



**SONS OF UNION VETERANS OF THE CIVIL WAR
DEPARTMENT OF MICHIGAN**

**OFFICE OF THE GRAVES REGISTRATION
OFFICER**



October 28, 2018

All Camp Commanders and Signal Officers,

Greetings,

This note will serve as the initiation of the J. Richard Greene Award for the Best Newsletter in the Department of Michigan.

I have attached a copy of General Order #6, Series 2018 – 2019 issued by Department Commander Robert Payne authorizing this action, and a guideline of how the committee will assess each newsletter submitted.

Please follow these guidelines so that your newsletter is reviewed in a timely manner.

Yours in Fraternity, Charity, and Loyalty,

*Richard E. Danes, CC
Graves Registration Officer Department of
Michigan, and Member
National Graves Registration Committee Sons of
Union Veterans of the Civil War*

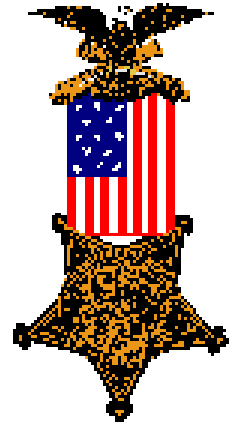
Guidelines for Choosing a Recipient of the J. Richard Greene Award

1. Pursuant to Department Commander Robert R. Payne's Department General Order #6, Series 2018 – 2019 the J. Richard Greene Award shall be based on Camp Newsletters voluntarily submitted to the Committee Chair between the end of a department Encampment, and no later than 30 days before the next encampment.
2. The Committee Chair will receive (preferably by e-mail) all current Camp Newsletters and forward copies to the other committee members. The e-mail address is redanes@suvcwmi.org.
3. The Committee Chair will be the single point of contact for communications regarding this award.
4. Newsletters shall be assessed based on:
 - a. Readability (including spelling and grammar);
 - b. Content (including reports, ancestor vignettes, news from the Department and National, activities, and announcements);
 - c. Appearance (including placement of text and photos, and use of color);
 - d. Distribution (do all Camp members receive the Newsletter, what other distribution is there);
 - e. A "checklist" shall be developed to aid the Committee members in "grading" each submission.
 - f. Regularity of publication (monthly, quarterly, etc.)



Headquarters
Sons of Union Veterans of the Civil War
Department of Michigan

Department Order #6
Series 2018-2019
Robert R Payne, Commanding
June 12, 2018



In accordance with actions taken at the 134th Annual Michigan Department Encampment, I am hereby organizing the J. Richard Greene Award Committee. This is a Special Committee for the purpose of conferring an award for the Most Outstanding Camp Newsletter in the Department of Michigan.

This committee shall consist of the Department Secretary, The Department Chaplain, and The Department Newsletter Editor, being chaired by Brother Rick Danes, Editor of the Michigan's Messenger. The Committee shall review newsletters voluntarily submitted over the course of the year and select the most outstanding newsletter by a majority vote of the Committee. Newsletters must be submitted to the Committee Chair no later than 30 days prior to the Annual Michigan Department Encampment.

A certificate shall be awarded with the winning Camp's name and the newsletter editor listed.

In Fraternity, Charity, and Loyalty,

Robert R Payne
Department Commander
Department of Michigan
Sons of Union Veterans of the Civil War

/s/

Richard Denney
Department Secretary
Department of Michigan
Sons of Union Veterans of the Civil War