

# Department of Nebraska Veterans of Foreign Wars Leadership Manual 2024-2025



## **Commander Ken Yount**

**Department of Nebraska • State Headquarters**

**2431 N. 48th Street • Lincoln • NE • 68504**

**•[www.vfwne.com](http://www.vfwne.com)•**

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June 9<sup>th</sup>, 2024

Comrades,

Let me begin by expressing my gratitude for your support, guidance, and tolerance with me in reaching this position as your State Commander. I honestly believe that we will have an opportunity to continue the forward momentum with positive changes in the VFW overall. I am not saying that it will be easy, but I believe that we can adjust to the changes that are happening and make the VFW overall even better.

We are better together, no one can do it all but together we can accomplish anything! We can achieve our missions more easily, effectively, and quickly when we cooperate with the Auxiliary and include them. Remember that they have a mission too and by supporting them, we also benefit.

Doing and reporting hours for events like community service is how we keep relevant and one of the requirements to be a nonprofit. Advocacy and Service Officers are two of the most important duties of the VFW. Through our continued efforts with the VFW, we continue to honor and serve veterans, the military, and communities in which we live. We do all that we do for our fellow veterans and their families, hence "still serving."

How do we grow the VFW? How do we inspire new members to attend? EASY, if you build it, they will come! If it is a meaningful project or event they will come! They do not want to just sit at a monthly meeting and hear about issues that have not been solved in decades, they want to do something that brings fulfillment, and has meaning. So, get engaged in your community doing events and projects, and show them why the VFW is still relevant in your community then ask them to participate!

Mentoring – sharing knowledge, skills, and experience to help another person to progress. This progression could be professional or personal. The objective is to create future leaders by giving them good advice and mentoring so that they will be willing to embrace roles and tasks in this great organization in the future. Be that positive influence, be that person they remember for being honest and helpful, being a mentor.

Membership of the VFW and VFW Auxiliary is the responsibility of every member and if each member just recruited one new member, we would have no

problem. Recruiting at outreach events is the perfect opportunity to ensure Veterans and their families are doing okay and that they are receiving the benefits they have earned. You must recruit at least one new member to be eligible to be selected to go to national convention and get a stipend.

To have influence for the veteran community, and the communities we serve, we must build better together, we must fight our battles together, no matter when you served. Stop the division, it really does not matter what war you served in, the fact is that it is going to take us all to accomplish the goals of the Veterans of Foreign Wars. We are better when we work together!

Thank you for all you do, your selfless services to the Veterans of Foreign Wars and your communities!

Building Better Together,



Kenneth R Yount  
State Commander  
Department of Nebraska  
Veterans of Foreign Wars



**Department of Nebraska**

Ken Yount  
Incoming State Commander

2431 N. 48<sup>th</sup> Street  
Lincoln, NE 68504

(402) 464-0674  
staff@vfwne.org

# Nebraska VFW Headquarters Directory

**Main Number (402) 464-0674**

**Fax Number (402) 464-0675**

Jeffrey Baker                      State Adjutant/Quartermaster

Trudie Hammers                  Programs/Event Coordinator

## Nebraska VFW Auxiliary State Headquarters

**Main Number (402) 464-1586**

Jean Barton                        Department Secretary

Sandee Bellows                  Department Treasurer

## National VFW Contact Information

Kansas City Office              (833) 839-8387

Washington D.C. Office        (202) 543-2239

Emblem & Supply Store        (833) VFW-VETS

Member Service Center        (833) VFW-VETS

Insurance Program              (800) 626-0027

Post Insurance                  (800) 829-8390

VFW Member Services         (833) VFW-VETS



**SHOW YOU STAND**



**FOR VETERANS**

**NEBRASKA VFW STATE HEADQUARTERS  
ELECTED AND APPOINTED OFFICERS  
ELECTED STATE LEADERS**

Ken Yount	State Commander	
Ron Sibal	State Sr. Vice Commander	
Rex Gallino	State Jr. Vice Commander	
Jeffrey M. Baker	State Quartermaster/Adjutant	
Tony Anton	State Judge Advocate	—
<i>See Roster Book</i>	State Surgeon	
<i>See Roster Book</i>	State Chaplain	— — Printed prior to State Convention Election — —
Chris Beaty	Immediate Past Commander	

**APPOINTED STATE POSITIONS**

John Liebsack	Veterans Home Board
Danny Kramer	Veterans Home Board
Danny Kramer	State Chief of Staff
Dave Wieting	State Inspector
Vincent Lopez	Sergeant at Arms
Matt Starkey	Department Service Officer

**PROGRAMS**

Davin Stege	Community Service Chair	-
Ernie Garcia	Employment/Homeless Veterans	
Larry Gerlt	Membership Chairman	
Mary Link	Military Assist./Unmet Needs	
Gary Niedbalski	Public Relations/Outreach	
Richard Bock	State Buddy Poppy Chair	
Doug Whitaker	Youth/VOD/PP Chair	

**ADMINISTRATIVE**

Jim Pierce	Budget and Finance Chair
State Surgeon	Hospital Chairman
Rex Gallino	Legislative Chairman (State)
Gary E. Bush Sr.	POW/MIA Chairman
Jerry Chlopek	Scholarship Chairman
Joshua Lively	Scouts Chairman
Jared Woody	Sports/NE Riders
Kristine Maxey	Womens Veterans

## **NEBRASKA VFW DISTRICT COMMANDERS**

District 1 Commander	Amy Buckley
District 3 Commander	Terry James
District 4 Commander	Chuck Roberts
District 6 Commander	John Baum
District 7 Commander	Nathan Cummings
District 9 Commander	Charles "Skip" Gill
District 10 Commander	Gary Niedbalski
District 11 Commander	Larry Proskocil
District 13 Commander	Richard Bock
District 15 Commander	Don Eckstein

## **NEBRASKA VFW DISTRICT QUARTERMASTERS**

District 1 Quartermaster	Thomas Arends
District 3 Quartermaster	Thomas Nelson
District 4 Quartermaster	Timmy Hudson
District 6 Quartermaster	Steve Calkin
District 7 Quartermaster	Larry Wegner
District 9 Quartermaster	Jim Averill
District 10 Quartermaster	Lanny Hupka
District 11 Quartermaster	Kelvin Kreitman
District 13 Quartermaster	Arlo Thayer
District 15 Quartermaster	David Inman

## **NDVA State Service Officers**

**Main Number (402) 420-4021**

**Fax Number (402) 471-7070**

James Foster	State Service Officer Manager
Erin Colson	Outreach Coordinator
Bradley Wardyn	Veterans Service Officer
Valerie Kinghorn	Veterans Service Officer
Timothy Bogosian	Veterans Service Officer
Krystal Salisbury-Hendricks	Veterans Service Officer
Shawn Humphrey	Veterans Service Officer

# **DATES TO REMEMBER**

## **2024-2025**

### **2024**

- June 15th: Officer Training Seminar - Knight Museum & Sandhills Center - Alliance
- June 22nd: Officer Training Seminar - Mid-Plains Community College - McCook
- June 29th: Officer Training Seminar - GI Veterans Club - Grand Island
- July 13th: Officer Training Seminar - Gretna Crossing YMCA - Gretna
- July 20th: Officer Training Seminar - VFW Post 3704 - Columbus
- 
- July 27th-Aug 1: National Convention - Louisville, KY
- Sept 28th-29th: Nebraska Women Veterans Symposium - Kearney
- Sept. 29th: VFW Birthday
- Oct. 4th: State Commander's Homecoming - Kearney, NE
- Oct. 5th: Fall Council of Administration Meeting - Kearney, NE
- Oct. 19th-20nd: Big 10 Conference - Indianapolis, IN
- Oct. 31st: Post Inspection Reports due to Department
- Nov. 11th: Veterans Day

### **2025**

- Jan. 30th: VFW CVSO Symposium - Lincoln, NE
- Jan. 31st - Feb 1st: Mid-Winter Conference - Lincoln, NE
- Mar 1st-Mar 5th: Voice of Democracy - Washington, DC
- Mar. 2nd-Mar 6th: Legislative Conference - Washington, DC
- May 24th: Nebraska VFW Birthday
- June 6th-8th: State Convention - Columbus, NE
- Aug 9th - 14th: National Convention - Columbus, OH

## 2024-2025 Deadline Dates

### Date

### July

31 Deadline (T-1) Trustee Quarterly report to **Department** (April 1-June 30)

### September

30 Bonds due to **Department**

30 Delegate Registration due to **Department**

30 IRS 990 Form due to **Department**

30 Quarterly Community Service Report (Q-1) due to **Department**

### October

31 Deadline (T-2) Trustee Quarterly report to **Department** (July 1 - Sept 30)

31 Patriot's Pen, VOD and Teacher to **POST** level

31 Inspections - 100% District

### November

15 Patriot's Pen, VOD and Teacher to **DISTRICT** level

### December

15 Patriot's Pen, VOD and Teacher to **DEPARTMENT** level

31 20 Questions to **Department**

31 Quarterly Community Service Report (Q-2) due to **Department**

### January

1 **Cut off Date - Battle of Midway Award (Post/District)**

1 Public Servant Award (EMT/Fire/Law) to **Department**

10 Calendar Raffle drawing

15 Patriot's Pen, VOD and Teacher summaries to **Department**

31 Deadline (T-3) Trustee Quarterly report to **Department** (Oct. 1 - Dec. 31)

### March

1 Scout of the Year Entry to **Post**

31 Scholarship Student Applications due to **Department**

31 Quarterly Community Service Report (Q-3) due to **Department**

### April

1 Scout of the Year Entry to **Department**

30 Deadline (T-4) Trustee Quarterly report to **Department** (Jan 1 - March 31)

30 District VOD/Patriots Pen Contributions due to **Department**

31 Post/Auxiliary Strategic Review Deadline

### May

1 **Cut off Date - Post All-State Commander & Quartermaster Competition**

1 **Cut off Date - Cliff Polk Membership Memorial Award**

1 Deadline for **Post/District** Election Reports

1 Chaplain Memorial Record to Department Chaplain

1 Community Service Record Book to Department

1 Post Color Guard Report to Department

### June

30 12 month Program Reporting due to **Department**

30 **Cut off Date - All-State District Commander Competition**

30 **Cut off Date - John R. Liebsack Life Membership Award**

30 **Cut off Date - "Black Jack" Pershing Membership Distinction Award**

30 Quarterly Community Service Report (Q-4) due to **Department**

# POST MINIMUM REQUIREMENTS

As required by Department or National Bylaws:

## 2024-2025

- AUDITS:** All four (4) Trustees' Reports of Audit must have been received at Department. Each audit must be received within 30 days following the end of the observed quarter and must be completed in full and signed by all three Trustees and Commander. *A grace period of up to fifteen (15) days will be extended to allow for Posts that meet later in the month.*
  
- QUARTERMASTER BONDING:** Post Quartermaster must be bonded through Department or provide proof of local bonding which must be submitted to Department by September 30th, 2024.
  
- IRS 990 FORM:** Must submit copy of **2023** IRS Form 990 to Department Headquarters no later than September 30th, 2024.
  
- INSURANCE: For Posts owning property.** A Post must submit a copy of their current Certificate of General Liability Insurance and Liquor Liability Insurance Policy if the Post has a Canteen Policy showing Department and National VFW as additional insured to Department Headquarters by September 30th, 2024.
  
- POST ELECTION REPORT:** Submit Post Report of Election of Post Officers for 2025-2026 by May 1st, 2025.
  
- DISTRICT MEETING PARTICIPATION:** Post Commander or designee must attend and represent the Post at all properly called District meetings, training sessions and conventions.
  
- STATE DELEGATE CREDENTIALS PAYMENT:** All State Delegate Credential and new member admission fees must be paid to cast Post delegate votes in ballots at the Annual State Convention. Delegate Dues are to be paid at the time of the Post Inspection based on the June 30th, 2024 membership total.

*District Commanders have been directed to complete all Post Inspections for VFW Posts by October 31st, 2024*

# DEPARTMENT PROGRAM AWARDS

Certificates of Recognition and other prizes will be awarded at State Convention, unless otherwise specified

## 2024-2025

- COMMUNITY SERVICE SCRAPBOOK:** Department will recognize and award \$200.00 to the Post that places first in the Community Service Scrapbook competition. Posts who submit a scrapbook will be judged for their community service, volunteerism, and overall community impact of their unique service projects.
- SOCIAL MEDIA ACCOUNT (VIRTUAL SCRAPBOOK):** Department will recognize and award \$200.00 to the Post that places first in the Social Media Account competition. Posts who maintain an active social media account will be judged for their community service, volunteerism, and overall community impact of their unique service projects. In addition, accounts will be reviewed for relevant posting of local, state and national events and programs.
- NEBRASKA SCOUT OF THE YEAR:** Department will recognize it's first place winner and award \$500.00 to the Scout whose nomination packet is chosen and forwarded on to National VFW for the National Scout of the Year award.
- NEBRASKA TEACHER OF THE YEAR:** Department will recognize it's first place winners in National's predesignated categories and award \$200.00 to the Teacher whose nomination packet is chosen and forwarded on to National VFW for the VFW National Citizenship Education Teacher Award.
- COUNTY VETERANS SERVICE OFFICER OF THE YEAR:** Department will annually recognize the outstanding work of one Nebraska County Veteran Service Officer who goes above and beyond to assist veterans at the local, state and national levels. Award will be presented in conjunction with the CVSOAN Spring Meeting.
- PUBLIC SERVANTS AWARD (EMT/FIRE/LAW):** Department will recognize outstanding public servants who demonstrate leadership and selfless service to their community and it's citizens.
- POST COLOR GUARD:** Department will recognize Post Color Guards who report activities with a Certificate of Recognition and additional monetary awards of \$100.00, \$75.00, and \$50.00 for those Posts who best demonstrate outstanding community activities and other color guard involvement.
- RICHARD "DICK" MORRISON AWARD FOR LEGISLATIVE DISTINCTION:** Department will recognize an outstanding individual who distinguishes themselves through their advocacy and commitment to Nebraska's veterans, through their government service at the local, state or national level. Award to be presented at Mid-Winter Conference.



