



GUIDELINES FOR THE LEGION OF HONOR AWARDS PROGRAM OF THE CHAPEL OF FOUR CHAPLAINS

Membership in the Legion of Honor (LOH) of The Chapel of Four Chaplains is awarded on the basis of documented acts of selfless service, ordinary people doing extraordinary things. Selfless service consists of deeds and actions on behalf of others irrespective of their race, ethnicity or faith. There are many folks whose everyday job responsibilities call for them to serve in a helping/caring capacity. However, the performance of their job responsibilities alone does not qualify as “selfless service”. Selfless service constitutes going the “extra mile” beyond what their job responsibilities call for to serve others.

Further, service given to a service organization including its auxiliary or officership in a service organization does not in and of itself qualify as selfless service. However, if a LOH candidate uses his or her membership or officership in a service organization to perform selfless service (regular acts of kindness and caring such as visits to hospitals or shut-ins, volunteer chaplaincy, community service, toys for tots, giving time and energy to community projects, charities, youth programs, mentoring, etc.) this meets the requirement.

Distinguished military careers are commendable but do not, by themselves, constitute selfless service. However, active duty military and naval personnel may perform acts of selfless service that go beyond their regular responsibilities and qualify as selfless service. For example, acts of compassion or kindness to children and adult civilians in a combat area or protecting non-combatants at personal risk. In non-combat areas, engaging in acts of selfless service that go beyond their regular military responsibilities.

Here are some important nominating guidelines:

- A nomination should consist of a concise statement which clearly spells out the nominee’s acts of selfless service on which their candidacy for membership in The Chapel’s Legion of Honor is based. Please be specific. If it is related to the selfless service, a candidate’s life history, business/career resume or military resume may be added for background information but does not represent the nominating statement.
- Many people lead commendable personal and professional lives and have parented great families. However, by itself this does not constitute selfless service. In your nominating statement, please focus on those exceptional acts of selfless service that qualify your nominee for a Chapel Legion of Honor award.
- Selfless service on a larger scale or for extraordinary contributions of a humanitarian nature or lifetime achievement may qualify a candidate for the Humanitarian Award of the Legion of Honor.
- Persons who have achieved broad recognition on a regional or national scale and commendation for their humanitarian acts or contributions to the general good and which affects a large number of people may qualify for The Chapel’s Bronze Medallion.
- The number of Bronze Medallions that may be awarded each year is limited to six. Additional awards of these medallions may be granted by the approval of the Board of Directors.
- Persons who have achieved national or international recognition for their acts of compassion or humanitarianism may qualify for The Chapel’s Gold Medallion. The Gold Medallion is generally awarded at The Chapel’s annual banquet or on other occasions in locations convenient to the awardee (e.g., the Oval Office of the White House, the Prime Minister’s residence in London,

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etc.). The number of Gold Medallions that may be awarded each year is limited to three. Each Gold Medallion nomination must be approved by the Awards Committee and forwarded to the Board of Directors for their approval. Awards of additional Gold medallions may only be made with the approval of the Board of Directors.

- Persons who save the lives of other persons, at their own personal risk, may qualify for The Chapel's Charles W. David, Jr. Lifesaver Medallion Award. The Chapel has awarded the Charles W. David, Jr. Lifesaver Medallion Awards to several persons who put themselves in harm's way to save lives.
- Persons who lost their lives in the line of duty, may qualify for the Chapel's Posthumous Chapel Honors Award in recognition of military personnel, police officers, firefighters, EMTs, Federal and State agents of law-enforcement agencies.

Awards of membership in The Chapel's Legion of Honor are highly valued worldwide. They are designed not only to recognize unusual acts of selfless service but also to perpetuate the message of selfless service and interfaith cooperation exhibited by the heroic acts of the Four Chaplains. They are also intended to motivate awardees to continue performing selfless service and to encourage others to do so as well.

Nominations are accepted by the Awards Committee from recipients of the Legion of Honor; church and government leaders and chaplains; and current leaders of civic, fraternal and veteran organizations. All awards are presented publicly at a Legion of Honor Service or as part of an appropriate ceremony which includes the saga of the Four Chaplains.

Nominating statements must include a description of the selfless service performed by the nominee on behalf of others without consideration to the race, ethnicity, faith, gender, sexual orientation, military service status or background of the people served. Service performed as a part of the nominee's job or compensated position will not be considered.

