

**STATE OF WEST VIRGINIA
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

**COMMANDER'S MANUAL
2023-2024**



**KAMI ELLIOTT
2023-2024 DEPARTMENT
COMMANDER**

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Message from the Commander

Congratulations on being chosen by your fellow Comrades to lead them through the next year. We have faced several challenges these past few years and it is time to work together to be the bigger, better organization we know we are

There are several new changes that will be put in place solely to benefit the Posts. Reenvisioned Schools of instruction, Post Facts Sheets, and a new Facebook page among them.

Our fellow Comrades in the Department have elected the State officers to guide and assist when the need arises. We are all at your disposal.

Commander- Kami Elliott (681) 214-8146
Sr Vice Commander- Richard Ogden (304) 545-8599
Jr Vice Commander- Tracy Simmons (205) 434-0490
Surgeon- Toby Heaney (304) 694-0504
Chief of Staff- Vern Anderson (304) 559-2788

I want all the Posts in our Department to be as proud of themselves as I am of them. Let's enjoy the year.

Department of West Virginia
Commander
Kami M. Elliott

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ALL-STATE DISTRICT REQUIREMENTS

2023-2024

1. Districts must achieve 100% in membership by May 1, 2024.
2. Districts must conduct two recruiting events.
3. Districts submit one Patriot's Pen and one Voice of Democracy entry to State for judging.
4. Districts submit one entry for Teacher of the Year from each of the three categories (Elementary, Middle School, and High School) for State judging.
5. Districts submit one entry for Public Servant of the Year in one of three categories (Law Enforcement/Firefighter/EMT) for State judging.
6. District Commander, or Senior Vice Commander (if District Commander is unavailable), attend all Council of Administration meetings.
7. Promote schools of instruction for Post officers at District meetings.
8. District must be in good standing with National By-Laws.

ALL-STATE POST REQUIREMENTS

1. Post must achieve 100% in membership by May 1, 2024.
2. Post must recruit one NEW member.
3. Post must hold two Recruiting Events.
4. Conduct 2 Community Service projects/events as a Post.
5. Minimum of two Post Officers will attend two School of Instructions.
6. Post Commander, or Senior Vice Commander (if Post Commander is unavailable), will attend all District meetings and conventions.
7. Post shall hold 2 fundraisers for National Home for Children, West Virginia House.
8. Post makes a \$275.00 donation to State HQS for VFW Programs no later than May 1, 2024.
9. Complete monthly Community Service entries in the dashboard.
10. Complete Post Community Service entries in the dashboard by April 1, 2024 for end of year District judging.

POINT SYSTEM TO DETERMINE POST AND POST COMMANDER OF THE YEAR RECOGNITION

<u>Points</u>	<u>Categories</u> (* denotes All-State requirement)
100	*Post achieves 100% in membership by May 1, 2024
50	*Post donates \$275 to VFW Programs
10	*Post must enter monthly Community Service entries on the dashboard
50	*Post completes Community Service entries on the dashboard by April 1, 2024 for the year
100	*Post donates minimum of \$100 to National Home for Children (West Virginia House)
5	For each new or reinstated Member recruited above 100% membership
25	New/Reinstated Membership percentage of 5% or greater (of total membership) (N/R%)
10	For each new Life Member recruited
10	For each new Legacy Life recruited (10pts each level)
10	Post submits Voice of Democracy entry to District
10	Post submits Patriot's Pen entry to District
10	Post submits Teacher of the Year entry (10pts for each level) to District
10	Post submits Public Servant of the Year entry (Police, Fire, EMT) to District
10	Submit JROTC Cadet of the Year package
5	Extra Credit

DISTRICT/POST REPORTING REQUIREMENTS

In accordance with Section 213, Article II, National ByLaws:

Any post in the arears for any financial obligations to the District, Department, or National for fees, dues, poppy money, supply money, failing to have the office of the Quartermaster properly bonded in accordance with Section 703, failing to ensure that the Post is properly insured in accordance with Section 709, failing to submit properly completed quarterly Post Trustees Report of Audit, Post Election Report for the ensuing year, or other obligations, shall be deprived of all representation in District, Department, and National Conventions. Such representation shall be restored promptly upon proper adjustment of such deficiencies.

PROGRAM AND REQUIRED REPORTING DEADLINES

Post Quartermaster Bond	<u>August 31</u>
Voice of Democracy Entries to Post	<u>October 31</u>
Patriot's Pen Entries to Post	<u>October 31</u>
Citizenship Education Teacher Entries to Post	<u>October 31</u>
Post Voice of Democracy Entries to District	<u>November 30</u>
Post Patriot's Pen Entries to District	<u>November 30</u>
Post Citizenship Education Teacher Entries to District	<u>November 30</u>
Post Public Servant entries (one each Law/FF/EMT) to District	<u>November 30</u>
District Voice of Democracy selection to VOD/PP to State HQS	<u>December 20</u>
District Patriot's Pen Selection to VOD/PP to State HQS	<u>December 20</u>
State Voice of Democracy winner to National	<u>January 15</u>
State Patriot's Pen winner to National	<u>January 15</u>
District Teacher of the Year entry (one entry only) to State HQS	<u>January 15</u>
District Public Servants of the Year (one each Law/FF/EMT) to State HQS	<u>January 15</u>
State Citizenship Education Teacher request to National for Citation	<u>February 1</u>
State Voice of Democracy report to National	<u>January 15</u>
State Patriot's Pen report to National	<u>January 15</u>
Public Servants of the Year (Law/FF/EMT) request to National for Citation	<u>February 1</u>
Scout of the Year Entries to Post	<u>March 1</u>
Post Scout of the Year entry to State HQS	<u>April 1</u>
State Community Service winner to National	<u>April 29</u>
Proof of Property insurance and on file at State HQS (if applicable)	<u>May 1</u>
Proof of 2022 tax filings on file at State HQS	<u>May 1</u>

Post Requirements for All-State end	<u>May 1</u>
District requirements for All-State end	<u>May 1</u>
"Bob and Rosa Kusterer" JROTC Cadet of the Year entries to State HQS	<u>May 1</u>
Scout of the Year request to National for Citation	<u>May 1</u>
Rich Homan Award nominations to State HQS	<u>May 1</u>
All-State Team selected	<u>May 15</u>
<u>Completed</u> Post and District Election Reports to State HQS	<u>June 1</u>

MONTHLY COMMUNITY SERVICE REPORTS

The Post Commander, Senior Vice Commander, Adjutant and Quartermaster are authorized to enter Community Service events in the All-American Dashboard. Posts are to report the total number of volunteers, hours contributed, money spent and mileage for each event as soon as possible after each event. Post reports will automatically be received at State Headquarters for review and approval. Posts are encouraged to include Auxiliary information in the All-American dashboard, if applicable.

QUARTERLY AUDIT REPORTS

Post Audits are due to the State Headquarters by October 31 (for reporting months of July thru September); January 31 (for reporting months of October thru December); April 30 (for reporting months of January thru March); and July 31 (for reporting months of April thru June).

POST COMMANDER DISTRICT MEETING/CONVENTION REPORT

Each Post Commander will make a report, utilizing the POST COMMANDER DISTRICT MEETING/CONVENTION REPORT or the Post Fact Sheet. The form is provided in this guide. Each Post Commander, or designated representative, will present the report at the District Meeting/Convention.

DISTRICT COMMANDERS COA REPORTS

Each District Commander will make a report, utilizing the DISTRICT COMMANDER COA REPORT FORM during each Council of Administration meeting. The form is provided in this guide.

ANNUAL COMMUNITY SERVICE

Post Responsibilities

This is the Post/Auxiliary's opportunity to document community events, projects, and activities in the All-American Dashboard. These entries are a way to show off your Post/Auxiliary events, community assistance, in addition to showing admiration and respect for the community in

which you serve. The entries should be maintained throughout the reporting year to ensure all documentation for events is included for judging purposes. Total number of participants for each event and diversity of events will provide for well-rounded community service.

Suggested Post Activities (please include any/all activities that support our veterans and/or our communities):

Examples of Good Community Service

Assisting of veterans within the community
Scholarships to youth, sponsoring of youth teams
VA hospital work on behalf of the VFW
Blood drives, Food Bank Support
Legislative town halls
Care packages for troops, homeless, etc.
Register to Vote campaigns
Hosting job fairs
Visiting VA Homes & nursing facilities
Community cleanup activities
Natural disaster relief support
Clothing drives
Donations to civic organizations within the community

Examples of Non-Qualified Community Service Events

Flying the US or POW Flag
Post dinners, bingo
Building memorials
Personal efforts of a member volunteering at a church or other non-profit organizations
Buddy Poppy and Membership drives
Anything that directly benefits the Post
Charging, renting or loaning the Post hall to their Auxiliary

The final entries will be entered into OMS no later than April 1 for judging.

District Commander Responsibilities

Each District Commander will review OMS entries from the Posts and their Auxiliaries (if applicable) by April 1, 2024. This allows the District Commander to schedule a board to select a winner. Each District winner will be submitted to State HQS by April 16, 2024. The District winners will then be judged at the State level, by a team of State Officers.

Judging will be based on the number of projects, the nature of the projects and the impact on the community we serve. Each District winner will receive a special award at the State Convention.

The State winner will receive the Community Service Post & Auxiliary (if applicable) of the Year Award at the National Convention. The Post Commander may receive a stipend from National HQ to help defray cost to attend the National Convention. Your Post & Auxiliary name may be printed in the Convention Program as the State winner.

2023-2024 AWARDS AND RECOGNITION PROGRAM

DISTRICT COMMANDER OF THE YEAR

The District Commander who meets All-State District Requirements, achieves the highest percentage in District membership, and completes all District reporting requirements will receive the District Commander of the year award at the State Convention.

POST OF THE YEAR

The Post who meets All-State Post Requirements, achieves the highest percentage in Post membership, and achieves the highest accumulation of points will receive the Post of the year award at the State Convention.

ALL STATE TEAM CAPTAIN

The highest scoring All-State Team Commander will be named All-State Captain and will receive an All-State Team Captain hat at the State Convention. If the Commander has already received an All-State Team Captain hat, other recognition identifying the Commander as All-State Team Captain will be presented.



Call Commander Elliott

AWARDS FOR ALL-STATE TEAM COMMANDER

- ❖ An official All-State Team hat (for first time awardees only)
- ❖ All-state embroidered apparel, if hat already received.
- ❖ An All-State lapel pin with year bar.
- ❖ Commander's Coin
- ❖ \$100 Gift Certificate for the VFW Store

AWARDS FOR ALL-STATE TEAM QUARTERMASTERS

- ❖ An official All-State Team Hat (for first time awardees only)
- ❖ All-state embroidered apparel if hat already received.
- ❖ An All-State lapel pin with year bar.
- ❖ Commander's Coin
- ❖ \$100 Gift Certificate for the VFW Store

POST/POST COMMANDER OF THE YEAR

The top scoring Post/Post Commander in each of the five (5) categories will be designated as Post/Post Commander of the Year. Selection will require meeting Post All-State Requirements in addition to the highest accumulation of points in their designated category. The top scoring Post/Post Commander in each of the five (5) categories will receive recognition at the State Convention.

RECRUITING AWARDS

It is important for members to use their own membership number when submitting applications for new or reinstated members.

The following awards will be presented at the State Convention:

Commander's Award for Recruiting

The member who recruits the highest number of new/reinstated members will receive the Top Recruiter at the State Convention.

Awards for Recruiting Levels at the end of the reporting period:

- Members who recruit 5 new/reinstated members will receive a \$25 gift certificate to the VFW Store at the State Convention.
- Members who recruit 10 new/reinstated members will receive a \$50 gift certificate to the VFW Store at the State Convention.
- Members who recruit 15 new/reinstated members will receive a \$100 gift certificate to the VFW Store at the State Convention.
- Members who recruit 20 or more new/reinstated members will receive \$200 gift certificate to the VFW Store at the State Convention.

BUDDY POPPY CONTEST AWARDS (MID-WINTER CONFERENCE)

The first, second and third place in each of the Buddy Poppy display categories will receive monetary recognition at the Mid-Winter Conference. The first-place entries will be eligible to be entered into the Buddy Poppy display competition at the National Convention.

RICH HOMAN MEMORIAL AWARD

This award will be presented to an outstanding West Virginia VFW Member for their lifetime achievements with the Membership Program, Community Activities, Youth Activities, Project Chairman and the leadership they have demonstrated at their Post that has brought prestige to the VFW.

