



NO ONE DOES MORE FOR VETERANS

Illinois

2024-2025 Series
General Orders No. 6
December 2024

STATE HEADQUARTERS HOLIDAY SCHEDULE

The State Headquarters will be closed on the following days:

December 25th Christmas Day

January 1st New Year's Day

STAFF CHANGES

Scott Swinford was voted in as Quartermaster and appointed as Adjutant of the State Headquarters on November 23, 2024 to replace the vacancy of Joseph Bartley. Scott will start at the State Headquarters office on December 9, 2024.

SPAM EMAILS

If you receive an email from a Department Officer with a suspicious request, check the actual email address of the sender. Keep in mind that a Department Officer will not ask you send them money or gift cards. Scammers are very skilled at making an email appear that it came from someone else.

PROCEDURE FOR SUBMITTING AUDIT REPORTS

Just a reminder. Quarterly audits must bear the signatures of the Commander, and 3 Trustees. A Trustee Pro-tem can be appointed to sign the audit if an elected Trustee is not available. Audits can be submitted by fax, mail, or emailed to State Headquarters. **Post who are behind in audits, are on the Post suspension radar.**

Failure to comply in accordance with National By-Laws will result in said suspension and you risk the closure of your post. If you are behind in your audits and need assistance with getting caught up please either contact your District Commander or State Headquarters.

FRIENDLY REMINDER

When sending any documents to Department Headquarters via the post office, please be sure to use the physical address for the building:

VFW Department of Illinois
3300 Constitution Drive
Springfield, IL 62711

The post office box has been closed for a few years now and I know some Post/District have archived documents that still have the PO Box instead of the physical address of the building, which causes the documents to not get to us in either a timely manner or not at all.

POST COMMANDERS AND POST TRUSTEES

It is the duty of the Post Trustees and the Post Commander to insure that proper deductions have been made and that taxes have been submitted for employee withholding, sales tax, pull-tabs and bingo taxes at state and federal levels. It is crucial to insure these requirements have been met.

RESPONSIBILITY OF TRUSTEES

Each VFW Post shall have **three elected trustees** who will, at least monthly, review the Monthly Report of Receipts and Expenditures of the Post Quartermaster. Within thirty (30) days from the end of each quarter, they should properly audit the books and records of the Post Quartermaster and submit a Post Trustee's report of Audit to the Department Quartermaster for referral to the Department Inspector. Please see Sec. 218 of the National By-Laws and Manual of Procedure for complete information on the duties of Post Officers. **PLEASE NOTE:** Before the Department Headquarters accepts an audit, it must be signed by the trustees. You may mail or fax the form to HQ, or you may scan the signed form and email it to HQ, at vwil@vwil.org.

MANDATORY ATTENDANCE AT DISTRICT MEETINGS

Once again we are drawing your attention to the provisions of our *National By-Laws and Manual of Procedure, Section 218 - Officers and Chairmen, Duties and Obligations*, which states in part under Commander's Duties and Obligations - "assure that the Commander or their representative attend all properly called District conventions or meetings and County Council meetings (if applicable)." Each State Commander is mandated to uphold the National By-Laws. Post Commanders can appoint any of his members to attend in his/her place if they are not able to attend. *District Commanders are directed to forward a list of Posts that did not attend the District Meeting to Headquarters immediately after the meeting.*

POST MEMBERSHIP AWARD

- Post membership percentage must be at 98% by December 31st, 2024. The Post will receive a special engraved plaque
- Post reaching 100% by February 28th, 2024: The Posts will receive a \$150 Visa Gift Card for a post membership celebration meal recognizing the post efforts.
- Post achieving at least 100% membership by June 30, 2025 will receive a 100% Membership Pennant

PEARL HARBOR DAY - Saturday, DECEMBER 7, 2024

Since Public Law 103-308 passed in 1994, December 7th is designated as *National Pearl Harbor Remembrance Day* and requests the United States Flag be flown at half staff from sunrise to sunset in honor of the individuals who lost their lives on December 7, 1941. *You can find a Pearl Harbor Day Speech on the National VFW website.* After logging in, it can be found under Patriotic Holiday Speeches.