# The Buddy Poppy Display Contest

The 2024-2025 Buddy Poppy Program has the following display contests which each Post and Auxiliary can enter for cash prizes.

Buddy Poppy Display Contest: Rules and Judging in conformance with the National Contest;  
(*Judging is to be at Department Convention*)

**Category 1: Public Promotion of Buddy Poppy Campaign.** (Window, booth, parade, poster displays, campaign promotions, etc.)

- A. Displays must be designed for public exposure and must bear a message soliciting a donation for and wearing of the VFW Buddy Poppy.
- B. At least one (1) Poppy used in the display must be in its original form and color with label attached.

Prizes: 1st Place - \$75      2nd Place - \$50

**Category 2: Memorial or Inspirational Display** (Wreaths, memorial tablets or plaques, patriotic or devotional themes).

Displays must be designed to honor the dead, to inspire devotion to God and Country, or to dramatize the activities supported by the Buddy Poppy.

- a.) At least one (1) Poppy used in the display must be in its original form and color, with label attached.

Prizes: 1st Place - \$75      2nd Place - \$50

**Category 3: Artistic or Decorative Use of the Buddy Poppy** (Post Home displays, table centerpieces, corsages, pictures, plaques, models, scenes, hats, novelty pieces, etc.)

Any display not meeting the qualifications of Categories 1 or 2 shall automatically be entered in Category 3.

At least one (1) Poppy used in the display must be in its original form and color, with label attached.

Prizes:            1st Place - \$75            2nd Place - \$50

## Poppy Display JUDGING

Judging of displays will be on the basis of effectiveness, purpose, clarity of theme, suitability, originality, beauty and number of Poppies used. Where a sample of a large number of identical items (such as corsages or wreaths) are entered, full credit shall be given for the total number of poppies used.

DISPLAYS may be entered and set up at any time after 3:00 pm on Friday and no later than 3pm on Saturday, judging to begin by 4:00pm on Saturday. Displays shall be set up in the space provided by the Convention location.

The individual responsible for the display must complete an entry form which will show the category, number of poppies used, the purpose of the display, the Post and or Ladies Auxiliary number and location and the name of the person who will remove the display at close of convention. Entry should be placed in an envelope on the underside of the display, with the envelope **CLEARLY MARKED WITH THE CATEGORY NUMBER and NUMBER OF POPPIES USED on the outside of the envelope.**

**A POST OR AUXILIARY NUMBER OR NAME SHOWING WILL DISQUALIFY THE ENTRY.**

DISPLAYS MUST BE ACCOMPANIED BY A WHITE CARD, NOT TO EXCEED 6" X 12" IN SIZE, ON WHICH IS LETTERED IN BLACK INK, AN EXPLANATION OF THE THEME OF THE DISPLAY OR OTHER INFORMATION OF INTEREST TO THE VIEWER OR THE JUDGES.

**ANY DISPLAYS USED IN PREVIOUS YEARS WILL *BE* DISQUALIFIED.**

The Department Buddy Poppy Committee shall have no responsibility in setting up, taking down or returning displays. (Note: This rule applies at the National Convention.)

Posts that will represent the Department at National Convention in each category must notify the Department Adjutant by **June 15, 2025**. National contest rules must be followed.

DATE _____	CONTACT PHONE # _____
POST/AUXILIARY NO. _____	THEME DISCRPTION ATTACHED? _____
DO YOU HAVE A DISPLAY FOR: Category I _____ Category II _____ Category III _____	
NUMBER OF POPPIES ORDERED IN 2022-2023 _____ 2023-2024 _____	
NUMBER OF POPPIES ORDERED IN CURRENT YEAR BY MAY 31st, 2025 _____	
POST COMMANDER _____	
AUXILIARY PRESIDENT _____	
PERSON RESPONSIBLE FOR DISPLAY PICK UP _____	

# Post Forms





QUARTERMASTER'S

QUARTERMASTER'S COPY

DETAIL OF RECEIPTS AND DISBURSEMENTS

POST NO. 14001

For Period of April 1 to April 30 20 XX Meeting of May 2, 20 XX

RECEIPT NO.	RECEIPTS (DETAIL EACH)	VOUCHER NO.	DISBURSEMENTS (DETAIL EACH)
R 221	Adam Furst - Cont. Member	43 00	63 City Power & Light 94 53
R 222	R.J. Thomas - Cont. Member	43 00	64 First National Bank - Mort. 200 00
R 223	Ben Kames - New Member	43 00	65 National Headquarters 265 00
R 224	Jack C. Burton - Cont. Transfer	43 00	66 National Headquarters 93 00
R 225	Edward B. Hurn - Reinstate	43 00	67 Water Company 63 75
R 226	Kenneth Price - Life Member	265 00	68 National Headquarters 155 00
R 227	Curtis Hoyle - New Member	43 00	
R 228	Receipts from dinner	215 50	
R 229	Donation from Auxiliary	50 00	
R 230	Chris Smith - New Member	43 00	
R 231	John Boyd - Reinstate	43 00	
			TOTAL DISBURSEMENTS 871 28

Example

This is to certify that this report has been audited and found correct.

Trustees

TOTAL RECEIPTS 874 50

STATEMENT OF FUNDS DISTRIBUTION OF RECEIPTS, DISBURSEMENTS & CASH BALANCES	CASH BALANCE LAST REPORT	RECEIPTS FOR THE PERIOD	DISBURSEMENTS FOR THE PERIOD	CASH BALANCE THIS PERIOD
National and Department Dues	-----	248 00	248 00	-----
Admission Fees	-----	-----	-----	-----
Post General Fund	1,341 32	313 50	358 28	1,296 54
Post Relief Fund (See Sec. 219, Manual of Procedure)	134 89	-----	43 00	134 89
Post Home or Building Fund (Including Savings)	710 00	-----	-----	710 00
Post Canteen or Club Fund	-----	265 00	265 00	-----
Life Membership Fund				
Other				
TOTALS	2,186 21	826 50	871 28	2,141 43

The above Statement of Funds must be completed by the Quartermaster and read at each meeting.

NO. 4208

READ CAREFULLY INSTRUCTIONS ON REVERSE SIDE OF ADJUTANT'S COPY



# TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of 14001  
(District/County Council/Post No.)  
Department of XX for the Fiscal Quarter ending June 30, 20 XX

FISCAL QUARTERS: Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct. 1 to Dec. 31

FUNDS:	Net Cash Balances at Beginning of		Receipts During Quarter		Expenditures During Quarter		Net Cash Balances at End of Quarter	
	9.	Quarter	10.		11.		12.	
1. National and Department Dues (Per Capita Tax)	\$	00	\$	558 00	\$	558 00	\$	00
2. Admission or Application Fees (Department)		00		00		00		00
3. Post General Fund		1341 32		3828 16		2416 42		2753 06
4. Post Relief Fund (Poppy Profits, Donations, etc.)		134 89		2424 54		546 00		2013 43
5. Post Home or Building Fund (Including Savings but Not Real Estate)		710 00		555 00		125 46		1139 54
6. Post Canteen or Club Fund		4900 00		2863 41		1314 89		6448 52
7. Other								
Life Membership		00		265 00		265 00		00
8. Bonds and Investments Not Credited to Funds		20000 00		16 88		00		20016 88
<b>13. TOTALS:</b>	\$	<b>27086 21</b>	\$	<b>10510 99</b>	\$	<b>5225 77</b>	\$	<b>32371 43</b>

15. OPERATIONS	
Have required payroll deductions been made?	Yes
Have payments been made to the proper State and Federal agencies this quarter?	Yes
Have sales taxes been collected and paid?	Yes
Are club employees bonded?	Yes
Amount of outstanding bills	\$ 0
Value of Real Estate	\$ 250,000
Amount of liability insurance	\$ 1,000,000
Owed on Mortgages and Loans	\$ 0
Value of Personal Property	\$ 50,000
Amount of Property Insurance	\$ 300,000

16. RECONCILIATION OF CASH & INVESTMENTS	
<b>General Fund Checking Account</b>	
Ending Balance Per Bank Statement	\$ 12782.21
Less: Outstanding Checks	427.66
Plus: Deposits in Transit	0
Account Balance	12354.55
<b>Other Checking Accounts (if applicable)</b>	
Ending Balance Per Bank Statement	\$ 0
Less: Outstanding Checks	0
Plus: Deposits in Transit	0
Account Balance	0
Savings Account Balance	0
Cash on Hand	0
Total Cash	0
Bonds and Other Investments	20,016.88
Total Cash and Investments	\$ 32371.43

# Example

## 17. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date July 15, 20 XX

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of 14001  
(District/County Council/Post No.)  
for the Fiscal Quarter ending June 30 in accordance of the National Bylaws and that this Report is a true and correct statement thereof to the best of our knowledge and belief. All Vouchers and Checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster <u>Joe Honest</u> (Name)	Signed <u>Dottie Best</u> Trustee
<u>Gordtown, USA</u> (Address)	Signed <u>Sammy Ducan</u> Trustee
	Signed <u>Adam Furst</u> Trustee

This is to certify that the Office of the Quartermaster is bonded with ABC BONDING CO. in the amount of \$ 50,000 until September 30, 20 XX and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: Ken Price Commander

NOTE: Forward Original (Blue) Copy to your Department Quartermaster - See instructions on reverse side of both Yellow and Blue Copies.



# TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of \_\_\_\_\_  
(District/County Council/Post No.)

Department of \_\_\_\_\_ for the Fiscal Quarter ending \_\_\_\_\_, 20\_\_\_\_\_

FISCAL QUARTERS: Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct. 1 to Dec. 31

FUNDS:	Net Cash Balances at Beginning of 10. Quarter	Receipts During Quarter 11.	Expenditures During Quarter 12.	Net Cash Balances at End of Quarter 13.
1. National and Department Dues (Per Capita Tax)	\$	\$	\$	\$
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Dues Reserve Fund (See Sec. 717, Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but Not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and Investments Not Credited to Funds				
<b>14. TOTALS:</b>	\$	\$	\$	15. \$

**16. OPERATIONS**

Have required payroll deductions been made? \_\_\_\_\_

Have payments been made to the proper State and Federal agencies this quarter? \_\_\_\_\_

Have sales taxes been collected and paid? \_\_\_\_\_

Are club employees bonded? \_\_\_\_\_

Amount of outstanding bills \$ \_\_\_\_\_

Value of Real Estate \$ \_\_\_\_\_

Amount of liability insurance \$ \_\_\_\_\_

Owed on Mortgages and Loans \$ \_\_\_\_\_

Value of Personal Property \$ \_\_\_\_\_

Amount of Property Insurance \$ \_\_\_\_\_

**17. RECONCILIATION OF CASH & INVESTMENTS**

**General Fund Checking Account**

Ending Balance Per Bank Statement \$ \_\_\_\_\_

Less: Outstanding Checks \_\_\_\_\_

Plus: Deposits in Transit \_\_\_\_\_

Account Balance \_\_\_\_\_

**Other Checking Accounts (if applicable)**

Ending Balance Per Bank Statement \$ \_\_\_\_\_

Less: Outstanding Checks \_\_\_\_\_

Plus: Deposits in Transit \_\_\_\_\_

Account Balance \_\_\_\_\_

Savings Account Balance \_\_\_\_\_

Cash on Hand \_\_\_\_\_

Total Cash \_\_\_\_\_

Bonds and Other Investments \_\_\_\_\_

Total Cash and Investments \$ \_\_\_\_\_

(This figure must match Box 15)

## 18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date \_\_\_\_\_, 20\_\_\_\_\_

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of \_\_\_\_\_ (District/County Council/Post No.) for the Fiscal Quarter ending \_\_\_\_\_ in accordance of the National By-Laws and that this Report is a true and correct statement thereof to the best of our knowledge and belief. All Vouchers and Checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster \_\_\_\_\_ (Name) Signed \_\_\_\_\_ Trustee

\_\_\_\_\_ (Address) Signed \_\_\_\_\_ Trustee

\_\_\_\_\_ Signed \_\_\_\_\_ Trustee

This is to certify that the Office of the Quartermaster is bonded with \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ until \_\_\_\_\_, 20\_\_\_\_\_, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Commander

NOTE: Forward Original to your Department Quartermaster and copy to the Adjutant for the Post record.

No. 4214



DEPARTMENT HEADQUARTERS  
**Veterans of Foreign Wars of the United States**  
 TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA



Dear Comrade Commander:

Questionnaire for VFW Accountable Officers Crime Coverage

August 1, 2024

One of the most important communications you will receive during the year concerns the bond of your Unit Quartermaster. Section 703 of our National By-Laws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the By-Laws places the responsibility for adequate bonding upon the Commander of the post. In any business it is customary to bond any officer handling funds. **THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.**

The Department Headquarters carries a Crime Policy for the bonding of Department and Post Accountable Officers. This Policy runs for a year – from September 1 to August 31 – premium payments are made on that basis. Coverage for all accountable officers expires on August 31 and premium for the New Year is due on September 1.

