

## CHAIRMAN GUIDELINES & DUTIES

Congratulations! Your Commander has determined that you are the Comrade to represent the Department of Kansas in the Program to which you have been appointed Chairman. You should feel honored that you were selected from among the over 32,000 VFW members in the State of Kansas.

There have been volumes printed on how to be a Commander, Senior or Junior Vice Commander, Surgeon, Judge or Quartermaster or such other elected officers in the VFW, however, there is little information available on the duties and responsibilities of a Committee Chairman. The duties of a Chairman are fairly consistent whether it be on the Post, District, Department or National level.

The key "Chairmanships" that your Commander relies upon to get the job done in the VFW are listed below. Some of these are the Programs for which we present Awards for outstanding performance at our Annual Convention.

If you Chair one of these Committees, then this Article is for you!

Buddy Poppy	Homeless Veterans	National Home
Community Service	Hospital	PAC
Eagle Scout	Legislative	Patriot Pen
Employment	Law Enforcement	POW/MIA
EMT	Life Membership	Teacher
Firefighter	Membership	Voice of Democracy

The first thing you need to do is get familiar with your Program and find out everything you can about it. If you don't receive any information, call Department Headquarters and ask how you can get the information you need. There is nothing worse for a Commander than to call upon one of his Committee Chairman and the Chairman reports: "I have nothing to report, no one sent me any information about the Program."

If you are the Chairman, then you are responsible for the success (or failure) of the Program regardless of what those around you do. Take the initiative to find out all you can. Make a determined effort to call or write to your District or Post Chairman for your Program. Ask them if they have received the information they need to carry out your program. Keep yourself available to them and let them know you are there to help if they need help. Make sure they have your mailing address and phone number.

After you have accepted the appointment and have obtained all the information you need on what the Programs requires, write up a plan to implement it.

When writing your Program, ensure it covers the following items, as appropriate, for your Program:

1. Goals of the Program
2. Brief description of the Program
3. Reports required
4. Frequency of reports
5. Address to send reports and your phone number
6. Deadline date for end of competition
7. Criteria for awards

8. Number and specific description of awards
9. Itemized expenditures
10. Total budget amount requested

### **DEPARTMENT CHAIRMAN**

To ensure fairness in Department Program judging, it will be necessary for many Programs to be divided into Divisions of competition. If necessary to do so, those Divisions shall be defined as follows for Department competition:

DIVISION I	-	MEMBERSHIP	-	10 - 50
DIVISION II	-	MEMBERSHIP	-	51 - 100
DIVISION III	-	MEMBERSHIP	-	101 - 200
DIVISION IV	-	MEMBERSHIP	-	201 - 400
DIVISION V	-	MEMBERSHIP	-	401 - 600
DIVISION VI	-	MEMBERSHIP	-	601 - OVER

It is your decision whether or not you divide the competition into Divisions, but if you do, use the above formula.

When determining the number of awards you want to give, keep in mind that these are for State-wide competition and not for competition within a District. For example, giving an award to the Post submitting the most reports for the First District would be inappropriate. It is more appropriate to award the District rather than the Post.

If you divide your Program into divisions, no more than two awards (plaques or trophies for 1st & 2nd place) should be awarded to each Division, plus perhaps one over-all award for the most outstanding program in the State. Feel free to award as many citations or certificates, as you deem appropriate and have the budgeted money for.

On the other hand, don't feel obligated to give out any awards if you don't feel anyone deserves recognition for carrying out, or not carrying out, your program.

**A word of caution:** When you initiate correspondence that will be circulated "outside" of the VFW community, or if you take a position that is contrary to either Department or National policy, make sure that you don't appear to be speaking for the entire Department of Kansas membership. The State Commander is our spokesperson in all matters, so make sure the Commander knows what you are doing. Check with the Commander or Department Headquarters before you release anything to the press or to outside agents. If you have something you want to bring to the attention of the Commander-in-Chief or National Headquarters, you should submit it through the chain-of-command to the Department Commander first.

Again, congratulations on your appointment as a Committee Chairman. The Commander has confidence in your abilities and is counting on you to do the very best job you can. If you have any questions, don't hesitate to call the Department Commander or Department Headquarters for assistance.

**BUDDY POPPY PROGRAM  
2009-2010**

***Buddy Poppy Display Contest*** - To meet the National Criteria

1. Public Promotion
2. Memorial or Inspirational
3. Artistic or Decorative
4. Junior Girls/Sons of VFW Memorial or Inspirational

A National Award/Certificate will be issued to one Post and one Ladies Auxiliary, that has the best Buddy Poppy Program for Kansas.

To be eligible you must submit a report describing your activities in Category 1-2-3-4 above.

Buddy Poppy purchases above last years total: Cut off is April 1, 2010.

Buddy Poppy purchases will be based on the Department of Kansas reports; Cut off date is April 30, 2010.

MAIL REPORTS TO: Roy Lee Taylor, Buddy Poppy Chairman  
VFW Department of Kansas  
714 Sheridan Unit 99  
Ft Dodge, Kansas 67843-0099  
(620) 789-0157

**GOALS: DISTRICTS 100%, EVERY POST WILL PURCHASE TEN BUDDY POPPIES PER MEMBER**

- Exceeding last years purchases
- Hold campaigns in Community at Post and District meetings
- All the Districts; have a Contest Display. You must meet the National Criteria
- Enter your top winners at Department; 4 winners at Department can go on to National
- Send all your reports to above address by April 1, 2010

**AWARDS 2009-2010**

\$40 for State of Kansas Display Contest Prizes

National Folder and Certificate for Outstanding Post Program. (Purchases and Activities)

Possible 9 Certificates for 100% or above by each District

1 framed certificate for largest percentage increase by Districts

National Award Districts with Five Post or more above 100% and their District above last years quota. The District Buddy Poppy Chairman for VFW and Auxiliary will receive a lapel pin

**BUDGET FOR 2009-2010**

\$150.00

BUDDY POPPY YEAR-END REPORT 2009-2010  
(submit NLT April 1, 2010)

Post # \_\_\_\_\_ City/Town \_\_\_\_\_ District # \_\_\_\_\_

1. Number of Campaigns held

\_\_\_\_\_

Youth and other groups recruited to help, if any (please list)

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

2. Did you enter the District Display Contest? \_\_\_\_\_

3. How were Poppies used throughout the year?

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

4. Total # of Poppies used this year \_\_\_\_\_

5. Number of Buddy Poppy Pals purchased \_\_\_\_\_

How were Buddy Poppy Pals used (includes those provided by Department)

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

6. Please include any other information on back or on additional sheets

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

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

\_\_\_\_\_  
Post Chairman

Send Report to: Roy Lee Taylor, Buddy Poppy Chairman

VFW Department of Kansas  
714 Sheridan Unit 99  
Ft Dodge, Kansas 67843-0099  
(620) 789-0157

# COMMUNITY SERVICE 2009-10

## Department of Kansas VFW

**REPORTING YEAR:** 1APR09 through 31MAR10

### **PROGRAM CATEGORIES:**

\* Veterans Service \*Community Service \*Youth Development\*Legislative Action  
(NOTE: Projects can be split between categories – but not double counted.)

### **DEPARTMENT AWARDS:**

- Outstanding Community Service Post – 1<sup>st</sup> place \$100.00 check, framed citation, 3 runners up will receive a citation

#### Requirements for above:

- Must be 100% reported
- Must complete at least 8 projects - including (2) of the following:
  - \* Voice of Democracy
  - \* Eagle Scout Award
  - \* Adopt-A-Unit Program
  - \* EMT, Law Enforcement and/or Firefighter Award
  - \* Community Service Volunteer Pin Program
  - \* Patriots Pen
  - \* Teacher Award
  - \* Hospital Pin Program
- Outstanding Community Service District – 1<sup>st</sup> place \$100.00 check, framed citation, 3 runners up will receive a citation
- Outstanding Community Service Post Project Award - \$100.00 check, framed citation

### **NATIONAL AWARD (Post and Ladies Auxiliary):**

National Outstanding Community Service Award

(Plaque, Street Sign and \$599 stipend for representative to VFW National Convention)

### **BASIC COMMUNITY SERVICE GUIDELINES**

- Appoint a Post Community Service Chairman
- Move from “report based” to “project based.”
- Focus on *quality projects, not just numbers*.
  - *Example:* Sending in a donation for Cancer is great, but organizing a Cancer Fundraiser is better.
  - *Example:* Dropping off donated items is great but planning and carrying out a community service event is better.
- Donated items can be reported as value, but the **value must be reasonable** and within IRS guidelines. Do not claim retail value for used books, toys, clothing, etc.
- Turn in a report each month. Do not claim work for your own Post.
- Documented projects will receive more weight. Try to include at least one of the following with your report: photographs, receipts, event programs, thank you letters, etc.