AWARDS AND CITATIONS COMMITTEE

Please submit your recommendations for following to State Headquarters:

Nominations for Law Enforcement Officers, Firefighter, Paramedic, and Dispatcher of the Year must be submitted to State HQ by January 1, 2025

Nominations for Outstanding Legislator, Outstanding Patriotism, Government Service, Clergy, News Media, Employer, JROTC Cadet of the Year and Life Saving Award must be submitted to State HQ by April 30, 2025

The individuals recommended cannot be VFW members.

We do not have a form for nominations. Please send a resume and/or letter describing why this individual should be considered as well as how they are qualified for the award. Please include their contact information! Without your support of this program, it wouldn't be success!

2025 CONVENTION RAFFLE AND PURPLE HEART TICKETS

Tickets for the 2025 Purple Heart and Convention raffle went out in the December issue of the Illinois VFW newspaper. Included were 2 sheets of 5 tickets (\$20 each) and two Purple Heart tickets (\$5 each). Winners will be randomly selected at our State Convention in June, for the following: \$10,000 grand prize, \$3,000 second prize, \$2,000 third prize, \$500 awarded to fourth through tenth place winners. Purple Heart Raffle: \$2,000 grand prize. If you have any questions or would like to request more tickets, please contact VFW Department Headquarters.

FEBRUARY COUNCIL OF ADMINISTRATION MEETING

The February Council of Administration Meeting and 79th Annual Voice of Democracy Banquet will be held February 7-9, 2025 at the Crowne Plaza, 3000 S. Dirksen Pkwy., Springfield, Illinois 62703. To reserve a reservation for February, you may call the hotel directly at (217) 529-7777 and give them our group code: V4W, or you may reserve a room

online - go to our website at www.vfwil.org, under News, go to the Events page, click on the link for "VOD and February Council Meeting Room Reservations". The room rate is \$109 a night plus tax.

COMMITTEE MEETINGS

Committee meetings will begin on Friday, February 7, 2025 at 1:00 pm at the Crowne Plaza in Springfield. All meetings will run consecutively beginning with the Veterans Service Committee at 1:00 pm. The *Illinois VFW News* Committee, Budget & Finance Committee, and The Foundation Committee will follow.

Members of the Veterans Service Committee are as follows:

Laurie Emmer, Past State Commander, Chairman
Brett Nila, Past State Commander
Bobby Edwards, Past State Commander
Bobby Welch, Past State Commander
Maurice Bridges, Commander
Eugene Blackwell, State Sr. Vice Commander
Robert Bailey, State Jr. Vice Commander
Scott Swinford, State Adjutant-Quartermaster

The Illinois VFW News Committee will meet following the Veterans Service Committee...

Laurie Emmer, Past State Commander - Chairman
Barbara Wilson, Illinois VFW News Editor
Robert Welch, State Historian
Maurice Bridges, State Commander
Scott Swinford, State Adjutant-Quartermaster
Brett Nila, Past State Commander

The Budget & Finance Committee will meet after the *Illinois VFW News*

Committee... Phil Maughan, Past State Commander, Chairman
Scott Swinford, State Adjutant-Quartermaster, Assistant Chairman

The Foundation Committee will meet after the Budget and Finance Committee...

Maurice Bridges, President
Eugene Blackwell, Vice President
Barbara Wilson, Secretary
Scott Swinford, Treasurer
Barb Wilson, Secretary
Todd Latham, Trustee
Rob Bailey, Trustee
Dave Stout, Trustee

Convention Committee

Rick Frank
William Regan
Russ Rieke
Duane Hisel
Jeff Britt
Chuck Ingle
Lowell Spieker

COUNCIL OF ADMINISTRATION MEETING

The Council of Administration will meet on Friday, February 7, 2025 and Saturday, February 8, 2025 at the Crowne Plaza Springfield. The meeting will begin Friday at 3:00 pm until approximately 5:00 pm. It will reconvene at 8:15 am on Saturday.

All officers and directors are expected to be in attendance for all sessions of the Council of Administration. Past Department Commanders who are receiving Department paid rooms are highly encouraged to attend all sessions of the Council of Administration

All Program Directors will forward their written reports to State Headquarters by Friday, January 24, 2025 so it can be added to the book of reports to be passed out at the meeting. All Program Directors are expected to be present to highlight any changes or important information contained within your written report when called upon. Please mail, fax (217-546-3415) or e-mail (vfwil@vfwil.org) your reports to this office.