Four nominations per year are required. All nominations must be submitted in writing to State Headquarters no later than May 1, 2024 . The selection committee will consist of all past Homan Award recipients. If there are less than three surviving past recipients, the State Commander will appoint a member to the committee.

ROBERT (BOB) AND ROSA KUSTERER JROTC SCHOLARSHIP

The Veterans of Foreign Wars, State of West Virginia is proud to announce that a \$750 Scholarship is being awarded to the top JROTC Cadet in the State. This award is named the Robert M. (Bob) and Rosa Kusterer JROTC Scholarship in honor of the late State Junior Vice Commander, Robert M. Kusterer and his wife Rosa.

The winning Cadet in the state will be given a check in the amount of \$750 to be used as needed to further their education (i.e. clothing, books, etc.)

The following criteria has been established for each nominee (only one nominee from each school).

CRITERIA:

1. Positive attitude toward the JROTC Program.
2. Outstanding military bearing and conduct in and out of uniform.
3. Personal attributes (self-confidence, initiative, flexibility, judgement.)
4. Patriotism, promotes Americanism
5. Courtesy (dependability, punctuality, human relations, respect, cooperation)
6. Growth potential
7. Must be a High School Senior.
8. Must have a minimum GPA of 3.0.
9. Must be active in at least one other student co-curricular activity or club.

The recipient of the \$750 Scholarship will be selected by a panel appointed by the State Commander.

Nomination packets should include the Nomination Application; Nomination Letter addressing the criteria above; and a current photo, preferably wearing JROTC uniform. All nominations for this scholarship must be submitted in writing to VFW State Headquarters, PO Box 9431, South Charleston, WV 25309.

Deadline for nominations to be received is May 1, 2024.

ROBERT (BOB) AND ROSA KUSTERER JROTC SCHOLARSHIP NOMINATION

Student Name (First, M.I., Last) _____

Address/City _____

Phone _____

School/Address/City _____

G.P.A. _____

List of Co-curricular Activity or Club (include leadership positions, if applicable)

Post Commander/Chairman Signature

VFW Post #

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Post Trustees Report of Quarterly Audit Completion Check List
(retain with Post Copy)

- | | <u>Initial</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| ✓ Figures in Column 10 match figures from Column 13 in previous audit | _____ |
| ✓ Entry in each column on line 3 | _____ |
| ✓ Entry in each column on line 4 (if your Relief Fund is included in your
General Fund, deduct the amount earmarked for the Relief Fund from
the General Fund, and adjust the entries in line 3 accordingly) | _____ |
| ✓ Bonds and Investments (to include savings and CD amounts) are
entered in line 9, and should match figure(s) in block 17 | _____ |
| ✓ All questions in block 16 are properly answered with a yes, no or N/A | _____ |
| ✓ All lines in block 17 are properly entered with a figure or 0 | _____ |
| ✓ The Total Cash and Investments amount in block 17 matches the
total amount in block 15 (Line 14 Column 13 - Net Cash Balances
at End of Quarter) | _____ |
| ✓ All information in block 18 is included | |
| ✓ Quartermaster's name and address included | _____ |
| ✓ All 3 Trustees have signed | _____ |
| ✓ Bonding information is properly filled in | _____ |
| ✓ The Commander has signed | _____ |

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DEPARTMENT INSPECTION PROCESS

In accordance with Section 710, Article VII – Miscellaneous Provisions, ByLaws and Manual of Procedures, the Department Commander may require, within their respective jurisdiction, the inspection of any District or Post whenever the Department Commander may believe the best interests of the Organization will be served to ensure compliance with the National Charter, ByLaws, Manual of Procedure, lawful orders of the National Convention, the National Council of Administration and the Commander-in-Chief and the laws and usages of the Organization. For this purpose the Department Commander may detail any member within their respective jurisdiction whose duties shall be prescribed by the appointing power. All books, papers, accounts, records, and proceedings pertaining to the Veterans of Foreign Wars of the United States shall be subject to inspection at all times. The Post Inspection process has multiple purposes. The inspection offers a training opportunity for post and district officers who may be unfamiliar with reporting requirements. The inspection is also intended to either confirm compliance, or identify issues with, the post's or district's ability to meet the following requirements:

- Compliance with federal, state, and local laws
- Control and documentation of monetary and physical assets
- Maintenance of not for profit status
- Eligible officers performing required duties with focus on the commander, quartermaster/adjutant, and trustees.
- Adequate Insurance and bonding

While each element of the inspection process is important, the list below describes the critical elements and the requirements for each.

- Maintain current IRS form 990
- Ensure all required licenses are available and current
 - Bingo
 - Raffle
 - Liquor
 - Business
 - Document Retention
 - Other as required
- Control and documentation of monetary and physical assets
- Trustees review financial records monthly
- Trustees complete quarterly reports on time
- Maintain documentation of financial assets
- Maintain documentation of real property and other assets
- Ensure the appropriate approval process is being used for expenditures
- Maintenance of not for profit status

- Perform community service activities
- Document community service activities and submit documentation on a monthly basis
- Eligible officers performing required duties with focus on the commander, quartermaster/adjutant, and trustees.
 - Maintain proof of eligibility of all officers
 - Review proof of eligibility for membership in the Veterans of Foreign Wars
 - Ensure financial reporting is accurate and on time
 - Ensure there are acceptable controls in place for post/district finances.
- Adequate Insurance and bonding
 - Ensure post/district members that have access to finances are bonded at the correct level
 - Maintain liability insurance as required
 - Maintain other insurance as required to cover facilities, automobiles, and etc.

Inspection Process

Inspecting all posts is difficult due to the total number of posts and geographic distances. The effectiveness of the inspection is dependent on the inspector taking an objective approach to the process.

- District Commanders will appoint an Inspector. District Inspectors will attend a School of Instruction conducted by the Department Inspector to understand the inspection process. The Department Inspector will coordinate with the inspectors to develop the inspection schedule. The schedule will be reviewed on a monthly basis to ensure inspections are completed in a timely manner. Inspectors will commit to an unbiased and accurate inspection process.
- Monthly reporting by the Department Adjutant/Quartermaster on posts, in arrears, will be used to identify non-compliant posts. The Department Senior Vice Commander will have oversight of these reports and attempt to contact districts/posts to ensure reporting compliance. These reports will also be forwarded to the Department Inspector on a monthly basis. The Department Inspector, in coordination with the Department Senior Vice Commander and Adjutant/Quartermaster will update the Department Commander on a monthly basis, sooner if necessary, to determine if a post requires an inspection. Districts in non-compliance will be inspected by a Department Officer.
- Non-compliant posts will be inspected by trained inspectors. Issues identified will be immediately forwarded to the District Commander and the Department Inspector. For posts, the District Commander will coordinate with the post to develop a corrective

action plan that will be used to resolve the issue(s). The date of re-inspection will be included in the corrective active plan.

- Non-compliant districts will use the same process with the exception the Department Commander will manage the resolution process, in coordination with the Department Inspector.
- Posts or districts found to be not in compliance with requirements will be subject to suspension by the Department Commander.

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HOW TO SET UP FOLDER FOR POST INSPECTOR DISTRICT/POST COMMANDERS

- Section 1. Copy of IRS Letter, 990's/940's/941's, WV Worker's Unemployment Compensation, WV Worker's Compensation, and Licenses (Alcohol, Video Lottery, Bingo/Raffle/Business Registration, etc.)
- Section 2. Minutes of District/Post Meetings
- Section 3. Department General Orders/Correspondence
- Section 4. Council of Administration Correspondence (if applicable)
- Section 5. Officers Proof of Eligibility and Election Report
- Section 6. District Meeting Report Form/Sign in Form (if applicable)
- Section 7. District/Post performance Correspondence
Community Service Reports
Post QM Bond and Post Asset Sheet
Current year Quarterly Audit Reports
Post Commander Quarterly Reports
Other Department Requirements
- Section 8. Individual District/Post Correspondence
- Past Post Inspection Reports ● Copy of Post By-Laws
 - Copy of Department By-Laws
 - Post Correspondence
 - Articles of Incorporation

Note - An 8 tab index folder is best to use to set up these 8 sections. Under section 8, recommend setting up an index section for each Post and have them in numerical order.

Document Retention

The following list has been compiled in response to requests from Posts that have asked how long to retain certain files and records. Please keep in mind that this list does not have the effect of law, and a judicious amount of common sense should be used when applying it to your Post.

<u>Record Name</u>	<u>Retention Period</u>
Accounts payable invoices	7 years
Accounts payable ledger	7 years
Accounts receivable ledger	7 years
Annual financial reports	Permanent
Annuity & deferred payment plans	Continuing Record
Audit reports, annual	10 years
Audit reports, periodic	2 years
Audit work papers	5 years
Balance sheets	5 years
Bank deposit slips	5 years
Bank statements	5 years
Bills of lading	2 years
Bonds - Fidelity	3 years after termination
Bonds - Surety	3 years after termination
Budgets	5 years
Bylaws	Until Suspended
Cancelled checks	7 years
Cash receipt records	7 years
Certified annual financial statements	Permanent
Community activity reports	3 years
Contracts	7 years after termination
Correspondence, executive	10 years
Correspondence, general	3 years
Depreciation schedules	Permanent
Election of Officer Reports	5 years
Employee records	4 years after termination
Employee contracts	7 years after termination
Employee withholding records	7 years
Employee accident reports	30 years after settlement
Employee insurance records	11 years after termination
Employee termination	7 years
Entertainment, gift & gratuity records	3 years
Expense vouchers	7 years

<u>Record Name</u>	<u>Retention Period</u>
Fidelity Bonds	3 years after termination
Financial reports, periodic	2 years
Financial reports, annual	Permanent
Freight bills	3 years
Freight claims	2 years
Garnishments	7 years after termination
General ledger	Permanent
Income statements, annual	Permanent
Income statements, periodic	2 years
Incorporation papers	Permanent
Inspection reports	3 years
Insurance records, general	4 years after Policy expiration
Inventory records	Permanent
Labor Cost Records	3 years
Lease Records	3 years after termination
Membership Applications	Permanent (<i>see note 1</i>)
Membership Rosters	5 years
Minutes of Post Meetings	5 years (<i>see note 2</i>)
Payroll register	7 years
Periodic financial reports	2 years
Petty cash records	3 years
Property records	Permanent
Quartermaster reports	5 years (<i>see note 3</i>)
Shipping & Receiving documents	2 years
Tax records	Permanent

Note 1: Membership applications should be retained as a permanent record to aid in establishing length of membership, original eligibility, and other items of historical value.

Note 2: In some instances, it may be advisable to retain the minutes of Post meetings when those minutes contain policy decisions. Normally, however, those policy decisions would have been incorporated into the Post Bylaws, and the minutes would only be of minor historical significance.

Note 3: Monthly Quartermaster reports usually prove to be "deadfiles" once the quarterly and annual audit reports are completed. However, it is recommended that they be retained for a period of five years, should a detailed reconstruction of the Post's financial situation be required by an auditor or the IRS.

Obviously, the foregoing list is not all-encompassing, nor is it intended to be. A good rule of thumb in determining what files and records to keep is that if the file or record has no financial or historical significance, then it is probably time to dispose of it.

POST COMMANDER DISTRICT MEETING/CONVENTION REPORT
(To be turned in to District Adjutant for retention)

POST MEMBERSHIP PERCENTAGE _____%

NUMBER OF MEMBERS NEEDED FOR 100% _____

NUMBER OF MEMBERS WHOSE DUES HAVE EXPIRED _____

NUMBER OF NEW & REINSTATED MEMBERS _____

POST COMMUNITY SERVICE ACTIVITIES HELD

POST RECRUITING ACTIVITIES HELD

VFW PROGRAM PARTICIPATION (NUMBER OF ENTRIES JUDGED):

VOICE OF DEMOCRACY _____ PATRIOTS PEN _____

PUBLIC SERVANT AWARD _____ TEACHER OF THE YEAR _____

SCOUT OF THE YEAR _____ JROTC SCHOLARSHIP AWARD _____

RICH HOMAN AWARD _____

Date Post donated \$275 to VFW Programs _____

Number of campers Post sponsored to attend Youth Camp _____

COMMENTS: _____

SUBMITTED BY:

POST#

DATE: _____



Click "Open"

DISTRICT COMMANDER COA REPORT FORMAT

Commander's Name: _____

District#: _____

- District Membership: _____%
- Highest Post Membership: _____
- Lowest Post Membership: _____
- Number of Posts contacted by phone: _____ (since last COA meetings)
- Number of Posts personally visited _____ (since last COA meetings)
- Number of Posts remaining to visit _____
- Number of Post inspections completed and forwarded to inspector _____
- Statement on Community Service reporting:

Any significant issues or comments:

ORDER OF BUSINESS FOR OPENING JOINT DISTRICT MEETING

1. Call to order
2. Officer of the Day prepare for salute – Present Arms/Order Arms
3. Opening prayer by VFW Chaplain (Uncover and parade rest)

Our Heavenly Father, we come to You in this moment because we believe that You are our God and we are Your people, and You are the Creator and sustainer of life. We acknowledge that every good and perfect gift comes from above and that all that we have comes from Your Divine beneficent hand. We thank You for this food and ask for Your blessing upon us as we partake. Teach us to be always mindful of Your loving kindness and tender mercies. Amen.

