



STARFLEET RECOGNITION

Criteria for Fleet Annual Awards

This document replaces any previous materials concerning Fleet Annual Awards.
Version January 2026

I. Participation

- A. Each Region may submit ONE nominee per category each year. Members will submit nominations to their Regional Coordinator (RC) or their designated awards representative before the regional deadline. These submissions must be made within the parameters established by each Region. (Refer to Section 2A)
- B. RCs, or their designated award representatives, will gather the nominees and conduct regional voting within the parameters set by each Region. Regional winners will be submitted to the Fleet level Deputy Director of Recognition for consideration in the Fleet's Annual Awards. It is highly recommended that chapter-level awards be chosen at the beginning of the year. All Annual Awards recognize performance from the previous calendar year (Jan-Dec).
- C. It is the duty of the RC or their designated representative to fully complete the nomination form. According to the Officer Code of Conduct, all statements and claims must be accurate and truthful.
- D. The STARFLEET Annual Awards nomination period will be open to RCs or their designated representative for about two months, beginning roughly three months prior to the Annual STARFLEET International Conference.

II. Eligibility

- A. Annual Award nominations will only be accepted from RCs or their designated representative. The Director of Annual Awards must be notified of the designated representative's identity before submitting the nomination.
- B. The nomination form will be available online at <https://members.sfi.org/annualawards/>. Nomination forms can also be requested from and submitted to the Director of Annual Awards via email at recognition@sfi.org.
- C. Annual Award Nominations will only be accepted during the submission period (exceptions granted at the discretion of the Director of Annual Awards). **PLEASE SUBMIT NOMINATIONS ON TIME.**
- D. Rejected nominations will be returned to the RC or designated representative with an explanation given. The reasons for rejected nominations are:
 - Nominees who received the award last year are not eligible for nomination this year.
 - Brevet Promotions that have not reached their 13th month are ineligible for Commanding Officer, Flag Officer, or Officer of the Year. This rule applies even if the Brevet Promotion alone makes them eligible.
 - Current EC members are ineligible for nomination for Flag Officer, Commanding Officer, and Officer of the Year.
 - If an EC member's chapter is nominated, they must abstain from voting in that category. (Chapter of the Year, Shakedown Chapter of the Year, Support Chapter of the Year)
 - The 'Basis for Recommendation' section is only a sentence or two.

- Non-compliance with the Heraldry/Style Guide on documents, websites, and social media (applies to Chapter of the Year and Support Chapter of the Year). Shakedown Chapter of the Year is not required to follow it during their Shakedown Tour. If they do, it will be considered a “bonus.”

III. Annual Award Categories

- A. **Chapter of the Year** - This award is given to the most outstanding STARFLEET chapter, part of the International Star Trek Fan Association, Inc. This chapter exemplifies the ideals of STARFLEET and, overall, embodies the spirit and dedication of SFI (the International Star Trek Fan Association, Inc.). Criteria for the chapter of the year include promoting the core philosophy of STAR TREK, engaging in community and charitable service, organizing fun activities and projects for members, maintaining solid administration, and having a clear vision for the future.

The entry must be no longer than 750 words and should only include information relevant to the award year. Chapters will be assessed on the following areas:

Administration:

- Does the chapter have a record of 12 consecutive months of reporting?
- How does your chapter demonstrate the meaning and spirit of STARFLEET?
- What is your chapter's participation level?
- Does your chapter publish a newsletter?
- Does your chapter have a membership manual for its members?
- Does your chapter have a website or social media page?
- Does your chapter adhere to the Style Guide and Heraldry Compliance? (Please submit the URL for the chapter website and all social media pages.)

Chapter Activities:

- What fellowship or fun events did your chapter participate in or host?
- How does your chapter express your Star Trek fandom?
- What types of things does your chapter do as a group? (Educational projects, charitable projects, social outings.)

Regional Participation:

- Does your chapter connect with any other chapters in the region?
- Has your chapter hosted any regional projects/activities?
- Does your chapter participate in any regional programs? (Summits, Regional Awards, etc.)

Fleet Participation:

- Has your chapter interacted with any other chapters outside of your region?
- Does your chapter host or participate in any fleet projects/activities?

Community Service:

- What kinds of community service projects does your chapter participate in?
- How does your chapter demonstrate a positive image of STARFLEET to your community?

Compulsory Courses for the CO and XO. (This information is to be filled out on the nomination form.)

