

**U.S. COAST GUARD AUXILIARY
DISTRICT 13**

EFFECTIVE: 15 August 2018

DISTRICT COMMODORE INSTRUCTION I-18022

SUBJECT: DISTRICT 13 GOLDEN QUILL AWARD

1. **PURPOSE.** This instruction refines the criteria and process for identifying, proposing, and evaluating candidates and selecting recipient(s) for the District 13 Golden Quill Award, and addresses some required elements of newsletters.
2. **DIRECTIVES AFFECTED.** Replaces DCOINST I-15022.
3. **DISCUSSION.** The District Awards Board desires to recognize with an annual award, one or both District 13 Auxiliary Division and Flotilla Publication Officers (SO-PB and FSO-PB) who exemplify high publication standards and offer support to Coast Guard and Coast Guard Auxiliary activities and programs. This award will be a prestigious accomplishment for Publication Officers within District 13. The DSO-PB is further directed to submit the winning Flotilla's and Division's entries to the National competition, together with a District entry, unless otherwise directed or as noted below. Attachments provide guidance on preparations of news publications in District 13.
4. **ACTION.**
 - a. The DSO-PB will report to the DCOS the completion of each of the steps below.
 - b. The DSO-PB will publish two or more notices soliciting entries of Division and Flotilla newsletters to all FSO-PBs, FCs, SO-PBs, DCDRs and DCAPTs, with copies to DCOS, DCO and DIRAUX before December 31 of the year of the competition, and one or more within the following January. Submission criteria will be outlined in notices.
 - c. The newsletters must be submitted by the editor of the publication, or in their absence the elected leader of the unit, for judging to the DSO-PB not later than the 1st day of February, unless otherwise directed.
 - d. The submitting editor will submit three issues of their choice from the designated calendar year, forwarded by email or via a private online link to PDF's to the DSO-PB. Included with each submission will be a cover letter about the publication, stating how often it is published, the name of the editor/unit, and what software was used.
 - e. In the age of social media and imagery, visual presentation is as important as timely content directed toward readership. Use of names and titles should be correct, and the use of photos is desirable. Photos will show correct uniforms and otherwise conform to Coast Guard instructions/policy. Photos with juveniles shall be accompanied by an official Auxiliary release form signed by a parent or legal guardian. Images shall include photo credit or proper citation.

- f. The DSO-PB will collect all the eligible entries by the 1st of February. The entries will be distributed to the DCO, DCOS and DIRAUX, together with a cover letter explaining the general judging criteria and expectations. The newsletters will be judged by the aforementioned officials, who will each independently provide their top two choices for each category to the DSO-PB prior to the 15th of February to ensure selection prior to the DTRAIN conference.
 - g. The DSO-PB will advise the DCO, DCOS and DIRAUX of the winners based on the judging results. The DSO-PB will complete and print the Golden Quill Award certificates. The winners of the Division and Flotilla Golden Quill Awards will be announced at DTRAIN in February. The DCO and DIRAUX will have the right to veto any decision of the judging, for cause.
 - h. Within one week after the announcement at DTRAIN, the names of the Golden Quill Award winners will be distributed via email to all D13 Publication Officers.
 - i. The DSO-PB may elect to submit the eligible winners of the D13 Golden Quill Award (Division and Flotilla) and/or a submission of the District publication to National officials for judging before their announced deadline, unless otherwise directed. The DSO-PB will advise all PB Officers of the National competition in a timely manner so they have time to submit their own newsletters or coordinate with the DSO-PB in submitting eligible winners. The new criteria for the National competition allows any member to submit newsletters. National awards are announced at the fall NACON. The National Division and Flotilla winners will be awarded at the Fall District meeting. They will be awarded a keeper plaque conforming to District Awards standards, and their name/Flotilla or Division will be engraved on a plaque.
5. REPORTS. The DCOS is tasked with reporting and coordinating changes through the EXCOM when necessary.
6. AUTHORIZED BY: District EXCOM

APPROVED BY:
Kathleen Goodwin
Kathleen Goodwin
District Commodore

Distribution: District 13 Board
District 13 Staff
Flotilla Commanders
SO-PBs
FSO-PBs

Attachments:

- 1. Model Release and Authorization For Use Of Photographs.
- 2. Links to Helpful Publication Guidelines: United States Coast Guard Auxiliary Publication Officers Guide, Coast Guard Auxiliary Public Affairs Manual, Coast Guard External Affairs Manual.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC-7020 (01-13)	U.S. COAST GUARD AUXILIARY PHOTOGRAPHY/VIDEO/AUDIO CONSENT FORM / RELEASE	
<p>I, (print name) _____, hereby grant permission to the United States Coast Guard Auxiliary to take and publish images and/or sound recordings of me in news releases and/or educational and promotional materials in any medium of expression without limitation and without compensation to me of any kind. I further agree that my name and identity may be revealed in descriptive text or commentary in connection with the image(s) and/or recordings. _____ (initial here only if permission to identify the subject is granted). I agree that all such images and sound recordings shall remain the property of the United States Coast Guard Auxiliary with exclusive right to their publication and that the United States Coast Guard Auxiliary may assign the rights granted herein to the United States Coast Guard Auxiliary Association, Inc.</p> <p>_____ (Date)</p> <p>_____ (Signature of adult subject)</p> <p>_____ (Address)</p> <p>_____ (City, State, Zip)</p>		
<p>PARENTAL RELEASE FOR MINOR CHILDREN (Under 18)</p> <p>I, (print name) _____, represent that I am the parent of (child's name) _____ with the legal right to grant permission to the United States Coast Guard Auxiliary to take and publish images and/or sound recordings of my child in news releases and/or educational and promotional materials in any medium of expression without limitation without compensation to me or to my child. I further specifically agree that my child's name and identity may be revealed in descriptive text or commentary in connection with the image(s) and/or recordings. _____ (Parent initials here only if permission to identify the child is granted.) I agree that all such images and sound recordings shall remain the property of the United States Coast Guard Auxiliary with exclusive right to their publication and that the United States Coast Guard Auxiliary may assign the rights granted herein to the United States Coast Guard Auxiliary Association, Inc.</p> <p>_____ (Date)</p> <p>_____ (Signature of Parent)</p> <p>_____ (Address)</p> <p>_____ (City, State, Zip)</p>		

Attachment 2

Links to Helpful Publication Guidelines

United States Coast Guard Auxiliary Publication Officers Guide

http://wow.uscgaux.info/Uploads_wowII/A-DEPT/downloads/PB_Officers_Manual_2008_P_P12_09.pdf

Coast Guard Auxiliary Public Affairs Manual

<http://auxpa.cgaux.org/PADocs/AUXPAManual.pdf>

Coast Guard External Affairs Manual

<http://auxpa.cgaux.org/PADocs/USCGExternalAffairsManual.pdf>