4. Pledge of Allegiance. Present Arms/Order Arms
5. Welcome notes: Thanks to Post CDR _____ President _____
6. Introduce Veterans side head table:
 - a. Post Commander _____
 - b. VFW State Rep _____
 - c. Acknowledge past State Commanders
 - d. Acknowledge past District Commanders
 - e. District Officers and Chairman
 - f. Any other guests
7. Turn over to Auxiliary President _____
 - a. Intro of Auxiliary head table
 - b. Past State Presidents
 - c. Past District Presidents
 - d. District Officers and Chairman
8. Special program (if any)
9. Recess meeting to eat; **Instruct VFW comrades to remove their VFW cap.** Post Commander guide order of eating.
10. Resume meeting
11. Committee Reports
12. Good of the order— presentation by State Representatives (VFW and Auxiliary)
13. 33 1/3 drawing (if any)
14. Closing ceremony
15. Present Arms/Order Arms
16. Prayer by Auxiliary Chaplain
17. Meeting now closed —The next district meeting will be: _____
18. Please help clean and clear the area
19. Veterans and Auxiliary to move to separate meeting rooms.

ORDER OF BUSINESS FOR DISTRICT MEETING

1 - OPENING CEREMONIES

(The hour of opening has arrived, the Officer of the Day displays the Flag of the United States and Bible on the altar, leaving Bible closed, after which the Commander takes station and gives one Rap for attention).

One (1) Gavel Rap for Attention if sitting, one (1) Gavel Rap if standing, to sit down, two (2) Gavel Raps to stand.

COMMANDER: THE OFFICERS WILL TAKE THEIR RESPECTIVE STATIONS, UNAUTHORIZED GUESTS WILL KINDLY RETIRE, AND THE GUARD WILL CLOSE THE DOORS. (The Commander ascertains if non-members have retired).

COMMANDER: BY THE POWER AND AUTHORITY VESTED IN ME, I AM ABOUT TO OPEN DISTRICT NO.# _____, VETERANS OF FOREIGN WARS, STATE OF WEST VIRGINIA, FOR THE TRANSACTION OF ANY BUSINESS THAT MAY LAWFULLY COME BEFORE IT (Two Gavel Raps). OFFICER OF THE DAY, SATISFY YOURSELF THAT ALL PRESENT ARE ENTITLED TO REMAIN.

OFFICER OF THE DAY: COMRADE COMMANDER, I FIND ALL, EXCEPT THOSE STANDING, IN POSSESSION OF OFFICIAL VFW DUES RECEIPTS FOR THE CURRENT MEMBERSHIP YEAR. ONCE MEMBERSHIP VALIDATED, MEMBER TAKES A SEAT.

(COMMANDER INSTRUCTS THE QUARTERMASTER TO DETERMINE THE STATUS OF MEMBER'S STANDING. THOSE WHO HAVE NOT PAID THEIR CURRENT DUES WILL BE REQUIRED TO PAY SAID DUES OR LEAVE THE MEETING ROOM. QUARTERMASTER WILL REPORT HIS FINDINGS TO THE COMMANDER.)

COMMANDER: OFFICER OF THE DAY, YOU WILL PREPARE THE ROOM FOR THE SALUTE TO THE COLORS. (Two Gavel Raps). PRESENT ARMS. ORDER ARMS.

COMMANDER: ATTENTION! COMRADE CHAPLAIN, YOU WILL DELIVER THE OPENING PRAYER.

COMMANDER: UNCOVER, PARADE REST.

PRAYER BY THE DISTRICT CHAPLAIN:

LET US BOW OUR HEADS. O, SOVEREIGN RULER OF THE UNIVERSE, WHO ARE THE LORD OF HOSTS AND GOD OF PEACE, WITHOUT THEE OUR EFFORTS ARE VAIN.
CONTINUE THY BLESSINGS UPON US AND OUR FAMILIES, WE PRAY THEE, AND GUIDE US DURING OUR DELIBERATIONS.

WE BESEECH THEE, O GOD, TO BLESS THE DEPENDENTS OF OUR DEPARTED COMRADES, AND TO COMFORT ALL WHO GAVE THEIR LOVED ONES TO OUR NATION'S CAUSE.

BLESS AND STRENGTHEN THE SICK, THE NEEDY AND THE AFFLICTED.

BLESS, WE ASK THEE, THE CHILDREN, FAMILIES, AND STAFF OF OUR NATIONAL HOME AND HELP US TO FULFILL OUR DUTY TOWARD THEM.

CONTINUE THY FAVOR UPON OUR ORDER, AND HELP US TO PRACTICE THE SPIRIT OF TRUE COMRADESHIP, BOTH IN OUR COUNCILS AND WITH THE WORLD AT LARGE. ENABLE US TO BETTER THE COMMUNITY IN WHICH WE LIVE THROUGH OUR DEVOTION TO DUTY AS CITIZENS. WE NOW HAVE A MOMENT OF SILENT PRAYER FOR OUR DEPARTED COMRADES AND FOR THOSE MISSING IN ACTION AND THOSE HELD AS PRISONERS OF WAR.

(Short Pause).

THESE AND ALL OTHER NECESSARY BLESSINGS WE ASK OF THEE, MIGHTY RULER OF THE UNIVERSE. AMEN.

COMMANDER: ATTENTION, COMRADES, YOU WILL JOIN ME IN THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA. PRESENT ARMS.

"I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL". ORDER ARMS.

COMMANDER: COMRADES, WE ARE ASSEMBLED AGAIN TO TRANSACT BUSINESS OF MUTUAL BENEFIT. DO NOT LET PETTY JEALOUSIES OR TRIVIAL PERSONALITIES INFLUENCE OUR DELIBERATIONS. LET US UPHOLD ALWAYS THE OBLIGATIONS OF UNSELFISH COMRADESHIP AND LOYALTY TO OUR ORGANIZATION AND TO THE GOVERNMENT OF THE UNITED STATES OF AMERICA.

I NOW DECLARE DISTRICT NO.# ____ VETERANS OF FOREIGN WARS, STATE OF WEST VIRGINIA, DULY OPENED FOR THE TRANSACTION OF BUSINESS. GUARD, YOU WILL ADMIT ANY IN WAITING WHO MAY BE WORTHY. (One Gavel Rap to be Seated).

2 - ORDER OF BUSINESS

1. COMMANDER: (Leading all members in recitation of Section 230102 of the Congressional Charter).

THE PURPOSE OF THIS CORPORATION SHALL BE FRATERNAL, PATRIOTIC, HISTORICAL, CHARITABLE, AND EDUCATIONAL; TO PRESERVE AND STRENGTHEN COMRADESHIP AMONG ITS MEMBERS; TO ASSIST WORTHY COMRADES; TO PERPETUATE THE MEMORY AND HISTORY OF OUR DEAD, AND TO ASSIST THEIR WIDOWS AND ORPHANS; TO MAINTAIN TRUE ALLEGIANCE TO THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND FIDELITY TO ITS CONSTITUTION AND LAWS; TO FOSTER TRUE PATRIOTISM; TO MAINTAIN

AND EXTEND THE INSTITUTIONS OF AMERICAN FREEDOM; AND TO PRESERVE AND DEFEND THE UNITED STATES FROM ALL HER ENEMIES.

2. CALLING THE ROLL OF DISTRICT OFFICERS.
3. READING OF DISTRICT MINUTES.
4. DISTRICT QUARTERMASTER REPORT DISBURSEMENTS.
5. DISTRICT QUARTERMASTER REPORT RECEIPTS.
6. READING OF DISTRICT BILLS.
7. ROLL CALL OF POSTS AND REPORTS (Post Commander or Representative to give his report of activities, also Post Total Membership and Number of Post Members present).
8. REPORT OF DISTRICT SERVICE OFFICER.
9. REPORT OF ALL DISTRICT COMMITTEES.
10. REMEMBERING OUR NATIONAL HOME:

COMMANDER: (Raps Gavel Twice). ALL PRESENT WILL RISE. UNCOVER, AND PARADE REST. COMRADE CHAPLAIN, YOU WILL ASK DIVINE BLESSINGS UPON OUR NATIONAL HOME.

DISTRICT CHAPLAIN: ALMIGHTY GOD, WE ASK FOR YOUR DEVINE BLESSING ON THE CHILDREN, FAMILIES AND STAFF OF OUR NATIONAL HOME FOR CHILDREN IN EATON RAPIDS, MICHIGAN. MAY YOUR SPIRIT DWELL WITH THEM FOREVER, GIVING THEM HEALTH AND GUIDING THEIR LIVES. HELP US TO ALWAYS BE FAITHFUL TO OUR FALLEN COMRADES BY PROVIDING (SHELTER AND GUIDANCE) SUPPORT FOR THEIR FAMILIES. WE ASK IN YOUR HOLY NAME. AMEN.

(Commander Raps Gavel).

11. UNFINISHED BUSINESS. (Reading of communications associated with Unfinished Business. Read and Vote).
12. NEW BUSINESS. (Reading of communications associated with New Business, Installation of Officers. Read and vote).
13. GOOD OF THE ORDER. (Reading of communications associated with Good of the Order; State Representative speak to the members).

3 - CLOSING CEREMONIES

COMMANDER: THERE BEING NO FURTHER BUSINESS, WE WILL HAVE OUR CLOSING CEREMONY. (Two Raps, All Rise).

COMMANDER: OFFICER OF THE DAY, RETIRE THE COLORS. PRESENT ARMS. ORDER ARMS.

COMMANDER: COMRADE CHAPLAIN, YOU WILL DELIVER THE CLOSING PRAYER.

COMMANDER: UNCOVER, PARADE REST.

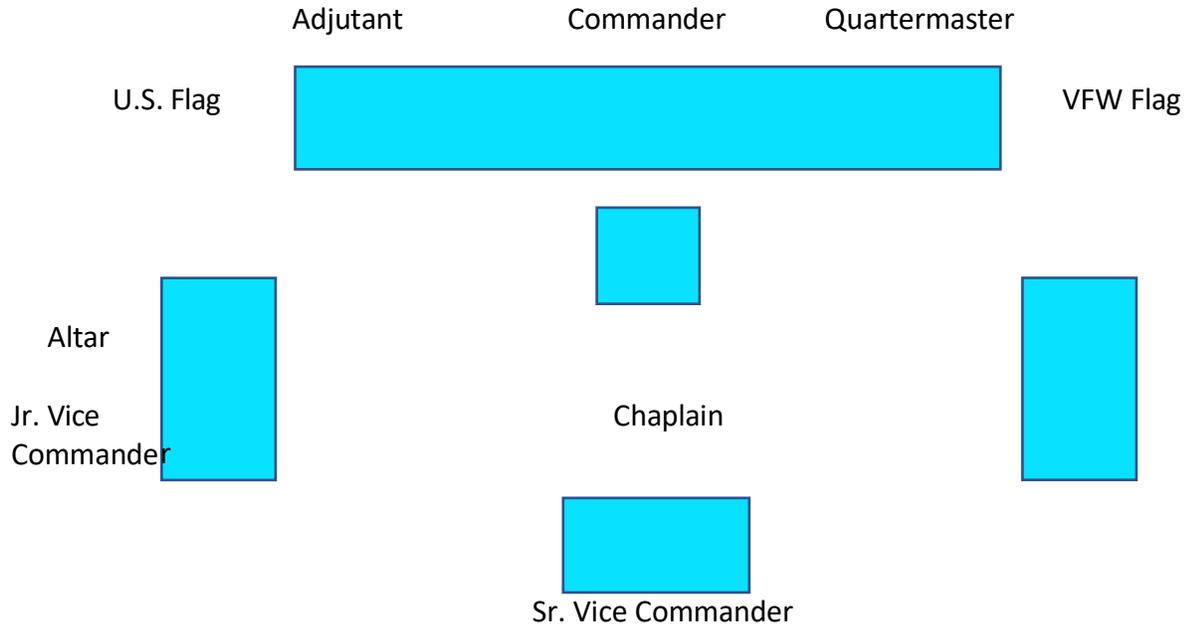
PRAYER BY DISTRICT CHAPLAIN

(Chaplain closes Bible).

