

# United Daughters of the Confederacy®

## JUDAH P. BENJAMIN AWARD APPLICATION FORM

Submit three applications (original and two photocopies acceptable) with original signatures on each for Chapter award, two applications (original and one photocopy acceptable) with original signatures on each for Division award. Do not fold applications/proofs. Send applications, proofs, and check to appropriate person at next level. Refer to the Judah P. Benjamin Award Application Form Instruction Sheet and the *UDC Handbook* for additional information.

**Name of recipient** \_\_\_\_\_

Address (number, street, city, state, Zip code) \_\_\_\_\_

**Check one:** Chapter award  Division award  General award

Presenting Chapter/Division name/number \_\_\_\_\_

Proposed presentation date \_\_\_\_\_ UDC member? Yes  No

1<sup>st</sup>-time recipient  Repeat recipient  Confederate lineage? Yes  No

**Check appropriate award category/categories:**

Civic  Conservation  Educational  Environmental  Humanitarian  Patriotic

In the space below give detailed information, including dates, about the recipient's endeavors/achievements that explain the reason for presentation of the award. Enclose one set of proof to document recipient's endeavors and achievements for each category checked. If more space is needed, use reverse of this sheet.

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We, the undersigned officers, approve this application and attest to the following: 1) the recipient has contributed to the historical aims of the UDC; and 2) if a UDC member, the recipient's work has not been accomplished as part of the duties of any office or committee position held.

**For Chapter award only**

Signature of Chapter President \_\_\_\_\_ Date \_\_\_\_\_

Signature of Chapter Officer/Chairman \_\_\_\_\_ Date \_\_\_\_\_

Signature of Division Officer/Chairman \_\_\_\_\_ Date \_\_\_\_\_

**For Division award only**

Signature of Division President \_\_\_\_\_ Date \_\_\_\_\_

Signature of Division Officer/Chairman \_\_\_\_\_ Date \_\_\_\_\_

**For General award only**

Signature of President General \_\_\_\_\_ Date \_\_\_\_\_

**For all awards**

Signature of General Committee Chairman \_\_\_\_\_ Date \_\_\_\_\_

**Name, address, telephone, and e-mail of Division Officer/Chairman** \_\_\_\_\_

**Enclosed:** check # \_\_\_\_\_ in amount of \$ \_\_\_\_\_ Date \_\_\_\_\_

Make check payable to *Treasurer General UDC*

**Mail to:** \_\_\_\_\_

Name and position of officer/chairman

Address of officer (number, street, city, state, Zip code)

Telephone and e-mail

Certificate number \_\_\_\_\_ Sent with UDC Ritual by General Chairman on: \_\_\_\_\_

# United Daughters of the Confederacy®

## JUDAH P. BENJAMIN AWARD INSTRUCTION SHEET FOR APPLICATION FORM

**Name of recipient.** Please print full name of proposed recipient of award as it will appear on certificate.

**Address.** Print full address of proposed recipient of award.

**Chapter/Division/General presenting award.** Check the level presenting and give full Chapter name, number, and Division or name of Division presenting award.

**Proposed presentation date.** General Chairman must receive completed application at least 30 days prior to the proposed date of presentation. Award should be a surprise to the recipient.

**Recipient information.** Check the proper blank for UDC membership, 1<sup>st</sup>-time or repeat recipient, and Confederate lineage. UDC membership is for information only. An individual may receive an additional award for different endeavors/achievements; use an official application form to apply for an additional award. Confederate lineage is for information only and is not a requirement.

**Check appropriate category/categories.** Check all categories that describe the endeavors and/or achievements that are described and documented in the application form

**Give detailed information about the recipient's endeavors/achievements that explain the reason for the award.** The award is presented to members and nonmembers for outstanding endeavors/achievements in one or more of the following fields: civic, conservation, educational, environmental, or patriotic. The reason for the award may be but does not have to be related to the Confederacy. A recipient must have given service above and beyond the requirements of his or her profession or the requirements for membership in a service or benevolent organization. The work may be ongoing. Give detailed information such as dates/time period covered by the work, location, and person/entity that benefited from the efforts. If more space is needed, use reverse of application.

**Include one set of proof to document endeavors and achievements for each category listed.** Only one set of proof for documentation is necessary. Do not staple documentation to application. Examples of documentation: letters written on letterhead or personal stationery from entities that have benefited from acts performed by the proposed recipient of the award; copies of regularly published newspaper/magazine articles that detail the endeavors/achievements of proposed recipient.

**Signatures.** Original signatures in black (preferred) or blue ink are required on each application form; signature indicates approval. Signatures must be complete at each level before submitting the application form to the next level.

**Division Officer/Chairman.** Enter contact information for Division Officer/Chairman.

**Check.** A check for the correct amount made payable to Treasurer General UDC must accompany the completed application form. The cost of the award, if approved, is \$10.00.

**Submit application.** Submit three applications (original and two photocopies acceptable) with original signatures for Chapter award, two applications for Division award, and one application for General award. Do NOT fold. All signatures must be original even though second and third application copies may be photocopies. Submit completed applications to the Judah P. Benjamin Officer/Committee Chairman at the next level (Chapter to Division, Division to General) for processing. Name and address of current chairman may be obtained from the Business Office or the current *Annual General Minutes*.

**Mail to.** Give complete name and address including Zip code of the UDC officer/chairman to whom the certificate is to be mailed.

**General Chairman.** All approved applications will be signed by the General Chairman before the certificate is sent to the presenting group.

Additional information may be obtained from the General Chairman and the *UDC Handbook*. Application forms may be obtained from the General Chairman or the UDC Business Office.