**Veterans of Foreign Wars**

**Department of Indiana**



**SHEILA CORCORAN**

**STATE COMMANDER**

**2023-2024**

**MEMBERSHIP PROGRAM**

**&**

**LEADERSHIP MANUAL**

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Greetings Comrades,

Congratulations to all of our newly elected and appointed officers for the 2023-2024 year. You are the leaders and backbone of this organization. You, as a leader, are instrumental in carrying out the mission of the Veterans of Foreign Wars.

Our department motto this year is Ready, Caring and Proud.

* + Ready-fully prepared
  + Caring-displaying kindness and concern for others
  + Proud-having or showing self-respect or self-esteem

I believe if we incorporate these definitions into our daily lives we will succeed.

Get out of your Post. Perform community service and Buddy Poppy drives. Contact your local schools and communities to promote the VFW programs: Teacher of the Year, Patriots Pen, Voice of Democracy, Police/Fire/EMT, and Scout of the Year. If you get out of your post the membership goals will be easily achieved. Wear your VFW covers and shirts. Promote our name!

We have three new programs this year:

* JROTC Cadet of the Year
* Employer of the Year
* VFW member of the year

To be eligible for All State Post or All State District this year you are required to submit one candidate from **one** of these programs.

VFW National membership goal this year is 102%. Our membership goal is also 102%. This will be a challenge, but I truly feel it is an attainable goal. We have a great experienced membership team that is ready and available to assist the posts and districts statewide.

As we begin the 2023-2024 year, I want you to know I am available and want to be at your service. Do not hesitate to contact me or any of the department officers for assistance.

Department Commander

Sheila Corcoran

VFW Post 1587

1621 Cunningham Road

Speedway, IN 46224

317-413-8142

[**scorcoran.vfw@gmail.com**](mailto:scorcoran.vfw@gmail.com)

**CONTACT INFORMATION**

**State Officers**

**Commander**

Sheila Corcoran - 317-413-8142 - [scorcoran.vfw@gmail.com](mailto:scorcoran.vfw@gmail.com)

**Senior Vice Commander**

Cory Mahan – 812-385-6866 – [cory.mahan.vfw@gmail.com](mailto:cory.mahan.vfw@gmail.com)

**Junior Vice Commander**

Roger Ferguson – 812-480-4154 – [rferguson8169@gmail.com](mailto:rferguson8169@gmail.com)

**Surgeon**

David Hammons-317-590-4921 – [dhammonsvfw@gmail.com](mailto:dhammonsvfw@gmail.com)

**Headquarters Staff**

**Adjutant**

Rebecca Murphy – 765-561-4754 – [adj@vfwin.org](mailto:adj@vfwin.org)

**Quartermaster**

Dan Claxton – 317-250-8080 – [qm@vfwin.org](mailto:qm@vfwin.org)

**Office Administration / Communications**

Open Position – 317-377-1795

**Department Headquarters**

9555 E. 59th street

Indianapolis, IN 46216

Main Number (317) 377-1795

Fax Number (317) 377-1797

**State Service Officers**

**Department Service Officer**

Shawn Ransford – 317-916-3629 – [shawn.ransford@va.gov](mailto:shawn.ransford@va.gov)

**Assistant Department Service Officer**

Mark Carr – 317-916-3629 – [mark.carr1@va.gov](mailto:mark.carr1@va.gov)

**Veterans Service Officer**

Shannon Carr – 317-916-3629 – [Shannon.carr@va.gov](mailto:Shannon.carr@va.gov)

**Receptionist**

Open Position – 317-916-3629

**Veterans Service Office**

575 N Pennsylvania Street

RM 319

Indianapolis, IN 46204

Main Number (317) 916-3629

**Indiana VFW Auxiliary**

Department Officers

**President**

Gennie Pickens – 574-210-8310 [genniepic1951@yahoo.com](mailto:genniepic1951@yahoo.com)

**Senior Vice President**

Kathy Hankins – 765-227-0238 [bossmabel2001@yahoo.com](mailto:bossmabel2001@yahoo.com)

**Junior Vice President**

Jessie Davenport – 260-749-4377 [jdavenp93@outlook.com](mailto:jdavenp93@outlook.com)

**Treasurer / Secretary**

Kasey Osborn – 260-273-9571 [osburn.kassandra@gmail.com](mailto:osburn.kassandra@gmail.com)

**Chaplain**

Carolyn Patch – 317-556-5801 [cjpatch@mail.com](mailto:cjpatch@mail.com)

**Chief of Staff**

Annette Hullinger – 260-760-2118 [ahullinger@frontier.com](mailto:ahullinger@frontier.com)

**National VFW Numbers**

Kansas City Office– 833-839-8387

Washington D.C. Office – 202-543-2239

Emblem & Supply Store – 833-VFW-VETS

Member Service Center – 833-VFW-VETS

Insurance Program – 800-VFW-VETS

Post Insurance - 800-829-8390

VFW Member Benefits – 833-VFW-VETS

**The VFW Mission**

To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military, and our communities. To advocate on behalf of all veterans.