- Don't forget to send a copy of community service reports involving Scouting, Americanism, POW/MIA, etc. to the appropriate District and Department Chairmen.

## PROJECTS THAT DO NOT COUNT

Projects that benefit your own post, i.e. bingo, post home repairs, etc.

Projects where you represented another organization

Do not claim mileage – Mileage can only be claimed in your Surgeon's Report.

## **PROJECT EXAMPLES**

### **COMMUNITY SERVICE**

- \* Law Enforcement/Firefighter/EMT Award (**Category 1**)
- \* Participate in 4<sup>th</sup> of July Parade
- \* Volunteer at a hospital
- \* Hold fundraiser for Cancer, MS, Heart Disease, etc.
- \* Host 9/11 Ceremony to honor local Police/Firemen/EMT's
- \* Loaning out wheelchairs, medical equipment
- \* Teacher Award (**Category 1**)
- \* Assist a Food Bank
- \* Assist an elderly neighbor
- \* Host Special Olympics event
- \* Start a Recycling Project
- \* Hold a Flag Retirement Ceremony
- \* Host a Community Blood Drive
- \* Provide Color Guard for an event

### **VETERANS SERVICE**

- \* Participate in the Adopt-A-Unit program (**Category 1**)
- \* Participate in Operation Stand Down
- \* Memorial Day Ceremony for Vets in Nursing Home
- \* Programs for hospitalized veterans (VA or otherwise)
- \* Funeral ceremonies for veterans.
- \* Assist deployed military personnel
- \* Veterans Day or POW/MIA events
- \* Equipment donations to veteran centers
- \* Homeless Veterans Assistance
- \* Fundraiser for Operation Uplink

### **YOUTH DEVELOPMENT**

- \* Voice of Democracy (**category 1**)
- \* Patriots Pen (**category 1**)
- \* Eagle Scout Award (**category 1**)
- \* Orphanage/Children's Home Project
- \* Do projects with or provide meeting place for Scouts
- \* Veterans in the Classroom
- \* Youth recognition programs
- \* Sponsor a kids sports team.
- \* Teach Flag Etiquette for kids.
- \* Youth participation on patriotic holiday

### **LEGISLATIVE ACTION**

- \* Letter to Congressman on veterans issues
- \* Provide a polling place in Post Home.
- \* Attend a City Council or Town Hall Meeting
- \* Contribute to VFW PAC
- \* Get Out the Vote Campaign
- \* Letter to the Editor on veterans issues

**Contact: George Nunnemacher, Department Community Service Chairman  
(913) 851-0870 bgnunn@kc.rr.com**

TO: DISTRICT COMMUNITY ACTIVITIES CHAIRMEN  
SUBJECT: DEPARTMENT OF KANSAS VFW

**COMMUNITY ACTIVITIES PROGRAM REPORTING 2009-10**

Community Service is the primary justification for the VFW's tax exempt status. As such, the reporting of projects under this program is critical to our organization. As a means of providing continuity to the Community Activities Program, the following suggestions are provided to supplement the printed program in the program book.

As District Chairman, you should study this information and apply it on the Post level to promote better programs during your term of office. **You should be prepared to fully review this information with the Posts at your District School of Instruction, and then follow up with them periodically during your term as Chairman.** At the end of your term, pass this information to your successor so he/she, too, can have a successful year.

The first thing you should do is identify the Community Activities Chairman in each Post in your District. Although the Post Jr. Vice Commander is typically appointed as the Community Activities Chairman, this is not a requirement. Some Posts appoint a chairman who is not the Post Jr. Vice, while others assign the reporting function to the Quartermaster or Adjutant.

The reporting procedure will also be changed somewhat. Please familiarize yourself with the programs by reading all materials you receive. The Post will submit a copy of their reports with verification to the District Chairman (you).

The State Community Activities Director will prepare monthly summaries for both the Posts and the Districts. Monthly summaries will be available online by going to: <http://www.ksvfw.org/Programs/index.shtml> and clicking on the link. The first of these summaries is already available on the web site.

----- **HOW POSTS REPORT COMMUNITY ACTIVITIES** -----

1. Plan and conduct the Community Service Project. If there will be costs incurred for the project, a vote approving these expenditures must be taken at your Post meeting.
2. Determine whether the project was **Veterans Service, Legislative Action, Community Service or Youth Development** (some projects may fall into more than one area. You may decide which area to credit with all the hours, members, money or you may apportion hours, members, money, etc. to more than one area, i.e. split them into two reports. If you do split the project into two reports, remember that you must also split the hours, members, money, etc.).
3. Fill out the appropriate coupon (**Veterans Service, Legislative Action, Community Service or Youth Development**) and attach appropriate documentation for the project. Documentation is necessary to maintain the integrity of the program, and it should include copies of receipts, checks, programs, news clippings, letters or emails related to the project. Also, include photographs wherever possible. Coupons for projects without documentation may be verified and signed by the Post Commander, but this should be the exception rather than the rule.
4. Make at two (3) copies of the coupon and all related documentation, including one for the Post records. Mail (1) copy to your District Community Activities Chairman and (1) copy to the Department Community Service Chairman (George Nunnemacher, 15463 Overbrook Lane, Stanley, KS 66224 or via email to [bnunn@kc.rr.com](mailto:bnunn@kc.rr.com)). Include documentation with each coupon submitted.

If your project also falls under additional categories, such as Americanism, Safety, Homeless Vets, and POW/MIA, mark the box or boxes that are appropriate and mail a copy to the appropriate Department Chairman for that category.

Also, make one additional copy and mail to your District Chairman of the additional category you marked, i.e. Safety, Americanism, Homeless Vets and POW/MIA, as many Districts still have awards for these categories.

If your report falls under one of the following categories, mail a copy to Department Chairman:

**POW/MIA**

Ray Calore  
8605 W 57<sup>th</sup> St  
Merriam, KS 66202

[Rayjee@aol.com](mailto:Rayjee@aol.com)

**Homeless Vets**

Bill Beckham  
3818 W.57<sup>th</sup> St.  
Wichita, KS 67204

[ryanbro.cou@att.net](mailto:ryanbro.cou@att.net)

**Scouting**

Jim Jenkins  
647 N.Nettleton Ave.  
Bonner Springs, KS 66012

[jim.jenkins@vfw6401.org](mailto:jim.jenkins@vfw6401.org)

**MILITARY SERVICES**

Carl Ikenberry  
200 Cleveland Ave  
Baxter Springs, KS  
66713

[ikemm3@hotmail.com](mailto:ikemm3@hotmail.com)

5. If this project is to be considered toward 100% reporting status and All-State eligibility, make one copy of the verification. The copy of the verification should be mailed with the coupon to the Department Community Service Chairman. (The Post should keep the original verification documents as part of the Post records.).

6. Print the Post number, date of the report (not the date of the project) and the project area (**Veterans Service, Legislative Action, Community Service or Youth Development**) on the verification document.

**REMINDERS:**

1. If the Post wants the project to count toward All-State or 100% reporting status, they must attach verification of the activity (newspaper article, photo, receipts, etc.) Also, keep in mind the focus should be on the quality of projects, not the number of reports.
2. Contest dates and other information are included in the Department Program Book and the Commander's Manual. Additional information will also be mailed to Post Commanders. Remember that while there are no monthly quotas or reporting deadlines other than March 31st (end of the reporting year), please, do not forward large numbers of reports to be entered at the end of the year. Promptly send in the reports on a monthly basis or as soon as the project is completed.
3. Advise all Post and Auxiliary Community Activities Chairmen to start collecting their recordbook data at an early date. The consistent top contenders keep files of all newspaper clippings, copies of pertinent letters, photographs, expenditures, and etc.
4. In reporting Community Activities projects, the style of reporting is not as important as the facts about the project. Please report in outline form whenever possible.
5. Remember to remind the Posts that these reports are read and evaluated. If the person reviewing the report does not have enough facts to get a clear picture of what was done, we can only disregard or return the report for more information.
6. If the Post does well in the community, the Post will benefit from these activities. Good community service plus publicity will attract new members.
7. If an individual or a Post grumbles about the paperwork, remind them that Community Activities paperwork accompanied by solid documentation is important to maintain the VFW's tax-exempt status. If no record is kept, it could jeopardize their Post's tax exempt status. Reporting is telling the story of the good work done by the VFW and its Ladies Auxiliary. We should be proud of our good work in the community.
8. As a chairman, you should be aware of non-acceptable types of reports.