ASSIGNED TO THE COUNCIL OF ADMINISTRATION

In addition to the Top 3 Chairs and the 17 District Commanders, the following State Officers and Program Chairmen are called to be at Council of Administration Meeting...

Gary Holmes, State Chaplain
Nancy O'Connell, State Chief of Staff
Ryan Higginbotham, State Surgeon

Cathy Stubbs, State Inspector
Scott Swinford, State Adjutant-Quartermaster
Jay Hoffman, State Judge Advocate
Matthew Claussen, National Council Member
Eric Morales, State Membership Chairman
Georges Sanon, State Student Veterans Liaison
Rob Bland, State Blood Donor Chairman
Steve Eller, State Community Activities Chairman
Paul Bezazian, State Homeless Veterans Chairman
Larry Miller , State Legislative Chairman
Kyna Simpson, State National Home Chairman
Evamarie Duff, State All-State Chairman
Barbara Wilson, State Public Relations Chairman
Robert Welch, State Veterans and Military Support Programs Chairman
Stephanie Kirksey, State Poppy Chairman
Clarence Caraker, State POW/MIA Chairman
Glen Goodrich, State Safety Chairman
Robert Welch, State Historian
John Jakoby, State VFW/MOC Coordinator
Dave Darte, State Voice of Democracy Chairman
Kyna Simpson, Assistant Voice of Democracy Director
John Davin, State Youth Activities Chairman
PSC Laurie Emmer, Veterans Service Committee Chairman
PSC Laurie Emmer, Illinois VFW News Committee Chairman
Ray Bachawicz, State Sergeant-at-Arms
Jeff Britt, State Officer of the Day
Ron Milton, State Scouting Chairman
Josh Seed, State Assistant Quartermaster
Michelle Ramlow, State Assistant Youth Activities Chairman
Anthony Bellin, VFW Rider

VOICE OF DEMOCRACY & PATRIOT'S PEN WINNERS' TRIP TO SPRINGFIELD

Each student will receive accommodations for two nights at the Crowne Plaza, 3300 S. Dirksen Parkway, Springfield, IL 62703. If the student would like to stay longer than two nights or would like to book additional rooms, the District should assist in making these arrangements and help cover the costs. District Commanders or Chairmen may call State Headquarters to have these arrangements made.

Upon the students' arrival on Friday, February 7, 2025, State Headquarters will be hosting a pizza party! The following morning, the students will meet in the lobby of the hotel at 8:45 am for the Land of Lincoln Tour. The tour will make the following stops: Abraham Lincoln Presidential Museum, Stabb Funeral Home, Lincoln's Tomb and the Illinois State Military Museum. Only Students and assigned personnel will be allowed on the bus. Following the 79th Annual State of Illinois Voice of Democracy Banquet, the students will be invited to enjoy an ice cream bar arranged by State Headquarters.

LINCOLN PILGRIMAGE

The Lincoln Pilgrimage will take place at Lincoln's Tomb in Oak Ridge Cemetery at 2:00 pm on Saturday February 10, 2024.

VOICE OF DEMOCRACY BANQUET

The State of Illinois VFW will be celebrating its 79th Annual Voice of Democracy/Patriot's Pen Banquet on Saturday, February 8, 2025 at the Crowne Plaza in Springfield, IL. Tickets are available for \$50 per person. Tickets may be ordered online by making a donation at <http://vfwil.org/> - and allocating the funds to the *Voice of Democracy Banquet*. You may also call State Headquarters (217) 529-6688.

District Prime Tables will once again be available for \$500; they are to be ordered by and paid for by the District Commanders who will decide who will be seated at these tables.

Reminder - these are tables of ten.

Sponsorships are still available on a first come first serve basis

4th place PP- \$300 Sponsored by 15th District

14th Place - \$300 Sponsored by 15th District

15th Place - \$300 Sponsored by 10th District

16th Place - \$300

17th Place - \$300

Ice Cream Social for kids - \$300 Sponsored by Post 8322 and Post 8821

Pizza Party for kids - \$300 In Memory of Sharon L. Edwards, donated by David J Edwards

Lunch for kids - \$300

Tours for kids - \$400

Book Bags for kids - \$400

Please contact State HQ if your District or Post wishes to sponsor any of these events.

