

# TEACHERS AWARD

**Chairman: Joseph "Joe" DeShields**  
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**Brea, CA 92821**  
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Post and District Chairman should refer to the National VFW Programs Guide "It's About Service" - Materials are also available from VFW Emblem and Supply, or by visiting [www.vfwdepartmentresources.org](http://www.vfwdepartmentresources.org)

## HOW TO SUBMIT A NOMINEE

To nominate a Teacher, the Post shall complete the following steps and forward this information to your District Teachers Award Chairman. Each Post may submit no more than three (3) Post winners; one for each grade level.

1. Original VFW Teacher Nomination form (Enclosure #1) and an essay of not more than 350 words, signed by the person nominating the teacher.
2. Official Post Teachers entry form (Enclosure #2) with signatures at Post and District levels.
3. Submit a one page resume. No more than two pages.
4. Submit up to five (5) pages of additional information
5. Include a good quality head and shoulders photograph. Will accept .pdf file if good quality.

The District Chairman shall select a District winner for each grade level and complete the District Reporting Participation Summary (Enclosure #3) and forward to the Department Chairman along with the documents described in Items #1-#5 above. **NOTE:** All entries must be submitted to the Department Chairman by no later than December 15, 2011.

District Chairmen will then forward the District entries to the Department Chairman. Note: All entries must be submitted to the Department Chairman **NOT LATER THAN December 15, 2011.** For Posts that do not have a District program, submit your entry directly to the Department Chairman

The Department Chairman will select a state winner and forward that entry and any required reports to National. The Department Chairman will also provide Department Headquarters by January 31, 2012 with a cumulative report (Enclosure #4) of all of the Posts that participated, by District, which will then be used to give credit in the All-State Program. **NOTE:** The accuracy of the Department Participation Summary Report (Enclosure #4) depends solely on each District submitting and accurate District Reporting Summary (Enclosure #3).

## COMMON ERRORS

1. The same person **MUST SIGN AND DATE BOTH** the "NATIONAL VFW NOMINEE FORM" in the "Person submitting entry" block **AND** the "teacher nomination letter".
2. That **ALL** letters of recommendation are signed and dated by the people making them.
3. That you meet the teacher photograph requirements. A teacher class room photo with students is **NOT** acceptable.
4. That you review the five (5) requirements set forth under: "How to submit a nominee", place all documents in order (1 thru 5). Re-review for completeness.

## HOW TO REPORT

**PLEASE NOTE NEW REPORTING FORM (visit our home page at [www.vfwca.org](http://www.vfwca.org) or go to [www.ca.vfwportal.net/](http://www.ca.vfwportal.net/)) and enter your program reporting information.**  
**PLEASE NOTE – FORM 12'S ARE NO LONGER ACCEPTED**

***Important!*** – To qualify for awards a Post must send a copy of the Program Reporting to the Department Chairman with all applicable attachments.

## AWARDS

A plaque will be awarded at the Mid-Winter Conference for the most outstanding Post and District Teachers Award Program as determined by the Chairman.

- Category K-5 - \$500 to teacher + plaque
- Category 6-8 - \$500 to teacher + plaque
- Category 9-12 - \$500 to teacher + plaque
- Invitation to our Mid-Winter Conference during January in Sacramento, CA.

## DEPARTMENT DEADLINES FOR 2011-2012:

Entry Deadline to the Post:	November 1, 2011
Post Deadline to submit to District:	November 15, 2011
District Deadline to submit to Department:	December 15, 2011

## **Teacher Award Reporting Forms**

Enclosure #1 - National Citizenship Education Teacher Award, Grades K-12

Enclosure #2 - Post Teacher Entry Form

Enclosure #3 - District Participation Summary Report

Enclosure #4 - Department Summary