

**Texas State University Omega Leo Medical Explorer Post 4077,  
San Marcos, Texas: Capitol Area Council, Boy Scouts of America,  
Lions Clubs International**

**Standard Operating Procedure 305.10.00 – Medical Explorer Member  
Recognition Awards (Draft 4/12/22)**

**Prepared or Last Modified**

Originally prepared by Charles Johnson, Ph.D., Senior Medical Explorer Advisor, Post 4077;  
November 28, 2019

Last modified by Charles Johnson, Ph.D., Senior Medical Explorer Advisor, Post 4077; April 12,  
2022

**Review and Approval within Medical Explorer Post 4077**

Reviewed by the Medical Explorer Omega Leo Secretary: By Default without Changes on September  
30, 2022

Reviewed by the Medical Explorer Chief Volunteer Coordinator: By Default without Changes on  
September 30, 2022

Reviewed and approved by the Medical Explorer Executive Officer Committee: By Default without  
Changes on September 30, 2022

Reviewed and approved by the Post Committee: By Default without Changes on September 30, 2022

**Review by Senior Medical Explorer Advisor for Consistency with Other Existing Policies**

Last Reviewed by Charles Johnson, Ph.D., Senior Medical Explorer Advisor: April 12, 2022

**Review and Approval by agencies outside of Medical Explorer Post 4077**

None

**Those with responsibilities in this SOP include:**

1. Senior Medical Explorer Advisors
2. Student Medical Explorer Officer – Co-Presidents.
3. Student Medical Explorer Officer – Chief Volunteer Coordinator.
4. Student Medical Explorer Officer – Chief Training Officer.
5. Student Medical Explorer Officer – Secretary
6. All regular student Medical Explorer members.

**Other Standard Operating Procedures Referenced In or Impacted by Changes in this SOP:**

SOP 041.01.00 Weekly Attendance Records

SOP 050.10.00 Monthly Report of All Medical Explorer Volunteer and Training Hours

SOP 300.20.00 Maintaining a Spreadsheet Record of Your Volunteer and Training Hours  
SOP 305.20.00 Texas State University Awards (not yet written)  
SOP 305.30.00 Capitol Area Council and Other Boy Scout Awards (not yet written)  
SOP 305.40.00 Lion Omega Leo Awards (not yet written)

The procedures for recognizing and awarding outstanding performance by Medical Explorers are as follows:

## **I. Purpose**

1. Our Medical Explorers are involved in significant volunteer opportunities that are rarely seen among undergraduate college students. Our organization is the only one of its kind in BOTH our Boy Scout and Lions Club family. Put all of these together and it is important that we recognize the achievements of our members and the organization itself for being among the best role models for college students and other universities.

## **II. Operational Details**

1. Some awards and recognition may be made at any time during the fall and spring semesters as an encouragement of outstanding performance and training and to recognize Medical Explorers who are models of service and leadership for all Medical Explorers, but typically are awarded in a ceremony at the end of the spring semester. However, for awards to be made mid-semester, the needed volunteer hour and attendance reports must be submitted in a timely manner.
2. **It is expected that any Medical Explorer receiving recognition or an award has submitted an updated Medical Explorer resume within the past 30 days. This includes a spreadsheet of volunteer hours as shown in SOP 300.20.00. The spreadsheet must follow the format as shown in the SOP.** It is an important 'habit' to update resumes and volunteer logs frequently, especially in an organization as active as Medical Explorers. The more frequent updates (monthly) are helpful to avoid missing anything the Medical Explorer may have accomplished. The spreadsheet volunteer hour log is essential to our organization wide efforts in reporting our total volunteer hours.
3. **For the spring awards meeting scheduled for the last meeting is April, all Medical Explorer Resumes AND spreadsheets must be submitted to the senior Medical Explorer Advisor prior to April 1, along with the annual reports of accumulated volunteer hours (SOP 050.10.00 Monthly Report of All Medical Explorer Volunteer and Training Hours) and an updated attendance report (SOP 041.01.00 Weekly Attendance Report).**
4. In identifying recipients of awards, the record of previous award earned should be examined. If qualified for the same award given in a previous semester, then that award will NOT be awarded a second time. If qualified for a different award, even if lower, then that award will be given.
5. Criteria and break-points for selecting recipients may increase from semester to semester, in early years following publication of this policy, as members come to understand the value of the awards and work harder in their volunteer service in an attempt to earn an award. In other words, the bar for each award may rise with time.

