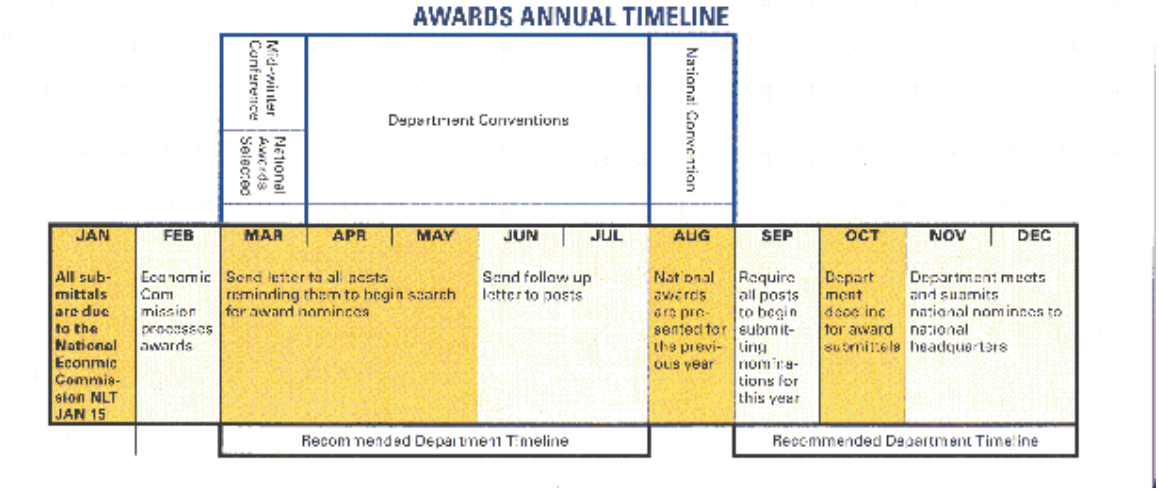
BELOW IS A RECOMMENDED TIMELINE THAT EACH DEPARTMENT SHOULD FOLLOW



1. SEPTEMBER
   - Departments require all posts to begin submitting nominations for the current year
2. OCTOBER
   - **Departments Set a Deadline for Submittals from their posts**
3. NOVEMBER - DECEMBER
   - **Departments meet and submit national nominees to National Headquarters**
4. JANUARY
   - **ALL SUBMITTALS FOR CONSIDERATION FOR THE NATIONAL AWARD ARE DUE NO LATER THAN JANUARY 15 TO THE NATIONAL ECONOMIC COMMISSION**
5. FEBRUARY
   - National Economic Commission processes awards
6. MARCH
   - National Economic Commission Award Subcommittee meets and selects award winners
7. APRIL - MAY
   - Departments should send a letter to all the posts reminding them to begin the search for award nominees for the next year (current calendar year)
8. JUNE - JULY
   - Departments should send a follow up letter to their posts

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9. AUGUST
    - National Awards are presented for the previous year at the National Convention