

POST

STANDARD OPERATING PROCEDURES FOR TEXAS VFW POSTS 2011-2012





Department of Texas
VETERANS OF FOREIGN WARS
of the UNITED STATES

8503 N. IH 35
Austin, Texas 78753
(512) 834-8535

P.O. Box 14468
Austin, Texas 78761
FAX (512) 834-9232

vfw@texasvfw.org

Greetings, Leaders of the Texas VFW,

Continuing the Legacy. We in the Department of Texas do, indeed, have a great legacy to continue. The thousands of VFW members who have come before us have laid a rich history of service and success for us to follow. It is our responsibility, as members of the Department of Texas, to continue that legacy and strive for even greater accomplishments.

These SOPs are the recipe for success this year. There have been several changes which are designed to make your year easier and more rewarding. Realize, however, that success will be achieved only through effort and a dedication to our organization. Those who strive to succeed will be recognized. Those who don't put the necessary effort into their roles as leaders of the VFW will fail. This year, our emphasis will be on membership. As our National organization diminishes in size each year, it is up to us, in the Department of Texas, to show the rest of the VFW how success can be achieved. To accomplish this we need the efforts of every member. We should not accept as satisfactory any post who fails to recruit new members. Every member knows at least one eligible veteran and that veteran should be a member of the greatest military veterans' organization in the world. It's up to us to issue the invitation and sign him or her up. That is the legacy that we must continue--that legacy that was formed years ago. That is our mission.

This year, you will find several new incentives for success. The Golden Ace award and the Team Texas award will recognize those Post and District Commanders who achieve the prescribed level of membership. The Gold and Silver MAP awards will be given to those posts that recognize the importance of our Military Assistance Program through their contributions. Will it be easy to qualify for these awards? No, it will be hard. But hard does not mean impossible. The recipients of these awards will have the knowledge that they and their posts have risen above all others in the level of service that we, as an organization, are justifiably proud of.

I urge you to read these SOPs carefully. This year, a rule is a rule and a deadline is a deadline. As leaders of the Department of Texas, it is incumbent on each of us to make sure that a post is not penalized because of our error. To be successful, it will be necessary to follow these SOPs and meet each deadline. As always, your Department staff is ready to provide you assistance, but they cannot make up for errors that are in violation of these SOPs or of the Department or National By-Laws.

Texas VFW year 2011-2012 can be a landmark year for Texas. We can soar to new heights and levels of success if we are willing to work. It is up to us to set high standards and work to achieve those standards. Each of us knows that success is there for the taking and that, once again, we can move Texas to the top.

Wishing you success, I remain,

Yours in Comradeship,

John T. Spahr
State Commander 2011-2012

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National VFW Headquarters General Orders #1 for 2011-2012 Year

“Every Post chartered by the Veterans of Foreign Wars of the United States will be expected to participate in the following programs during the 2011-2012 year: Voice of Democracy, Patriots Pen, National Citizenship Education Teacher’s Awards, Buddy Poppy and National Military Services. Additionally, it is necessary that all Post and Department Commanders comply with all provisions of the National By-Laws and the Manual of Procedure and Ritual.”

Important Definitions & Information:

PLEASE READ CAREFULLY

The 2011-2012 VFW Fraternal Year brings some changes to Texas Post requirements. You will find that understanding the following definitions is very important when interpreting the instructions in this guide.

Post Divisions: Each Post is assigned to a Division based on its membership finish from the prior year.

Post Divisions	
Div #	2011-12 Goal
I	375 & above
II	100 — 374
III	less than 99

Post Status Sheets: There are two status sheets; one for District Commanders and one for Post Commanders. The Post status sheet is comprised of all the Posts within a District (see page 7). Each Post has a list of minimum requirements that must be completed in accordance with National and State VFW By-Laws and various legal requirements and a list of VFW Program Objectives that have helped shape and define the VFW as the world's oldest Veterans Service Organization.

Status Sheets: Status Sheets will be posted online every Wednesday, beginning August 3, 2011. These status sheets are an important tool for assessing membership recruiting and completion of VFW requirements and program objectives for each Post. Status Sheets are available on the Department of Texas VFW web site at: www.texasvfw.org.

Status Sheet Review: Upon receipt of a Status Sheet, review it carefully and notify Department Headquarters immediately if you have any questions or feel corrections are necessary. Don't wait till it is too late to notify Department Headquarters of corrections.

Membership Reporting Deadline at National: Only members reported to and credited at National Headquarters by the deadline date will count in contests.

Global Texas Contests Deadline: Unless otherwise specified, the default deadline for all Department of Texas contests is **3:00 P.M. on May 4, 2012.**

Where to Send Materials: With the exception of membership applications, all other materials for consideration in contests described herein shall be delivered to Department of Texas Headquarters.

Letters & Flats: Letters and flats should be mailed to **Texas VFW, P.O. Box 14468, Austin, TX 78761.**

Parcels to: Parcel items (boxes and items too large or heavy to fit into envelopes) must be delivered via your choice of parcel carrier to **Texas VFW, 8503 IH-35 North, Austin, Texas 78753.** Sending parcels to our P.O. box risks delaying delivery of your items and possible contest disqualification.

Deadlines: To be counted, all materials must be at VFW Department Headquarters by 3:00 PM by the specified deadline for each requirement. Only materials actually at Department Headquarters by 3:00 PM on the deadline date will be counted. (Exception: membership materials are sent directly to National.) Only membership credited at National Headquarters on the deadline date will count.

District Meetings: Every Post Commander or their appointed representative must attend every duly called District meeting.

**DEADLINE DATES ARE
STRICTLY ENFORCED
NO EXCEPTIONS
FOR ANY REASON**

POST REQUIREMENTS

The following is a list of requirements for all Posts.

1. **AUDITS:** All four (4) Trustee's Reports of Audit must have been received at Department. *Each audit must be received within 30 days following the end of the observed quarter and must be completed in full.*
2. **QUARTERMASTER BONDING:** Post Quartermaster must be bonded with Department or proof of local bonding submitted to Department *by September 1, 2012.*
3. **SERVICE OFFICER REGISTRATION:** The name, complete address, and \$20.00 registration fee for the Post Service Officer must have been received at Department *by September 1, 2012.*
4. **IRS 990 FORM**—Must submit copy of 2010 IRS Form 990 to Department Headquarters no later than December 31, 2011.
5. **INSURANCE**—For Posts owning property or operating a business enterprise, a Post must submit a copy of current General Liability Insurance Policy showing Department and National VFW as additional insured to Department Headquarters. Additional Liquor Liability Insurance may be required if alcohol is present on Post property. Post must forward this documentation by September 30, 2012 and as renewed to Department Headquarters.
6. **POST COMMUNITY SERVICE PROJECTS:** TWENTY (20) Community Service projects must have been completed and reported to Department of Texas Headquarters using the provided Community Service Activity Report Form by April 30, 2012. *Report must be submitted within 30 days of event to receive credit.*
7. **YOUTH PROJECTS:** SIX (6) Youth projects reported to Department by April 30, 2012. *Report must be submitted within 30 days of event to receive credit.*
8. **AMERICANISM PROJECTS:** NINE (9) Americanism projects reported to Department by April 30, 2012. *Report must be submitted within 30 days of event to receive credit.*
9. **MAP PARTICIPATION:** Military Assistance Program (MAP) minimum donation of at least \$100.00 has been sent to Department *by December 31, 2011. Contributions to National VFW do not count.*
10. **NATIONAL HOME:** Submit a National Home donation of at least \$25 to Department Headquarters by December 31, 2011. *Contributions to National VFW do not count.*
11. **Veteran Project Participation**—See page 56—59 for reporting guidelines on these projects. Completion and proper reporting of a minimum of three (3) of these projects are required for every Post. No points will be given on the stat sheet for the first three projects.
12. **POST ELECTION REPORT:** Submit Post Report of Election of Post Officers for 2012-13 *by May 4, 2012.*
13. **BUDDY POPPY:** Must receive minimum order of 500 at Department *by December 31, 2011.* Posts must pay for their Buddy Poppies within 30 days of the date on the order. To cast Post Delegate votes in ballots at the 92nd Annual State Convention in 2012 or at any District meeting, payment for Poppies **MUST** be made prior to or at the State Convention.
14. **DISTRICT MEETING PARTICIPATION:** Must attend all properly called District meetings, training sessions and conventions.
15. **STATE DELEGATE CREDENTIALS PAYMENT**—*All State Delegate Credential and new member admission fees must be paid* to cast Post Delegate votes in ballots at the 92nd Annual State Convention in 2012, no later than 15 days prior to the State Convention.
16. **POST INSPECTION** - District is required to conduct a formal inspection of the Post Operations to ensure compliance with all VFW rules and Federal, State and Local Laws and report findings to State Commander.

Example Stat Sheet Legend

CURRENT GOAL	YOUR CURRENT MEMBERSHIP AS OF THE MEMBERSHIP GOAL BASED ON NATIONAL QUOTA	POST REQUIREMENTS (REQUIRED BY VFW BY-LAWS)	OBJECTIVE POINTS (USED TO DETERMINE HONOR ROLL & ALL-STATE POST)
%	PERCENTAGE OF CURRENT MEMBERSHIP		
AUDITS-	"J" JUNE (4TH QTR), "S" SEPTEMBER (1ST QTR), "D" DECEMBER (2ND QTR), "M" MARCH (3RD QTR)		VOD- SUBMIT VOICE OF DEMOCRACY ENTRY TO DISTRICT- 10 POINTS PATRIOT PEN SUBMIT A PATRIOT'S PEN ENTRY TO DISTRICT- 10 POINTS
QM BOND-	SURETY BONDING FOR THE QUARTERMASTER		PUBLICATION PUBLICATION CONTEST ENTRY- 10 POINTS
SERV. OFR-	SERVICE OFFICER REGISTERED		NOMINATION NOMINATION SUBMITTED FOR STATE AWARD- 10 POINTS
IRS 990-	SUBMIT A COPY OF YOUR 2010 IRS 990		VOLUNTEER SUBMIT RECOGNITION FOR POST VOLUNTEER- 10 POINTS
INSURANCE-	SUBMIT YOUR MOST CURRENT INSURANCE POLICY		GOLD MEDAL SUBMIT A PUBLIC SAFETY GOLD MEDAL NOMINATION TO DIST- 10 POINTS
COMMUNITY-	COMMUNITY SERVICE REPORTS (MIN. 20 NEEDED)		TEACHER SUBMIT A CITIZENSHIP TEACHER ENTRY TO DISTRICT- 10 POINTS
YOUTH-	YOUTH REPORTS (MIN. 6 NEEDED)		HOMELESS REPORT HOMELESS VETERAN FUNDRAISER- 10 POINTS
AMERICANISM-	AMERICANISM REPORTS (MIN. 9 NEEDED)		BP15- ORDER BUDDY POPPIES EQUAL TO 15 PER MEMBER- 15 POINTS
MAP-	DONATION TO THE MILITARY ASSISTANCE PROGRAM (\$100 MIN)		VETERAN PROJECT REPORTS WILL START GETTING 10 POINTS ON THE FOURTH REPORT
TEXAS HOUSE-	DONATION TO THE TEXAS HOUSE AT THE NATL HOME (\$25 MIN)		VICTORY OVER EUROPE MEMORIAL DAY LOYALTY DAY D-DAY FLAG DAY
BUDDY POPPY-	ORDER OF 500 OR MORE BUDDY POPPY'S		INDEPENDENCE DAY KOREAN ARISTICE VICTORY OVER JAPAN
INSPECTION-	DISTRICT COMMANDER'S INSPECTION OF YOUR POST		PATRIOTS DAY POW/MIA DAY VFW DAY VETERANS DAY
VPR-	COMPLETE AND REPORT THREE (3) VETERAN PROJECT REPORTS		PEARL HARBOR DAY VIETNAM PEACE ACCORD SINKING OF U.S.S. MAINE
DISTRICT MTO-	"DT" DIST. TRAINING, "DM" DIST. MEETING, "DC" DIST. CONVENTION		NEW, REINSTATED AND NEW LIFE MEMBERS. BONUS OF 1 POINT FOR EACH
ELECTION-	SUBMISSION OF A PROPERLY EXECUTED ELECTION REPORT		MAKE 100% BY 5/25/12 GET 100 POINTS
DELEGATE FEES	PAID DELEGATE FEES WHEN YOU RECEIVE THE INVOICE FROM DEPT		TOTAL POST POINTS BASED ON COMPLETION OF THE ABOVE.

DISTRICT REQUIREMENTS

"J" JUNE (4TH QTR), "S" SEPTEMBER (1ST QTR),
 "D" DECEMBER (2ND QTR), "M" MARCH (3RD QTR)

SURETY BONDING FOR THE QUARTERMASTER
 SERVICE OFFICER REGISTERED
 SUBMIT A COPY OF YOUR 2010 IRS 990

DONATION TO THE MILITARY ASSISTANCE PROGRAM (\$100 MIN)
 DONATION TO THE TEXAS HOUSE AT THE NATL HOME (\$25 MIN)

SUBMISSION OF A PROPERLY EXECUTED ELECTION REPORT
 SUBMIT VOICE OF DEMOCRACY ENTRY TO DEPARTMENT

SUBMIT A PATRIOT'S PEN ENTRY TO DEPARTMENT
 NOMINATION SUBMITTED FOR STATE AWARD
 SUBMIT A PUBLIC SAFETY GOLD MEDAL NOMINATION TO DEPARTMENT
 SUBMIT A CITIZENSHIP TEACHER ENTRY TO DEPARTMENT
 BUDDY POPPY ORDERS EQUAL TO 10 PER MEMBER

TOTAL DISTRICT POINTS BASED POST & DISTRICT COMPLETION OF THE ABOVE.

CURRENT GOAL	YOUR CURRENT MEMBERSHIP AS OF THE MEMBERSHIP GOAL BASED ON NATIONAL QUOTA	POST REQUIREMENTS (REQUIRED BY VFW BY-LAWS)	OBJECTIVE POINTS (USED TO DETERMINE HONOR ROLL & ALL-STATE POST)
%	PERCENTAGE OF CURRENT MEMBERSHIP		
AUDITS-	"J" JUNE (4TH QTR), "S" SEPTEMBER (1ST QTR), "D" DECEMBER (2ND QTR), "M" MARCH (3RD QTR)		VOD- SUBMIT VOICE OF DEMOCRACY ENTRY TO DISTRICT- 10 POINTS PATRIOT PEN SUBMIT A PATRIOT'S PEN ENTRY TO DISTRICT- 10 POINTS
QM BOND-	SURETY BONDING FOR THE QUARTERMASTER		PUBLICATION PUBLICATION CONTEST ENTRY- 10 POINTS
SERV. OFR-	SERVICE OFFICER REGISTERED		NOMINATION NOMINATION SUBMITTED FOR STATE AWARD- 10 POINTS
IRS 990-	SUBMIT A COPY OF YOUR 2010 IRS 990		VOLUNTEER SUBMIT RECOGNITION FOR POST VOLUNTEER- 10 POINTS
INSURANCE-	SUBMIT YOUR MOST CURRENT INSURANCE POLICY		GOLD MEDAL SUBMIT A PUBLIC SAFETY GOLD MEDAL NOMINATION TO DIST- 10 POINTS
COMMUNITY-	COMMUNITY SERVICE REPORTS (MIN. 20 NEEDED)		TEACHER SUBMIT A CITIZENSHIP TEACHER ENTRY TO DISTRICT- 10 POINTS
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INSPECTION-	DISTRICT COMMANDER'S INSPECTION OF YOUR POST		PATRIOTS DAY POW/MIA DAY VFW DAY VETERANS DAY
VPR-	COMPLETE AND REPORT THREE (3) VETERAN PROJECT REPORTS		PEARL HARBOR DAY VIETNAM PEACE ACCORD SINKING OF U.S.S. MAINE
DISTRICT MTO-	"DT" DIST. TRAINING, "DM" DIST. MEETING, "DC" DIST. CONVENTION		NEW, REINSTATED AND NEW LIFE MEMBERS. BONUS OF 1 POINT FOR EACH
ELECTION-	SUBMISSION OF A PROPERLY EXECUTED ELECTION REPORT		MAKE 100% BY 5/25/12 GET 100 POINTS
DELEGATE FEES	PAID DELEGATE FEES WHEN YOU RECEIVE THE INVOICE FROM DEPT		TOTAL POST POINTS BASED ON COMPLETION OF THE ABOVE.

Protecting America

for over 100 years

Texas VFW

ALL AMERICAN

Commander & Quartermaster Tools

Forms and printed materials to help you become a successful VFW leader

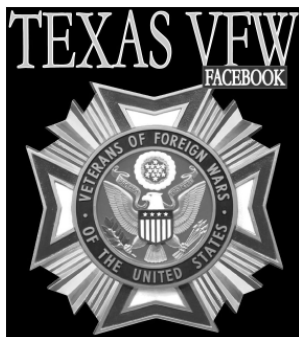
We have gathered the following forms and publications from various VFW sources in an effort to make your job as a VFW leader easier. These forms represent the best information available to us at the time of publication. It is likely that some of these forms may be changed during the coming year. You are advised to use the newer version of a given form or publication as they become available.

On the Department Website, www.texasvfw.org, under the ADMIN section, we added all the forms in this SOP for your convenience. *Adobe PDF documents of these individual printable forms (and more) and updates, many including advanced features available only to Acrobat Reader, may be found at the following Web locations:*

<http://www.texasvfw.org/downloads.htm>

<http://www.vfwdepartmentresources.org/>

For the latest up to date information and correspondence from National & State VFW, check the Admin section of the Department Website daily: www.texasvfw.org.



facebook

Texas VFW also sends out up to date information important to all veterans on the Texas VFW facebook page on a weekly if not daily basis. Its free to join and simple to set up if you do not have a facebook account already. Go to www.facebook.com.



Post Commanders and Quartermasters now have a new tool to help them in their duties. Have an issue, know a solution, need to bounce an idea off of other Post Commanders or Quartermasters. Join the VFW Post Commanders and/or Post Quartermasters discussion groups on facebook and have access to a wealth of experience from all over the country.



TRUSTEE'S REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of _____
(District/County Council/Post No.)

Department of Texas for the Fiscal Quarter ending _____ 20_____

Fiscal Quarters Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct 1 to Dec. 31

FUNDS	10. Net Cash Balances at Beginning of Quarter	11. Receipts During Quarter	12. Expenditures During Quarter	13. Net Cash Balance at End of Quarter
1. National and Department Dues (Per Capita Tax)	\$	\$	\$	\$
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Dues Reserve Fund (See Sec. 218 Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and Investments Not Credited to Funds				
14. Totals	\$	\$	\$	15. \$

16. OPERATIONS	
Have required payroll deductions been made?	
Have payments been made to the proper State & Federal agencies this quarter?	
Have Sales Taxes been collected and paid?	
Are Club employees bonded?	
Amount of outstanding bills?	\$
Value of Real Estate?	\$
Amount of Liability Insurance?	\$
Owed on Mortgages and Loans?	\$
Value of Personal Property?	\$
Amount of Property Insurance?	\$

17. RECONCILIATION OF FUND BALANCES	
Checking Account Balance	
Less Outstanding Checks	
Actual Balance	
Savings Account Balance	
Cash on Hand	\$
Total	\$
Bonds & Investments (Cost Value)	\$
Total	\$

18. TRUSTEE'S & COMMANDERS CERTIFICATE OF AUDIT

Date _____, 20_____

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant & Quartermaster of _____
(District/County Council/Post No.)

For the Fiscal Quarter ending _____ in accordance of the National By-Laws and this Report is a true and correct statement thereof to the best of our knowledge and belief. All Vouchers and checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster _____
(Name)

Signed: _____ Trustee

Signed: _____ Trustee

Signed: _____ Trustee

(Address)

This is to certify that the Office of the Quartermaster is Bonded with _____ in the amount of \$ _____ until _____, 20_____, and that this Audit is correctly made out to the best of my knowledge and belief

Signed: _____ Commander

NOTE: Forward Original Copy to your Department Quartermaster

2011-12 QUARTERMASTER BOND

VFW National By-Laws (Article VII, Section 703) requires that the Post/District Quartermaster shall be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, so far as can be anticipated, he may be accountable.

