

# National Society, Sons of the American Revolution

## Enhanced JROTC Program Nomination Form Instructions

PDF fillable forms **require** that you *have the latest version* of Adobe Reader. These are free downloads from <http://get.adobe.com/reader/>. Use caution in choosing the correct operating system for your computer. In addition, make sure you check for updates by going to the Adobe website or by opening up Reader, clicking on HELP and then click on “Check for Updates”.

**BEFORE** starting this NSSAR Enhanced JROTC Program Nomination Form, follow the “Save” instructions.

Use the “Click to Save to Your PC” button. Add the Cadet’s Name to the front of the Saved file Name.

For example, “**George Compatriot Enhanced JROTC Form.PDF**”.

The folder you save the document in is your choice. Just remember where you saved it.

Once saved, please **CLOSE** this page and **OPEN** the saved File on your PC to Continue.

**Special Notice regarding a Failure to Complete an SAR PDF Form Successfully.** The most frequent complaint that is received centers on the inability to fill-in forms successfully and save the completed form. Such a problem usually occurs because (1) Instructions are not followed. (2) The computer you are using does not have an authentic copy of **Adobe Reader** installed on it. (3) The computer you are using has not been programmed to associate PDF files with your authentic **Adobe Reader** software. And/or (4) the user does not realize that Microsoft Windows 10 uses Edge as the default internet browser.

To correct the inability to fill-in any Form correctly, we advise you to take the following steps, knowing that the first two steps will solve most problems. Steps to follow: (1) Open the form you want to use. (2) Immediately, save the PDF file to your computer with a file name such as **MY Form.pdf**. Make sure you remember what you named the file and where you saved the PDF file on your computer. (3) Open your newly named file and fill it out, following the instructions. (4) Once you have completed and saved the Form, you can attach the file to an email. It is important that you use an authentic copy of **Adobe Reader**, preferably version XI or later as your default PDF reader.

Please be aware that some computer software manufacturers install alternative software instead of the “**FREE**” **Adobe Reader**. While these PDF viewers will open and let you read almost all PDF files / forms, they will NOT allow you to complete or fill in a PDF fillable Form. Again, let me say it is crucial that one’s computer has an authentic copy of **Adobe Reader**, preferably Adobe Reader XI or later.

Notice we stated “**Authentic**” **Adobe Reader**. We did not say PDF Pro 10, which is not an authentic Adobe PDF reader—it is a cheap imitation reader bundle with some computers just so you think your system can do all things. Other PDF Readers that are not an “**Authentic**” **Adobe Reader** include Sumatra PDF, Nitro Reader, Foxit Reader, PDF-XChange, and PDF Preview for Microsoft. By now we trust you have gotten the point that you must have an “**Authentic**” **Adobe Reader**, preferably version XI or later, to complete or fill in a PDF Form.

Please ensure that **Adobe Reader** is the default PDF reader by verifying that it has been “associated” properly by following these instructions (Using Windows 10 as the Example): On the left end of the taskbar, Right click on the “Start Icon”. Left click on “Search” and then at the very bottom type in “Default Programs”. Then select “Choose a Default App for each type of file”.

This will give you a screen that on the left gives you the file name like “.docx” for Microsoft Word. Scroll down until you find “.pdf” – Adobe Acrobat Document. The associated file type on the right should say “**Adobe Acrobat Reader DC**” – if you have the latest FREE version. If it does not say Adobe Reader but says Microsoft Edge or some other program, then Left Click on the file name and choose **Adobe Acrobat Reader DC**. If you are using the recent free Windows 10 software, know that your browser is EDGE and not Explore. The Edge and Explore icons look alike but on close examination it is not so. Edge does not work currently with certain PDF files, especially Adobe created files. The cure is to download Mozilla Firefox or Google Chrome or reinstall Explorer. Windows 10 does not tell you that Explorer is in the Windows 10 bundle, but it is there. Many feel that it is simpler to download Mozilla Firefox or Google Chrome than to uncover where Explore is hidden. The Bottom line – the Edge Browser will not work with PDF fillable forms. So download Mozilla Firefox or Google Chrome and use it.

If the default software used by your computer to read Acrobat (PDF) files is something other than Adobe's Reader, you can choose to open them with Adobe Reader anyway - this allows you to take advantage of fillable forms, hyperlinks, buttons and other features that Acrobat (PDF) documents often contain. To ensure that you are opening an Acrobat file (PDF) in **Adobe Reader**, first find the file in your computer. Instead of double clicking to open the file, you should right-click on the file instead. This will open a small action menu. Look down the list of options for a selection named "open with". If you hover over that selection, it will expand to show a list of options for opening the PDF. You should left click on **Adobe Reader** in the list. Your PDF will now open the the program it was intended to be used in. NOTE: This will not change the defaults of your computer. It will only use **Adobe Reader** this one time.

