



VFW YOUTH ACTIVITIES CHAIRMAN'S MANUAL

The Role of the Chairman

VFW's chairmen do more than just plan projects to improve their communities. They also recruit volunteers, build relationships with community leaders, organize partnerships with civic groups and promote the VFW.

You Are the Point Person

A program chairman should understand one important fact right from the outset: You are the Post's point man in your community. As chairman you will be your Post's liaison to:

- school teachers and administrators
- community leaders
- local military personnel
- city government officials
- members of civic groups
- members of the media
- your fellow veterans

Seek out these new relationships. When it comes time to recruit volunteers or you need specialized expertise for Post projects, these community contacts will prove invaluable.

Project an outgoing, friendly personality. Speak positively about your Post, your community and your projects. Articulate your thoughts and plans clearly, concisely and coherently. Remember, you represent not only your Post, but the entire VFW organization as well.

Reporting Your Activities

You may have heard it said that "the job's not over until the paperwork is done!" That is especially true of VFW Programs.

Chairman must report their Post activities in their respective areas at least twice each year. Check with your respective Department chairman to learn what should be reported and in what form. Documentation of your programmatic efforts is the thing that ensures the VFW's reputation and our not-for-profit status.

Master Organizational Skills

As chairman, your talents must be varied. Consequently, your organizational skills should be fully developed.

Some of your specific duties include:

- ✓ recruiting and maintaining a pool of active volunteers
- ✓ identifying and initiating programs needed in your community
- ✓ motivating your Post members, community volunteers and sponsors involved in your various projects
- ✓ recognizing your volunteers efforts
- ✓ organizing and maintaining records, photos and newspaper clippings the document your activities
- ✓ reporting to your Department chairman the volunteer hours, dollars donated by VFW, Ladies Auxiliary, Cooties, Junior Girls and Men's Auxiliary members and other information requested.

Through the contacts you've developed in your community, cooperate with other civic or fraternal groups. They may already be involved in community service programs you would like to undertake, or they may be eager to help with projects that you've planned. Also identify resources at your Post, talk with members and find out what special skills or hobbies they may have.

SCOUTING & JROTC (Junior Reserve Officer Training Course)

Why should a Post become involved?

Few youth programs provide a greater benefit to a Post than involvement with a Scouting or JROTC unit. Both programs annually produce individuals with an appreciation for patriotism, civic responsibility and the likelihood of future military service. As Scouts, Sea Scouts, Venture Scouts and JROTC cadets; these individuals are often a tremendous asset to a Post by helping with Post projects such as placing flags on graves on Veterans Day and Memorial Day, helping with Post maintenance and fix-up efforts, helping distribute Buddy Poppies, providing color guards and assisting with VFW public events.

As young adults, participants in these programs are much more likely than others of their age group to enter the military and, ultimately become eligible for membership in the Veterans of Foreign Wars.

How does a Post become involved?

VFW Posts should request a brochure entitled, "Building a Foundation of Respect," by calling the VFW Programs office at 816-968-1117 or e-mailing a request to swilson@vfw.org. This simple brochure explains the working relationship between the VFW and the Boy Scouts of America, (B.S.A.). The last page of the brochure lists the ten steps to organizing a Scout unit. In the case of JROTC, a VFW need only contact a local JROTC unit or their state's Adjutant General to get involved.

Aside from sponsoring or chartering a unit, there are literally hundreds of ways for a Post to serve the youth in their community through Scouting and JROTC and reap the benefits. Your Post may have individuals who would like to serve as leaders. Your Post may be able to serve as a meeting place or a place for a drill team to practice. Your Post may wish fund a unit or individual project. In turn, Scouts and cadets can fulfill their community service and civic requirements by helping with Post projects. It is truly a win-win situation for the Post and the youth of your community.

So, what do I do now?

For Scouting, you will be put in touch with the member or members of the VFW National Scouting Team in your Department. These are VFW members who are heavily involved in Scouting and have committed themselves to growing Scouting within their respective Departments. They will be happy to assist your Post and its members in becoming involved with this important youth program.

For JROTC, the Programs Office will help you identify a JROTC unit in your area or connect with your state's Adjutant General to learn how you can work with

the unit to benefit your Post and serve the youth of your community better.