This type bond is available through Texas VFW for the Post/District Quartermaster. This is a "POSITION TYPE BOND". Should your Post/District Quartermaster change during the year, the new Quartermaster would automatically be covered. **The maximum amount of bond coverage is \$25,000.00. If your Post/District has more than \$25,000.00 in assets, it must use the blanket bonding form. DEADLINE FOR QUARTERMASTER BONDING IS SEPTEMBER 1.**

The minimum amount of bond coverage is \$3,000 for a cost of \$23.00. Additional amounts are available at \$3.00 per \$1,000 of coverage desired. The bonding period runs from September 1 of the current year through August 31 of the next year.

Bonds are only good if trustee reports are done on time and accurately. If trustee reports are not received at Department Headquarters within thirty (30) days of the end of the quarter, the bond will be suspended until the trustee report is received. Claims must be filed within two (2) years of the theft and are only process with a police report reporting the crime.

A POST/DISTRICT DESIRING THIS BOND SHOULD COMPLETE AND RETURN THIS FORM WITH THE PROPER AMOUNT OF PREMIUM TO:

**TEXAS VFW
P.O. BOX 14468
AUSTIN, TX 78761**

DEADLINE FOR QUARTERMASTERS BONDING IS SEPTEMBER 1.

BOND INFORMATION

VFW Post #: _____ VFW District #: _____

Post Mailing Address: _____

City/State/Zip: _____

Amount of Bond: _____

Check Number: _____ Premium Enclosed: _____

Minimum Bond is \$3,000 for \$23.00 - Additional Amounts are \$3.00 per \$1,000.

<u>AMOUNT OF BOND</u>	<u>BOND FEE</u>	<u>AMOUNT OF BOND</u>	<u>BOND FEE</u>	<u>AMOUNT OF BOND</u>	<u>BOND FEE</u>
3,000.00	\$ 23.00	12,000.00	\$ 50.00	21,000.00	\$ 77.00
4,000.00	\$ 26.00	13,000.00	\$ 53.00	22,000.00	\$ 80.00
5,000.00	\$ 29.00	14,000.00	\$ 56.00	23,000.00	\$ 83.00
6,000.00	\$ 32.00	15,000.00	\$ 59.00	24,000.00	\$ 86.00
7,000.00	\$ 35.00	16,000.00	\$ 62.00	25,000.00	\$ 89.00
8,000.00	\$ 38.00	17,000.00	\$ 65.00		
9,000.00	\$ 41.00	18,000.00	\$ 68.00		
10,000.00	\$ 44.00	19,000.00	\$ 71.00		
11,000.00	\$ 47.00	20,000.00	\$ 74.00		

FOR OFFICE USE ONLY

Date Received: _____

BLANKET BOND RATES

<u>Bond Amount</u>	<u>Rate</u>
\$ 10,000.00	\$ 110.00
\$ 20,000.00	\$ 110.00
\$ 25,000.00	\$ 110.00
\$ 30,000.00	\$ 112.00
\$ 40,000.00	\$ 126.00
\$ 50,000.00	\$ 140.00
\$ 60,000.00	\$ 153.00
\$ 70,000.00	\$ 165.00
\$ 80,000.00	\$ 175.00
\$ 90,000.00	\$ 183.00
\$ 100,000.00	\$ 191.00
\$ 150,000.00	\$ 211.00
\$ 200,000.00	\$ 229.00
\$ 250,000.00	\$ 246.00

NOTE: Any Post with the amount over \$250,000.00 must contact Harris F. Underwood III, Inc., 1-877-516-7272 extension 112, ask for Don Murray.

VFW Service Officer Registration Form

Use for 2011-12 District or Post Service Officers

Service Officer Information

Name: _____
(first) (Mi.) (Last)

Address: _____
(Street, Apt. or P.O. Box)

(City) (State) (Zip)

Phone: (_____) _____ Fax: (_____) _____

E-mail: _____

** Please report any changes of this information to Department Headquarters immediately**

State Service Officers cannot release VA claims information to Post or District Service Officers unless that Post or District Service Officer is registered through Department Headquarters.

To be considered for Honor Roll or Honor District, Post or District Commanders **MUST APPOINT** a Service Officer and submit the individual's name, address, telephone number, as well as fax and e-mail, along with a **registration fee of \$20.00 to Texas VFW Headquarters, P.O. Box 14468, Austin, Texas 78761.**

DEADLINE TO REGISTER SERVICE OFFICER SEPTEMBER 1

Upon receipt of this form with the \$20.00 registration fee, the new Service Officer will be mailed a Service Officer Guide Book. Additional copies of the Service Officer Guide Book can be purchased through the VFW Supply Catalog, Item # 4107.

Appointed as Post Service Officer.

Post # District # Post Commander Date

Appointed as District Service Officer.

District # District Commander Date

Mail registration and \$20 fee to:
Texas VFW
P.O. Box 14468
Austin, TX 78761



Texas VFW

Community Service Activity Report Form

(Reporting Period: July 1 to June 30)

POST # _____ **DIST #** _____

Briefly describe each activity and **PRINT CLEARLY**, if we cannot read it then no credit will be given.

DATE COMPLETED

1)	_____ _____ _____ _____	Youth: <input type="checkbox"/> Americanism: <input type="checkbox"/> Hours: _____ Money: _____
2)	_____ _____ _____ _____	Youth: <input type="checkbox"/> Americanism: <input type="checkbox"/> Hours: _____ Money: _____
3)	_____ _____ _____ _____	Youth: <input type="checkbox"/> Americanism: <input type="checkbox"/> Hours: _____ Money: _____
4)	_____ _____ _____ _____	Youth: <input type="checkbox"/> Americanism: <input type="checkbox"/> Hours: _____ Money: _____
5)	_____ _____ _____ _____	Youth: <input type="checkbox"/> Americanism: <input type="checkbox"/> Hours: _____ Money: _____

In accordance with I.R.S. guidelines the community service reported was conducted by VFW &/or Auxiliary members for the benefit of non-members and the community-at-large for which no reimbursement or payment of any kind was received and has been documented in the Meeting Minutes at the monthly Post meeting held on:

MM/DD/YYYY: _____

Community Service Chairperson: _____ (Print Name)

Contact Information: _____ (Phone Number)

DO NOT FAX! Mail to: Dept. of Texas VFW, P.O. Box 14468, Austin, Texas 78761

Community Service Activity Report Form

INSTRUCTION SHEET

The Department of Texas Veterans of Foreign Wars and its Auxiliaries will use the attached Activity Report Form to report all activities carried on in Texas. Many National and Department VFW requirements, including Internal Revenue Service (IRS) policies rely upon the accurate description and reporting of your Post Community Service activities.

Please fill out these forms as completely as possible before sending them to Department Headquarters.

REPORTING YEAR: Reports to be credited for 2011-2012 must have been completed between July 1, 2011 and June 30, 2012. **Note:** The deadline for National recognition is February 17, 2012.

DISTRICT #: Indicate the District your Post is located in.

POST #: We need your Post # so we can accurately document the activities for your Post.

DATE COMPLETED: Indicate the month, day, and year the activity was completed.

ACTIVITY DESCRIPTION: Please very briefly describe each activity on the lines provided. No attachments.

YOUTH: Place a check mark here if this is considered a youth project.

AMERICANISM: Place a check mark here if this is considered an Americanism project.

HOURS: Please indicate the total man hours of all volunteers expended on the project. Round up, no minutes.

MONEY: Please indicate the total amount of funds expended by the Post on this project. Round up to whole dollars. Do not calculate hours into a dollar amount, only list money actually spent.

MEETING RECORD: It is very important that you fill in all spaces at the bottom of the form. These numbers are kept at Department Headquarters and will be reported to National twice a year as required by the National organization. The IRS will use your meeting minutes to verify you meet the standards of community service for Non-Profit Organizations. To remain within the spirit and intent of the VFW Charter a Post is granted through the VFW, 51% of monetary donations should be to VFW programs.

Important Note: Each Post can have their Non-Profit status revoked by the IRS if they **“Fail to maintain adequate records to accurately report your exempt purpose and activities that supports your exemption under code section 501 (c) (19).”** The first item the IRS will ask for during an audit is evidence of community service. All community service items should be recorded in the Post meeting minutes, which is the second item the IRS will ask for. Those Posts that have maintained a properly organized and complete Community Service Record Book and produced it for the IRS during an audit have never had an issue in verification of fulfilling the objectives of their Charter from the National VFW. Therefore it is strongly recommended that each Post maintain a Community Service Record Book for the purpose of verification to the IRS that the Post is fulfilling the objectives of its Charter. These books can also be used very effectively in recruiting and maintaining a history of Post activities year after year as a historical record. The District Commander, or his designee, during his annual inspection of the Post will ask to see this book from the previous year.

Submit by ONLY ONE of the two following methods - please, so we do not duplicate reports and jeopardize your IRS Non-Profit Tax Status. Community Service Reports should be sent by the Post Community Service Chairperson only.

Mail: Department of Texas VFW * P.O. Box 14468 * Austin, Texas 78761
On-line: www.texasvfw.org

COMMUNITY SERVICE GUIDELINES

Constructive community service is a founding VFW tenet with volunteerism benefiting education, the environment, health sciences and civic projects. Projects must be conducted during the current Community Activity year. The year begins July 1st and ends June 30th the following year, but the reporting window is narrower. *Reports must be received between July 1 and May 4 or else they cannot be considered for competition and award purposes.*

Examples

The following are a few examples of program/projects for a Post. This list of suggested activities is by no means a complete list of projects that can be accomplished. Its sole purpose is to stimulate ideas and provide guidelines in your search for projects to perform.

Veteran Service

- A. Veteran Participation Reports
- B. Buddy Poppy program
- C. Homeless veteran program
- D. Military support activities
- E. Burial & Honor Guard Details
- F. VA Hospital activities
- G. Financial/equipment support of veteran programs or entities

Community Service

- A. Sponsorship of;
 1. Blood drive
 2. Food drive
 3. Recycling program
 4. Food distribution programs
 5. Safety program
- B. Flag details for public events
- C. Get out the vote program
- D. Financial/equipment support of public programs or entities

Youth Service

- A. Conduct a Voice of Democracy program
- B. Conduct a Patriot's Pen program
- C. Conduct a Patriotic Art program
- D. Sponsor and support of a Scouting or youth unit.
- E. Conduct a Scout of the year program
- F. Sponsorship of a youth sporting team
- G. Sponsor a youth event;
 1. Easter egg hunt.
 2. Bike safety program
 3. Halloween party
 4. Christmas party
 5. Veterans in classroom
 6. Flag etiquette instruction
- H. Support of a JROTC unit

Americanism Guidelines

For credit in Americanism, a project must be of a patriotic nature. We're looking for things like flag presentations, parades, presentation of patriotic literature, patriotic ceremonies in schools or youth groups, and public observances of national holidays. Each project must benefit the greater community, not just the Post or Auxiliary. Fund raising projects, even those whose proceeds are earmarked for Americanism programs, are not, in themselves, creditable Americanism projects. However, the project that receives the funds, when complete and if it meets the Americanism criteria, can qualify for an Americanism credit.

Examples of Disallowed *(Things that don't count)*

1. **Any project for yourself or member of the VFW, Auxiliary, Unit or Jr. Girls.**
2. Reciting the Pledge to the Flag at a Post monthly meeting.
3. Sending a "Get Well" card to a member of the VFW, Auxiliary, Unit or Jr. Girls.
 - a. Shopping for the "Get Well" card above
 - b. Post office visit to mail the "Get Well" card above
 - c. Providing the car to deliver the "Get Well" card above
4. Any activity that is obviously within the scope of another previously reported project. (Example, see 3a, 3b, 3c above)
5. A flag raising ceremony at the Post, unless attended by persons outside the VFW, Auxiliary, Unit or Jr. Girls.
6. Purchasing a replacement flag for the Post
7. Running an errand for or giving a ride to a VFW, Auxiliary, Unit or Jr. Girls member.
8. Honor Guard posting colors at a VFW, Auxiliary, Unit or Jr. Girls meeting or ceremony.
9. Giving a certificate to a VFW, Auxiliary, Unit or Jr. Girls member.
10. Donation to a VFW, Auxiliary, Unit or Jr. Girls.
11. Fundraising projects, even those whose proceeds are ear-marked for community service projects.

KEEP IN MIND THAT Your project should be reported only once a month. If the project is allowing the Boy Scouts to use the hall for their weekly meeting, then report it as one project for the month with the total hours and monies donated for the month. If a member volunteers at the V.A. Hospital four times a week, then report it as one project for the month with the total hours and monies donated for the month.



MILITARY ASSISTANCE PROGRAM

The VFW MILITARY ASSISTANCE PROGRAM (MAP) was established in 2003 by the National VFW as a program to help service members and their families with “Operation Uplink” phone cards, “Unmet Needs” due to loss sustained during deployment and “Unit Grants” to assist military unit Family Readiness programs with pre and post deployment events as well as support during a units deployment.

In 2007, the MAP program was put under the National Military Services (NMS) Division at VFW National Headquarters and all military programs were consolidated under NMS. With this consolidation and changes in technology several important changes have been made.

VFW “Operation Uplink” phone cards are no longer distributed on an individual basis or to units in Iraq/Afghanistan. Instead, agreements were developed with phone providers to provide “Free Call” days for military personnel in Iraq/Afghanistan at least once a month at over 900 locations for a fraction of the cost of Uplink phone cards. “Operation Uplink” phone cards are still available for other countries, like Korea and Germany, as well as domestic cards for inpatients at VA hospitals.

At the 2008 State Convention, **Post Delegates unanimously** voted to amend the Texas VFW By-Laws requiring all Texas VFW Posts to provide support each year to support MAP programs so that the VFW can continue its legacy of supporting veterans, the military and their families.

The Department Quartermaster has established an account for the MAP program. When sending your contribution for MAP please indicate in the memo section of the check that it is for the “Veterans Assistance” program or for “Operation Uplink” to support a Texas VFW “Free Call” day (in addition to those provided by National) so that we may properly credit your District/Post on the status sheet. Minimum donation is \$100.00 **and must be made no later than December 31, 2011.** National VFW has authorized the use of “Post Relief Funds” for this donation. \$25.00 of your donation will be sent to National to satisfy National VFW Requirements for All-American.

***All monies must be sent to Department Headquarters not National.
Monies sent directly to the National VFW or National Military Services will not be credited for Texas***

2011-2012 VFW “MAP” Donation

Post/Aux #: _____ Location: _____

District #: _____ Check #: _____ Amount: \$ _____
Minimum donation is **\$100.00**

For: Unmet Needs or Operation Uplink (Please circle one)

Send this form and contribution to:

**Texas VFW
P.O. Box 14468
Austin, Texas 78761**



At the 2004 State Convention, **Post Delegates unanimously** voted to host and provide financial support for a house at the VFW National Home for Children. Known as the “Texas House”, the Texas VFW is responsible for the upkeep, maintenance and repairs of this house and we send our Jr. Vice Commander to the National Home once a year to check on conditions at the house.

The annual costs for supporting this house have been spread out over the Districts and Posts of the Texas VFW and each is required to provide a minimum contribution of \$25.00 every year.

The Department Quartermaster has established an account for the “Texas House.” When sending your contribution for the “Texas House” please indicate in the memo section of the check that it is for the National Home so that we may properly credit your District/Post on the status sheet.

Payment must be made no later than December 31, 2011.

***All monies must be sent to Department Headquarters not National.
Monies sent directly to the National VFW or National Military Services will not be credited for Texas VFW contest points..***

2011-2012 VFW “Texas House” Donation

Post/Aux #: _____ Location: _____

District #: _____ Check #: _____ Amount: \$ _____

Minimum donation is **\$25.00**

Send this form and contribution to:

**Texas VFW
P.O. Box 14468
Austin, Texas 78761**

INSTRUCTIONS FOR PROPERLY SUBMITTING POST ELECTION REPORTS

The 2012/13 Post Election Report is to be completed by the outgoing Post Quartermaster during or immediately following the election meeting.

Each Post Election Report Form has been personalized for your Post. It is necessary that the Post use this form in reporting its officers for the 2012/13 administrative year. We ask that you choose one of the following methods to ensure proper receipt.

Some of the things you will need:

- Post Officers Membership Information to include current contact information, membership number, and cap size.
- Post Meeting Information to include: Address, Date & Time.
- Post Mailings Address (if different than above), Post email and website information.
- Post Federal Employer Identification Number (EIN).
- Miscellaneous Post information to include current dues amount.
- Commander's named appointments for Adjutant and Post Service Officer.

ONLINE ELECTION REPORT

Online reporting is the preferred method of submitting the Post's 2012/13 Election Report.

Go to <http://vfwpost.vfw.org>. If you have used Post Query before, log in. If you have not, and you are the current Quartermaster of record, click on "First Login" and follow the online instructions to set up a new password. After successfully logging into Post Query click the "Post Election Report" link in the middle of the page. Next, you will enter the membership card number for each elected position. Once entered, you will click on the "Submit" button; names associated with the card numbers will appear in their respective elected positions, once verified, click "Load Form"; a partially completed election report form will appear with the elected officer's information. If any of the information is incorrect or incomplete simply click on the area and make the necessary changes, this includes information such as: Officer information, Post meeting location or time, Post mailing address, Federal Employment Identification Number (EIN), Post email and website address, etc. (You must have Adobe Acrobat Reader to view the form. It may be downloaded and installed at: <http://adobe.com/products.acrobat.readstep2.html>). After you have verified your Post Information is correct, click on "Print" to print a copy of the completed report. The report is now ready to be transmitted; click "Submit To National" button. Once the "Submit To National" button has been selected, a confirmation of its receipt will appear on the screen. Confirmation of the change in officers will be sent to the Post's V-mail account the next business day. In addition, within one week the Post Quartermaster will receive an acknowledgement card via USPS.

MAIL IN OR FAXED ELECTION REPORT

Once you have completed the enclosed form, mail one copy to the Adjutant General in the enclosed return self-addressed postage paid envelope or call 816-968-1149.

THINGS TO REMEMBER

- National Headquarters will not be responsible for providing a copy of the Post Election Report to the Department
- Regular Meeting time should be shown as "1st Tuesday", "3rd Wednesday", as appropriate. If a meeting is held more than once a month, show "1st and 3rd Monday", "every Friday" as appropriate. Be sure all other Post information is completed.
- Cap Size is used for award purposes only. Caps can be purchased through VFW Emblem & Supply.
- A Post Acknowledgement Card will be sent to the Post Quartermaster within one week of entry.

Questions regarding the Post Election Report can be answered by calling Post Records @ 816-756-3390

Deadline Date is May 4, 2012

DATE OF ELECTION

2012-13 POST ELECTION REPORTCURRENT MEMBERSHIP DUES
Includes National, Department and Post Per Capita

PLEASE PRINT CLEARLY OR TYPE ALL INFORMATION

\$

POST NAME		POST #	DEPARTMENT OF:	DISTRICT #
POST MEETING PLACE (PHYSICAL ADDRESS)				
REGULAR MEETING DAY(S)		REGULAR MEETING TIME(S)		
BUILDING NAME		OTHER POST HOME INFORMATION (CHECK ALL THAT APPLY) <input type="checkbox"/> RENT <input type="checkbox"/> OWN <input type="checkbox"/> NO POST HOME <input type="checkbox"/> CLUBROOM/CANTEEN		
STREET ADDRESS				
CITY	STATE	ZIP + 4		FEDERAL EMPLOYER IDENTIFICATION # (BN)
POST MAILING ADDRESS (IF DIFFERENT FROM ABOVE)				
STREET ADDRESS OR PO BOX #		POST PHONE # ()		
CITY		STATE		ZIP + 4
POST MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		POST WEBSITE:		
CITY		STATE		ZIP + 4
POST MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		POST EMAIL:		
POST COMMANDER				
NAME		CAP SIZE	MEMBERSHIP NUMBER	
MAILING ADDRESS (STREET or P.O. BOX #)		HOME PHONE # ()		
CITY	STATE	ZIP + 4		EMAIL:
POST SENIOR VICE COMMANDER				
NAME		CAP SIZE	MEMBERSHIP NUMBER	
MAILING ADDRESS (STREET or P.O. BOX #)		HOME PHONE # ()		
CITY	STATE	ZIP + 4		EMAIL:
POST JUNIOR VICE COMMANDER				
NAME		CAP SIZE	MEMBERSHIP NUMBER	
MAILING ADDRESS (STREET or P.O. BOX #)		HOME PHONE # ()		
CITY	STATE	ZIP + 4		EMAIL:
POST QUARTERMASTER				
NAME		CAP SIZE	MEMBERSHIP NUMBER	
MAILING ADDRESS (STREET or P.O. BOX #)		HOME PHONE # ()		
CITY	STATE	ZIP + 4		EMAIL:
POST ADJUTANT (APPOINTED)				
NAME		CAP SIZE	MEMBERSHIP NUMBER	
MAILING ADDRESS (STREET or P.O. BOX #)		HOME PHONE # ()		
CITY	STATE	ZIP + 4		EMAIL:
POST SERVICE OFFICER (APPOINTED)				
NAME		CAP SIZE	MEMBERSHIP NUMBER	
MAILING ADDRESS (STREET or P.O. BOX #)		HOME PHONE # ()		
CITY	STATE	ZIP + 4		EMAIL:

Print Form

National Head

Reset Form

- KEEP A COPY FOR YOUR POST RECORDS
- SEND A COPY TO YOUR DEPARTMENT HEADQUARTERS
- SEND A COPY TO NATIONAL HEADQUARTERS

VFW NATIONAL HQ.
406 W. 34TH STREET
KANSAS CITY, MO 64111

FAX: 816-968-1149

OR

FILL OUT YOUR ELECTION
REPORT ONLINE AT:
[HTTP://VFWPOST.VFW.ORG](http://VFWPOST.VFW.ORG)



VFW
VETERANS OF FOREIGN WARS

VERIFY ALL INFORMATION IS
CORRECT AND COMPLETE

IF YOUR POST PASSED A DUES INCREASE OR IF YOUR DUES ARE DIFFERENT THAN
WHAT IS STATED IN THE UPPER RIGHT HAND CORNER, PLEASE INDICATE IT HERE: \$ _____
THIS AMOUNT WILL APPEAR ON DUES RENEWAL NOTICES FOR THE ENSUING MEMBERSHIP YEAR UNLESS INDICATED HERE: _____

POST 990—Internal Revenue Service (IRS) regulations require that all VFW Posts complete and submit a IRS Form 990, 990EZ or 990N “Return of Organization Exempt from Income Tax” on an annual basis.