Mac users have also informed us that Apple has its own program to open Adobe Reader files. One problem in using OS X Preview to fill in form fields is that the filled in forms will probably not be viewable on a Windows system. They tell me the solution is to change the “Open With” default application to “**Adobe Reader**”. You might also want to do an internet search on your favorite search engine like "Google" using the phrase "**adobe reader for pdf files on a mac**" to give you more information. You might also want to do an internet search for the phrase "**how to configure Mac OS X to open PDF files with Adobe Reader**". It has been suggested that to configure Mac OS X to open PDFs with Reader or Acrobat, do the following, but there may be other options:

1. Click the PDF file's icon in the Finder to select it.
2. Choose File > Get Info.
3. Click the triangle next to Open With.
4. Choose “**Adobe Reader**” from the Open With menu (if it's not on the list, choose “Other” to select it).
5. Click Change All.

If you have followed the above instructions and still have a problem with PDF files and fillable forms, please contact the National ROTC/JROTC & Service Academies Liaison at [niemannpat@gmail.com](mailto:niemannpat@gmail.com).

The ROTC/JROTC Committee has oversight of the Chapter and State Society level ROTC/JROTC programs. The Committee conducts the National Society's ROTC/JROTC program and selects the winner of the National Society's award to the most outstanding JROTC Cadet and the first runner-up. The committee also serves as liaison with the United States Service Academies.

## Instructions for the Senior Military Instructor

In order to enter this recognition program, the Senior Military Instructor must nominate an outstanding JROTC Cadet, using the **Enhanced JROTC Program Nomination Form**.

We are following the same guidelines as to the number of cadets from each school as we do for the Bronze ROTC Medal Program, namely we allow one cadet for JROTC units with fewer than 500 cadets. For larger units, one cadet may enter for each 500 students enrolled in the unit. Moreover, where a school has more than one JROTC unit, each unit is counted separately.

Questions regarding this program or assistance in completing the form can be addressed by email or phone call to the Committee Chairmen as listed toward the bottom of the **Enhanced JROTC Program Nomination Form**.

### **Senior Military Instructor's Checklist for the Enhanced JROTC Program Follows:**

**YES**    **Place a "X mark" beneath "Yes" if true**

1. \_\_\_\_ Is the Cadet enrolled in the JROTC Program?
2. \_\_\_\_ Is the Cadet a High School Junior Student?
3. \_\_\_\_ Is the Cadet in the top 10% of his/her JROTC Class? (requires verification by the SMI)
4. \_\_\_\_ Is the Cadet in the top 25% of his/her High School Class? (requires verification by the Principal)
5. \_\_\_\_ Has the Cadet completed an original essay, of 500 to 700 words? The topic is - "How JROTC has prepared me to be a better citizen of the United States of America".
6. \_\_\_\_ Is the essay doubled spaced and contain a computer generated word count at the end of the essay?
7. \_\_\_\_ Does the first page contain the "Topic Title" as shown in #5 above, Cadet's name, rank, unit's name, and the name of the High School? The cadet's name should also appear on the upper right corner of each page.
8. \_\_\_\_ Is the Principal's Endorsement/Recommendation attached, with a verification statement concerning the cadet's "GPA", and Class Standing?
9. \_\_\_\_ Have the Recommendations/Comments of the Cadet's leadership potential been provided by the Senior Military Instructor and the JROTC Class Standing?
10. \_\_\_\_ Have all the above items been recorded on the SAR Enhanced JROTC Program Nomination Form?

### **"Hints for Success"**

1. A typed essay is required
2. The SMI should complete the Nomination Form with input from the cadet
3. All lines of the Nomination Form should have an entry.
4. Be specific; list what the cadet has done (general comments do not assist your cadet). The more information you provide so we can learn about your cadet the better.
5. List the facts and accomplishments avoiding flowery adjectives. Descriptions using just a few words do not carry much weight. We are looking for more information about the cadet, even if it requires the submission of additional pages.

6. List awards earned i.e. Varsity Letter Football, All District Tennis, All State Chorus, VFW Medal
7. Ensure the cadet is a Junior (11<sup>th</sup> grade)
8. Ensure the cadet is in the 3rd year of a 4 year program or 2nd year of a 3 year program
9. Strong Endorsements (Recommendations) by the Principal and SMI are critical, example: full page recommendation by the Principal may score 10 points, where Principal's verification of class standing (Top 25% of his/her Class) and GPA (only) may score 2 points.

SMI Endorsement must verify that the Cadet is in the Top 10% of JROTC Class along with Recommendations/Comments of the Cadet's leadership potential.