Youth Cadet Awards Program

VFW awards for special recognition of outstanding achievement and exceptional leadership are available for Junior and Senior ROTC programs, Naval Sea Cadets and Civil Air Patrol Cadets. If any of these programs exist in your community, these awards provide your Post an outstanding opportunity to honor these patriotic young people.

Awards Administration

Cadet awards may be initiated by the local VFW Post or directly by the cadet's unit. In either case, documentation should come from the unit as follows:

- Naval Sea Cadets – from the unit commanding officer in a letter with copy to NSCC HQ.
- Civil Air Patrol Cadets, from the candidate's squadron by submitting a CAPF-120.
- JROTC/SROTC Cadets – from the unit by submitting a letter documenting the criteria.

All letters of nomination should be sent to:

**VFW's Department of Youth Development
VFW National Headquarters
406 West 34th Street
Kansas City, MO 64111**

Criteria for Civil Air Patrol and Naval Sea Cadets

- Good academic standing
- Satisfactory progress in the cadet program
- Outstanding achievement in community service and/or the cadet program
- Outstanding leadership in the cadet program
- High moral character
- Exceptional professionalism in appearance and actions (Officer Award)
- Outstanding military bearing and conduct in and out of uniform (NCO Award)
- Involvement in patriotic programs, drill team, color guard, etc.
- Demonstrated potential and willingness to assume higher levels of responsibility

Additional criteria for JROTC & SROTC awards:

- Positive attitude toward the ROTC program
- For JROTC, must be enrolled as a 10th-12th grade JROTC student
- For SROTC, must be an undergraduate student enrolled in Military Science I through IV
- Must maintain a "B" average in ROTC curriculum and a "C" average in all remaining subjects with no failing grades in the previous semester
- Active in at least one other student extracurricular activity (music, athletics, government, etc.)

Upon receipt of the letter and documentation, VFW Department of Youth Development personnel will review the submitted materials, approve and contact the VFW Department. The Department or Post may then purchase the award(s) through VFW Emblem & Supply for presentation.

Awards, stock numbers and contact information are as follows:

JROTC Medal - #1229 JROTC Citation - # 4387
ROTC Medal - #1226 ROTC Citation - #4386
Naval Sea Cadet Medal- #1207 NSC Citation - #4393
Civil Air Patrol Officer Medal - #1208 CAP Officer Citation - #4394
Civil Air Patrol NCO Medal - #1209 CAP NCO Citation - #4395

Mail orders to:

**VFW Emblem & Supply Department
VFW National Headquarters
406 West 34th St.
Kansas City, MO 64111**

For phone orders call: (816) 756-3390 (ask for VFW Emblem & Supply Department)

OTHER YOUTH ACTIVITIES

VFW's history with youth sports goes back many decades. VFW formerly offered one of the largest marble tournaments in the U.S. Although marble shooting has become a lost ability, VFW Posts have supported youth with team and individual sports like competitive shooting, ice hockey, baseball, basketball, softball, boxing, wrestling, and almost any sport you can name.

Like most VFW Post activities, the key is to identify an interest or need in the youth of your community and offer your Post and its members a resource. Efforts can be as brief as raising a few dollars to provide equipment to sponsoring a team and providing coaches. The purpose of all these endeavors is two-fold.

First, it encourages young people to pursue physical activity that also builds character. Second, it connects young people with America's veterans and their families thereby providing an opportunity to pass on our values of service, civic responsibility and patriotism to the next generation. These kinds of connections also offer a tremendous opportunity to promote our scholarship programs.

Various states have a history of VFW involvement in youth sports. Check with your Department office to determine what other Posts are doing and how your Post can become involved.

YOUTH HUNTING AND SHOOTING PROGRAMS

VFW has been involved with the National Rifle Association (NRA) since 1920. Through the NRA, hundreds of VFW Posts provide hunter safety courses and sponsor shooting competitions. Annually, VFW and NRA offer junior and adult small-bore rifle and air rifle matches conducted by mail called "postal matches."

To find out how your Post can participate contact one or both of the following:

NRA Postal Program Coordinator – 1-703-267-1482

VFW Shooting Programs – 1-816-756-3390, ext. 220

SONS OF THE VFW

In 1941, a few months before the Japanese bombed Pearl Harbor, VFW appointed Gene Tunney as national director of Youth Activities. One of America's best-known and respected sports figures, Tunney retired as heavyweight boxing champion of the world in 1928. He was a Marine in France during World War I, and was a lieutenant commander in the Naval Reserve.