Form 990 is based on three guiding principles: enhancing transparency, promoting tax compliance, and minimizing the burden on the filing organization.

National By-Laws require every Post to adhere to all statutory requirements at the federal, state and local levels. As such, a copy of your 2010 Post IRS Form 990, 990EZ, or 990N needs to be submitted to Department Headquarters no later than December 31, 2011.

POST INSURANCE— Section 709 of the National By-Laws states, *“Any Post owning and/or operating, directly or by reason of a holding company or other entity substantially controlled by the Post or its members, a canteen, clubroom or other facility available to members or guests must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must be of a type and amount sufficient to protect the Post and must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which such Post is located.”*

It is also desirable and strongly recommended that Posts not owning property or that operate directly or indirectly a business concern or sponsor/co-sponsor an event be covered by adequate liability insurance as well. If someone suffers an injury at a Post sponsored/co-sponsored event or on the property of a Post business concern, a subsequent lawsuit will subject all the assets of the Post and the individual assets of each elected and appointed officer and every member of the Post to a judgment that could result in the loss of not only Post finances but individual assets such as members retirement accounts, houses and other real and tangible property.

To ensure compliance with this National By-Law, if your Post owns property you must obtain a general liability insurance policy (Recommended amount of at least one million (\$1,000,000.00) dollars) and have the “National Veterans of Foreign Wars of the United States and the Department of Texas Veterans of Foreign Wars” listed as additional insured's. Additionally, if your Post operates a canteen or **provides alcohol at any event**, whether or not you have a canteen, you must obtain additional liquor liability insurance as well.

A copy of this insurance must be sent to Department Headquarters each year. Failure to maintain this insurance or allowing it lapse will result in the immediate closure of any Post business concern (i.e. canteen, bingo, restaurant) and suspension of the Post until insurance is obtained. Refusal to obtain the insurance will result in the Charter of the Post being cancelled.

A copy of the Post Insurance, if required as described above, must be sent to Department Headquarters by September 30, 2011. For insurance policies expiring on or after September 30, 2011 and June 30, 2012, a copy of the insurance renewal must be sent within 30 days after renewal date.



2011-12 BUDDY POPPY ORDER FORM

Notice: All Buddy Poppy supplies with the exception of Red Buddy Poppies themselves must be ordered directly through the VFW National Supply.

SEND ME THE FOLLOWING QUANTITY OF BUDDY POPPIES.

Quantity _____ Buddy Poppies @ \$65.00 for 500 or \$130.00 per 1,000 \$ _____
(Minimum order is 500 - Goal is 10.0 Buddy Poppy per member.)
(Must receive minimum order at Department by December 31, 2011.)

PAYMENT ENCLOSED (circle one) YES NO CHECK # _____

POST # _____ DISTRICT # _____

SHIP TO (cannot ship to P.O. Box, must be a physical address):

NAME: _____ TITLE: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

CONTACT TELEPHONE NUMBER: (_____) _____

Buddy Poppy Sale Date - or - Date Needed (Please circle one)

Veterans Day (November 11)

Memorial Day (May 28)

Or any other date you would like to receive shipment: _____

COMPLETE THIS FORM AND MAIL TO:

**Texas VFW
P.O. Box 14468
Austin, Texas 78761**

SIGNED: _____ **TITLE:** _____

The Post/District will be credited with Buddy Poppy Order upon receipt of this form, providing that payment has been received for last year's order. Buddy Poppy orders will **NOT** be forwarded to National until approximately sixty days (60 prior to date of sale or date requested. **Payment is due immediately following date of sale and MUST** be paid by the date of State Convention in order to be eligible to vote.

FOR OFFICE USE ONLY

DATE RECEIVED: _____ DATE SHIPPED: _____

SHIPPED FROM TEXAS VFW

NATIONAL HQ

POST OBJECTIVE'S

The following is a list of program objectives for all Posts.

VFW Programs

- **Publications Contest**—Submit three copies of your Post Publication (newspaper, newsletter, letter from Post Commander, etc) for judging. See pages 25 & 26 for more details.
- **Nomination for State Award**—Submit a nomination for one or more of the State level awards: See page 74-75 for more details.
- **Post Volunteer Recognition**— See pages 27 & 28 for more details.
- **VOD PARTICIPATION:** Must submit tape to District Chairman for judging by *November 15, 2011*. The *District Chairman Report (due at Dept. HQ by December 1, 2011)* will be used to determine credits.
- **PATRIOT'S PEN PARTICIPATION:** Must submit essay to District Chairman for judging by *November 15, 2011*. *District Chairman Report (due at Dept. HQ by December 1, 2011)* will be used to determine credits.
- **Gold Medal entry**— See pages 29 & 33 for instructions and reporting forms.
- **Citizenship Teacher of the Year entry**— See pages 34-41 for instructions, application and reporting forms.
- **Homeless Veterans Fundraiser**—Conduct a public fundraiser for homeless veterans and donate 50% of funds raised to Department Homeless Veterans Fund.
- **Buddy Poppy**— Place and pay for order equal to 15 Poppies per Post member based on last years membership total.
- **Veteran Project Participation**—See page 56-59for reporting guidelines on these projects. These projects also count as Community Service and Americanism. Points are awarded starting with the fourth properly completed and reported project as the first three projects are mandatory. There are timelines for project completion and reporting that are strictly enforced.

POST PUBLICATIONS—The Department of Texas will present a plaque to the most outstanding Post Publication in each category. The Department winner and the winners in each of the two remaining publication categories (small, medium, or large) will be forwarded to National for judging.

Only issues published between Jan. 1, 2011 and Dec. 31, 2011 are eligible.

Send three (3) different editions of your publication to State Headquarters to showcase your publication.

Publications are categorized by membership size of the District or Post they represent and a winner will be selected from each category.

With your 3 different editions please complete and submit Publication Entry Form on page 27.

Send complete package to: Texas VFW 8503 N. IH-35 Austin, Texas 78753 Attn: Dan West.

Entries must be received (Not postmarked) by 3:00 pm March 9, 2012. Late entries will not be judged.

What is a Post Publication? To qualify as a Post Publication, a publication is any form of printed (or electronic media that can be printed) that is distributed to the **entire membership** of the Post on a routine basis of at least four (4) times a year. The publication can take the form of a magazine, newspaper, tabloid, newsletter, or letter. For the purposes of this contest, Post websites and/or facebook pages are not considered a Post Publication.

2010-2011
PUBLICATION ENTRY FORM

1. This form must be filled in and attached to three copies of you publication.
2. Only issues published between Jan. 1, 2011 and Dec. 31, 2012 are eligible.

Circle one — Post District Post/District Quota: _____

Post No. _____ City: _____ District: _____

Name of Publication: _____

Name of Editor: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: (_____) _____ - _____

Signature - Commander: _____

Commander's Name (print): _____

**Must be received (Not Postmarked) at Department No Later Than
3:00 PM March 9, 2012.**

SHIP TO:
**TEXAS VFW
8503 I-35 NORTH
AUSTIN, TX 78753**

Volunteer Recognition

This program is designed to provide recognition and awards to VFW members who volunteer their time in service through outside organizations. Recognition is in the form of certificates and/or lapel pins, which are given to volunteers who have completed the number of hours prescribed for those awards.

The individual in charge of a local community service organization such as a School, Youth Group, a Food Pantry or a Shelter will sign the validation form for the VFW or non-member VFW volunteer.

NOTE: Use the VFW National Hospital Volunteer Recognition Program to recognize hospital volunteer service. Contact your Department Hospital Chairman for more information.

National Community Service Department will provide the appropriate award for presentation to the volunteer upon receipt of a completed request form properly signed by the coordinator for the community service program, Post Commander and the Department Adjutant. Awards will be made in accordance with the following schedule.

100 hours	certificate
150 hours	lapel pin
300 hours	lapel pin
500 hours	lapel pin and certificate
1,000 hours	lapel pin
2,000 hours	lapel pin and certificate
3,000 hours	lapel pin
4,000 hours	lapel pin
5,000 hours	lapel pin and certificate
6,000 hours	lapel pin
8,000 hours	lapel pin
9,000 hours	lapel pin
10,000 hours	lapel pin and certificate
12,500 hours	lapel pin
15,000 hours	lapel pin and certificate
17,500 hours	lapel pin
20,000 hours	lapel pin and certificate
30,000 hours	lapel pin and certificate
35,000 hours	lapel pin and certificate
40,000 hours	lapel pin and certificate

The award pin includes the Cross of Malta, the words "Community Service and VFW Volunteer" and the accumulated volunteer hours. The certificate will recognize the volunteer for attaining the appropriate cumulative hour level. Pins are to be requested on the prescribed form from the National Community Service Department. Completed forms are to be forwarded to the Department Adjutant for signature. Forms are then forwarded to the Director at National Headquarters.

Eligibility

1. A VFW member in good standing performing volunteer service for a community service organization is eligible to receive an award.
 2. Such volunteer service must be given under the representation of the VFW.
 3. Volunteer service rendered under sponsorship of any other organization is not recognized for this purpose.
- Some examples of volunteer work benefiting non-members are: coaching youth, working at a food pantry, conducting flag presentations in front of schools or youth groups and supporting funeral homes/cemeteries by providing honor guard details for non-member veterans.

One Of A Kind

Only one award of a kind will be furnished to each volunteer. For instance, a volunteer who has served 450 hours is not eligible to receive three 150-hour pins. Replacement awards may be furnished on request.

Non-Member Awards

Non-members volunteering under the sponsorship of the VFW may be issued a VFW pin and certificate (if applicable) once a year for the number of hours served.

Procedure

Using the form, the VFW Post Commander (if the award is for the Post Commander, the Sr. or Jr. Vice Commander should sign and submit the form) should obtain the number of hours served by the volunteer from the local community service organization along with the signature of the volunteer coordinator and return the name and VFW Post number of the member who meets the above requirements to the Department Adjutant. Each individual form must be signed by the above designated officials. The Department Adjutant should sign the request and forward it to National Head-

Volunteer Award

REQUEST FORM

This form will certify the following is entitled to a VFW National Community Service Volunteer Award for service as a VFW representative. A pin will be issued for his/her volunteer work with a community volunteer service organization. (For Hospital Volunteer Recognition Awards, please contact your Department Hospital Chairman.)

Name: _____

VFW/Aux. Card No. (indicate if non-member _____) Hours Served: _____

Post # _____ Award Issued: _____
(National Use Only)

* Awards for 1,000 hours or more may be the accumulation of volunteer service hours from up to three community service organizations.

Community Service Organization _____

Signed by: _____ Phone # _____

For 1,000 or more hours, add additional organizations below.

Community Service Organization _____

Signed by: _____ Phone # _____

Community Service Organization _____

Signed by: _____ Phone # _____

Post Commanders Signature _____ Date: _____

Dept. Adjutant's Signature _____ Date: _____

MAIL AWARD TO:

Post Commander's Name: _____

Address: _____

Phone # must be filled in for Delivery: _____

Please send this form to Department Headquarters by May 4, 2012:

Department Adjutant, please forward to:

VFW Programs
VFW National Headquarters
406 W 34 St
Kansas City, MO 64111
Fax: (816) 968-1149

PUBLIC SAFETY GOLD MEDAL AWARDS FOR POLICE, FIRE, EMS

Each year, the Department of Texas and the Veterans of Foreign Wars selects an Emergency Services (EMS) Person, a Law Enforcement Officer and a Firefighter to receive VFW Gold Medal Awards. State winners shall receive a plaque, delivered to the District Commander for presentation to the winner.

Criteria: Winners for all Gold Medal Awards are selected based on:

- Recognition by one's colleagues and/or the citizens served.
- Consistent excellence in the performance of one's duties.
- Consistent dedication to one's official responsibilities over a period of years and continuous growth in responsibilities and skills within one's position.

SUBMIT ENTIRIES: All entries will be submitted directly to the District Chairman by the Post for District judging. Please check with the District Commander for the District deadline. Only one person will be eligible to compete in each category. Entries combining Firefighter and Paramedic will be disqualified. Deadline for receipt of entries to Department of Texas Headquarters from the District is January 1, 2012.

All entries must contain the following documentation:

1. Completed Nomination Form (Page 30)
2. Nomination letter on Post letterhead containing the candidate's name & title as the Post Nomination for the award for which the individual should be considered.
2. One page resume of the candidate's overall background.
3. One page resume of the candidate's background in their field.
4. One page listing of the candidate's accomplishments and awards in their field.
5. Good quality head and shoulders (5 x 7 or 8 x 10) color photograph . **Emphasis photograph (color copies or low grade computer printouts will not be accepted and application will be considered incomplete and no credit given to post or District for submission.)**

**NOMINATIONS NOT FOLLOWING THESE GUIDELINES WILL
NOT BE CONSIDERED AND WILL NOT BE CREDITED.**

DEADLINES:

From Post to District no later than December 15, 2011

From District to Department no later than January 1, 2012.

Entries that are previous state winners are not eligible for consideration in the same category.

2011-2012

GOLD MEDAL NOMINATION FORM

Check only one and attach to front of applicant package consisting of the following; Use one form for each nomination

1. Completed Nomination Form (This Page)
2. Nomination letter on Post letterhead containing the candidate's name and title as the Post Nomination for the award for which the individual should be considered.
2. One page resume of the candidate's overall background.
3. One page resume of the candidate's background in their field.
4. One page listing of the candidate's accomplishments and awards in their field.
5. Good quality head and shoulders (5 x 7 or 8 x 10) color photograph . Must be a photograph.

NOMINATIONS NOT FOLLOWING THESE GUIDELINES WILL NOT BE CONSIDERED AND WILL NOT BE CREDITED.

<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Fire Fighter	<input type="checkbox"/> Paramedic
--	---------------------------------------	------------------------------------

Post #: _____ City: _____ District #: _____

Name of Nominee: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: (_____) _____ - _____

Post Commander must complete prior to submitting nomination to District as Post winner.

Signature - Commander: _____

Commander's Name (print): _____

Commanders Phone #: (_____) _____

District Commander must complete prior to submitting nomination to Department as District winner.

Signature - District Commander: _____

District Commander's Name (print): _____

District Commanders Phone #: (_____) _____

DEADLINE: From District to Department no later than January 1, 2012.

POST REPORTING GUIDELINES

FOR VFW PUBLIC SAFETY GOLD MEDAL AWARDS

USE THE FOLLOWING INFORMATION TO COMPLETE THE POST REPORT FORM AND POST SUMMARY FORM:

The guidelines listed below are intended to help clarify the Public Safety Gold Medal Awards reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit:

POST REPORT FORM

TOTAL AGENCY PARTICIPATION

Please list the participating agencies.

TYPE

Law Enforcement, Fire Department, Emergency Medical Services.

TOTAL NUMBER OF PARTICIPATING APPLICATIONS

Number of applicants that were nominated from each agency.

AWARDS AND MONEY EXPENDED

Total dollar values of awards presented to participants at Post level. All additional moneys allocated and expended in conducting their program. (Banquet, gifts, medals, citations, etc.)

POST SUMMARY FORM

PARTICIPATING AGENCIES

Please list the total number of agencies participating.

NOMINATED APPLICANTS

Please list the total number of APPLICANTS nominated.

MONETARY VALUE

Please list the total awarded, the total spent on other items and the combined total.

Post Chairman: The Post winner's materials that should be forwarded to the District Chairman (immediately after the Post judging is complete) are:

- The Post Nomination Form—(Page 30)
- The Post Summary Form—(Page 31)
- The Post Report Form—(Page 32)
- Nomination letter on Post letterhead containing the candidate's name, title as the Post Nomination for the award for which the individual should be considered.
- One page resume of the candidate's overall background.
- One page resume of the candidate's background in their field.
- One page listing of the candidate's accomplishments and awards in their field.
- Good quality head and shoulders (5 x 7 or 8 x 10) color photograph . **Emphasis photograph color copies or low grade computer printouts will not be accepted.** Application will be disqualified and no credit given on stat sheet.

Each Post may submit a winner from each category.

2011-12 POST PUBLIC SAFETY GOLD MEDAL AWARDS PARTICIPATION SUMMARY REPORT

POST NO. _____ Ladies Auxiliary: Yes or No. DISTRICT #: _____

The VFW Post and Auxiliary identified in this report participated in the VFW annual Public Safety Gold Medal Awards Program.

GRAND TOTALS FOR POST COMPETITION: *(list totals taken from Post report forms)*

Participating Agencies	Number Nominated
------------------------	------------------

MONETARY VALUE OF POST COMPETITION:

Post Awards \$ _____

Post Additional Expenses \$ _____

GRAND TOTAL of POST AMOUNT DONATED \$ _____

Signed by: _____ Date _____
Post Commander/Chairman

PLEASE NOTE:

GIVE THIS REPORT TO DISTRICT CHAIRMAN

The report form and this summary should be in the hands of your District Chairman immediately following the completion of your Post judging.

VFW NATIONAL CITIZENSHIP EDUCATION TEACHER OF THE YEAR AWARD

The Department of Texas Veterans of Foreign Wars will present a plaque and a \$500 honorarium to the outstanding classroom teachers for Grades K-5, 6-8, and 9-12 selected from nominations received from Districts throughout Texas during the Mid-Winter Roundup.

DEADLINE: Nominations must be received at the Post level no later than **November 1, 2011**.

JUDGING: Posts will conduct judging of their submissions and submit winners to their respective District Chairman no later than **November 15, 2011**. A Post may submit to District for judging one entry in each category (K-5, 6-8, 9-12).

Districts will conduct judging of Post winners and submit District winners to Department Headquarters no later than **December 15, 2011**. Districts may submit one entry in each category (K-5, 6-8, 9-12).

ALL ENTRIES MUST INCLUDE THE FOLLOWING:

1. Original Entry Form and essay of 350 words or less. All words must be counted including one-letter words.
2. Official Post Teacher Entry Form with signatures at Post and District level.
3. One page resume (no more than two sides).
4. Up to 5 pages (both sides) of additional documentation.
5. Good quality 5 x 7 or 8 x 10 head and shoulders color photograph. **Emphasis Photograph (Color copies or low grade computer printouts will not be accepted.)**

DISQUALIFICATION: Entries not meeting the above criteria will *NOT* be judged and will be returned to the District **AND NO CREDIT GIVEN**. Entries sent directly from the Post to Department will *NOT* be judged and will be returned to the Post. A Post that *is NOT* listed on the District Report form will *NOT* receive credit for participation.

Entries that are previous state winners are not eligible for consideration in the same category.