6. Gift Card Awards- A Beginning Level Medical Explorer Award



Mid-semester recognition and incentives for volunteer service are to be identified by the Co-Presidents in consultation with the Chief Volunteer Coordinator and Chief Training Officer. Recognition shall be in the form of **gift cards** awarded during a regular meeting approximately one month and two months into the semester. Three gift cards (in the amount of \$10 each) are to be awarded to Medical Explorers at each of these two semester meetings who have demonstrated **exceptional** records in their volunteer service and training during the given semester. These are to be decided based upon specific service during the semester in which they are awarded; not accumulated service over several semesters.

These awards are for both recognition of service by the Medical Explorer and an encouragement of greater service by new members, thus the focus on only the record for the current semester. In other words, all members have a equal chance of earning these awards. Typically, three gift cards will be awarded during the above two meetings a semester (budget \$60 per semester). Greater involvement or diversity of volunteer activities can be included as part of the selection criteria.

If two members are tied in their assessment of volunteer hours and diversity, then the member with the greatest training record will be selected. For first semester members this would be the expected minimum Level One basic training; but for more experienced members, their training will include opportunities for training external to the organization, for example the CERT Basic Training or specialized training provided by our volunteer activities such as Hospice or hospital training.

The volunteer hour totals used for this award do not count the routine training hours of expected internal training, except for deciding between ties as outlined above. External training hours may be counted at the discretion of the Co-Presidents if such are seen as exceptional and of particular value to the mission of the organization.

4. **“Prepared for Life” Medical Explorer Award, a First Level Award**



**The Senior Medical Explorer Advisor**, with input from other Senior Medical Explorer Associate Advisors, and senior medical explorer officers can recognize and award outstanding volunteer service at **anytime during the fall and spring semesters** by awarding this beginning level of recognition – The **“Prepared for Life”** Boy Scout award. There is no set number of these awards that can be made, but typically will not exceed more than ten percent of the current Medical Explorers membership, with six to eight being an upper limit in any given semester. Awarding eight in any semester is the upper limit, but possible in an exceptional semester.

Criteria used in selection for these awards can include volunteer hours, diversity of volunteer activities, or intensity of effort in helping establish a new or innovative volunteer activity, and leadership in getting other medical explorers involved in the activity. In any regard, the presentation of these awards is to call attention to outstanding Medical Explorer volunteers or Medical Explorer officers and liaisons who have contributed significant hours to the improvement or establishment of a volunteer activity. The Senior Medical Explorer Advisor has input to these decisions in the form of **monthly reports of volunteer hours and training, as well as monthly/semester attendance records for regular weekly meetings**. The award should only be awarded to members in “good standing”.

This award may be awarded to new members who may have just joined during the semester, if they demonstrate an outstanding record of training and volunteer service; and who may serve as role models for other new members.

The volunteer hours used in deciding this award **do not count** the routine expected training hours for internal training. External training hours, such as CERT training, may be counted at the discretion of the Senior Medical Explorer Advisor. All training hours should be carried on the medical explorer resume/spreadsheet so that they will be available and counted for the U.S. Presidential Volunteer Service Award considered below.

5. **Outstanding Volunteer Leadership Medical Explorer Award, a Mid-Level Award**



**The Senior Medical Explorer Advisor**, after asking for input from other Senior Associate Advisors and the Student Medical Explorer Co-Presidents, shall select Medical Explorers who have demonstrated significant volunteer hours during the year. This award is normally awarded only during the spring awards ceremony. Accumulated volunteer hours for the year (beginning August 1) may be considered.

Various criteria may be considered in the selection of recipients, including volunteer hours, training, or intensity of effort in helping improve or establish a volunteer activity; with volunteer hours the primary consideration. There is no set number of these awards given during any given semester, but their number will typically not exceed one or two for every ten Medical Explorers composing our membership, with eight awards a semester being a usual upper limit.

The volunteer hours used in deciding this award do not count the routine expected training hours for internal training. External training hours may be counted at the discretion of the Senior Medical Explorer Advisor.

