

**International Federation
of Trekkers**

FEDERATION ACADEMY



**Commanding Officer Course
(COC)**

by

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Printings

Original Edition

First Printing.....January 1998
E-Mail Edition.....February 2005
Second E-Mail Edition.....April 2005

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Command

I. Leadership

The first thing to remember in any command position is that you must be a good leader. You must be able to make speedy but precise decisions. These decisions must also benefit the majority, not simply a few of your crewmembers. However, before you make a decision, you should always take the time to listen to others ideas. Allow crew members to give their point of view and speak their minds on important issues. Even if the idea a crewmember has submitted may seem unusable or fragmented at the time, never push it aside and forget it. You may be surprised to find that you could actually incorporate it with yet another idea and have a solid outcome.

The best Chapter Commanders will always listen to their crewmember's ideas and find a way to make many of these ideas work for the chapter. A Chapter cannot operate as a dictatorship or on the sole ideas of one person. It is the wise Chapter Commander who allows the members to work together when deciding on important issues.

II. Responsibility

When you accepted the position of Chapter Commander, you also accepted the responsibility of filling many duties that accompany that title. It is you alone who must be responsible for the well being of your chapter and its crewmembers. While most of your duties are listed throughout this manual, listed below are some of the most important responsibilities you have that are often overlooked.

Responsibilities

a. Keep you chapter well informed

You should always provide your members with the most current IFT and chapter information. Remind them of upcoming events, conventions, projects, and meetings. Your GEO Commander must provide you with a monthly memo, which will keep you informed as to what is taking place within IFT and your area. Utilize this monthly publication to provide your chapter with information.

b. Be Supportive

Many times throughout the year your chapter will work community service projects, help with charity efforts, take trips together, attend local conventions, and hold chapter fundraisers. While you should always oversee these projects, it is also your responsibility to get involved in the project itself and be available to take part in your chapter. You should always let your chapter know that you are willing to get involved and help, the same as any other officer would be expected to do. Just because you have the title of Chapter Commander doesn't mean you can't do your part to help with projects. The Chapter Commander who participates will always earn the respect of the chapter members.

c. Peace Keeper

It is very important to keep harmony among your crewmembers. However, this is not always easy when disputes occur. In order to help you keep respect and fairness among the crewmembers, it is important to let each and every one of the crewmembers know that you will not tolerate disrespect towards another officer for any reason. All officers must be treated as equals, from cadets to Commanders, regardless of their titles. Failure to do so may be met with harsh consequences, such as demotion in rank or loss of privileges for a month. This usually takes place in this order: 1st offence is a verbal warning, 2nd offence is a written letter of reprimand. If the problem continues despite the warnings and if the problem between two officers is of a personal nature, let them know that while they are involved in chapter functions they must maintain respect and be able to set their differences aside. You cannot operate a chapter whose members are hostile to each other. If problems continue to occur, you may want to handle it in the same manner as listed above.

d. Public Relations: Spokesperson and Representative

As the person most responsible for you chapter, it is your duty to also serve as a public relations officer, spokesperson, and representative. You should make an effort to contact

other IFT chapters in your area and establish open communications with them. While your chapter's Communications Officer may have a similar duty, it is very important for IFT chapter Commanders to have their own rapport. This comes in handy when your chapter may need the support of another chapter during an event or would like to invite another chapter to a social activity.

It is also your duty to keep the lines of communication open between chapter and IFT. You should always feel free to contact your GEO Commander with any questions, problems, or concerns your chapter may have. While these issues may be addressed on your Captain's Logs when you submit your chapter's monthly progress report, there may be times when you need an answer immediately or you might need help arranging a project. By communicating with your GEO Commander on a regular basis, your GEO Commander will know more about your chapter and have the ability to serve you better when you require assistance.

Whenever your chapter assists with a community service effort, charity project, or any event that is covered by the media, or involves meeting representatives from other organizations, you need to be involved as the spokesperson and representative of your chapter. While another crewmember of your chapter may head the project, remember that you are the person in charge of your chapter and therefore should represent it when protocol is required.

e. Morale

It is up to you to maintain good morale among your chapter members. This can be achieved by involving them in projects and activities. Members remain happier when they are active and feel that they have achieved goals. They also crave information. After all, they joined because they enjoy a similar interest, Star Trek and Sci-Fi. Make it a point to gather as much information to pass on to them as possible in order to stir the embers of their interest and give them something to discuss with each other.

