



VOICE OF DEMOCRACY AND PATRIOT'S PEN PARTICIPATION REPORTING

It is the responsibility of chairmen at all levels to keep accurate records of participation. The participation information should be forwarded from Post to District to Department to National. The District Voice of Democracy and/or Patriot's Pen Participation Report Form, Summary and instruction sheet will be mailed to the Department Chairmen in July. The Department Chairman should make photocopies of the three items and give them to their District Chairmen. District Chairmen should complete these forms and forward them to the Department Chairmen (no later than January 15) so that the Department Chairmen can prepare consolidated Department Voice of Democracy and Patriot's Pen reports (forms mailed to Department Chairman in July) and send it (by January 31) to: *National Director, VFW Programs, VFW National Headquarters, 406 W 34 St, Ste 902, Kansas City, MO 64111, Fax: (816) 968-1149, E-Mail: kharmmer@vfw.org*

After receiving your completed final consolidated Department Summary and Report Form, National will provide certificates for each VFW Post and Auxiliary that participates in the Voice of Democracy and Patriot's Pen Program. The certificates will be mailed directly to the Department Chairman and Ladies Auxiliary Department Chairman respectively. They are sent with a blank space on the certificate allowing for the name and number of the qualifying Post or Auxiliary. They are ideal for presentation at District meetings or at your Department Convention Awards Ceremony. The certificates are also suitable for presentation to District Chairmen (both VFW and Auxiliary). If additional summary or report forms or additional blank citations are needed, please contact the VFW Programs Department.

DEPARTMENT VOICE OF DEMOCRACY AND PATRIOT'S PEN WINNER PACKETS

The procedure in forwarding your Department Voice of Democracy and Patriot's Pen Winner to National is as follows: As soon as your Department judging is complete and the winners are selected, send your winners' packet to: *National Director, VFW Programs, VFW National Headquarters, 406 W 34 St, Ste 902, Kansas City, MO 64111*

The deadline for mailing both packets to National is January 15 (whether or not the winners have been actually *notified* that they are the Department winner).

The Department Voice of Democracy and Patriot's Pen Winners' packets should include:

1. Official Student Entry Form
2. Typed Essay
3. *Voice of Democracy ONLY – Recording of Essay.* (Both standard-size traditional audiocassette tapes and CDs are now acceptable for entrants to use when entering the Voice of Democracy Contest. It must be a GOOD QUALITY sound recording. Please review the recording before submitting to National and ensure the length is correct (3 – 5 minutes for Voice of Democracy or 300 – 400 words for Patriot's Pen).
4. Photograph. (Must be a clear, close-up shot of head and shoulders.)



District Voice of Democracy and Patriot's Pen Participation Reporting

District Chairmen: Please forward the completed District Report Form and Summary to your Department Chairman no later than December 15, 2008.

POST NO.

List Posts that have declared student winner(s). Please list the participating Posts in numerical order.

AUXILIARY

If Post has an Auxiliary, credit their participation by indicating *YES* or *NO*.

NUMBER OF PARTICIPATING STUDENTS

Number of students that actually entered the competition by writing an essay.

NUMBER OF POST WINNERS ADVANCED

Number of Post winners that were advanced up to the second level of competition (i.e. District.)

SCHOLARSHIPS/BONDS AND AWARDS

Total amount of dollars actually awarded to student participants.

ADDITIONAL MONEY EXPENDED

All additional moneys (other than scholarships/bonds and awards) allocated and expended in conducting their program (banquets, gifts, pins, jackets, etc.)

Forwarding District Voice of Democracy and Patriot's Pen Winners to Department

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

- 1.) District winners completed official entry form
- 2.) District winner's recording (audiocassette or CD) (VOD only)
- 3.) District winners typed essay
- 4.) District winner's photograph (close-up of head & shoulders)

If you have any questions, please call the VFW Programs Department at: (816) 968-1117 or e-mail: kharmer@vfw.org

SUMMARY

DISTRICT PATRIOT'S PEN PARTICIPATION REPORT

DISTRICT NO. _____

DEPARTMENT OF _____, VFW

The VFW Posts and Auxiliaries identified in this report in this District participated in the VFW annual Patriot's Pen Program.

GRAND TOTALS FOR POST COMPETITION: list totals taken from District report form(s)

_____	_____	_____	_____
Posts	Auxs	Students	Post Winners Advanced
\$ _____		\$ _____	
Savings Bonds & Awards		Addl. Money Expended	

MONETARY VALUE OF DISTRICT COMPETITION (add County Councils if applicable):

District Savings Bonds & Awards \$ _____

District Additional Expenses \$ _____

Signed by: _____ Date _____

District Chairman

PLEASE ATTACH COMPLETED REPORT FORM(S) AND GIVE
THIS COMPLETED SUMMARY TO YOUR DEPARTMENT
CHAIRMAN NO LATER THAN DECEMBER 15, 2008