- OTS
- OCC
- SFDPP 101, 102, Current Year

B. Shakedown Chapter of the Year - Awarded to the most outstanding STARFLEET chapter, the International Star Trek Fan Association, Inc., shakedown chapter. The shakedown chapter of the year demonstrates the qualities and potential to become an ideal ship or station. These qualities should include a chapter newsletter, timely and accurate reports to their RC and STARFLEET Operations/Shakedown Operations Command (ShOC), effective chapter structure and organization, and participation in Regional or Fleet activities when possible. This chapter should exemplify the principles of the ShOC Program for developing chapters and serve as a role model for other chapters-in-training.

The entry must not exceed 750 words and should include only information relevant to the award year. Shakedown Chapters will be evaluated based on the following criteria:

Administration:

- Does the shakedown chapter have consecutive months of reporting records to the Mother Ship, their RC, ShOC, and ShOps?
- How does your shakedown chapter demonstrate the meaning and spirit of STARFLEET?
- How successful has the shakedown chapter been at recruiting members to their Chapter?
- Does your shakedown chapter publish a newsletter?
- Does your shakedown chapter have a membership manual for its members?
- Does your shakedown chapter have a website or a social media page?
- Did your shakedown chapter finish the program within the usual time frame of 9 months or less, if it was launched?
- Does your chapter follow the Style Guide and Heraldry requirements? (Please submit the URL for your chapter website and all social media pages.)

Chapter Activities:

- What fellowship or fun events did your shakedown chapter participate in or hold?
- How does your chapter show your Star Trek fandom?
- What activities does your shakedown chapter do as a group? (Educational projects, social outings.)

Regional Participation:

- Does your shakedown chapter interact with any other chapters in the region?
- Does your shakedown chapter hosted/participated in any regional programs? (Summits, Awards)

Fleet Participation:

- Has your shakedown chapter interacted with any other chapters outside of your region?
- Does your shakedown chapter host or participate in any fleet projects or activities? (Auxiliaries, CQ, etc.)

Community Service:

- What types of community service projects does your shakedown chapter do?
- How does your shakedown chapter promote a positive image of STARFLEET in your community?

Compulsory Courses for the CO and XO. (This information should be filled out on the nomination form. This requirement will be an additional benefit since Shakedown Chapters are in the process of completing these courses.)

- OTS
- OCC
- SFDPP 101, 102, Current Year

C. **Support Chapter of the Year** - Awarded to the most outstanding STARFLEET chapter of the International Star Trek Fan Association, Inc. that supported and launched a commissioned shuttle. The mothership of the year exemplifies the best qualities of a STARFLEET chapter to a chapter-in-training and acts as a role model and mentor to its shuttles and daughter chapters. It demonstrates how chapters can actively and effectively organize their own chapter events and participate in Regional or Fleet-level activities when possible. This chapter should best embody the principles of the ShOC Program for developing chapters and serve as a role model for other STARFLEET chapters.

The entry must be no longer than 750 words and should include details about the Support Ship's sponsorship and how it is supporting the new chapter on its journey toward independence.

Each submitted entry will be assessed according to these criteria:

Administration:

- Does the chapter include a 12-month consecutive reporting record?
- Usage of the SFI Guidelines (ShoC Support Chapter Operations Manual).
- Provided assistance to the chapter in establishing policies and supporting SFI matters.
- Assistance to shakedown chapters by aiding in recruiting and helping with publications.
- Did the support ship keep communication lines open?
- Having a shakedown chapter Liaison Officer to assist with the shakedown chapter.
- How helpful was Support Chapter in guiding the shakedown chapter through the process toward a potential launch?
- Does your chapter meet the Style Guide and Heraldry Compliance? (Please provide the URL for the chapter website and all social media pages.)

Mandatory Courses for the CO and XO. (This information must be completed on the nomination form.)

- OTS
- OCC
- SFDPP 101, 102, Current Year

D. **Flag Officer of the Year** - This award is given to officers at the rank of Fleet Captain or above. It recognizes the individual who best embodies the ideals, visions, and philosophy of Star Trek, as depicted across its various series, and who actively supports and contributes to STARFLEET, the International Star Trek Fan Association, Inc. The Flag Officer of the Year actively participates in chapter, region, and STARFLEET events and demonstrates dedication to the organization through both words and actions.

This individual consistently demonstrates behavior aligned with Star Trek's philosophy and promotes the series' vision of a positive future through community service and academic achievement (when appropriate), as well as participating in STARFLEET and chapter activities. They serve as a role model for all personnel.

