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.

<u>District Chairman</u>: 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

Additional \$

spent

his report participated

Post #	Does Post have a	# of	# of Post	Award	Additional				DISTRI	DISTRICT NO.	
	Ladies Auxiliary	Participating	nominated	Amount	money spent		GRAND		TOTALS FOR POST	T COMPETITION.	TTTON
	(Yes or No)	Schools	Teachers			# of Docte	# of		Number		Additions
12345	Yes	12	I	001\$	\$14.95	# 01 L08t8	Auxiliaries	Schools	Nominated	Awards	spent
										\$	\$
							VONETABV	ZAT ITE OF	VALUE OF DISTRICE C		
								ds	Dist	District Additional Expense	xpense
						8			\$		
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						The VF in the V	W Posts and FW annual	l Auxiliaries Citizenship	The VFW Posts and Auxiliaries identified in this in the VFW annual Citizenship Teacher Program.	The VFW Posts and Auxiliaries identified in this report participate in the VFW annual Citizenship Teacher Program.	participate
								1		0	
						Signed Bv.	Bv:			Date:	
								District Con	District Committee Chair		
91						Signed By:	By:	District Aux	District Auxiliary President	Date:	
								District Day	mary restacti		
						Signed By:	Rv.			Date:	•
								District Commander	nnander		
									CHECKL	LIST	
							Items	to send with	h this repor	Items to send with this report to Department HQ.	nent HQ.
							Post Summar	y Report forn	Post Summary Report form from every Post listed	Post listed.	
							District winn	District winner's original ent	entry form wit	District winner's original entry form with all signatures.	SS.
							Color photogi	caph 5 x 7 or 8	m. 8 x 10, No con	Color photograph 5 x 7 or 8 x 10, No computer printouts	ts
							This page con	This page completed with all signatures.	Ill signatures.		
						All items on December 1.	ns on this list neer 1, 2018, Fa	nust be submit	ted with this re	All items on this list must be submitted with this report to Department HQ by December 1. 2018. Failure to send all materials will result in disqualification	nent HQ by
FRAUL) ALERT:	Most people	are not aware	how the accu	Most people are not aware how the accuracy of correct	no credi	t on Departme	nt status sheet	for the Post ar	no credit on Department status sheet for the Post and/or the District.	ï.
re- porting	re- porting is important for providing official reports to	roviding officia	al reports to	VFW Nationa	VFW National Administra-	Send er	tire package to	o your Departn	Send entire package to your Department Headquarters.	ters.	
tion, the II	tion, the IRS, and to our donors and supporters. It is imperative that we maintain	nors and supp	orters. It is	imperative the	t we maintain		Te	cas VFW 850	03 N. IH—35,	Texas VFW 8503 N. IH-35, Austin, Texas 78753	78753
accurate ar	accurate and consistent information on the correct report forms. Do not allow Posts	mation on the c	correct report	t forms. Do n	ot allow Posts	Must	be receiv	ed by dea	dline of 3:	Must be received by deadline of 3:00 PM December	cember
of the Nation	to share entries with other Fosts that did not work the program as this is a violation of the National By-Laws and IRS regulations	OSTS THAT GIG HE	ot work the <u>p</u>	rogram as uni	is a violation	l					

ort to Department HQ by deadline of result in disqualification of entry and 'or the District. iter printouts

) PM December 1, 2018. ustin, Texas 78753