Whenever your members work hard at a project, give them the pat on the back that they deserve. Let them always know that you appreciate the effort they put forth and comment on some of the best aspects of the project. Even if the project fails through no fault of theirs, be sure to let them know that you appreciate how hard they tried to make it succeed. This common courtesy will be remembered when you need volunteers for your chapter's next project.

Promotions are yet another way to maintain morale. However, promotions should only be given if an officer has earned it. Never promote any officer simply to keep morale up. However, when an officer is promoted, be sure an effort is made to make a special event out of it. You may even wish to have a special certificate made to be presented to the officer, which states that he or she has officially been promoted to the new rank.

III. Rank Structure and Promotions

Every Commanding Officer must know the IFT rank structure in order to promote chapter members. All new chapter members should be appointed to the rank of Ensign 3rd class upon joining the organization in order to ensure every officer has the same opportunity to advance up the ranks equally.

Chapter Commanders are first assigned the rank of Commander by the IFT Federation Council upon forming a shuttle or new chapter in the organization. A new chapter commander will not be promoted to the rank of Captain for at least six months or until such a time that the IFT Federation Council feels the Chapter Commanding Officer has earned that rank. All ranks beyond the rank of Commander 1st class must be approved by the IFT Federation Council. This includes the rank of Captain.

All members under the age of 16 will have the qualifier of “Cadet” appended to their rank. They will move up the same rank order as personnel over the age of 15. The performance and length of service will be translated into a non-cadet rank by the Commanding Officer when the cadet reaches 16.

IFT by-laws state that no Chapter Commander or Executive Officer may hold a similar position in any other Star Trek oriented organization. However, they may be general members of any other Star Trek oriented organization.

Within your chapter, you will have the ability to promote officers to the ranks listed under the categories of Commissioned Grades and Command Grades, with the exception of the rank of Captain.

Keep in mind that promotions should not be given out on a whim. Each officer must equally earn their promotion. This is usually done by setting up a point system.

A point system is a listing of the number of activities an officer participates in. This listing should cover a wide range of activities so that every officer is able to receive credits. Some of the most common categories listed in the point system are: meeting attendance, submission for the chapter newsletter, volunteering for a chapter fund raiser, participating in a chapter project, working at a chapter recruiting table, security detail at a convention, and anything else you feel your officers should receive credits for taking part in.

When an officer has reached the total number of credits in order to receive promotion, it is then up to you to look over that officer's records. Do not promote an officer simply because they have received the total number of credits required to do so. You must also take into consideration the length of time that officer has served as a member of your chapter, ability to cooperate with other members, willingness to support chapter efforts, and the overall accomplishments of that officer in relation to your chapter's best interest.

After all of the above has been taken into consideration and you are ready to promote an officer, keep in mind that all promotions and the reasons for that promotion must be listed on your chapter's IFT monthly progress report to insure the promotion is listed at IFT Headquarters and will be recorded in the IFT Database.

Rank Structure (from lowest to highest)

Commissioned Grades

Ensign 3rd class
Ensign 2nd class
Ensign 1st class
Lieutenant Junior Grade 3rd class
Lieutenant Junior Grade 2nd class
Lieutenant Junior Grade 1st class
Lieutenant 3rd class
Lieutenant 2nd class
Lieutenant 1st class

Command Grades

Lieutenant Commander 3rd class
Lieutenant Commander 2nd class
Lieutenant Commander 1st class
Commander 3rd class
Commander 2nd class
Commander 1st class
Captain

Flag Grades

Fleet Captain
Commodore
Vice Admiral
Admiral

Fleet Grades

Admiral of Operations
Vice Fleet Admiral
Fleet Admiral

IV. Departments

The following departments must be incorporated into every chapter.
Operations-Science-Communications-Medical-Security-Engineering

There should always be positions in all departments so that new recruits will be able to choose the department that best suits their interest. Speak to new recruits to see what department they prefer before assigning them to one, and tell them what positions are available within that department. You will find that when an officer is happy with the position of their choice, they are willing to put forth more effort. Therefore, if an officer becomes unsatisfied with their department and request permission to change departments, both the members as well as the chapter could benefit from allowing the officer to make the change.

You will have to choose a head of each department. This can be done in either of two ways. You may want to allow chapter members to vote on their choice if two or more officers are interested in holding this position or you have the ability to choose the officer yourself. This officer would hold the title of Chief of that department. Example: Chief of Security. The department chief would be responsible for the officers in that department and to receive approval for any changes that take place or approval for projects within the department.