The entry must not exceed 750 words and should only include information relevant to the award year. Nominees will be evaluated in the following areas:

Attendance:

- Did you attend or host meetings for the chapter or departments?
- Attended Regional Summit/Conference?
- Attended IC/VIC?

Participation:

- Do they host/participate in chapter activities (meetings, parties, social outings, planning)?
- Do they participate in chapter projects/activities (recruiting, PR, community service, newsletter articles)?
- Do they participate in any regional projects/activities (recruiting, PR, community service, newsletter articles)?
- Do they participate in any fleet projects/activities (recruiting, PR, community service, newsletter articles)?

Attitude:

- Do they show a positive attitude toward his/her chapter, region and STARFLEET?
- Do they show a positive attitude toward everyone and uphold the principles and philosophy of the Membership Handbook?

E. Commanding Officer of the Year - This award is exclusive to the Commanding Officer of a STARFLEET chapter, the International Star Trek Fan Association, Inc. This honor is awarded to an individual who demonstrates exceptional leadership and motivational abilities, guiding the direction and vision of their chapter. The Commanding Officer of the Year motivates crew members to work diligently for their chapter and encourages participation in Regional and STARFLEET activities. The recipient also exhibits behaviors aligned with Star Trek's philosophies and promotes the series' mission. To qualify, the member must have served as a commanding officer for at least six months during the year of nomination.

Command and Character:

- Do they have the respect and admiration of his/her crew and the ability to make decisions and stand by them?
- Are they able to behave in a way that reflects positively on their chapter and crew?
- Are they capable of being fair and impartial without jumping to conclusions?
- Do they listen to the crew's concerns and accept constructive criticism?
- Do they understand the Membership Handbook, follow it at all times, demonstrate STARFLEET philosophy, and lead by example?

Administrative:

- Do they maintain contact with their RC on a consistent basis and follow the chain of command?
- Do they disseminate information from the region and fleet with the crew?

Attendance:

- Attended/hosted meetings for the chapter/departments?
- Attended Regional Summit/Conference?
- Attended IC/VIC?

Compulsory Courses: (This information is to be filled out on the nomination form.)

- OTS
- OCC
- SFDPP 101, 102, Current Year

F. **Officer of the Year** - This award is given to officers from Ensign to Captain (inclusive). It recognizes individuals who demonstrate outstanding leadership, provide consistent guidance to fellow members, and exemplify leadership in STARFLEET, the International Star Trek Fan Association, Inc., through both words and actions. The Officer of the Year also consistently behaves in line with the philosophy of Star Trek and supports the series' vision of a positive future through community service and academic achievement (when appropriate), along with active participation in STARFLEET, regional, and chapter events.

The entry must not exceed 750 words and should only include information for the award year. Nominees will be assessed in the following categories:

Attendance:

- Attended/hosted meetings for the chapter/departments?
- Attended Regional Summit/Conference?
- Attended IC/VIC?

Participation:

- Do they host/participate in chapter activities (meetings, parties, social outings, planning)?
- Do they participate in chapter projects/activities (recruiting, PR, community service, newsletter articles)?
- Do they participate in any regional projects/activities (recruiting, PR, community service, newsletter articles)?
- Do they participate in any fleet projects/activities (recruiting, PR, community service, newsletter articles)?

Attitude:

- Do they show a positive attitude toward his/her chapter, region and STARFLEET?
- Do they show a positive attitude toward all people and reflect the principles and philosophy outlined in the Membership Handbook?

G. **Enlisted Member of the Year** - This award is open to all members who hold an enlisted rank. It recognizes the individual who best demonstrates, through personal contributions, consistent support and dedication to STARFLEET, the International Star Trek Fan Association, Inc., as well as providing steady leadership when needed.

The enlisted member of the year consistently demonstrates behavior aligned with the philosophy of Star Trek and promotes the series' vision of a positive future through community service and academic achievement (where applicable), along with active involvement in STARFLEET and chapter events. This individual is dedicated to doing whatever it takes to complete a high-quality job promptly and efficiently.

The entry must not exceed 750 words and should only include information relevant to the award year. Nominees will be evaluated in the following categories:

Attendance:

- Attended/hosted meetings for the chapter/departments?
- Attended Regional Summit/Conference?
- Attended IC/VIC?

Participation:

- Do they host/participate in chapter activities (meetings, parties, social outings, planning)?
- Do they participate in chapter projects/activities (recruiting, PR, community service, newsletter articles)?
- Do they participate in any regional projects/activities (recruiting, PR, community service, newsletter articles)?
- Do they participate in any fleet projects/activities (recruiting, PR, community service, newsletter articles)?