VOICE OF DEMOCRACY AD BOOK

If you would like to place an ad in the Voice of Democracy ad book the form is included in the back of these general orders. The costs of the ads are as follows:

Full Page \$200

½ Page is \$125

¼ Page is \$75

Please make sure to fill out the form and mail ad copy and any photos your Post/District wants included in the ad to State Headquarters at 3300 Constitution Dr., Springfield, IL 62711 or send via email to: barb.wilson2@outlook.com (Please cc vfwil@vfwil.org). Also please make sure to enclose the appropriate payment, you can send a check with your ad or you may pay for your ad through the donate now button located on the state website: www.vfwil.org. The deadline for submission is December 15, 2024 and books will be distributed at the State Voice of Democracy and Patriot's Pen Banquet in February.

NEW CENTURY RAFFLE

The New Century Raffle has officially started and will run through June 30, 2025. The tickets are just \$10.00 each. Each ticket entitles you to participate in a weekly drawing of \$100 from July 1, 2024 to June 30, 2025. Drawings will be held

each Friday beginning July 1, 2024, with each week's winning ticket being returned to the barrel for the future drawings. This means each ticket has multiple chances to win. The seller of each ticket also has a chance to win \$10.00. If seller prints their name on ticket, they will receive \$10.00. If the seller does not sign the ticket, the \$10.00 will be automatically donated and split between Department's Unmet Needs Program and Children's National Home. Winners will be announced each month in the General Orders and posted on <http://vfwil.org> web site.

WEEKLY WINNER

| <u>Date of Drawing</u> | <u>Winner</u> | <u>Seller</u> |
|------------------------|------------------|------------------|
| 11/1/2024 | Eric Snedeker | Eric Snedeker |
| 11/8/2024 | Roger Witek | No Seller Listed |
| 11/15/2024 | Rick Frank | Rick Frank |
| 11/22/2024 | Larry Winterrowd | Larry Winterrowd |
| 11/29/2024 | Brian Habel | Brian Habel |

CHARTER CANCELLATION

Commander-in-Chief Al Lipphardt has approved the cancellation of the Charter for Jewell Whyte Post 728 effective November 14, 2024. Please update your records accordingly.

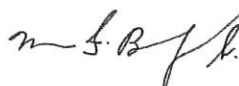
Warmest thoughts and best wishes for a joyful holiday season. Merry Christmas from VFW State Headquarters!!

By Order of:



Bobby Edwards
State Adjutant/Quartermaster Pro-Tempore

Official



Maurice Bridges
State Commander

Proposed State Surgeon Duties and Responsibilities

1. Appoint two (2) Crash Team members for emergencies.
 - Members who are already CPR/AED trained or even EMT/Paramedic Certified.
 - Ryan has been CPR/AED Certified for several years.

2. Bring back and maintain crash bag and wheelchair at all Council meetings and Convention.
 - The State Surgeon would be responsible for them throughout the weekends.
 - Suggest getting an oversized wheelchair. (find new donated)
 - Logistically the State QM/Adjutant would need to coordinate these items being transported to these meetings.

3. Have the State Surgeon go to State Headquarters twice a year to conduct PMCS on all the equipment.

4. Have a CPR/AED Certified class offered during breakout sessions at the 2025 State Convention

5. If all is approved, have Rob take the AED and crash bag to get inspected and updated with his local FD if needed.

PROGRAM SUMMARY

DECEMBER 2024

SCOUT OF THE YEAR

THE HOLIDAY SEASON IS HERE AND WE ARE NOW LOOKING FORWARD TO 2025. ONE OF THE FIRST VFW PROGRAMS FOR 2025 THAT SHOULD BE ON OUR CALENDARS IS THE **SCOUT OF THE YEAR**.

AFTER THE NEW YEAR CELEBRATION IS OVER, WE ONLY HAVE 59 DAYS TO GET THE **SCOUT OF THE YEAR** APPLICATIONS IN YOUR POST AND SELECT YOUR DISTRICT WINNERS.

NOW IS THE TIME TO CONTACT YOUR SCOUTING UNITS AND ENCOURAGE THOSE ELEGIBLE SCOUTS TO APPLY FOR THE **SCOUT OF THE YEAR**.