VFW Teacher Nomination Form

Please photocopy or cut out and attach to nomination essay.

Nominated Teacher

Name:

Subject and grade taught:

Current school:

School address:

School phone #:

On a separate piece of paper, please describe (type or print) in 350 words or less why you feel your nominee should be selected for the VFW National Citizenship Education Teacher Award, then sign the nomination statement.

Submit nomination materials to your local VFW Post. Check your phone book for locations. **DO NOT** send to VFW National Headquarters.

Number of words in essay
(not to exceed 350). Please provide this information.

Person Submitting Entry

Name:

Address:

City, State, Zip:

Phone #:

Date submitted:

Signature:

Deadline: Submit to local VFW Post by November 1.

Identify and recognize America's best educators. Wouldn't you like to see them get the honor they deserve?

Now you can.



For more information, contact your local VFW Post or the Ladies Auxiliary or visit our Web site.
www.vfwships.org

Veterans of Foreign Wars

of the United States

406 W. 34th Street
Kansas City, MO 64111
(816) 756-3390
E-Mail: kharrner@vfw.org
www.vfw.org

Local VFW Post Information

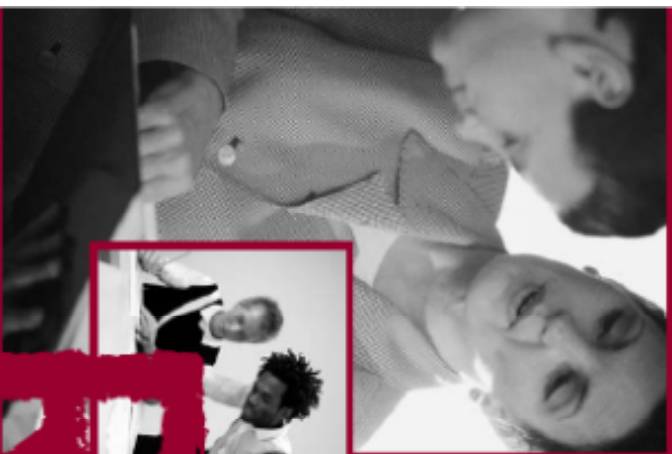
VFW Honors America's Teachers



NATIONAL CITIZENSHIP EDUCATION
Teacher Award
GRADES K-12



VFW
VETERANS OF FOREIGN WARS



Recognize teachers who care about America

VFW Cares About Education

Founded in 1899, the Veterans of Foreign Wars is concerned with the education of America's youth. VFW and its Ladies Auxiliary have developed a state of programs dedicated to this endeavor.

VFV's Citizenship Education program stimulates interest in America's history, traditions, institutions, civic responsibility, flag etiquette and patriotism.

VFV wants to identify and recognize America's best educators who instill a sense of national pride in students. VFV offers cash awards, commemorative plaques and all-expenses-paid trips to a national VFV conference for these worthy teachers. The trip will provide an opportunity for winners to exchange ideas.

Teachers care deeply about America and its children. They're concerned about the perpetuation of America's noblest traditions and highest ideals. Wouldn't you like to see them get the honor they deserve? Now you can.

Promoting Citizenship Education

VFV annually recognizes the nation's top classroom elementary, junior high and high school teachers who teach citizenship education topics regularly teaching (at least half of the school day in a classroom environment) and promote America's history, traditions and institutions effectively.

Teachers who promote civic responsibility, flag etiquette and patriotism are prime candidates for this award. For example, do you know a teacher who plans field trips to city hall or organizes community volunteer projects? Maybe you know an instructor who invites veterans into the classroom to discuss their military experiences. Perhaps you are familiar with a teacher who fosters the development of democratic values and beliefs through special projects. If you know of such a teacher, honor him or her today with the VFV's National Citizenship Education Teacher Award.

Recognize teachers who care about America

How Does the Contest Work?

Based on the nominees submitted, VFV's local chapters, called Posts, will recognize one outstanding teacher in grades K-5, 6-8 and 9-12. Posts then submit these winners' names to their District-level judging, who will forward their winners to the Department (or state) level. After judging, each Department then forwards the names of its winners to VFV National Headquarters for consideration in the national awards contest.

Who is eligible?

All current classroom teachers (teaching at least half of the school day in a classroom environment) in grades K-12 are eligible. Previous state and national VFV winners are ineligible. Nominations can be submitted by fellow teachers, supervisors or other interested individuals (not relatives). Self-nominees are not eligible.

How are teachers nominated?

Fill out the nomination form contained in this brochure. In 350 words or less, describe why you feel your nominee should be selected. Describe the teacher's innovative teaching and resource development methods, as well as his or her dedication to education. Please submit your completed nomination form and signed essay to your local VFV Post. Check the phone book for Post locations or call VFV's Citizenship Education Department at (816) 756-3390 to find the Post nearest to you.

All Post-level nominees, if they win, should provide a one-page resume, up to five pages of documentation of their teaching experience (references, news articles) and a head-and-shoulder photo of themselves.

When is the deadline?

Nominations must be received by November 1 by your local VFV Posts, which conduct judging from November 2-15.

What are the National awards?

VFV's National Citizenship Education Teacher Awards include the items below:

- A national \$1,000 Past Commander-in-Chief John Smart award for each of the top K-5, 6-8 and 9-12 teachers for professional development expenses.
- \$1,000 award for each winning teacher's school.
- Plaques for both the winning teacher and school.
- An all-expenses-paid trip to attend a VFV and Ladies Auxiliary National Conference.

Nominate Someone Deserving

Have a teacher in mind? Fill out the nomination form and submit it to your local VFV Post. The investment that a teacher makes in today's youth will be the dividends we will all reap from future leaders.

TEACHER'S AWARD JUDGING SCORE SHEET

TEACHER'S NAME

INNOVATION
(1-50 points)

RESOURCES
(1-25 points)

PASSION
(1-25 points)

TOTAL
(possible 100 points)

TEACHER'S NAME	INNOVATION (1-50 points)	RESOURCES (1-25 points)	PASSION (1-25 points)	TOTAL (possible 100 points)

JUDGING CRITERIA

INNOVATION - 1-50 Points – On a scale of 1-50, how much innovation (new ideas, new tools, new resources, new approaches) does this teacher utilize in the classroom? Does this teacher's efforts reflect an ongoing desire to stimulate the students with new things?

RESOURCES – 1-25 Points – On a scale of 1-25, to what degree has this teacher demonstrated an ability to identify and utilize new and exceptional resources to fund, facilitate and provide materials for his or her classroom? Does this teacher tap into outside agencies, organizations and individuals to acquire materials and expertise in the classroom. As an example – bringing speakers, finding in-kind and monetary donations, utilizing local opportunities like museums, field trips and local events.

PASSION – 1-25 Points – On a scale of 1-25, to what degree does this teacher appear to be passionate about the profession of teaching? Are they regularly seeking to upgrade their skills? Do they try and find ways to encourage their students? Do they take a personal interest in their student's individual success?

DATE _____ POST # _____ GRADE LEVEL K-5 6-8 9-12

JUDGE'S NAME (please print) _____

JUDGE'S SIGNATURE _____

NOTE: Judges should be carefully selected, preferably from individuals who have classroom experience and understand the challenges of teaching. They should never have any affiliation with the nominees or the schools where the nominees teach. While it may be necessary to use VFW and its Ladies Auxiliary members, it is preferred that judges come from outside our ranks to avoid the appearance of impropriety. During the judging, the chairman should facilitate and observe but refrain from offering his or her observations on the candidates. The judges are encouraged to discuss the candidates but must arrive at their own numerical evaluation using the grid above. Make sure all judges are kept aware of the progress of the teachers they have judged and are invited to any awards presentations.

National Citizenship Education Teacher Advancement Form (Post Teacher Entry Form)

(Attach to original Post entry documentation for each teacher nominated)

Nominee's Full Name _____

Street _____ City _____ State _____ Zip _____

Home Phone _____ Social Security Number _____ Grade level K-5 6-8 9-12

Name of School _____ School's Phone _____

Address _____

Post/Ladies Auxiliary Chairman Section

I certify that the teacher named above is the duly selected Post winner of the National Citizenship Education Teacher Award Program in his/her grade level category and is our Post's authorized entry into the District finals.

Signature of Post Commander/Chairman _____ VFW Post No. _____ Phone _____

Post Address _____

Signature of Ladies Auxiliary President/Chairman _____ Auxiliary No. _____ Phone _____

Address _____

Total number of teacher nominations for all categories _____ Total dollar amount spent by Post/Ladies Auxiliary for awards for all categories and other (citations, gifts, medals, banquet) \$ _____

District/Ladies Auxiliary Chairman Section

I certify that the teacher named above is the duly selected District winner of the National Citizenship Education Teacher Award in his/her grade level category and is our District's entry into the Department finals.

Signature of Dist. Commander/Chairman _____ Dist. No. _____ Phone _____

Address _____

Signature of Auxiliary Dist. President/Chairman _____ Dist. No. _____ Phone _____

Address _____

List all Posts participating in program _____

Total dollar amount spent by Posts/Auxiliaries for awards for all categories and other (citations, gifts, medals, banquet) \$ _____

VFW Department Commander/Chairman Section

I certify that the teacher listed above is the duly selected winner of the 2011 – 2012 National Citizenship Education Teacher Award in our Department in his/her grade level and is our official entry into the National judging. This winner will be/was notified that they are the first place state winner in their grade level on the following date: _____

Signature of Dept. Commander/Chairman _____ Phone _____

Address _____

Note: Be sure this form is entirely completed before sending to National Headquarters with your state winner's original nomination form, essay, one page resume, up to five pages of documentation and a good quality head and shoulders photograph. Remember this form is due back to VFW National Headquarters Citizenship Education Department by January 15th. Mail to: VFW PROGRAMS, VFW NATIONAL HEADQUARTERS, 406 W. 34TH ST., KANSAS CITY, MO 64111.

POST REPORTING GUIDELINES

FOR VFW CITIZENSHIP EDUCATION TEACHER OF THE YEAR

USE THE FOLLOWING INFORMATION TO COMPLETE THE POST REPORT FORM AND POST SUMMARY FORM:

The guidelines listed below are intended to help clarify the National Citizenship Education Teacher Award reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit:

POST REPORT FORM

TOTAL SCHOOL PARTICIPATION

Please list the participating schools.

TYPE

Elementary, Middle, or High School.

TOTAL NUMBER OF PARTICIPATING TEACHERS

Number of teachers that actually were nominated from each school.

AWARDS AND MONEY EXPENDED

Total dollar values of awards presented to teacher participants at Post level. All additional moneys allocated and expended in conducting their program. (Banquet, gifts, medals, citations, etc.)

POST SUMMARY FORM

PARTICIPATING SCHOOLS

Please list the total number of schools participating.

NOMINATED TEACHERS

Please list the total number of teachers nominated.

MONETARY VALUE

Please list the total awarded, the total spent on other items and the combined total.

Post Chairman: The Post winner's materials that should be forwarded to the District Chairman (immediately after the Post judging is complete) are:

The Post Report Form

The Post Summary Form

Post winner's original entry form and essay of 350 words or less

Post winner's official Post Teacher Entry Form w/ signatures at Post level

One page resume (**no more than two sides**)

Up to 5 pages (both sides) of additional documentation (i.e. news articles, supervisors recommendations)

Good quality head and shoulders (5 x 7 or 8 x 10) color photograph . **Emphasis Photograph. (Color copies or low grade computer printouts will not be accepted.)**

Each Post may submit a winner from each category, K-5, 6-8, 9-12.

2011-12 POST CITIZENSHIP EDUCATION TEACHER OF THE YEAR AWARD PARTICIPATION SUMMARY REPORT

POST NO. _____ Ladies Auxiliary: Yes or No. DISTRICT #: _____

The VFW Post and Auxiliary identified in this report participated in the VFW annual Citizenship Education Teacher of the Year Award Program.

GRAND TOTALS FOR POST COMPETITION: *(list totals taken from Post report forms)*

Participating Schools

Nominated Teachers

MONETARY VALUE OF POST COMPETITION:

Post Awards \$ _____

Post Additional Expenses \$ _____

GRAND TOTAL of POST AMOUNT DONATED \$ _____

Signed by: _____ Date _____
Post Commander/Chairman

PLEASE NOTE:

GIVE THIS REPORT TO DISTRICT CHAIRMAN

The report form and this summary should be in the hands of your District Chairman immediately following the completion of your Post judging.

VOICE OF DEMOCRACY AWARDS

DEADLINE: Student entries must be received at the Post level no later than **November 1, 2011.**

JUDGING: Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chairman no later than **November 15, 2011.**

A Post may submit to District for judging one winner for every fifteen (15) entries or partial. Example, if a Post has 16 entries, they will submit two winners to District for judging.

Districts will conduct judging of Post winners and submit District winners and all Post and District report forms to Department Headquarters no later than **December 1, 2011.** Districts may submit only one winner.

DO NOT ship entries directly to the State Chairman or National Headquarters!

The 2011-2012 theme is:

“Is There Pride in Serving in our Military”

The Department of Texas Veterans of Foreign Wars and its Ladies Auxiliary will present the following Voice of Democracy scholarships for 2011-2012, totaling \$36,700. The top Ten District winners will be invited to the Mid-Winter Round Up in Austin to receive their scholarship.

VOICE OF DEMOCRACY SCHOLARSHIPS 2011-2012

**Subject to change.*

1. Texas VFW Motorcycle Group John Fair memorial Scholarship.	\$4,500
2. W. T. “Pete” Evans Scholarship*	\$4,000
3. Camp Bowie Post 708 & Auxiliary Scholarship*	\$3,250
4. Past State Commander M. John Knapp Scholarship*	\$3,000
5. I.P. Sarge Bell memorial Post 3377 Scholarship	\$3,000
6. Robert O. “Bob” Pugh Memorial Scholarship*	\$2,500
7. Francis Sullivan Memorial Scholarship*	\$2,250
8. RVOS Insurance Scholarship	\$2,000
9. Veterans Memorial Incorporated Scholarship*	\$1,750
10. Department of Texas Ladies Auxiliary Scholarship*	\$1,500
11. Richard A. and Peggy K. Marshall Memorial Scholarship	\$1,500
12. Post 2544 C.L. Bridge Memorial Scholarship*	\$1,250
13. Dennis L. Cunningham Post 8550 El Paso, Texas Scholarship*	\$1,000
14. West Brazos VFW Post 8551 Ladies Auxiliary Scholarship	\$1,000
15. Rudy & Earlene Ostovich Scholarship	\$1,000
16. Hewitt VFW Post 6008 Scholarship	\$1,000
17. Martin D. Denson Post 6873 Abilene Memorial Scholarship	\$1,000
18. E.G. Mudd insurance Agency in Memory of Past Department Commander Earnie Mudd	\$1,000

*denotes perpetual scholarship

NOTE: Any District, Post or individual wishing to sponsor a Voice of Democracy scholarship should contact Department Headquarters.



WHAT IS THE VOICE OF DEMOCRACY PROGRAM?

Since 1947, the Voice of Democracy has been the Veterans of Foreign Wars' (VFW's) premier scholarship program. Each year, more than 50,000 high school students compete for more than \$2.3 million in scholarships and incentives. Students compete by writing and recording a broadcast script on an annual patriotic theme. This year's theme is, **Is There Pride in Serving in Our Military?**

WHY SHOULD I ENTER?

Prizes and scholarships are awarded at the local, district, state and national level. Department (State) winners receive an all-expense paid trip to Washington, D.C., March 3-7, 2012, to tour the city, meet our nation's leaders, be honored by the VFW and its Ladies Auxiliary and receive their portion of \$151,000 in national awards, the top scholarship being \$30,000.

THE RULES

Who can enter?

The Voice of Democracy is open to students in grades 9-12, who are enrolled in a public, private or parochial high school or home study program in the United States, its territories and possessions; or in an overseas U.S. military/civilian dependent school. Foreign exchange students, students age 20 or over and previous Voice of Democracy first place state winners are ineligible.

What do I need to enter?

Record your original 3-5 minute (+ or - 5 seconds max.) essay on a standard cassette tape or CD. One student per CD or cassette. Preferred format for CD's is the audio CD format. When burning your CD, make sure that "Create Audio CD" option (or similar) is selected so the program can properly convert your sound file and burn it to CD. After it has finished, be sure to play back your audio CD on a system other than your computer, such as a standard radio or car CD player, to verify that the conversion/burning process was successful. Label the recording, neatly typed essay and attach this completed entry form. Provide these items to your school/group competition or local VFW Post for judging. All recordings must be in your own voice. Hearing/speech impaired students should contact the Voice of Democracy National Office at (816) 968-1117 for special instructions. No music, singing, poetry or sound effects are allowed. The body of the essay must not identify you in any way, although the recording & typed essay should be labeled with your name, to show ownership. You may enter only one Voice of Democracy competition per year.

Where do I submit my entry?

All entries begin at the Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the local VFW Post competition. Individual students may submit their entry directly to the Post providing they have not competed at a school/class competition.

One winner for every 15 entries from each Post advances to District and one District winner advances to the state (Department) competition. State winners are invited to Washington, D.C where their essays compete in the finals competition.

If you need help finding a participating VFW Post in your area, call (816) 968-1117, e-mail to kharmer@vfw.org or visit our website at www.vfw.org.

**2011-12 OFFICIAL ENTRY FORM
VOICE OF DEMOCRACY COMPETITION
MUST BE COMPLETED BY ALL CONTESTANTS**

Name: First, M.I., Last

Address

City, State, Zip

()

Home Phone

E-mail

Date of Birth

Grade in School

School Name, City, State

First Name You'd Like on Your Badge

Jacket Size

TO BE COMPLETED BY STUDENT'S PARENT/GUARDIAN

Parent/Guardian Signature

Date

()

Parent/Guardian's Daytime Phone

Parent/Guardian's E-mail

**I HAVE READ AND UNDERSTAND THE RULES
(ON OPPOSITE SIDE)**

I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once. I understand that if it is found that I have entered any other Post's competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant

Date

voice of democracy



OFFICIAL RULES FOR STUDENTS ADVANCING TO NATIONAL LEVEL

If selected as a first-place state winner, I have the consent of my parent/guardian and school to attend the Voice of Democracy National Finals in Washington, D.C. as a guest of the VFW National Organization.

I understand that state winners who do not attend as stated above will forfeit all rights to compete in the National Finals and will be replaced by their state's second place winner.

In the event my tape is selected for entry into the National Voice of Democracy Competition, I do hereby for myself, for my heirs, executors, administrators and assignees; waive, release and discharge all rights and claims which I have or which may hereafter accrue against the Veterans of Foreign Wars of the United States (VFW) and/or the several Departments (state organizations) of the Veterans of Foreign Wars and their respective officers, agents, successors and assigns from any damages which may be sustained by me in connection with my participation in or association with the VFW Voice of Democracy Competition and/or arising out of my travel to and during the Competition. In the event of sickness, accident or injury in connection with the Competition, I consent to and accept the services of a duly licensed medical, surgical or dental specialist selected on my behalf and for such treatments, as they may deem necessary. I understand that VFW will not be liable for such treatment. I further understand that the Veterans of Foreign Wars of the United States retains non-exclusive rights to use my tape, essay and likeness in the promotion and execution of the organization's programs and activities.

TO BE COMPLETED BY THE VFW/AUXILIARY POST

I certify that this student is an authorized entry in our VFW Post Level Voice of Democracy Competition.

Post Commander's/Chairman's Signature _____ Post # _____

Ladies Auxiliary President's/Chairman's Signature _____

Post Address _____

City, State, Zip _____

No. of students participating _____

No. of winners advanced to District _____

Amt. of Post/Aux. scholarship awards \$ _____

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$ _____

TO BE COMPLETED BY THE VFW/AUXILIARY DISTRICT

I certify that the student named in the previous section is the duly selected winner of the Voice of Democracy Contest District Competition and is our sole entry into the Department finals.

District Chairman's Signature _____ Dist. # _____

Address _____

City, State, Zip _____

() _____ Phone _____ E-mail _____

TO BE COMPLETED BY THE VFW DEPARTMENT CHAIRMAN

I certify that the student named in the previous section is the duly selected first-place winner of the Voice of Democracy Department Competition, is our sole entry into the National Judging and will attend the National Finals in Washington, D.C.

Department Chairman's Signature _____

() _____ Daytime Phone _____ () _____ Fax _____

E-mail _____

The winner has been will be (check one) notified that they are the first place Department winner on _____. **Note:** National Headquarters will contact your winner after this date to make travel arrangements for them to be in Washington, D.C.