Examples:

- a. Buddy Poppy distribution is not a Community Activities project. The use of the funds collected from Buddy Poppies to assist a needy veteran is a Veterans Service project.
- b. Individual efforts, which would be done anyway, are not projects. One person mowing a neighbor's yard, recycling or donating blood is not a project. Although it is a good deed, the entire Post should work together on projects voted upon at a meeting. Donating the use of the Post for the blood drive, helping set up equipment and/or providing refreshments are projects. The Post members organizing and mowing the lawns of elderly people in town or organizing a recycling collection point are projects.
9. The two important questions to answer are: Did the Post vote to participate in the project and did the project benefit people other than the Post or its members? If you can answer those two questions with a yes, it is probably a valid Community Activities Project.

**----- COMMUNITY ACTIVITY RECORDBOOK PROMOTION -----**

Urge Posts to participate in the Community Activities Recordbook Contest. Start early. The Community Activities Recordbook year covers the period from April 1 to March 31. Successful participants in the Department contests maintain files year round. Advise all Post and Auxiliary Community Activities Chairmen to start collecting their recordbook data at an early date. The consistent top contenders keep files of all newspaper clippings, copies of pertinent letters, ceremony programs, photographs, expenditures, and etc. Alert Post Community Activities Chairmen will see that someone has a camera to take a few pictures of projects in progress.

In order to get more participants, it's best to provide some sort of motivation on the District level to show Posts and Auxiliaries the advantage of keeping and entering a recordbook of their Community Activities. Your role as Community Activities Chairman will be, in part, to motivate others to keep recordbooks. Explain to Posts the benefits of participation in the recordbook contest. Some of these benefits are:

1. By recording the Community Activities of your Post and Auxiliary, you establish a visual standard on which you are judged in the community.
2. You are constructing a permanent record of the years' activities.
3. You will have a Post recordbook which can be used in membership promotion and recruitment.

Further motivate Posts and Auxiliaries by providing information on the Department Recordbook Contest. Each year Department provides awards for the top Post contest winners. (See the Department Program Book).

The Community Service Recordbook, if properly done, could be the main proof to hand the IRS in case of an audit. If it has copies and checks and expenditures and visibly shows that they were spent on viable community service projects.

## ELMER L. JENKINS AWARD

The Elmer L. Jenkins award will be presented to an individual Kansas VFW member who has been or is active as a Post, District or State Quartermaster and/or Post, District or State Adjutant.

Qualifications and nominating forms will be emailed the latter part of February and completed forms must be received at Department Headquarters no later than the deadline on the form.

The award will be presented at the 2010 Department Convention banquet.

## EMERGENCY MEDICAL TECHNICIAN 2009-2010

Awarded to an 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.

### **Documentation required for all candidates:**

Nomination letter containing the candidate's name, title, address, telephone and identifying the award for which the individual should be considered.

*One page resume of the candidate's overall background.*

*One page resume of the candidate's background in their field.*

*One page listing of the candidate's accomplishment and awards in their field.*

*Photograph (preferably a head shot) of the candidate (3x5 or 5x7).*

Every community certainly has at least one "outstanding emergency medical technician" who should be recognized. Each Post Commander is urged to direct his appointed Safety Chairman to find a nominee or name a Special Chairman to submit an "outstanding emergency medical technician nominee." The Post Chairman is responsible for coordinating this program and selecting the Post's most worthy candidate. This individual would then be submitted to the District Chairman for judging.

**The District then submits ONE winner to the State Chairman for final selection with the report form completed for all participating posts.**

The person selected as our "Outstanding Emergency Medical Technician" will receive a framed citation and jacket to be presented at their place of business or work or where they desire to have the award presented to them. I, as Director or one of the State Officers or District Commander will present these awards.

This is a way of doing our programs and getting out to the public. I will need your cooperation in getting these set up for the awards.

Don't forget to have the cover sheets filled out with all information on sheet and photograph to be sent with cover sheet.

This is one program that can help you qualify for All-State honors.

*Program deadlines: to Post – December 15, 2009*

*to District – January 2, 2010*

*to Department (me) by January 16, 2010.*

*Program budget \$80.00.*

Bob Davis, Director  
Emergency Services  
2629 SW Duncan Ct  
Topeka, KS 66614  
(785) 272-9476

**NOMINEE INFORMATION SHEET**  
VETERANS OF FOREIGN WARS  
*EMERGENCY MEDICAL TECHNICIAN AWARD*

NAME OF NOMINEE \_\_\_\_\_

TITLE OF NOMINEE \_\_\_\_\_

ADDRESS OF NOMINEE \_\_\_\_\_

CITY, STATE AND ZIP \_\_\_\_\_

JACKET SIZE \_\_\_\_\_ (*INFO MUST BE ON THIS SHEET*)

PHONE \_\_\_\_\_

RESUME OF NOMINEE'S PERSONAL BACKGROUND:  
(SEE ATTACHED)

RESUME OF NOMINEE'S BACKGROUND IN FIRE/EMERGENCY SAFETY WORK:  
(SEE ATTACHED)

NOMINEE'S ACCOMPLISHMENTS IN FIRE/EMERGENCY SAFETY FIELD:  
(SEE ATTACHED)

PHOTOGRAPH OF NOMINEE:  
(SEE ATTACHED)

SEND COMPLETED FORM, RESUME AND PHOTOGRAPH TO:

Bob Davis, Director  
Emergency Services  
2629 SW Duncan Ct  
Topeka, KS 66614  
(785) 272-9476

POST/DISTRICT SUBMITTING: \_\_\_\_\_

SIGNATURE OF DISTRICT COMMANDER \_\_\_\_\_

**NOTE: Nominee information sheet must be received by January 16, 2010.**

**FIREFIGHTER AWARD PROGRAM  
2009-2010**

Awarded 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.

**Documentation required for all candidates:**

Nomination letter containing the candidate's name, title, address, telephone and identifying the award for which the individual should be considered.

One page resume of the candidate's overall background.

One page resume of the candidate's background in their field.

One page listing of the candidate's accomplishment and awards in their field.

Photograph (preferably a head shot) of the candidate (3x5 or 5x7).

Every community certainly has at least one "outstanding firefighter" who should be recognized. Each Post Commander is urged to direct his appointed Safety Chairman to find a nominee or name a Special Chairman to submit an "outstanding firefighter nominee." The Post Chairman is responsible for coordinating this program and selecting the Post's most worthy candidate. This individual would then be submitted to the District Chairman for judging. **The District then submits ONE winner to the State Chairman for final selection with the report form completed for all participating posts.**

The person selected as our "Outstanding Firefighter" will receive a framed citation and jacket to be presented at their place of business or work or where they desire to have the award presented to them. I, as Director or one of the State Officers or District Commander will present these awards.

This is a way of doing our programs and getting out to the public. I will need your cooperation in getting these set up for the awards.

Don't forget to have the cover sheets filled out with all information on sheet and photograph to be sent with cover sheet.

This is one program that can help you qualify for All-State honors.

Program deadlines: to Post – December 15, 2009  
to District – January 2, 2010  
to Department (me) by January 16, 2010

Program budget \$80.00.

Bob Davis, Director  
Emergency Services  
2629 SW Duncan Ct  
Topeka, KS 66614  
(785) 272-9476

**NOMINEE INFORMATION SHEET**  
VETERANS OF FOREIGN WARS  
*FIREFIGHTER GOLD MEDAL AWARD*

NAME OF NOMINEE \_\_\_\_\_

TITLE OF NOMINEE \_\_\_\_\_

ADDRESS OF NOMINEE \_\_\_\_\_

CITY, STATE AND ZIP \_\_\_\_\_

JACKET SIZE \_\_\_\_\_ (*INFO MUST BE ON THIS SHEET*)

PHONE \_\_\_\_\_

RESUME OF NOMINEE'S PERSONAL BACKGROUND:  
(SEE ATTACHED)

RESUME OF NOMINEE'S BACKGROUND IN FIRE/EMERGENCY SAFETY WORK:  
(SEE ATTACHED)

NOMINEE'S ACCOMPLISHMENTS IN FIRE/EMERGENCY SAFETY FIELD:  
(SEE ATTACHED)

PHOTOGRAPH OF NOMINEE:  
(SEE ATTACHED)

SEND COMPLETED FORM, RESUME AND PHOTOGRAPH TO:

Bob Davis, Director  
Emergency Services  
2629 SW Duncan Ct  
Topeka, KS 66614  
(785) 272-9476

POST/DISTRICT SUBMITTING: \_\_\_\_\_

SIGNATURE OF DISTRICT COMMANDER \_\_\_\_\_

**NOTE: Nominee information sheet must be received by January 16, 2010.**

**INSPECTOR'S PROGRAM  
2009-2010**

A good inspection program is the primary tool by which the State Commander assesses the condition of the Posts in his Department, evaluates problems the Posts may be facing, and indicates what help is needed or what corrective actions need to be taken. Timely reports enable the State Commander to ensure that the assistance is given or the corrective measures are taken during his term of office.