RON MILTON

STATE SCOUTING CHAIR

USAFRET1@ATT.NET

Cold and Flu season:

Comrades,

As the days get shorter and the temperatures get colder it is always that time of year when the talk about vaccinations start to happen. Whether it be influenza, pneumonia, or COVID it is something all of us should be considering. No one can tell you or make you get a vaccination so that is why this decision is up to you. No one knows your own body better than you do. If you have an underlying health condition or feel that if you come in contact with one of these viruses it could be detrimental to your health please contact your health care provider or VA facility. They will be able to assist you and explain your options and what is best for you.

5 Things to consider:

1. Age (are you 65 or older)
2. Environment (your work and extra curricular habits)
3. Lifestyle habits (do you smoke and drink in excess)
4. Chronic conditions (ASTHMA, COPD, bronchiectasis)
5. Weakened immunity (cancer treatment, pregnant, organ transplant)



PUBLIC SERVANT AWARD CITATIONS FOR EMERGENCY MEDICAL TECHNICIANS, LAW ENFORCEMENT PERSONNEL, FIREFIGHTERS, DISPATCHERS AND EXPLOSIVE ORDNANCE DISPOSAL TECHNICIANS (EODT)

Each year, the Veterans of Foreign Wars selects emergency medical technicians (services), law enforcement, firefighter, dispatcher and explosive ordnance disposal technicians personnel to receive VFW Public Servant Awards. Posts are encouraged to submit a candidate/group for these awards to their **Department Headquarters or Department Safety Chairperson by January 1**. The Department may then select a single candidate for each of the five awards and submit those to the **VFW National Headquarters by February 1**.

VFW National Emergency Medical Technician Public Servant Citation: Any individual/group, 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.

VFW National Law Enforcement Public Servant Citation: Any individual/group, who serves in a municipal, county, state or federal unit tasked with enforcement of the laws pertaining to their area of responsibility. This award does not apply to an individual employed by private companies or security services.

VFW National Firefighters Public Servant Citation: Any individual/group, 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.

VFW National 911 Dispatcher Public Servant Citation: Any individual/group who serves in a municipal, county, state, or federal unit tasked with providing the vital link between callers in distress and emergency response team by obtaining essential information to send the appropriate responders to the right location.

VFW National Explosive Ordnance Disposal Technician Public Servant Citation: Any individual/group, who serves in a municipal, county, state or federal unit tasked with the enforcement of the laws and special handling pertaining to disposal of explosive threats to our nation's citizens.

NOTE: First Responder Medal is available through the VFW Store. To review this item please click on the following link: <https://www.vfwstore.org/products/32134>

Criteria for these awards – Candidates 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 skills within their profession.

Documentation required for all Candidates:

- 1) Public Servant Award Citation Post Entry Form
- 2) Nomination letter containing the candidate's name, title, address, telephone and identifying the award for which the individual should be considered.
- 3) Include justification outlining background in field, accomplishments and awards.

If you have any questions contact Tammy Beauchamp at 816.756.3390 Ext. 6287, e-mail, tbeauchamp@vfw.org.

Note: All Department Public Servant Citations must be requested through the VFW Department Public Servant Award Request Form through Formstack. VFW Programs staff will email the form link to Department Adjutants/Quartermasters prior to deadline. **Deadline for Department submissions to National is February 1, to guarantee receipt for Department Convention presentations.**

If there are any questions please email: tbeauchamp@vfw.org or call 816.756.3390 ext. 6287.

NATIONAL HEADQUARTERS

100 W. 34th Street
Kansas City, MO 64111
Office 816.756.3390
Fax 816.968.1157

WASHINGTON OFFICE

200 Maryland Ave., N.E.
Washington, D.C. 20002
Office 202.545.2259
Fax 202.545.6719

info@vfw.org
www.vfw.org



VFW Public Servant Award Citation Post Entry Form

NOTE: VFW Point of Contact should fill out their section below prior to distributing this form.
This will provide individuals from outside of the VFW with the needed information to submit their packets successfully.

