

# The Salvation Army CIVIC AWARDS

## INSTRUCTIONS

All nominations first require a RECOMMENDATION FOR CIVIC AWARD form, with required signatures, to be submitted to the appropriate governing body. Specifically, the William Booth Award is processed and shipped from the Central Territory's Community Relations & Development (CRD) and Supplies & Purchasing departments, upon approval from the appropriate territorial commander. All other awards are processed through respective territories. Processing and delivery times are dependent upon each specific award.

## WILLIAM BOOTH AWARD

### The Recipient

The William Booth Award is one of the highest awards that may be conferred upon an individual by The Salvation Army. Nominees for the award are chosen on the basis of one or more of the following guidelines:

1. Dedication to The Salvation Army's goals of service to man.
2. Outstanding service to the community through the donation of time, expertise and energy.
3. Outstanding humanitarian effort within the community.
4. Substantial contributions to the work of The Salvation Army in offering of time, talent and/or financial resources.

This is a prestigious award. Careful consideration must be given to nominations. No more than one award is permitted annually to an advisory board/council.

### The Procedure

The officer-in-charge submits the recommendation with required signatures to the divisional commander for approval. The DC then forwards this recommendation to the respective CRD at territorial headquarters to obtain the TC's endorsement and for processing. Upon approval, the bronze statue will be shipped to the applicable local unit unless otherwise specified. The certificate will be sent from the Central Territory CRD department to the appropriate THQ or DHQ for appropriate signatures. *Allow 4-6 weeks for approval of application and receipt of award.*

## CERTIFICATE OF LIFE MEMBERSHIP

### The Recipient

Any regular advisory board/council member who has served on an advisory board/council for 15 or more years and given outstanding service, may be nominated for designation as a Life Member of the board/council.

### The Procedure

The granting of this award is governed by Article III of the Manual of Advisory Organizations, which is the final point of authority should a question arise as to eligibility. The recommendation with required signatures must be submitted for each applicant to the divisional commander for endorsement. The DC forwards the recommendation to the CRD department. Upon approval by the territorial commander, the certificate and pin will be sent to the local unit with notification to divisional headquarters, unless otherwise instructed. *Allow 7-8 weeks for processing.*

## "OTHERS" AWARD

### The Recipient

The "Others" award honors an individual or organization exemplifying an extraordinary spirit of service to others. Consideration should be given to those who have exhibited extraordinary service on behalf of others and exceptional service benefiting The Salvation Army and/or the community. No more than one "Others" award may be given in a community each year. This award may be presented posthumously.

### The Procedure

The recommendation for civic award form, with required signatures by the local Salvation Army officer/representative and the local advisory board/council chairman or secretary, is forwarded to the divisional commander for endorsement, then to the CRD department. Following the approval of the TC the award will be shipped to the local Army unit for presentation and the divisional headquarters will be notified that the award has been sent. *Allow 6 weeks for the approval process and receipt of the award.*

## CERTIFICATE OF MEMBERSHIP EMERITUS

### The Recipient

Advisory board/council emeritus membership is reserved for an advisory board/council member who:

1. Has served not less than 9 years.
2. Is not being considered for Life Membership.
3. Had given identifiable, valued service to The Salvation Army through the advisory board/council.
4. Is unable to continue as an active advisory board/council member.

### The Procedure

The recommendation with required endorsements from The Salvation Army representative and the advisory board/council chairman or secretary, is sent to the divisional commander for approval and processed through the CRD department. The certificate will be prepared and forwarded to the divisional headquarters. *Allow 6 weeks for processing.*

## CERTIFICATE IN RECOGNITION OF EXCEPTIONAL SERVICE

### The Recipient

The approved criteria for the nominee will be an individual who is: outstanding, distinguished; has unusual and/or significant achievement(s) in quality and/or length of service in or for The Salvation Army; high moral character and integrity; and compassionate response to human need, as related to criterion. This Award may be presented to Salvationist officers and soldiers, and friends who meet the criteria. A certificate signed by the National Commander and bearing the corporate seal is written with the name of the recipient and the community. It is awarded by The Salvation Army National Headquarters.

### The Procedure

Following approval by the nominating territorial commissioner, the CRD department will forward the recommendation to the National Commander for his approval. The certificate will be completed by the National CRD Department, and sent to the territorial CRD department to obtain the signature of the nominating territorial commander. Arrangements for the presentation are made by the appropriate division. A national registry of recipients of this award will be kept at National Headquarters by the National CRD department. *Allow 8 weeks for approval of recommendations and processing of the award.*

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## Recommendation

**SUBMITTED BY THE SALVATION ARMY ADVISORY BOARD/COUNCIL OF:**

\_\_\_\_\_  
Name of City/State

**THE INDIVIDUAL NAMED BELOW IS HEREBY RECOMMENDED FOR:** *(check one)*

"Others Award"     Life Membership     Membership Emeritus     William Booth Award     Exceptional Service

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Business address: \_\_\_\_\_

Name of firm: \_\_\_\_\_ Position: \_\_\_\_\_

Advisory Board Member:     Yes     No    Date elected to Board: \_\_\_\_\_ No. of years served: \_\_\_\_\_

SA officer     Soldier     Friend/Other

Outstanding services for and on behalf of The Salvation Army *(provide narrative of outstanding service):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other civic responsibilities and/or accomplishments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WE DO CERTIFY that by resolution adopted on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

The person named above was and hereby is recommended for the \_\_\_\_\_

and request that he/she be so designated by the Territorial Commander.

\_\_\_\_\_  
Date planned for presentation

\_\_\_\_\_  
Salvation Army Officer/Representative    Date

\_\_\_\_\_  
Divisional Commander    Date

\_\_\_\_\_  
Advisory Board/Council Chairman/Secretary    Date

\_\_\_\_\_  
Territorial Commander    Date

\_\_\_\_\_  
Territorial CRD Secretary    Date

*NOTE: Give careful attention when certificate is issued to make a proper record in the corps roll. Revise rosters to reflect this recognition.*

**6/2025**