Please do *not* include in your nominating statement the nominee's

- Job or vocational history
- Military history, unless the level of self-sacrifice is exceptional
- Family history
- Service for/to others that is performed as part of his or her paid job or position.

Offices and titles held in service organizations, Veterans Service Organizations, fraternal organizations or civic groups in and of themselves do not justify an award but may be a reflection of the group's recognition of leadership and/or as a springboard for exceptional service to others.

It is very important that you explain the selfless service performed in as clear detail as possible and show that these selfless acts were not part of a compensated position. Individuals who, in the course of performing their duties in compensated positions, go beyond their job requirements to engage in selfless service and humanitarian acts of significance may be eligible for Chapel awards for "going the extra mile" to serve others.

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Candidates for office are not eligible for action on nominations for or receiving Chapel awards during the active campaign period.

Using membership or a position in a service organization or VSO as a means of performing selfless service is valid. This service must exceed what the candidate does as an active member or officer of a VSO or service organization. It is important to explain the selfless service in as clear detail as possible, not simply the position held in the organization.

If you are nominating several persons from the same service organization or VSO, please make certain that each nomination is individualized and reflects that individual's unique service. Organizations, companies and groups cannot be nominated for the LOH Award. However, they can receive a Certificate of Appreciation.

If the nominator believes that the nominee's biography, etc. would provide clarification or support for the nomination, this may be *appended* to the nomination statement. However, a biography is not considered a nomination statement. The nominating statement is the vehicle for evaluation of the nominee's qualifications for membership in the Legion of Honor Award Program.

NOTE: Effective 2018, no Nomination form will be accepted unless typed. Again, nominations MUST be typed and not hand written. They must also include the nomination statement on the application and not as an additional attachment or document. The Chapel office will email you the word document form if you do not have it. Contact the office to request the form.

If you are planning a presentation of a Chapel LOH award at a ceremony or event, please be mindful that nominators must allow sufficient time for the Awards Committee and office to process and ship the awards to them. If the nomination is for one of the medallion awards, please allow a minimum of eight weeks turnaround time from the time of submittal /receipt at Chapel office until the date of your ceremony or presentation. With a small staff and enormous workload, processing and mailing of the awards plus time in transit must be considered in the lead time.

The Humanitarian Award of the Legion of Honor is for service on a larger scale and of a special nature.

The Charles W. David, Jr. Lifesaver Medallion is only awarded when the nominee has placed himself or herself in harm's way to save the life of another person, in the tradition of the heroic action of the person whose name it bears.

The Bronze and Gold Medallions are awarded for a level of service that affects the lives and well-being of a large number of people on a national or international level. The award of these medallions is carefully regulated by the Board of Directors.



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We sincerely welcome your nomination. It is always our pleasure to add worthy individuals into the worldwide Chapel family. The nomination process insures that new members of the Chapel family perpetuate the revered tradition of The Four Chaplains.

Qualified nominators:

1. Recipients of any Chapel award, including Junior LOH.
2. Clergy of all faiths including military, police and fire chaplains.
3. Officers and chaplains of VSO's and civic organizations.
4. Members of the Board of The Chapel of Four Chaplains.
5. Trustees of The Chapel of Four Chaplains.

Not qualified nominators

1. The nominee or any family members or business associates of the nominee who has not be awarded the Legion of Honor. You cannot list the nominator of one award as the same nominee of another in the same ceremony. The nominee must receive their award before being able to nominate others.
2. Employees of The Chapel of Four Chaplains

Note: Persons who do not fall into one of the categories of qualified nominators who know someone that they believe should be honored by The Chapel are encouraged to request this nomination from one of the categories of qualified nominators (clergy, etc.) If this is not practical, these parties should contact The Chapel. We will arrange for a qualified nominator to review the situation, and, if appropriate, make the nomination on behalf of the petitioner. Please note that the nominator must complete the nomination form and the office will secure a signature.

Legion of Honor recipients are encouraged to maintain an Annual Paid Membership to The Chapel of Four Chaplains and to nominate new members to the program.

Good luck. We appreciate the caring that goes into nominating a worthy person for membership in The Chapel of Four Chaplains Legion of Honor. Once your nominee has been awarded membership, he or she becomes eligible to nominate other worthy candidates.