to recognize noteworthy contributions of time and effort by individuals outside of the community recreation program.

Template: Download presentation template:

http://www.armymwr.com/corporate/docs/recreation/recawardsfriendtemplate.ppt

Presentation limited to 7 Slides:

Slide 1
TITLE SLIDE: Enter name of nominee. Enter Installation name. Enter REGION name.

Slide 2
LENGTH OF SERVICE: Indicate number of months and years of involvement, and the activity or program that benefited from the nominee's contribution. For nominations based on contributions that are not best illustrated by length of service, explain in other terms how the nominee's involvement was significant.

Slide 3
SPECIAL PROJECTS/EVENTS: List any special projects or events the nominee initiated or was responsible for completing.

Slide 4
RECOGNITION: List all awards, letters or other forms of recognition received by the individual as a friend of recreation.

Slide 5
UNIQUE TRAITS: Briefly describe the unique and outstanding traits the individual possesses that merit recognition for this award over other contributors to your program.

Slide 6
SUMMARY: Provide a short summary of the impact the nominee has had in improving the recreation program and community quality of life.

Slide 7
PHOTOGRAPH: Insert a photograph of your Friend of Recreation nominee.

Army Recreation Awards

Award: Recreation Employee of the Year

Synopsis: The Recreation Employee of the Year award recognizes superior achievement as an Army community recreation professional.

Template: Download presentation template:

http://www.armymwr.com/corporate/docs/recreation/recawardsemployeetemplate.ppt

Presentation limited to 7 Slides:

Slide 1
TITLE SLIDE: Enter name of nominee. Enter Current Title of Nominee. Enter Installation name. Enter REGION name.

Slide 2
INNOVATIONS: Indicate new programs or activities which the employee initiated. Identify suggestions or actions which improved programs or facilities.

Slide 3
COMMUNITY EFFORTS: List specific examples of the employee's efforts to enhance community/installation relations. Include any involvement as a volunteer in the community.

Slide 4
RECOGNITION/AWARDS: List all awards, letters, or other forms of recognition received by the employee during this reporting period.

Slide 5
CONTRIBUTIONS TO RECREATION: Indicate specific examples of the nominee's efforts to contribute to the field of recreation through participation as an instructor, speaker, panel member, lecturer, writer, etc.

Slide 6
SUMMARY: Provide a narrative description of the nominee's qualifications for this award, consider: creativity, efforts to bring credit to recreation quality of work, handling of problem situations, and use of resources. Identify specific qualities that merit recognition above other recreation employees.

Slide 7
PHOTOGRAPH: Insert a photograph of the nominee.

Army Recreation Awards

Award: Career Recreation Employee

Synopsis: The Career Recreation Employee award recognizes superior achievement as an Army community recreation professional.

Template: Download presentation template:

http://www.armymwr.com/corporate/docs/recreation/recawardscareertemplate.ppt

Presentation limited to 7 Slides:

Slide 1
TITLE SLIDE: Enter name of nominee. Enter current title. Enter Installation name. Enter REGION name.

Slide 2
LENGTH OF SERVICE; RECOGNITION: Indicate total number of years of employment with the recreation program. List chronologically all positions held in recreation. Indicate number years as a civilian employee in recreation, and years served in the military in recreation. List all awards, certificates or other forms of recognition received.

Slide 3
SIGNIFICANT ACCOMPLISHMENTS: Indicate significant accomplishments in the following areas: improving community recreation, enhancing well-being, inspiring fellow employees, and actions taken to improve community relationships. Demonstrate nominee's initiative and skill in responding to workplace challenges, and in devising and implementing new work methods or procedures.

Slide 4
INNOVATION: Cite examples of innovation in programming initiatives or management practices.

Slide 5
LEADERSHIP: Provide examples of the nominee's exemplary leadership abilities that benefited the community recreation program.

Slide 6
SUMMARY: Briefly describe specific attributes of the individual that merit recognition above other recreation career employees.

Slide 7
PHOTOGRAPH: Insert one or more photograph(s) of the nominee.

