

# 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 Citizenship Teacher Award reporting process and to ensure that all participation and expenses incurred by Posts/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 a yes or no in this box.

**NUMBER OF PARTICIPATING SCHOOLS** Indicate how many schools participated in the Post program. **NUMBER OF NOMINATED TEACHERS** There is one winner for each category, K-5, 6-8 & 9-12. **SCHOLARSHIP AMOUNT** List total amount of honorariums given to Post winners.

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

### GRAND TOTALS SECTION

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

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

**TOTAL NUMBER OF TEACHERS ADVANCED** Add up all of the Post winners advanced to District judging from each Post.

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

**MONETARY VALUE OF DISTRICT CONTRIBUTIONS DISTRICT SCHOLARSHIPS** Amount that the District gave in awards to the District winner(s).

**DISTRICT ADDITIONAL EXPENSES** All additional monies 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 should be forwarded to State Headquarters (immediately after the District judging is complete). They are:

The Post Summary Report Form from every participating Post.

District winner(s) original entry form with resumes, and essay.

Teacher Advancement Form with all signatures from post and District.

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 for each category.**

**Must be at Department Headquarters by**  
**Deadline of 5:00 PM December 1, 2020**

# 2020-2021 DISTRICT CITIZENSHIP TEACHER PARTICIPATION SUMMARY REPORT

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

GRAND TOTALS FOR POST COMPETITION:					
# of Posts	# of Auxiliaries	Total # of Schools	Number Nominated	amount of Awards	Additional \$ spent
				\$	\$

MONETARY VALUE OF DISTRICT CONTRIBUTIONS	
District Awards	District Additional Expense
\$	\$

The VFW Posts and Auxiliaries identified in this report participated in the VFW annual Citizenship Teacher Program.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*District Committee Chair*

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*District Auxiliary President*

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*District Commander*

# CHECKLIST

**Items to send with this report to Department HQ.**

- ☐ **Post Summary Report form from every Post listed.**
  - ☐ **District winner's original entry form with all signatures.**
  - ☐ **Teacher Advancement Form.**
  - ☐ **Color photograph 5 x 7 or 8 x 10, No computer printouts**
  - ☐ **This page completed with all signatures.**

All items on this list must be submitted with this report to Department HQ by deadline of December 1, 2018. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post and/or the District.

Send entire package to your Department Headquarters.

**Texas VFW 8503 N. IH—35, Austin, Texas 78753**

**Must be received by deadline of 3:00 PM December 1, 2018.**

[illegible]

## FRAUD ALERT:

**FRAUD ALERT:** Most people are not aware how the accuracy of correct re-  
porting is important for providing official reports to **VFW National Administration, the IRS, and to our donors and supporters.** It is imperative that we maintain  
accurate and consistent information on the correct report forms. Do not allow Posts  
to share entries with other Posts that did not work the program as this is a violation  
of the National By-Laws and IRS regulations