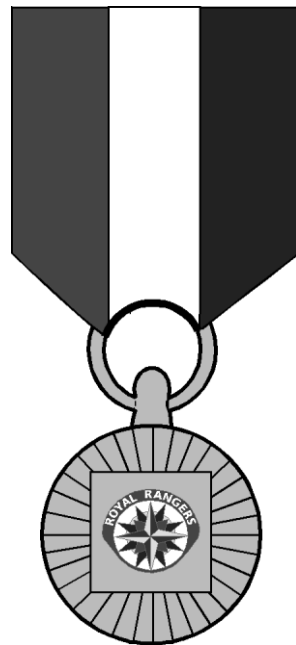


THE POTOMAC DISTRICT ROYAL RANGERS

Commander's Instruction Packet
For the
**GOLD MEDAL
OF
ACHIEVEMENT**

(May 2022)



Potomac District Royal Rangers
PO Box 690
Gainesville, VA 20156
703-753-0300

Dear Royal Ranger Commander:

Thank you and congratulations on having taken part in helping a young man strive toward the Gold Medal of Achievement. The information in this packet is intended as a guide for both you and the Ranger as you both prepare to take the final steps in this process. Your encouragement is critical at this stage, as many Rangers tend to get a bit impatient after completing the merits for this prestigious award. Your leadership through this last phase is most important to the Ranger, his family, you and the outpost.

The requirements that follow are as much a part of the process as the completion of the merits. Your attention to detail in completing the required forms will reflect on you and your commitment to the Ranger. The District Royal Ranger Office and District Gold Medal of Achievement Coordinator are prepared to help you in any way possible. Together, we can make this one of the most meaningful events a Royal Ranger has experienced.

Please read and follow carefully the instructions in this packet and complete all the required forms. Call for help if you have a question or if any of the required forms are missing. You may feel free to make copies of this packet as needed. From time to time the District Office may update the forms or this packet. For that reason, the date is printed on the front cover. To ensure you have the most recent documents, you should contact the District Royal Ranger Office and verify this information.

Thank you for your service to the ministry of Royal Rangers and for your interest in the lives of young men. We look forward to working with you and will pledge our support in helping to make this process smooth and the special service memorable.

Please verify that your Outpost is currently chartered, supporting the National and District Offices.

In His Service,

Craig Powis
District Director
Potomac District Royal Rangers
craigapowis@gmail.com
410-917-3612

The Gold Medal of Achievement Application

In this packet you will find the application for the Gold Medal of Achievement. The Outpost Senior Commander/Coordinator certifying the Royal Ranger has completed all requirements for the award must sign the application after completion.

There are several noteworthy items that are not listed on the form that are important and which you must comply with when completing the application.

1. Application

The application must be legible. All of the paperwork you submit will eventually be sent to the National Office where the National Commander will review it. A clean, well-organized package will reflect favorably on you and particularly on the Royal Ranger seeking the award. Complete the application in its entirety. Any missing information will delay the process until the National office can obtain the needed information. Please include the church's Gospel Publishing House account number.

2. Be date specific

Include dates with as much accuracy as possible. This will aid in the overall evaluation of the applicant.

3. Requirements other than merits

Carefully review and "check off" by initialing all of the non-merit requirements.

4. Include all forms

You must include all forms when submitting the application. These are included in this packet. We cannot proceed with processing the application and will return the entire application until a complete package is received. The complete package shall include: A completed typed and signed application, Essay, Attachments A, B and C also included in this packet.

Review your work carefully for errors, misspelled words, etc. Make sure that the form is fully completed, and that it is prepared in FINAL COPY before you submit it. Refer to attachment "A" included as an aid and checklist for your use.

