

Gentleman this spreadsheet is to help you keep track off all the Individual Recruitment Awards you will send out this year.

**Directions:**

- 1 When you receive a IRA application, find the tab at the bottom for your region.
- 2 Place the name in the first column.
- 3 Find the state in which the application came from and place a "1" in the box.  
By placing a "1" in the column the program will count it at the bottom of the chart.
- 4 After having received back from National either approved or denied check the appropriate column.
- 5 As you mail each pin, and thank you note; place the date that you mailed it in the Mailed column.

If you follow this simple rules you will get a count of how many IRA's you received and count from each Detachment.

Here is a breakdown of how your Detachments are code on the spreadsheet.

**Eastern Region**

Connecticut - CT  
Delaware - DE  
Dist. Of Col. - DC  
France - FR  
Maine - ME  
Maryland - MD  
Massachusetts - MA  
New Hampshire - NH  
New Jersey - NJ  
New York - NY  
Pennsylvania - PA  
Rhode Island - RI  
Vermont - VT  
West Virginia - WV

**Central Region**

Illinois - IL  
Indiana - IN  
Iowa - IA  
Michigan - MI  
Minnesota - MN  
Missouri - MO  
Ohio - OH  
Wisconsin - WI

**Western Region**

Alaska - AK  
Arizona - AZ  
California - CA  
Hawaii - HI  
Idaho - ID  
Philippines - PH  
Oregon - OR  
Nevada - NV  
Utah - UT  
Washington - WA

**Mid-Western Region**

Colorado - CO  
Kansas - KS  
Mexico - MX  
Montana - MT  
Nebraska - NE  
New Mexico - NM  
North Dakota - ND  
Oklahoma - OK  
South Dakota - SD  
Texas - TX  
Wyoming - WY

**Other Codes**

Reported to Honor Roll - HR  
Outside Region - O  
Approved - A  
Denied - D

**Southern Region**

Alabama - AL  
Arkansas - AR  
Florida - FL  
Georgia - GA  
Kentucky - KY  
Louisiana - LA  
Mississippi - MS  
North Carolina - NC  
Puerto Rico - PR  
South Carolina - SC  
Tennessee - TN  
Virginia - VA