V. Chapter Meetings

All IFT chapters must hold a monthly meeting where chapter business is discussed. These meetings must be open to the general public no less than six times a year. While you should encourage chapter members to attend meetings, you cannot make it mandatory for them to do so. After all, your members do have real lives outside the organization, which may prevent them from always taking part with your chapter.

A chapter secretary should be appointed to take notes during all meetings. These notes should later be translated into the minutes of the meeting to be placed into a file for reference. IFT requires every chapter to keep a file containing the minutes of their meetings and may call upon the chapter commander at any time in order to view those minutes.

Notice of chapter meetings (time, place, and date) must be given to all chapter members at least seven days prior to the meeting. It is wise to schedule meetings up to six months in advance so that members will be able to mark their calendars and make arrangements in order to attend. A schedule of your chapter meetings should be sent along with your chapter's IFT monthly progress report. This will allow IFT to inform possible chapter recruits of any scheduled meetings in their area.

During chapter meetings, the ship's treasury reports must be read. This information must be made available to all crewmembers. A ship's treasurer must be appointed. This officer's duty is to keep all treasury logs for the chapter, report on the treasury at all

meetings, and provide information for the chapter's IFT monthly progress report. As chapter commander, it is your duty to be sure that all financial records are kept on file. IFT by-laws state that you are responsible for making these files available to IFT upon request. Therefore, you should keep a second copy of the treasury information for your personal files. It is also very important to include treasury information on your chapter's IFT monthly progress report, as IFT must have this information for their income taxes.

The following is a general outline of topics that should be discussed during chapter a chapter meeting. Although each chapter may differ in what they feel should be discussed at their meetings.

Call to Order
Reading of the last Minutes
Treasury Report
Chapter Commander's Report
Chief of Operations Report (give news from the departments)
Ways and Means (fundraising events, bake sales, car washes, etc.)
New Members (welcome new recruits to the chapter)
Promotions and Awards
Publicity (chapter fliers, media coverage)
Special Events (parties, get-togethers)
Projects (working with charity groups, community service projects)
Conventions (date of local conventions, chapter involvement)
Deferred Business (business carried over from the last meeting)
Good of the Ship (ways to improve the chapter)
Assignments (projects of individual members)
Star Trek and Sci-Fi (all related topics in sci-fi, updates)
Away team Missions (trips that are taken by the chapter as a group)
Adjournment

After each meeting allow a social period in order to give members a chance to interact informally. This gives the crew a chance to bond and make new friendships. Depending on where your meetings are held, you may even consider including a few activities such as Star Trek trivia games, role-playing, or watching a sci-fi video.

VI. Chapter Files

All chapters of IFT must maintain ship's files. While many files are recommended, IFT insists that only the following files are mandatory. It is the Chapter Commander's responsibility to see that these files are always available should IFT request to view them.

1. Correspondence to and from chapters, IFT Headquarters, GEO Commander, etc.
2. Minutes of all chapter meetings
3. Financial records of chapter funds, i.e.: income and expenditures
4. Personnel records of chapter members, including former members
5. All chapter publications, fliers, newsletter, etc.

VII. The Chapter Newsletter

All IFT chapters are required to publish a newsletter. The newsletter may be published on a monthly, bi-monthly, quarterly, or on a by-quarterly basis. It may range from a simple one-sheet publication to a multi-page issue. Items covered in the newsletter should include detailed activities of the chapter, a meeting schedule, a Chapter Commander's Log, IFT information, as well as articles of interest written by the crewmembers themselves.

Copies of all chapter newsletters must be sent to your GEO Commander as well as the Voyages IFT Magazine staff. Voyages IFT Magazine is published bimonthly. A copy of each newsletter should remain in your chapter's files.

While you may have several personnel working as the newsletter staff for your chapter, you will want to appoint someone to head the newsletter. This officer will be your Newsletter Editor. It is the Newsletter Editor's responsibility to oversee the entire publication of the newsletter and to be sure that each member of the chapter and the before mentioned IFT Departments receive their copies.

At the end of the year, GEO Commanders look over copies of the newsletter that they have received from the chapters in their GEO. The overall best newsletter will be chosen from this submission and the chapter's editor will receive the IFT Centarian Heraldic Legion award ribbon from the GEO Commander for the fine work on the chapter's newsletter.

VIII. Chapter Projects

This pertains to anything your chapter may decide to get involved in, from taking a trip to a local museum, to helping a charity during a fundraiser. However, your chapter is required by IFT to complete at least two charity or community service projects per year.