COMMANDER: ATTENTION! COMRADES, I NOW DECLARE THE BUSINESS OF DISTRICT NO. # _____ VETERANS OF FOREIGN WARS, STATE OF WEST VIRGINIA, CLOSED.

OUR NEXT REGULAR MEETING WILL BE (date) at (time) POST. NO. (host location)

OPENING POST CEREMONIES



(The hour of opening has arrived, the Officer of the Day displays the Flag of the United States and Bible on the altar, leaving Bible closed, after which the Commander takes station and gives one rap for attention).

One (1) gavel rap for attention if sitting; one (1) gavel rap if standing to sit down; two (2) gavel raps to stand.

COMMANDER: THE OFFICERS WILL TAKE THEIR RESPECTIVE STATIONS. ALL PERSONS NOT MEMBERS OF THE V.F.W. WILL KINDLY RETIRE, AND THE GUARD WILL CLOSE THE DOORS. (The Commander ascertains if non-members have retired). **All unauthorized caps to be removed, only VFW regulation caps allowed.**

COMMANDER: BY THE POWER AND AUTHORITY VESTED IN ME, I AM ABOUT TO OPEN THE _____ POST NO.# _____ FOR THE TRANSACTION OF ANY BUSINESS THAT MAY LAWFULLY COME BEFORE IT. (two gavel raps).

OFFICER OF THE DAY, SATISFY YOURSELF THAT ALL PRESENT ARE ENTITLED TO REMAIN.

OFFICER OF THE DAY: COMRADE COMMANDER, I FIND ALL, EXCEPT THOSE STANDING, IN POSSESSION OF OFFICIAL VFW DUES RECEIPTS FOR THE CURRENT MEMBERSHIP YEAR. ONCE MEMBERSHIP VALIDATED, MEMBER TAKES A SEAT.

(COMMANDER INSTRUCTS THE QUARTERMASTER TO DETERMINE THE STATUS OF MEMBER'S STANDING. THOSE WHO HAVE NOT PAID THEIR CURRENT DUES WILL BE REQUIRED TO PAY SAID DUES OR LEAVE THE MEETING ROOM. QUARTERMASTER WILL REPORT HIS FINDINGS TO THE COMMANDER.)

COMMANDER: OFFICER OF THE DAY, YOU WILL PREPARE THE POST ROOM FOR THE

SALUTE TO THE COLORS. (two gavel raps). PRESENT ARMS. ORDER ARMS.

COMMANDER: ATTENTION: COMRADE CHAPLAIN, YOU WILL DELIVER THE OPENING PRAYER.

COMMANDER: UNCOVER, PARADE REST

(Chaplain opens the bible)

CHAPLAIN: LET US BOW OUR HEADS. O, SOVEREIGN RULER OF THE UNIVERSE, WHO ARE THE LORD OF HOSTS AND GOD OF PEACE, WITHOUT THEE OUR EFFORTS ARE VAIN.

CONTINUE THY BLESSINGS UPON US AND OUR FAMILIES, WE PRAY THEE, AND GUIDE US DURING OUR DELIBERATIONS.

WE BESEECH THEE, O GOD, TO BLESS THE DEPENDENTS OF OUR DEPARTED COMRADES, AND TO COMFORT ALL WHO GAVE THEIR LOVED ONES TO OUR NATION'S CAUSE.

BLESS AND STRENGTHEN THE SICK, THE NEEDY AND THE AFFLICTED.

BLESS, WE ASK THEE, THE CHILDREN, FAMILIES, AND STAFF OF OUR NATIONAL HOME AND HELP US TO FULFILL OUR DUTY TOWARD THEM.

CONTINUE THY FAVOR UPON OUR ORDER, AND HELP US TO PRACTICE THE SPIRIT OF TRUE COMRADESHIP, BOTH IN OUR COUNCILS AND WITH THE WORLD AT LARGE. ENABLE US TO BETTER THE COMMUNITY IN WHICH WE LIVE THROUGH OUR DEVOTION TO DUTY AS CITIZENS.

WE NOW HAVE A MOMENT OF SILENT PRAYER FOR OUR DEPARTED COMRADES AND FOR THOSE MISSING IN ACTION AND THOSE HELD AS PRISONERS OF WAR.

(Short Pause).

THESE AND ALL OTHER NECESSARY BLESSINGS WE ASK OF THEE, MIGHTY RULER OF THE UNIVERSE. AMEN.

COMMANDER: ATTENTION, COMRADES, YOU WILL JOIN ME IN THE PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA. PRESENT ARMS.

“I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL”. ORDER ARMS

COMMANDER: COMRADES, WE ARE ASSEMBLED AGAIN TO TRANSACT BUSINESS OF MUTUAL BENEFIT. DO NOT LET PETTY JEALOUSIES OR TRIVIAL PERSONALITIES INFLUENCE OUR DELIBERATIONS. LET US UPHOLD ALWAYS THE OBLIGATIONS OF UNSELFISH COMRADESHIP AND LOYALTY TO OUR ORGANIZATION AND TO THE GOVERNMENT OF THE UNITED STATES OF AMERICA.

I NOW DECLARE POST _____ DULY OPENED FOR THE TRANSACTION OF BUSINESS. GUARD, YOU WILL ADMIT ANY IN WAITING WHO MAY BE WORTHY. (One gavel rap to be seated).

1. ORDER OF BUSINESS

COMMANDER: (Leading all members in recitation of Section 230102 of the Congressional Charter).

THE PURPOSE OF THIS CORPORATION SHALL BE FRATERNAL, PATRIOTIC, HISTORICAL CHARITABLE AND EDUCATIONAL; TO PRESERVE AND STRENGTHEN COMRADESHIP AMONG ITS MEMBERS; TO ASSIST WORTHY COMRADES; TO PERPETUATE THE MEMORY AND HISTORY OF OUR DEAD, AND TO ASSIST THEIR WIDOWS AND ORPHANS; TO MAINTAIN TRUE ALLEGIANCE TO THE GOVERNMENT OF THE UNITED STATES OF AMERICA, AND FIDELITY TO ITS CONSTITUTION AND LAWS; TO FOSTER TRUE PATRIOTISM; TO MAINTAIN AND EXTEND THE INSTITUTIONS OF AMERICAN FREEDOM; AND TO PRESERVE AND DEFEND THE UNITED STATES FROM ALL HER ENEMIES.

2. CALLING THE ROLL OF OFFICERS
3. READING, REFERRING, MEMBERSHIP APPLICATIONS.
4. REPORT OF INVESTIGATING COMMITTEE ON MEMBERSHIP.
5. BALLOTING FOR APPLICANTS.
6. MUSTERING IN OF RECRUITS.
7. READING OF MINUTES AND APPROVAL.
8. QUARTERMASTER'S REPORT; DISBURSEMENTS.
9. QUARTERMASTER'S REPORT; RECEIPTS
10. READING OF BILLS.
11. REPORT OF SERVICE OFFICER.
12. IS THERE A COMRADE OR THE FAMILY OF A COMRADE IN DISTRESS?
13. REPORT OF ALL COMMITTEES (Membership, Buddy Poppy, etc.)
14. REMEMBER OUR NATIONAL HOME FOR CHILDREN (Contemporary script allows the removal of this portion from the meeting)

(Interrupt business at 9:00 p.m. or as close to 9:00 p.m. as is practical for the National Home Ceremony).

COMMANDER: (Raps gavel twice). ALL PRESENT WILL RISE. PARADE REST. COMRADE CHAPLAIN, YOU WILL ASK DIVINE BLESSINGS UPON OUR NATIONAL HOME.

CHAPLAIN: ALMIGHTY GOD, WE ASK FOR YOUR DIVINE BLESSING ON THE CHILDREN, FAMILIES, AND STAFF OF OUR NATIONAL HOME FOR CHILDREN IN EATON RAPIDS, MICHIGAN. MAY YOUR SPIRIT DWELL WITH THEM FOREVER, GIVING THEM HEALTH AND GUIDING THEIR LIVES. HELP US TO ALWAYS BE FAITHFUL TO OUR FALLEN COMRADES BY PROVIDING (SHELTER AND GUIDANCE) SUPPORT FOR THEIR FAMILIES. WE ASK IN YOUR HOLY NAME. AMEN.
(Commander raps gavel).

15. UNFINISHED BUSINESS.

(Reading of communications associated with unfinished business. Read and vote).

16. NEW BUSINESS.

(Reading of communications associated with new business. Read and vote).

17. GOOD OF THE ORDER.

(Reading of communications associated with Good of the Order).

18. CLOSING CEREMONIES

COMMANDER: THERE BEING NO FURTHER BUSINESS, WE WILL HAVE OUR CLOSING CEREMONY. (Two raps, all rise).

COMMANDER: OFFICER OF THE DAY, RETIRE THE COLORS.

COMMANDER (OR OFFICER OF THE DAY): PRESENT ARMS. ORDER ARMS

COMMANDER: COMRADE CHAPLAIN, YOU WILL DELIVER THE CLOSING PRAYER.

COMMANDER: PARADE REST!

CHAPLAIN: ALMIGHTY GOD, THE HOUR HAS COME WHEN WE MUST PART. WE COMMIT OURSELVES TO THY CARE. THOU, WHO ART OUR STRONG TOWER OF DEFENSE, AND OUR PROTECTION, GRANT THAT IN LIFE'S BATTLES WE MAY BE STRONG AND BRAVE, LIVING SUCH LIVES OF STAINLESS INTEGRITY AS SHALL REFLECT HONOR UPON OUR COUNTY AND THE VETERANS OF FOREIGN WARS OF THE UNITED STATES, AND GLORIFY THY GREAT AND HOLY NAME.

MAY THY GOOD PROVIDENCE SHIELD US FROM ALL HARM, WATCH OVER THOSE WHO EVEN NOW GUARD THE GATES OF FREEDOM, AND BRING US TOGETHER AGAIN IN TRUE COMRADESHIP AND PEACE. AMEN.

COMMANDER: ATTENTION! (Chaplain closes Bible).

COMMANDER: COMRADES, I NOW DECLARE THE BUSINESS OF _____ POST, NO.# _____ CLOSED. OUR NEXT REGULAR MEETING WILL BE _____.

VFW National Membership Program

MEET THE CHALLENGE



2023-2024

Duane T. Sarmiento
Commander-in-Chief

Updated: May 18, 2023

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Membership Mission

To recruit, retain and mentor a stable membership base including all generations of veterans.

To cultivate a membership that is well versed in institutional knowledge and actively involved at all levels of the organization and in the local community. To establish Posts with an established vision of service, leadership, and community outreach.

Introduction

Today, the Veterans of Foreign Wars is 124 years old. During those years, we have had WWI, WWII, Korean, Vietnam, and other veterans joining en masse. Today, however, we have lost many of these honorable men and women. As history has proven, the Post-9/11 veterans will join our organization like others have when they are ready, however usually not until their kids grow or their retirements are in place.

We must not stereotype any of our future members regardless of sex, color, or personal beliefs. If a member qualifies, bring them in. The only way to make this success permanent is to retain those members, recover past members, and continue to recruit new veterans into our ranks. There are still many veterans eligible to join and at all ages. However, our focus needs to be on our Post-9/11 veterans, for they will be our future.

You might ask, how do we build our organization? It's simple, leadership by example. If you are a Commander of a Post, District, Department, or the National Commander, then get out there and recruit members yourself and show your team that if you can do it, so can they. A good way to do this is to improve the way we communicate with our members at all levels of the organization. Posts, Districts, Departments, and our National Officers need to use all methods available to convey information for news and training to our membership through newsletters, emails, social media, recruiting booths and outreach teams.

We need to know who our members are and how we can address their needs and concerns. It's time to step it up and recruit Post-9/11 veterans. Each of us needs to do our part and recruit at least one new member. Think about it. If we all recruit one each, we would show substantial growth in membership in just one year.