*For Schools that qualify to nominate more than one Cadet, there must be separate letters from the Principal and the SMI for each cadet Nominated.*

10. Describe accomplishments like one was justifying a military medal, not the words for the citation.
11. Spelling and/or grammatical errors will detract from the total points awarded.
12. How the judges will look at your Nominee.

**Endorsements from the School Principal and the Senior Military Instructor (Max 20 PTS).**

Max Points 10: Principal's endorsement w/verification of class standing (1 PT) and GPA (1 PT). A letter fully describing his endorsement and why, up to a maximum of (8 pts)

Max Points 10: Senior Military Instructor's endorsement attached. SMI Endorsement must verify that the Cadet is in the Top 10% of JROTC Class (1 PT) and include Recommendations/Comments of the Cadet's leadership potential and describe his endorsement, up to a maximum of (9 PTS).

**Essay Evaluation (Max 30 PTS)**

Max Points 10: Essay on assigned topic of "How JROTC has prepared me to be a better citizen..."

Max Points 10: Content and Flow of Essay.

Max Points 10: Grammar and Spelling.

**Applicant Form Evaluation (Max 50 PTS)**

Max Points 10: JROTC Leadership & Potential

Max Points 10: JROTC Command Organization & Position

Max Points 15: Academic Extra Curricular Activities (5 PTS per Year)

Max Points 15: Non-Scholastic/Non-JROTC Activities (5 PTS per year)

# Sons of the American Revolution

## Enhanced JROTC Program Nomination Form

*When you place your mouse over most of the "text" data entry fields below, a feature called a "tooltip" will display as a window/popup to give you additional instructions concerning what should be entered in that field.*

Nomination for Outstanding JROTC Cadet for Academic Year: \_\_\_\_\_ to: \_\_\_\_\_  
Sponsoring SAR Chapter and State Society: \_\_\_\_\_  
High School Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_  
JROTC Unit: \_\_\_\_\_ Program: 3 Year 4 Year  
Senior JROTC Instructor: \_\_\_\_\_  
Recommended Cadet: \_\_\_\_\_  
Cadet's Residence Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip+4: \_\_\_\_\_  
High School Grade Level: 11<sup>th</sup> JROTC Grade Level: 2 3  
Scholastic Standing (example: 1st of 350): \_\_\_\_\_ Academic Grade Point Average (GPA): \_\_\_\_\_

NOTE: You may use additional paper as required to reply to the following (please put cadet's name at top of each page).

### Section 1: JROTC Leadership Position (Please show advancement history and potential for next year)

Example: Year 1: Recruit, Private, Private 1st Class, and Corporal

Year 1:

Year 2:

Year 3:

Year 4 potential:

### Section 2: JROTC Command Organizations & Position (Please show advancement history and potential)

Example: Year 1: Cadet, Assistant Squad Leader, Squad Leader, Assistant Platoon Leader.

Year 1:

Year 2:

Year 3:

Year 4 potential:

Cadet's Name:

High School Name:

**Section 3: Academic Extra Curricular Activities & Position, as applicable in each:**

Example: 9th Grade: Science Club, Computer Club, Freshman Class Secretary, etc.

9th Grade:

10th Grade:

11th Grade:

Please use additional pages if needed to complete the above section of the nomination form.

Cadet's Name:

High School Name:

**Section 4: Non-Scholastic / Non-JROTC Activities & Position, as applicable in each:**

Example: 9th Grade: employment, church, Scouting (rank), FFA, 4-H, Volunteer, etc.

9th Grade:

10th Grade:

11th Grade:

Please use additional pages if needed to complete the above section of the nomination form.

Cadet's Name:

High School Name:

**Section 5 - Original Essay by the Cadet, of 500 to 700 words. The essay must be double-spaced and contain a word count at the end of the essay. The topic is - "How JROTC has prepared me to be a better citizen of the United States of America".**

Topic should be at the top of the first page as shown above, along with Cadet's name, rank, unit's name, and the name of the High School. Cadet name and page numbers should also appear of all additional pages.

Upon entering any data in the above form, Use the "[Click to Save to Your PC](#)" button to make sure what you entered was saved.

The SAR Committee Chairman should complete as much of this form as possible before emailing it as an "attachment" to their JROTC Senior Military Instructors.

Send the completed form and all supporting documents no later than:

TO:

JROTC Chairman:

JROTC Chairman Email Address:

Phone:

Please **EMAIL** this completed SAR Enhanced JROTC Nomination Form (including any additional pages), the cadet's essay, the principal's letter and the SMI's letter to your JROTC Chairman listed above by the deadline shown. All documents should be in either a .PDF format or Microsoft Word.

Please request a "Read Receipt" so that you will know that your file was received.