**The VFW Vision**

Ensure that veterans are respected for their service, always receive their earned entitlements, and are recognized for the sacrifices they and their loved ones have made on behalf of this great country.

**The VFW Core Values**

* Always put the interests of our members first
* Treat donors as partners in our cause
* Promote patriotism
* Honor military service
* Ensure the care of veterans and their families
* Serve our communities
* Promote a positive image of the VFW
* Respect the diversity of veteran opinions

**The VFW Purpose**

The purposes of the corporation are fraternal, patriotic, historical, charitable, and educational, and are:

* to preserve and strengthen comradeship among its members;
* to assist worthy comrades;
* to perpetuate the memory and history of our dead, and to assist their surviving spouses and orphans;
* to maintain true allegiance to the Government of the United States, and fidelity to it Constitution and laws;
* to foster true patriotism;
* to maintain and extend the institutions of American freedom; and
* to preserve and defend the United States from all enemies.

The Mission, Vision, and Core Values are all based upon the purpose of the VFW. Our purpose establishes why we exist.

Veterans of Foreign Wars Posts, just as individuals do, sometimes lose sight of their objectives. As individuals most of us take inventory now and then to make certain that we are staying on track and heading toward our objectives. The good Veterans of Foreign Wars Post will follow this same practice to ascertain its current status.

**Duties & Responsibilities of a Post Commander**

The duties and responsibilities of a Post Commander are extensive, and the list below is by no means complete. This is an attempt to provide Post Commanders a resource and a basic guide. Without a doubt being a Post Commander is the hardest job in the VFW. Your best resources are previous Commanders, your District Commander, the latest version of the Congressional Charter, Bylaws, Manual of Procedure and Ritual. If you do not have the Manual of Procedures and Rituals book, it is available online at VFW.ORG or the VFW Store.

1. **Familiarize yourself with:**
   1. VFW Congressional Charter, Bylaws, Manual of Procedure and Ritual
   2. Department Bylaws
   3. Department Club Rules
   4. Post Bylaws
   5. Post Club/House Rules (if applicable)
   6. Post Standard Operating Procedures (SOP) or other written policies (if applicable)

**2. Holding monthly Post meeting,** Familiarize yourself with:

**a.** Robert’s Rules of Order

* Know how to handle motions
* Basic parliamentary procedure

b. Know when to use the gavel and when to salute

* One rap calls attention or seats the body when standing
* Two raps of the gavel call everyone to standing attention

c. Prepare a written guide or use the VFW Ritual to run a proper meeting

* At the start of each meeting have the members recite the purpose of the VFW, section 230102 – Purposes of the Congressional Charter (see ritual)

d. Ensure accurate minutes are taken

e. Properly initiate any new members

f. Ensure General Orders are reviewed

g. Only official VFW covers are allowed, no ball caps

1. **You are responsible for the Post participating in the following Programs:**
   1. Voice of Democracy
   2. Patriot’s Pen
   3. Teacher of the Year
   4. Scout of the Year
   5. Buddy Poppy
   6. Community Service
   7. Police/Fire/EMT
2. **Membership – Everyone’s Responsibility**
   1. Understand the State and National Membership Plans. The Post’s goal is to achieve **All State** and **All** **American.**
   2. Know your membership resources: Department Membership Chairman and District membership chairpersons.
   3. Appoint a member to be your Post Membership Chairperson.
3. **Membership Eligibility – New and Transfers**
   1. Ensure each new member application or transfer is reviewed by the membership investigation committee for eligibility. This should include both new candidates and transfers.
   2. Your membership must vote on any new or transferred member. The membership may accept or deny any new candidate or transferring member.
   3. Each new member must be initiated, see Initiation ceremony in the ritual.
4. **You are responsible for the Post Inspection being completed.**
   1. Not the Quartermaster – You are responsible.
   2. Ensure the Quartermaster and the Adjutant have the documentation called for on the Inspection form.
   3. Prepare in advance for the Inspection.
   4. Remember Inspections are not a PASS/FAIL – they are merely a program to ensure your Post is on the right track.
5. **Post Officers**
   1. Ensure all officers of the Post understand their responsibilities. (See VFW Congressional Charter, Bylaws, Manual of Procedure and Ritual).
   2. Work with the junior officers, develop your team, someday you want them to become Commander.
   3. Have them attend School of Instruction at the District and State level.
6. **If you have a canteen/club room.**
   1. Ensure your House Committee understands their responsibilities.
   2. Ensure they are familiar with the Department Club Rules.
   3. You and the Quartermaster are members of the House Committee.
   4. You are not the manager of the canteen/club room, the House Committee is tasked with managing the canteen/clubroom.
7. **District & Department functions:**
   1. Post Commander or your representative must attend District meetings. If your Post misses two in a row the Post Commander will be relieved.
   2. You should attend the District and Department School of Instruction.
   3. Your Post should be represented at all District and Department functions, including:

* Fall and Spring Conference
* State Convention
* State visit to the National Home and Indiana Veterans Home.

1. **Miscellaneous:**
   1. Election Report:

* Ensure it is correct, including emails and phone numbers for each position.
* If someone resigns or is no longer filling the position then you need to update the election report.
  1. Ensure the Quartermaster is properly bonded.
  2. Ensure the Quarterly Trustee Audit is completed by the Trustees not the Quartermaster.
  3. Ensure all Fees to the District and Department are paid when due.
  4. Ensure delegates are elected to the Department and the National Conventions.
  5. There are many awards available to deserving members. Review the Department Awards and submit candidates.

**Schedule 2023-2024**

**July 2023**

3-4 Independence Day (Office Closed)

22-27 National Convention Phoenix, AZ

**August 2023**

4-6 State Golf Outing Richmond

18 C of A Meeting, Indianapolis Marriott East

19 School of Instruction, Indianapolis Marriott East

**September 20223**

4 Labor Day (Office Closed)

11 Patriot Day

15 POW/MIA Day - War Memorial, Indianapolis

17 -19 Café – Golden Spike National Historical Park, Salt Lake City, UT

24 Indiana Day, National Home for Children, Eaton Rapids, MI

**October 2023**

1 VFW Day Indiana Veterans Home, Lafayette, IN

5-7 State Campout, Rushville, IN

9 Columbus Day (Office Closed)

20-22 Big 10 Conference Itasca, IL

22-24 National President’s Visit

27 C of A Meeting, Indianapolis Marriott East

28-29 Fall Conference. Indianapolis Marriott East

**November 2023**

**10** Veterans Day Parade-Indianapolis

11 Veterans Day (Office Closed)

23 Thanksgiving (Office Closed)

**December 2023**

7 Pearl Harbor Day

8-10 C of A, Nashville, IN

25 Christmas (Office Closed)

**January 2024**

1 New Year’s Day (Office Closed)

15 Martin Luther King Day (Office Closed)

**February 2024**

19 Presidents Day (Office Closed)

**March 2024**

2-6 Voice of Democracy, Washington, DC

3-7 Legislative Conference, Washington, DC

21 C of A Meeting, Indianapolis Marriott East

22-23 Spring Conference, Indianapolis Marriott East VOD/PP Banquet

29 Good Friday (Office Closed)

**April 2024**

? Testimonial (TBD)

12 Mother’s Day

27 Memorial Day (Office Closed)

30 Awards Deadline to State Headquarters

**June 2024**

13-15 C of A Meeting, Indianapolis Marriott East

State Convention, Indianapolis Marriott East

**VFW NATIONAL PROGRAM DEADLINES DATES**

**Smart / Maher Citizenship Education Teacher Award**

* October 31, Entries to the Post
* November 15, Completion of Post judging
* December 15, Completion of District judging
* February 1, Department winners and reports due to National (to guarantee receipt for Department Spring Conference presentation.

**Voice of Democracy and Patriot’s Pen**

* October 21, Student entries to the Post
* November 15, Completion of Post judging
* December 15, Completion of District judging
* January 10, Completion of Department judging.
* January 15, District participation reports due to Department Chairperson
* January 15, Department winners due to National
* January 31, Department reports due to National.

