Paul Carrington Chapter No. 5

Sons of the American Revolution
1415 S Voss Ste 110-425
Houston, TX 77057-1086

Instructions for the Commanding Officer

SAR Silver ROTC Medal

The SAR's ROTC Recognition Program recognizes outstanding merit based on a cadet's or midshipman's leadership qualities by presenting a Silver ROTC Medal, service ribbon, and certificate. The ROTC unit's commanding officer has full latitude in selecting one Cadet or Midshipman to receive the award every academic year.

The selection criteria are:

1. The Cadet or Midshipman must be currently enrolled in an ROTC Program;*
2. The Cadet or Midshipman must be in the top 10% of their ROTC class;
3. The Cadet or Midshipman must be in the top 25% of their overall class; and
4. The Cadet or Midshipman may not have previously received the SAR Silver ROTC Medal.

ROTC units with fewer than 500 cadet/midshipmen are eligible to present one Silver ROTC Recognition medal each year. Larger units are eligible for additional medals, for every 500 students.

For some time, the Paul Carrington chapter has presented Silver ROTC Medals to Houston area ROTC cadets/midshipmen, one for each service branch. With the 2024-2025 academic year, the Chapter will present recipients with a $1,000 award in cash or a scholarship letter. Please have the recipient complete the attached letter on how they wish to receive their award.

All service branches have approved the SAR Silver ROTC Medal of the Armed Forces. Each service branch has notified its respective ROTC units of its approval and has authorized its presentation to its cadets or midshipmen.

Once the commanding officer has made their selection, complete the nomination form and return it to the SAR Chapter's JROTC/ROTC chairman via email. The release and biography information forms can be returned after the presentation if the nominee is not informed beforehand. If you know, please note the time and place of the award presentation on the nomination form. The Chapter may have the medal, ribbon, and certificate delivered to the school before the award ceremony. This is usually done if there is a potential issue with a SAR representative not being present at the ceremony .

If needed, information and instructions for using Adobe PDF files are provided after the Nomination Form.

**Enlisted Marines enrolled in MECEP are eligible to receive the SAR Silver ROTC Medal.*

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SAR Silver ROTC Medal Nomination Form

Date: _____ Nomination for Academic Year: _____ - _____

Nominee's Name: _____

(Enter the Cadet's or Midshipman's name as you want it to appear on the certificate; e.g.: Cadet XX XX, Cadet 1LT XX XX, etc.)

Nominee's: Rank (ROTC): _____ / _____ Rank (Class): _____ / _____ or GPA: _____ Sex: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip+4: _____

ROTC Unit: ☐ Army ☐ Navy ☐ Marine Corps ☐ Air Force ☐ Space Forces

ROTC Commanding Officer: _____

(Please include your rank.)

Commanding Officer's Email: _____

Award Ceremony Information

Date: _____ Day of the Week: _____ Start Time: _____

Location: _____

SAR Presented Requested? ☐ Yes ☐ No

Directions, contact person, parking information, etc., needed for presenter:

JROTC/ROTC Chairman: _____

Email Address: _____ Phone No.: _____

Once you have completed the form, save it (e.g., *Doe John – Silver ROTC Medal Form.pdf*) and email the completed nomination form as an *attachment* to the above JROTC/ROTC Chairman's email address. Please have the nominee complete the release and biography information forms, so we can provide more information on the recipient for articles.

Adobe PDF Form Instructions

This PDF fillable form requires that you have and use the latest version of Adobe Acrobat Reader. You can download this for free from http://get.adobe.com/reader/. Please make sure you download the correct version for your system's operating software. There are different versions for different Windows, iOS, and Android operating systems. In addition, make sure you check for updates by going to the Adobe website or by opening up Adobe Acrobat Reader, clicking on "Help" and then clicking on "Check for Updates."

Save the form before entering information for this SAR Bronze ROTC Medal Nomination Form. Replace the file name with the following format: *Doe John – Bronze ROTC Medal Form.pdf*. The choice of the folder you save the document is your choice.

Special Notice regarding a Failure to Complete a SAR PDF Form Successfully. The most frequent complaint received centers on the inability to fill-in forms successfully and save the completed form. Such a problem usually occurs because: (1) Instructions are not followed; (2) The computer you are using does not have an authentic copy of Adobe Acrobat Reader installed on it; (3) The computer you are using has not been programmed to associate PDF files with your authentic Adobe Reader software; and/or, (4) The user does not realize that Microsoft Windows 10 uses Edge as the default internet browser.

Please be aware that some computer manufacturers and internet browsers install alternative software instead of the free Adobe Acrobat Reader. While these PDF viewers will open and let you read almost all PDF files/forms, they will ***not*** allow you to complete or fill in a PDF fillable form. Therefore, it is crucial that your computer has an authentic copy of Adobe Acrobat Reader, preferably Adobe Acrobat Reader XI or later. Note that the following are not authentic Adobe Acrobat PDF readers: PDF Pro 10, Sumatra PDF, Nitro Reader, Foxit Reader, PDF-XChange, or Microsoft PDF Preview.

After ensuring that Adobe Acrobat Reader is the default PDF reader, verify that it is *associated* by following these instructions for Windows 10: On the left end of the taskbar, Right-click on the "Start Icon." Left-click on "Control Panel" and then Left-click on "Default Programs." Left-click on "Associate a file type or protocol with a program." On the left side under "Name," scroll down to .pdf and read across the line through "Description" to "Current Default." Make sure it says Adobe Acrobat Reader or Adobe Acrobat Reader DC.