Any unit may decide whether it prefers to take out a Policy with some other surety company or have its funds protected by the Department Headquarters Crime Policy. But the matter should be given prompt attention because if your Accountable Officer had previously been covered through the National Headquarters, **a new premium payment is required by September 1, 2024 and delinquent after this date.**

**IF THE POLICY IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE OF 9-1-2024, THE POST HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR PRIOR TERM. AFTER 90 DAYS PRIOR COVERAGE CEASES.**

**COVERAGES OF THE POLICY REQUIRE THAT:**

1. You agree to make/or cause to be made, at least annually, an audit of your books and accounts, including complete verification of all securities and bank balances pertaining to each “employee and/ or volunteer”.  
 If the above is not complied with, the Insurance Company will refuse to honor claim of missing funds which cannot be proven by records. Monthly audits and reconciliation of bank statements may avoid this denial of claim.
2. The Insurance Company will not pay for loss resulting from any unauthorized advances made by an “employee” to any member for delinquent dues and assessments.
3. “Employee” means any duly elected position, or any appointed officer as listed in the policy schedule.
4. **POST MUST SUBMIT A PROOF OF LOSS FORM WITHIN 120 DAYS FROM THE FIRST DATE OF DISCOVERY OF THE LOSS. Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims.**

**THIS POLICY IS ONLY FOR THE YEAR SEPTEMBER 1, 2024 TO AUGUST 31, 2025.**

**The funds of your Post are protected only for that year. Premium for the following year will be due September 1, 2025.**

RETURN THIS QUESTIONNAIRE WITH YOUR PREMIUM CHECK PAYABLE TO YOUR DEPARTMENT HEADQUARTERS

\_\_\_\_\_  
 Post # and State

I hereby apply for A1. Employee/Volunteer Theft coverage in the amount of \$ \_\_\_\_\_ for the position  
 of \_\_\_\_\_. For the year from September 1, 2024 through August 31, 2025.

Number of Persons Bonded:   1      Number of Locations:   1      Post Annual Income: \$ \_\_\_\_\_    Dated: \_\_\_\_\_

**Has the post had any Crime Coverage (employee/ volunteer theft of money) losses over the past three years? \_\_\_\_\_**  
**If yes, provide a description with date and amount of loss on a separate sheet. No Coverage can be extended until Travelers reviews it**

**DEADLINE FOR COVERAGE IS SEPTEMBER 1, 2024 – AFTER THIS DATE YOU WILL BE DELIQUENT AND NOT IN COMPLIANCE WITH THE VFW BY-LAWS.**

\_\_\_\_\_  
 QM or Commander or Adjutant or Sr. Vice Signature

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Street Address, City and Zip

# Current Rates VFW Quartermaster Bond 2024-2025

\$5.50 per thousand	\$4.50 per thousand	\$4.00 per thousand	\$3.75 per thousand
\$3000.00=\$16.50	\$26000.00=\$117.00	\$251000=\$1004.00	\$501000=\$1875.75
\$4000.00=\$22.00	\$27000.00=\$121.50	\$252000=\$1008.00	\$502000=\$1882.50
\$5000.00=\$27.50	\$28000.00=\$126.00	\$253000=\$1012.00	\$503000=\$1886.25
\$6000.00=\$33.00	\$29000.00=\$130.50	\$254000=\$1016.00	\$504000=\$1890.00
\$7000.00=\$38.50	\$30000.00=\$135.00	\$255000=\$1020.00	\$505000=\$1893.75
\$8000.00=\$44.00	\$35000.00=\$157.50	\$256000=\$1024.00	\$506000=\$1897.50
\$9000.00=\$49.50	\$40000.00=\$180.00	\$257000=\$1028.00	\$507000=\$1901.25
\$10000.00=\$55.00	\$50000.00=\$225.00	\$258000=\$1032.00	\$508000=\$1905.00
\$11000.00=\$60.50	\$60000.00=\$270.00	\$259000=\$1036.00	\$509000=\$1908.75
\$12000.00=\$66.00	\$70000.00=\$315.00	\$260000=\$1040.00	\$510000=\$1912.50
\$13000.00=\$71.50	\$80000.00=\$360.00	\$270000=\$1080.00	\$520000=\$1950.00
\$14000.00=\$77.00	\$90000.00=\$405.00	\$280000=\$1120.00	\$530000=\$1987.50
\$15000.00=\$82.50	\$100000.00=\$450.00	\$290000=\$1160.00	\$540000=\$2025.00
\$16000.00=\$88.00	\$110000.00=\$495.00	\$300000=\$1200.00	\$550000=\$2062.50
\$17000.00=\$93.50	\$120000.00=\$540.00	\$310000=\$1240.00	\$560000=\$2100.00
\$18000.00=\$99.00	\$130000.00=\$585.00	\$320000=\$1280.00	\$570000=\$2137.50
\$19000.00=\$104.50	\$140000.00=\$630.00	\$330000=\$1320.00	\$580000=\$2175.00
\$20000.00=\$110.00	\$150000.00=\$675.00	\$340000=\$1360.00	\$590000=\$2212.50
\$21000.00=\$115.50	\$160000.00=\$720.00	\$350000=\$1400.00	\$600000=\$2250.00
\$22000.00=\$121.00	\$170000.00=\$765.00	\$360000=\$1440.00	
\$23000.00=\$126.50	\$180000.00=\$810.00	\$370000=\$1480.00	(\$501,000 and up
\$24000.00=\$132.00	\$190000.00=\$855.00	\$380000=\$1520.00	is \$3.75 per thousand)
\$25000.00=\$137.50	\$200000.00=\$900.00	\$390000=\$1560.00	
	\$210000.00=\$945.00	\$400000=\$1600.00	
(\$3,000-\$25,000	\$220000.00=\$990.00	\$410000=\$1640.00	
\$5.50 per thousand)	\$230000.00=\$1035.00	\$420000=\$1680.00	
	\$240000.00=\$1080.00	\$430000=\$1720.00	
	\$250000.00=\$1125.00	\$440000=\$1760.00	
Send to: VFW NE		\$450000=\$1800.00	
PO Box 4552	(\$26,000-\$250,000	\$460000=\$1840.00	
Lincoln, NE 68504	\$4.50 per thousand)	\$470000=\$1880.00	
		\$480000=\$1920.00	



Tallman Insurance

A.1 Employee/Volunteer Theft (Crime Coverage)  
VFW QUESTIONNAIRE FOR CLUB EMPLOYEES &  
BINGO PERSONS TO, BE COMPLETED BY  
COVERED INDIVIDUAL

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

**Coverage Term: October 1, 2024 to September 30, 2025**

**FORM MUST BE COMPLETED IN FULL**

1. a) Name of Post \_\_\_\_\_ Post # \_\_\_\_\_

b) Post Address \_\_\_\_\_  
Street City State Zip

2. a) Name of Person to be Covered \_\_\_\_\_

3. Position to be Covered \_\_\_\_\_

4. Coverage Amount Requested \$ \_\_\_\_\_

5. Number of Persons Covered 1

6. Number of Locations 1

7. Post - Annual Income \_\_\_\_\_

8. Has the post had any crime losses (Theft of Money by Employees) over the past three years? \_\_\_\_\_  
If yes, provide a description along with the date and amount of loss. **No Coverage can be extended until Travelers reviews it.**

9. a) Have you ever been convicted of any dishonest or fraudulent employment related act, "for example" burglary, robbery, theft or embezzlement of funds of any kind. \_\_\_\_\_

b) If yes, explain \_\_\_\_\_

**IF COVERAGE IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE OF 10-1-2024, THE POST HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR PRIOR TERM, AFTER 90 DAYS, PRIOR COVERAGE CEASES.**

**If this is a replacement for a current position, please advise what person you are replacing**

\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)

**Signature: Person to be Covered**

**Form Must be Signed by Covered Person**

# VFW Canteen Managers and Canteen Employees, Bingo Managers, Gaming Managers and Gaming Workers Rate

## \$6.00 PER THOUSAND

\$ 1,000.-----\$ 6.00
\$ 2,000.-----\$ 12.00
\$ 3,000.-----\$ 18.00
\$ 4,000.-----\$ 24.00
\$ 5,000.-----\$ 30.00
\$ 6,000.-----\$ 36.00
\$ 7,000.-----\$ 42.00
\$ 8,000.-----\$ 48.00
\$ 9,000.-----\$ 54.00
\$10,000.-----\$ 60.00
\$11,000.-----\$ 66.00
\$12,000.-----\$ 72.00
\$13,000.-----\$ 78.00
\$14,000.-----\$ 84.00
\$15,000.-----\$ 90.00
\$16,000.-----\$ 96.00
\$17,000.-----\$102.00
\$18,000.-----\$108.00
\$19,000.-----\$114.00
\$20,000.-----\$120.00
\$21,000.-----\$126.00
\$22,000.-----\$132.00
\$23,000.-----\$138.00
\$24,000.-----\$144.00
\$25,000.-----\$150.00

## \$4.00 PER THOUSAND

\$26,000.-----\$104.00
\$27,000.-----\$108.00
\$28,000.-----\$112.00
\$29,000.-----\$116.00
\$30,000.-----\$120.00
\$31,000.-----\$124.00
\$32,000.-----\$128.00
\$33,000.-----\$132.00
\$34,000.-----\$136.00
\$35,000.-----\$140.00
\$36,000.-----\$144.00
\$37,000.-----\$148.00
\$38,000.-----\$152.00
\$39,000.-----\$156.00
\$40,000.-----\$160.00
\$41,000.-----\$164.00
\$42,000.-----\$168.00
\$43,000.-----\$172.00
\$44,000.-----\$176.00
\$45,000.-----\$180.00
\$46,000.-----\$184.00
\$47,000.-----\$188.00
\$48,000.-----\$192.00
\$49,000.-----\$196.00
\$50,000.-----\$200.00

## \$3.00 PER THOUSAND

\$ 51,000.-----\$153.00
\$ 52,000.-----\$156.00
\$ 53,000.-----\$159.00
\$ 54,000.-----\$162.00
\$ 55,000.-----\$165.00
\$ 56,000.-----\$168.00
\$ 57,000.-----\$171.00
\$ 58,000.-----\$174.00
\$ 59,000.-----\$177.00
\$ 60,000.-----\$180.00
\$ 61,000.-----\$183.00
\$ 62,000.-----\$186.00
\$ 63,000.-----\$189.00
\$ 64,000.-----\$192.00
\$ 65,000.-----\$195.00
\$ 66,000.-----\$198.00
\$ 67,000.-----\$201.00
\$ 68,000.-----\$204.00
\$ 69,000.-----\$207.00
\$ 70,000.-----\$210.00
\$ 71,000.-----\$213.00
\$ 72,000.-----\$216.00
\$ 73,000.-----\$219.00
\$ 74,000.-----\$222.00
\$ 75,000.-----\$225.00
\$ 80,000.-----\$240.00
\$ 85,000.-----\$255.00
\$ 90,000.-----\$270.00
\$ 95,000.-----\$285.00
\$100,000.-----\$300.00

VETERANS OF FOREIGN WARS OF THE UNITED STATES, DEPARTMENT OF NEBRASKA

## BUDDY POPPY ORDER BLANK

Purchased Poppies are **CREDITED** between July 1, 2024 through June 30, 2025

DATE OF ORDER \_\_\_\_\_

POST # \_\_\_\_\_ DATE OF POPPY DISTRIBUTION \_\_\_\_\_

NAME OF POST/AUX LOCATION \_\_\_\_\_ DISTRICT NO. \_\_\_\_\_

Buddy Poppies @ \$300.00 per thousand # ordered \_\_\_\_\_ at \$ \_\_\_\_\_

**minimum order is 500 for \$150.00**

**NOTE: Price of poppy includes shipping and handling.**

POPPY POSTERS @ \$.45 cents each # ordered \_\_\_\_\_ at \$ \_\_\_\_\_

The Poppy Coin Canisters item and other items are available from VFW National catalog.

TOTAL AMOUNT OF ORDER \$ \_\_\_\_\_

AMOUNT INCLUDED WITH ORDER \$ \_\_\_\_\_

BALANCE DUE \$ \_\_\_\_\_

Ordered by: \_\_\_\_\_

SHIP THE ABOVE TO: \_\_\_\_\_

TITLE \_\_\_\_\_

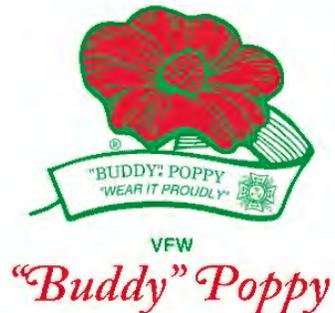
ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE ALLOW **30 DAYS** FOR DELIVERY.

Mail to: Department of Nebraska V.F.W.

PO Box 4552

Lincoln, NE 68504



**PUBLIC SERVICE AWARD**  
**EMT/FIRE/LAW ENFORCEMENT**  
**Department of Nebraska - VFW**

**Emergency Service Award** is presented to any individual who actively gives emergency medical treatment, provides rescue service or civil disaster assistance as a member of any public or volunteer company organized to give emergency medical care, provide rescue and civil disaster assistance to our nation's citizens.

**Firefighters Award** is presented to any individual who actively fights fires as a member of any public or volunteer company organized to fight fires and give assistance to our nation's citizens.

**Law Enforcement Award** is presented to any individual who serves in a municipal, county, state or federal unit tasked with enforcement of laws pertaining to their area of responsibility. This award does not apply to individuals employed by private companies.

**Candidate must have demonstrated:** 1.) recognition by their colleagues or those they serve. 2.) Consistent excellence in the performance of their duties. 3.) Consistent dedication to their official responsibilities over a period of years and continuous growth in responsibilities and skill within their profession.

Entered by: \_\_\_\_\_ Service: EMT/FIRE/LAW (Circle One)

Name of Nominee: \_\_\_\_\_

Title of Nominee: \_\_\_\_\_

Address of Nominee: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Sponsored by VFW Post: \_\_\_\_\_

**(1.) Resume of Nominee's Overall Background:** ( Attach required documentation)

The resume of these activities should be contained on one page; therefore, it will be necessary to be concise.

**(2.) Resume of Nominee's Background in Emergency Services Work:**

( Attach required documentation) The resume of these activities should be contained on one page; therefore, it will be necessary to be concise and highlight major events.

**(3.) Nominee's Accomplishments in the Emergency Services Field:**

( Attach required documentation) The resume of these activities should be contained on two pages; therefore, it will be necessary to be concise.

**(4.) Photograph of Nominee:** (Attach Required Head and Shoulder Photograph)

**Send Completed Form, Resumes and Photograph to:**

Department of Nebraska  
PO Box 4552  
Lincoln, NE 68504

# Nebraska VFW State Convention Registration Form

**\$4.00 per 30 members as of June 30th, 2024**

**Round up and send to Department by September 30th, 2024**

Delegates attending

Address

E-mail

Member No.