Accurate reports insure that the assistance or corrective action is appropriate to the problem facing the Post. The two must work hand in hand. ***I would ask that all inspectors do a neat, timely, and accurate job in conducting Post Inspections.*** Do not conduct a "pencil" inspection. In addition to asking the Adjutant if he/she has proof of eligibility for all Post officers, ask to see proof of eligibility for several of the officers. Instead of asking the Quartermaster if he/she is bonded and if he/she has sent in a dues transmittal, ask to see the bond and the most recent dues transmittal. Instead of asking if the Post is incorporated, ask to see the receipt for the payment of the incorporation fees. These are just a few examples. Each item on the inspection form must be verified by your own observation. Report what you see and hear. Do not white-wash the inspection. Before you leave the Post, be sure you have a completed: Audit, Community Activities Report, Hospital Report, Officer's Bond Form, and Buddy Poppy Order Form or proof that those reports or forms have been completed. This will eliminate a follow-up visit.

**INSPECTIONS:** The goal is have all Post Inspections in the Department of Kansas completed accurately and submitted to Department Headquarters not later than November 1, 2009.

**AUDITS:** The Post Trustee's Report of Audit is to be submitted, to the State Inspector, at the earliest possible date following the close of the fiscal quarter, but in no case, no later than 30 days after the close of the fiscal quarter.

**DISTRICT AWARD:** A gift certificate will be presented to one District based on the following criteria: (1) District submitting the highest percentage of Inspections and Audits, received on time (value in overall rating 50%); and (2) District submitting the lowest percentage of discrepancies on Audits and Inspections (value in overall rating is 50%).

Awards are based on Inspections conducted from August 1 through November 1, 2009. Audits will be judged on quarterly audits required for period April 1, 2009 through March 31, 2010.

**POST AWARDS:** Citations will be awarded based on Inspection Reports and Quarterly audits received on time, being completed and correct. Nine awards will be presented to the nine Posts achieving the nine highest values for the year from the following:

**POST INSPECTIONS REPORT:**

Received by 11/1/09 completed and correct. 20 points

**POST AUDITS:** Four (4) audits required/received/completed

10 points each 40 points

Four (4) audits received correct. 40 points

10 points each

TOTAL 100 points

Danny Puckett, State Inspector  
8609 Lafayette Ave  
Kansas City, KS 66109-2046  
(913) 334-2497

**LAW ENFORCEMENT OFFICER OF THE YEAR PROGRAM  
2009-2010**

Awarded to any individual 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 individuals employed by private companies or security services.

**Documentation required for all candidates:**

Nomination letter containing the candidate's name, title, address, telephone and identifying the award for which the individual should be considered.

One page resume of the candidate's overall background.

One page resume of the candidate's background in their field.

One page listing of the candidate's accomplishment and awards in their field.

Photograph (preferably a head shot) of the candidate (3x5 or 5x7).

Every community certainly has at least one "outstanding law enforcement officer" who should be recognized. Each Post Commander is urged to direct his appointed Safety Chairman to find a nominee or name a Special Chairman to submit an "outstanding law enforcement officer nominee." The Post Chairman is responsible for coordinating this program and selecting the Post's most worthy candidate. This individual would then be submitted to the District Chairman for judging. **The District then submits ONE winner to the State Chairman for final selection with the report form completed for all participating posts.**

The person selected as our "Outstanding Law Enforcement Officer" will receive a framed citation and jacket to be presented at their place of business or work or where they desire to have the award presented to them. I, as Director or one of the State Officers or District Commander will present these awards.

This is a way of doing our programs and getting out to the public. I will need your cooperation in getting these set up for the awards.

Don't forget to have the cover sheets filled out with all information on sheet and photograph to be sent with cover sheet.

This is one program that can help you qualify for All-State honors.

Program deadlines: to Post – December 15, 2009  
to District – January 2, 2010  
to Department (me) by January 16, 2010

Program budget \$80.00.

Bob Davis, Director  
Emergency Services  
2629 SW Duncan Ct  
Topeka, KS 66614  
(785) 272-9476

**NOMINEE INFORMATION SHEET**  
J. EDGAR HOOVER GOLD MEDAL AWARD  
*LAW ENFORCEMENT OFFICER OF THE YEAR*

NAME OF NOMINEE \_\_\_\_\_

TITLE OF NOMINEE \_\_\_\_\_

ADDRESS OF NOMINEE \_\_\_\_\_

CITY, STATE AND ZIP \_\_\_\_\_

JACKET SIZE \_\_\_\_\_ (*INFO MUST BE ON THIS SHEET*)

PHONE NUMBER \_\_\_\_\_

RESUME OF NOMINEE'S PERSONAL BACKGROUND:  
(SEE ATTACHED)

RESUME OF NOMINEE'S BACKGROUND IN LAW ENFORCEMENT:  
(SEE ATTACHED)

NOMINEE'S ACCOMPLISHMENTS IN THE LAW ENFORCEMENT FIELD:  
(SEE ATTACHED)

PHOTOGRAPH OF NOMINEE:  
(SEE ATTACHED)

SEND COMPLETED FORM, RESUME AND PHOTOGRAPH TO:

Bob Davis, Director  
Emergency Services  
2629 SW Duncan Ct  
Topeka, KS 66614  
(785) 272-9476

POST/DISTRICT SUBMITTING: \_\_\_\_\_

SIGNATURE OF DISTRICT COMMANDER \_\_\_\_\_

**NOTE: Nominee information sheet must be received by January 16, 2010.**

# LIFE MEMBERSHIP PROGRAM 2009-2010

Your first District and Post meetings in July are extremely important in preparing your team for the upcoming year. You or your membership chairman **MUST** state the importance of a life membership program and encourage annual, reinstated, and new members to seek a life membership. Once paid in full, members do not pay any more dues for the rest of their lives, regardless of Post, Department or National dues increases. They can also enjoy other benefits, such as, a 10% discount on all purchases from the VFW Supply Store. In addition, each Post and Department receives a yearly payment from the National VFW for each living life member. If current year annual dues are recorded at National from July 1st - December 31st and the annual member purchases a life membership in that same period - the annual dues will be refunded.

For this program, Posts will be divided into six (6) divisions according to the Post membership as of July 1, 2009. The Post in each division with the largest increase in life membership from July 1, 2009 thru March 31, 2010 will be presented a framed citation at the State Convention in June of 2010.

## LIFE MEMBERSHIP PROGRAM DIVISIONS:

DIVISION I - MEMBERSHIP - 10 - 50  
400

DIVISION IV - MEMBERSHIP - 201 -

DIVISION II- MEMBERSHIP - 51 - 100  
600

DIVISION V - MEMBERSHIP - 401 -

DIVISION III - MEMBERSHIP - 101 - 200  
OVER

DIVISION VI - MEMBERSHIP - 601 -

The Life Membership Chairman of the District with the largest gain in Life Members between July 1, 2009 and March 31, 2010 will receive a framed citation at the State Convention in June 2010.

## CURRENT LIFE MEMBERSHIP COSTS & PLAN OPTIONS

Pay all at once. The chart below lists costs by age.		Pay through an affordable installment plan. Member pays \$35 to enroll and then select whether they would like to spread their payments out over an 11 month or 23 month period. **		
AGE	ONE-TIME PAYMENT	AGE	11 Month Option	23 Month Option
30 & Younger	\$425	30 & Younger	\$40.39	\$20.23
31-40	\$410	31-40	\$39.02	\$19.58
41-50	\$375	41-50	\$35.84	\$18.05
51-60	\$335	51-60	\$32.20	\$16.32
61-70	\$290	61-70	\$28.11	\$14.36
71-80	\$225	71-80	\$22.20	\$11.53
81 and Over	\$170	81 and Over	\$17.20	\$9.14

\*\*Installment plan members will be billed on a monthly basis. Each will receive a "Provisional Life" membership card at the time of their enrollment. A permanent VFW Life Member card will be mailed when payments are complete. The chart above (right) shows monthly payment rates for the two installment plan options by age.

Life membership fees may be paid in full, or over time, using the Life Membership Installment Plan. The installment plan requires just \$35.00 down, and convenient monthly payment spread over 12 or 24 months. See current membership application or Quartermaster Guide for details.