6. **Rising Star Medical Explorer Award, a Higher Level Award**

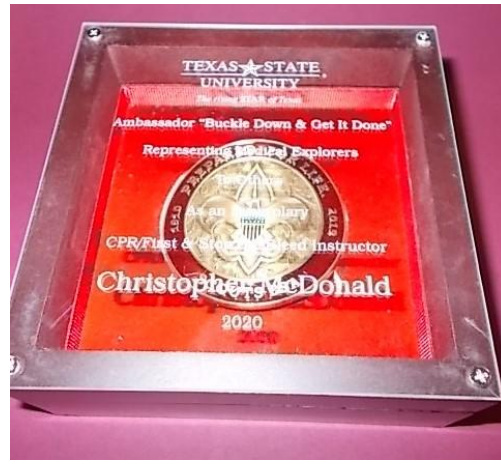


**The Senior Medical Explorer Advisor**, after asking for input from other Senior Associate Advisors and the Student Medical Explorer Co-Presidents, shall select Medical Explorers who have demonstrated exemplary volunteer service and leadership during the year. This award is normally awarded during the spring awards ceremony/ These students are among our best volunteers and serve as leaders or role models for others. Each recipient must have an outstanding record of personal volunteer hours. Typically, if awarded during a previous year, this award is not normally awarded to the same Medical Explorer a second time. Again, there are no set number of these awards given during any given semester, but their number will typically not exceed five percent of the current Medical Explorer membership, with four awards a semester being an unusual upper limit.

The volunteer hours used in deciding this award do not count the routine expected training hours for internal training. External training hours will most likely be counted if serving an important purpose of our organization or helping open a new area of volunteer opportunities. The Senior Advisor is responsible for making this decision.



## 7. Outstanding Medical Explorer Ambassador Award



This award will be presented during awards and recognition meeting at the end of the spring semester. It recognizes the one or more Medical Explorers who have served our organization in an outstanding way as an **ambassador to other organizations**, including either internal or external organizations to the university. This service should be exemplary and beyond any “expected or usual” service performed by an officer or liaison. These Medical Explorers are our “face” to the external world. They have, through their efforts, represented Medical Explorers in a way that has increased our reputation for service and learning.

The Senior Medical Explorer Advisor, after input from medical explorer co-presidents and senior associate advisors, will determine who, if any, deserves this award. The award will be a unique custom designed award having something to do with our central theme of service. The physical award may change from year to year depending upon availability, but will usually be related to scouting principles.

## 8. Outstanding Medical Explorer Officer or Liaison of the Year Award



This award is presented to an outstanding Medical Explorer officer or liaison who has contributed most to helping make us more “professional” in our interaction with the university or outside groups. This will usually involve helping improve our administrative systems such as our Standard Operating Procedures (SOP’s) or carefully identifying and documenting the steps involved in accomplishing job responsibilities. These efforts should be directed toward improving the overall performance of whoever holds their position in the future. The careful documentation of steps involved in the execution of their responsibilities has been determined to help ease the “learning curve” of their successors. Essentially, the award is presented for being an outstanding example of leadership, innovation, and management leading to significant improvement in the overall operation of our organization. Usually, only one Medical Explorer officer will be identified, but multiple officers or liaisons may be identified if all are determined to be exceptional. These officers will be identified through a collaborative review by the Co-Presidents and senior Medical Explorer advisors at the end of the spring semester.



## 9. Outstanding Presidential Leadership Award

This award is presented to the Co-President who has contributed to the growth and smooth operation of our Medical Explorer organization. This award is presented during our spring awards ceremony. Another criteria is how well their leadership has contributed to the improvement and growth of our **Management System**, including well written and reviewed job descriptions, the development of our SOP system, the smooth operation of deadlines for action items including management reports, and the advancement of our volunteer and learning opportunities because of a carefully followed management system of regular reports, their quick review, and rapid follow-up.

The award may be awarded to both or only one of the Co-Presidents.



## **10. Medical Explorer “Superstar Award”**

This award is reserved for the Medical Explorer who exemplifies the best of all we do. Usually, only one “Superstar Award” will be given in any year. Exceptions to this may be allowed for truly outstanding individuals. This award is presented during our spring awards ceremony.

This person has contributed much to our training program, especially as a senior who has helped train many other officers over the years. They may have worked mostly in the background, helping push the elected and appointed officers to the forefront where they should be. They typically are quite in their interaction within the organization, but their experience and wise counseling has been very worthwhile.

They could be any one of our officers or liaisons, but as an example - may be at an advisor level effectively running our “Post Committee”, encouraging parents living nearby to participate in our planning of activities, and insure that they are in agreement with the direction our program has taken. Suggestions for changes in direction are sought from the parents and other members of the “Post Committee. They may be outstanding in their leadership and encouragement of others in their volunteer program, or management of specific volunteer experiences.

This person should be easily recognized as a leader by others inside and outside of our organization.