If you are having trouble finding charity organizations to become involved in, a list of ideas has been supplied. It's as simple as picking up your phone book and giving the closest organization's office a call

Many times throughout the year these charity organizations will hold fundraisers or need a helping hand with other projects that your chapter could possibly become involved in.

Remember that not all chapter projects must be charity related. Your chapter may want to hold a bake sale to raise funds for your treasury. The main thing is to have fun doing whatever your chapter decides on and making sure that every chapter member has the opportunity to get involved.

Organizational Contacts for Projects

Humane Society
American Red Cross
SPCA
Green Peace
Child Abuse Center
Special Olympics
Salvation Army
Local PBS Station
Make A Wish Foundation
Big Brothers / Big Sisters
Local Church
Fire Company
Crisis Intervention
March of Dimes
Shelter For Abused Women
United Way
Senior Center
United Cerebral Palsy
Outreach Center
Adopt A Highway
Community Library
Hospice
American Cancer Society
MADD
Local School
Community Recreation Commission
Toys for Tots
Area Food Bank
Multiple Sclerosis Society
Nursing Home
Meals on Wheels
American Heart Association
Children's Miracle Network
Boys Club / Girls Club
Arthritis Foundation
Literacy Council
American Lung Association
World Wildlife Foundation

IX. Conventions

Many IFT chapters volunteer their services to local conventions. This usually means that they work as volunteer security personnel and help to ensure that the convention operates smoothly.

Some of the duties that are associated with security detail include checking hand stamps or tickets at the door, keeping autograph lines moving in an orderly fashion, securing the stage where guest stars are speaking, helping the dealers to keep an eye out for theft, and giving directions to people attending the convention who might be lost. Each convention promoter has their idea of what the duties of a volunteer entail. For this reason you should check with the person in charge of the convention security staff before volunteering your chapter's services.

If you contact a convention and are unable to help with security, you might want to consider setting up an IFT/chapter recruiting table. Check with the convention to be sure there is no cost for setting up a table. Although most conventions allow nonprofit organizations to set up at no cost to the chapter, there are a few conventions that will charge as high as \$400 for the privilege. Be sure to also find out if the convention will allow you to hold a charity raffle or sell IFT related items at your table. Again, this varies from convention to convention. Be sure you know what you are getting into before you make any commitments.

Now that you have a recruiting table, you might want to be sure that you have plenty of copies of the IFT Membership applications as well as your chapter's application. These should be handed out freely to anyone who seems interested in the organization or chapter. Although an interested person may sign up for IFT at the convention, when they get home and look over the applications again, they may change their mind.

If you have a chapter banner or flag, this would be a good opportunity to display it. If not, IFT will allow you to use their banner as long as it is returned after the convention at your chapter's expense. To request the banner, write or e-mail Fleet Admiral Russ Haslage at IFT World Headquarters.

It is very important for the Chapter Commander to be on hand at the recruiting table in order to answer any questions that a prospective recruit might have. If you will be gone from the table for any extended period of time be sure to tell the person working the table when you will be expected to return. The person can then inform anyone who would like to speak to you of the best time to return to the table.

When speaking to possible recruits, tell them the most exciting aspects of being an IFT member. Let them know what type of projects your chapter is involved in. Never degrade other organizations, even if they involve fandom other than Star Trek. Not only does IFT frown upon this, it also makes for bad relations. The person you may be talking to just might belong to one of the organizations you are degrading.

Also try to work with the other organizations that have tables. They are NOT the enemy. Be friendly at all costs. This will usually disarm them if their intentions are somewhat hostile, although you will find for the most part they are just as friendly as you are.

If another organization needs a hand, be helpful. A good Chapter Commander will go out of his or her way for anyone. If by some chance a hostile situation does occur, never allow it to get the better of you. Walk away. If it continues, as a last resort you should speak to the person that is in charge of the convention. Be honest as to your concerns in this matter.

After the convention has ended and organizations are permitted to pack up, be courteous and clean up the area that you were using. You want to be sure that your chapter is welcome to take part in the next convention.

X. IFT Monthly Progress Reports

All Chapters must maintain frequent communications with IFT Headquarters and their GEO Commander. This is accomplished through the IFT Monthly Progress Report form.

The form indicates the monthly activities of the chapter, treasury, promotions/demotions, new and re-enlisting members, commendations, and future goals of the chapter.

The reason for reporting is so that your GEO Commander will be able to keep track of all your chapter accomplishments, in turn giving you credit for each of them. At the end of the year, these credits will be tallied and if enough have been accumulated, it will put your chapter in the running for such IFT awards as Honor Roll, Rookie Ship of the Year, or possibly Ship of the Year.