Army Recreation Awards
Small Installations

Adelphi Laboratory Center
All 9th Rsc
Anniston Army Depot
Bad Aibling Kaserne
Blue Grass Army Depot
Bremerhaven
Camp Ashland
Camp Atterbury
Camp Beauregard
Camp Blanding
Camp Bonifas
Camp Castle
Camp Darby
Camp Dawson-Kingwood
Camp Dodge Johnston
Camp Eagle
Camp Edwards
Camp Essayons
Camp Falling Water
Camp Garry Owen
Camp Giant
Camp Grafton
Camp Grayling
Camp Greaves
Camp Guernsey
Camp Hialeah
Camp Howze
Camp Jackson
Camp Joseph T Robinson
Camp Kyle
Camp Long
Camp Market
Camp Mc Cain
Camp Page
Camp Rilea
Camp Ripley
Camp Roberts
Camp Santiago
Camp Sears
Camp Shelby
Camp Smith
Camp Stanley
Camp Stanton
Camp Swift
Camp Williams
Camp Yongin
Carlisle Barracks
C. E. Kelly Spt Facility
C. M. Price Spt Ctr
Corpus Christi Depot
Crane AAA
Dahlonega
Deseret Chemical Depot
Detroit Arsenal
Devens Reserve TA
Dugway Proving Ground
Ethan Allen Range
Far East Dist Engr
Fort A P Hill
Fort Buchanan
Fort Chaffee
Fort Custer
Fort Detrick
Fort Gillem
Fort Greely
Fort Hamilton
Fort Hunter Liggett
Fort Indiantown Gap
Fort Mcclellan
Fort McCoy
Fort Monmouth
Fort Monroe
Fort Pickett
Ft W. H. Harrison
Garmisch
Gowen Field Boise
H220 Heliport
Hawthorne Army Depot
Holston AAP
Iowa AAP
K-16 Air Base
Kansas AAP
Lake City AAP
Letterkenny Army Depot
Lima Army Tank Plant
Lone Star AAP
Mcalester AAP
McCrady Training Site
Milan AAP
Newport Depot
Okinawa
Parks Training Area
Picatinny Arsenal
Pier # 8
Pine Bluff Arsenal
Pueblo Chemical Depot
Pusan Storage Facility
Radford AAP
Ravenna AAP
Red River Army Depot
Retreat Center
Riverbank AAP
Rock Island Arsenal
Sat Com
Schinnen
Sierra Army Depot
Soldier Systems Center
Sunny Point Terminal
Swiss and Swede Camp
Tango
Tobyhanna Army Depot
Tokyo
Tongduchon Report Sites
Tooele Army Depot
Twin Cities AAP
Umatilla Depot
Us Army Garrison
Selfridge ANGB
VTS Milan
VTS Smyrna
W.H. Ford Training Center
Watervliet Arsenal
White Sands MR
Yakima Training Center
Yuma Proving Ground

Army Recreation Awards
Medium Installations

Aberdeen Proving Ground
Ansbach
Bamberg
Baumholder
Camp Carroll
Camp Ederle - Vicenza
Camp Henry
Camp Hovey
Camp Humphreys
Camp Red Cloud
Camp Stanley
Chievres SHAPE
Darmstadt
Fort Belvoir
Fort Dix
Fort Leavenworth
Fort McPherson
Fort Myer
Fort Richardson
Fort Shafter
Fort Story
Fort Wainwright
Giebelstadt
Giessen
Grafenwoehr
Hanau
Heidelberg
Hohenfels
Hunter Army Airfield
Kaiserslautern
Kitzingen
Mannheim
Presidio Of Monterey
Redstone Arsenal
Reed Walter AMC
Schweinfurt
Stuttgart
Vilseck
Wuerzburg

Large Installations

Camp Casey
Fort Benning
Fort Bliss
Fort Bragg
Fort Carson
Fort Drum
Fort Eustis
Fort Gordon
Fort Hood
Fort Huachuca
Fort Irwin
Fort Jackson
Fort Knox
Fort Lee
Fort Leonard Wood
Fort Lewis
Fort Meade
Fort Polk
Fort Riley
Fort Rucker Al
Fort Sam Houston
Fort Sill Ok
Fort Stewart
Ft Campbell
Schofield Barracks
West Point
Wiesbaden
Yongsan