Membership Goals

1. Build a strong organization through recruiting new members while retaining our current membership, creating a solid baseline for the future.
2. Work together to achieve VFW's goals. The VFW National Headquarters staff is available to assist in coordinating programs, developing membership initiatives, and building awareness among our membership and the entire veteran community.

Membership Objectives

- Achieve 102% in Membership
- For everyone to recruit at least one new member and then mentor that member.
- Increase membership drives and/or events.
- Develop new Posts and/or revitalize existing Posts.
- Increase Life Membership and Legacy Life Membership

Membership Resources

In order to assist our Posts, Districts, and Departments in meeting the goals set out by the Commander-in-Chief in this membership program, the National Headquarters has a wealth of resources at your disposal. Many of those are available free of charge to our members.

- Membership materials ranging from applications, recruiting brochures, posters, and benefits brochures can be ordered directly from the Membership Department using the Membership Order Form (located under Membership Quick Links once you log into vfw.org)
- Resources for Post Development, Membership Campaigns, and Mentorship such as training guides, videos, and webinars are available in the Training & Support section on vfw.org
- Promotional tools such as radio spots, sample advertisements, public service announcements, and media kits are all available through the Media Room on vfw.org

See the trend? Just about anything you will need is at vfw.org, check it out.

The VFW National Headquarters staff is ready and trained to answer any questions you may have concerning membership, VFW programs, or other issues. You can contact our **Member Service Center directly at 1.833.VFW.VETS**, or the **Membership Department at 1.888.JOIN.VFW**.

Triple Crown Award

Any commander who achieves All-American at the Post, District and Department level will receive a Triple Crown pin and recognition at the National Convention.

Recruiting Awards

- **1,5, 10, 15** Corresponding numbered member pin
- **25** CIC coin and Citation
- **50** National Aide-De-Camp cap and Citation
- **75** CIC Medallion Set
- **100** Century cap **or** \$50 VFW Store credit & Citation
- **150** CIC Custom Desk Name Plate

Department “102 Percent” Incentive

Any Department that attains 102% in membership by close of business on June 30th, 2024, will be entered into a random drawing. The commander and quartermaster that is selected will each receive:

- **\$2500 voucher through Veterans Travel Services (VTS) applied towards airfare, accommodations, and transportation for a trip of their choice.**

Early Bird Award—VFW Legislative Conference

The top three Post commanders and quartermasters in each division on Jan. 1, 2024, will receive:

- **A \$1,000 stipend to be used toward attending the VFW Legislative Conference, Washington D.C.**

Post Commander and Quartermaster – New & Reinstated Member Award

The top 10 Post commanders and quartermasters in each division who report more than 50 new and/or reinstated members by Jan. 1, 2024, will each be awarded:

- **A travel charger with the official VFW Commander-in-Chief logo.**

Meeting the Challenge Award

The top two Post commanders and the top two District commanders in each division who achieve 102% membership by April 1, 2024, will each be awarded:

- **Five-night hotel accommodation at the National Convention.**

102% Post, District & Department

A distinctive streamer will be awarded to every Post, District and State/Department that achieves 102% or greater in membership before July 1, 2024.

102% Commander Drawing

Each Post and District commander that exceeds 102% in membership by June 1, 2024, will receive an entry in this drawing. Twenty Post commanders and Twelve District commanders will receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**

Post Commander and Quartermaster Division Challenge

For every 10 new/reinstated members recruited between July 1, 2023, and April 1, 2024, Posts will earn one entry for both Post commander and quartermaster entered into a drawing. One Post per division will receive:

- **A \$1,000 stipend each for commander and quartermaster to be used toward attending the VFW National Convention.**

Legacy Life Membership Acquisition

Each Post that achieves the designated benchmarks of 25, 50 and 75 Legacy Life Members will be awarded:

- **A Legacy Society Post Proclamation.**

Each Post that achieves the distinctive benchmark of 100 Legacy Life members by July 1, 2024, commander or Post representative will receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**
- **Reserved seating at the VFW National Convention joint opening session.**
- **Legacy Society Post Proclamation.**

Top Department Recruiter

The top Recruiter in every Department on July 1, 2024, will receive:

- **Engraved Navy Cutlass**

Note: Minimum of 25 new/reinstated members required to win this award.

Elite Recruiter

Any VFW member who signs up 250 or more new and/or reinstated members by July 1, 2024, will receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**
- **Distinctive cap, citation, and name badge.**

Recruiter of the Year

The VFW member who signs up the greatest number of new and/or reinstated members greater than 250 by July 1, 2024, will receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**
- **Reserved seating at the VFW National Convention joint opening session.**
- **Distinctive cap, citation, and name badge.**
- **Commander-in-Chief's Crystal Eagle.**

New Post Development and Post Revitalization Department Award

- For each new Post chartered, and/or revitalized, the Department Quartermaster will receive:
 - **A \$250 credit from the VFW Store to be used towards necessary materials for the new Post.**

All-American Criteria

The All-American program exists to recognize exceptional leadership and teamwork, authentic accomplishment in membership growth and VFW core programs.

All-American Post Criteria

- Membership must be at least 102%
- Must conduct two Membership recruiting events, submit reports through All-American Dashboard
- Post-Election Report must be submitted to National Headquarters
- Meet all the following Program Participation Criteria:
 - Voice of Democracy - minimum of one entry advanced to District judging (Overseas Post can donate \$100 to National in lieu of entry)
 - Patriots Pen - minimum of one entry advanced to District judging (Overseas Post can donate \$100 to National in lieu of entry)
 - Hold a fundraiser with the proceeds going to Veterans & Military Support Programs Services, minimum of \$100.
 - National Citizenship Education Teachers Award –Post must advance a teacher to District; if no District judging applies then advance to Department for judging (Overseas Post donate \$100 to National in lieu of entry)
 - A Post must submit a community service report quarterly to their department for submission to the All-American Dashboard. The quarters are July-Sept, Oct-Dec, Jan-March, and April-June.
 - Buddy Poppy- Purchase Three per member in the Post

All-American Post Award

- All Posts that meet the Qualifying Percentage and the program participation criteria will receive an All-American Post Citation, Post Streamer and be recognized in the VFW magazine.

- The Top **25** Posts in each Division will receive:

- Acknowledgment in VFW Magazine
- Acknowledgement during the All-American Awards Ceremony at the National Convention
- All-American Post citation
- All-American Post streamer
- All-American citation - commander
- All-American name badge - commander

- All-American cap (commander only, quartermaster and Post members may purchase “Post Member” cap)
- All-American lapel pin (commander only, quartermaster may purchase pin)
- All-American Team Post Member lapel pin (25 pack)
- The top **five** commanders in each division will also receive:
 - **A \$1,000 stipend to be used toward attending the VFW National Convention.**
 - **Reserved seating at the VFW National Convention joint opening session.**

All-American District Criteria

- Membership must be at least 102%
- Conduct two Membership recruiting events, submit report through the dashboard.
- District-Election Report must be submitted to National Headquarters.
- Meet all the following Program Participation criteria:
 - Voice of Democracy - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry)
 - Patriots Pen - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry*see last page)
 - National Citizenship Education Teachers Award – one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry)

All-American District Award

- All Districts that meet the Qualifying Percentage and the program participation criteria will receive an All-American District Commander Citation, All-American Streamer and be recognized in the VFW magazine.

- The Top **15** Districts in each Division will receive:

- All-American District streamer
- All-American District citation - commander
- All-American name badge - commander
- All-American cap (commander only, quartermaster may purchase cap)
- All-American lapel pin (commander only, quartermaster may purchase pin)
- The top **two** District commanders in each division will also receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**
- **Reserved seating at the VFW National Convention joint opening session.**

All-American Department Criteria

- Membership must be at least 102%.
- Must conduct two Membership recruiting events, report of these events must be submitted through the All-American dashboard.
- Conduct a Department Commander’s “Official Visit or Round Up” prior to Jan 1, 2024, with a report submitted through the All-American dashboard.

National Legislative Service

- Monthly National Legislative Service committee member reports submitted to National Legislative Service in Washington, D.C.

National Veterans Services

- Must have a State/Department service officer and submit his or her name and contact information to National Veterans Services in Washington, D.C. by July 31, 2023.
- Department Service Officer successfully completes NVS training requirements with a passing grade.
- Department Service Officer or appropriate designee reports hosting Post Service Officer training to NVS. Reports due by 30 June 2024.

Programs

- Voice of Democracy - An entry advanced to National judging
- Patriot’s Pen - An entry advanced to National judging
- Veterans & Military Support Programs – Must complete State/Department fundraiser and proceeds donated to Veterans & Military Support Programs, Kansas City, Mo. (see last page)
- Must have at least One teacher submitted for the Teacher of the Year competition. (One entry from one of the three categories).
- Must enter one Employer of the Year Nomination (see last page)
- Must enter one JROTC Cadet of the Year Nomination (see last page)
- Must enter one VFW Member of the Year Nomination (see last Page)

All-American Department Award

- All-American Department streamer
- All-American Department citation - commander
- All-American name badge - commander
- All-American cap - commander - *quartermaster may purchase cap.*
- All-American lapel pin - commander - *quartermaster may purchase pin.*
- \$1,000 stipend to be used toward attending the VFW National Convention
- Reserved seating at the VFW National Convention Joint Opening Session

Conference Membership Award

The Conference with the highest membership percentage of the four Conferences will receive a \$1500 award and have their name and year engraved on a traveling trophy presented by the Commander-in-Chief to the Conference Chairman at the National Convention. The 2023-2024 Conference Chairman will return the trophy to the membership booth at National Convention in Louisville, KY no later than COB on Saturday to ensure placement of the new nameplate. This trophy will be presented to the 2023-2024 Conference Chairman on stage during the Joint Opening Session**.

Post Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage
1	951+		102%
2	750	950	102%
3	356	749	102%
4	246	355	102%
5	185	245	102%
6	143	184	102%
7	112	142	102%
8	88	111	102%
9	68	87	102%
10	51	67	102%
11	10	50	102%

District Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage
1	5,000	14,000	102%
2	3,282	4,999	102%
3	2,172	3,281	102%
4	1,447	2,171	102%
5	906	1,446	102%
6	1	905	102%

Important Notes

- Awards are transferable inside the Post, Districts or Department.
- **Post/District/Department:** Membership must be at least 102 percent.
- **Post member cap,** any member in a Post that achieves All-American status can purchase a “Post Member” cap. Those members must be in the Post during the membership year.
- The *Department Commander’s “Official Visit or Round Up”* is for Department commanders to visit Posts in their Department to get face-to-face time with their Post and District leadership and assist with membership and Programs.
- Donations made to replace Voice of Democracy and Patriot’s Pen (By eligible overseas Post). **Do not donate through your Department or by any other means.** Use the dashboard for your donation.
- Veterans & Military Support Programs Services Donations for Post/District/Department as listed above will only be accepted only through the following link: Use the dashboard for online donation.
- ****For the Conference Membership Award traveling trophy, the Conference Chairman will be responsible for the return of the trophy to the Membership Department booth at the National Convention each year.**
- Employer of the Year nomination link:
https://VFWPrograms.formstack.com/forms/vfw_employer_of_the_year_award
- JROTC Cadet of the Year nomination link:
https://VFWPrograms.formstack.com/forms/vfw_jrotc_cadet_of_the_year_award
- VFW Member of the Year nomination link:
https://VFWPrograms.formstack.com/forms/vfw_member_of_the_year_award
- Department “102 Percent” Incentive, NOTE: Reimbursement for travel expenses paid by the VFW will be reported to the Internal Revenue Service on Form 1099 if the total of payments made to you during any calendar year equals \$600.00 or more. Travel expenses paid for a guest or spouse for the award will also be reported to the IRS. The reimbursement you receive from the VFW will be deemed by the IRS to be taxable income. Since the circumstances of each individual are different, it is recommended that you consult your tax advisor to determine the effect these payments may have on your personal tax situation. It is your responsibility to keep receipts and other records as you and your accountant and/or tax advisor deem necessary in order to document your expenditures.