A Legacy Life Membership program is available for all life members. This is a great way for current life members to leave a lasting legacy to our great organization. The new Legacy Life membership program not only offers expanded and exclusive benefits to you, it also helps to ensure that the good work of the VFW will continue for generations to come.

Legacy Life members can select from three categories of membership: Gold, silver or bronze. Each of them offers its own package of exclusive benefits. Once activated, your Legacy Life membership will provide additional income to your Post and Department both during and beyond your lifetime.

Drew Culbertson  
Department Life Membership Chairman  
8778 Golden Ln  
De Soto, KS 660018  
(913) 488-6899  
[andrewculbertson@kc.rr.com](mailto:andrewculbertson@kc.rr.com)



# You Served with Honor and Pride, Reward Yourself...

Make a commitment that will last a lifetime.

A VFW Life Membership creates a substantial savings over paying annual dues while helping to support VFW. There's no better way to say you're concerned about veterans issues and the future care of our young fighting forces today than to become a Life Member now.



Here's what you can look forward to:

- Significant cost savings over annual fees
- Lifelong accidental insurance policy
- Lifetime member services, benefits and discounts
- Uninterrupted delivery of VFW magazine
- Eligibility for VFW's Legacy Life program

**Start saving now! Becoming a VFW Life Member is easy.**

**Pay all at once or use the installment plan to spread out the payments. Both are affordable ways to show your commitment to the organization.**

Here are examples of how the savings can work for you based on the current rate.

New members can fill out an application online at [www.JoinTheElite.org](http://www.JoinTheElite.org) to see their savings.



Joined in 2004  
Age: 25

Eligibility:

**Operation Iraqi Freedom**

Cost to pay annually over the course of her membership\* \$1,750  
Cost to be a VFW Life Member \$425

**How much she saves \$1,300**

Cost to be a life member in other vet organizations up to **\$1,326**



Joined in 1974  
Age: 62

Eligibility:

**Vietnam War**

Cost to continue to pay annually over the course of his membership\* \$455  
Cost to be a VFW Life Member \$290

**How much he saves \$165**

Cost to be a life member in other vet organizations up to **\$668**

\* Based on remaining a member through age 75

# KANSAS MEMBERSHIP AWARD PROGRAM 2009-2010

## JAYHAWKER STATE MEMBERSHIP TEAM PIN

This pin is available to anyone who actively recruits for a Post. National Recruiter Reports will be used to determine awardees, so ensure that all applications and online transmittals are properly completed with the recruiters name and card number.

## MEMBERSHIP SHIRT AWARD

A specially designed shirt will be awarded to the Post Commander and Quartermaster for the highest percentage of membership in each division as of March 31, 2010.

DIVISION I - MEMBERSHIP- 10 -50

DIVISION I V- MEMBERSHIP- 201-400

DIVISION II - MEMBERSHIP- 51-100

DIVISION V- MEMBERSHIP- 401-600

DIVISION III - MEMBERSHIP- 101-200

DIVISION VI – MEMBERSHIP- 601 & OVER

**Additionally, any Post member who recruits 15 new or reinstate members will receive a similar shirt.**

A \$300.00 cash award will be given to the member who recruits the most new and/or reinstated members.

## POST AWARDS FOR 100% CONTINUOUS MEMBERSHIP

A special citation will be awarded to each Post achieving 100% in continuous membership for one (1) through fourteen (14) years. Any Post having 100% membership continuously for fifteen (15) years or more will receive special recognition at the Department Convention in June 2010. For each Post obtaining 100%, the Post is to receive a streamer (from National) for the Post flag. The Post Commander and Quartermaster will each receive a 100% plus pin.

## ALL STATE TEAM OF POST COMMANDERS

Up to sixteen **All State Post Commanders** may be selected based on overall achievement in Membership, National and Department Programs and appropriate special Post Projects. To be eligible for consideration as a member of the **ALL STATE TEAM**, the following criteria must be met by the Post Commander:

1. **Post 100% in membership by March 31, 2010**, based on June 30, 2009 totals.
2. **Audits** for 6/30/09, 9/30/09 and 12/31/09 submitted to State Inspector **within 30 days after end of calendar quarter.**
3. **Community Service:** The Post must complete a minimum of two (2) verified projects in each Category II area (Veterans Service, Legislative Action, Community Service, and Youth Development) for a total of eight (8) verified projects. Additionally, in order to be considered for All State Honors, the Post must participate in any two of the following Category I projects: Voice of

Democracy, Patriots Pen, EMT Award, Law Enforcement Award, Firefighter Award, Teacher Award, Adopt-A-Unit, Community Service Volunteer Pin Program or Hospital Volunteer Pin Program.

4. **Post Quartermaster must be bonded** for the period 9/1/09 – 8/31/10 (Required by VFW National By-Laws.)
5. **Verified attendance at District School of Instruction** (or representative attendance).
6. **All State Post Entry Form submitted by March 31, 2010.**

Other factors that will be considered in judging **All State Commander** awards:

- Membership totals in excess of 100%.
- Additional verified community service projects.
- Level of Impact in community, as evidenced by community service and award program participation.
- Post Commander or representative attendance at Department Schools and functions.

Each member of the **All State Team of Post Commanders** will receive a diamond set lapel pin, an "All State" VFW cap, a \$50.00 gift certificate from the VFW Emblem and Supply Merchandise Catalog, a special ID card, a pre-convention registration packet for State Convention and a National Citation. Each Post Commander achieving All State status will also receive specially designed pins for a minimum of 5% of their membership identified as having been instrumental in the success of the Post.

### **ALL STATE TEAM OF POST QUARTERMASTERS**

In most cases, the success of a Post Commander is directly related to the effectiveness of the Post Quartermaster. Accordingly, the criteria for selection as an **ALL STATE POST QUARTERMASTER** is similar to the requirements for selection as an **ALL STATE POST COMMANDER**. Since the duties of the Post Quartermaster are primarily "behind the scenes," it is difficult for the Department to determine the worthy members of the "**ALL STATE TEAM OF POST QUARTERMASTERS**." The following are the minimum requirements for selection as an **ALL STATE QUARTERMASTER**:

1. Post 100% in membership by March 31, 2010.
2. Audits for 6/30/09, 9/30/09 and 12/31/09 submitted to State Inspector within 30 days after end of Quarter.
3. Quartermaster adequately bonded for the period 9/1/09 to 8/31/10.

*\*\*\*Note: The selection of a Post Commander for All State honors does not guarantee selection of the Quartermaster to the All State Team.*

Up to sixteen **ALL STATE POST QUARTERMASTERS** may be selected. Each member of the **ALL STATE TEAM OF POST QUARTERMASTERS** will receive a lapel pin, an **ALL STATE QUARTERMASTER** cap, a \$25.00 gift certificate from the VFW Emblem and Supply Catalog, a pre-convention registration packet for the State Convention and a special ID card.

## **ALL STATE DISTRICT COMMANDERS**

**ALL STATE DISTRICT COMMANDERS** will be selected on the basis of the following minimum criteria:

1. 100% in membership by March 31, 2010.
2. Must conduct a District School of Instruction within 60 days of the Department School of instruction in accordance with the Department published guidelines.
3. Community Service: District must have at least 85% of its Posts accredited in both Category I and Category II projects.

**ALL STATE DISTRICT COMMANDERS** will receive an All State District Commander's VFW cap, a special ID card, a pre-convention packet for the State Convention and a National Citation.

### **DISTRICT COMMANDER WASHINGTON CONFERENCE TRIP AWARD**

The *top* District Commander with the highest percentage of membership over 100% by January 31, 2010 will receive the following to the Legislative/Community Service Conference in Washington, D.C.

One (1) round trip air ticket to Washington, D.C., (1) Banquet ticket (Community Service Conference) and \$500.00 check for expenses.

### **DEPARTMENT MEMBERSHIP TRAVELING AWARD OF EXCELLENCE**

The Department Commander will provide a Traveling Award of Excellence to the District having the highest membership percentage at each Department meeting - i.e.: National Training Program (AKA Satellite Training); Department Mid-Winter Council; Department Convention and the 2010 Department Mid-Summer Council. The Leading Membership District will retain possession of the Award until the next Department meeting, at which time it will be presented to the new Leading Membership District. The District having the highest membership percentage as of June 15, 2010 will receive the District Commander award at the 2010 Mid-Summer.

### **DISTRICT COMMANDER AWARD**

The District Commander with highest percentage of membership on June 15, 2010 will receive an engraved clock (#1869) from National Supply catalog.

### **SENIOR VICE COMMANDER'S AWARD**

Each District Senior Vice Commander whose District is 100% or above by January 31, 2010, will receive a specially designed shirt.