What is the deadline for my entry?

All entries competing at the Post level must be in the hands of that VFW Post by midnight, **Nov. 1, 2011**. It is the responsibility of the student to meet this deadline by submitting their entry to the proper location by ensuring it is a participating Post.

WHAT ARE THE JUDGING CRITERIA?

Originality is worth 30 points:

Treatment of the theme should show imagination and human interest.

Content is worth 35 points:

Clearly express your ideas in an organized manner. Fully develop your theme and use transitions to move smoothly from one idea to another.

Delivery is worth 35 points:

Speak in a clear and credible manner.

THE IMPACT OF THE VOICE OF DEMOCRACY

National finalist Stephanie D'Abruzzo Shemin is a graduate of Northwestern University in Speech and a performer with the Jim Henson Company's Muppets.

"What VOD did was prepare me for college and the real world. I saw how I could find my place in this world."

Past national winner Dr. Gary Belkin is a psychiatrist and ethicist at Harvard and Brown Medical Schools.

"The whole Voice of Democracy program was an experience that is still with me."

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.



TARGET.

A Proud Sponsor



VFW
VETERANS OF FOREIGN WARS



Veterans of Foreign Wars & Ladies Auxiliary

Kansas City, Missouri

816.968.1117

E-Mail: kharmer@vfw.org

www.vfw.org

EMBLEM AND SUPPLY ORDER NO. 4420

LOCAL VFW POST INFORMATION:

CONTACT: _____

PHONE: _____ **BEST TIME TO CALL:** _____

ALTERNATE CONTACT: _____

PHONE: _____ **BEST TIME TO CALL:** _____

POST REPORTING GUIDELINES

FOR VFW VOICE OF DEMOCRACY

USE THE FOLLOWING INFORMATION TO COMPLETE THE POST REPORT FORM AND POST SUMMARY FORM:

The guidelines listed below are intended to help clarify the Voice of Democracy Award reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit.

POST REPORT FORM

TOTAL SCHOOL PARTICIPATION

Please list the participating schools (public, private, home).

TOTAL NUMBER OF PARTICIPATING STUDENTS.

Number of entries that actually were submitted from each school.

TOTAL NUMBER OF WINNERS ADVANCED.

Number of Post winners advanced to District judging. A Post may submit one (1) winner for every fifteen (15) entries.

AWARDS AND MONEY EXPENDED

Total dollar values of awards presented to VOD Award participants at Post level. All additional monies allocated and expended in conducting their program. (Banquet, gifts, medals, citations, etc.)

POST SUMMARY FORM

PARTICIPATING SCHOOLS

Please list the total number of schools participating.

STUDENTS

Please list the total number of students that participated.

POST WINNERS

Please list the total number of Post winners advanced to District.

MONETARY VALUE

Please list the total awarded, the total spent on other items and the combined total.

Post Chairman: The Post winner's materials that should be forwarded to the District Chairman (immediately after the Post judging is complete) are:

The Post Summary Form—(Page 47)

The Post Report Form—(Page 48)

Post winner's original entry form with all signatures.

Post winner's audio (cassette tape or CD) recording of their 3-5 minute essay

Each Post may submit a winner for every 15 entries they receive.

2011-12 POST VOICE OF DEMOCRACY PARTICIPATION SUMMARY REPORT

POST NO. _____ AUX: Yes or No (Circle one) DISTRICT #: _____

The VFW Post and Auxiliary identified in this report participated in the VFW annual Voice of Democracy Program.

GRAND TOTALS FOR POST COMPETITION: *(list totals taken from District report forms)*

_____	_____	_____
Schools	Students	Post Winners Advanced

MONETARY VALUE OF POST COMPETITION:

Post Scholarships & Awards \$ _____

Post Additional Expenses \$ _____

GRAND TOTAL of POST AMOUNT \$ _____

Signed by: _____ Date _____
Post Commander/Chairman

PLEASE NOTE:
GIVE THIS REPORT TO DISTRICT CHAIRMAN
The report form and this summary should be in the hands of your District Chairman immediately following the completion of your District judging and submitted to Department no later than December 1, 2011 for your Post to receive credit on the Status Sheet.

PATRIOT'S PEN CONTEST

DEADLINE from student to Post is November 1, 2011

DEADLINE: Student entries must be received at the Post level no later than **November 1, 2011.**

JUDGING: Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chairman no later than **November 15, 2011.**

A Post may submit to District for judging one winner for every fifteen (15) entries or partial. Example, if a Post has 16 entries, they will submit two winners to District for judging.

Districts will conduct judging of Post winners and submit District winners and all Post and District report forms to Department Headquarters no later than **December 1, 2011.** Districts may submit only one winner.

Deliver your Post Patriot's Pen winners along with all report forms to your District Chairman by the deadline date of **November 15, 2011.**

DO NOT ship entries directly to the State Chairman or National Headquarters!

The 2011-2012 theme is:

“Are You Proud of Your Country”

The Department of Texas Veterans of Foreign Wars and its Ladies Auxiliary will present the following Patriot's Pen Awards in the form of bonds to the top four (4) winners. The first place winner and his/her family will be invited to the Mid-Winter VOD Banquet to receive their bond and a plaque from the Department of Texas. *Subject to change.

1	Post 4372 & Ladies Auxiliary	\$3000
2	Post 4372 & Ladies Auxiliary	\$1000
3	Post 4372 & Ladies Auxiliary	\$500
4	Post 4372 & Ladies Auxiliary	\$500

NOTE: Any District, Post, District or Individual wishing to sponsor a Patriot' Pen Bond should contact Department Headquarters.

Patriot's Pen

Are You Proud of Your Country?



What is Patriot's Pen?

Conducted nationwide, this VFW sponsored youth essay competition gives students an opportunity to write essays expressing their views on democracy with the prospect of winning U.S. savings bonds. We invite you to join the more than 112,000 students who participated last year in this contest. The top 46 national winners all receive at least a \$1,000 savings bond. The first-place award is currently a \$10,000 savings bond plus an all-expense paid trip to Washington, D.C. for the winner and a parent or guardian.

Big National Prizes

Prizes include the various amounts of U.S. Savings Bonds listed below:

1st: \$10,000 Bond	7th: \$3,500 Bond
2nd: \$8,000 Bond	8-9th: \$3,000 Bond
3rd: \$7,000 Bond	10-11th: \$2,500 Bond
4th: \$5,500 Bond	12-13th: \$2,000 Bond
5th: \$5,000 Bond	14-15th: \$1,500 Bond
6th: \$4,000 Bond	16-46th: \$1,000 Bond

When is the deadline?

To qualify, all entries must be submitted to a sponsoring VFW Post by **November 1, 2011.**

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.

How does the contest work?

The contest consists of four levels. The first level (entry) is sponsored by local VFW Posts. Post winners advance to the VFW District (regional) level where the one first-place winner is advanced to the VFW Department (state) level. The one first-place winner at the Department level is then advanced into the VFW National competition. The winner from each Department (state) then competes for the national prizes.

Who can enter?

Patriot's Pen is open to 6th-, 7th- and 8th-grade students enrolled in public, private or parochial schools in the U.S., its territories or its possessions. Home-schooled students also are eligible.

Dependents of U.S. military or civilian personnel in overseas schools can participate too. (Foreign exchange students and former winners that placed in the National finals are excluded from the contest.)

2011-12 OFFICIAL STUDENT PATRIOT'S PEN COMPETITION ENTRY FORM MUST BE COMPLETED BY ALL CONTESTANTS

Name: First, M.I., Last _____
 Address _____
 City, State, Zip _____
 () _____
 Home Phone _____ E-mail _____
 Date of Birth _____ Grade in School _____ Essay Word Count _____
 School Name, City, State _____

I HAVE READ AND UNDERSTAND THE CONTEST RULES

Signature of Student Participant _____ Date _____

TO BE COMPLETED BY THE VFW/AUXILIARY POST

I certify that this student is an authorized entry in our VFW Post Level Patriot's Pen Competition.

Post Commander's/Chairman's Signature _____ Post # _____
 Ladies Auxiliary President's/Chairman's Signature _____

Post Address _____
 City, State, Zip _____
 No. of students participating _____ No. of winners advanced to District _____
 Amt. of Post/Aux. awards and bonds \$ _____
 Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$ _____

TO BE COMPLETED BY THE VFW/AUXILIARY DISTRICT

I certify that the student named in the previous section is the duly selected winner of the Patriot's Pen Essay Contest District Competition and is our sole entry into the Department finals.

District Chairman's Signature _____ Dist. # _____
 Address _____
 City, State, Zip _____
 () _____
 Phone _____ E-mail _____

TO BE COMPLETED BY THE VFW DEPARTMENT CHAIRMAN

I certify that the student named in the previous section is the duly selected first-place winner of the Patriot's Pen Essay Department Competition, and is our sole entry into the National Judging.

Department Chairman's Signature _____
 () _____ () _____
 Daytime Phone _____ Fax _____
 E-mail _____

The winner has been will be (check one) notified that they are the first place Department winner on _____. **Note:** National Headquarters will contact your winner after this date to notify them of their national placement.

Patriot's Pen

Are You Proud of Your Country?

What are the rules?

- Essay length: 300-400 typewritten words.
- You must write your own essay.
- All essays should be typewritten in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (Essays under or over these word amounts will be eliminated.) Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.

Deadline—

The completed essay and entry form must be in the hands of the VFW Post Chairman by midnight **Nov. 1, 2011.**

In no way may contestants identify themselves within their essay. Do not put your name on your essay. The entry form is your essay's cover sheet. Secure the Official Student Entry Form with a staple or other fastener on top of your essay. Contestants are allowed to enter only once (one Post competition). Contestants found in violation of this rule will face elimination from the competition and will be required to return any and all prize money awarded or received.

The essay must be a contestant's original work and a product of the contestant's own thinking. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's. Contestants will be judged on the basis of their essay alone and are not required to present the essay orally. All essays become the property of the Veterans of Foreign Wars. The VFW retains non-exclusive rights to use your essay and likeness in the promotion and execution of the organization's programs and activities.

Note: All entries must be submitted to a VFW Post competition. If you have difficulty identifying a sponsoring Post in your area, call the Patriot's Pen national office at: (816) 756-3390, ext. 220 or e-mail: swilson@vfw.org.

How do I get started?

- Ask a teacher or youth group/club adult leader to supervise the Patriot's Pen writing competition.
- Contact a local VFW Post and indicate your interest in participating.
- Establish a contact person who is a member of that VFW Post or its Ladies Auxiliary.
- Make sure that your essay is submitted to the VFW Post before the contest deadline of **Nov. 1, 2011.**

How am I judged?

You will be judged on how well you understand, develop and present the theme. A positive approach is recommended to express your viewpoint.

Knowledge of the theme is worth 30 points:

You must show a thorough knowledge of the theme in your work. Demonstrate you have researched the issue extensively.

Theme development is worth 35 points:

Answer all relevant facts about the theme such as the who, what, where, when and why. Relate the theme to your own experiences.

Clarity of ideas is worth 35 points:

Write your essay in an easy-to-understand format. Leave your reader with a clear understanding of your explanation of the theme.

What is the theme?

VFW's Commander-in-Chief annually chooses the year's theme. The 2011-12 theme is **Are You Proud of Your Country?**

LOCAL VFW POST INFORMATION:

CONTACT: _____

PHONE: _____ **BEST TIME TO CALL:** _____

ALTERNATE CONTACT: _____

PHONE: _____ **BEST TIME TO CALL:** _____



Patriot's Pen Competition Veterans of Foreign Wars & Ladies Auxiliary

Kansas City, Missouri
(816) 756-3390, ext. 220
E-Mail: swilson@vfw.org
www.vfw.org

EMBLEM AND SUPPLY ORDER NO. 4440



Patriot's Pen Score Sheet

Theme Knowledge: Shows knowledge of the theme and use of research.

Theme Development: Answers relevant facts – who, what, where, when and why. Relates to writer's own experiences.

Clarity of Ideas: Provides a clear explanation of the writer's interpretation of the theme.

Contestant Code No.																				
Theme Knowledge (0-30 pts.)																				
Theme Development (0-35 pts.)																				
Clarity of Ideas (0-35 pts.)																				
TOTAL (0-100)																				

Contestant Code No.																				
Theme Knowledge (0-30 pts.)																				
Theme Development (0-35 pts.)																				
Clarity of Ideas (0-35 pts.)																				
TOTAL (0-100)																				

Contestant Code No.																				
Theme Knowledge (0-30 pts.)																				
Theme Development (0-35 pts.)																				
Clarity of Ideas (0-35 pts.)																				
TOTAL (0-100)																				

Judge's Signature

Date and Location of Judging

POST REPORTING GUIDELINES

FOR VFW PATRIOTS PEN

USE THE FOLLOWING INFORMATION TO COMPLETE THE POST REPORT FORM AND POST SUMMARY FORM:

The guidelines listed below are intended to help clarify the Patriot's Pen Award reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit:

POST REPORT FORM

TOTAL SCHOOL PARTICIPATION

Please list the participating schools (public, private, home).

TOTAL NUMBER OF PARTICIPATING STUDENTS

Number of entries that actually were submitted from each school.

TOTAL NUMBER OF WINNERS ADVANCED

Number of Post winners advanced to District judging. A Post may submit one (1) winner for every fifteen (15) entries.

AWARDS AND MONEY EXPENDED

Total dollar values of awards presented to Patriot's Pen Award participants at Post level. All additional monies allocated and expended in conducting their program (banquet, gifts, medals, citations, etc.).

POST SUMMARY FORM

PARTICIPATING SCHOOLS

Please list the total number of schools participating.

STUDENTS

Please list the total number of students who participated.

POST WINNERS

Please list the total number of Post winners advanced to District.

MONETARY VALUE

Please list the total awarded, the total spent on other items and the combined total.

Post Chairman: The Post winner's materials that should be forwarded to the District Chairman (immediately after the Post judging is complete) are:

The Post Summary Form—(Page 54)

The Post Report Form—(Page 55)

Post winner's original entry form with all signatures.

Post winner's original essay of 400 words or less.

Each Post may submit a winner for every 15 entries they receive.

2011-12 POST PATRIOT'S PEN PARTICIPATION SUMMARY REPORT

POST NO. _____ AUX: Yes or No (Circle one) DISTRICT #: _____

The VFW Post and Auxiliary identified in this report participated in the VFW annual Voice of Democracy Program.

GRAND TOTALS FOR POST COMPETITION: *(list totals taken from District report forms)*

Schools	Students	Post Winners Advanced
---------	----------	-----------------------

MONETARY VALUE OF POST COMPETITION:

Post Scholarships & Awards \$ _____

Post Additional Expenses \$ _____

GRAND TOTAL of POST AMOUNT \$ _____

Signed by: _____ Date _____
Post Commander/Chairman

PLEASE NOTE:
GIVE THIS REPORT TO DISTRICT CHAIRMAN
The report form and this summary should be in the hands of your District Chairman immediately following the completion of your District judging and submitted to Department no later than December 1, 2011 for your Post to receive credit on the Status Sheet.



Texas VFW Veteran Project Participation Report



POST/AUX # _____ DISTRICT # _____ DATE: _____

Please check only one box.

<input type="checkbox"/> July 4 Independence Day	<input type="checkbox"/> July 27 Korean Armistice.	<input type="checkbox"/> September 2 Victory over Japan.	<input type="checkbox"/> September 11 Patriots Day	<input type="checkbox"/> September 16 POW/MIA Day
<input type="checkbox"/> September 29 VFW Day	<input type="checkbox"/> November 11 Veterans Day	<input type="checkbox"/> December 7 Pearl Harbor Day	<input type="checkbox"/> January 27 Vietnam Peace Accord	<input type="checkbox"/> February 15 Sinking of U.S.S. Maine
<input type="checkbox"/> May 1 * Loyalty Day	<input type="checkbox"/> May 8 * Victory over Europe.	<input type="checkbox"/> May 28* Memorial Day	<input type="checkbox"/> June 6 * D Day	<input type="checkbox"/> June 14 * Flag Day

***Report form for this event must be submitted between July 1 - 31, 2011 to count for the 2011-2012 year.**
All other reports must be received within 30 days of listed event date to be credited.

Briefly describe how the Post/Auxiliary participated: _____

of people attending event: _____ # of VFW/Aux. members attending: _____ # of new/reinstate members signed up: _____

Additional information can be printed on the back of this page or attached with other sheets.

Additional Documents Required. Attach copies of;

News articles about the event in a local newspaper, or news website.

OR

Copies of pictures showing VFW/Auxiliary member involvement wearing VFW regalia with caption describing who is pictured and what they are doing. Electronic pictures are acceptable and can be sent on a CD disk or emailed to dan@texasvfw.org.

Person submitting report: _____
Print Name Signature

Contact Phone number: (____) _____ - _____ **Email:** _____

Submit by ONLY ONE of the following methods -All activities should be recorded in Post minutes as well.

Mail: Department of Texas VFW * P.O. Box 14468 * Austin, Texas 78761
Email: dan@texasvfw.org

DO NOT FAX THIS REPORT OR SUPPORTING DOCUMENTS/PHOTOS

Veteran Project Participation Rules & Guidelines

The project has to be conducted by the Post and it has to be a Post project. Projects organized and conducted under the name of another organization, even if staffed by VFW members are not a Post project and does not count. An example is the Rotary Club putting flags out on Flag Day and the project is advertised as a Rotary Club event with VFW members doing the work while wearing Rotary Club clothing.

Combined efforts between the VFW Post and one or more organizations can count provided the following conditions are met; Must be advertised as a partnership/combined project specifically mentioning the VFW Post, photographs of the Project should show VFW members wearing VFW regalia (Hats, Shirts, Jackets, something that identifies them as a VFW member) and the Project must be reported as a combined event that specifically mentions or pictorially displays the VFW Post/members. An example is a Community wide Veterans Day Parade where the VFW Post is actively involved in the Parade as a participant, not as a spectator. Another is at a POW/MIA Event where the Post is part of the color guard participating in the program and not as a spectator in the audience.

There are some Districts that combine all Posts within a community for a community wide project. This is acceptable as long as each Post is an actual participant and not there as a spectator. Additionally each Post has to at a minimum submit the required report form with all supporting documentation. Photographs of the event must show the Post member involvement specifically for each Post. Do not use the same photograph for each Post participating in the event.

Do not combine several Veteran Projects into one event, each event must be conducted separately. For example, do not hold one event to cover Patriots Day, POW/MIA Day and VFW Day. Additionally these Projects are stand alone events. For example do not conduct the Project immediately before, during or after a Bingo session. It is disrespectful to the occasion that is being conducted and brings dishonor upon us as a whole if we conduct a POW/MIA ceremony during a Bingo Session and submit it as a project.

Posts are required to document your service to veterans within the community. The IRS will need to see these in the event you are audited and verify that the Post is doing what their Charter as a VFW Post says they must do. Use these VPR's to augment you community Service Record Book.

Photographic Documentation of Post Members Conducting/Participating in Project: Event must be documented by photographs. Someone at the Post needs to be designated as the photographer at the event to take pictures. Pictures must show VFW Members wearing VFW regalia in the form of VFW hats, caps, shirts, jackets, holding banners that say VFW, etc. In other words the picture alone without captions needs to say VFW. Please identify individuals or groups in the picture as each picture is considered for publication in the Texas VFW News or on the Texas VFW Website and/or Facebook Page.

Photographs of Post members wearing another organizations regalia, uniform, etc are not considered and should not be submitted. Photographs from previous events should not be used and events should not be combined together into one dual purpose ceremony.

Advertised in Advance: Event must be advertised in advance to the Post membership/general public. There are many ways of doing this. The most effective way is a community service announcement in the local community newspaper. This is FREE. You just have to send it in and meet their deadlines. Realizing that not all newspapers are veteran friendly or may not have room to print a public service announcement the next most effective way is to advertise/announce the upcoming event in the Post publication. Realizing that not all posts have the means or resources to print a monthly newsletter the form of announcement can be by a flyer conspicuously posted in the Post home, announced via Post outdoor signage, sent via email to the Post membership, or posted on Post website and/or facebook page. You will need to submit a copy of how this was advertised.

Reporting of Event: Event must be reported on afterward to the Post membership at the next Post meeting.

By-Laws, Manual of Procedure, Rituals and General Orders of the National VFW expressly dictate what each VFW Post must do in regards to Commemorative Dates.