The Gold Medal of Achievement Essay

5. 500 Word Minimum

The essay must be a minimum of 500 words and doubled spaced. Do not resort to counting words. Instead, have the Ranger hand write or type the essay in his own words without counting or stretching comments to achieve a certain number of words. After you have had a chance to read the essay, both of you can determine together if it meets the minimum length. If it does not, decide what other comments can be made to achieve this minimum, or expand on the ones already expressed. The final copy for submission shall be **double spaced typed pages** and **will include a title page** identifying the author and outpost number. Please do not put any graphics on any of the pages. This is an opportunity for the Ranger to share his experience in Royal Rangers. The essay should be submitted in a word doc.

6. The Value of Royal Rangers to Me

This is the title of the essay as established by the Potomac District Royal Ranger's office. It is not intended to be a commentary that includes any other topics, nor should it be a tribute to the commanders in the Rangers Outpost. Some Rangers tend to spend a great deal of their writing talking about their commanders and specifically naming them and thanking them for what they have done to help them earn the GMA. The essay should not be used for this purpose. The Ranger will be given an opportunity at the GMA Ceremony to publicly thank his Commanders and should avoid these expressions in his essay. He should never specifically identify a commander in his essay by name. It is acceptable, however, for a Ranger to discuss how he has learned the importance of leadership as a Ranger.

7. Topics for Discussion

Deciding what to write is tough for some young men. Guide them through this by explaining that they can use specific highlights from Royal Rangers or his experiences that he has learned. The essay is not intended to be an explanation of the code, pledge motto etc. the essay is to reflect the values and benefits received from his Ranger experience. We want to hear what the Ranger has learned such as leadership skills, working together, etc.

Technical Preparation of the Essay

There are a few things, which should be considered in preparing the essay, which involve technical matters. These are as follows:

8. Avoid Rambling

Help the Ranger avoid moving from topic to topic, or discussing something that lacks relevance to his theme in the essay. He should remain focused and avoid the tendency to ramble without meaning through his writing.

9. Avoid Making It a Thank You Letter

This has been previously discussed, but warrants additional discussion here. Remember that the essay is a discussion of the “Value of Royal Rangers” to the young man preparing the essay. It is not a Thank You letter or tribute.

10. Misspelled Words

This is a common problem. Review the document carefully and check any words about which you are not sure. If the Ranger is using or has access to a word processor, use the spell check feature.

11. Grammatical Errors

Review the essay for sentence structure, incomplete sentences, use of noun, verbs, etc. Some essays on first review are returned because the use of language or basic structure does not meet grade appropriate levels. It is perfectly acceptable for the Ranger to have his English teacher, or any other qualified individual read his essay and make suggestions for improvement or changes. In fact, the District Office encourages this, as it will make the application process quicker. Use the grammar check feature on the word processor.

12. Identifying the Author of the Essay

Have the Ranger type his name and outpost number on each page in the upper right corner.

13. Numbering the Pages

Pages should be numbered, including the first page, at the bottom of each page thereafter.

Common Questions About the Essay

Q. Can the Commander help the Ranger with the essay?

A. Yes, as long as he lets the Ranger take the first try at writing it, and as long as he ensures the ideas expressed are those of the Ranger. The Commander, who has been a critical factor in helping the Ranger get to this point, should not feel he now has to bow out and cease to be a source of help. Your encouragement and assistance is still required.

Q. Why is the Essay so important?

A. The essay is the final opportunity for the Ranger to summarize his experience in the Royal Rangers in conjunction with the earning of The Gold Medal of Achievement. It should be well written because it may read at the Gold Medal of Achievement Ceremony, and because it has the possibility for future use. Rangers may find this report useful in future school projects, when applying for college scholarships, or many other potential uses.

Q. Can the Essay be submitted electronically?

A. YES. The e-mail address is: craigapowis@gmail.com

14. The GMA Essay Review Process

Once the essay is completed please email the district office for review. Once the essay is approved, then the entire GMA package should be sent to the District Office.

The same individual reviews all GMA essays for consistency. If there are any questions, changes or if corrections are needed, the Ranger office will communicate directly with the **Senior Commander**, not the Ranger himself.