Registering of your delegates ensures that your Post is entitled to vote at the convention.

**You must send in registration fees regardless of attendance.**

Quartermaster \_\_\_\_\_ VFW Post \_\_\_\_\_

Membership total on June 30th, 2024 \_\_\_\_\_ Total delegates \_\_\_\_\_

Enclosed \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Veterans of Foreign Wars  
Department of Nebraska



Department of Nebraska  
By-Laws Article VI-Delegates  
Article VI - Section 3:

**VETERANS OF FOREIGN WARS.**  
Department of Nebraska

Each Post will be required to pay four dollars (\$4.00) for each delegate to which the Post is entitled. Post Delegate dues will be paid at the time of the Post Inspection or no later than September 30<sup>th</sup> based on the previous end of year membership and final reconciliation will be conducted prior to State Convention to determine that the appropriate delegate dues have been paid. Delegates to the State Convention shall not be recognized unless they personally register their completed delegate card with the State VFW Convention staff. Posts failing to comply with provision shall be considered delinquent and in arrears.

**Mail completed form to:**

**VFW Nebraska  
PO BOX 4552  
Lincoln, NE 68504**

# 20 Questions

Due to Department December 31st, 2024 to receive 10 points towards white hat.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Life: Y or N  
Legacy Level? \_\_\_\_\_

Post #: \_\_\_\_\_ District #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

1. When will white hats be awarded this year? \_\_\_\_\_
2. How much does your Post pay for Delegate Registration and when are they due?  
\_\_\_\_\_
3. What is the deadline date to have VOD/Patriot's Pen entries to the Department? \_\_\_\_\_
4. How many hours of college credits must have been completed to apply for a VFW scholarship? \_\_\_\_\_
5. Does failure to send in the new election report cause a post to go under suspension? Y or N  
Month to elect officers: \_\_\_\_\_ Month to install: \_\_\_\_\_ Assume office: \_\_\_\_\_
6. Reporting community service to the Department allows a post to maintain their non-profit status. How often does a post need to report these activities? \_\_\_\_\_
7. In a canteen of a VFW club, who is the treasurer for the house committee? \_\_\_\_\_
8. Can Trustees serve on the house committee? Y or N
9. Can a post be bonded by a company other than the VFW? Y or N  
What position is bonded? \_\_\_\_\_ When are bonds due? \_\_\_\_\_
10. There are 3 Patriot's Pen District winners invited to Midwinter, how many of the 10 District winners in the V.O.D. competition are invited to Midwinter? \_\_\_\_\_
11. What are the 3 cost levels of Legacy Life membership? \_\_\_\_\_
12. What is the membership requirements for white hat? What are a few of the new requirements this year? \_\_\_\_\_
13. Where will the 2025 State Convention be held? \_\_\_\_\_

14. What is the deadline for White Hat program awards? \_\_\_\_\_
15. How many points does your post get for selling 20 calendars? \_\_\_\_\_  
 What happens if you sell extra calendars? \_\_\_\_\_
16. In lieu of entries for VOD, Patriot's Pen, and/or Teacher a Post may make a donation to these program to receive credit towards a white hat. T or F Does a Post receive full credit? Y or N
17. When is the Scout of the Year awarded? \_\_\_\_\_
18. Name 3 ways in which a Post can spend money raised with Buddy Poppy donations.  
 \_\_\_\_\_
19. What are the program year for the Bubby Poppy program year and Community Service Reporting Year?  
 \_\_\_\_\_
20. What Membership Awards are there this year?  
 \_\_\_\_\_

Questions or Comments:

\_\_\_\_\_  
 \_\_\_\_\_

Please return completed questionnaire to: VFW Department of NE; PO Box 4552; Lincoln, NE 68504

I have read and understand the VFW Canteen and Club Rules and Regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cap size: \_\_\_\_\_

# Nebraska VFW

## 990 Report Form Request

Post Name: \_\_\_\_\_ Post # \_\_\_\_\_ Aux # \_\_\_\_\_

Fed I.D.# \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Gross Income: \$ \_\_\_\_\_ July 1 to June 30

Less than \$50,000 \_\_\_\_\_ (yes / no)

I request that the Department of Nebraska - Veterans of Foreign Wars E-file our Post / Auxiliary 990 information and do so annually until authorization is revoked by either party.

Signature \_\_\_\_\_ Print name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

# COMMUNITY SERVICE GUIDELINES

Constructive community service is a founding VFW tenet with volunteerism benefiting education, the environment, health sciences and civic projects. Projects must be conducted during the current Community Activity year. The year begins July 1st and ends June 30th the following year. **\*\*REPORTS MUST BE SUBMITTED QUARTERLY\*\*** Reports received prior to May 1st will be used for competition and award purposes at State Convention.

## Examples

The following are a few examples of program/projects for a Post. This list of suggested activities is by no means a complete list of projects that can be accomplished. Its sole purpose is to stimulate ideas and provide guidelines in your search for projects to perform.

### Veteran Service

- A. Veteran Participation Reports
- B. Buddy Poppy program
- C. Homeless veteran program
- D. Military support activities
- E. Burial & Honor Guard Details
- F. VA Hospital activities
- G. Financial/equipment support of veteran programs or entities

### Community Service

- A. Sponsorship of:
  1. Blood drive
  2. Food drive
  3. Recycling program
  4. Food distribution programs
  5. Safety program
- B. Flag details for public events
- C. Get out the Vote program
- D. Financial/equipment support of public programs or entities

### Youth Service

- A. Conduct a Voice of Democracy program
- B. Conduct a Patriot's Pen program
- C. Conduct a Patriotic Art program
- D. Sponsor and support of a Scouting or youth unit
- E. Conduct a Scout of the Year program
- F. Sponsorship of a youth sporting team
- G. Sponsor a youth event;
  1. Easter egg hunt
  2. Bike safety program
  3. Halloween party
  4. Christmas party
  5. Veterans in classroom
  6. Flag etiquette instruction
- H. Support of a Jr. ROTC unit

### Americanism Guidelines

For credit in Americanism, a project must be of a patriotic nature. We're looking for things like flag presentations, parades, presentation of patriotic literature, patriotic ceremonies in schools or youth groups, and public observances of national holidays. Each project must benefit the greater community not just the Post or Auxiliary. Fundraising projects, even those whose proceeds are earmarked for Americanism programs, are not in themselves creditable Americanism projects. However, the project that receives the funds, when complete and if it meets the Americanism criteria, can qualify for an Americanism credit.

## Examples of Disallowed (things that don't count)

1. Any project for yourself
2. Reciting the Pledge to the Flag at a Post monthly meeting.
3. Sending a "Get Well" card to a member of the VFW or Auxiliary
  - a. Shopping for the "Get Well" card above
  - b. Post office visit to mail the "Get Well" card above
  - c. Providing the car to deliver the "Get Well" card above
4. Any activity that is obviously within the scope of another previously reported project (example, see 3a, 3b, 3c above).
5. A flag raising ceremony at the Post, unless attended by persons outside the VFW or Auxiliary
6. Purchasing a replacement flag for the Post.
7. Running an errand for or giving a ride to a VFW or Auxiliary
8. Honor Guard posting colors at a VFW or Auxiliary meeting or ceremony.
9. Giving a certificate to a VFW or Auxiliary or member.
10. Donation to a VFW or Auxiliary member.
11. Fundraising projects, even those whose proceeds are earmarked for community service projects.

**KEEP IN MIND THAT** your project should be reported only once a month. If the project is allowing the Boy Scouts to use the hall for their weekly meeting, then report it as one project for the month with the total hours and monies donated for the month. If a member volunteers at the V.A. hospital four times a week, then report it as one project for the month with the total hours and monies donated for the month.

**Important Note:** Each Post can have their non-profit status revoked by the IRS if they "Fail to maintain adequate records to accurately report your exempt purpose and activities that supports your exemption under code section 501 (c) (19)." The first item the IRS will ask for during an audit is evidence of community service. All community service items should be recorded in the Post meeting minutes, which is the second item the IRS will ask for. Those Posts that have maintained a properly organized and complete Community Service Record Book and produced it for the IRS during an audit have never had an issue in verification of fulfilling the objectives of their charter from the National VFW. Each Post should maintain a Community Service Record Book for the purpose of verification to the IRS that the Post is fulfilling the objectives of its charter. These books can also be used very effectively in recruiting and maintaining a history of Post activities year after year as a historical record.

# Community Service Activity Report Form

## INSTRUCTION SHEET

The Department of Nebraska Veterans of Foreign Wars and its Auxiliaries will use the attached Activity Report Form to report all activities carried on in Nebraska. Many National and Department VFW requirements, including Internal Revenue Service (IRS) policies, rely upon the accurate description and reporting of your Post community service activities.

**Please fill out these forms as completely as possible before sending them to Department Headquarters.**

**REPORTING YEAR:** Reports to be credited must have been completed between **July 1 and June 30.**

**DISTRICT#:** Indicate the District your Post is located in.

**POST#:** We need your Post # so we can accurately document the activities for your post.

**DATE COMPLETED:** Indicate the month, day, and year the activity was completed.

**ACTIVITY DESCRIPTION:** Please very briefly describe each activity on the lines provided. No attachments.

**YOUTH:** Place a check mark here if this is considered a youth project.

**AMERICANISM:** Place a check mark here if this is considered an Americanism project.

**HOURS:** Please

indicate the total man hours of all volunteers expended on the project. Round up, no minutes.

**MONEY:** Please indicate the total amount of funds expended by the Post on this project. Round up to whole dollars. Do not calculate hours into a dollar amount, only list money actually spent.

**MILEAGE:** Please

indicate the total amount of mileage used to complete project. Do not count mileage used to get to or drive home from project.

**MEETING RECORD:** It is very important that you fill in all spaces at the bottom of the form. These numbers are kept at Department Headquarters and will be reported to National once a year as required by the National organization. The IRS will use your meeting minutes to verify you meet the standards of community service for non-profit organizations. To remain within the spirit and intent of the VFW Charter a Post is granted through the VFW **51% of monetary donations should be to VFW programs.** Important Note: Each Post can have their non-profit status revoked by the NDRS if they "**Fail to maintain Adequate records to accurately report your exempt purpose and activities that supports your exemption under code section 501 (c) (19).**" The first item the IRS will ask for during an audit is evidence of community service. All community service items should be recorded in the Post meeting minutes, which is the second item the IRS will ask for. Those Posts that have maintained a properly organized and complete Community Service Record Book and produced it for the IRS during an audit have never had an issue in verification of fulfilling the objectives of their charter from the National VFW. Therefore, it is strongly recommended that each Post maintain a Community Service Record Book for the purpose of verification for the IRS that the Post is fulfilling the objectives of its charter. These books can also be used very effectively in recruiting and maintaining a history of Post activities year after year as a historical record. The District Commander, or his designee, during his annual inspection of the Post will ask to see this book from the previous year.

**Submit by ONLY ONE of the two following methods - please do not duplicate reports and jeopardize your IRS Non-Profit Tax Status.**

**Community Service Reports should be sent by Post Leadership only.**

Mail to: Department of Nebraska - VFW  
P.O. Box 4552  
Lincoln, NE 68504

# Community Service Activity Report Form

Reporting Periods: July 1st to June 30th

## Online Reporting of Community Service

Community Service Reports **MUST** be submitted quarterly to qualify for **BOTH** All-State and All-American Awards

Please note that you must be using at least Microsoft Edge, Google Chrome, Mozilla Firefox or Apple Safari browsers for the form to properly function.

In accordance with I.R.S. guidelines the community service reported by me was conducted by VFW and Auxiliary members for the benefit of non-members and the community-at-large for which no reimbursement or payment of any kind was received and has been documented in the Meeting Minutes at the monthly post meeting.

Community Service Questions? Email Trudie at [staff@vfwne.org](mailto:staff@vfwne.org) We are receiving all of your reports even if you do not receive an automatic reply. No need to resubmit over and over. If you are concerned about your report please email [staff@vfwne.org](mailto:staff@vfwne.org) and ask for confirmation.

## Programs Reporting Form

Reporting Period: July 1 to Sept 30 • Oct 1 to Dec 31 • Jan 1 to March 31 • April 1 to June 30 (Circle One)

Post # \_\_\_\_\_ Aux. # \_\_\_\_\_ District \_\_\_\_\_

Person completing this report: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Programs:	# of Volunteers	Hours	Mileage	\$ Spent
Youth Activities:	_____	_____	_____	_____
Volunteer Vets:	_____	_____	_____	_____
Americanism:	_____	_____	_____	_____
Community Service:	_____	_____	_____	_____

Please consider utilizing the Online Reporting Tool at  
[www.vfwne.com](http://www.vfwne.com)

# POST COLOR GUARD

Entry Form from May 1st, 2024 to April 30th, 2025

POST # \_\_\_\_\_ LOCATION \_\_\_\_\_ DISTRICT \_\_\_\_\_

POST MEMBERSHIP COUNT \_\_\_\_\_ DIVISION \_\_\_\_\_

COLOR GUARD NUMBER OF MEMBERS: \_\_\_\_\_

COLOR GUARD MEMBERS TOTAL HOURS: \_\_\_\_\_

COLOR GUARD NUMBER OF FUNERALS: \_\_\_\_\_

COLOR GUARD NUMBER OF PARADES: \_\_\_\_\_

COLOR GUARD MEMORIAL DAY ACTIVITIES: \_\_\_\_\_

COLOR GUARD MISCELLANEOUS INFORMATION. GIVE A BRIEF DESCRIPTION:

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Special Event \_\_\_\_\_

RETURN TO:

DEPARTMENT OF NEBRASKA, VFW

PO Box 4552

LINCOLN, NE 68504

DUE BY: May 1st

WINNERS TO RECEIVE CERTIFICATE AND CASH AWARD AT STATE CONVENTION.