VFW Resources

Section 223 of the VFW National By-Laws - Commemorative Dates: “Each Post shall properly observe commemorative dates, as prescribed in the Ritual and Manual of Procedure.

Section 223 of the VFW National Manual of Procedure – Commemorative Dates: “Each Post shall make arrangements for observances of Memorial Day, see that suitable grave markers, wreaths and flags of the United States are placed on the graves of deceased members and, if practicable, conduct Memorial Day Services in the cemeteries in its locality.

Each Post shall see that suitable arrangements are made for the observance of Veterans Day, Flag Day and Loyalty Day.

In addition, the Post should arrange special ceremonies, and all Commanders should alert comrades to their obligations for appropriate commemoration of other dates specified in the Ritual.”

2011 National VFW Ritual – Commemorative Tributes:

“Posts should arrange special ceremonies and all commanders shall alert comrades to their obligations for appropriate commemoration of the following outstanding action dates in U.S. history:

THE DATES

January 27--Signing of the Vietnam Peace Accord in 1973.

February 15--Sinking of U.S.S. Maine, 1898.

May 1--Loyalty Day, annually.

May 8--VE Day: German unconditional surrender signed, 1945.

May 28--Memorial Day.

June 6--D Day: Allied invasion of Europe, 1944.

June 14--Flag Day.

July 4--Independence Day.

July 27--Signing of the Korean Armistice in 1953.

September 2--VJ Day: Japan surrendered, 1945, ending World War II fighting.

September, third Friday--POW/MIA Recognition Day.

November 11--Signing World War I Armistice, 1918. Veterans Day

December 7--Pearl Harbor Day, since 1941.

Not listed in the VFW By-laws but as important are;

September 11th of each year is Patriot Day.

September 29th of each year is the VFW Birthday.

National VFW Headquarters General Orders #1 for 2011-2012 Year

“Every Post chartered by the Veterans of Foreign Wars of the United States will be expected to participate in the following programs during the 2011-2012 year: Voice of Democracy, Patriots Pen, National Citizenship Education Teacher’s Awards, Buddy Poppy and National Military Services. Additionally, it is necessary that all Post and Department Commanders comply with all provisions of the National By-Laws and the Manual of Procedure and Ritual.”

Internal Revenue Resources

(www.irs.gov)

Publication 3386, Veterans Organizations Tax Guide - Veterans Organizations

To be exempt under Internal Revenue Code section 501(c)(19), an organization must be either (A) a post or organization of past or present members of the United States Armed Forces (USAF); (B) an auxiliary unit or society of such post or organization; or (C) a trust or foundation for such post or organization. A veterans' post or organization must meet the following requirements to be exempt under section 501(c)(19):

1. It must be organized in the United States or any of its possessions.
2. At least 75 percent of its members must be past or present members of the USAF.
3. At least 97.5 percent of its members must be--
 - (a) present or former members of the USAF;
 - (b) cadets (including only students in college or university ROTC programs or at Armed Services academies); or
 - (c) spouses, widows, widowers, ancestors, or lineal descendants of individuals referred to in (a) or (b).
4. It must be operated exclusively for one or more of the following purposes:
 - to promote the social welfare of the community (i.e., to promote the common good and general welfare of the people of the community);
 - to assist disabled and needy war veterans and members of the USAF and their dependents, and the widows and orphans of deceased veterans;
 - to provide entertainment, care, and assistance to hospitalized veterans or members of the USAF;
 - to carry on programs to perpetuate the memory of deceased veterans and members of the USAF and to comfort their survivors;
 - to conduct programs for religious, charitable, scientific, literary, or educational purposes;
 - to sponsor or participate in activities of a patriotic nature;
 - to provide insurance benefits for members or their dependents; or to provide social and recreational activities for members.
5. No part of its net earnings may inure to the benefit of any private shareholder or individual.

An organization may be exempt under section 501(c)(19) as an auxiliary unit or society of a veterans' post or organization if it meets the following requirements:

1. It is affiliated with, and organized in accordance with the bylaws and regulations of, a veterans' post or organization described above.
2. At least 75 percent of its members are veterans, spouses of veterans, or related to a veteran within two degrees of consanguinity (i.e., grandparent, brother, sister, grandchild, represent the most distant allowable relationships).
3. All of its members are either members of a veterans' post or organization described in (A) above, or spouses of a member of such post or organization, or are related to a member of such post or organization within two degrees of consanguinity.
4. No part of its net earnings inures to the benefit of any private shareholder or individual.

An organization may be exempt under section 501(c)(19) as a trust or foundation for a veterans' post or organization if it meets the following requirements:

1. It is valid under local law and, if organized for charitable purposes, has a dissolution provision described in section 1.501(c)(3)-1(b)(4) of the Income Tax Regulations.
2. The corpus or income cannot be diverted or used other than to fund a veterans' post or organization for charitable purposes or as an insurance set-aside.
3. The trust income is not unreasonably accumulated, and a substantial portion of the income is distributed to such veteran post or organization, or for exclusively religious, charitable, scientific, literary, educational, or prevention of cruelty to children or animal purposes.
4. It is organized exclusively for one or more of those purposes enumerated above for which a veterans' post or organization itself may be organized.

ROTC Medals Program

This program encompasses the following:

1. Senior ROTC Medals/Citations
2. Junior ROTC Medals/Citations
3. Civil Air Patrol Medals/Citations

Senior ROTC Medals/Citations:

Department Headquarters will be responsible for the purchase and delivery of the Senior ROTC Medal to all colleges/universities within the state who have a Senior ROTC program. Requests back from the school for the presentation at an awards ceremony will be forwarded to the District Commander. The District Commander should ensure that a representative of the VFW contacts the school and coordinates attendance/presentation of the medal/citation.

Junior ROTC and Civil Air Patrol Medals/Citations:

It is the responsibility of the local Posts to furnish Junior ROTC and Civil Air Patrol medals to local high schools who have a Junior ROTC unit and to local Civil Air Patrol units. Those requests for medals that are forwarded from the ROTC/Civil Air Patrol units to Department Headquarters will be sent to the appropriate District Commander. The District Commander will coordinate assigning a Post that is willing to host the award.

All of the awards and citations can be found in the VFW Supply catalog. Questions on the program should be directed to the ROTC Medals Chairman, Dan West, at Department Headquarters.

Homeless Veterans

National statistics indicate that as many as one (1) out of every three (3) homeless persons living on the streets today are veterans. The Texas VFW is committed to helping these veterans during the circumstances in which they have found themselves. As such the Department Quartermaster has created a Homeless Veterans Fund that is used to purchase basic toiletries and subsistence supplies for Homeless Veteran stand downs held in various locations across Texas several times a year.

This is not a budgeted fund and relies 100% on donations from individuals, Posts and Districts. To participate in this program and receive credit all that is required is that the Post conduct a fundraiser for homeless veterans and donate at least 50% of the funds raised to the Homeless Veteran Fund.

2011-2012 VFW “Homeless Veteran” Donation

Post/Aux #: _____ Location: _____

District #: _____ Check #: _____ Amount: \$ _____

Send this form and contribution to:

**Texas VFW
P.O. Box 14468
Austin, Texas 78761**

NATIONAL RECRUITING AWARDS

FOR MEMBERS THAT SIGN UP NEW and REINSTATED MEMBERS

For signing up 3, 5 or 10 members: Special Recruiting Pin

For signing up 15 members: Citation from the Commander-in-Chief

For signing up 30 members: Pen and Pencil set from the Commander-in-Chief

COMMANDER-IN-CHIEF RECRUITING REWARDS

For recruiting 50 n/r members:

Distinctive Recruiter Baseball Cap and a Commander-in-Chief Belt Buckle

Have an opportunity to purchase a Recruiter Aide-de-Camp Cover

For recruiting 75 n/r members:

C-in-C Medallion

CENTURY RECRUITER REWARD

For recruiting 100 n/r members:

Distinctive Citation and Cap from the Commander-in-Chief

RECRUITER OF THE YEAR REWARD

Recruiter signing up the most n/r members by June 10, 2012:

Round-trip airfare for the recruiter and spouse/guest to the 113th National Convention in Reno, Nevada

A \$1,000 stipend, less any other National stipends, to help defray expenses

Commander-in-Chief's citation

Distinctive cap and name badge

POST COMMANDER AND QUARTERMASTER NEW and REINSTATED MEMBER CONTEST

The top ten Post Commanders and their Quartermaster in each Division that report the most new and reinstated members as of December 31, 2011 will be awarded a travel bag.

**A minimum of 20 new and reinstated members is needed to qualify.

100% DEPARTMENT, DISTRICT & POST REWARD

A distinctive streamer will be awarded to every Department, District and Post that reaches 100% in membership by June 30, 2012.

PLEASE NOTE:

National will automatically send you these awards once you have been credited with the appropriate number. You must therefore ensure that your name and member number appears on the membership application as the recruiter on the bottom of each application form for every member you recruit.

OPERATION FIRST STRIKE

**Posts will have to exceed 100% and have a minimum number of new or reinstated members by their Division's deadline will receive the following:
A battle streamer and a chance in a drawing for \$1,000, one per each group.**

Group 1

Post Divisions 18, 19, and 20 must exceed 100% and have a minimum of 10 New and Reinstated members by August 31, 2011

Group 2

Post Divisions 15, 16, and 17 must exceed 100% and have a minimum of 13 New and Reinstated members by September 30, 2011

Group 3

Post Divisions 12, 13, and 14 must exceed 100% and have a minimum of 15 New and Reinstated members by November 30, 2011

Group 4

Post Divisions 9, 10, and 11 must exceed 100% and have a minimum of 20 New and Reinstated members by December 31, 2011

Group 5

Post Divisions 6, 7, and 8 must exceed 100% and have a minimum of 23 New and Reinstated members by January 31, 2012

Group 6

Post Divisions 4, and 5 must exceed 100% and have a minimum of 25 New and Reinstated members by February 28, 2012

Group 7

Post Divisions 1, 2, and 3 must exceed 100% and have a minimum of 30 New and Reinstated members by March 31, 2012

LEGACY LIFE CONTEST

Six Post Commanders and their spouses could win a trip to Reno, Nevada for the National Convention. All Posts that qualify will be placed in a drawing and six winners will be selected. Post must sign up new Legacy Life members:

- New Bronze member-one ballot
- New Silver member-two ballots
- New Gold member-three ballots
- Upgrade level will receive one ballot.

Winner will receive:

- Round-trip travel for the Commander and spouse to the National Convention in Reno, Nevada.
- \$500 to help with expenses.
- Special seating at the joint opening ceremonies on Monday.
- Contest will end May 31, 2012.

TEXAS VFW POST AWARDS

OUTSTANDING COMMUNITY SERVICE POST: A plaque will be awarded to the Post in each Membership Division who has the most outstanding Community Service Record Book received at Department *by April 27, 2012*. These record books will reflect all community activities by your VFW Post and Auxiliary between April 1, 2011, and March 31, 2012.

National Recognition: The Post record books judged as the top two (2) in Department competition will be designated as the Department of Texas “Outstanding Community Service Posts” for 2011-12. These Posts will be presented with an award at the National Convention.

NATIONAL CITATIONS: A National Citation will be presented to each Post who submits detailed descriptions of activities encompassing Twenty Five (25) Americanism projects, Fifteen (15) Youth Activity projects and Fifty (50) Community Service Activity projects on the Texas VFW Community Service Activity Report Form *by the deadline of February 17, 2012*.

PUBLICATION AWARDS: The Department of Texas will present a plaque to the most outstanding Post Publication. The Post must submit three (3) different editions of their publication along with the name of the editor to Department Headquarters, 8503 North IH-35, Austin, Texas 78753, *by March 9, 2012*. Department winner and the winners in each of the two remaining publication categories (small, medium, large) will be forwarded to National.

BUDDY POPPY AWARDS: Plaques will be presented by the Department of Texas to the first, second, and third place winners in each of the three (3) display categories, as follows: Public Promotion of Poppy Sales, “Memorial or Inspirational Displays” and Artistic or Decorative use of Poppies. National guidelines for these displays should be followed. *Judging of the displays will take place on Friday afternoon at the State Convention*. The first and second place display in each of the three categories will be eligible for entry in the National Display Contest at the National Convention.

JUNIOR GIRLS POPPY AWARD: A first place plaque will be awarded to the best Junior Girls Units best Poppy display. National guidelines for these displays should be followed. *Judging of this display will take place on Friday afternoon at the State Convention*. The winning display will be eligible for entry in the National Contest at the National Convention.

HONOR ROLL POST PLAQUE: Each Post achieving Honor Roll status will receive a distinctive plaque at the State Convention for display in the Post home.

ALL-STATE POST AWARD: The top twenty (20) Posts achieving All-State honors for the 2011-12 year will receive a special plaque at the State Convention for display in the Post home.

DANNY HENRY AWARD: The Post with the highest points in the All-State competition will receive the Danny Henry Award and a \$500.00 cash award. This award is presented by Past State Commander Danny Henry at the Awards Banquet.

Robert J. “Tiger” Lyons POW/MIA Award—Past State Commander Tiger Lyons, a former POW, will select and present to the Post and District most active in promoting the POW/MIA Program, a plaque at the State Convention.

“Dare To Care” Award—To give recognition to those involved in the plight of homeless veterans, Past State Commander William D. “Doug” Bell will select and present a plaque to the Post with the overall best program at the State Convention.

MENS AUXILIARY UNIT AWARD— A plaque will be presented to the Outstanding Men’s Auxiliary Unit Award who has made the greatest contribution to the VFW. Nominees will be judged on contribution to the VFW only through such things as work in Post membership, community service, etc.

Golden Ace Award— A State commanders coin will be presented to each Post that attains 103% of their membership goal as reflected on the National Membership Statistics reporting system by May 4, 2012 if attending the State Convention.

MAP Award—A plaque will be presented to each Post that donates (Gold) \$1,000.00 or (Silver) \$500.00 to the Department MAP Program.

OUTSTANDING COMMUNITY SERVICE POST

OUTSTANDING COMMUNITY SERVICE POST: A plaque will be awarded to the Post in each Membership Division Small 99 or fewer, Medium 100—374, and Large 375+ or more who has the most outstanding Community Service Record Book received at Department *by April 27, 2012*. These record books will reflect all community activities by your VFW Post and Auxiliary between April 1, 2011 and March 31, 2012.

NATIONAL RECOGNITION: The Post record books judged as the top two (2) in Department competition will be designated as the Department of Texas “**Outstanding Community Service Posts**” for 2011-12.

SPECIFICATIONS: The following specifications shall be used for assembling your Community Service Record Book. *If your book fails to comply, it will risk being disqualified.*

1. **SIZE RESTRICTION:** Book shall be no larger than 12" x 14" and no more than 3" thick. Only one book allowed (no additional volumes). Many books are disqualified for being too large.
2. **ENTRY FORM:** The first item in the book shall be the completed Official Entry Form (see Page 67) posted on the inside front cover.
3. **ORGANIZED:** Sections should be organized and divided into the following sections;

I. Veteran Service

- A. Veteran Participation Reports
- B. Buddy Poppy program
- C. Homeless veteran program
- D. Military support activities
- E. Burial & Honor Guard Details
- F. VA Hospital activities
- G. Financial/equipment support of veteran programs or entities

II. Community Service

- A. Sponsorship of;
 1. Blood drive
 2. Food drive
 3. Recycling program
 4. Food distribution programs
 5. Safety program
- B. Flag details for public events
- C. Get out the vote program
- D. Financial/equipment support of public programs or entities

III. Youth Service

- A. Conduct a Voice of Democracy program
- B. Conduct a Patriot's Pen program
- C. Conduct a Patriotic Art program
- D. Sponsor and support of a Scouting or youth unit.
- E. Conduct a Scout of the year program
- F. Sponsorship of a youth sporting team
- G. Sponsor a youth event;
 - 1. Easter egg hunt.
 - 2. Bike safety program
 - 3. Halloween party
 - 4. Christmas party
 - 5. Veterans in classroom
 - 6. Flag etiquette instruction
- H. Support of a JROTC unit

IV. Donations

- A. Provide an itemized list of donations, a minimum of 51% of which should be to support VFW programs. See page 66 For example.

4. **PRESENTATION:** No single activity should cover more than two (2) pages, comprising a short synopsis of that activity including the amount of money used and/or donated, number of members involved, number of hours donated, plus substantiating evidence, news clippings, photos, etc.

Important Note: Each Post can have their Non-Profit status revoked by the IRS if they **“Fail to maintain adequate records to accurately report your exempt purpose and activities that supports your exemption under code section 501 (c) (19).”** The first item the IRS will ask for during an audit is evidence of community service. All community service items should be recorded in the Post meeting minutes, which is the second item the IRS will ask for. Those Posts that have maintained a properly organized and complete Community Service Record Book and produced it for the IRS during an audit have never had an issue in verification of fulfilling the objectives of their Charter from the National VFW. Therefore it is strongly recommended that each Post maintain a Community Service Record Book for the purpose of verification to the IRS that the Post is fulfilling the objectives of its Charter. These books can also be used very effectively in recruiting and maintaining a history of Post activities year after year as a historical record. The District Commander, or his designee, during his annual inspection of the Post will ask to see this book from the previous year.

5. **DELIVERY:** Entries shall be delivered via parcel carrier (such as Fed Ex or UPS) to the Department of Texas freight address prior to deadline:

**Texas VFW
8503 Interstate Highway 35 North
Austin, TX 78753**

Note: **DO NOT** mail these record books to the Department P.O. Box which will delay delivery and cause your entry to be disqualified.

Books will be put on display at the State Convention and should be picked up by the last day.

COMMUNITY ACTIVITIES RECORD BOOK

2011-12 ENTRY FORM

1. This form must be filled in and attached to the inside cover of the Community Activities Record Book that your Post enters in the Department Community Activities Record Book Contest.
2. This form must be signed by the Post Commander.

COMMUNITY ACTIVITIES RECORD BOOK SPECIFICATIONS CAN BE FOUND ON THE PRECEDING PAGE. (Activities conducted between April 1, 2011, and March 31, 2012)

Must be received at Department No Later Than 3:00 PM April 27, 2012.

SHIP TO: TEXAS VFW, 8503 I-35 N, AUSTIN, TX 78753

Post No. _____ City: _____ District: _____

Total Projects Since 4/1/11: _____ Total hours Volunteered : _____ Total Funds Used/Donated: _____

City Post
Population: _____ Quota: _____ This is you post goal found on stat Sheet

COMMUNITY ACTIVITIES CHAIRMEN

Post: _____ Auxiliary: _____
(name of chairman) (name of chairman)

JUDGES, PLEASE NOTE THE FOLLOWING LEADING PROJECTS

Page: _____, _____

Page: _____, _____

Page: _____, _____

Page: _____, _____

Record Books will be placed on display at the State Convention and will need to be picked up by the last day.

Signature - Post Commander: _____

Post Commander's Name (print): _____

Address: _____

City: _____ State: _____ Zip: _____

Scout of the Year Scholarships



Annually, the Veterans of Foreign Wars recognizes three individuals: Eagle Scouts, Venture Silver Award recipients or Sea Scout Quartermasters who have risen above their peers in exemplifying the exceptional qualities of that rank with the following:

- **\$5,000 1st place scholarship**
- **\$3,000 2nd place scholarship**
- **\$1,000 3rd place scholarship**

To be eligible for the award, the candidate must:

- Be a registered, active member of a Boy Scout Troop, Venturing Crew or Sea Scout Ship.
- Be the recipient of the Eagle Scout Award, Venture Silver Award or Quartermaster Award.
- Have demonstrated exemplary citizenship in school, Scouting and community.
- Have reached his or her 15th birthday and be enrolled in high school at the time of selection.
- Have submitted a complete entry form to a VFW Post in his or her community.

Applicants still in high school who reach their 18th birthday during the nomination year remain eligible if otherwise qualified. A Scout may enter through only one VFW Post. A sponsoring Post can be located by contacting the respective VFW Department (state) Headquarters as listed on the VFW web site: www.vfw.org

Deadline for entries:

March 1 — Entry to the Post.

April 1 — Submission to Department Scouting Team member from Post.

May 1 — Submission to national organization from Department Scouting Team member.

Candidate entry forms are available from your Department Scouting Team member or by calling **816-756-3390, ext.220**.

Required Documentation

The following documentation should be attached to the candidate's entry form:

Photograph of the Scout in complete uniform for their current rank.

High School Participation Record — a single page, one side resume of the candidate's high school activities listing offices held, honors received and significant participation in other activities.