NO INTERVIEW WILL BE CONDUCTED UNTIL THE COMPLETE GMA PACKAGE HAS BEEN SUBMITTED, REVIEWED AND APPROVED FOR FURTHER CONSIDERATION BY THE DISTRICT RANGER OFFICE AND GMA COORDINATOR. THE CONTENTS OF THE PACKAGE ARE DISCUSSED ABOVE AND IN OTHER SECTIONS OF THIS GUIDE.

The Gold Medal of Achievement Interview

The Gold Medal of Achievement interview is the final phase of the review process by the District Royal Ranger Office prior to certifying the Royal Ranger's application and essay to the National Office. This interview is important, and there are a few things the candidate can do to prepare. The following list is intended to be used in that preparation.

Tell the Ranger the interview is NOT a test. Rather, this is an opportunity for the interview board to learn more about the candidate and his Ranger experience. It is also to certify that the candidate has met the final requirements for the Gold Medal of Achievement to the National Commander. Interviewers will be given a copy of the Ranger's essay and application in advance for their review. Any Ranger who makes it to the interview will be given help to strengthen any areas that need further attention so that his work can be forwarded to the National Office.

15. How Can the Ranger Prepare?

First, prepare a Khaki Dress uniform or the Utility uniform that is as close to perfect as possible. Proper placement of ALL patches and awards (See Royal Ranger Uniform Guide, January 2022 Edition, available on the National Royal Ranger website).

Dress:

- Long-sleeved khaki shirt with military-style pressed, tucked in
- Khaki pants
- Khaki web belt with brass buckle
- Black dress shoes with black socks
- Royal Rangers bolo tie (any style)
- A white T-shirt should be worn under the khaki shirt

Utility:

- Utility shirt, pressed, tucked in, Pin Format (drape medals, ribbons) or Patch Format
- Blue tactical pants
- Black web belt with silver buckle
- Black dress shoes with black socks
- Royal Rangers bolo tie (any style)
- A white T-shirt should be worn under the Utility shirt

Second, there is a list of interview questions that can be made available, those questions should be reviewed by the Ranger with the Senior commander. The Ranger will be asked 9 of the questions randomly chosen from the list. Each Ranger will be expected to be able to have an in-depth discussion about each of the questions. Questions will be asked relative to his earned merits, goals and responsibilities. Encourage the applicant to be relaxed and be himself.

THERE WILL BE A COMPLETE UNIFORM INSPECTION.

16. Scheduling the interview for the Ranger

There are three predetermined dates each year where the interviews for The Gold Medal of Achievement are completed through the District (see attachment “B”). These are:

- Regional interview in Spring – date to be announced
- District Pow-Wow (August)
- Regional interview in Fall – date to be announced

The District Office encourages you to plan in advance for one of these dates. Any Ranger who completes the required paperwork, submits his essay, and contacts the District Office can be interviewed at one of these three meetings. Your request will be acknowledged and the interview date and time confirmed. Interviews may be offered at times other than these and only under unusual circumstances. Contact the district office for details.

17. Scheduling the G.M.A. Presentation

The GMA presentation will be the highlight of the boy’s Ranger career. The presentation should therefore, be conducted in a timely manner. However, those involved may have time/date constraints, which may impact the presentation. You should first discuss several possible dates and times with the Pastor and the family. Once these are established, contact the District Ranger Office for confirmation using the enclosed form (Attachment “C”). You are encouraged to invite Sectional Commanders to the presentation once the time/date has been confirmed. **Avoid scheduling presentations unless the National Office receives confirmation and dates are confirmed with the District Ranger Office**

18. The Gold Medal of Achievement Process:

A Royal Ranger must be at least 12 years old to qualify for the Gold Medal of Achievement. All requirements for the GMA must be completed before the applicant’s 18th birthday. GMA requirements may be completed as an Adventure or Expedition Ranger.