### **PAST STATE COMMANDER AWARD**

All Past State Commanders whose Post is 100% or above in membership on January 31, 2010, will be a guest of the State Commander at the Past Commanders Club Breakfast on Sunday morning at the State Convention in June.

## **NATIONAL MEMBERSHIP PROGRAM**

### **MEMBERSHIP MISSION AND VISION**

**MISSION:** National and Department leadership must work hand-in-hand to retain and recruit a stable membership base, comprised of all generations of veterans, that is informed and actively involved at all levels of the organization. To ensure this mission, National Headquarters offers technical, logistical and financial resources to make recruiting and retention in the field, a well organized procedure. Department leaders are the not qualified to prepare and implement their own state programs. They have a responsibility to their membership to take advantage of the many resources available from the National organization.

**VISION:** Ensuring the organization remains a welcoming environment for our overseas conflict veterans, as well as our active duty military service members and their families, for the membership lifespan of today's Current Conflict Veterans.

### **MEMBERSHIP GOALS**

National Membership Department's Goals state how we intend to reach our Vision. There are two important considerations in how we have prioritized them.

1. Building a strong organization for the future as well as today.
2. VFW National and VFW community organizations must work together to achieve our goals.

VFW National is here for the "BIG FIGHT" ...shaping VFW's image nationally, developing new membership markets and ensuring that our current membership is aware of what our organization is doing for them. The VFW has been successful in recruiting younger members (39 years and younger) for the past several years. There is only one way to make this success permanent...**RETENTION – RETENTION – RETENTION.**

**CHECK THE NATIONAL MEMBERSHIP PROGRAM ON THE DISK INCLUDED IN THE 2009-2010 DUES KITS FOR ADDITIONAL NATIONAL CONTESTS AND INCENTIVE AWARDS**

Vernon Russell  
State Membership Director  
685 E 1450 Rd  
Lawrence, KS 66046-9294  
(785) 842-5795

## ALL-STATE POST ENTRY FORM

Posts wishing to compete in the All State Competition MUST answer the following questions and return this form to Department Headquarters, PO Box 1008, Topeka, KS 66601-1008 by March 31, 2010.

Please answer YES or NO to the following participation programs for the 2009-2010 year	Y	N
A. 100% Membership by March 31, 2010.....	( )	( )
B. Audits for 6/30/09, 9/30/09 & 12/31/09 submitted to State Inspector within 30 days of end of each quarter.....	( )	( )
C. Quartermaster adequately bonded for period 9/01/09 to 8/31/10.....	( )	( )
D. Post Commander or representative attend all District meetings and events.....	( )	( )
E. Community Service. 2 verified projects submitted in each area of Category II and Participation in 2 Category 1 projects.....	( )	( )
F. Recruiting 1 member more than 100% of last years membership (1 point).....	( )	( )
G. Community Service. 6 verified projects in each Category II area (10 points).....	( )	( )
H. Post purchased 5 Buddy Poppies per member based on 100% of last years membership (5 points).....	( )	( )
I. Voice of Democracy Tape submitted to District (5 points).....	( )	( )
J. Patriot's Pen essay submitted to District (5 points).....	( )	( )
K. Adopted a Unit or Conducted a project benefiting their adopted unit (5 points).....	( )	( )
L. Made a donation to National Military Services (5 points).....	( )	( )
M. Entered a Law Enforcement Officer in District Competition (5 points).....	( )	( )
N. Entered a Firefighter in District Competition (5 points).....	( )	( )
O. Entered an Emergency Medical Technician in District Competition (5 points).....	( )	( )
P. Entered a Teacher of the Year in District Competition (5 points).....	( )	( )
Q. Entered an Eagle Scout in District/State Competition (5 points).....	( )	( )
R. Entered Community Service Record Book for Department judging (5 points).....	( )	( )
S. Nominated a volunteer for Community Service Volunteer Pin (5 points).....	( )	( )
T. Nominated a volunteer for Hospital Volunteer Pin (5 points).....	( )	( )
U. For each 5 members recruited over 100% of last years membership (3 points).....	_____	points

**POSTS MUST PARTICIPATE IN ANY TWO OF THE FOLLOWING: VOICE OF DEMOCRACY, PATRIOT'S PEN, EMT AWARD, LAW ENFORCEMENT AWARD, FIREFIGHTER AWARD, TEACHER AWARD, ADOPT A UNIT, EAGLE SCOUT, COMMUNITY SERVICE VOLUNTEER PIN OR HOSPITAL VOLUNTEER PIN PROGRAMS.**

I confirm that the above information is true and accurate to the best of my knowledge.

Location \_\_\_\_\_ Post # \_\_\_\_\_

Post Commander \_\_\_\_\_ Post Quartermaster \_\_\_\_\_

\_\_\_\_\_  
Signature of Post Commander or Quartermaster

**MILITARY SERVICES PROGRAM  
2009-2010**

Comrades as Veterans of Foreign Wars, we are here to support the U.S. Armed Forces and their families, along with our Community, as part of the VFW never-ending obligation to assist members of Active Duty Military, National Guard and Reserves. This program offers three outreach possibilities.

1. Operation Uplink: international cards provide 15 minutes of talk time from Iraq/Afghanistan. Request cards through Department Headquarters and send donations to Department Headquarters.
2. Unmet Needs: To help meet unanticipated financial demands. To provide our service members with the security of knowing their families have additional support here at home from their local VFW. Application forms available online or from Department Headquarters.
3. Military Assistance Program:
  - (A) Local VFW Posts may adopt military units to assist with shipping items overseas during Deployment, sponsor family readiness functions or provide a support network for military and their family members.
  - (B) Grants, to help sponsor, with your community the unit you have adopted in assistance of family sponsored events, get with your local business and let them sponsor funds for your events, and if you are short then request the rest of the funds through the grant, and turn in all receipts, within 30 days after the event.
  - (C) VET.JOBS visit [www.vetsjobs.com](http://www.vetsjobs.com).
  - (D) Military Family Volunteer Service Award. For military family who has contributed significantly to the support of the military community and the family support program.

Reporting, send all reports to me:

Carl Ikenberry  
200 Cleveland Ave  
Baxter Springs, KS 66713-1139  
(620) 856-2485

Budget for awards: \$40.00

**NATIONAL HOME PROGRAM  
2009-2010**

Life Membership in the National Home for Children is one of the best investments you can make in supporting the home.

The VFW National Home program for 2009-10 will focus on Life Members (regular or associate) always remembering a VFW or Ladies Auxiliary member may hold more than 1 life membership which entitles regular Life Members to vote for board of trustees in District 11 every six years with only **one** vote.

The District with the largest gain of life members (regular or associate or a combination of both) for the period 1 July 09 to 30 April 10 will receive a plaque at the awards ceremony at the state convention in June 2010.

If you have any questions please contact:

Lewie Cooper  
State National Home Chairman  
820 S Atchison St  
El Dorado, KS 67042-2733  
(316) 321-1906

**PATRIOT'S PEN  
2009-2010**

**CONTEST THEME**

**"WHEN IS THE RIGHT TIME TO HONOR OUR MILITARY HEROES"**

The Patriot's Pen contest is for students in the 6th, 7th and 8th grade in public, parochial, private or home schools. Students write an essay of 300-400 words. They submit the typewritten essay to the local Post chairman by (November 1, 2009).

The theme for this years contest is "WHEN IS THE RIGHT TIME TO HONOR OUR MILITARY HEROES". Complete entry forms and judging information are available in the chairman's booklet that will be sent to Post Commanders. Information is also available at the VFW web site <http://www.vfw.org> under program, youth development.

**Deadlines:**

November 1, 2009 - Student entries to the local post  
November 15, 2009 - Local winners due at District level  
December 10, 2009 - District winners due at Department level  
January 15, 2010 - Department winners to National

**DEPARTMENT AWARDS**

1ST PLACE - \$500.00 BOND  
2ND PLACE - \$200.00 BOND  
3RD PLACE - \$100.00 BOND

Local winner entries should be sent to your District Chairman. District winners' entries will be sent to the Department Chairman by December 10th.

Lester Wenndt  
State Patriot's Pen Chairman  
PO Box 395  
Jetmore, KS 67854  
(620) 357-5518

1st Place	\$500.00 Savings Bond	\$250.00
2nd Place	\$200.00 Savings Bond	\$100.00
3rd Place	\$100.00 Savings Bond	<u>\$ 50.00</u>
Total		\$400.00

(Ladies Auxiliary donates \$100.00 towards the cost of bonds)

Final Total		\$300.00
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# POW/MIA PROGRAM -- 2009-2010



**PURPOSE:** To implement programs at Post, District, and Department levels that will raise and intensify awareness of the POW/MIA issue among our members and within our communities.

