

## Department Teacher Award Winner Packets

**DEADLINE: January 15**

The procedure in forwarding your Department Teacher Award Winner to National is as follows. As soon as your Department judging's are complete and the winners are selected, send your winners' packets to:

VFW Programs  
Veterans of Foreign Wars - National  
Headquarters 406 West 34th Street  
Kansas City, MO 64111

Phone: 816.756.3390 Ext. 6287  
Fax: 816.968.2779  
Email: [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org)

**The deadline for mailing the Teacher Award packets to National is January 15** (whether or not the winners have been actually *notified* that they *are* the official first place Department winner.) The actual packets are due to National no later than **Jan. 15, this does not mean postmarked, we must have it in our hands by Jan 15.**)

The Department Teacher Award Winner packet should include:

- 1.) Winning Post teacher's entry form, original nomination form and essay by individual making the nomination. (Up to 350 words.) (Be assured National will NOT contact your winner until after the Department has officially notified the teacher that he/she is the **first place Department winner** as directed by the date indicated in the Department Chairman section of the official Post entry form.)
- 2.) Teacher's one-page resume as a minimum or up to five pages as a maximum of documentation of their teaching experience, such as references, news articles, etc.
- 3.) Good quality head and shoulders photograph of the teacher. (Should be a clear, close-up shot of head and shoulders – can be emailed.)

## Reporting for Teacher Award Program

**DEADLINE: January 31**

All Teacher Award participation reporting is completed on the All-American Dashboard, starting at the Post level. Once the Post completes their judging and forwards their winners to the District Chairman, the Post Adjutant must enter the participation stats (Auxiliary participation, number of participating students, number of winners advanced, monetary awards and additional money expended) into the dashboard. When the District and Department approves your participation report National will approve and turn status to MET in the dashboard. This process will ensure each Post receives credit. For more information on reporting program participation visit, [vfw.org/my-vfw/all-american-dashboard](http://vfw.org/my-vfw/all-american-dashboard), behind the login.

Questions? Please contact Tammy Beauchamp at: 816.756.3390 Ext. 6287 or  
[tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org)