Tunney said: "I have accepted the appointment because I am convinced that the sons and daughters of the veterans of our country's wars are best fitted to serve as crusaders in the battles against them enemies of America's democracy. They, as well as other youngsters in every VFW community, must be trained and inspired as guardians of our American inheritance. They are ready to accept any task assigned – we need only to give these youngsters a chance to absorb the true significance of Americanism."

Tunney's ideas were part and parcel of the Sons of the VFW, a youth program that has had its ups and downs since it was founded in 1934. Sons, stepsons and adopted sons of VFW members were eligible if they were between the ages of 8 and 18. By 1939, there were 25, 0000 members on the rolls. Emphasis was placed on patriotism and community service.

Today, more than 800 units under the sponsorship of Posts in nearly every Department include some 16,000 to 20,000 sons and grandsons.

To receive a Sons of the VFW brochure that includes the history, purpose, eligibility requirements, structure, chartering procedure and how to have a successful unit write, call or e-mail to the following:

**Sons of the VFW
VFW National Headquarters
406 West 34th St.
Kansas City, MO 64111
Phone - (816) 756-3390, ext. 220
E-mail - swilson@vfw.org**

Scout of the Year Scholarships



Annually, the Veterans of Foreign Wars recognizes three individuals: Eagle Scouts, Venture Silver Award recipients or Sea Scout Quartermasters who have risen above their peers in exemplifying the exceptional qualities of that rank with the following:

- **\$5,000 1st place scholarship**
- **\$3,000 2nd place scholarship**
- **\$1,000 3rd place scholarship**

Candidates must be exceptional in all six of the critical elements of healthy youth development as defined by The Louis Harris & Associates, Inc. Study of Scouting. These elements are outlined on the judge's score sheet. To be eligible for the award, the candidate must:

- Be a registered, active member of a Boy Scout Troop, Venturing Crew or Sea Scout Ship.
- Be the recipient of the Eagle Scout Award, Venture Silver Award or Quartermaster Award.
- Have demonstrated practical citizenship in school, Scouting and community.
- Have reached his or her 15th birthday and be enrolled in high school at the time of selection.
- Have submitted a complete entry form to a VFW Post in his or her community.

Applicants still in high school who reach their 18th birthday during the nomination year remain eligible if otherwise qualified. A Scout may enter through only one VFW Post. A sponsoring Post can be located by contacting the respective VFW Department (state) Headquarters as listed on the VFW web site: www.vfw.org.

Deadline for entries:

March 1 — Entry to the Post.

April 1 — Submission to Department Scouting Team member from Post.

May 1 — Submission to national organization from Department Scouting Team member.

Candidate entry forms are available from your Department Scouting Team member or by calling **816-756-3390, ext.220. or at www.vfwdepartmentresource.org**

Required Documentation

The following documentation should be attached to the candidate's entry form:

Photograph of the Scout in complete uniform for their current rank.

High School Participation Record — a single page, one side resume of the candidate's high school activities listing offices held, honors received and significant participation in other activities.

Scouting Record — maximum of three pages, one side only listing of all Scouting participation beginning with Cub Scouts to include years of participation, unit numbers and sponsors. Also include when Eagle, Silver or Quartermaster Award was received and Palms. Identify leadership positions held at all levels, participation in Scouting activities (jamborees, Order of the Arrow conferences, etc.) and the candidate's Eagle Scout, Venture or Quartermaster Project.

Community Service Record — a single page, one side resume listing participation in community and religious service organizations (excluding Scouting and school), noting leadership positions held and any recognition received.

Letters of Recommendation — A maximum of five letters, none exceeding two pages, will be judged. The five letters must include one each from a representative of the school, community and a Scout leader. The two additional letters should be from members of the local community who have special knowledge of the candidate's abilities and/or accomplishments.

VFW NATIONAL SCOUTING TEAM

The backbone of Scouting in the VFW is the VFW National Scouting Team. These are VFW members who are also deeply involved in Scouting, most for decades.