Recruiter Awards

CIC Membership Awards



Aide-de-Camp Cap and Century Recruiter Cap



1-, 5-, 10-, and 15-member Recruiting Pins
Commander-in-Chief's Pin and Coin



Engraved Navy Cutlass



CIC logo power bank



Recruiter Of The Year – Crystal Eagle trophy



CIC Desk Name Plate (Award winners name with CIC logo and slogan)

VFW 102% 2024



CIC Medallion Set with SVC and JVC Coins

102
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All-American Awards

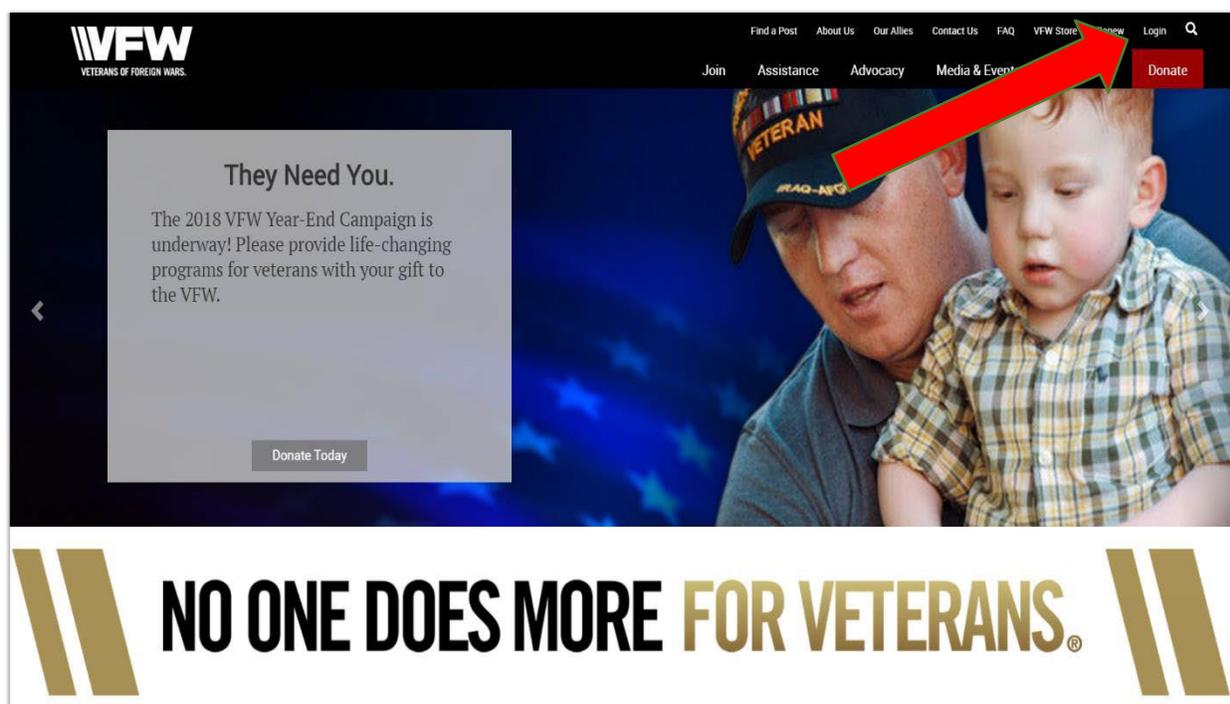
ALL-AMERICAN ELIGIBLE DASHBOARD TRAINING GUIDE



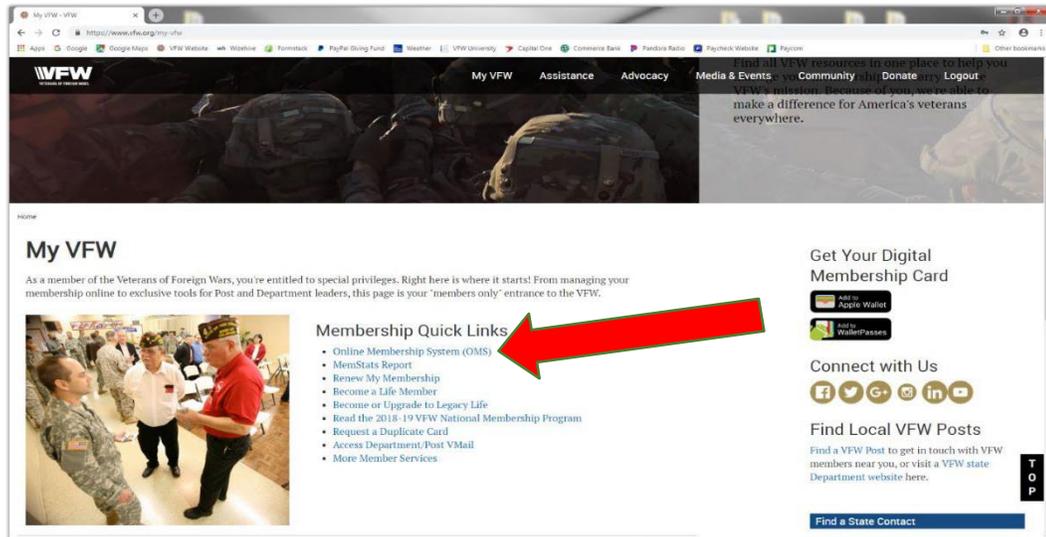
All-American Eligible Dashboard Training Guide & Instructions

Any Member Access:

Navigate to the VFW website at www.vfw.org and sign in using the login option on the top right of the home page & log in.



After logging in you will be defaulted to the “My VFW” page. Click on the Online Membership System (OMS) option under the “Membership Quick Links” section.



Once you enter the Online Membership System page, on the left side click on the “Reporting” tab to expand the options. Next, select the “All-American Dashboard.”

VFW
VETERANS OF FOREIGN WARS

My VFW Assistance Advocacy Nev

Notifications **9**

Online Membership System

Welcome back, Timothy C Peters! Here is your current membership information on file with the VFW. Please

Personal Information

Address: test
FPO, AA 59602-8436
United States [\[change\]](#)
6/17/1959
Air Force

Branch of Service:

Membership

Card Number: 1355716
Post: V10010/ VFW Post 10010 Cory-Dullum Post
Member Type: Gold Level Legacy Life

[vMail \[Click Here To Visit VMail\]](#)

Department Username:

Left sidebar menu items:
 > Personal Services
 > Post QM Services
 > Department QM Services
 > Reporting
 Post Query
 Department Good Standing Query
 All American Dashboard
 MemStats
 Department Query
 Accounting Report
 Post Officer Vacancies
 Posts w/no Election Report
 Post Officers for Term
 Post Information
 Recruiter Report
 MMJ Online

Your View will be based on the Post that you belong to with the District and Department status above. Any member has this view and can search for any Post/District/Department.

VFW
VETERANS OF FOREIGN WARS

Hello, Lynn Rolf Logout
Home Actions Entries Reports

All American Eligible Report

Summary
Met: 0 Unmet: 1

Statistics: Post Statistics Details: Posts in Department Program Year: 2018-2019

Post: 56

All Met Unmet

Generate Report Export as PDF Export as CSV

Department	District	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Buddy Poppy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Kansas			Unmet	Unmet	Unmet	Unmet	N/A	Unmet	Met	Unmet	Unmet
Kansas	1		N/A	Unmet	Unmet	Unmet	N/A	Unmet	N/A	N/A	N/A
Kansas	1	56	Unmet	Unmet	Unmet	Unmet	Met	Unmet	Met	N/A	N/A

15 items per page 1 - 3 of 3 items

To perform a search, click on the Statistics option dropdown for the level you would like to see from National, Department, and Post. The Details option helps you list what you want to see in the levels. For example, District & Department Summary or all Posts within a Department. Once you have made a selection, click on the Generate Report black button to populate a report.

1. The status bar on the Dashboard will be reflected in the yellow as **Pending** for the level that has not approved your report.
2. The Dashboard will not change to green as **Met** until National Programs have approved the report.
3. The Dashboard will remain red as **Unmet** until a report is entered.

WFW
VETERANS OF FOREIGN WARS.

Hello, Lynn Rolf Logout
Home Actions Entries Reports

All American Eligible Report

Summary	
Met	Unmet
0	1

Statistics : Details : Program Year :

Post :

All Met Unmet

[Generate Report](#) [Export as PDF](#) [Export as CSV](#)

Department	District	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Buddy Poppy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Kansas			Unmet	Unmet	Unmet	Unmet	N/A	Unmet	Met	Unmet	Unmet
Kansas	1		N/A	Unmet	Unmet	Unmet	N/A	Unmet	N/A	N/A	N/A
Kansas	1	56	Unmet	Unmet	Unmet	Unmet	Met	Unmet	Met	N/A	N/A

1 - 3 of 3 items

Post/District/Department Adjutant Access Only: Reporting

Adjutants are the official corresponding officer for the Post/District/Department and shall attest to all official communications and reports with their signature.

Adjutants will be granted permissions August 1 based on election reports to access the reporting functions.

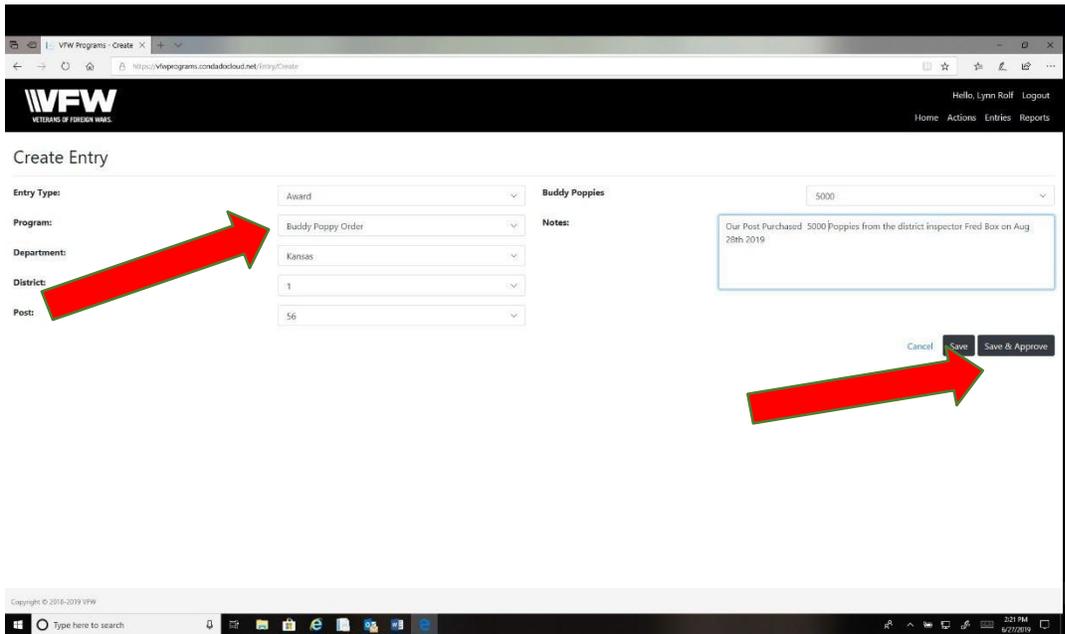
Adjutant will collect participation reports from Chairman at Post/District/Department. To enter a report, adjutant will click on the Entries tab at the top right under your name.

You will see a listing of previous entries submitted and their status, if applicable. To enter a report, click on the black + Create Entry button.

The screenshot shows the WFW (Veterans of Foreign Wars) reporting interface. At the top, there is a navigation bar with the WFW logo and user information: "Hello, Lynn Rolf Logout". Below the navigation bar, there are tabs for "Home", "Actions", "Entries", and "Reports". The "Entries" tab is selected, and a red arrow points to the "+ Create Entry" button. On the left side, there is a sidebar with various filters and options, including "Export as CSV", "Time Frame", "Date", "Columns", "Program Year", "Entry Type", "Program", "Department", "District", "Post", "Submitted By", "Submit Level", "Approval Level", and "Status". The main content area displays a table of entries with the following columns: Date, Time, Program, Department, District, Post, Submitted By, Submit Level, Approval Level, Status, and Actions. The table contains five rows of data, each representing a different entry.

