

The Civil Air Patrol
Major General Jeanne M. Holm
Aerospace Education Officer of the Year Award

Purpose: The Civil Air Patrol *Major General Jeanne M. Holm Aerospace Education Officer of the Year* award is a national-level award established to recognize and reward any Civil Air Patrol member who is dedicated to promoting and teaching aerospace to the members of Civil Air Patrol and spreading the excitement of aerospace to their communities.

Nomination Guidelines:

1. Any Aerospace Education Officer (AEO) in the Squadron, Group, Wing or Region is eligible.
2. Eligible nominees must be nominated by a professional or personal reference.
3. Nominees will be judged at the wing level, then progress to the region level, and ultimately end at the national level for final selection.
4. Wings and Regions will decide how to best recognize the accomplishments of their individual winners. Squadron and Group nominations must be received at the Wing by **15 January**; Wing nominations must be received at the Region by **15 February**. Region nominations must be received at NHQ/AE by **15 March**.

Nomination Package Requirements:

1. Two-page overview describing why nominee deserves this award. (Use Justification block on nomination form)
2. One-page letter of recommendation by person nominating the individual.
3. Two-page photograph collage (with description of each photo) of activities, field trips, special events, etc. that depicts:
 - creativity in developing and utilizing aerospace materials for the promotion of aerospace in the squadron, group, wing, and/or region.
 - cadet, senior or community involvement and activities that foster an appreciation of aerospace education and its role in our society.

Optional:

Three extra pages of documentation that enhance the nomination package. This may include media coverage of nominee's AE events, special recognition received by nominee or nominee's unit for aerospace performance, etc.

Award Elements:

- For national awardee, a commemorative plaque will be presented at CAP's annual Summer National Conference Awards Ceremony..
- Wings and Regions will determine how to best provide an award element and presentation at those levels.

AEO Member Name/Grade	Unit Charter #

Justification (continued)