**MATERIAL FOR THE DISTRICT CONTEST**

# VFW DISTRICT CHAIRMEN ONLY

**DISTRICT REPORTING GUIDELINES FOR THE**

**SMART/MAHER VFW NATIONAL CITIZENSHIP EDUCATION TEACHER AWARD**

**USE THE FOLLOWING INFORMATION TO COMPLETE THE ATTACHED:**

The guidelines listed below are intended to help clarify the Smart/Maher VFW 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 the 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 Smart/Maher VFW Natl 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 completed) are:

1. District winner’s original nomination form and essay of 350 words or less signed by person nominating the teacher.
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 (**low grade computer printouts will not be accepted**.)

 If you have any questions, please contact VFW Programs (816) 756-3390 x 6287 tbeauchamp@vfw.org

# DISTRICT PARTICIPATION SUMMARY REPORT FOR THE SMART/MAHER VFW NATIONAL CITIZENSHIP EDUCATION TEACHER AWARD

**DISTRICT NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The VFW Posts and Auxiliaries identified in this report participated in the VFW annual Smart/Maher VFW National Citizenship Education Teacher of the Year Award Program.

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

**\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Posts Auxs Participating Schools Nominated Teachers**

 **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Awards Amount**

 **MONETARY VALUE OF DISTRICT COMPETITION:**

 **District Awards $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **District Additional Expenses $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##  GRAND TOTAL of POST/DISTRICT $ AMOUNT $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_

 *District Commander/or Chairman*

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| ***PLEASE NOTE:*****GIVE THIS REPORT TO DEPARTMENT CHAIRMAN****The report form and this summary should be in the hands of your****Department Teacher Award Chairman (or Citizenship Ed. Chairman) immediately following the completion of your District judging.** |
|  **DISTRICT REPORT FORM FOR THE** **SMART/MAHER VFW NATIONAL CITIZENSHIP EDUCATION TEACHER AWARD**  |
|   |  | **NUMBER OF**  | **NUMBER OF**  | **POST $**  |
| **POST #**  | **AUXILIARY**  | **PARTICIPATING**  | **TEACHERS**  | **AMOUNT**  |
|  |  | **SCHOOLS**  | **NOMINATED**  | **EXPENDED**  |
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GUIDELINES FOR REPORTING ARE LISTED ON THE ENCLOSED LETTER. PLEASE REVIEW.