

## VFW DISTRICT CHAIRMEN ONLY

### DISTRICT REPORTING GUIDELINES FOR THE

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

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

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

#### TOTAL POST PARTICIPATION

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

#### TOTAL AUXILIARY PARTICIPATION

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

#### TOTAL NUMBER OF PARTICIPATING SCHOOLS

Number of schools that had teachers nominated.

#### TOTAL NUMBER OF PARTICIPATING TEACHERS

Number of teachers that actually were nominated.

#### AWARDS AND MONEY EXPENDED

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

#### Forwarding Smart/Maher VFW Natl Citizenship Education Teacher Award District Winners to Department

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

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

If you have any questions, please contact VFW Programs (816) 756-3390 x 287 [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org)

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

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

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

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

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

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

**MONETARY VALUE OF DISTRICT COMPETITION:**

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

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

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

Signed by: \_\_\_\_\_ Date \_\_\_\_\_  
*District Commander/Chairman*

## ***PLEASE NOTE:***

### **GIVE THIS REPORT TO DEPARTMENT CHAIRMAN**

The report form and this summary should be in the hands of your  
Department Teacher Award Chairman (or Citizenship Ed Chrm)  
immediately following the completion of your District judging.