**Scout of the Year**

* March 1, Scout entries to the Post
* April 1, Post entries to Department Scouting Chairperson
* May 1, Department entry to National from Department Scouting Chairperson

**Community Service**

* April 30, Post Special Project, and Fred C. Hall Submission (Dept to National)
* April 30, National Outstanding Community Service Post Submission (Dept to National)
* April 30, Department Community Service Report (Dept to National)

**Public Servant National Award (Law Enforcement, Firefighter, Emergency Services)**

* January 1, Nominations due (from Post to Department)
* February 1, (to guarantee receipt for Department Convention presentation), Nominations due from Department to National.

**National Certificate of Recognition**

* April 1 (to guarantee receipt for Department Convention presentation), List due to National from Department.

**VFW Member of the Year**

**Purpose:**  The  award is to recognize a member of the Veterans of Foreign Wars who has exemplified in their actions and accomplishments, the true spirit of our Organization in serving the needs of their Post, and Community, and who has dedicated themselves in a professional manner to addressing the Pillars of our Organization.  Department leaders are encouraged to submit to VFW Programs office a narrative write up on a comrade from their Department that is leading from the front and supporting one or more of the purposes of our Congressional Charter.

Awards:

* 1st Place $200 – Plaque
* 2nd Place $150– Plaque
* 3rd Place $100– Plaque

**Employer of The Year**

To confer recognition on one employer for outstanding records in the hiring and retention of veterans.

Nominations due to State Headquarters by 1 April 2024. Submit to National NLT 28 April 2024.

Award:

* Plaque

**JROTC Cadet of the Year**

VFW award for special recognition of outstanding achievement and exceptional leadership for Junior ROTC Cadets. This award seeks to recognize a remarkable cadet who will become a leader in their community and serve their country.

Award:

* 1st Place $200 – Plaque
* 2nd Place $150 – Plaque
* 3rd Place $100 – Plaque

**DEPARTMENT AWARDS & DEADLINE DATES**

**Community Activity Award –** **2 Awards**

* First award for the total Community Service
* Second Award-based on the highest percentage of increase in Community Service as reported by the Community Service Chairperson as of April 30, 2024 presented at Department Convention.
* As reported by Community Service Chairperson as of April 30, 2024. Presented at Department Convention.
  + 1st Place $150 – Plaque

**Loyalty Day Parades**

Based on submissions received by May 20, 2024. Submission to include a narrative of the parade, number of Post participating, any State officers, pictures and estimated public attendance. The Post that sponsors the District Parade is eligible for the Post Award. Submissions to the Loyalty Day Chairperson. Presented at Department Convention.

Awards:

* District
  + 1st Place $100
* Post
  + 1st Place $100 – Plaque

**Post Publication Award**

Based on submissions received by April 30, 2024. Submission should include copies of publications for the previous year, electronic versions preferred. Include name of editor. Submissions made to Combat Veteran Editor. Presented at Department Convention.

Awards:

* + - 1st Place $100 – Plaque
    - 2nd Place $50 – Certificate

**Honor / Color Guard Award**

Based on submissions received by April 30, 2024. Submissions include pictures of events, parades, and funeral ceremonies. Number and type of events. Submission to the Junior Vice Commander.

Awards:

* 1st Place $100 – Plaque
* 2nd Place $75– Certificate

**James Butter - Post Service Officer Award**

Based on submissions received by April 30, 2024. Submission to include number of veterans assisted, events held, coordination with Department Service Officer. Submissions made to the Department Service Officer. Presented at Department Convention.

Awards:

* 1st Place $100 – Plaque
* 2nd Place $75– Certificate

**Scharrfin Award**

Post with the most attendees at the annual National Home Day with the largest donation to the National Home. Submission to include picture of attendees at the National Home and proof of donation from the National Home. Submission to Adjutant. Presented at Fall Conference.

Awards:

* Best Post $100 – Plaque

**Indiana Veterans Home Award**

Post with the most attendees at the Indiana Veterans Home Day and with the largest donation to the Indiana Veterans Home. Submissions due by NLT 13 October 2023. Submission made to the Adjutant. Presented at Fall Conference.

Awards:

* Best Post $100 – Plaque

**Kieston Holloway Chaplain Award**

The Kieston Holloway Chaplain of the Year Award is an annual award to Honor Post and District Chaplains for their commitment and service to our veterans. Submissions due by April 30, 2024. Submit nominations to the State Chaplain. Presented at Department Convention.

Award:

* 1st Place $150 – Plaque
* 2nd Place $100– Certificate

**Dwight D Eisenhower Leadership Award**

Commanders, selection from the outstanding leaders within the Department. Presented at Department Convention.

