

## NACO 3-Star Award for Managing Diversity APPLICATION

It is necessary to meet a minimum of three of the requirements in each of the three goal areas described below to qualify for the National Commodore's 3-Star Award for Managing Diversity. Your application should list the goal number, restate the paragraph being achieved, and briefly describe how each requirement was met in your flotilla. Submit the application through your flotilla diversity advisor to the district diversity advisor (with a copy to your division diversity advisor). The district diversity advisor will approve and send the application on to the national diversity advisor for final approval. If you have any questions or need assistance in completing your application, contact the undersigned.

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### Goal #1 - Create a Positive Environment *(Fulfill a MINIMUM of three of the below six goals)*

1. Appoint a flotilla diversity advisor.
2. Publish at least one article on diversity awareness in flotilla newsletter per year.
3. Conduct one in-flotilla diversity member training session per year. (Training materials available on Diversity page of the AUX Web and from district Diversity Advisors.)
4. Target all local neighborhoods and cultures in the flotilla's community in the flotilla recruiting action plan.
5. Document a minimum of 6 meetings per year attended by 50% of the flotilla membership.
6. FC and/or VFC have attended leadership training at the district or national level.

### Goal #2 - Value all Members *(Fulfill a MINIMUM of three of the below six goals)*

1. Document informal awards and recognition program - specify actions taken for positive reinforcement of members' actions and behaviors.
2. List a minimum of 2 routine communication with all members, i.e.: regularly scheduled newsletters, "calling crew" or telephone tree for phone messages, flotilla meeting notes, staff meetings with notes distributed.
3. Conduct exit interviews for all members leaving the Auxiliary and forward to DSO-PS via the SO-PS.
4. Maintain 90% of members each year -Less than 10% of members disenroll or retire each year.
5. Show 65% of members are involved in Auxiliary activities according to AUXMIS.
6. List a minimum of 4 fellowship activities sponsored by the flotilla throughout the year for all members and their families and friends.

### Goal #3 - Promote Individual Success *(Fulfill a MINIMUM of three of the below six goals)*

1. Assign a formal mentor to each new member for the first year of membership.
2. Utilize the Member Involvement Plan to help new members plan their involvement and training.
3. Provide written goals and expectations for all flotilla staff and committee positions to all members at the beginning of the year.
4. Provide all staff officers with specific written job descriptions upon appointment.
5. Establish a flotilla-mentoring program for potential staff officers.
6. Provide adequate access to meetings for members and potential members with disabilities.