**GOALS:**

- 1) To achieve the fullest possible accounting of American service personnel who are Missing in Action, and the return of those held as Prisoners of War.
- 2) To assist the families of POW/MIA service personnel.

**METHODS:** Veterans of Foreign Wars, including the Ladies' and Men's Auxiliaries, should maintain high visibility of the POW/MIA issue.

- 1) Fly or display the POW/MIA Flag at your Post.
- 2) Include the POW/MIA Flag in your color guard.
- 3) Appoint a POW/MIA Chairman who will do the job, not just accept the position.
- 4) Disseminate reliable information to your membership, utilizing your bulletin board, newsletter, and reports at meetings.
- 5) Include your community leadership in your functions and events.

Examples: Arrange a City Proclamation for POW/MIA Recognition Day/Week.  
Invite the Mayor or representative to attend your ceremonies.  
Inform the local media about your activities.  
Be prepared to answer questions about the POW/MIA issue.

**REPORTS & AWARDS:** No formal reports are required. However, I suggest that you send me information about your POW/MIA event, through your District POW/MIA Chairman, and I will use it as a basis for awards at the 2010 Department Convention. Please include news articles, photos, or other documentation if you can. (NOTE: This will be in addition to your regular Community Service Report.)

- \* National POW/MIA Recognition Day is the third Friday in September (Sept. 18, 2009).
- \* Kansas POW/MIA Recognition Week will be September 13-19, 2009.

Keep yourself and your membership informed. A very reliable source of information is the National Alliance of POW/MIA Families, online at [www.nationalalliance.org](http://www.nationalalliance.org). To receive their online newsletter "Bits 'N Pieces", e-mail [lynn@nationalalliance.org](mailto:lynn@nationalalliance.org).

For assistance with your program, feel free to contact Ray or Jim any time.

## Department POW/MIA Chairmen:

**RAY CALORE**                      8605 W. 57th St.                      phone: (913) 787-0226  
Merriam, KS 66202                      e-mail: [rayjcee@aol.com](mailto:rayjcee@aol.com)

**JAMES DENISON**                      9015 W. Central Park St.                      phone: (316) 773-5197  
Wichita, KS 67205                      e-mail: [dianadenison@hotmail.com](mailto:dianadenison@hotmail.com)

# *Department of Kansas Scouting Program 2009-2010*

## **Scout of the Year**

The Department of Kansas will recognize two Eagle Scout, Venture Silver Award recipient or Sea Scout Quartermaster who has risen above his or her peers in exemplifying the exceptional qualities of that rank with a 1<sup>st</sup> place \$700 scholarship and 2<sup>nd</sup> place \$300 scholarship. The first place recipient will be selected as the Kansas VFW Scout of the Year and will be advanced to the National level for consideration to receive the National scholarship. Candidates must meet all the requirements set forth in the National Scout of the Year Program as outlined in the following pages.

The 1<sup>st</sup> & 2<sup>nd</sup> place winners of the Department of Kansas Scouting Program will be presented the Scholarship and certificate in a meeting with their peers in their local community. Ideally, I and/or a State Officer along with members of the sponsoring Post will present the Award.

All runner up entries will receive an "Award of Excellence" Certificate in recognition of their achievements and participation in the Department of Kansas Scouting Scholarship Program. The Certificate will be sent to sponsoring Post to present to the Scout.

### **Deadlines to remember.**

March 1- Deadline for entry to the Post.

April 1 - Deadline for submission to Department scouting team member from Post.

May 1 - Deadline from submission to National from Department Headquarters.

### **Letters of Congratulations from State Commander**

A letter will be provided for all Scouts who attain the rank of Eagle Scout. Let me know the date of the Eagle Scout Court of Honor and the Scouts full name and I will either attend the Court of Honor or send the letter to the Post representative to present the letter of recognition/congratulations.

### **Community Service Reporting**

. To report your involvement with local Scout troops is important to ensure National's continuing support of the scouting program. You can report the activity on the Community Service Report and check the box for "Scouting". . Report all of the activities your Post does with local scout units. Use of Post home, VFW members as Scout Leaders or helpers, sponsor a scout unit, donate to Department Scouting Program, enlist help of scouts for your projects, donate to scout projects, etc.

### **Program Funding** (Program not budgeted by Department)

Therefore, it is up to me to come up with the funds for the Program. Year before last many Posts stepped up and made contributions to the program. This year only a few Post contributed. I ask each Post to consider how important this Program is to you and your community and then donate a minimum of \$10.00. Send your checks to Department of Kansas Headquarters and note that it is for "Dept. Scouting Program" Since contributions have dropped this past year, I will also be taking donations for chances to drawings for prizes at District and Department meetings. I need your help/support for the Scouting Program.

*Thanks for your support and involvement in Scouting!*

Jim Jenkins, Your Scouting Chairman  
Dept of Kansas VFW  
647 N Nettleton  
Bonner Springs, KS 66012

913-441-1234  
[jim.jenkins@vfw6401.org](mailto:jim.jenkins@vfw6401.org)

## **SURGEONS PROGRAM 2009-2010**

The Surgeon's Program will run from April 1, 2009 through March 31, 2010.

Post Surgeons will use the Post Surgeon Report form and District Surgeons will use the District Surgeon's Summary report form.

POST SURGEON REPORT forms are available from the State Surgeon or may be downloaded from the Department Headquarters web site ([www.ksvfw.org](http://www.ksvfw.org)) under forms.

Each District Surgeon will be provided with the District Surgeon Summary forms and a card with my address and phone number.

Post Surgeons should send their report to their District Surgeon by the 10th of the month. District Surgeons should send their report to the State Surgeon by the 15th of the month. The State Surgeon will send a report back to the District Surgeons and District Commanders by the end of the month.

### **AWARDS**

The top six, 100% reported Post Surgeons will receive a framed certificate. Certificates may be awarded to other 100% reported Post Surgeons at the State Convention.

The top Post Surgeon overall will be awarded the "Silver Stethoscope Award", plaque.

The top District Surgeon overall will be awarded the "Golden Stethoscope Award", plaque.

All 100% reported District Surgeons will receive a framed certificate.

Jim Slattery  
State Surgeon  
PO Box 14  
Wright, KS 67882-0014  
(620) 227-2577

**HOSPITAL EVALUATION SHEET  
TO BE USED IN COMPILING ALL HOSPITAL REPORTS**

- |     |  |                   |
|-----|--|-------------------|
| 1.  | <b>BOOKS AND MAGAZINES</b>   |                   |
|     | Books - pocket size (new)  | purchase price    |
|     | Books - regular bound (new)  | purchase price    |
|     | Books - pocket size (used)   | \$ .50 each       |
|     | Books - regular bound (used)   | \$1.50 each       |
|     | Magazine subscriptions   | purchase price    |
| 2.  | <b>COMFORT ARTICLES</b>  |                   |
|     | Cigarettes, razors, blades, shaving cream, etc                               | purchase price    |
| 3.  | <b>FOOD - ALL HOMEMADE</b>   |                   |
|     | Cakes  | \$4.00 each       |
|     | Pies   | \$2.50 each       |
|     | Cookies  | \$2.25 dozen      |
|     | Cupcakes   | \$3.00 dozen      |
|     | Candy  | \$4.00 lb         |
|     | Jams & jellies   | \$ .20 oz         |
|     | Meals serves to patients at VFW Days   | \$3.50 person     |
| 4.  | <b>SPECIAL GIFTS TO PATIENTS, WARDS OR HOSPITALS</b>                         |                   |
|     | Appliances, equipment, etc.  | purchase price    |
| 5.  | <b>MISCELLANEOUS ARTICLES</b>  |                   |
|     | Playing cards (new)  | purchase price    |
|     | Playing cards (used)   | \$ .50 deck       |
|     | Flowers (purchased)  | purchase price    |
|     | Flowers (home grown)   | \$2.00 bouquet    |
| 6.  | <b>PRIZES OR OTHER GIFTS FOR PARTIES</b>                                     | purchase price    |
| 7.  | <b>REFRESHMENTS FOR PARTIES</b>  | purchase price    |
| 8.  | <b>ENTERTAINERS</b>  |                   |
|     | Amateur  | prevailing rate   |
|     | Professional   | prevailing rate   |
| 9.  | <b>MILEAGE TO AND FROM HOSPITAL</b>  |                   |
|     | Mileage per person, regardless of number in car                              | \$ .14 mile       |
| 10. | <b>DONATIONS</b>   |                   |
|     | Blood donations to blood banks or direct to veterans of VFW sponsored donors | \$69.00 pint      |
|     | To Department or District Hospital Fund                                      | Actual cash given |
|     | To VFW Hospital Day  | Actual cash given |