Certificate of Recognition to all reporting Color Guard.

Division 1      0 - 250 members

Division 2      251 and up

1st Place      Certificate And \$100.00

2nd Place      Certificate And \$ 75.00

3rd Place      Certificate And \$ 50.00



## SCHOLARSHIP APPLICATION

REQUIREMENTS: Generally, qualified, needy applicants must have completed a minimum of 24 credit hours or be a freshman in college attempting their second semesters minimum 12 college credit hours; and be a current member in good standing or be the spouse, child, grandchild, or stepchild of a member in good standing of Veterans of Foreign Wars or its Auxiliary, Department of Nebraska. Both the Nebraska VFW/Auxiliary member and applicant must be a resident of Nebraska to be eligible for a scholarship. Individual scholarships requirements can be found on the back of this application.

Completed applications must be received and correctly submitted by **MARCH 31<sup>st</sup>, 2025**.

## MANDATORY SCHOLARSHIP REQUIREMENTS CHECKLIST

- Acceptance Letter from College  
*Required during initial submission only. Students transferring from another school must provide a new Acceptance Letter from the new school.*
- VFW/Auxiliary Member Affiliation Verification Information  
*If a member is deceased, and no member number is available, please provide verification letter from the deceased member's former Post/Auxiliary*
- Essay – Subject: Selfless Service  
*Minimum of 300 words, not to exceed 400 words*
- Character Reference Letter (Teacher, Pastor, Mentor, etc)  
*Required during initial submission.*
- College Transcript
- Fully Complete Scholarship Application

***Any submission received without the mandatory requirements will not be considered by the Scholarship Committee.***

Please return completed application and supporting documentation to:

Department of Nebraska VFW  
PO BOX 4552  
Lincoln, NE 68504

If you have any questions, contact:

Jeff Baker  
Phone: (402) 464-0674  
Email: [jbaker@vfwne.org](mailto:jbaker@vfwne.org)

I \_\_\_\_\_ hereby acknowledge that I have read, understand, and agree to the policies and procedures set out in this application. By my signature, I verify that all information presented is accurate and up to date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPLICANT INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Veteran (Y/N) \_\_\_\_\_  
DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ Nebraska Resident (Y/N) \_\_\_\_\_  
Marital Status \_\_\_\_\_ Dependents \_\_\_\_\_ Ages \_\_\_\_\_  
Applicant VFW/Aux Membership (Y/N) Participated in VOD/PP (Y/N) Years \_\_\_\_\_

## PARENT(S) INFORMATION

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Veteran (Y/N) \_\_\_\_\_ Nebraska Resident (Y/N) \_\_\_\_\_  
Marital Status \_\_\_\_\_ Dependents \_\_\_\_\_ Ages \_\_\_\_\_  
Names other Dependents \_\_\_\_\_  
Parent(s) Net Income \$ \_\_\_\_\_  
Parent(s) College Contribution \$ \_\_\_\_\_

## VFW/AUXILIARY MEMBER INFORMATION

VFW Member Name(s) \_\_\_\_\_  
VFW Auxiliary Member Name(s) \_\_\_\_\_  
Post/Auxiliary # and Location(s) \_\_\_\_\_  
Membership Number(s) \_\_\_\_\_  
Relationship to Applicant VFW Parent (Y/N) Grandparent VFW (Y/N)  
Auxiliary Parent (Y/N) Auxiliary Grandparent (Y/N)  
Life Member (Y/N) Legacy Life (Y/N) Deceased (Y/N)  
Members Post leadership Roles (Officer, Chairman, etc.) \_\_\_\_\_  
Members District leadership Roles (Officer, Chairman, etc.) \_\_\_\_\_  
Members State leadership Roles (Officer, Chairman, etc.) \_\_\_\_\_

# COLLEGE AND STUDENT FINANCIAL INFORMATION

College Name \_\_\_\_\_

Credit Hours Earned \_\_\_\_\_ Credit Hours Currently Attempting \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Current GPA \_\_\_\_\_

Cost/Credit Hour \$ \_\_\_\_\_ Cost/Year \$ \_\_\_\_\_

Current Major \_\_\_\_\_

Student Contribution \$ \_\_\_\_\_

Student Employer \_\_\_\_\_

Income Past Year \$ \_\_\_\_\_

## FINANCIAL PACKAGE FROM SCHOOL

Estimated (\$) Needs AFTER Grants, Scholarships, Loans, etc. \$ \_\_\_\_\_

All Other Aid Received for Next Academic Year

SOURCES AVAILABLE	AMOUNT REQUESTED	AMOUNT APPROVED	DATE APPROVED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All VA Benefits (Per Month) \$ \_\_\_\_\_

Date of Benefits \_\_\_\_/\_\_\_\_/\_\_\_\_

Remaining Benefit Months (if applicable) \_\_\_\_\_

Other Income \$ \_\_\_\_\_

I hereby certify that all of the information provided by me in this application (or any accompanying or required documents) is correct, accurate, and complete to the best of my knowledge.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

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# INDIVIDUAL SCHOLARSHIP REQUIREMENTS OR RESTRICTIONS

- **Department of Nebraska, VFW State Scholarship:**  
In-State School
- **Darrell and Marge Thibault VFW State Memorial Scholarship:**  
Allows for in/out of State schools
- **VFW Post 3704 Columbus State Scholarship:**  
VFW Post 3704, District 15, State
- **Department of Nebraska, VFW #2 Nuts & Bolts Scholarship:** VFW  
Post 8334, District 10, State
- **Department of Nebraska VFW Kenny Bellows Scholarship:**  
VFW Post 5289, District 6, State (Allows for in/out of State schools)
- **VFW Auxiliary 1504 North Platte:**  
Auxiliary 1504, District 4, State
- **Marilyn Haines Music Scholarship:**  
Music Student
- **VFW Post 6016 Hildreth Scholarship:**  
Wilcox/Hildreth area, VFW Post 6016, District 13, State
- **Past State Commanders:**  
Allows for in/out of state schools
- **Phillips Scholarship:**  
No restrictions apply
- **VFW Post 2704 & Auxiliary – Irvin Holst Scholarship:**  
VFW Post/Auxiliary 2704, District 10, State.
- **VFW Post 2503 Scholarship:**  
VFW Post 2503, District 10, State
- **VFW Post 131 Scholarship:**  
VFW Post 131, District 9, State
- **Connie Liebsack Memorial Scholarship**  
VFW Post 1581, District 10, State
- **Bernie and Carol Brosnihan Scholarship**  
VFW Post 10727, District 10, State
- **Kirkpatrick Scholarship**  
VFW Post 1581, District 10, State
- **Post 7722 Jones & Magee Scholarship**  
VFW Post 7722, District 9, State

# CHAPLAINCY

## “To Honor the Dead By Serving the Living”

This is the motto of the Veterans of Foreign Wars. Based on the logic that a veteran's organization has the right to existence only if its primary purpose, next to promoting the welfare of the nation, is that of service, or "taking care of its own". Listed below are a few guidelines for Post services to the living, sick and bereaved; and to so honor the blessed memory of deceased comrades.

The Post Commander, with his Chaplain and Service officer, constitutes a knowledgeable committee of leadership in fraternal service. Some guidelines to follow are (A) each Post member is ever on the alert for opportunities for fraternal service and should report these to his Commander or Chaplain; (B) fraternal services are rendered not only to the VFW but also to unaffiliated veterans when in serious need; (C) Commanders and Chaplains should maintain contact with the Auxiliary for purposes of cooperation and coordination.

In case of sickness, the Chaplain should (A) send a get well card in the name of the Commander; (B) call on the family and explore its situation; (C) if need, notify the Service Officer; (D) call on the patient, inquire about his needs; and (E) report his action and findings to the Commander.

Post Chaplains upon notice of a death of one of your members, please send directly to me; Department Chaplain, a Memorial Record Card with all the information necessary about the deceased. Please be sure that the name and address of the next-of-kin are listed correctly. I will send the relative a remembrance card in memory of the deceased comrade, signed by the Department Commander and myself.

All of the Memorial Records are due to the Department Chaplain by May 1st in order to allow time to print the Memorial Booklet.

### Veterans of Foreign Wars of the United States Memorial Record

PLEASE PRINT \_\_\_\_\_ Date: \_\_\_\_\_

Post No. \_\_\_\_\_ District No. \_\_\_\_\_

Name: \_\_\_\_\_ Member No. \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ initial \_\_\_\_\_

Date & Place of Birth: \_\_\_\_\_

Date & Place of Death: \_\_\_\_\_

Name & Address, (Next of Kin) \_\_\_\_\_



# 2024-2025 Calendar Program

**Credit will be given towards the White Hat Competition for all Posts that sell 20 Department of Nebraska Raffle Calendars.**

**(5 pts. extra for each set of 20 calendar sold (above initial 20 calendars) - 20 pts max)**

Send in this form with your calendar money and tickets to:

Department Headquarters

P.O. Box 4552; Lincoln, NE 68504

Post:

Calendars Sold

The 2024 State Calendar raffle will be held at the Nebraska Department Headquarters on Tuesday January 10th, 2025 at 10:00 a.m. All 365 prizes will be drawn. After each ticket is drawn it will be returned to the drawing drum. You need not be present to win. Each weeks winners will be awarded and mailed on the Friday of that week.

Unclaimed prizes (unable to locate) will be donated to the Nebraska VFW Auxiliary.

Calendars will be available to pick up at Fall District Meetings, Commanders Homecoming or from your District Commander. If you need some mailed to you, call Department Headquarters.

They will be \$20.00 each.

Raffle rules are in accordance with NE State Gaming Statutes. Nebraska License No. 423483.

## Selling points

- It is a raffle.
- You have the opportunity to win up to \$500.00 in a day.
- The raffle pays out \$16000.00
- It pays every day. If you win your name still goes back in the drawing so you can win multiple times.
- There are 2 \$500.00 payouts, 8 \$100.00 payouts and 355 \$40.00 payouts.
- Any amount raised over the raffle payout goes to support veterans in need and their families, the hospitals and homes and to scholarship programs.
- They are all drawn on January 5th, 2024 at Department Headquarters.
- The complete listing of winners will be posted on the VFW website by January 15th, 2025.



# INSPECTION

## **Required Documents**

- Post By-Laws, if applicable
- Post incorporation document
- Current National and Dept. by-laws
- Current election report
- Officers proof of eligibility
- QM ledger
- Last 12 months bank statements
- Copy of last trustees report filed
- List of all post assets and their value
- QM bond
- Copy of last IRS 990 filed
- Post EIN
- Insurance papers, if applicable
- Current activity reports



**VETERANS OF FOREIGN WARS.**  
Department of Nebraska

VFW Post/Auxiliary Strategic Review Form

Post #: \_\_\_\_\_ District #: \_\_\_\_\_

Date: \_\_\_\_\_

Please describe what topics were discussed at the Strategic Review Meeting. Who lead the discussion group and what action will be taken for the prosperity and future success of the Post and Auxiliary? Attach supporting document created out of the discussion (if any).

Number of VFW Members present?	
Number of Auxiliary members present?	

Post Commander: \_\_\_\_\_

*(Post Commander Signature)*

Summary & Outcome

Due by April 30th, 2025

VFW Department Headquarters • PO Box 4552 • Lincoln • Nebraska • 68504

staff@vfwne.org

# District Forms



**SERVICE DOESN'T STOP  
WHEN WE'RE DONE SERVING.**



Department of Nebraska

[www.vfwne.com](http://www.vfwne.com)

The appearance of U.S. Department of Defense (DoD) visual information does not imply or constitute DoD endorsement.

# DISTRICT MINIMUM REQUIREMENTS

As required by Department or National Bylaws:

## 2024-2025

- AUDITS:** Two (2) Trustees' Reports of Audit must have been received at Department. Each audit must be received within 30 days following the regularly scheduled District meeting and must be completed in full and signed by all three Trustees, Quartermaster and Commander.
  
- QUARTERMASTER BONDING:** District Quartermaster must be bonded through Department or provide proof of local bonding which must be submitted to Department **no later than September 30th, 2024.**
  
- IRS 990 FORM:** Must submit copy of **2023** IRS Form 990 to Department Headquarters **no later than September 30th, 2024.**
  
- DISTRICT-WIDE INSPECTIONS:** District Commander or designee must complete Post Inspections **no later than October 31st, 2024.**
  
- DISTRICT ELECTION REPORT:** Submit District Report of Election of Post Officers for 2024-2025 **no later than May 3rd, 2025.**

# **ADDITIONAL DISTRICT DOCUMENTS**

**See Page 20 for Trustee's Report of Audit form**

**See Page 22 for Quartermaster Bonding Information and forms**

**See Page 34 for information on IRS Form 990**

**See Page 48 for Calendar Reporting form**

## INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted.

The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job.

### Question Specific Reminders

1. Posts that have adopted additional by-laws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of service.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, and the name of the incorporated unit. All Posts should be incorporated under the bylaws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, and Service Officer.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected at the time officers of the Post were elected. This can be done by checking the meeting minutes for the month.
5. Self-explanatory. Any "NO" answer in this section may be a by-law violation. In addition, item 5f, is verifying the information is present for each officer; you are not verifying the officer is eligible however, if it is not readily apparent that the officer is eligible this should be mentioned on the inspection report.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National By-Laws
7. The National By-Laws state every Post must hold at least one regular meeting per month.
8. Verify, using meeting minutes, that all committee reports are read and approved. This item includes any activity, canteen, clubroom, bingo, etc.
9. Activity reports assist the Post when their nonprofit status is being questioned.
10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day, and Loyalty Day.
11. Section 1101 and 1301 of the National By-Laws discusses the formation and control of Auxiliaries.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.
13. Self-explanatory.
14. Monthly review of Post receipts and expenditures by the Trustees is required in the National ByLaws.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, etc. Post Trustees must complete this audit no later than the month following the last day of each quarterly period. Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which he is accountable and to which he has access.

## INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

(continued)

17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Section 703 of the National By-Laws.
19. Verify all questions in this section by examining quartermaster records, adjutant records and by-laws. Remember, Section 709 of the National By-Laws further require that the Post Quartermaster have custody of all funds of the subordinate unit and subject to the same rules and regulation as Post funds.

The Internal Revenue Service requires all VFW Posts to file annually a Form 990 "Exemption from Corporate Income Tax" form. A Post may also have to file a Form 990T and pay certain taxes if it has non-related business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due.

**Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing.**

20. Expenditure of funds requires a vote on the Post floor and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post by-laws may allow for certain expenditures to be paid without a vote on the floor as these are usually reoccurring bills. If a Post Commander is not approving expenditures he is violating the trust placed in him and is not approving expenditure of Post monies.
21. Buddy Poppy distribution net receipts are to be credited to the Relief Fund only [Section 218(a)(5)(g) of the National By-Laws] and used only as stated in Section 704 of the Manual of Procedure.
22. The National By-Laws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National by-laws. However, if the Post by-laws require the Commander and Quartermaster signatures on checks, they must adhere to the Post by-laws.
23. Checks shall never be "pre-signed" by any officer.
24. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark "NIA" if the amount is zero. Title holder may be a bank or lender. If the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.
25. It is desirable that the Post be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem. Any Post owning property and or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing policies).
26. Each Department will adopt a document retention policy which complies with federal and state law.
27. Every Post is required to have a Federal Employee Identification number.
28. Departments may require additional forms for inspecting licensed operations.

# VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM

POST NO.	CHARTERED LOCATION (CITY & STATE)	DISTRICT NO.	DEPARTMENT	INSPECTION DATE
1) Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Date reviewed by the Commander-in-Chief: _____				
2) Is the Post incorporated in accordance with Section 708 of the National Bylaws?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Date reviewed by the Commander-in-Chief: _____				
b) Date filed with appropriate state officials: _____				
c) Name of incorporated unit: _____				
d) Registered Agent of Record: _____ Last updated: _____				
3) Are all officer positions filled as prescribed in Section 216 of the National Bylaws?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
4) Are Post delegates elected in accordance with Section 222 of the National Bylaws?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
5) Does the Post Adjutant... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Maintain books and records in a legible and uniform format?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
b) Maintain a file containing a copy of the original application of every member admitted into the Post?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
c) Maintain a file of meeting minutes after correction and approval?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
d) Maintain a file of current orders or circulars issued from higher authority?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
e) Maintain a correspondence file?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
f) Maintain a file containing proof of eligibility submitted by officers?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
g) Maintain a current copy of Post, District (if applicable), Department and National Bylaws?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
6) Are applicants for membership reviewed, read and voted on at a Post meeting for approval?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
7) Does the Post hold at least one meeting per month with a quorum present?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
8) Are all committees reporting to the membership at Post meetings?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
9) Are Community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Date of last submission: _____				
10) Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
11) Does the Post have an Auxiliary?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Is there proper cooperation between the Post and its Auxiliary unit?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
12) Does the Post distribute Buddy Poppies?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Date of last distribution: _____				
13) Does the Post have a membership committee?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Does the Post have a viable recruiting and retention plan?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
14) Do the elected Trustees review the monthly report of receipts and expenditures?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
15) Do the elected Trustees audit quarterly all books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Date of last quarterly audit: _____				
16) Post funds: <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Balance of all checking accounts                     \$ _____				
b) Balance of all savings accounts                    \$ _____				
c) Balance of all CD and bond accounts               \$ _____				
d) All other account types                             \$ _____				
e) Total of all accounts                            \$ _____				
f) Amount of Quartermaster Bond                     \$ _____				
g) Do all account ledger balances match the balance of reconciled bank statements? <input type="checkbox"/> YES <input type="checkbox"/> NO				
h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? <input type="checkbox"/> YES <input type="checkbox"/> NO				
17) Name of bonding company: _____ Expiration date of bond: _____				
18) Are additional officers accountable for funds bonded in accordance with Section 703 of the National Bylaws?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
19) Does the Post Quartermaster... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Maintain books and records in a legible and uniform format?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
b) Receive and properly transmit membership dues as required?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
c) Maintain a relief fund in accordance with Section 219 of the National Bylaws?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
d) Have care and custody of all committee funds?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
e) Report on transactions concerning receipts and expenditures at Post meetings?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
f) File appropriate forms as required by federal, state and local statutes?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
g) Date of last 990 filing: _____ k) Is the 990 filing available for public inspection?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
20) Post Federal Employee Identification Number (EIN): _____				
21) Are all expenditures voted on by the Post membership and approved by the Post Commander?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
22) Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
23) Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
24) Are checks pre-signed by any authorized officer?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
25) Does the Post own real property?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Appraised Value: \$ _____ Monthly Payment: \$ _____ Amount Owed: \$ _____				
b) Title Holder: _____				
26) Does the Post carry all proper types of insurance?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
27) Does the Post retain documents in accordance with the Department's Document Retention Policy?..... <input type="checkbox"/> YES <input type="checkbox"/> NO				
28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form May Be Required)..... <input type="checkbox"/> YES <input type="checkbox"/> NO				

INSPECTOR COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

POST COMMANDER: \_\_\_\_\_  
PRINT AND SIGN

INSPECTOR: \_\_\_\_\_  
PRINT AND SIGN

The Inspector shall provide a copy of each inspection to the Post Commander, District Inspector, and Department Inspector and set forth therein any constructive criticism and recommendations. MAINTAIN IN POST FILE AS A PERMANENT RECORD

# Patriots Pen

## DISTRICT REPORTING GUIDELINES

### USE THE FOLLOWING INFORMATION TO COMPLETE THE DISTRICT PARTICIPATION SUMMARY REPORT FORM:

The guidelines listed below are intended to help clarify the Patriot's Pen Award reporting process and to ensure that all participation and expenses incurred by Post/Auxiliaries are completely and accurately reported for proper credit.

#### DISTRICT PARTICIPATION SUMMARY REPORT FORM

**POST NUMBER:** List each Post by their Post number that participated and submitted a Post winner to District for judging in this box.

**POST AUXILIARY:** Does the Post have an Auxiliary? Indicate with yes or no in this box.

**NUMBER OF PARTICIPATING STUDENTS:** Indicate how many students participated in the Post PP program.

**NUMBER OF POST WINNER ADVANCED:** There is one winner for every 15 entries. I.e. 7 entries = 1 winner. 16 entries = 2 winners; 147 entries = 10 winners. Divide number of entries by 15 and round up to get this number.

**SCHOLARSHIP AMOUNT:** List total of scholarships given to Post winners.

**ADDITIONAL MONEY SPENT:** Total amount spent to promote program and recognize winners.

#### GRAND TOTALS SECTION

**NUMBER OF POSTS & AUXILIARIES:** List total number of Posts and Auxiliaries that participated in their respective box.

**TOTAL NUMBER OF PARTICIPATING STUDENTS:** Add up all the entries submitted to all listed Posts.

**TOTAL NUMBER OF WINNERS ADVANCED:** Add up all the Post winners advanced to District judging from each Post. A Post may submit one winner for every 15 entries.

**SCHOLARSHIPS AND ADDITIONAL MONEY SPENT:** Total dollar values of awards presented to PP award participants at Post level. All additional money spent in conducting their program (banquet, gifts, medals, citations).

**MONETARY VALUE OF DISTRICT CONTRIBUTIONS DISTRICT SCHOLARSHIPS:** Amount that the District gave in scholarship to the District winner.

**DISTRICT ADDITIONAL EXPENSES:** All additional money spent in conducting the program at the District level (banquet, gifts, medals, citations, etc.).

#### SIGNATURES

SIGNITURES OF THE DISTRICT CHAIR, AUXILIARY PRESIDENT AND DISTRICT COMMANDER ARE  
NEEDED TO VERIFY AND CERTIFY REPORT IS COMPLETE AND ACCURATE.

**District Chairman:** The District winner's materials that need to be forwarded to the State Chairmen are:  
(Immediately after the district judging is complete)

**The completed and signed Post Summary Report Form of every Post in the District that legitimately participated in the PP Program.**

**District winner's original entry form with all signatures.**

**District winner's essay.**

**Good quality head and shoulders 5 x 7 or 8 x 10 color photograph.** Emphasis photograph  
(Color copies or low grade computer printouts will not be accepted).

**The completed and signed District Summary Report Form.**

**Each District may submit only one winner!**



# Voice of Democracy

## DISTRICT REPORTING GUIDELINES

### USE THE FOLLOWING INFORMATION TO COMPLETE THE DISTRICT PARTICIPATION SUMMARY REPORT FORM:

The guidelines listed below are intended to help clarify the Voice of Democracy Award reporting process and to ensure that all participation and expenses incurred by Post/Auxiliaries are completely and accurately reported for proper credit.

#### DISTRICT PARTICIPATION SUMMARY REPORT FORM

**POST NUMBER:** List each Post by their Post number that participated and submitted a Post winner to District for judging in this box.

**POST AUXILIARY:** Does the Post have an Auxiliary? Indicate with yes or no in this box.

**NUMBER OF PARTICIPATING STUDENTS:** Indicate how many students participated in the Post VOD program.

**NUMBER OF POST WINNER ADVANCED:** There is one winner for every 15 entries. I.e. 7 entries = 1 winner. 16 entries = 2 winners; 147 entries = 10 winners. Divide number of entries by 15 and round up to get this number.

**SCHOLARSHIP AMOUNT:** List total of scholarships given to Post winners.

**ADDITIONAL MONEY SPENT:** Total amount spent to promote program and recognize winners.

#### GRAND TOTALS SECTION

**NUMBER OF POSTS & AUXILIARIES:** List total number of Posts and Auxiliaries that participated in their respective box.

**TOTAL NUMBER OF PARTICIPATING STUDENTS:** Add up all the entries submitted to all listed Posts.

**TOTAL NUMBER OF WINNERS ADVANCED:** Add up all the Post winners advanced to District judging from each Post. A Post may submit one winner for every 15 entries.

**SCHOLARSHIPS AND ADDITIONAL MONEY SPENT:** Total dollar values of awards presented to VOD award participants at Post level. All additional money spent in conducting their program (banquet, gifts, medals, citations).

**MONETARY VALUE OF DISTRICT CONTRIBUTIONS DISTRICT SCHOLARSHIPS:** Amount that the District gave in scholarship to the District winner.

**DISTRICT ADDITIONAL EXPENSES:** All additional money spent in conducting the program at the District level (banquet, gifts, medals, citations, etc.).

#### SIGNATURES

SIGNATURES OF THE DISTRICT CHAIR, AUXILIARY PRESIDENT AND DISTRICT COMMANDER ARE NEEDED TO VERIFY AND CERTIFY REPORT IS COMPLETE AND ACCURATE.

**District Chairman:** The District winner's materials that need to be forwarded to the State Chairmen are:

(Immediately after the district judging is complete)

**The completed and signed Post Summary Report Form of every Post in the District that legitimately participated in the VOD Program.**

**District winner's original entry form with all signatures.**

**District winner's audio (Cassette Tape or CD) recording of their 3-5 minute essay.**

**Good quality head and shoulders 5 x 7 or 8 x 10 color photograph.** Emphasis photograph

(Color copies or low grade computer printouts will not be accepted).

**The completed and signed District Summary Report Form.**

**Additionally – VOD Student Travel Form and Student's Social Security Number will need to be provided to Department Headquarters by January 12, 2024 if your District winner is selected as one of the top ten in state competition.** Social Security Number is used as an identifier for scholarship payments.

**Each District may submit only one winner!**



# National Programs

## Forms



## 2024-2025 Theme

### “My Voice in America’s Democracy?”

Student Entry Deadline: October 31, 2024

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 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, 2024. 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 2024-2025 theme is:

**“My Voice in America’s Democracy?”**

#### Deadline Information.

To qualify, all entries must be submitted to a sponsoring VFW Post by midnight October 31, 2024.

#### Note:

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

First, visit [vfw.org/FindaPost](http://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](http://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](mailto:youthscholarships@vfw.org)

# 2024-2025 Official Entry Form Patriot's Pen 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

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

( )

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. Inappropriate use of ChatGPT or other AI tools is not allowed. 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

( )

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

( )

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: \_\_\_\_\_



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**Patriot's Pen  
Scoresheet**

**Program Year**

**Theme Knowledge:** Shows knowledge of the theme and use of research.

**Theme Development:** Answers relevant facts - who, what, where, when, and why. Relates to the writer's own experiences.

**Clarity of Ideas:** Provides a clear explanation of the writer's interpretation of the theme.

Contestant Code Number:

Theme Knowledge (0 to 30 points):

Theme Development (0 to 35 points):

Clarity of Ideas (0 to 35 points):

**Total (0 to 100 points):**


Contestant Code Number:

Theme Knowledge (0 to 30 points):

Theme Development (0 to 35 points):

Clarity of Ideas (0 to 35 points):

**Total (0 to 100 points):**


Contestant Code Number:

Theme Knowledge (0 to 30 points):

Theme Development (0 to 35 points):

Clarity of Ideas (0 to 35 points):

**Total (0 to 100 points):**


\_\_\_\_\_  
Judge's Signature

\_\_\_\_\_  
Date and location of judging

## 2024-2025 Theme

### “Is America Today Our Forefathers’ Vision?”

Student Entry Deadline: October 31, 2024

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, “Is America Today Our Forefathers’ Vision?”

#### 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, 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. Inappropriate use of ChatGPT or other AI tools is not allowed. 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](mailto: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](https://www.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](mailto: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, 2024**. 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.