Date	Time	Program	Department	District	Post	Submitted By	Submit Level	Approval Level	Status	Actions
06/27/2019	02:00:50 PM	Veterans & Military Support Donation	California	2	7142	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:02:27 PM	Veterans & Military Support Donation	New Jersey	18	12165	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	01:01:32 PM	Veterans & Military Support Donation	Tennessee	7	1814	Linda Ferguson	National	National	Completed	View Correct
06/27/2019	12:21:15 PM	Veterans & Military Support Donation	North Carolina	2	2771	Robert Stephens	Post	District	Pending	View
06/27/2019	11:04:35 AM	Buddy Poppy	Colorado	1	1	Lynn Rolf	National	National	Completed	View Correct

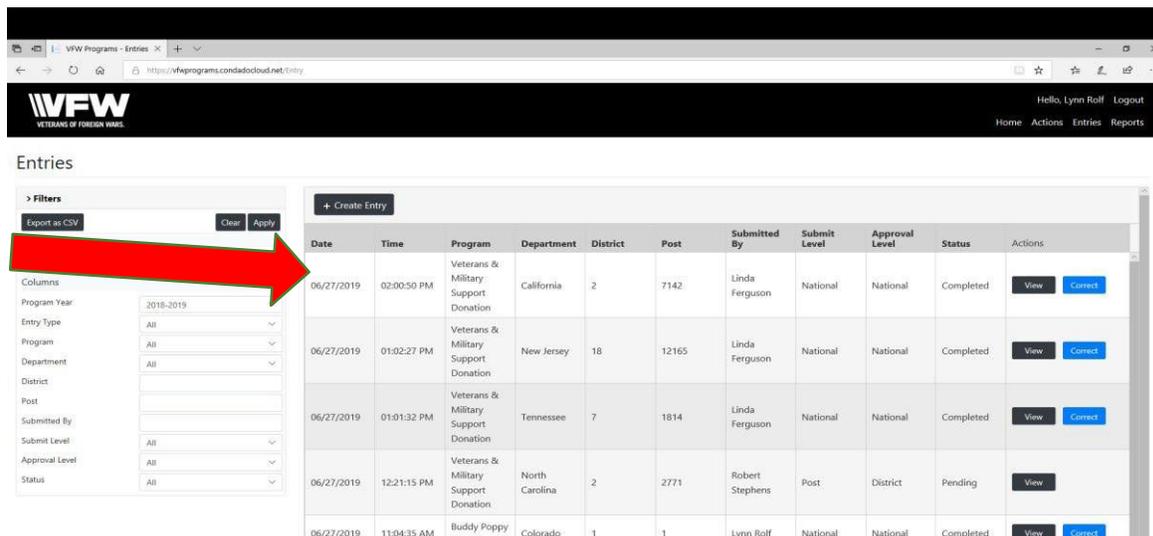
Click on Program Box and select the specific program from the drop down for entry report.



In the notes box, explain exactly what you're reporting with details.

Every Box will be pre-populated based on what permissions are assigned to your role. You can only report on your Post/District/Department. Once complete you can save and come back until ready to submit, or you can click the Save & Approve button to submit.

The report that you submitted will be back in the initial screen and will tell you status as it moves up the Chain for approval.



Post/District/Department Adjutant Access Only: Actions Button

Actions are defined as you have a report to approve or reject for revision based on the level approval authority your role is defined as (District, Department & National.)

Adjutant must regularly review these actions to give credit to their lower level entity. The status bar on the Dashboard will reflect as **Pending** the level that has not approved.

The Dashboard will not change to **Met** until National Programs has approved. The Dashboard will remain **Unmet** until a report is entered.

At the Post level when your report has been rejected and you can make revisions or accept.

Example of a pending alert in RED:

The screenshot shows the WFW All American Eligible Report dashboard. At the top, a red alert bar states: "Notice: You have 1 pending Awards or Citations awaiting your approval. [Click here](#) to review." Below this, a summary table shows 296 'Met' and 209 'Unmet' reports for the 2018-2019 program year. The main table lists various award categories for different departments and districts. The 'Membership' category for Alabama districts 5, 6, and 7 is highlighted in red, indicating an 'Unmet' status.

Department	District	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Buddy Poppy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Alabama			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Alabama	1		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	2		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	3		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	4		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alabama	5		N/A	Met	Met	Met	N/A	Unmet	N/A	N/A	N/A
Alabama	6		N/A	Met	Met	Met	N/A	Unmet	N/A	N/A	N/A
Alabama	7		N/A	Met	Met	Met	N/A	Unmet	N/A	N/A	N/A
Alabama	8		N/A	Met	Met	Met	N/A	Met	N/A	N/A	N/A
Alaska			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Arizona			Met	Met	Met	Met	N/A	Met	Met	Met	Met

Post/District/Department Adjutant Access Only: Reports Button

All Participation reports will be tallied and featured here.

1. Click on the Report button and a drop down will show the reports available.
2. Click the Department & or District.
3. You will see a pop that asks you to Save or Open.

EXAMPLE: DEPARTMENT ROLL UP REPORT FOR VOICE OF DEMOCRACY

The screenshot shows a web browser window displaying a PDF report. The report is titled "2018-2019 DEPARTMENT PARTICIPATION SUMMARY REPORT VFW VOICE OF DEMOCRACY ESSAY CONTEST" and is for the Department of Kansas. The report includes participation totals and financial summaries for awards and expenses.

2018-2019
DEPARTMENT PARTICIPATION SUMMARY REPORT
VFW VOICE OF DEMOCRACY ESSAY CONTEST
DEPARTMENT OF
Kansas

PARTICIPATION TOTALS

POST	53	STUDENTS	1060
AUXILIARY	53	POST WINNERS ADVANCED	53
DISTRICTS	7	COUNTY COUNCILS	0

List below the actual amount if money expended for all awards: List below the actual amount of additional expenses money:

POST AWARDS	\$ 2,650.00	POST/AUX/CC EXPENSES	\$ 2,650.00
DISTRICT AWARDS	\$ 0.00	DISTRICT EXPENSES	\$ 0.00
COUNTRY COUNCIL AWARDS	\$ 0.00		
DEPARTMENT AWARDS	\$ 8,917.05	DEPARTMENT EXPENSES	\$ 4,768.64
TOTAL ALL AWARDS	\$ 11,567.05	TOTAL ALL EXPENSES	\$ 7,418.64

List below all Districts that advanced a winner to the Department level:

1	2	3	4	5	6	7			

Add Total Post/District/County Council/Dept. awards column (left) and Total Department expenses column (right) for Grand Total (below).

GRAND TOTAL \$ 18,985.69

OFFICIAL SIGNATURE: _____ DATE: _____

EXAMPLE: DEPARTMENT POST PARTICIPATION REPORT FOR VOICE OF DEMOCRACY

The screenshot shows a web browser window displaying a PDF report. The browser's address bar shows the URL: https://vfwprograms.condadodcloud.net/Report. The PDF document is titled "DEPARTMENT VOICE OF DEMOCRACY REPORT FORM". The report is a table with the following columns: POST #, AUXILIARY, NUMBER OF PARTICIPATING STUDENTS (need minimum of one), NUMBER OF POST WINNERS ADVANCED (need minimum of one), MONETARY AWARDS, and ADDL. MONEY EXPENDED. The table contains 18 rows of data. The browser interface includes a VFW logo, a sidebar with "Reports" and "Program Year" options, and a right-hand panel with PDF conversion tools like "Export PDF" and "Create PDF".

POST #	AUXILIARY	NUMBER OF PARTICIPATING STUDENTS (need minimum of one)	NUMBER OF POST WINNERS ADVANCED (need minimum of one)	MONETARY AWARDS	ADDL. MONEY EXPENDED
56	Yes	20	1	\$ 50.00	\$ 50.00
1175	Yes	20	1	\$ 50.00	\$ 50.00
1650	Yes	20	1	\$ 50.00	\$ 50.00
3084	Yes	20	1	\$ 50.00	\$ 50.00
7285	Yes	20	1	\$ 50.00	\$ 50.00
7458	Yes	20	1	\$ 50.00	\$ 50.00
9271	Yes	20	1	\$ 50.00	\$ 50.00
10815	Yes	20	1	\$ 50.00	\$ 50.00
11499	Yes	20	1	\$ 50.00	\$ 50.00
111	Yes	20	1	\$ 50.00	\$ 50.00
846	Yes	20	1	\$ 50.00	\$ 50.00
1980	Yes	20	1	\$ 50.00	\$ 50.00
3712	Yes	20	1	\$ 50.00	\$ 50.00
5901	Yes	20	1	\$ 50.00	\$ 50.00
6654	Yes	20	1	\$ 50.00	\$ 50.00
7397	Yes	20	1	\$ 50.00	\$ 50.00
10552	Yes	20	1	\$ 50.00	\$ 50.00
704	Yes	20	1	\$ 50.00	\$ 50.00

Additional Features:

- Summary Chart shows a quick snap shot of Met vs. Unmet based on the level your viewing

The screenshot shows the VFW Programs - Dashboard interface. At the top, there is a navigation bar with the VFW logo and user information: "Hello, Lynn Rolf Logout". Below the navigation bar, the main heading is "All American Eligible Report". A red arrow points to a "Summary" chart in the top right corner. The chart displays two bars: "Met" with a value of 33 and "Unmet" with a value of 20. Below the chart, there are filters for "Statistics" (National Statistics), "Details" (Department Summary Only), and "Program Year" (2018-2019). There are also radio buttons for "All", "Met", and "Unmet", and buttons for "Generate Report", "Export as PDF", and "Export as CSV". Below the filters is a table with 12 columns: Department, District, Post, Veterans & Military Support Donation, Voice of Democracy, Patriot's Pen, Teacher Award, Buddy Poppy Order, Membership, Service Officer, National Legislative Service, and National Veterans Services. The table shows data for Alabama, Alaska, Arizona, Arkansas, and California. The "National Legislative Service" column for Arizona and Arkansas is highlighted in red, indicating "Unmet".

Department	District	Post	Veterans & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Buddy Poppy Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Alabama			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Alaska			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Arizona			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Arkansas			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
California			Met	Met	Met	Met	N/A	Met	Met	Met	Met

Every Report can be converted to a .PDF file or .CSV file for presentation at any meeting

AllAmericanEligibleReport_06-27-2019_03-18-51-767.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools AllAmericanEligible... x

1 / 3 62.1%

Sign In Share

Bookmarks

All American 2018-2019 Eligible Report

All American 2018-2019 Eligible Report

Department	District	Post	Veteran & Military Support Donation	Voice of Democracy	Patriot's Pen	Teacher Award	Bushy Pappas Order	Membership	Service Officer	National Legislative Service	National Veterans Services
Alabama			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Alaska			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Arizona			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Arkansas			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
California			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Colorado			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Connecticut			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Delaware			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Florida			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Georgia			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Hawaii			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Illinois			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Indiana			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Iowa			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Kansas			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Kentucky			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Louisiana			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Maine			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Maryland			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met
Massachusetts			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Michigan			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Minnesota			Met	Met	Met	Met	N/A	Met	Met	Met	Met
Mississippi			Met	Met	Met	Met	N/A	Met	Met	Unmet	Met

Page 1 of 3

Search tools

Export PDF

Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

AllAmerica...-51-767.pdf

Convert to

Microsoft Word (*.docx)

Document Language: English (U.S.) Change

Convert

Create PDF

Edit PDF

Comment

Combine Files

Organize Pages

Get legal e-signatures with Adobe Sign Start Free Trial

All questions direct to:

Lynn W. Rolf III

Programs Director

Veterans of Foreign Wars of the United States 406 W. 34th Street, Kansas City, Missouri 64111

O:816.968.1116 C:913.290.1754

lrolf@vfw.org



2023-2024 Theme

“What are the greatest attributes of our Democracy?”

Student Entry Deadline: October 31, 2023

Patriotic Audio Essay Competition Grand Prize: \$35,000 Award

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, nearly 27,000 high school students compete for more than \$2 million in scholarships and incentives. Students compete by writing and recording an audio essay on an annual patriotic theme. This year's theme is, “What are the greatest attributes of our Democracy?”

Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, state and national level. Department (State) winners receive an all-expense-paid trip to Washington DC, to tour the city, be honored by the VFW and its Auxiliary and receive their portion of \$171,000 in national awards, the top scholarship being \$35,000.

The Rules

Who can enter?

The Voice of Democracy is open to students in grades 9-12 by the Oct. 31 deadline who are enrolled in a public, private or parochial high school or home study program in the United States, its territories and possessions; or dependents of U.S. military or civilian personnel in overseas schools. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application for which has not been denied) and intends to become a U.S. citizen at the earliest opportunity allowed by law. Foreign exchange students, students age 20 or over, previous Voice of Democracy first place state winners, GED or Adult Education Students are ineligible.

What do I need to enter?