Another reason for the monthly progress report is to let IFT know which of the chapters are active. For instance, a chapter could have decided that many of the members have lost interest in Star Trek and because of this they dispersed. If IFT is unaware of a chapter dissolving, new recruits could possibly be assigned to a chapter that no longer exists. Likewise, if a chapter is active, IFT will try to recruit as many interested members from your area as possible.

Reporting on a monthly basis is the Chapter Commander's duty and IFT does not take reporting lightly. In fact reporting is mandatory. If a chapter commander fails to report, he not only overlooks his responsibility to his chapter, he has failed in his duties. Should a Chapter Commander fail to file three consecutive reports, he or she will receive a written warning from his GEO Commander. Failure to respond to that warning would result in a dismissal as Chapter Commander. In other words, three strikes and you are out. Monthly progress reports are just too important to overlook.

If at any time you have problems or questions when filling out your monthly progress reports, contact your GEO Commander for assistance.

In addition to the IFT Monthly Progress Report form, there is another form, which should accompany the report. This is the Captain's Log Sheet. The purpose of the Captain's Log is so that you do not have to try to fit too many ideas on the report form. This Log is provided so that if you want to inform IFT about what took place during a project, activity or event, you will have the space to do so. The Log can also be used to request information or express ideas. In fact, the Captain's Log can be used for just about anything you want to say. Many Chapter Commanders even keep copies of this sheet on hand to jot down ideas during meetings.

XI. Additional IFT Rules

The following is a list of important IFT rules that every Chapter Commander should have memorized.

- a. All members of your chapter MUST be paid IFT members. Allowing non-members in your chapter could result in the chapter's decommissioning.
- b. Always follow the chain of command. This is not only true for crew personnel, it is meant for everyone in the organization
- c. No member shall use this organization for personal or financial gain.
- d. Any member who has a change of address must report this change to the Chapter Commander, who in return must report the change to Data Services and the GEO Commander.
- e. No chapter's dues shall exceed \$25 per year, per chapter member.
- f. No chapter may claim "Primary Stationing" for any member who lives more than 50 miles away from the location of the chapter's meetings.
Note: The only exception to this rule is if the person who lives more than 50 miles away would submit a written request to become a member of the chapter. The IFT Council must approve this request.
- g. No chapter may enter into contracts or agreements with private organizations and businesses on behalf of IFT without prior written approval from the IFT Federation Council.
- h. Any individual who wishes to participate at chapter meetings or activities of a chapter for a period exceeding three consecutive or nonconsecutive months must be an IFT member.

XII. IFT Fleet Merit Awards

IFT's Fleet Merit Award program contains a long list of available awards. Each award is presented to IFT members of IFT chapters for an outstanding effort in the field upon which the award is sanctioned.

While every Officer in IFT is eligible for most awards, not every officer may present an award. Some awards are only presented by the IFT Council, while others may only be presented by GEO Commanders or Chapter Commanders. There is even a new award that allows a crewmember to present an award to another crewmember.

Listed below is an outline of available IFT Fleet Merit Awards, criteria for receiving the award and who may present it.

The merit awards may be awarded by either IFT, the GEO, a chapter, or from an individual member. Please use this list as a means of rewarding those crewmembers who have excelled in one way or another, including your chapter commanders!

Karagite Order of Heroism - **Royal purple** - Awarded to IFT personnel who have saved the life of another being, at grave risk to their own safety or well being. Emergency personnel while on duty are excluded from this award. (i.e. Doctors, Nurses, Fire Dept. Police Officers, etc).

Citation for Gallantry - **Lavender** - Awarded to IFT personnel who perform a heroic deed despite personal risk. Once again, on duty emergency personnel are excluded from this award.

Lifetime Achievement Award – *White* - with **gold star** in center - Awarded for outstanding contributions and dedication to the ideals of Star Trek and IFT on an international, national, GEO, or chapter level.

Matt Haines Award (National Disaster Relief) - **Mauve** - Awarded to IFT personnel aiding or assisting in a confirmed disaster.

Local Disaster Relief - **Mauve** with *white vertical stripes* - Same criteria as Matt Haines Award except confines to a local community relief effort.

Good Conduct - **Royal Blue** - Awarded to IFT personnel who demonstrate exemplary conduct in a three-year period. Bronze oak leaf for consecutive awards.