# 2024-2025 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 not inappropriately used any AI tools or Chat GPT. 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](mailto:youthscholarships@vfw.org)

Local VFW Post Information:

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Best Time To Call: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Best Time To Call: \_\_\_\_\_



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Revised 03/2024



Voice of Democracy  
Scoresheet

Program Year

**Originality:** Treatment of the theme should show imagination and human interest.

**Content:** Ideas are expressed clearly and in an organized manner.

**Delivery:** Speaking voice is clear and credible.

Contestant Code Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Originality (0 to 30 points):

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Content (0 to 35 points):

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Delivery ( 0 to 35 points):

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**Total (0 to 100 points):**

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Contestant Code Number:

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Originality (0 to 30 points):

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Content (0 to 35 points):

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Delivery ( 0 to 35 points):

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**Total (0 to 100 points):**

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Contestant Code Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Originality (0 to 30 points):

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Content (0 to 35 points):

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Delivery ( 0 to 35 points):

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**Total (0 to 100 points):**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\_\_\_\_\_  
Judge's Signature

\_\_\_\_\_  
Date and location of judging

# SCOUT OF THE YEAR Program



## WHAT IS THE SCOUT OF THE YEAR PROGRAM?

Annually, the Veterans of Foreign Wars of the United States awards three individuals who are: Eagle Scouts, Girl Scout Gold Award recipients, Venture Summit Award recipients and/or Sea Scout Quartermasters who have risen above their peers in exemplifying the qualities of that rank. Awards are as follows:

- \$5,000 1st place National scholarship
- \$3,000 2nd place National scholarship
- \$1,000 3rd place National scholarship

## AM I ELIGIBLE?

To be eligible for the award, the candidate must:

- Be the recipient of the Eagle Scout Award, Girl Scout Gold Award, Venture Summit Award or Sea Scout Quartermaster Award.
- Be a registered, active member of a Boy or Girl Scout Troop, Venturing Crew or Sea Scout Ship at the time the above reward was received.
- Have demonstrated exemplary citizenship in school, Scouting and community.

Prior National Scout of the Year winners are ineligible. There is no minimum age requirement for applicants as long as all other eligibility criteria has been met. The maximum age requirement for applicants is 18 years old. If an applicant reaches their 18th birthday during the nomination year, they remain eligible as long as they are still in high school at the time of the submission deadline. A Scout may enter through only one VFW Post. A local Post can be identified by zip code at [vfw.org/FindaPost](http://vfw.org/FindaPost).

## WHAT ARE THE DEADLINES?

- Deadline for entry to VFW Post is March 1.
- One candidate with full entry criteria must be submitted by a VFW Post to the next level of judging by April 1. The VFW Department Scouting chairman can provide this information.
- The Department winner must be selected and submitted by their Department Scouting chairman to the VFW National Headquarters by May 1.

Questions should be directed to 816.756.3390, ext 6155. during normal business hours Monday through Friday or emailed to [scouting@vfw.org](mailto:scouting@vfw.org).

### Official Entry Form

## SCOUT OF THE YEAR Program

**MUST BE COMPLETED BY EACH CONTESTANT  
and submitted directly to a VFW post in your community.**

Name: First, M.I., Last

Address

City, State, Zip

( )

Home Phone

Email

Date of Birth (dd/mm/yyyy)

Scout Troop Number

### SCOUT/VENTURE CERTIFICATION

I hereby certify that the foregoing information is accurate and if I am the winner, I will make myself available to receive the award at a presentation ceremony as designated by the Veterans of Foreign Wars.

Scout/Venture Signature

Date (mm/dd/yyyy)

### UNIT LEADER'S CERTIFICATION

I hereby certify that the above-named Scout/Venture is an active member of our unit or was when the award was received and the information supplied by the candidate is accurate to the best of my knowledge.

Unit Leader's Signature

Date (mm/dd/yyyy)

### PARENT'S CONSENT

I hereby certify that all information on this application is correct. I willingly submit this name for consideration as the Veterans of Foreign Wars of the United States' Scout of the Year. If this individual is selected as the winner, I will ensure that he/she is allowed to attend a presentation ceremony as designated by the Veterans of Foreign Wars.

Father, Mother or Guardian Signature

Date (mm/dd/yyyy)



VETERANS OF FOREIGN WARS.

# SCOUT OF THE YEAR Program

### VFW DEPARTMENT SCOUTING CHAIRMAN

PHONE: \_\_\_\_\_

### SPONSORING VFW POST

POST NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POST COMMANDER'S SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_

### DISTRICT CERTIFICATION IF APPLICABLE, CHECK WITH THE VFW DEPARTMENT SCOUTING CHAIRMAN

DISTRICT #: \_\_\_\_\_

DISTRICT CDR.: \_\_\_\_\_  
\_\_\_\_\_

### DEPARTMENT CERTIFICATION MUST BE COMPLETED BY DEPARTMENT VFW SCOUTING CHAIRMAN OR DEPT. COMMANDER

DEPARTMENT: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_

## WHAT DOCUMENTATION IS REQUIRED?

The following documentation should be submitted:

- **Photograph of the Scout** — must be attached to this form. The Scout must appear in correct, complete uniform for their current rank. Recommended size 3" x 5".
- **School Participation Record** — a single page, one-sided resume of the candidate's school activities indicating academic achievements, offices held, honors received and significant participation in other activities.
- **Scouting Record** — maximum of three pages, one side only, listing of all Scouting participation beginning with Cub Scouts or Brownies - years of participation, unit numbers and sponsors. Also include when Eagle, Gold, Summit or Quartermaster Award was received and Palms. Identify leadership positions held at all levels, participation in Scouting activities (jamborees, Order of the Arrow conferences, etc.) and the candidate's Eagle Scout, Girl Scout Gold Award, Venture Summit or Sea Scout Quartermaster Project.
- **Community Service Record** — a single page, one-sided resume listing participation in community and religious service organizations (excluding Scouting and school), noting leadership positions held and any recognition received.
- **Letters of Recommendation** — Submit three letters, no more than two pages in length from:
  - A scout leader.
  - A community member.
  - A teacher/faculty member (if homeschooled, a parent letter is allowed).
  - In addition, you may include one or two additional letters, no more than two pages in length from local community members who have special knowledge of the candidate's abilities/accomplishments.
- **Completed Entry Form** – submitted to a local VFW Post. Local Posts can be identified by zip code at [vfw.org/FindaPost](http://vfw.org/FindaPost).

## WHO MAKES UP THE VFW SCOUTING TEAM?

The backbone of Scouting in the VFW is the VFW Scouting Team. These VFW members are deeply involved in Scouting, most with decades of experience.

Appointed by their Department Commander, they are responsible for promoting scouting in their state. They are available to encourage Posts to sponsor units, support units and individual Scout projects. They should be the Department's "expert" on all phases of scouting. Many Departments have multiple members of the VFW Scouting Team, but every Department should have at least one individual to promote the values of scouting to youth and to the VFW itself. For more information on the VFW Scouting Team call 816.756.3390, ext 6155, or email [scouting@vfw.org](mailto:scouting@vfw.org)



VETERANS OF FOREIGN WARS.

## Entry Deadline: October 31, 2024

### What is the Teacher Award Program?

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.

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.

### Why Should I Enter?

VFW wants to identify and recognize America's best educators who instill a sense of national pride in students. The national awards include \$1,000 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 teacher's school, commemorative plaques and all-expense-paid trip to the VFW National Convention.

### 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.

### How are teachers nominated?

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

Please submit your completed entry form signed, along with the required documentation to your local VFW Post. Visit [vfw.org/FindaPost](http://vfw.org/FindaPost) for Post locations or call VFW Programs Department at 816.756.3390 ext. 6287 to find the Post nearest you.

### 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, 2024. It is the responsibility of the nominator to meet this deadline by submitting their entry to the proper location by ensuring it is a participating Post.

### What Are the Judging Criteria?

**Citizenship (1-25 points):** On a scale of 1-25, to what extent does the teacher encourage and/or model good citizenship and community involvement?

**Innovation (1-25 points):** On a scale of 1-25, how much innovation (new ideas, new tools, new resources, and new approaches) does this teacher utilize in the classroom? Does this teacher's effort reflect an ongoing desire to stimulate the students with new things?

**Resources (1-25 points):** On a scale of 1-25, to what degree has this teacher demonstrated an ability to identify and utilize new and exceptional resources to fund, facilitate and provide materials for his or her classroom? Does this teacher tap into outside agencies, organizations and individuals to acquire materials and expertise in the classroom? As an example – bringing speakers, finding in-kind and monetary donations, or utilizing local opportunities like museums, field trips and local events.

**Passion (1-25 points):** On a scale of 1-25, to what degree does this teacher appear to be passionate about the profession of teaching? Are they regularly seeking to upgrade their skills? Do they try and find ways to encourage their students? Do they take a personal interest in their student's individual success?

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*If you have any questions, please call  
Tammy Beauchamp, 816.756.3390, ext 6287  
or [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org).*

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### Local VFW Post Information:

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Contact: Name, Title

Phone Best time to call

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Alternative Contact: Name, Title

Phone Best time to call

# 2024-2025 Smart/Maher VFW National Citizenship Education Teacher Award



**Entry Deadline: October 31, 2024**

## 2024-2025 Official Entry Form Teacher Award Competition

*Please tell us who you are nominating—below in box.*

Name: First, M.I., Last	
Address	
City, State, Zip	
( ) Phone	Email
Grade Level (K-5, 6-8, or 9-12)	
School Name	
School Address	
( ) School Phone	School Email

### Person Nominating Teacher

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### To Be Completed by the VFW Post

I certify that this teacher has an authorized entry in our VFW Post level Teacher Award Competition.

\_\_\_\_\_  
Post Commander's/Chairperson's Signature Post #

\_\_\_\_\_  
VFW Auxiliary President's/Chairperson's Signature  
(If Applicable)

\_\_\_\_\_  
Post Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
VFW Post Email

No. of teachers 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 (If Applicable)

I certify that the teacher named in the previous section is the duly selected winner of the Teacher Award District Competition and is our entry into the Department judging.

\_\_\_\_\_  
District Chairperson's Signature Dist #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

( )  
Phone Email

### To Be Completed by the VFW Department Chairperson

I certify that the teacher named in the previous section is the duly selected first-place winner of the Teacher Award Department Competition, is our entry into the National Judging.

\_\_\_\_\_  
Department Chairperson's Signature  
( )  
Daytime Phone Email

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

### Where Do I Submit My Entry?

All entries will begin at the local VFW Post level. Individual nominees may submit their entry directly to the Post. This VFW Post should be within your local area and within your U.S. state of residence. Entries sent to VFW National will be returned. One Post winner **can be submitted for each level, and to District by Nov. 15. If your Department does not have a District judging, then submit to your Department Headquarters by Jan. 1. Otherwise, one District winner, at each level, may advance to the state (Department) competition. If you need help finding a participating VFW Post in your area, follow these instructions: First, visit [vfw.org/FindaPost](http://vfw.org/FindaPost) to find your local VFW Post. Be sure this Post is within the state you reside in. 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 [vfw.org/ContactUs](http://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 [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org).**

# TEACHER'S AWARD JUDGING SCORE SHEET

TEACHER'S NAME	CITIZENSHIP (1-25 Points)	INNOVATION (1-25 Points)	RESOURCES (1-25 Points)	PASSION (1-25 Points)	TOTAL (Possible 100 Points)
					0
					0
					0
					0
					0
					0
					0

## Judging Criteria

**Citizenship:** (1-25 points) On a scale of 1-25, to what extent does the teacher encourage and/or model good citizenship and community involvement?

**Innovation:** (1-25 points) On a scale of 1-25, how much innovation (new ideas, new tools, new resources, and new approaches) does this teacher utilize in the classroom? Does this teacher's effort reflect an ongoing desire to stimulate the students with new things?

**Resources:** (1-25 points) On a scale of 1-25, to what degree has this teacher demonstrated an ability to identify and utilize new and exceptional resources to fund, facilitate and provide materials for his or her classroom? Does this teacher tap into outside agencies, organizations and individuals to acquire materials and expertise in the classroom? As an example – bringing speakers, finding in-kind and monetary donations, or utilizing local opportunities like museums, field trips and local events.

**Passion:** (1-25 points) On a scale of 1-25, to what degree does this teacher appear to be passionate about the profession of teaching? Are they regularly seeking to upgrade their skills? Do they try and find ways to encourage their students? Do they take a personal interest in their student's individual success?

DATE \_\_\_\_\_ POST# \_\_\_\_\_ GRADE LEVEL  K-5  6-8  9-12

JUDGE'S NAME (Please Print) \_\_\_\_\_

JUDGE'S SIGNATURE \_\_\_\_\_

**NOTE:** Judges should be carefully selected, preferably from individuals who have classroom experience and understand the challenges of teaching. They should never have any affiliation with the nominees or the schools where the nominees teach. While it may be necessary to use VFW and its Auxiliary members, it is preferred that judges come from outside our ranks to avoid the appearance of impropriety. During the judging, the chairperson should facilitate and observe but refrain from offering his or her observations on the candidates. The judges are encouraged to discuss the candidates but must arrive at their own numerical evaluation using the grid above. Make sure all judges are kept aware of the progress of the teachers they have judged and are invited to any awards presentations.