Award:

* Individual– Trophy

**MEMBERSHIP PROGRAM**

Membership recruitment is one of the toughest jobs there is in the VFW. Membership starts at the Post level, and it is a Post Program. We need to ensure that we involve our members in recruiting and retention. We have too many members who do not renew their membership.

Encourage members when they sign up or renew their membership to become Life Members. Members can pay the entire Life Members’ dues at once or use the 12-month payment plan. There is also the option to utilize the 2-year membership as well. We are only as strong as our membership.

1. **Membership Objectives**
   * Achieve 102% in Membership
   * For everyone to recruit at least one new member and then mentor that member.
   * Increase membership drives and/or events.
   * Develop new Posts and/or revitalize existing Posts.
   * Increase Life Membership and Legacy Life Membership
2. **Membership Resources**

In order to assist our Posts, Districts, and Departments in meeting the goals set out by the Commander-in-Chief in this membership program, the National Headquarters has a wealth of resources at your disposal. Many of those are available free of charge to our members.

* + Membership materials ranging from applications, recruiting brochures, posters, and benefits brochures can be ordered directly from the Membership Department using the Membership Order Form, located under Membership Quick Links once you log into vfw.org.
  + Resources for Post Development, Membership Campaigns, and Mentorship such as training guides, videos, and webinars are available in the Training & Support section on vfw.org.
  + Promotional tools such as radio spots, sample advertisements, public service announcements, and media kits are all available through the Media Room on vfw.org.

1. **Membership Team:**
   * + - Membership Chairman Ken Lange
       - District 1 & 2 Dan Petersen
       - District 3 & 4 Dick Lineberry
       - District 5, 9 & 10 Judy King, Rebecca Murphy
       - District 6 Ken Lange
       - District 7 & 8 Joe Misuraca
       - District 11 Russell Pryor

**Incentives**

**Early Dues Payment Incentives**

**All Data Must be Confirmed in VFW National Memstats**

**Continuous Member-**Any Continuous member, new member or newly reinstated member who pays their dues by Oct 14, 2023, will have their name placed into a drawing for $100. Unless their name is drawn, the names will remain eligible for the next drawing.

**Continuous Member-**Any Continuous member, new member or newly reinstated member who pays their dues by Nov 18, 2023, will have their name placed into a drawing for $100. Unless their name is drawn, the names will remain eligible for the next drawing.

**Continuous Member-**Any Continuous member, new member or newly reinstated member who pays their dues by Dec 30, 2023, will have their name placed into a drawing for $100.

**District Incentive-**Any District that has every post recruit at least one new member by December 1, 2023, will receive $1,000 to their district funds. If achieved after December 1, 2023, and before May 1, 2024, the District will receive $750 to their district funds.

**Legacy Life-**Any member who becomes a Legacy Life member or advances a level (Bronze to Silver or Silver to Gold) will be placed in a drawing. If paying on installment plan, the plan must be completely paid to be eligible. If a Legacy Life member advance multiple levels they will have an entry for each level they advance. The drawing will be held at the 2024 State Convention.

* 1st name drawn - $200
* 2nd name drawn- $250

**Life Member-**Any member who joins as a Life member, converts to a Life member or a reinstate member who converts to Life member will be placed in a drawing. If paying of an installment plan the plan must be completely paid to be eligible. The drawing will be held at the 2024 State Convention.

* 1st name drawn - $100
* 2nd name drawn- $150

**“OPEN TO ALL MEMBERS”**

**RECRUITER INCENTIVES**

All members in good standing are eligible for Department Recruiter Awards. Recruited members must be Department of Indiana members. Award deadline is June 1, 2024. Recruiters will receive their awards and be recognized at the State Convention.

* 10-New or reinstated members will receive a Commander’s-Gift & certificate.
* 15-New or reinstated members will receive a Commanders Coin and $75.00.
* 25-New or reinstated members will receive a Commander’s-Gift and $150.00.
* 50-New or reinstated members will receive $250.00.
* 75-New or reinstated members will receive a $350.00 stipend to the National Convention.
* 100-New or reinstated members will receive a $500.00 stipend to the National Convention.

These awards are cumulative and will be presented at the very next Department meeting after the level is met. In summary, if you recruit 100 new or reinstated members for the Department of Indiana you will receive all the awards listed above, a cash total of $1325.00. If you receive another stipend to the National convention, you will receive the recruiter award for $75 and $100 in CASH, but you must attend the National Convention to receive the cash award.