To be filled out by VFW representative

Sponsoring VFW Post #: Sponsoring District #:

VFW Post POC

Full Name:
Phone: Email:
Address:
City: State: Zip:

Individual Submitting Nomination

Full Name:
Phone: Email:

Nominee Information

Choose appropriate citation:
Full Name: (please list as you wish it stated on the citation)
Occupation Title: (if any) (please list as you wish it stated on the citation)
Employer Name: (please list as you wish it stated on the citation)
Address of Employer:

City: State: Zip:
Employer Phone: Employer Email: (if available)

Please complete this form and submit to your local VFW Post using the information provided above. Ensure to include all required documentation that is outlined on the instructions sheet provided with this form. All winning Post entries must be received by their **Department Headquarters no later than January 1st**. If you have any questions, please feel free to contact Tammy Beauchamp at 816-756-3390 x 6287, e-mail tbeauchamp@vfw.org



SMART/MAHER VFW NATIONAL CITIZENSHIP EDUCATION TEACHER AWARD CITATIONS FOR ELEMENTARY, MIDDLE AND HIGH SCHOOL TEACHERS AND THEIR SCHOOLS

Each year, the Veterans of Foreign Wars selects elementary, middle and high school teachers to participate in the Smart/Maher VFW National Citizenship Education Teacher program. VFW Post Teacher Award Chairpersons may submit one candidate in each grade level to their District by Nov. 15. If your Department does not have a District judging, then submit to your **Department Headquarters and/or Department Chairperson by Jan. 1**. The Department may select a single candidate in each grade level and submit them to **VFW National Headquarters by Feb. 1 for national judging**. Department Teacher winners that are received at National Headquarters will receive a VFW National citation for both the winning teacher and their school.

NOTE: The only item the National VFW Programs Department requires is the completed "VFW Department Teacher Award Request Form" that the Department Adjutant/Quartermasters will receive a link for after their judging.

Simply visit vfw.org/#login, log in to My VFW, then look under Member Resources, click on VFW Training & Support, then click on Community Service & Youth Programs, then look under Additional Resources. The Teacher Entry form, Instruction sheet, and Chairperson's Guide are up on the VFW website.

Who Is Eligible?

1. Teachers who promote civic responsibility, flag etiquette and patriotism are prime candidates for this award. For example, do you know a teacher who plans field trips to city hall or organizes community volunteer projects? Maybe you know an instructor who invites veterans into the classroom to discuss their military experiences. Perhaps you are familiar with a teacher who fosters the development of democratic values and beliefs through special projects. If you know of such a teacher, honor them today.
2. All current certified/licensed teachers in grades K-12 are eligible. Previous national winners are ineligible. Nominations can be submitted by themselves, fellow teachers, supervisors, family members or other interested individuals.

Documentation Required for all Candidates:

1. All Post-level nominees should 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 of themselves, if available. These items will be forwarded on to the District, if applicable, and/or the Department with the winning teacher entry form.

NATIONAL HEADQUARTERS

406 W. 54th Street
Kansas City, MO 64111
Office 816.756.3590
Fax 816.968.1157

WASHINGTON OFFICE

200 Maryland Ave., N.E.
Washington, D.C. 20002
Office 202.543.2239
Fax 202.543.6719

info@vfw.org
www.vfw.org

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



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 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?

*If you have any questions, please call
Tammy Beauchamp, 816.756.3390, ext 6287
or tbeauchamp@vfw.org.*

Local VFW Post Information:

Contact: Name, Title

Phone

Best time to call

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 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 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.

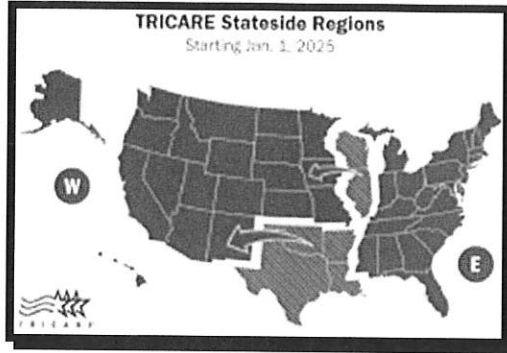
DOCUMENT RETENTION/DESTRUCTION POLICY

The Veterans of Foreign Wars endeavors to comply with all statutory and regulatory provisions, including 29 CFR part 516, concerning recording keeping and reporting requirements. The following is the records retention guide used by the VFW National Headquarters.

