

VFW DISTRICT CHAIRMEN ONLY

DISTRICT REPORTING GUIDELINES

FOR VFW CITIZENSHIP EDUCATION TEACHER AWARD

USE THE FOLLOWING INFORMATION TO COMPLETE THE ATTACHED:

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:

TOTAL POST PARTICIPATION

List Posts in your District that had a declared winner. Please list the participating Posts in numerical order on the Report form.

TOTAL AUXILIARY PARTICIPATION

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

TOTAL NUMBER OF PARTICIPATING SCHOOLS

Number of schools that had teachers nominated.

TOTAL NUMBER OF PARTICIPATING TEACHERS

Number of teachers that actually were nominated.

AWARDS AND MONEY EXPENDED

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

Forwarding Citizenship Education Teacher Award District Winners to Department

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

1. District winner's original entry form and essay of 350 words or less
2. District winner's official Post Teacher Entry form w/ signatures at Post & District level.
3. One page resume (**no more than two sides**).
4. Up to 5 pages (both sides) of additional documentation (i.e. news articles, supervisor's recommendations.)
5. Good quality head and shoulders photograph (**color copies or low grade computer printouts will not be accepted.**)

If you have any questions, please call the Programs Dept at: (816) 756-3390 x 287 (or email me at tbeauchamp@vfw.org)

CITIZENSHIP EDUCATION TEACHER AWARD PARTICIPATION SUMMARY REPORT

DISTRICT NO. _____

DEPARTMENT OF _____

The VFW Posts and Auxiliaries identified in this report participated in the VFW annual Citizenship Education Teacher Award Program.

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

<u>Posts</u>	<u>Auxs</u>	<u>Participating Schools</u>	<u>Nominated Teachers</u>
			\$ _____ Awards Amount

MONETARY VALUE OF DISTRICT COMPETITION:

District Awards \$ _____

District Additional Expenses \$ _____

GRAND TOTAL of POST/DISTRICT \$ AMOUNT \$ _____

Signed by: _____ Date _____
District Commander/Chairman

PLEASE NOTE:
GIVE THIS REPORT TO DEPARTMENT CHAIRMAN

The report form and this summary should be in the hands of your Department Citizenship Education/Teacher Award Chairman immediately following the completion of your District judging.