**POST INCENTIVES**

**Legacy Life Incentive**

The Post having the largest increase in Legacy Life Members or Legacy Life members who advance a level (Bronze to Silver or Silver to Gold) by May 31, 2024 (minimum of 3). If paying on an instalment plan, the plan must be completely paid to be eligible. The Post will receive $100.00 and will be recognized at the Spring Conference.

**Highest Percentage in Membership**

The top 3 Post by Division in membership percentage on October 15, 2023, will be put into a drawing for $150.00 and will be recognized at the Fall Conference.

The Post having the highest percentage in membership on December 29, 2023, will receive $150.00, two banquet tickets for the Spring Banquet and will be recognized at the Spring Conference.

The Post having the highest percentage in membership on January 31, 2023, will receive $100.00, two banquet tickets for the Spring Banquet and will be recognized at the Spring Conference.

**102% In Membership**

Post achieving 102% in membership prior to December 29,2023 will be put in a drawing for $300.00 and will be recognized at the Spring Conference.

All Posts achieving 102% in membership prior to December 29,2023 will receive two banquet tickets for the Spring Banquet and will be recognized at the Spring Conference.

The leading Post Commander by Division whose Post has at least 5 new or reinstated members and has 102% membership by June 1, 2024, will receive $200.00 and will be formally recognized at the State Convention.

**DISTRICT INCENTIVES**

**Legacy Life Incentive**

The District having the largest increase in Legacy Life Members or Legacy Life members who advance a level (Bronze to Silver or Silver to Gold) by March 15, 2024, minimum of 4. If paying on an instalment plan, the plan must be completely paid to be eligible. The District will receive $500.00 and will be recognized at the Spring Conference.

**Highest Percentage in Membership**

The District with the highest percentage of membership by October 15, 2023, will receive $200.00 towards their hospitality room and be recognized at Fall Conference.

The District with the highest percentage in membership, with at least 90% +1 by October 15th, 2023, will receive $200.00, four banquet tickets for the Spring Conference and will be recognized at the Fall Conference.

Any District with at least 90% +1 by December 29, 2023, will receive $200.00, four banquet tickets for the Spring Banquet and will be recognized at the Spring Conference.

**DISTRICT COMMANDER AWARDS**

Each District Commander who attains 100% in membership on December 20, 2023, held a school of Instruction by October 1, 2023, and had a new and reinstate in each post will receive $150.00.

The District Commander who attains 102% in membership on June 1, 2024, leads the State in Membership, had a School of Instruction by October 1, 2023, and had a new or reinstate in each post in their District will receive a $200.00 award.

For a District Commander to be a Round Robin Commander, all posts must be 102% in membership by May 31, 2024. They will be recognized at the State Convention. If a District Commander becomes Round Robbin after May 31st, 2024, they will be recognized at School of Instruction.

**NEW AND REINSATE AWARDS**

The leading Post Commander by Division whose Post has at least 10 new or reinstated members and has a total membership of 102% by June 1, 2024, will receive $200.00.

**POST QUARTERMASTER AWARDS**

Post Quartermasters selected as All State Quartermasters will receive an All-State Quartermaster cap, certificate, and lapel pin at the State Convention. The Team Captain will receive the Orval B Holycross Award.

**All State Program**

**All-State Post Criteria**

* Membership must be at least **102%,** to include 1 new and reinstate included by April 30, 2024 (to be recognized at State Convention)
* Must conduct one Membership recruiting events, submit reports through All- American Dashboard
* Post-Election Report must be submitted to National Headquarters
* Meet all the following Program Participation Criteria:
  + Voice of Democracy - minimum of one entry advanced to District judging
  + Patriots Pen - minimum of one entry advanced to District judging
  + Hold a fundraiser with the proceeds going to Veterans & Military Support Programs Services, minimum of $100.
  + National Citizenship Education Teachers Award – one entry advanced to District judging
  + A Post must submit a community service report quarterly to their department for submission to the All-American Dashboard.
  + Pass Post inspection: All deficiencies corrected or in the process of being corrected. Submit documentation.
  + Buddy Poppy- Purchase Three per member in the Post
  + Must submit an entry for **ONE** of the following to District:
    - * Employer of the Year Nomination
      * JROTC Cadet of the Year Nomination
      * VFW Member of the Year Nomination

**All State Post Commanders Awards**

All State Post Commanders will receive the following Awards for achieving All-State Status:

* All State Commanders Cover
* All State Commanders Lapel Pin
* All State Certificate
* Department All State Gift

All State Post Quartermasters will receive the following Awards for achieving All-State Status:

* All State Quartermaster Cover
* All State Quartermaster Lapel Pin
* All State Certificate
* Department All State Gift

**All State District Criteria**

* Membership must be at least **102%**
* Conduct one Membership recruiting events, submit report through the All-American dashboard.
* District-Election Report must be submitted to National Headquarters.
* Meet all the following Program Participation criteria:
  + Voice of Democracy - minimum of one entry advanced to Department judging
  + Patriots Pen - minimum of one entry advanced to Department judging.
  + National Citizenship Education Teachers Award – one entry advanced to Department judging.
  + Must submit an entry from **one** of the following to Department:
    - * Employer of the Year Nomination
      * JROTC Cadet of the Year Nomination
      * VFW Member of the Year Nomination
  + All Post have been inspected: All deficiencies corrected or in the process of being corrected. Submit documentation.
  + District has been inspected: All deficiencies corrected or in the process of being corrected.

**All State District Commanders Awards**

All State District Commanders will receive the following Awards for achieving All-State Status:

* All State Commanders Cover
* All State Commanders Lapel Pin
* All State Certificate
* Department All State Gift

All State District Quartermasters will receive the following Awards for achieving All-State Status:

* All State Quartermaster Cover
* All State Quartermaster Lapel Pin
* All State Certificate
* Department All State Gift

**VFW Employer of the Year Award**

**Purpose of the Award:** To recognize an employer for outstanding service in the supporting, hiring and retention of veterans.

**Deadline:** The deadline for submission of nominations of employers of veterans to State Headquarter is no later than 1 April 2024. Nominations received after that date will not be eligible for consideration of the national award. Nominations by Departments must be sent to National Headquarters NLT 28 April 2024

**Procedure:** Nominations from Departments must be sent to National Headquarters via this form only. Nominations that arrive without supporting information will not be eligible for the national awards.

Only those nominations that include adequate documentation on the nominee’s employment practices concerning veterans will be considered for the National VFW Employer of the Year Awards. The nominator should provide a copy of the company’s written policy on employment of veterans if available, a description of how the employer supports veterans’ activities in the community, and any other reasons why the nominee should be selected to be the Employer of the year Award winner. *Governmental agencies are not eligible for this award.*

**Award:** The National Winner will receive a plaque to be presented by the National Commander at the Annual National convention and will receive a trip to travel to the convention city to accept the award.

* Nominations to Post by March 1st, 2024.
* Nominations to District by March 15th, 2024
* Nominations to Department by April 1st, 2024
* Nominations by Departments must be sent to National headquarters NLT April 28th, 2024.

**Judging Criteria:**

1. Identify and describe the employer’s programs and or benefits designed to recruit veterans, including innovative business practices used to increase veteran recruitment.

2. Describe the employer’s policies that give a preference to hire veterans, referring veterans, or any other veteran policy (i.e. VA veteran sick leave hours). Provide the positive and significant impacts these policies have on the employer’s business results.

3. Describe the employer’s policies or initiatives that improve the current and future veteran employer’s career opportunities.

4. Provide the number of veterans employed, the total number of employees, and the percentage of veterans employed during a set time period: 1 January 2023 to December 31st, 2024.

5. Describe collaborative efforts with business organizations , educational partners, and community organizations that improve veteran employment opportunities.

6. Explain why veterans would choose this employer over other employers.

7. Provide documented endorsements, newspaper articles, awards, or letters of support highlighting the nominee’s contributions to veteran friendly employment or retention.

8. Provide the number of veterans employed with the employer for over one year.

9. Provide the number of veterans employed with the employer for five years.

**VFW Employer of the Year Award**

**Nomination Form**

Nominator’s Name: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee’s Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer’s Point of Contact: ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why do you feel this employer deserves this award?

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Please attach additional pages, as necessary.

## **VFW JROTC Cadet of the Year**

VFW award for special recognition of outstanding achievement and exceptional leadership  for Junior ROTC Cadets. This award seeks to recognize a remarkable cadet who will become a leader in their community and serve their country.