## **11. United States Presidential Volunteer Service Award, our Highest Level Award**

With at least one of the Senior Medical Explorer Advisors or Associate Advisors being approved as nominators for this award, any Medical Explorer having achieved a **minimum of 250 hours of volunteer service within a 12 month period** will be nominated for the “Gold” award. Nominations should be made early enough to present the award in April at the end of the spring semester award meeting. Awards can be presented in September if needed for counting of volunteer hours during the summer.

Nominations are to be justified through documentation of volunteer hours reported within the Medical Explorer resume. Volunteer hours are to be recorded on a spreadsheet attached to the resume. Nominations should be submitted as soon as the Medical Explorer reaches the 250 hour threshold, the minimum hours required for the Gold award.

The 250 hours, required for the Gold Award, is normally for volunteer service during any academic school year, but can be awarded for any 12 month period. The Bronze and Silver awards are not considered for Medical Explorers under the age of 26 at this time, but may be added at the discretion of the Senior Medical Explorer Advisor.

Medical Explorers over the age of 26 when the nomination is submitted must have a total of 500 hours within 12 months to earn the Gold award. At the discretion of the senior advisor approved for nominations, applications for the silver award may be submitted for members over 26.

**All volunteer hours, including internal and external training** for volunteer service, are to be counted toward the 250 hours needed. Training for “volunteer service” is counted as volunteer hours for this award. Greater detail for this award is outlined in SOP 2.05.10. Medical Explorers who earn this award will receive a certificate, medallion on a ribbon, and a lapel pin.



- 12. Special Awards for Leadership by a Medical Explorer Member** – Outstanding leadership by Medical Explorer members who are not in an officer or liaison position will be recognized in April of each year. This award is reserved for “exceptional” student members who have demonstrated unusual leadership. These awards are for rarely seen leadership over and above that typically expected of regular members. The award is not normally presented each year, but is reserved for those years where a regular member demonstrates an unusual ability to advance our organization in an innovative and creative manner. These students have impressed the senior Medical Explorer leaders with their personal drive for success. They may not yet be identified as a “Super Star”, but they are on their way to that level. The criteria for selection include leadership that moves the organization to a new or higher level of organization or service. These awards may be special plaques or other unique custom designed awards created from unusual items reflective of scouting principles. The items selected for these awards may change semester to semester.
- 13. Texas State University Awards** - Texas State University Student Organizations presents awards to student leaders in April of each year. One award with particular prestige, and would be carried throughout one’s life on their professional resume, is the LBJ Distinguished Volunteer Service Award. The University presents only five of these awards each year, and they are presented to students with the most outstanding records of volunteer service. Medical Explorers earned two of the five awards in 2016 and all three awarded in 2021. With all the volunteer hours Medical Explorers accumulate, it is reasonable that Medical Explorer members could earn two or more of these awards in any given year. It only takes development of a detailed record of volunteer service and a nomination. Greater detail for nominating Medical Explorers for these awards can be found in SOP 305.20.
- 14. Capitol Area Council and Other Boy Scout Awards** – These awards and the detailed procedures for nomination, selection and presentation are outlined in SOP 305.30. One award is of special significance – the William Spurgeon Exploring Award. Both senior advisors and student members may earn this award, but they must be nominated usually by a senior Medical Explorer Advisor. This national Boy Scout award is one to carry on your professional resume for the rest of your life. It will be recognized by experienced Boy Scout leaders across the nation. It is awarded to those who have given exceptional time to building and expanding the BSA Exploring program.
- 15. Lion Omega Leo Awards** – These awards and detailed procedures for nomination, selection, and presentation are outlined in SOP 305.40.

#### **Calendar Considerations:**

1. Each Medical Explorer member must submit their updated Medical Explorer Resume and spreadsheet log of volunteer hours in a timely manner to be considered for any award. Every two months is the minimum expected, but every month would be greatly appreciated.
2. All monthly reports of volunteer hours and attendance must be submitted in a timely manner. An additional report of graduating seniors is to be prepared at the end of each semester.
3. All Medical Explorer Resumes and Spreadsheet Logs (using the format given in the SOP 300.20.00) of volunteer hours, along with the latest updated reports of accumulated organization volunteer hours and attendance must be submitted to the senior Medical Explorer Advisor by **April 1 (or sooner)** in order to have the awards prepared in time for the end-of-year awards meeting scheduled for the last week in April. Missing this date will necessitate the awards presentation being delayed until September.