If you are using Windows 10, know that your default browser is Edge and not Explorer. The Edge and Explore icons look alike, but it is not so on close examination. Edge does not work currently with specific PDF files, especially Adobe-created files. The solution is to download Mozilla Firefox, Google Chrome, or reinstall Explorer.

If your computer's default software to read PDF files is something other than Adobe Acrobat Reader, you can choose to open them with Adobe Acrobat Reader anyway; this allows you to take advantage of fillable forms, hyperlinks, buttons and other features that Acrobat (PDF) documents often contain. To ensure that you are opening an Acrobat file (PDF) in Adobe Acrobat Reader, first find the file on your computer. Instead of double-clicking to open the file, you should right-click on the file instead. This will open a small action menu. Look down the list of options for a selection named "open with." If you hover over that selection, it will expand to show a list of options for opening the PDF. Next, you should left-click on Adobe Acrobat Reader in the list. Your PDF will now open the program it was intended to be used. NOTE: This will not change the defaults of your computer. It will only use Adobe Acrobat Reader this one time.

Apple has its own program to open Adobe Acrobat Reader files. One problem in using OS X Preview to fill in form fields is that the filled-in forms will probably not be viewable on a Windows system. The solution is to change the "Open With" default application to "Adobe Reader." An internet search using the phrase "adobe reader for pdf files on a mac" should give you more information. You might also want to do an internet search for the phrase "how to configure Mac OS X to open PDF files with Adobe Reader." It has been suggested that to configure Mac OS X to open PDFs with Reader or Acrobat, do the following, but there may be other options:

1. Click the PDF file's icon in the Finder to select it.
2. Choose file> Get Info.
3. Click the triangle next to Open With.
4. Choose Adobe Reader from the Open with menu (if not on the list, choose "Other").
5. Click Change All.

If you still have a problem with this form, please get in touch with the Chapter's JROTC/ROTC Chairman at the bottom of the form.

Biographical Information

Sons of the American Revolution

Please use additional paper if needed.

____ Mr. ____ Ms. _____

First *Middle* *Last*

Address: _____

City: _____ State: _____ Zip:_____

Phone: _____ Email: _____

University/College: _____Class:_____

School Activities (clubs, athletics, leadership positions, including leadership and number of years active):

Community Activities (religious, scouting, volunteer, including leadership and number of years active):

ROTC Activities:

Post-College Plans:

Rev. 20240123-Adult

Media Release Form

Texas Society, Sons of the American Revolution

Program: Silver ROTC Medal

I, _____, am familiar with the above-designated award program of the Sons of the American Revolution (hereinafter the "Program") and am willing to and hereby give my consent to participate in the Program identified above.

I hereby assign and grant to the Texas Society of Sons of the American Revolution and its local chapters (hereinafter the "Society") the right and permission to use and publish photographs/film/videotape/electronic representations and/or sound recordings of me at all Sons of the American Revolution related activities, including the presentation of any medals and/or awards to me, and to have the photographs/film/videotape/electronic representations and/or sound recordings related to the Program and any other materials published in newspapers or other periodicals or in other media, such as television or radio, including those of the Sons of the American Revolution's local chapter, or of the state and national societies of the Sons of the American Revolution, or in any other public record including postings to the Internet on the web sites of the Sons of the American Revolution's local chapter, or of the state and national societies of the Sons of the American Revolution.

I hereby release and hold harmless the Society, the activity coordinators, and all employees, volunteers, members, related parties, or other organizations associated with the Program, from any and all liability related in any way to my participation in the Program and from the use and publication of photos, video, and other materials authorized by this Agreement. The Society is not responsible for any errors or omissions or anything else (including but not limited to the failure of audio-video equipment, technical malfunctions, deletions, errors in transmissions, and human error).

I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of the said photographs/film/videotapes/electronic representations and/or sound recordings of me without limitation at the Society's discretion. I expressly waive any right to any compensation I may have for any of the foregoing.

X_____ Date: _____

Name:_____

Address: _____

City: _____ State: _____Zip: _____

Phone: (C) _____ (H) _____ (B) _____

Email: _____

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Dear Paul Carrington Chapter (SAR),

I, _____as the recipient of a cash award, I understand that I will be paid immediately and may be taxable unless I waive it and elect to receive it as a scholarship, which the SAR will pay directly to an eligible educational institution.

☐ 1. I elect to receive my award as a cash award. My W-9 form is enclosed.

☐ 2. I elect to receive my award as a scholarship as stipulated below.

I understand I have two (2) years from July 1 of this year to submit the required documentation to claim my scholarship. I further understand that to claim my scholarship, I must email (ROTC.HoustonSAR@gmail.com) the following documentation:

(1) An executed IRS Form W-9; and
(2) An invoice from an eligible educational institution for tuition and fees.

Upon receipt of these documents, I understand that the SAR will send payment directly to my eligible educational institution to be credited to my account. I understand that whether my scholarship is taxable depends on my individual circumstances and the law at the time the scholarship is paid, and I acknowledge that the SAR has advised me to consult a tax advisor if I have questions about whether the scholarship is taxable.

Please return this completed form (and the W-9) to the address above within 30 Days. By typing your name in the designated signature field below, you electronically sign this document, signifying your agreement to the terms outlined herein. This typed signature is legally equivalent to a handwritten signature.

_____ _____
Signature Date

_____
Name

_____
Mailing Address (street, city, state, zip)

_____ _____
Email Address Phone Number