- Earn the highest award in any two of the following groups; Discovery Rangers (Gold Eagle Award), Adventure Rangers (Adventure Gold Award), Expedition Rangers (E3 Award)
- Recite from memory the Royal Ranger Pledge, Code, Motto, meaning of the Emblem points, and Golden Rule.
- Present the Plan of Salvation
- Complete the GMA Capstone Project. Read “*A Guy Journey for Manhood*” by Doug Marsh, answering all questions at the end of each chapter, keep a journal & work with a Project Coordinator.
- Submit a typed, double-spaced completed essay, GMA application and all attachments to the District Ranger Office. The first essay draft may be sent via e-mail if desired. A hard copy is required in final version for processing.
- The Ranger Office will review the essay and either accept it as written or communicate any changes necessary. A final copy will be sent to the District Ranger Office after corrections are made.
- Upon confirmation of an acceptable essay, the interview may be scheduled.

- Interviews will only be scheduled after the complete packet is received.
- The interview committee will make its recommendation to the District Director.
 - The District Director will make final approval and forward the application to the National Office.
 - You will receive notification of approval from the National and District Directors. At this time, you should schedule / confirm your presentation.
 - The District Office will order the Gold Medal, which will be billed to your church's GPH account. The GMA metal will be mailed to the address on the application.
 - The presentation will be made on the prearranged date.
 - You should allow a minimum of 6 weeks for this process.
 - Gold and Silver Buffalo awards are no longer processed through the District Ranger Office. These are available directly through National Office. The Outpost will be responsible for ordering these. Buffalo applications are available on national website.
 - **Please mail complete packet along with \$15.00 for the District GMA Hat, which will be presented at the GMA ceremony.**

19. Presenting Authority

There are times when the District Director may not be able to make the Gold Medal presentations. Should this occur, the following representatives have been approved for this:

- Deputy District Director
- GMA Coordinator
- Executive District Staff
- Area Director

A T T A C H M E N T “A”

Senior Commander Submission Form

Name of candidate: _____

Age: _____ OP# _____

Address: _____

Phone / e-mail: _____

Name of Senior Commander: _____

Address: _____

Phone / e-mail / fax: _____

Church name: _____

Pastor: _____

Senior Commanders checklist:

- | | |
|--|---|
| <input type="checkbox"/> Completed and legible application | <input type="checkbox"/> Attachment “B” |
| <input type="checkbox"/> Completed and typed Essay | <input type="checkbox"/> Attachment “C” |
| <input type="checkbox"/> Attachment “A” | <input type="checkbox"/> Mail in 9x12 envelope (do not fold) |
| <input type="checkbox"/> Capstone Project Completed | <input type="checkbox"/> Include \$15.00 for the GMA Hat |

Note: All of the items listed must be sent. Incomplete packages will be returned. We recommend that the above be assembled in a folder for presentation.

Senior Commanders statement:

To the best of my knowledge and belief, _____ has met all of the qualifications for the Gold Medal of Achievement.

Senior Commanders signature

Date

**Send to: Potomac District Royal Rangers
PO Box 690, Gainesville, VA 20156
Phone: 703-753-0300, craigapowis@gmail.com**

A T T A C H M E N T “B”
Request for a GMA Interview

To: Potomac District Royal Rangers
From: _____
Date: _____

I am requesting that the Royal Ranger named below be scheduled for a GMA Interview at the meeting selected:

RANGER’S NAME: _____ OP#: _____

Church Name: _____ GPH Acct.# _____

Interview requested for:

- _____ Regional – Spring (To be Announced)
- _____ District Pow-Wow (August)
- _____ Regional – Fall (To be Announced)

(Please check with the District Royal Rangers Office for the dates in a particular calendar year to determine when these meetings are scheduled).

**Send to: Potomac District Royal Rangers
PO Box 690, Gainesville, VA 20156
Phone: 703-753-0300
craigapowis@gmail.com**

A T T A C H M E N T “ C ”
Request for the
Gold Medal of Achievement
Ceremony

To: District Commander

From: _____ Outpost # _____

I am requesting that Cmdr. _____ conduct the Gold Medal of
Achievement Ceremony for _____ . (Boy's name)

Available dates and times are:

The Ranger listed has completed all of the requirements.

