**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*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

GUIDELINES FOR REPORTING ARE LISTED ON THE ENCLOSED LETTER. PLEASE REVIEW.