Scouting Record — maximum of three pages, one side only listing of all Scouting participation beginning with Cub Scouts to include years of participation, unit numbers and sponsors. Also include when Eagle, Silver or Quartermaster Award was received and Palms. Identify leadership positions held at all levels, participation in Scouting activities (jamborees, Order of the Arrow conferences, etc.) and the candidate's Eagle Scout, Venture or Quartermaster Project.

Community Service Record — a single page, one side resume listing participation in community and religious service organizations (excluding Scouting and school), noting leadership positions held and any recognition received.

Letters of Recommendation — A maximum of five letters, none exceeding two pages, will be judged. The five letters must include one each from a representative of the school, community and a Scout leader. The two additional letters should be from members of the local community who have special knowledge of the candidate's abilities and/or accomplishments.

VFW NATIONAL SCOUTING TEAM

The backbone of Scouting in the VFW is the VFW National Scouting Team. These are VFW members who are also deeply involved in Scouting, most for decades.

Appointed by their Department Commander, they are responsible for promoting Scouting in their state. They are available to encourage Posts to sponsor units, support units and individual Scout projects. They should be the Department's "expert" on all phases of Scouting. Many Departments have multiple members of the VFW National Scouting Team but every Department should have at least one individual to promote the values of Scouting to youth and to the VFW itself. For more information on the VFW National Scouting Team call **816-968-1116** or e-mail svanbuskirk@vfw.org.



Veterans of Foreign Wars of the United States
SCOUT OF THE YEAR
Application Instructions



THE FOLLOWING INFORMATION SHOULD BE SUBMITTED BY SCOUT OF THE YEAR CANDIDATE:

Section A -- HIGH SCHOOL PARTICIPATION RECORD - Please submit a resume of your high school activities (grades 9-12) including an indication of academic achievement, offices held, honors received, and a one sentence statement of the significance of your participation in each activity. This resume should be on a single 8.5 X 11" page, one side only.

Section B – ENTIRE SCOUTING RECORD - List your complete scouting record from Cub Scouts on up, to include years of participation, unit numbers and sponsors. Include information on when your Eagle Award, Silver Award, or Quartermaster was received and Palms. Include any leadership positions held at all levels; list other Scouting activities you have participated in such as Jamborees, Order of the Arrow Conferences, etc...and succinctly describe your Eagle, Venture, or Quartermaster Project. This resume should be on a maximum of three (3) 8.5 X 11" pages, one side only.

Section C – COMMUNITY SERVICE RECORD - Use one page to list community service and religious organizations in which you have participated outside of high school and Scouting and the activities that you were involved with as a part of these organizations. Note any leadership positions held and any accolades received. This resume should be on a single 8.5 X 11" page, one side only.

Section D – LETTERS OF RECOMMENDATION

The screening committee will carefully review the letters submitted. **Only five (5) letters considered.** One letter each from your school, community, and a scout leader must be submitted. Two additional letters are allowed from other individuals within your community who may have a special knowledge of your abilities and/or accomplishments. *The screening committee will only consider five (5) letters at most. (Note: Letters should not exceed 2 pages.)*

- ▶ Please be sure to use only this form when applying. Any other form or format will not be accepted into the competition.
- ▶ Please follow the procedures and requirements as written, to ensure that your application is reviewed and processed as quickly and accurately as possible. **(Note: All entries must be typewritten.)**
- ▶ All applications must be submitted to a VFW Post for initial consideration. The VFW Post will then submit to the Department for consideration as the Department winner.

AUTHORIZATION

SCOUT/VENTURE CERTIFICATION:

I hereby certify that the foregoing information is accurate and if I am the national winner, I will make myself available to receive the award at a presentation ceremony as designated by the Veterans of Foreign Wars.

SCOUT/VENTURE SIGNATURE _____ Date _____

UNIT COMMANDER'S CERTIFICATION:

I hereby certify that the above-named Scout is an active member of our unit and the information supplied by the candidate is accurate to the best of my knowledge.

UNIT COMMANDER'S SIGNATURE _____ Date _____

PARENT'S CONSENT

I hereby certify that all information on this application is correct. I willingly submit this name for consideration as the Veterans of Foreign Wars of the United States Scout of the Year. If this individual is selected as the national winner, I will ensure that he/she is allowed to attend a presentation ceremony as designed by the Veterans of Foreign Wars.

FATHER, MOTHER OR GUARDIAN SIGNATURE _____ Date _____

The Veterans of Foreign Wars of the United States

SCOUT OF THE YEAR Entry Form – 3/2011 Update

Photograph of Scout in complete correct uniform for their current rank must be attached to this form. Recommended Size 3"x5" (No additional photos)

ELIGIBILITY REQUIREMENTS

The Candidate Must:

- ▶ Be a registered, active member of a Boy Scout Troop, Venturing Crew, or Sea Scout Ship.
- AND**
- ▶ Has received the Eagle Scout Award, Venture Silver Award or Sea Scout Quartermaster Award.
- ▶ Has demonstrated practical citizenship in school, Scouting, and the community.
- ▶ Has reached his/her 15th birthday and is enrolled in high school at the time of selection.
- ▶ Has submitted his/her complete entry to a VFW Post in his/her community.

Note: All applicants still in high school who reach their 18th birthday during the nomination year remain eligible if otherwise qualified. And a scout can only enter through ONE VFW Post.

PLEASE NOTE - DEADLINES

- ▶ A scout can locate a sponsoring VFW Post by contacting their VFW Department (state) Headquarters as listed at: www.vfw.org
- ▶ Deadline for entry to VFW Post: **March 1st**
- ▶ All candidates with full entry criteria must be submitted by a VFW Post to the Department's (state) National VFW Scouting Team representative or Department Commander by **April 1st**.
- ▶ The Department winner must be selected and submitted by their National Scouting Team member to the National VFW organization by **May 1st**.

National Scouting Team Member

Telephone No. _____

Name: _____

Address: _____
(Street)

_____ (City)

_____ (State) _____ (Zip)

DOB: _____ SSN: _____ - _____ - _____
(Day/Mo./Yr.) (Optional)

Home Phone No.: () _____

Scout Troop Number _____

MUST SUBMIT APPLICATION DIRECTLY TO A VFW POST IN YOUR COMMUNITY.

SPONSORING VFW POST

_____ (Post Number)

_____ (Street)

_____ (City) _____ (State) _____ (Zip)

_____ (Post Commander's Name)

District Certification (if applicable)

District # _____

District Cmdr. _____

Department Certification

(Must be completed by Dept VFW National Scouting Team Member or Dept. Commander)

Department: _____

Submitted by: _____

Signature: _____

HONOR ROLL POST REQUIREMENTS

The 2011-2012 Honor Roll & All-State Post contest is calculated without regard to membership divisions or membership quota at the Post level. It is designed to recognize Texas VFW Posts for their participation in VFW programs including participation in and promotion of nationally recognized days of celebration about veteran service in their community.

HONOR ROLL ELIGIBILITY: The first criteria to be *eligible* for Honor Roll Post is to complete all basic VFW Post requirements. (see page 6). **NOTE—** Failure to meet deadlines often results in disqualification from Honor Roll.

PROGRAM PARTICIPATION: Additional requirements for Honor Roll.

Must complete and report 6 of 10 VFW Program objectives and 8* of 15 Veteran Projects as listed on page 24.

*This includes the 3 required under Post Requirements.

ALL-STATE POST REQUIREMENTS

Please ensure you read and understand all the rules involved in this competition.

All-State Eligibility: The first criterion to be eligible for All-State Post recognition is to complete all Texas VFW basic Post requirements per Department By-Laws by established and posted deadlines. **NOTE –** Failure to meet deadlines will result in disqualification from Honor Roll and All-State.

Honor Roll: The second criterion to be eligible for All-State Post recognition is to complete all Honor Roll requirements.

100% Membership: The third criterion to be eligible for All-State Post recognition is to reach 100% of Post membership goal as listed at national VFW on or before April 30, 2012.

ENTRY FORM: The last criteria to be eligible for All-State Post is to complete and submit the All-State Post Entry Form to Department *by May 4, 2012.*

POINT SYSTEM: After meeting all the eligibility requirements, the twenty (20) qualifying Posts with the highest points based on participation in the programs as outlined above will be recognized as All-State Posts for 2011-12.

ALL-STATE Points: Each VFW Program has a point value assigned as follows;

Activity	Points
VOD, Patriot's Pen, Publications Contest, Nomination for State Award, Post Volunteer Recognition, Gold Medal entry, Citizenship Teacher of the Year entry, Homeless Veterans fundraiser, Veteran Projects; 1st three required projects under Post requirements do not receive points.	10 Each
15 Buddy Poppies per last years membership.	15
Each additional 1% of membership goal. i.e.—101% = 10 points, 102% = 20 Points	10 Each
New/Reinstated Annual & Life Members.	1 Each

ALL-STATE POST ENTRY FORM

Posts wishing to compete in the All-State competition must answer the following questions and return this form to Department Headquarters prior to May 4, 2012. (Please check box for items completed, subject to verification)

COMPLETED	ITEM	POINTS
	Basic Post Requirements	Required
	Honor Roll	Required
	100% Membership Goal	Required
	Program Points	
	Buddy Poppy Points	
	1%+ over Membership Goal Points	
	New/Reinstated Members Points	
	Total Points	

My Post has met all the *eligibility criteria* and has participated in the following programs for the 2011-12 VFW year and has **completed the programs** in accordance with the guidelines discussed on the previous page.

Post Leadership Information

City: _____ Post #: _____ District#: _____

Commander: _____ *SS #: _____ Cap Size: _____

Life Member: Yes No Circle one.

Quartermaster: _____ *SS #: _____ Cap Size: _____

Life Member: Yes No Circle one.

**(for tax reporting purposes, you must include your Social Security number to receive award)*

By my signature below, I confirm that all the above information, INCLUDING CAP SIZE, is true and accurate to the best of my knowledge. I understand that caps will NOT be re-ordered or otherwise replaced if the sizes reported on this form are incorrect.

(Signature Post Commander or Quartermaster)

THIS FORM MUST BE IN DEPARTMENT HEADQUARTERS BY MAY 4, 2012

STATE AWARDS

MID-WINTER RECOGNITION: Those Posts leading their respective divisions based on overall point total will receive the following: **two (2) tickets** each to the Voice of Democracy Banquet and **\$200** for the Post, *if attending and participating in the entire Mid-Winter Round Up.*

J. T. Rutherford Award—In memory of Past State Commander J. T. Rutherford, a distinctive medal will be presented to three (3) Outstanding Members of the Department of Texas, Veterans of Foreign Wars, for their past and present contribution to our organization. (No nominations are needed.)

Wayne DePute Award—The Wayne DePute Award will be presented to the Outstanding Immediate Past District Commander who has given the greatest assistance to the current District Commander. Selection will be based on written recommendation from the current District Commander or Department Officers. See entry instructions on next page.

Danny Henry Award—Past State Commander Danny Henry will present an award to the Top Post Commander in Texas as determined by All-State points. The winner will receive a plaque and \$500.00 cash award at the State Convention Awards Banquet. (No nominations are needed.)

Outstanding Chaplain Award—In memory of Past State & National Chaplain Bill Moody the Department of Texas offers the Chaplain Moody Award. A plaque will be presented to the District or Post Chaplain selected from written nominations received at Department Headquarters from Post Commanders, District Commanders, or Department Officers. See entry instructions on next page.

Glen M. Gardner, Jr. Outstanding Quartermaster Award—Named after the Past State Adjutant/Quartermaster, the Glen M. Gardner, Jr. Award will be presented to the District or Post Quartermaster selected from written nomination received at Department Headquarters from Post Commanders, District Commanders, or Department Officers. The overall performance of the Post during 2011-12, considering such things as timeliness of transmittals, audits, and other forms may also be used in the determination of the winner. See entry instructions on next page.

Outstanding Post Service Officer Award—This award is given annually to the VFW Post Service Officer who does an outstanding job in representing and assisting veterans, widows, and/or their dependents. No employed Service Officer (County, Department, etc.) is eligible to receive this award. Written recommendations must be sent to VFW Department Headquarters. See entry instructions on next page.

Outstanding Auxiliary Member Award—A plaque will be presented by the Department of Texas to the Outstanding Member of the Ladies or Men's Auxiliary who has made the greatest contribution to the VFW. During the year 2011-12. Nominees will be judged on contribution to the VFW only through such things as work in Post, joint chairmanship, etc. Nominees will be judged from written recommendations from Post Commander, District Commander, or Department Officers. See entry instructions on next page.

Outstanding Motorcycle Unit Award—Past State Commander A.R. "Russ" Richards will select and present a plaque to the Outstanding Motorcycle Unit who has made the greatest contribution to the VFW. Nominees will be judged on contribution to the VFW only through such things as work in Post membership, community service, etc. Winner is judged by Post/Unit activity record book.

Robert J. "Tiger" Lyons POW/MIA Award—Past State Commander Tiger Lyons, a former POW will select and present to the Post and District most active in promoting the POW/MIA Program, a plaque at the State Convention. See entry instructions on next page.

"Dare To Care" Award—To give recognition to those involved in the plight of Homeless Veterans, Past State Commander William D. "Doug" Bell will select and present a plaque to the Post with the overall best program at the State Convention. See entry instructions on next page.

POST MEMBERSHIP AWARD: Most new/reinstated members in Post based on Membership Division will receive a hotel room for 2 free nights at state convention if not already receiving lodging from Texas VFW. Post must have attained or surpassed their **National Membership Goal**.

ALL-STATE AWARD: All-State Post Commanders & Quartermasters will receive the following during the State Convention: an **All-State cap**, a **lapel pin**, a distinctive **medal**, **two (2) tickets** to the State Convention Awards Banquet, and **\$200** expense money, *if attending and participating in the entire State Convention.*

REMINDER: All deadlines in this S.O.P. (unless stated otherwise) are May 4, 2012.

STATE AWARDS ENTRY CRITERIA

Each year, the Department of Texas and the Veterans of Foreign Wars selects a winner for the below State Level Awards based on nominations. All entries must be submitted directly to Department Headquarters. Only one person will be eligible to compete in each category. Deadline for receipt of entries at Department of Texas Headquarters is May 4, 2012.

State winners shall receive a special recognition. To receive award winners must be in attendance at the State Convention Banquet.

All entries must contain the following documentation:

- State Award Nomination Form
- Nomination letter on Post/District Letterhead containing the candidate's name, title, address, telephone and identifying the award for which the individual should be considered.
- One Page essay of 350 words or less describing why the candidate should be considered for the award.

A Post/District may nominate an individual for the following State Level Awards described on the previous page.

Wayne DePute Award—For Immediate Past District Commanders.

Outstanding Chaplain Award—For Post or District Chaplains.

Outstanding Quartermaster Award—For Post or District Quartermasters.

Outstanding Service Officer Award—For Post or District Service Officers.

Outstanding Auxiliary Member Award— For Auxiliary members.

Outstanding Motorcycle Unit Award— For Motorcycle Units.

Robert J. "Tiger" Lyons POW/MIA Award—For Post POW/MIA Program.

"Dare To Care" Award—For Post Homeless Veterans program.

NOMINATIONS NOT FOLLOWING THESE GUIDELINES WILL NOT BE CONSIDERED AND WILL NOT BE GIVEN CREDIT.

Do not send nominations prior to April 1, 2012.

DEADLINE: May 4, 2012.

2011-2012

STATE AWARD NOMINATION FORM

Check only one and attach to front of essay on nominee not to exceed 350 words on one page.

<input type="checkbox"/> Past District Commander	<input type="checkbox"/> Chaplain	<input type="checkbox"/> Quartermaster	<input type="checkbox"/> Service Officer
<input type="checkbox"/> Homeless Veterans	<input type="checkbox"/> Auxiliary	<input type="checkbox"/> POW/MIA	<input type="checkbox"/> Motorcycle Unit

Post #: _____ City: _____ District #: _____

Name of Nominee: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: (_____) _____ - _____

Signature - Commander: _____

Commander's Name (print): _____

Commanders Phone #: (_____) _____

Do not send nominations prior to April 1, 2012.
Must be received (Not Postmarked) at Department No Later Than
3:00 PM May 4, 2012.

MAIL TO:
TEXAS VFW
P.O. BOX 14468
AUSTIN, TX 78761

OUTSTANDING MOTORCYCLE UNIT

OUTSTANDING MOTORCYCLE UNIT: Past State Commander A.R. "Russ" Richards will select and present a plaque to the Outstanding Motorcycle Unit who has made the greatest contribution to the VFW. Nominees will be judged on contribution to the VFW only through such things as work in Post membership, community service, etc.

A plaque will be awarded to the Motorcycle Unit who has the most outstanding Community Service Record Book received at Department *by May 4, 2012*. These record books will reflect all community activities by the Motorcycle Unit between April 1, 2011 and March 31, 2012.

SPECIFICATIONS: The following specifications shall be used for assembling your Community Service Record Book. *If your book fails to comply, it will risk being disqualified.*

1. **SIZE RESTRICTION:** Book shall be no larger than 12" x 14" and no more than 3" thick. Only one book allowed (no additional volumes). Many books are disqualified for being too large.
2. **ENTRY FORM:** The first item in the book shall be the completed Official Entry Form (see previous page) posted on the inside front cover.
3. **ORGANIZED:** Sections should be organized and divided by category such as Americanism, Youth Activity, Buddy Poppy, and other activities as applicable. Participation in the following activities shall be included in the selection process: Buddy Poppy Education, Flag Education, Military Support Activities or working with Military Volunteers, Voice of Democracy, and Patriot's Pen Essay participation.
4. **PRESENTATION:** No single activity should cover more than two (2) pages, comprising a short synopsis of that activity including the amount of money used and/or donated, number of members involved, number of hours donated, plus substantiating evidence, to include copies of cancelled checks, news clippings, photos, etc. **TIP:** We're judging your service activities based on attractive, neat, organized, and informative books that clearly and accurately describe your Post's most effective community service activities. *Remember, we are NOT judging these books by the pound. Keep it lightweight!*
5. **DELIVERY:** Entries shall be delivered via parcel carrier (such as Fed Ex or UPS) to the Department of Texas freight address prior to deadline:

**VFW Department Headquarters
8503 Interstate Highway 35 North
Austin, TX 78753**

Note: DO NOT mail these record books to the Department P.O. Box which will delay delivery and cause your entry to be disqualified.

Books will be put on display at the State Convention and should be picked up by the last day.

NATIONAL ALL-AMERICAN POSTS

Please ensure you read and understand all the rules involved in this competition.

This is a National VFW award and the information provided on this program comes from the NATIONAL VFW AND IS A COMPLETELY SEPARATE PROGRAM FROM ANY STATE PROGRAMS/AWARDS.

The 2011-12 All-American Post contest is designed to recognize outstanding units and is based on participation in VFW programs as well as membership gains by Posts, Districts and Departments.

Deadline for completion of all criteria is June 30, 2012.

For you to receive your All American Award at Convention, your deadline is June 15, 2012.

VFW ALL AMERICAN PROGRAM

All American status is meant to recognize outstanding units and is based on participation in VFW Programs as well as membership gains by Posts, Districts and Departments.

ALL AMERICAN POST REQUIREMENTS

Programs – must accomplish all of the following:

Voice of Democracy – a minimum of one entry advanced to District judging

Patriots Pen – a minimum of one entry advanced to District judging

National Citizenship Education Teacher Award – one entry advanced to District judging Buddy Poppy:

Purchase a minimum of five (5) Buddy Poppies per member

National Military Services:

Hold a fundraiser with the proceeds going to National Military Services

National Veterans Service:

Appoint a Post Service Officer

Increase membership by meeting your assigned membership quota

POST AWARDS FOR ALL - AMERICAN

ALL AMERICAN POSTS RECEIVE:

- All American Post plaque for the Post home
- Acknowledgement in *VFW* magazine
- All American diamond pin for Post Commander and Post Quartermaster
- Special All American pin for each member of the Post (Posts will receive a quantity of All American pins determined by the Commander-in-Chief and may purchase additional pins up to the number of documented members)
- All American cap for the Commander (All-American caps for all members will be available for purchase in the Emblem & Supply Catalog
- All American Post Streamer

NATIONAL VFW ALL-AMERICAN PROGRAM

To be considered for All-American you will need to do the program requirements plus meet your membership quota as outlined below.