Attitude:

- Do they show a positive attitude toward his/her chapter, region and STARFLEET?
- Do they show a positive attitude towards all people and reflect the principles and philosophy of the Membership Handbook?

H. **Junior Member of the Year** - This award is available to members 18 years old or younger. The junior member of the year, to the best of their abilities, actively participates in chapter and STARFLEET, the International Star Trek Fan Association, Inc., functions and shows commitment to the organization through both words and actions. The junior member of the year also demonstrates leadership potential, maintains conduct consistent with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and academic achievement (where appropriate), along with participation in STARFLEET and chapter activities.

The entry must not exceed 750 words and should include only information for the award year. Nominees will be assessed in the following areas:

Attendance:

- Attended/hosted meetings for the chapter/departments?
- Attended Regional Summit/Conference?
- Attended IC/VIC?

Participation:

- Do they host/participate in chapter activities (meetings, parties, social outings, planning)?
- Do they participate in chapter projects/activities (recruiting, PR, community service, newsletter articles)?
- Do they participate in any regional projects/activities (recruiting, PR, community service, newsletter articles)?

- Do they participate in any fleet projects/activities (recruiting, PR, community service, newsletter articles)?

Attitude:

- Do they show a positive attitude toward his/her chapter, region and STARFLEET?
- Do they show a positive attitude towards all people and reflect the principles and philosophy of the Membership Handbook?

IV. Processing Nominations

- To ensure compliance with the Style Guide and Heraldry, Regional Coordinators are responsible for verifying that nominees for Chapter of the Year and Support Chapter of the Year meet the requirements. Although the Shakedown Chapter of the Year will also be reviewed, they are not required to meet this requirement since they have not yet officially launched. If a submitted nomination is found to be non-compliant, it will be automatically disqualified.
- The Assistant Director of Annual Awards will research the information on the nomination forms. Their role is to verify the accuracy of the details provided by the nominators. This process will be carried out for all nominees in each award category. After completing the research, the Assistant will submit their findings to the Director. Any discrepancies identified will be noted by the Director in a section titled "Discrepancies" on the nomination form.
- Judges will receive Evaluation Sheets for each nominee in every category. They will review the nominations and complete an Evaluation Sheet for each one. Then, they will tally the points awarded to each nominee. After making their selections, they will submit their ballots to the Director of Annual Awards using the Ballot form.
- Voting for the Annual Awards uses a plurality system, meaning the nominee with the most votes from the current seated EC members will win. In the event of a tie, a runoff vote will be held. If a runoff occurs, the CS will abstain from voting to ensure a winner is determined.
- Voting for the Annual Awards will be open for fourteen (14) days. Runoff voting, if necessary, will be held for three (3) days.
- The Director of Annual Awards will count the votes using a spreadsheet (template attached separately).
- If runoff votes are needed, the Director of Annual Awards will send them out for voting and record the results in a separate section of the spreadsheet.

V. Notification of Results

- The Director of Annual Awards will submit the names of the winners to the CMS. The winners' chapters and regions will also be listed.
- The winners will be announced at the Awards Program during the IC/VIC.
- The CMS is responsible for producing the certificates and physical awards, and they will also send them to the winners.
- The Director of Annual Awards will enter the awards for Flag Officer, Officer, Commanding Officer, Enlisted Member, and Junior Member into the database after the VIC/IC. Currently, the database lacks a section to record Chapter, Shakedown Chapter, and Support Chapter awards.

VI. Disposition of the Annual Award Packets

After the Annual Awards are completed, all materials for the year will be compressed into a zip file and uploaded to the Member Services Google Drive folder.

Publisher

STARFLEET Membership Services

Manual Update History

012026 Edition

This manual replaces any earlier versions published under the same name and purpose.

Summary - This manual provides STARFLEET Membership Services Department of Recognition policy, criteria, and administrative instructions concerning Fleet Annual Awards processing and awarding STARFLEET Members in recognition of achievements and service.

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Distribution - This publication is available in electronic media only and is intended solely for STARFLEET, The International Star Trek Fan Association, Inc. members.

The following source was also used in one form or another to create the Membership Services Fleet Annual Award Manual:

STARFLEET Region 1 Awards Program on behalf of Program Director Pam Michaud.
STARFLEET Flag Promotion Guidelines

Carefully read the award criteria before submitting nominations.