



Paul Carrington Chapter SAR

P.O. Box 52267
Houston, Texas 77256-6267



Instructions for Youth Good Citizenship Awards

The Paul Carrington Chapter of the Sons of the American Revolution (SAR) annually presents Outstanding Citizenship Award Lapel Pins and SAR Bronze Good Citizenship Medals, plus certificates, to students within the Houston metropolitan area. However, we must receive nominations of deserving students for these awards to be presented.

The **SAR Outstanding Citizenship Award Lapel Pin** recognizes deserving students for achieving high ideals of character and citizenship. This award can be presented to youth in middle school through college or university. Examples could include: youth who participated in UIL speech/debate competitions on American History or patriotic topics; those with the highest grades in American History and/or U.S. Government; organized voter registration drives; participated in the Mayor's Youth Council; led and/or participated in community service projects; participated in HAMUN, Wreaths Across America, *America 250* events, or other similar civic and patriotic activities; etc.



The **SAR Bronze Good Citizenship Medal** recognizes students whose achievements are noteworthy in their school, community, or state. This medal is authorized for presentation to students, usually nominated by their principal, but other educators or adult leaders can nominate them.



Qualification for the medal focuses on the student's community and/or school involvement. For example, students who have made significant contributions through their service to the community would qualify.

High school and college youth are eligible for this medal based on the student's school involvement. For example, a student with the highest grades in American History, one with the best record in citizenship, or based on a student's overall scholarship and citizenship, would qualify. Generally speaking, the medal recognizes a student's leadership and excellence of character, scholarship, and citizenship.

This medal is authorized for presentation to a cadet in the U.S. Navy Sea Cadet Corps upon the recommendation of their commanding officer. It replaces the SAR Bronze ROTC Medal for Sea Cadets.

Both awards can be presented at a school's annual awards ceremony, a SAR chapter meeting, graduation ceremony, or another mutually agreed upon venue. They are also available for presentation to qualified adults. These could include teachers, administrators, coaches, and others. If you wish to nominate an adult for either award, please contact the Chapter President to obtain an *Outstanding Adult Citizenship Medal Nomination* form. A parental media permission/release form will be required for all minors approved for a medal/award.



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Outstanding Youth Medal Nomination

Date: _____ Academic Year: _____ to _____

Select one: ___ Outstanding Citizenship Award Lapel Pin ___ Bronze Good Citizenship Medal

Nominee's Name: _____ Grade: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip+4: _____

Nominator's Information:

Name: _____ Position: _____

E-Mail: _____ Phone: _____

Describe how the nominee qualifies for the award (you may attach additional pages):

Award Ceremony Information

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

Location: _____

Directions, parking information, or other information needed for presenter:

Good Citizenship Chairman: _____

Email Address: _____ Phone No.: _____

Once you have completed the form, save it, and email the completed nomination form as an *attachment* to the above Youth Awards Chairman's email address.

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 Outstanding Youth Medal Nomination Form. Replace the file name with the following format: *Doe John – Outstanding Youth Medal Nomination 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. 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 contact the Chapter's Youth Awards Chairman at the bottom of the form.