**Criteria:**

Possession of individual characteristics contributing to leadership including:

* Positive attitude toward the JROTC program.
* Outstanding military bearing and conduct both in and out of uniform.
* Personal attributes (self-confidence, initiative, flexibility, judgement).
* Patriotism (commander or member of color guard, drill team, flag protocol instruction team, and actively promote Americanism). Shows devotion to school, community, America. An individual(s) who practices service through repeated acts of support.
* Courtesy (dependability, punctuality, human relations, respect, cooperation).
* Growth potential (capable of assuming high leadership responsibilities in JROTC Unit with additional training and experience).
* Demonstrated leadership potential, military bearing, and scholastic achievement.
* Attainment of a grade of "B" in JROTC with an overall average of "C" in all subjects for the previous semester. Must not have a failing grade in any subject for that period of time.
* Must be active in at least one other student co-curricular activity or club: i.e., music, athletics, student government, junior achievement, etc.

Eligibility:

* Any 10th,11th, or 12th grade student that is currently enrolled as a JROTC Cadet actively engaged in the JROTC program, and one who meets the criteria for the award.

Procedure:

* Nominations to Post by March 15th, 2024.
* Nominations to District by April 1st , 2024
* Nominations to Department by April 30th, 2024
* The department will submit to National **NLT May 12th**.

**VFW JROTC Cadet of the Year Award**

**Nomination Form**

Nominator’s Name: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_

Nominating Post: ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominating District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee’s Rank and Name: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee’s School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JROTC Instructor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why Do you feel this Cadet deserves this award?

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

Please attach additional pages, as necessary.

**VFW MEMBER OF THE YEAR**

**Purpose:**  The  award is to recognize a member of the Veterans of Foreign Wars who has exemplified in their actions and accomplishments, the true spirit of our Organization in serving the needs of their Post, and Community, and who has dedicated themselves in a professional manner to addressing the Pillars of our Organization.

Posts are asked to nominate one of their members as Veteran of the year. Look for those comrades from your post who stand apart from the rest by serving the community and Veterans. Embodying the purposes of our congressional charter: to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead; and to assist the family members left behind; to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom, and to preserve and defend the United States from all enemies.

**Eligibility:** This award is intended to recognize a member in good standing of the Veterans of Foreign Wars who has been a member at least one full membership year and has received a nomination for their activities during the award Year from their Post.

**Award candidates holding any of the following elected  or appointed offices during the award year are not eligible. Specifically-Commander, QM, Adjutant, Service Officer, or Chaplain. In addition, Past State Commanders and Past National Council members are ineligible.**

**Nominations are due at State Headquarters by 1 April 2024. Nominations to National are due by April 28th, 2024.**

* Nominations to Post by March 15th, 2024.
* Nominations to District by April 1st , 2024
* Nominations to Department by April 15th , 2024
* Department will submit to National **NLT May 12th, 2024**.

**Criteria:** This award recognizes exceptional performance as a member of the VFW. Examples of service that would be considered in judging the nominee include the following:

* Nominee presents themselves in a professional and helpful manner within the Organization and within the Community.
* Nominee shows an active interest in their Department by attending meetings and showing a willingness to consider leadership roles.
* Nominee participates in activities and events within the Department to help raise awareness of the Organization in the Community.
* Nominee has shown a willingness to work together with other VFW, Auxiliary, and Riders Members in a spirit of cooperation to accomplish the same goals.
* Nominee volunteers for and participates in activities and events that address the needs of target groups and individuals in the Community.
* Nominee has demonstrated actions which contribute to improving the quality of life for those we are intended to serve, whether they are children or adults, and whether they are homeless, hospitalized, handicapped, in need of a job or education.
* Nominee encourages members of the Community to support VFW programs and continually encourages others to become members.
* **Nominee must have been submitted for #StillServing campaign recognition at**[**https://todaysvfw.org/**](https://todaysvfw.org/)

Nominations will be submitted by a nomination form to State Headquarters by April 15th, 2024. The nomination form will contain the veteran’s name, Post Number, and a description of what the veteran has done since July 1, 2023, that makes them worthy of being the Veteran of the Year. Nominations are to be sent by email to [adj@vfwin.org](mailto:adj@vfwin.org). The Veteran that is selected will receive recognition from the State Commander as the Veteran of the Year and recognized at the State Convention. The selected veteran will also be submitted to National.

**VFW Veteran of the Year Award**

**Nomination Form**

Nominator’s Name: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominating Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nominating District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Veterans Office and Name: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Veterans Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Explain how this Veteran made a positive impact on the VFW.

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2. Explain how this Veteran has made a positive impact in the lives of his / her fellow veterans.

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3. Explain how this veteran has made a positive impact in his / her community.

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Please attach additional pages, as necessary.