VFW DEPARTMENT CHAIRMEN ONLY

DEPARTMENT REPORTING GUIDELINES FOR THE SMART/MAHER VFW NATIONAL CITIZENSHIP EDUCATION TEACHER AWARD

USE THE FOLLOWING INFORMATION TO COMPLETE THE ATTACHED:

The guidelines listed below are intended to help clarify the Smart/Maher VFW National Citizenship Education Teacher Award reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit:

TOTAL POST PARTICIPATION

Number of Posts in your Department that had a declared winner forwarded to District.

TOTAL AUXILIARY PARTICIPATION

If a Post has an Auxiliary, credit their participation.

TOTAL NUMBER OF PARTICIPATING SCHOOLS

Number of schools that had a teacher nominated.

TOTAL NUMBER OF PARTICIPATING TEACHERS

Number of teachers that actually were nominated.

TOTAL DISTRICT/AUXILIARY PARTICIPATION

Number of Districts and Auxiliaries (if applicable) in your Department that had a declared winner.

TOTAL COUNTY COUNCILS/AUXILIARIES PARTICIPATION

Number of County Councils and Auxiliaries (if applicable) in your Department that had a declared winner.

AWARDS AND MONEY EXPENDED

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

SUMMARY

20___-20___ DEPARTMENT PARTICIPATION SUMMARY REPORT FOR THE SMART/MAHER VFW NATIONAL CITIZENSHIP EDUCATION TEACHER AWARD

DEPARTMENT OF _____

PARTICIPATION TOTALS:

_____	_____	_____	_____
Posts	**Auxs.**	**Participating Schools**	**Nominated Teachers**

_____	_____
Districts/Auxs.	**County Councils/Auxs.**

List below the *actual amount of money* expended for local Awards and other:

Posts	$_____
Districts	$_____
County Councils	$_____
TOTAL	$_____

List below the *actual amount of money* expended for Department Awards:

Department	$_____
Total Dept. Other Expenses	$_____
TOTAL	$_____

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

District___District___District ___

District___District___District ___

District___District___District ___

District___District___District ___

District___District___District ___

District___District___District ___

District___District___District ___

District___District___District___

District___District___District ___

District___District___District ___

Add *TOTAL Post/District/County Council Awards* column (left) and *TOTAL Department expenses* column (right) for *GRAND TOTAL* (below)

GRAND TOTAL $_____

OFFICIAL SIGNATURE: _____ DATE: _____

Department Commander/Chairman

PLEASE ATTACH COMPLETED REPORT FORM(S) TO THIS SUMMARY AND SEND DIRECTLY TO THE ADDRESS BELOW BY APRIL 15:

National Director, VFW Programs
VFW National Headquarters
406 W. 34th Street, Suite 902
Kansas City, MO 64111
Fax: (816) 968-1149
Email: tbeauchamp@vfw.org

DEPARTMENT REPORT FORM FOR THE SMART/MAHER VFW NATIONAL CITIZENSHIP EDUCATION TEACHER AWARD

POST #	AUXILIARY	NUMBER OF PARTICIPATING SCHOOLS	NUMBER OF TEACHERS NOMINATED	POST $ AMOUNT EXPENDED

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