



UNICO AWARD GUIDELINES

BASILONE-DEFILLIPO ARMED SERVICES AWARDS

The Basilone-Defillipo Freedom Awards are bestowed upon individuals who have served with honor and distinction in a foreign theater of war as members of the Armed Services of the United States in defense of our country.

1. ELIGIBILITY/QUALIFICATIONS

- The Basilone Award shall go to an individual who has or is currently serving as a member of the United States Naval Services (Navy, Marine Corps or the Coast Guard).
- The Defillipo Award shall go to an individual who has or is currently serving as a member of the Army or Air Force.
- An individual who has demonstrated through his/her deeds their willingness to go above and beyond the call of duty.
- Although preferable, the award will not be restricted to an Italian-American individual. Deserving Americans regardless of their ethnicities, races, color or creed will be eligible.
- Individual acts of heroism and/or valor which resulted in earned decoration(s) to the candidate should be noted but are not essential.
- The candidate shall confirm his/her availability to be present at the UNICO Meeting/Convention where the Award Presentation customarily takes place, as set forth in the Convention Advisory Committee guidelines.

2. PROCEDURE – SUBMISSION OF A CANDIDATE

- Any Chapter may submit a resume accompanied by a letter of endorsement signed by that Chapter's President and Secretary.
- The Basilone-Defillipo Award Committee is allowed to submit a candidate in a manner which conforms with all the guidelines set forth for this award.
- The deadline for submission of candidates for the Basilone-Defillipo Award is February 1st of each calendar year. In the event February 1st falls on a weekend, the deadline will be the following Monday.
- The Basilone-Defillipo Award application must be filled out in its entirety accompanied by a copy of a DD-214 or an updated/corrected DD215 and any other relevant documentation of the candidate's service history.
- ~~The resume original, plus nine (9) copies, shall be submitted to the committee chairman, through the National Office, along with one (1) digital photo (8" x 10") for use in the ad journal should the candidate be selected.~~
- All award applications will consist of one digital application, a nomination letter

signed by the nominating chapter's President and Secretary will be in a digital format, and a digital photo of the nominee. Those items will be emailed to the National Office and to the Chair of the award's judging committee. It will be that Chairperson's responsibility to distribute all of the required documents and information to all the members of the judging committee. The sponsoring chapter of the nominee will be responsible to verify that the application has been received by both the National Office and the Chairperson of the Award Committee

- The office of UNICO National shall retain all submitted resumes for a period of two (2) years in the event a chapter would like to re-submit a candidate.
- Chapters desiring to re-submit a candidate for this award may do so by forwarding a letter of intent accompanied by any updated information to the Committee Chairperson through the National Office by February 1st of the following year. Should the 1st of February fall on a weekend, the deadline for submission of a candidate's resume will be on the following Monday.
- Any submitted letters of endorsement will not be a factor in the judging process.
- It shall be the responsibility of the Chairperson of any committee which requires an Ad Journal write up including a photo or a brochure for an award ceremony to complete and supply the items. The Chairperson will supply a suitable write up and digital photo of the awardee to the National Office and Ad Journal Chair in a timely manner for publication in the upcoming Convention Ad Journal

3.

SPECIFIC DIRECTIONS AND FORMAT

The resume not to exceed eight (8) pages, must include the following:

PAGE 1

- A letter of nomination by the submitting Chapter President and Secretary on official Chapter Letterhead and signed by the both individuals.

PAGE 2

- A short biographical sketch of the nominee, and his/her activities outside of UNICO National; never exceeding the eight (8) page limit.

PAGES 3 thru 8

- A description of the candidate's accomplishments that qualify the individual for this award.
- A copy of the candidate's DD214 or an updated/corrected DD215 form must be included and a discharge certificate (copy) if one is available,
- Attach any endorsements from other Chapters, Districts or individuals. (It does not disqualify the candidate if there are no endorsements).
- Limit the endorsement letters to a maximum of three (3).
- Those letters of endorsement will not be included in the count of the eight (8) Page limit of the resume.

4. COMMITTEE DESCRIPTION

- The Basilone-Defillipo Freedom Award Committee shall consist of nine (9) members of UNICO National (including the chairperson) who have been active members for at least five (5) years and have participated at the National level by their attendance at Conventions and Board of Directors' meetings.
- The award committee shall be appointed by the National President.
- If possible, at least two (2) representatives from each region should be appointed to the committee when two (2) representatives are available and qualified
- In no case shall there be more than two (2) committee members from one (1) District/Chapter.
- Acceptance of appointment to the award committee carries an obligation to attend the committee meetings. Committee member's attendance shall be verified by the Committee Chairperson in advance of the judging meeting, thus allowing time for a qualified replacement be appointment by the National President.

5. PROCEDURE FOR THE ELECTION OF A CANDIDATE

The Basilone-Defillipo Freedom Award Committee shall elect an awardee in the following manner at UNICO's Annual Mid-Year Board of Directors' Meeting at the judging committee meeting.

- A. The ballot for the election of an awardee shall include the entire slate of qualified nominees, even if there are less than three candidates.
- B. Each committee member must cast a secret ballot by clearly designating three (3) separate choices, naming his/her first choice with 3 points, his/her second choice with 2 points, and his/her third choice with 1 point. However, a committee member may abstain from voting altogether. (In other words a committee member cannot vote for just one candidate, they have to vote for all or none).
- C. If there is only one nominee, each committee member will either give first choice designation 3 points or abstain.
- D. If there are only two nominees each member will give each candidate a first choice (3) three point designation and a second choice (2) two point designation or abstain.
- E. For more than 2 nominees shall be awarded three (3) points for a first choice designation on each ballot, two (2) points for each second choice designation, and one (1) point for each third choice designation.
- F. The committee shall confer the award to only that candidate who has received a total of twenty-three (23) points or more.
- G. The results shall be announced to the members of the committee after each ballot has been tabulated.
- H. If no candidate shall have received a sufficient number of election points to receive the award on the first ballot, the slate shall be reduced to three candidates that have received the highest vote totals and another ballot will be taken in the same manner as set forth above.

- I. A total of two additional ballots may be cast with the slate restricted to the three highest candidates on both ballots.
- J. In the event of a tie, where two (2) candidates receive equal amount of the required points, the committee shall have the power to break said tie by giving the award to the candidate receiving the greatest number of first place votes.
- K. If the tie is not broken or no candidate receives twenty-three (23) points after the third ballot, no additional ballots shall be taken.
- L. It is not mandatory that a recipient be named every year.
- M. Immediately upon selection of a winning candidate, the Chair of the Committee shall report the committee's decision to the National President and the Board of Directors.

6. JUDGING OF CANDIDATES AND THE AWARD PRESENTATION

- As stated above, all applications must be received by the Chairperson through the National Office by February 1st of each calendar year in order to leave sufficient preparation time prior to the committee's judging meeting.
- The judging for the Basilone-Defillipo Freedom Awards will take place each year at a committee meeting at the annual UNICO Mid-Year Board Meeting.
- The winning candidates' names will be announced during the Mid- Board of Directors' Meeting by the Committee Chairperson.

The Basilone-Defillipo Freedom Award will be presented to the awardee(s) at a location and time in accordance with the guidelines set forth by the Convention Advisory Committee

The award shall consist of the award plaque/certificate, an award ribbon held medal and the accompanying lapel pin.