# HELP YOUR KIDS GET A HEAD START ON THEIR FUTURE



## An Open Letter to Teachers and Youth Leaders:

*Thank you for the time, effort and commitment you invest each year in America's young people. Because of you, our nation continues to produce scholars, dreamers and leaders who benefit the entire world. We, the more than 1.5 million members of the VFW and the VFW Auxiliary share your commitment to America's youth. Each year, we provide millions of dollars worth of awards and college scholarships to students across the U.S. and overseas. The purpose of these awards is to encourage personal growth and foster a greater understanding and appreciation for America, its history and values. This brochure is provided to acquaint you with the VFW's programs that benefit those young lives you touch each day. Again, thank you for all you do. If we can serve you in any way, please contact me directly.*

Sincerely,

Lynn W. Rolf, III  
Director, VFW Programs  
lrolf@vfw.org



## Patriots Pen Essay Contest

Patriot's Pen provides 6th, 7th and 8th grade students the opportunity to express their opinion on a patriotic theme and improve their writing skills while they compete for worthwhile awards and prizes. Awards can be given at the local, district and state levels. The state winners compete for \$55,000 in awards at the national level. The first place national winner receives a \$5,000 award. **The entry deadline is Oct. 31.**

## Voice of Democracy Scholarship Competition

The National Association of Broadcasters (NAB) started the Voice of Democracy Scholarship Competition in 1947. The VFW became a national sponsor in the late 1950s and assumed sole responsibility for the program in 1961. Many notables have participated in Voice of Democracy including journalist Charles Kuralt, Miss America Anita Bryant and U.S. Attorney General John Ashcroft. The Voice of Democracy competition provides high school freshmen, sophomores, juniors and seniors the opportunity to write and record an essay on a patriotic theme, competing for more than \$2 million in college scholarships and incentives. State winners compete for \$154,000 in scholarships - with the first place national winner receiving a \$30,000 scholarship. **Deadline is Oct. 31.**

## Smart/Maher VFW National Citizenship Education Teacher Award Program

Each year, the VFW presents an elementary, middle and high school teacher with its Smart/Maher VFW National Citizenship Education Teacher Award to recognize them for their outstanding commitment to teach and promote America's history, traditions and citizenship.

VFW Posts nominate their top local candidate in each category to their (state) Department, which then selects a candidate from each category to submit to VFW National Headquarters. The national Department winners in each grade category will receive a VFW National citation for both themselves, and their school.

All current certified/licensed teachers in grades K-12 who promote civic responsibility, flag etiquette and patriotism are prime candidates for this award. From planning field trips to city hall and organizing community volunteer projects, to inviting veterans into the classroom to discuss their military experiences and teachers who foster the development of democratic values and beliefs through unique projects, if you know of such a teacher nominate them today.

**Nominations must be submitted to a local VFW Post by Oct. 31.** For additional information about our program, please visit our website at [vfw.org/TeacheroftheYear](http://vfw.org/TeacheroftheYear).

# HELP YOUR KIDS GET A HEAD START ON THEIR FUTURE

To encourage as many students as possible to participate, the VFW provides a number of ways to enter.

## Submitting Student Entries

Students can enter directly by submitting the required entry form, along with their essay (and in the case of Voice of Democracy, their recording) to a local participating VFW Post.

Your local VFW Post's contact information can be obtained at [vfw.org/FindaPost](http://vfw.org/FindaPost) or by calling the VFW National Programs office during normal business hours at 816.756.3390. Entry forms and instructions can be downloaded from the VFW website at [vfw.org/YouthScholarships](http://vfw.org/YouthScholarships).

## PATRIOTIC PROJECTS

Teachers and youth leaders may obtain student entry forms in the manner indicated above. You may then select from the following options:

### Patriot's Pen (Grades 6-8)

Write a 300-400 word essay on the annual theme available online at [vfw.org/PatriotsPen](http://vfw.org/PatriotsPen) or by calling 816.756.3390. Use the competition as a patriotic assignment and encourage the students with the best essays to complete the entry form and forward those, along with the essay, to the local VFW Post competition.

### Voice of Democracy (Grades 9-12)

Write an essay on the annual theme available online at [vfw.org/VOD](http://vfw.org/VOD) or by calling 816.756.3390. Again, use the competition as an essay contest and encourage the students with the best essays to record their essays, complete the entry form and forward them, with the recording and typed essay, to the local VFW Post competition.



## Local VFW Post Information

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### Veterans of Foreign Wars of the United States

VFW Programs  
406 W. 34th Street  
Kansas City, MO 64111  
816.756.3390  
[youthscholarships@vfw.org](mailto:youthscholarships@vfw.org)  
[www.vfw.org](http://www.vfw.org)

Revised 8/20

# Miscellaneous Documents



**VETERANS:**  
**DON'T FEED  
THE SHARKS.**

The VFW provides FREE benefits assistance.

[DontFeedTheSharks.org](http://DontFeedTheSharks.org)

**VFW**  
VETERANS OF FOREIGN WARS.

# RITUAL FOR CONDUCTING A POST MEETING

The Manual of Procedure contains ritual for every occasion, for example, opening a post meeting, swearing in a new member, presenting a flag, conducting a funeral, etc. Ritual adds both dignity and formality to a meeting. I urge each Post Commander to conduct his meetings in accordance with the ritual contained in the Manual of Procedure. For those Commanders who do not have a Manual available, the following abbreviated guide for conducting a post meeting may be used until such time as your Quartermaster has ordered a Manual from National Headquarters.

A variety of prayers are also in the Manual of Procedure. (Officer & Chairman duties SEC 218)

## OPENING CEREMONIES

**1. Commander:** "The Officers will take their respective stations. All persons not members or authorized guests of the VFW will kindly retire and the guard will close the doors." (Commander ascertains if nonmembers have retired.)

**2. Commander:** "By the power and authority vested in me, I am about to open  
(name)\_\_\_\_\_ Post No.\_\_\_\_\_ for the transaction of any business that may lawfully come before it. (*Two gavel raps*). Officer of the Day (O.O.D.), satisfy yourself that all present are entitled to remain."

(As cards are inspected, members take their seats.)

**0.0.D.:** Comrade Commander, I find all, except those standing, in possession of official VFW dues receipts for the current calendar year. (Commander instructs QM to determine status of members standing. Those who have not paid their current dues will be required to pay said dues or leave the meeting room. Q.M. will report finding to the Commander.)

**Commander:** "Officer of the Day, you will prepare the Post room for the salute to the Colors." (*Two gavel raps*.)

**0.0.D.:** "Salute the colors, one - two-." (to use appropriate commands for the Colors.)

(Chaplain proceeds to the Altar, taking his station between it and Sr. Vice.) Proceeds to face altar and opens the Bible.

**Commander:** "Attention, parade rest"  
After the prayer is delivered - -

**Commander:** "Attention, Comrades: You will join me in the Pledge of Allegiance to the Flag of the United States of America. One (pledge) Two.

**Commander:** "Officer of the Day" you will place the colors.

**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 the obligations of unselfish comradeship and loyalty to our organization and the government of the United States of America.

I now declare (name)\_\_\_\_\_ Post No.\_\_\_\_\_ duly opened for the transaction of business.

**Commander:** Guard, You will admit any in waiting who may be worthy.

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

"The purpose of the Veterans of Foreign Wars are fraternal, patriotic, historical 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."

**Order of business (Post)**

3. Calling the roll of Officers.
4. Introduction of guests.
5. Reading, referring membership applications.
6. Report of investigating committee.
7. Mustering in of recruits.
8. Adjutant report, reading of the minutes. (Are there any corrections or omissions? If not, they will stand approved as read." If corrected, "They will stand approved as corrected.)
9. Reading of bills.
10. Quartermaster's report: Disbursements.
11. Quartermaster's report: Receipts -- Reading of bills.
12. Is there a comrade or family of a comrade in distress?
13. Report of all committees and reading of related correspondence (Membership, Service officer, House committee, Hospital, Boy Scouts, Relief, Ways and means, Community service, Youth activity, Sports, Employment officer, etc.).
14. Remember our National Home. (As close to 9 p.m. as possible.)
15. Unfinished business. (A list should be ready, prepared by Adjutant.)
16. New business. NOTE: Reading of communications should be read in the order of business it is associated with (Unfinished, New, Good of the Order).
17. Balloting for candidates. (See page of the ritual). Nominations, elections, and installation of officers.
18. Good of the order. (All guests should be invited to speak.)
19. There being no further business, we will have our closing ceremony. (Two raps, all rise.)

**CLOSING CEREMONY**

**Commander:** Prepare to retire the colors. (O.O.D. issues the orders) "Comrade Chaplain, you will deliver the closing prayer. Parade rest! Prayer (be sure Chaplain closes Bible).

**Commander:** Attention! Right hand salute. Two!

Comrades, I now declare this business session of (name) \_\_\_\_\_ Post No. \_\_\_\_\_ closed.

Our next regular meeting will be \_\_\_\_\_ (Date and hour). *RAP THE GAVEL..*

## DEPARTMENT OF NEBRASKA VFW CANTEEN AND CLUBS RULES & REGULATIONS

1. A House Committee shall be elected or appointed by the post members to manage the affairs of the club. It shall consist of not less than three (3) members, one of which shall be elected annually for a three (3) year term. Trustees shall not serve on the House Committee. *All other elected post officers are eligible to serve on the House Committee.*
2. The House Committee shall employ such personnel, including manager, as shall be necessary. No member of the House Committee, including the Post Commander, Post Quartermaster, and Trustees, shall serve as manager.
3. The House Committee shall have the authority to suspend all club privileges of any member or nonmember, for misconduct on club premises, subject to appeal to the post membership.
4. The post membership may overrule any action of the House Committee by regular vote at any post meeting.
5. The manager or employee handling club monies shall be bonded to the post for twice the amount normally handled.
6. The manager shall be responsible to the House Committee and the Post Commander and Post membership for strict enforcement of club regulations, local ordinances and state laws applicable to the operation of clubs.
7. The club manager shall be discharged for violation or permitting violations of any of the above rules or regulations; if House Committee refuses to remove such manager upon proof of such violations, the post may discharge said manager.
8. Elected and Appointed House Committee members may be removed in accordance with Section 220 of the National By-Laws.
9. The House Committee and manager shall keep accurate records open to inspection of the post members at all reasonable times.
10. The club manager shall keep an accurate and approved set of records and accounts.
11. The Club By-Laws may provide the largest sum of which the manager or House Committee may spend without a vote of the post authorizing same. This sum shall be (to be set by each Post).
12. All incomes and profits shall be held or deposited in the name of the post and in no other name.
13. The Post Quartermaster shall act as treasurer of the House Committee.
14. At least once a month, the club manager shall furnish the Post Quartermaster a complete written profit and loss statement, to be read to the post membership and spread on the post bulletin board; all expenditures to be supported by bills and vouchers.

15. All club books and records shall be audited quarterly by the post trustees or qualified accountants approved by them.
16. All club regulations may be amended by the majority vote of the members present at any regular or special post meeting, subject to written notice to members at least three (3) days prior to such meeting and shall be submitted to Department and National for approval.
17. House Committee members missing three (3) consecutive House Committee Meetings without valid excuse will be dismissed from his position by majority vote of the post at a regular meeting. Commander will appoint a new member for the remaining term of office.
18. VFW and Auxiliary members only will be admitted to the club. Nonmembers will not be admitted unless accompanied by a member and registered in the guest book.
19. Infraction of club rules by member's guest(s) shall be considered as an infraction of rules by the member.
20. In accordance with Section 708 and 709 of the National By-Laws and Manual of Procedures, all clubs incorporated separately from their respective posts shall have Department permission and National approval to do so. They shall be under the direct control of the post membership, Department Commander, Department Council of Administration and Department Convention.
21. These rules and regulations shall be posted in a conspicuous place in all posts operating a club or canteen.

Approved: June 9, 2024 by Council vote.

A handwritten signature in black ink, appearing to read "J. Baker", written in a cursive style.

Jeffrey M. Baker  
State Adjutant/Quartermaster  
Department of Nebraska, VFW

## Addresses of your State Elected Senators and Representatives

### **Senator Deb Fischer United States Senate**

454 Russell Senate Office Building  
Washington DC 20510

Office Phone #: 1-202-224-6551

### **Senator Pete Ricketts United States Senate**

139 Russell Senate Office Building  
Washington DC 20510

Office Phone #: 1-202-224-4224

### **Congressman Adrian Smith United States House of Representatives**

502 Cannon HOB  
Washington DC 20515

Office Phone #: 1-202-225-6435

### **Congressman Don Bacon United States House of Representatives**

2104 Rayburn House Office Bldg  
Washington DC 20515

Office Phone #: 1-202-225-4155

### **Congressman Mike Flood United States House of Representatives**

343 Cannon House Office Building  
Washington DC 20515

Office Phone # 1-202-225-4806

### **Governor Jim Pillen State Capitol**

PO Box 94863

Lincoln, NE 68509

Phone #: 402-471-1966

### **Nebraska Veterans Affairs Director John Hilgert**

PO Box 95083 301 Centennial Mall S

Lincoln, NE 68509-5083

Phone#: 402-471-2458

## VA Health Care

### **Grand Island VA Health Care (CBOC)**

2201 N Broadwell Ave (68803)

308-382-3660

### **Lincoln VA Clinic (CBOC)**

420 Victory Park Drive (68510)

402-489-3802

### **Holdrege VA Clinic**

1118 Burlington St (68949)

402-370-4570

### **North Platte VA Clinic**

600 East Francis, Suite 3 (68701)

308-532-6906

### **Norfolk Out Patient Clinic**

710 S 13th St, Suite 1200 (68701)

402-370-4570

### **Omaha VA Medical Center**

4101 Woolworth Ave (68105)

402-346-8800

### **Cheyenne VA Medical**

2360 E Pershing Blvd (82001-5392)

307-778-7550

## Nebraska Veterans Homes

### **Central NE Veterans Home**

4510 E 56th St

Kearney, NE 68847 (308-865-6000)

### **Eastern Nebraska Veterans Home**

12505 S. 40th St

Bellevue, NE 68123 (402-595-2180)

### **Norfolk Veterans Home**

600 E Benjamin Ave

Norfolk, NE 68701-0830 (402-370-3330)

### **Western NE Veterans Home**

1102 W 42nd St

Scottsbluff, NE 69361 (308-631-8772)

# It's OK

to **not be OK.**

to **ask for help.**

to **call.**



Explore the free video gallery, podcast episodes and articles to find inspirational stories as told by Veterans from every era and branch of service.

At [MakeTheConnection.net](https://www.maketheconnection.net), you can:

- Find stories of help and hope told in Veterans' own words.
- Learn about the signs, symptoms and treatment options for a variety of mental health conditions.
- Find local mental health resources and support for Veterans and their family members.
- Sign up for VA health care.

Learn more at [MakeTheConnection.net](https://www.maketheconnection.net)



**MAKE THE CONNECTION**



U.S. Department of Veterans Affairs