Record your original 3-5 minute (+ or - 5 second max.) audio essay on a flash drive, or other electronic device. You will submit the recording, typed essay and this completed entry form. Provide these items to your school/group competition or VFW Post for judging. In addition you can submit your emailed entry form, essay, and audio file to the VFW Post upon approval. You must be the sole author of your essay. The recording must be in your own voice and in English. Hearing/speech impaired students should email the Voice of Democracy National Office at youthscholarships@vfw.org for special instructions. No music, singing, poetry or sound effects are allowed. The body of the essay must not identify you in any way, (including, but not limited to your name, school, city, state, race, or national origin) although the recording & typed essay should be labeled with your name, to show ownership.

Where Do I Submit My Entry?

All entries begin at the VFW 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 VFW Post. Individual students may submit their entry directly to the Post. Entries sent to VFW National will be returned. One winner for every 15 entries from each Post advances to District and one District winner advances to the state (Department) competition. If you need help finding a participating VFW Post, follow these instructions: First, visit this website vfw.org/FindaPost to “Find A VFW Post.” If you do not have success in finding a Post, or if you have trouble getting in touch with them, you can contact your VFW Department (state) office to see if they can offer any information or assistance. You can visit this link <https://www.vfw.org/ContactUs/> and look for “Find a State Contact” to get your VFW state office's phone number and email. If you still need assistance, please email us at VFW National Headquarters at youthscholarships@vfw.org

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, **Oct. 31, 2023**. 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.

2023-2024 Official Entry Form Voice of Democracy Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

()

Phone

Email

Date of Birth (mm/dd/yy)

Grade in School

Age

Jacket Size

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

(Required even if student is 18 or over)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

()

Parent/Guardian Daytime Phone

Parent/Guardian Email

Participant Agreement 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. In consideration for permission to participate in the National Voice of Democracy Competition ("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 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 Competition and/or arising out of any travel related to 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 audio file, essay, name and likeness in the promotion and execution of the organization's programs and activities.

I Have Read and Understand the Rules and Participant Agreement

I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once yearly if otherwise eligible. 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

To Be Completed by the VFW Post

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

Post Commander/Chairperson Signature

Post #

VFW Auxiliary President/Chairperson Signature (if applicable)

Post Address

City, State, Zip

VFW Post Email

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 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 Departments.

District Chairperson Signature

Dist. #

Address

City, State, Zip

()

Phone

Email

To Be Completed by the VFW Department Chairperson

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

Department Chairperson Signature

()

Daytime Phone

Email

The winner has been will be (check one) notified that they are the first-place Department winner on _____.

For assistance contact:

816.968.1155

Email: youthscholarships@vfw.org

Local VFW Post Information:

Contact: _____

Phone: _____

Best Time To Call: _____

Alternate Contact: _____

Phone: _____

Best Time To Call: _____



2023-2024 Theme

“How are you inspired by America?”

Student Entry Deadline: October 31, 2023

Patriotic Written Essay Competition Grand Prize: \$5,000 Award

What is the Patriot's Pen Program?

Conducted nationwide, this VFW-sponsored youth essay competition gives students an opportunity to write essays expressing their views on an annual patriotic theme. We invite you to join the more than 73,000 students who participated last year in this contest.

Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, State and national level. Department (State) winners receive a portion of \$55,000 in national awards. National Winners will receive at least \$500. **The first-place national award is currently \$5,000.**

The Internal Revenue Service requires a recipient awarded more than \$599 be given Form 1099 identifying the proceeds as taxable income. This may require the winner to provide their social security number.

How Does the Contest Work?

All entries begin at the VFW 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 VFW Post. Individual students may submit their entry directly to the Post.

The contest consists of four levels. The first level (entry) is sponsored by VFW Posts. Post winners advance, one for every 15 entries, to the VFW District (regional) level where the one first-place winner is advanced to the VFW Department (state) level. The first-place winner at the Department level is then advanced into the VFW national competition.

Who Can Enter?

Patriot's Pen is open to 6th, 7th and 8th-grade students enrolled by the Oct. 31 deadline in public, private or parochial schools in the U.S., its territories or its possessions; or dependents of U.S. military or civilian personnel in overseas schools. Home-schooled students also are eligible. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application which has not been denied) and intends to become a U.S. citizen at the earliest opportunity allowed by law. (Foreign exchange students or former winners that placed in the National contest are ineligible.)

How Do I Get Started?

- Ask a teacher or youth group/club adult leader to supervise the Patriot's Pen writing contest.
- Contact a participating VFW Post and indicate your interest in participating.

- Establish a contact person who is a member of that VFW Post or its VFW Auxiliary.
- Make sure that your essay is submitted to the VFW Post before the contest deadline of October 31, 2023. You can submit your essay and entry form by email upon the Post's approval. Entries sent to the VFW National Headquarters directly will be returned.

How Am I Judged?

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 2023-2024 theme is:

“How are you inspired by America?”

Deadline Information.

To qualify, all entries must be submitted to a sponsoring VFW Post by midnight October 31, 2023.

Note:

If you need help finding a participating VFW Post, follow these instructions:

First, visit vfw.org/FindaPost to “Find a VFW Post.”

If you don't have success in finding a Post, or if you have trouble contacting them, you can contact your VFW Department (state) headquarters office to see if they can offer any information or assistance. You can visit vfw.org/contactus to look for “Find a State Contact” to get your VFW state office's phone number and email.

**For assistance contact
the VFW National Headquarters
at 816.968.1155
Email: youthscholarships@vfw.org**

2023-2024 Official Entry Form Patriot's Pen Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

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Phone

Email

Date of Birth (mm/dd/yy)

Grade in School

Essay Word Count

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

(Required even if student is 18 or over)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

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Parent/Guardian's Daytime Phone

Parent/Guardian's Email

What Are the Rules?

- You must write your own essay.
- All essays should be typed in English with no color or graphics. 300 - 400 words in length (+ or - 5 word max). Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.
- In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on the essay. The entry form is your essays 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 each year if otherwise eligible (one Post competition).
- The essay must be 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 Veteran's of Foreign Wars. The VFW retains non-exclusive rights to the use of your essay and likeness in the promotion and execution of the organization's programs and activities.
- At any time during the contest additional participant personal information (i.e. SSN, photo, etc.) could be requested by the VFW.

I Have Read and Understand the Contest Rules

Signature of Student Participant

Date

To Be Completed by the VFW Post

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

Post Commander/Chairperson Signature

Post#

VFW Auxiliary President/Chairperson Signature (If applicable)

Post Address

City, State, Zip

VFW Post Email

No. of participants

No. of winners

Amt. of Post/Aux. scholarships awards \$

Amt. of Post/Aux. additional expenses (Banquet, Pins, etc.) \$

To Be Completed by the VFW District

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

District Chairperson Signature

Dist. #

Address

City, State, Zip

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Phone

Email

To Be Completed by the VFW Department Chairperson

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

Department Chairperson Signature

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Daytime Phone

Email

The winner has been will be (check one) notified that they are the first-place Department winner on _____.

Local VFW Post Information:

Contact: _____

Phone: _____

Best Time To Call: _____

Alternate Contact: _____

Phone: _____

Best Time To Call: _____



Twisted X Brands
A Proud Sponsor

VFW Teacher Nomination Form

Please attach the required documentation.

Nominated Teacher

Name: _____

Email: _____

Subject and grade taught: _____

Current School: _____

School Address: _____

School Phone#: _____

We recommend, but not mandatory, please describe (type or print) why you feel your nominee should be selected for this award, then sign the nomination statement.

Submit nomination materials to your local VFW Post. Visit vfw.org/Find-a-Post for locations.

DO NOT SEND to the VFW National Headquarters.

Person Nominating Teacher

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Date Submitted: _____

Signature: _____

**Deadline: Submit to local VFW Post
by October 31.**

*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 its Auxiliary or visit our website at www.vfw.org.

Veterans of Foreign Wars of the United States
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Kansas City, MO 64111
816.756.3390 ext. 6287
tbeauchamp@vfw.org
www.vfw.org



VETERANS OF FOREIGN WARS.



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

Grades K-12

VFW Cares About Education

Founded in 1899, the VFW highly supports the education of America's youth. VFW and its Auxiliary have developed a slate of programs dedicated to helping America's educators. VFW Citizenship Education programs stimulate interest in America's history, traditions, Americanism, civic responsibility, flag etiquette and patriotism.

VFW wants to identify and recognize America's best educators who instill a sense of national pride in students. It offers cash awards, commemorative plaques and all-expenses-paid trips to the VFW National Convention for these worthy teachers. The trip provides an opportunity for winners to network with like-minded individuals.

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...

VFW annually recognizes the nation's top classroom elementary, junior high and high school teachers who teach citizenship education topics regularly and promote America's history and traditions 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 Smart/Maher VFW National Citizenship Education Teacher Award.

How Does the Contest Work?

Based on the nominees submitted, VFW chapters, called Posts, will recognize teachers in the following categories, K-5, 6-8 and 9-12. Posts then submit these winners' names and required documents to their District-level judging, if applicable, who will forward their winners to the Department (or state) level. After judging, each Department then forwards their winners to VFW National Headquarters for consideration in the national awards contest.



Recognize teachers who care about America!

Who is Eligible?

All current certified/licensed teachers in grades K-12 are eligible. Previous national VFW winners are ineligible. Nominations can be submitted by themselves, fellow teachers, supervisors, family members or other interested individuals.

Nominate Someone Deserving

Have a teacher in mind? Complete the nomination form and see below for additional recommended documentation, then submit it to your local VFW Post. The investment that a teacher makes in today's youth will be the dividends we will all reap from future leaders.

How are Teachers Nominated?

Fill out the nomination form contained in this brochure, and provide a one-page resume as a minimum or up to five pages as a maximum of documentation of their teaching experience (for example: references, news articles, etc.) and a head-and-shoulder photo if available.

Please submit your completed nomination form signed, along with the required documentation to your local VFW Post. Visit vfw.org/Find-a-Post for Post locations or call VFW Programs Department at 816.756.3390 ext. 6287 to find the Post nearest you.

When is the Deadline?

Nominations must be submitted to your local Post by October 31. Post judging occurs November 1-15.

What are the National Awards?

Smart/Maher VFW National Citizenship Education Teacher Awards include the items below:

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

NOTE: (The winner will receive a 1099-MISC as a result of their award and all-expense paid trip.)



VFW Public Servant Award Citation Post Entry Form

NOTE: VFW Point of Contact should fill out their section below prior to distributing this form.
This will provide individuals from outside of the VFW with the needed information to submit their packets successfully.

To be filled out by VFW representative

Sponsoring VFW Post #: Sponsoring District #:

Date of Presentation: MM/DD/YY (if available)

VFW Post POC

Full Name:

Phone: Email:

Address : (where to mail entry)

City: State: Zip:

Individual Submitting Nomination

Full Name:

Phone: Email:

Nominee Information

Choose appropriate citation: (EMT, Firefighter or Law Enforcement)

Full Name: (please list as you wish it stated on the citation)

Occupation Title: (if any) (please list as you wish it stated on the citation)

Employer Name: (please list as you wish it stated on the citation)

Address of Employer:

City: State: Zip:

Employer Phone: Employer Email: (if available)

Please complete this form and submit to your local VFW Post using the information provided above. Ensure to include all required documentation that is outlined on the instructions sheet provided with this form. All post entries must be received by their **Department Headquarters no later than January 1st**. If you have any questions, please feel free to contact Tammy Beauchamp at 816-756-3390 x 6287, e-mail tbeauchamp@vfw.org



VFW Life Saving Award Citation Entry Form

NOTE: Please attach and send with this form all documentation of the event (newspaper clippings, articles, etc.).

To be filled out by VFW Representative

Sponsoring VFW Post #: VFW Department:

Date of Presentation: MM/DD/YY (if available)

VFW POC

Full Name:

Phone: Email:

Address : (for mailing citation)

City: State: Zip:

Nominee Information

Choose appropriate citation: (Regular, Line of Duty or Valor)

Full Name: (please list as you wish it stated on the citation)

Gender:

Occupation Title: (please list as you wish it stated on the citation or N/A)

Employer Name: (If available)

Address of Employer: (If available)

City: State: Zip:

Employer Phone: Employer Email: (if available)

Please complete this form and submit to VFW National Headquarters, Attn: Tammy Beauchamp at Fax# 816-968-1149 or E-mail to tbeauchamp@vfw.org or Lynn Rolf at lrolf@vfw.org. Ensure to include all required documentation that is outlined above in reference to the event. If you have any questions, please feel free to contact us.