Signed Coord/Sr. Cmdr.: _____

Outpost #: _____

Phone #: () _____ E-mail: _____

Address: _____

GMA ceremony for _____ will be _____

Location will be _____ at (time) _____.

THE ROYAL RANGER OFFICE WILL CONFIRM DATES AND TIMES. PLEASE DO NOT SCHEDULE THE PRESENTATIONS WITHOUT POSITIVE CONFIRMATION.

The Senior Commander should also arrange to meet the expenses of the presenting officer. Apart from the expenses, a love gift is also appropriate.

**Send to: Potomac District Royal Rangers
 PO Box 690
 Gainesville, VA 20156
 Phone: 703-753-0300
 craigapowis@gmail.com**

THE GOLD MEDAL OF ACHIEVEMENT CEREMONY

The Senior Commander is responsible for the organization and scheduling of the GMA Ceremony. Upon completion of all the requirements for the award, the District Ranger Office will notify the Ranger and the Senior Commander that the package has met with District approval and forwarded to the National Commander. The National Office will correspond with the Ranger and the Senior Commander that the GMA has been approved and sent to the District Commander for presentation. To schedule this ceremony, the Senior Commander should contact the District Commander using Attachment “C”.

The District Royal Rangers Office recommends the following for this ceremony:

20. Present it before the congregation

The church is an important part of this award. For this reason, it is recommended that the Senior Commander meet with the Pastor and agree on a date and time when the GMA can be presented to the Ranger in the presence of the Church. The basic ceremony generally takes 20 to 30 minutes. The District Commander can deliver a relevant and appropriate message to the congregation if desired. This and other requests should be communicated to the District Commander.

21. Send out Invitations

Once the date is established and confirmed, the Senior Commander or family should prepare and send invitations to guests for the ceremony, extend an invitation to the congregation in the church bulletin or newsletter. Any special guests such as community or political leaders etc. should be notified well in advance and asked to RSVP so that they can be recognized by the Senior Commander at the beginning of the ceremony. Special GMA invitations are available from the Gospel Publishing House.

22. Secure a Facility

In most cases, the presentation is made before the congregation in the Church building. When this is not possible, it is the Senior Commander’s responsibility to obtain a proper facility and provide directions to the facility to the District Commander and special guests.

23. Prepare a Program

A special bulletin is available from the National Office for this purpose. Contact the National Royal Rangers Office for additional information and the proper ordering number.

24. Recognizing the Family

The Ranger's family should be asked to sit together during the ceremony. The church should provide flowers for the Ranger's mother. A bouquet or wrist corsage is recommended. The family will be asked to join the Ranger on the platform while the presentation is made.

25. Certificates and Letters

The Senior Commander should have the Gold Medal of Achievement certificate framed for presentation at the ceremony. The Outpost or family may wish request notes of congratulations from the President of the United States, Governor of the State and other dignitaries. A special notebook for presentation to the Ranger is advised which should include letters from other individuals such as: District Superintendent, District Director, other District Staff Members, Pastor of the Church, Schoolteachers, friends, etc.

26. The Presenting Officer

The Senior Commander is responsible for the introduction of the District Director (or presenting official) at the Ceremony. He should speak personally with the District Director to obtain relevant information and to be sure that the order of the ceremony and service are clearly understood by both parties. **The Senior Commander should also arrange to meet the expenses of the presenting officer. Apart from the expenses, a love gift is also appropriate.**

27. The Reception

A reception or luncheon is appropriate. The extent and expense should be discussed with the Pastor and Family.

28. After the Ceremony

The Senior Commander, after the ceremony has concluded, should help the Ranger prepare letters or notes of thanks to those who contributed to the ceremony, particularly the Pastor of the Church.

The Senior Commander should also sit down with the Ranger and clearly describe his new role as a recipient of the GMA, and as a Junior Commander. This is an important first step to ensure that the Ranger does not lose interest in the Ranger ministry, and to ensure that his new skills and abilities are useful in the development of other boys in Royal Rangers.