RECORDS RETENTION GUIDELINES

| Item | Retention Period |
|--|---|
| Accounts payable invoices | 7 years |
| Accounts payable ledgers and schedules | 7 years |
| Accounts receivable ledgers and schedules | 7 years |
| Annual financial reports (including certified audit reports) | Permanently |
| Annuity & deferred payment plans | Continuing record |
| Audit reports, periodic | 2 years |
| Audit work papers | 5 years |
| Balance sheets | 5 years |
| Bank deposit slips | 5 years |
| Bank statements and reconciliations | 5 years |
| Bills of Lading | 2 years |
| Bonds - Fidelity | 3 years after termination |
| Bonds - Surety | 3 years after termination |
| Budgets | 5 years |
| By-Laws | Until superseded |
| Cancelled checks (for important payments, i.e. , taxes, purchases of property, special contracts, etc.) (checks should be filed with papers pertaining to the underlying transactions) | Permanently |
| Cancelled checks - other | 7 years |
| Cash receipt records | 7 years |
| Charts of Accounts | Permanently |
| Community Activity Reports | 3 years |
| Contracts and leases | 7 years following expiration |
| Correspondence, executive | 10 years |
| Correspondence, general | 3 years |
| Deeds, mortgages, and bills of sale | Permanently |
| Depreciation schedules | Permanently |
| Election Reports | 5 years |
| Employee accident reports | 30 years after settlement |
| Employee contracts | 7 years after termination of employment |
| Employee insurance records | 11 years after termination |
| Employee records | 4 years following termination of employment |
| Employee withholding records | 7 years |
| Employment application | 7 years following termination of employment for employees, 1 year for applicants not employed |

| | |
|--|---|
| Entertainment, gift & gratuity records | 3 years |
| Expense vouchers | 7 years |
| Freight bills | 3 years |
| Freight claims | 2 years |
| Garnishments | 7 years after termination of employment |
| General ledger | Permanently |
| Gifts, records of gifts | Permanently |
| Income statements, annual | Permanently |
| Incorporation papers | Permanently |
| Inspection reports | 3 years |
| Insurance policies, reports and claims (current) | 4 years after expiration |
| Inventory records | Permanently |
| Invoices | 7 years |
| Journals | Permanently |
| Labor cost records | 3 years |
| Lease records | 3 years after termination |
| Legal correspondence | Permanently |
| Membership applications | Permanently |
| Membership rosters | 5 years |
| Minute books of directors and stockholders, Including by-laws and charter | Permanently |
| Minutes of Post meetings | 5 years |
| Notes receivable ledger and schedules | 7 years |
| Payroll register | Permanently |
| Periodic financial reports | 3 years |
| Petty cash records | 3 years |
| Physical inventory tags | 3 years |
| Postal records | 1 year after end of fiscal year |
| Property appraisals by outside appraisers | Permanently |
| Property records | Permanently |
| Purchase orders | 7 years |
| Quartermaster reports | 5 years |
| Retirement and pension records | Permanently |
| Sales records | 7 years |
| Savings bonds registration records of employees | 3 years |
| Shipping & Receiving documents | 2 years |
| Stock and bond records; ledgers, transfer registers, coupons | Permanently |
| Subsidiary ledgers | 7 years |
| Tax records | Permanently |
| Trade mark registrations | Permanently |
| Voucher register and schedules | 7 years |
| Vouchers for payments to vendors, employees, etc. (including allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses) | 7 years |



Tricare Newsletters

Health

Did you know that TRICARE publishes quarterly newsletters? The *TRICARE Health Matters Newsletter* and the *TRICARE Dental Program Health Matters Newsletter* keep you up to date, whether you live stateside or overseas. These newsletters offer helpful information about your health and dental plans, as well as the latest TRICARE news.

The DHA published the latest issue of the *TRICARE Health Matters Newsletter* on Sept. 10.

Dental

The DHA works with the TDP contractor, United Concordia, to publish the *TRICARE Dental Program Health Matters Newsletter*.

You can find current and past issues on the TRICARE publications page.

Find more information at <https://www.tricare.mil/> or <https://www.tricare-west.com>

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<https://newsroom.tricare.mil/News/TRICARE-News/Article/3932150/live-in-the-west-region-update-your-tricare-payment-information-with-triwest>

10/28/2024