

## **Levels of Excellence (LOE) award submittal procedures**

PLEASE NOTE THAT THE **DEADLINE FOR LOE SUBMISSIONS IS MAY 1, 2018.**

Your LOE entry responses are based on calendar year **2017 (January 1 through December 31, 2017)**

**Step 1.** Your Affiliate Name and chapter code should be added to the top of the “Subjective Scoring Rating Sheet”; chapter codes can be retrieved by accessing this link: [Chapter Name/Codes](#)

**Step 2.** After answering the Subjective Scoring questions, save the document to your desktop or hard drive, name the document “affiliate name and chapter code”.

**Step 3.** Submit it as an attachment with **Email Subject: LOE Award, Affiliate Name (and chapter code)** (please do not attach newsletters or rosters of any kind when submitting your LOE entry).

### **Information Only:**

- LOE Submissions should be emailed to [Chapters@moaa.org](mailto:Chapters@moaa.org)
- When we receive your LOE submission via email, we will acknowledge receipt
- If you have challenges attempting to send us your LOE entry by email, please call or email us at (800) 234-6622 or [Chapters@moaa.org](mailto:Chapters@moaa.org)
- The “Objective Scoring rating sheet” will be retrieved from our MOAA national database. Some of the answers on this Objective Score sheet can be reviewed and/or updated by accessing the council/chapter officer page, please log in here: [Chapter Officer Update](#)
- Please contact our Council and Chapter Affairs office if you have any other questions about the LOE submittal process by calling us at (800) 234-6622 or by emailing [Chapters@moaa.org](mailto:Chapters@moaa.org)

Thank you for participating!