Army Recreation Awards
Scoring Sheet

Award:	Installation Recreation Program of the Year
Installation:	

Slide		Maximum Points	Points Awarded
1	Title Slide	0	0
2	Programming	20	
3	Outsourcing	10	
4	Customer Service	10	
5	Community Projects / Partnerships	10	
6	Facilities Improvement Initiatives	10	
7	Leadership & Professional Development	10	
8	Management Information Systems	10	
9	Financial Management	10	
10	Program Marketing	10	
11	Marketing Samples	0	0
12	Marketing Samples	0	0
13	Marketing Samples	0	0
14	Photograph	0	0
15	Photograph	0	0
	Total	100	

Scored By:

Army Recreation Awards
Scoring Sheet

Award:	Recreation Program of the Year
Installation:	
Program:	

Slide		Maximum Points	Points Awarded
1	Title Slide	0	0
2	Significant Improvements	20	
3	Programming	20	
4	Community Projects	10	
5	Specialized Training	10	
6	Recognition	10	
7	Publicity And Promotion	10	
8	Program Summary	20	
9	Marketing Samples	0	0
10	Marketing Samples	0	0
11	Photograph	0	0
	Total	100	

Scored By:

Army Recreation Awards
Scoring Sheet

Award:	Friend of Recreation
Installation:	

Slide		Maximum Points	Points Awarded
1	Title Slide	0	0
2	Length Of Service	15	
3	Special Projects/Events	25	
4	Recognition	15	
5	Unique Traits	25	
6	Summary	20	
7	Photograph	0	0
	Total	100	

Scored By:

Army Recreation Awards
Scoring Sheet

Award:	Recreation Employee of the Year
Installation:	

Slide		Maximum Points	Points Awarded
1	Title Slide	0	0
2	Innovations	25	
3	Community Efforts	15	
4	Recognition/Awards	15	
5	Contributions To Recreation	25	
6	Summary	20	
7	Photograph	0	0
	Total	100	

Scored By:

Army Recreation Awards
Scoring Sheet

Award:	Career Recreation Employee
Installation:	

Slide		Maximum Points	Points Awarded
1	TITLE SLIDE	0	0
2	LENGTH OF SERVICE; RECOGNITION	15	
3	SIGNIFICANT ACCOMPLISHMENTS	25	
4	INNOVATION	15	
5	LEADERSHIP	25	
6	SUMMARY	20	
7	PHOTOGRAPH	0	0
	Total	100	

Scored By:

Army Recreation Awards
Region Summary Form

Outstanding Installation Recreation Program	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

Outstanding Program – Arts and Crafts	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

Outstanding Program – Automotive Skills	
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

Outstanding Program - Entertainment	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

Outstanding Program - Library	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

Outstanding Program - Outdoor Recreation	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

Army Recreation Awards
Region Summary Form

Outstanding Program - Recreation Centers	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

Outstanding Program – Sports & Fitness	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

Outstanding Program - RDS Team	NOMINEE
< 1000 active duty population	
1000 - 5000 active duty population	
> 5000 active duty population	

		NOMINEE
Outstanding Recreation Employee-of-the-Year	Name:	
	Installation:	
	Program:	

		NOMINEE
Career Award	Name:	
	Installation:	

		NOMINEE
Friend of Recreation (1st Priority)	Name:	
	Installation:	

Army Recreation Awards
Region Summary Form

		NOMINEE
Friend of Recreation (2nd Priority)	Name:	
	Installation:	

		NOMINEE
Friend of Recreation (3rd Priority)	Name:	
	Installation:	

		NOMINEE
Friend of Recreation (4th Priority)	Name:	
	Installation:	

		NOMINEE
Friend of Recreation (5th Priority)	Name:	
	Installation:	

REGION:	
REGION POC:	
DATE:	