Distinguished Service - **Bright Blue** - Awarded for multiples of ten years service in organized Star Trek fan organizations. This award replaces the Prentares ribbon during the tenth year of service.

Headquarters Staff - **Bright Yellow** - This ribbon is worn to designate only those personnel assigned to IFT headquarters. (I.E. Fleet Admiral, Admiral of Operations, Federation Academy, GEO Commanders, etc.)

Command Staff - **Burnt Orange** - This ribbon is worn to designate Commanding and Executive Officers of active IFT chapters. Executive Officer wears a plain ribbon, while the Commanding Officer wears an oak leaf attachment.

Starcross - **Light Orange** - This ribbon is worn by Department Heads aboard an active IFT chapter. Silver oak leaf for Division heads.

IFT Member of the Year - Red, White and Blue - Awarded to the IFT member that displays exemplary performance during the year, and serves as the model IFT member.

GEO of the Year - Teal - This award is given to the IFT GEO Commander who has done the best job of organizing and administering his/her GEO. The winner is determined by the Chief of Staff. Only the winning Geo staff and the Chapter Commanders within the GEO are eligible to wear this award.

Ship of the Year - Light Green - Award is given to the chapter that best represents the ideals and philosophies behind "Star Trek" and IFT. This award is given by IFT with the Chapter Commander having the final say as to which members of his/her chapter are eligible to wear the award.

Rookie Ship of the Year - Medium Green - This award is the same as above, however only chapters sanctioned during the previous year are eligible.. The award is offered in the same manner as the Ship of the Year.

Babel Award - Gold - This award is given to the Non-USA Ship of the Year. Same as Ship of the year, but chapter must not be in the United States.

Khitomer Outpost - Brown - This award is given to the Non-USA Rookie Ship of the Year. Same as the Rookie Ship of the Year, but chapter must not be in the United States.

IFT Honor Roll - Medium blue (variegated) - The top ten percent of IFT's ship compliment would be placed on the IFT Honor Roll.

IFT Heraldic Legion - Tan - Given to the chapter that publishes the most outstanding newsletter during the previous year. Only the chapter's newsletter staff is eligible to wear this ribbon.

Outstanding Recruiting - Orange - This award is given to the chapter who recruits the highest number of members in a given year. This is a one-time award and is dated. Approval by the IFT Administration by the chapter enlistment records.

Academy Award of Merit - Black/ Gold - No consecutive awards will be given. This award is given to any member of IFT who receives a perfect score on an IFT sponsored correspondence course.

Most Improved Chapter - Kelly Green - Given to the chapter that shows the most improved morale in a given year. Examples are increased meetings, socials, fundraisers or events, contact and participation in IFT functions.

Chapter Member of the Year - Burgundy - This award is issued by the Chapter Commander to a member that best represents the ideals and philosophies of "Star Trek", IFT, and the local chapter during the previous year.

Outstanding Cadet of the Year - Gray with diagonal stripes - Issued under the same criteria and Chapter Member of the Year, however only those members with "Cadet" appendage are eligible.

Graham Award - Tan/Blue - Awarded to the ship whose Captain files a monthly report on time each month.

Centarian Heraldic Legion - Ivory - Given by the GEO Commander to the chapter that publishes an outstanding newsletter during the previous year. Only one chapter per GEO per year is eligible. Only the newsletter staff is eligible to wear this award.

Meritorious Service, Member - Red - Given to IFT personnel who conduct themselves in an admirable fashion under circumstances of extreme stress or trial while in service of the fleet.

Meritorious Service, Chapter - Black - Same criteria as "Member" award, but pertaining to the performance of the chapter as a group. It is awarded by GEO command only.

Commendation for Service, Member - Light Gray - Issued at the discretion of anyone from Chapter Commander and up, to any member who goes above and beyond the call of duty, or who displays outstanding loyalty or contributions during a single activity on the Fleet or chapter level.

Commendation for Service, Chapter - Dark Gray with gold piping - Issued under the same criteria as the "Member" award, but pertaining to the performance of the chapter operating as a group. It is awarded by GEO command only.

Prenatares - Light Blue - Consecutive awards designated with a numeral. It is given for one to nine years of service to a "Star Trek" fan organization.

Dedication to the Chapter - red/gold border – It is given by the chapter commander once a year to those members who meet the criteria of 95% Attendance at all meetings and away missions.

Good Fellowship - pink/gold/white - given by an IFT member to a fellow member, for recognition of personal sacrifice when helping a person in need. An example would be going out of their way to pick a person and transporting. This would take place on more than one occasion.