11.	VISITS AND PARTIES - SPECIAL PROJECTS	\$18.77 hour
12.	SEWING PROJECTS Bed soakers, jackets, pajamas, bathrobes, scuffies, lap robes, stump socks, crutch pads, chest binders, utility bed bags, commode cover, pan covers, laundry bags, wheelchair cushions, neck pillows, etc. (price of material only - no labor charged)	
13.	CLOTHES FOR REHAB WORK	
	Suit of clothes	\$25.00
	Sport coat	\$15.00
	Sport slacks	\$15.00
	Shirts	\$ 2.00
	Ties (new)	purchase price
	Ties (used)	\$ .50
	Socks (new)	purchase price
	Socks (used)	\$ .25
14.	HOBBY SHOP	
	Discarded clean nylon hose	\$ .75 lb
	Discarded clean cotton dresses	\$ .50 lb
15.	HOSPITAL EQUIPMENT	
	Hospital beds	\$80.00
	Lift Chairs	\$80.00
	Electric Carts	\$75.00
	Wheelchairs	\$45.00
	Commodes or Tables	\$25.00
	Crutches or Walkers	\$20.00
	Bed pan	\$15.00
	Crowfoot Canes	\$15.00
	Blood pressure Cuffs	\$ 5.00

NOTE: Check with local hospital equipment rental agency to obtain the dollar value rates if so desired.

## **TEACHER AWARD 2009-2010**

**GENERAL:** It is a fact that there is a nationwide shortage of teachers. Kansas is no exception. There are critical shortages of elementary school teachers and teachers specializing in math and science at all levels. The Veterans of Foreign Wars National Citizenship Education Teacher Award has never been more important than it is now. Good, patriotic teachers need our support and recognition. Please consider submitting at least one (1) nomination of an outstanding teacher from each Post in the Department of Kansas.

**AWARDS:** The Veterans of Foreign Wars initiated the National Citizenship Education Teach award in 1999 to recognize classroom teachers for promoting citizenship education with their students. Each national award teacher and his/her school will receive \$1,000, the Past Commander-in-Chief John Smart Award and a recognition plaque. The program brochure (following page) can be ordered from VFW Emblem and Supply or requested from Department Headquarters.

The Department of Kansas will award a recognition plaque to the best nominee from each of the three (3) grade categories, K-5, 6-8 and 9-12. Presentation of the award will be coordinated with the winning teacher's principal. The total Department program budget will be \$250.00.

**DEADLINES: Post:** The deadline for teacher nominations to be submitted to the Post Teacher Award Chair is November 1<sup>st</sup>. Posts may select one (1) entry for each of the three (3) grade categories K-5, 6-8, and 9-12 for submission to District. Post judging must be completed by November 15<sup>th</sup> utilizing the Teacher Award Judges Score Sheet (following page).

**District:** The deadline for teacher nominations to be submitted to the District Teacher Award Chair is on or before November 15<sup>th</sup>. Each nomination must be submitted with the enclosed Post Teacher Entry Form and VFW Teacher Nomination Form. Districts may select one (1) entry for each of the three (3) grade categories K-5, 6-8 and 9-12 for submission to Department District judging must be completed by December 15<sup>th</sup> utilizing the Teacher Award Judges Score Sheet.

**Department:** The deadline for teacher nominations to be submitted to the Department Teacher Award Chair is on or before December 15<sup>th</sup>. Each nomination must be submitted with the Post Teach Entry Form District section completed. The Department will select one (1) entry for each of the three (3) grade categories K-5, 6-8 and 9-12 for submission to Department. Department judging must be completed by January 10<sup>th</sup> utilizing the Teacher Award Judges Score Sheet.

**National:** The deadline for teacher nominations to be submitted to the National Headquarters is on or before January 15<sup>th</sup>. Each nomination will be submitted with the Post Teacher Entry Form Department section completed.

**TAKE A VET TO SCHOOL DAY:** The History Channel has developed a **Take a Vet to School Day** campaign to link veterans of all ages with young people in our schools and communities. **R. Lee Ermey**, a veteran and host of **Mail Call**, serves as the spoke person for this campaign. Please consider supporting this campaign at the Post level by coordinating a **Take a Vet to School Day** in your community. This would be a great way to connect with school superintendents, principals and teachers and build the kind of relationship we need for our VFW Teacher Award Program.

If you need help with your Post Teacher Award Program or Take a Vet to School Day, please contact: Robin Ray, State Teacher Award Chairman, 701 E 56<sup>th</sup> St S, Wichita, KS 67216, (316) 522-7483.

**VOICE OF DEMOCRACY  
2009-2010**

**CONTEST THEME - "DOES AMERICA STILL HAVE HEROES?"**

Voice of Democracy is a script-writing program designed to give high school students the opportunity to voice their opinion on a patriotic theme. This is a joint program with the Ladies Auxiliary. All ninth, tenth, eleventh and twelfth grade students enrolled in Kansas public, private, parochial schools, or home school study program are eligible to participate in this contest. Exchange students, students age 20 or over and previous first place department winners are not eligible to participate.

**CONTEST RULES:** Students record their original 3 to 5 minute essay on a standard cassette tape or a CD on this year's theme "DOES AMERICA STILL HAVE HEROES?" They submit their tape, a copy of their written essay and the completed entry form found in the service leaflet to the Post chairperson. The tape must be in their own voice without music, special effects or background sounds. Songs and poetry are not acceptable. Students may not provide anything in the essay that would identify them in any way.

**CONTEST DEADLINES:** Post Deadline is November 1, 2009. The winning post tape, the written essay, along with the complete entry form and the student biographical questionnaire and parent release form must be in the hands of the District Chairman by **November 15, 2009**. The District winner must be in the hands of the Department chairman by December 10, 2009. The District chairman must also submit the entry form, the essay and photo. **IF YOU NEED MORE INFORMATION FROM THE STUDENT- SS Number, etc. GET IT FROM THE LOCAL CHAIR OR CALL THE STUDENTS NOW. DEPARTMENT WILL NOT NEED THAT INFORMATION.** The District chair should also submit the participation report that will be mailed to you in November.

**AWARDS**

3rd place winner	\$ 400.00
2nd place winner	\$ 600.00
1st place winner	\$1000.00
Trip to Washington, DC	
Trip to Academy of Achievement	
Department winner is guaranteed at least \$1,000 at National level	
The National winner receives \$30,000.00.	
(\$300.00 will be paid by the Ladies Auxiliary)	

Districts will be responsible for the district winner's room at the Mid-Winter Conference. We would encourage the district's to invite the district winners to their spring conventions.

Certificates, entry forms, pins, plaques, etc. may be ordered from VFW National Supply. Use these to thank students for entering the contest. The local entry form may also be printed from the National VFW web site: <http://www.vfw.org/pdf/vod.pdf>

We would encourage Posts and Auxiliaries to also use these items to thank all volunteers who helped with this program. Be sure to get the information to the local radio stations, television stations, and newspapers. Ask a teacher you know to help coordinate the effort at school. Take a short announcement to the school and ask them to put the information on their daily bulletin, daily announcements, or with their scholarship information packet. Department awards will be presented at Mid-Winter Conference in January 2010.

District winner tapes and completed entry forms are to be sent to:

Robert Petterson  
State VOD Chairman  
323 E 6<sup>th</sup> St  
Beloit, KS 67420-2417  
(785) 738-3011

### **BUDGET**

#### **AWARDS:**

1st place award	\$1000.00
2nd place award	600.00
3rd place award	\$400.00
(\$300.00 paid by Ladies Auxiliary)	

#### **MID-WINTER**

11 banquet tickets @ \$20.00 (9 District winners & 2 State VOD Chairs)	220.00
Jackets for the 9 district winners @ \$60.00	540.00
3 medals	30.00
9 VOD pins	47.00
9 VOD jacket patches	47.00

#### **TRIPS**

Trip to Washington DC (National expense)	
Round trip plane ticket	376.00
State Pins to hand out by winner	40.00
Freedom Foundation Trip Expense	
2010 paid to National Headquarters	450.00
Miscellaneous	50.00

	3800.00
(Ladies Auxiliary)	-300.00

<b>TOTAL</b>	<b>\$3500.00</b>
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### **WAYNE E. RICHARDS AWARD**

The Wayne E. Richards Award will be presented to an individual Kansas VFW member who has been an active VFW member for several years in the Post, District or Department.

Qualifications and nominating forms will be emailed the latter part of February and completed forms must be received at Department Headquarters no later than the deadline on the form.

The award will be presented at the 2010 Department Convention banquet.