All-American Post Divisions and Quota		
Division	Membership	Minimum Quota
20	10-26	200%
19	27-36	190%
18	37-45	185%
17	46-54	175%
16	55-64	170%
15	65-74	165%
14	75-86	160%
13	87-99	155%
12	100-114	150%
11	115-129	145%
10	130-149	140%
9	150-172	135%
8	173-201	130%
7	202-237	125%
6	238-279	120%
5	280-346	115%
4	347-448	110%
3	449-731	105%
2	732-1,000	103%
1	1,001+	101%

NATIONAL BUDDY POPPY DISPLAY

A Buddy Poppy Display Contest will be held at the National Convention. Rules have been designed to put emphasis on the purpose and effectiveness of the displays.

Rules

(1) Displays will be presented and judged in four categories:

Category 1. Public Promotion of Poppy Campaign. (Window, booth, parade, poster displays, campaign promotions, etc.)

(a) Displays must be designed for public exposure and must bear a message soliciting a donation for and wearing of the VFW Buddy Poppy.

(b) At least one Poppy used in the display must be in its original form and color with label attached.

Category 2. Memorial or Inspirational Displays. (Wreaths, memorial tablets or plaques, patriotic or devotional themes).

(a) Displays must be designed to honor the dead, to inspire devotion to God and Country, or to dramatize the activities supported by the Buddy Poppy.

(b) At least one Poppy used in the display must be in its original form and color with label attached.

Category 3. Artistic or Decorative Use of Poppies. (Post Home displays, table centerpieces, corsages, pictures, plaques, models, scenes, hats, novelty pieces, etc.)

(a) Any display not meeting the qualifications for Categories 1 or 2 shall automatically be entered in Category 3.

(b) At least one Poppy used in the display must be in its original form and color with label attached.

Category 4. Memorial or Inspirational Displays. (Junior Girls Units/Sons of the VFW)

(a) Displays must be designed to honor the dead, to inspire devotion to God and Country, or to dramatize the activities supported by the Buddy Poppy.

(b) At least one Poppy used in the display must be in its original form and color with label attached.

(2) Departments purchasing over 250,000 Poppies will be allowed two displays in each of the four categories for the National Display Contest. All others will be allowed one display in each of the four categories. No deviations.

(3) The Department Adjutant will have to notify the Buddy Poppy Director, in writing, by July 31 of the Posts that will represent the Department in each category. This will allow us the time necessary to ensure each entry has sufficient space to set up at the National Convention.

NOTE: The National Buddy Poppy Committee shall have no responsibility in setting up, taking down, or returning displays.

(4) Displays may be entered and set up at any time from 9 a.m. Saturday until 4 p.m. on Monday of the Convention week.

(5) Displays shall be set up in space provided in the Convention facility. At the time the display is set up, the responsible person must complete an entry form which will show the category of competition, the number of Poppies used, the purpose of the display, the Post and/or Ladies Auxiliary number and location, and the name of the person who will dismantle and remove the display at the close of the Convention.

(6) Displays may be accompanied by a white card, not to exceed 4 inches by 6 inches in size, on which is lettered in black ink an explanation of the theme for the display or other information of interest to the viewers or the judges.

(7) Post name, number or location may not be visible on display entries. Failure to comply will result in disqualification.

Judging

Judging of displays will be on the basis of effectiveness, purpose, clarity of theme, suitability, originality, beauty and number of Poppies used. Where a sample of a large number of identical items (such as corsages or wreaths) is entered, full credit shall be given for the total number of Poppies used.

Prizes

Plaques will be awarded to the first, second, and third place winners in each of the four categories.

Ceremonial Rifle Inventory

Post #: _____ City: _____ District #: _____ Date: _____

Physical Location of Ceremonial Rifles:

Address: _____

City: _____ State: _____ Zip Code: _____

Point of Contact:

Name: _____ Telephone #: (_____) _____

If Post has no Ceremonial Rifles please state on form.

Model	Manufacturer	Serial Number
<i>Ex: M1903A3</i>	<i>Winchester</i>	<i>123456789</i>
<i>M1 Garand</i>	<i>Remington</i>	<i>325989876</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

(Use additional sheets as necessary)

I hereby certify that I have personally accounted for the 100% inventory, as listed above, of all Ceremonial Rifles in our possession.

Post Commander Name: _____ Signature: _____
(Typed or Printed)

During the annual inspection of the above listed Post I have physically verified the above listed items and further ascertain that they are kept in a secure location and a log book detailing the name of the individual and the serial number of each rifle checked out and in for use is properly maintained.

District Inspector Name: _____ Signature: _____
(Typed or Printed)

Static Display of Military Equipment Inventory

Post #: _____ City: _____ District #: _____ Date: _____

Physical Location of Static Display:

Address: _____

City: _____ State: _____ Zip Code: _____

Point of Contact:

Name: _____ Telephone #: (_____) _____

Type of Display Items you currently have: (Tank, Howitzer, Cannons, Pistols...)

If Post has none please state on form.

Item	Serial Number
<i>Ex. M4 Sherman Tank</i>	<i>126M145</i>
<i>M101A1 Howitzer</i>	<i>10677</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(Use additional sheets as necessary)

I hereby certify that I have personally accounted for the 100% inventory, as listed above, of all Military Equipment in our possession.

Post Commander Name: _____ Signature: _____
(Typed or Printed)

During the annual inspection of the above listed Post I have physically verified the above listed items.

District Inspector Name: _____ Signature: _____
(Typed or Printed)

VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM

POST #	CHARTERED LOCATION (CITY & STATE)	DISTRICT #	DEPARTMENT	INSPECTION DATE
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- 1) HAS THE POST ADOPTED ADDITIONAL BY-LAWS IN ACCORDANCE WITH SECTION 202 OF THE NATIONAL BY-LAWS? YES NO
 - a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____
- 2) IS THE POST INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BY-LAWS? YES NO
 - a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____
 - b) DATE FILED WITH APPROPRIATE STATE OFFICIALS: _____
 - c) NAME OF INCORPORATED UNIT: _____
- 3) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 216 OF THE NATIONAL BY-LAWS? YES NO
- 4) ARE POST DELEGATES ELECTED IN ACCORDANCE WITH SECTION 222 OF THE NATIONAL BY-LAWS? YES NO
- 5) DOES THE POST ADJUTANT... YES NO
 - a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT? YES NO
 - b) MAINTAIN A FILE CONTAINING A COPY OF THE ORIGINAL APPLICATION OF EVERY MEMBER ADMITTED TO THE POST? YES NO
 - c) MAINTAIN A FILE OF MEETING MINUTES AFTER CORRECTION AND APPROVAL? YES NO
 - d) MAINTAIN A FILE OF CURRENT ORDERS OR CIRCULARS ISSUED FROM HIGH AUTHORITY? YES NO
 - e) MAINTAIN A CORRESPONDENCE FILE? YES NO
 - f) MAINTAIN A FILE CONTAINING PROOF OF ELIGIBILITY SUBMITTED BY OFFICERS? YES NO
 - g) MAINTAIN A CURRENT COPY OF DEPARTMENT AND NATIONAL BY-LAWS? YES NO
- 6) ARE APPLICATIONS FOR NEW, REINSTATED, AND TRANSFERRING MEMBERS READ AND VOTED ON FOR APPROVAL? YES NO
- 7) DOES THE POST HOLD AT LEAST ONE MEETING PER MONTH? YES NO
- 8) ARE ALL COMMITTEE REPORTS READ AT POST MEETINGS? YES NO
- 9) ARE PROGRAM REPORTS SUBMITTED IN ACCORDANCE WITH DEPARTMENT BY-LAWS & GUIDELINES? YES NO
 - a) DATE OF LAST REPORT SUBMISSION: _____
- 10) DOES THE POST OBSERVE COMMEMORATIVE DATES, AS PRESCRIBED IN THE MANUAL OF PROCEDURE? YES NO
- 11) DOES THE POST HAVE AN AUXILIARY? (MEN'S OR LADIES) YES NO
 - a) IS THERE PROPER COOPERATION BETWEEN THE POST AND ITS AUXILIARY UNIT(S)? YES NO
- 12) DOES THE POST DISTRIBUTE BUDDY POPPIES? YES NO
 - a) DATE OF LAST DISTRIBUTION: _____
- 13) DOES THE POST HAVE A MEMBERSHIP COMMITTEE? YES NO
 - a) ARE ALL POST MEMBERS ENCOURAGED TO PARTICIPATE IN RECRUITING EFFORTS? YES NO
- 14) DO THE TRUSTEES REVIEW THE MONTHLY REPORT OF RECEIPTS AND EXPENDITURES? YES NO
- 15) DO THE TRUSTEES AUDIT QUARTERLY ALL BOOKS AND RECORDS OF THE POST QUARTERMASTER, POST ADJUTANT AND ANY ACTIVITY, CLUBROOM, HOLDING COMPANY OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF THE POST? YES NO
 - a) DATE OF LAST QUARTERLY AUDIT: _____
- 16) POST FUNDS: YES NO
 - a) BALANCE OF ALL CHECKING ACCOUNTS \$ _____
 - b) BALANCE OF ALL SAVINGS ACCOUNTS \$ _____
 - c) BALANCE OF ALL CD & BOND ACCOUNTS \$ _____
 - d) ALL OTHER ACCOUNT TYPES \$ _____
 - e) TOTAL OF ALL ACCOUNTS \$ _____
 - f) AMOUNT OF QUARTERMASTER BOND \$ _____
 - g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS? YES NO
 - h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)? YES NO
- 17) NAME OF BONDING COMPANY: _____ EXPIRATION DATE OF BOND: _____
- 18) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BY-LAWS) YES NO
- 19) DOES THE POST QUARTERMASTER... YES NO
 - a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT? YES NO
 - b) RECEIVE AND PROPERLY TRANSMIT MEMBERSHIP DUES AS REQUIRED? YES NO
 - c) MAINTAIN A DUES RESERVE FUND IN ACCORDANCE WITH SECTION 717 OF THE NATIONAL BY-LAWS? YES NO
 - d) DOES THIS DUES RESERVE FUND REFLECT PAYMENT OF ANNUAL AND LIFE MEMBERS? YES NO
 - e) DATE DUES RESERVE FUND LAST TRANSFERRED TO GENERAL FUND: _____
 - f) MAINTAIN A RELIEF FUND IN ACCORDANCE WITH SECTION 704 OF THE NATIONAL BY-LAWS? YES NO
 - g) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS? YES NO
 - h) REPORT ON TRANSACTIONS CONCERNING RECEIPTS AND EXPENDITURES AT POST MEETINGS? YES NO
 - i) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUTES? YES NO
 - j) DATE OF LAST IRS FORM 990 FILING: _____ IS THE 990 FILING AVAILABLE FOR PUBLIC INSPECTION? YES NO
- 20) ARE ALL EXPENDITURES VOTED ON BY THE POST MEMBERSHIP AND APPROVED BY THE POST COMMANDER? YES NO
- 21) ARE EXPENDITURES FROM RELIEF FUND IN ACCORDANCE WITH SECTION 704 OF THE NATIONAL BY-LAWS? YES NO
- 22) ARE SIGNATURES AUTHORIZING THE DISBURSEMENT OF FUNDS DONE IN ACCORDANCE WITH POST BY-LAWS? YES NO
- 23) ARE CHECKS PRE-SIGNED BY ANY AUTHORIZED OFFICER? YES NO
- 24) DOES THE POST OWN REAL PROPERTY? YES NO
 - a) APPRAISED VALUE: \$ _____ MONTHLY PAYMENT: \$ _____ AMOUNT OWED: \$ _____
 - b) TITLE HOLDER: _____
- 25) DOES THE POST CARRY ALL PROPER TYPES OF INSURANCE? YES NO
 - a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL INSURED'S? YES NO
- 26) DOES THE POST RETAIN DOCUMENTS IN ACCORDANCE WITH THE DEPARTMENT'S DOCUMENT RETENTION POLICY? YES NO
- 27) POST FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN): _____
- 28) DOES THE POST OPERATE A CANTEEN OR OTHER STATE LICENSED ENTITY? (DEPARTMENT INSPECTION FORM REQUIRED) YES NO

INSPECTOR COMMENTS (INCLUDE EXPLANATION(S) OF ALL "NO" ANSWERS):

POST COMMANDER: _____
PRINT AND SIGN

INSPECTOR: _____
PRINT AND SIGN

The Inspector shall provide a copy of each inspection to the Post Commander, District Inspector, and Department Inspector and set forth therein any constructive criticism and recommendations. MAINTAIN IN POST FILE AS A PERMANENT RECORD

INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted.

The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job.

Question Specific Reminders

1. Posts that have adopted additional by-laws need to have a copy on file that indicates the Commander-In-Chief has reviewed for compliance. Verify date of review.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, and the name of the incorporated unit. All Posts should be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, Service Officer, and Guard.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected at the time officers of the Post were elected. This can be done by checking the meeting minutes for the month of April.
5. Self-explanatory. Any "NO" answer in this section may be a By-Law violation. In addition, item 5f, is verifying the information is present for each officer, you are not verifying the officer is eligible.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National By-Laws.
7. The National By-Laws state every Post must hold at least one regular meeting per month.
8. Verify, using meeting minutes, that all committee reports are read and approved. This item includes any activity, canteen, clubroom, bingo, etc.
9. Activity reports assist the Post when their non-profit status is being questioned.
10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day, and Loyalty Day.
11. Section 1101 and 1301 of the National By-Laws discusses the formation and control of Auxiliaries.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.
13. Self-explanatory.
14. Monthly review of Post receipts and expenditures by the Trustees is required in the National By-Laws.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, etc., Post trustees must complete this audit not later than the month following the last day of each quarterly period. Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which he is accountable, and to which he has access.

17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Section 703 of the National By-Laws.
19. Verify all questions in this section by examining quartermaster records, adjutant records and by-laws. Remember, Section 709 of the National By-Laws further require that the Post Quartermaster have custody of all funds of the subordinate unit and subject to the same Rules and Regulation as Post Funds.

The Post Quartermaster is required to maintain a Dues Reserve Fund. One-half of the Post's portions of current years' dues are to be credited to the Dues Reserve Fund and not used until the next membership year, which begins July 1. The purpose of this fund is to provide the incoming Commander with additional funds to operate the Post during the new administrative year.

The Internal Revenue Service requires all VFW Posts to file annually a form 990 "Exemption from Corporate Income Tax" form. A Post may also have to file a Form 990T and pay certain taxes if it has non-related business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing.
20. Expenditure of funds requires a vote on the Post floor, and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post By-Laws may allow for certain expenditures to be paid without a vote on the floor, these are usually reoccurring bills. If a Post Commander is not approving expenditures, he is violating the trust placed in him and is not controlling the expenditure of Post monies.
21. Buddy Poppy distribution net receipts are to be credited to the Relief Fund only [Section 218(a)(5)(g) of the National By-Laws] and used only as stated in Section 704 of the Manual of Procedure.
22. The National By-Laws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National By-laws. However, if the Post by-laws require the Commander and Quartermaster signatures on checks, they must adhere to the Post By-Law.
23. Checks shall never be "pre-signed" by any officer.
24. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark "N/A" if the amount is zero. Title holder may be a bank or lender, if the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.
25. It is desirable that the Post be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity, a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem. Any Post owning property and/or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing policy(s).
26. Each Department will adopt a document retention policy which complies with federal and state law.
27. Every Post is required to have a Federal Employee Identification number.
28. Department's may require additional forms for inspecting licensed operations.

DATES TO REMEMBER

2011

July 4	Independence Day.
July 27	Signing of the Korean Armistice in 1953.
July 27-30	Officer Training School, Austin
August 27 - Sept. 1	National Convention, San Antonio, TX
September 2	VJ Day: Japan surrendered, 1945, ending World War II fighting.
September 11 th	Patriot's Day.
September 15-18	Commander-in-Chief's Homecoming, Quincy, MA.
September 16	Third Friday--POW/MIA Recognition Day.
September 29 th	VFW Birthday.
October 8-9	National Council of Administration Meeting, Kansas City, MO
November 4-6	Southern Conference, Mobile, AL
November 11	Signing World War I Armistice, 1918. Veterans Day
December 7	Pearl Harbor Day, since 1941.

2012

January 27	Signing of the Vietnam Peace Accord in 1973.
Jan. 26—29	Mid-Winter Round Up, Austin
February 15	Sinking of U.S.S. Maine, 1898.
March 3-7	Voice of Democracy, Washington, DC
March 3-7	Legislative Conference, Washington, DC
May 1	Loyalty Day.
May 8	VE Day: German unconditional surrender signed, 1945.
May 28	Memorial Day.
June 6	D Day: Allied invasion of Europe, 1944.
June 14	Flag Day.
June 13-18	State Convention, Intercontinental Dallas at Addison.
July 21-26	National Convention, Reno, NV.
July 12– 15	Officer Training Seminar, Austin. <u><i>Tentative dates</i></u>

2011 DEADLINE DATES

Date	July 2011
31	Deadline to receive Veteran Project Participation Report for Loyalty Day at Texas VFW HQ
31	Deadline to receive Veteran Project Participation Report for VE Day at Texas VFW HQ
31	Deadline to receive Veteran Project Participation Report for Memorial Day at Texas VFW HQ
31	Deadline to receive Veteran Project Participation Report for D Day at Texas VFW HQ
31	Deadline to receive Veteran Project Participation Report for Flag Day at Texas VFW HQ
31	Deadline to receive 4th Quarter Post Audit at Texas VFW HQ
August 2011	
3	Deadline to receive Veteran Project Participation Report for Independence Day at Texas VFW HQ
26	Deadline to receive Veteran Project Participation Report for Korean Armistice at Texas VFW HQ
September 2011	
1	Deadline to Register Post & District Service Officers
1	Deadline to Bond Post & District Quartermasters
October 2011	
1	Deadline to receive Veteran Project Participation Report for VJ Day at Texas VFW HQ
10	Deadline to receive Veteran Project Participation Report for Patriot's Day at Texas VFW HQ
16	Deadline to receive Veteran Project Participation Report for POW/MIA Day at Texas VFW HQ
28	Deadline to receive Veteran Project Participation Report for VFW Birthday at Texas VFW HQ
31	Deadline to receive 1st Quarter Post Audit at Texas VFW HQ
November 2011	
1	Deadline for VOD and Patriot's Pen entry's at Post level.
1	Deadline for National Citizenship Education Teacher entry's at Post level.
15	Deadline for Posts to judge and submit winning VOD & Patriot's Pen entries to District. Deadline for Post National Citizenship Education Teacher winner to District.
December 2011	
1	Deadline for District to submit winning Voice of Democracy and Patriot's Pen entry to Texas VFW.
10	Deadline to receive Veteran Project Participation Report for Veterans Day at Texas VFW HQ
15	Deadline for District to submit District winner in National Citizenship Education Teacher to Texas VFW HQ.
15	Deadline for Gold Medal Awards entries from Post to District.
31	Deadline for Posts to order Buddy Poppies, Deadline for MAP and National Home Reports. Deadline for submission of a copy of your 2010 Post IRS Form 990, 990EZ, or 990N

2012 DEADLINE DATES

Date	January 2012
1	Deadline for Gold Medal Awards entries from District to Department.
5	Deadline to receive Veteran Project Participation Report for Pearl Harbor Day at Texas VFW HQ
31	Deadline to receive 2nd Quarter Post Audit at Texas VFW HQ
February 2012	
17	Deadline to qualify for National Community Activity Citation by reporting 50 different Community Activity projects on VFW Community Service Activity Report Form.
17	Deadline to qualify for National Youth Citation by reporting all 15 categories of Youth Projects.
17	Deadline to qualify for National Americanism Citation by reporting 25 different Americanism Projects.
25	Deadline to receive Veteran Project Participation Report for Vietnam Peace Accord at Texas VFW HQ
March 2012	
1	Deadline to submit Eagle Scout of the Year award to Post
9	Deadline to submit Post Publication to Texas VFW HQ for Publication Award
16	Deadline to receive Veteran Project Participation Report for U.S.S. Maine at Texas VFW HQ
April 2012	
1	Deadline to submit Scout of the Year award to Department.
27	Deadline to receive Post Community Service Record Book at Texas VFW HQ
30	Deadline to receive 3rd Quarter Post Audit at Texas VFW HQ.
May 2012	
4	Election Report deadline to qualify for Honor Roll Post
4	Deadline for ALL AWARDS with deadlines not specified otherwise to Texas VFW HQ.
June 2012	
30	All-American deadline