Appointed by their Department Commander, they are responsible for promoting Scouting in their state. They are available to encourage Posts to sponsor units, support units and individual Scout projects. They should be the Department's "expert" on all phases of Scouting. Many Departments have multiple members of the VFW National Scouting Team but every Department should have at least one individual to promote the values of Scouting to youth and to the VFW itself. For more information on the VFW National Scouting Team call **816-968-1116 or e-mail svanbuskirk@vfw.org**.



SCOUT OF THE YEAR ENTRY FORM



ELIGIBILITY REQUIREMENTS

The Candidate Must:

- ✓ Be a registered, active member of a Boy Scout Troop, Venturing Crew, or Sea Scout Ship.
- ✓ Have received the Eagle Scout Award, Venture Silver Award or Sea Scout Quartermaster Award.
- ✓ Have demonstrated practical citizenship in school, Scouting, and the community.
- ✓ Have reached his/her 15th birthday and is enrolled in high school at the time of selection.
- ✓ Have submitted his/her complete entry to a VFW Post in his/her community.

Note: All applicants still in high school who reach their 18th birthday during the nomination year remain eligible if otherwise qualified. A scout can only enter through ONE (1) VFW Post.

PLEASE NOTE:

A Scout can locate a sponsoring VFW Post by contacting their VFW Department (state) Headquarters as listed at: www.vfw.org

Deadlines:

March 1st - Entry to a VFW Post

April 1st – Entry from Post to Department

May 1st – Department entry to National

All candidates who meet the complete criteria must be submitted by a VFW Post through Districts (where applicable), to the Department's (state) National VFW Scouting Team representative or Department Commander. A single Department winner must be selected and submitted by their National Scouting Team member to the National VFW organization. The VFW National organization notifies the three winners, their National Scouting Team member and the Department in early June.

CANDIDATE'S INFORMATION

Name _____

Street address: _____

City _____ State ____ Zip _____

DOB _____ SSN _____ - ____ - _____ *

*Required for the presentation of all monetary awards.

Telephone _____ Unit # _____

SPONSORING VFW POST

Post Name & Number _____

Street Address _____

City _____ State ____ Zip _____

Post Commander _____

DEPARTMENT CERTIFICATION

(Must be completed by Dept VFW National Scouting Team Member or Dept. Commander)

Department _____

Submitted by _____

Signature _____

NOTE: Photograph of Scout In complete uniform for their current rank must be attached to this form. Recommended size 3"x5" (No additional photos)

VFW Scouting Team Member Information

Name _____

Telephone _____

APPLICATION INSTRUCTIONS

THE FOLLOWING INFORMATION SHOULD BE SUBMITTED BY SCOUT OF THE YEAR CANDIDATE ALONG WITH THE ENTRY FORM:

HIGH SCHOOL PARTICIPATION RECORD

Please submit a one-page, one-side resume of your high school activities (9th-12th) to include a listing of offices held, honors received and significance of your participation in these activities. *(The screening committee at all levels will only consider the information contained on this one page (one side only).)*

ENTIRE SCOUTING RECORD

List your complete scouting record from Cub Scouts on up, to include years of participation, unit numbers and sponsors. Include information on when your Eagle Award, Silver Award, or Quartermaster was received and Palms. Make sure you include any leadership positions held at all levels; list other Scouting activities you have participated in such as Jamborees, Order of the Arrow Conferences, etc...and succinctly describe your Eagle, Venture, or Quartermaster Project. The resume of these activities should be limited to three (3) pages, one side only. *(The screening committee at all levels will only consider information on these three pages.)*

COMMUNITY SERVICE RECORD

Use one page to list community service and religious organizations you have participated in (outside high school and Scouting) and the activities that you were involved with as a part of these organizations. Note any leadership positions held and any accolades received. The resume of these activities should be contained on one page/ one side. *(The screening committee at all levels will only consider the information contained on this one page.)*

LETTERS OF RECOMMENDATION

The screening committee will carefully review a maximum of five (5) letters. One (1) letter each from your school, community, and scout leader must be submitted. Two additional letters are allowed from other individuals within your community who may have a special knowledge of your abilities/accomplishments. *The screening committee will only consider five (5) letters and only those of two (2) pages or less.*

SPECIAL NOTES

- Please be sure to use only the official entry form when applying. Any other form will not be accepted into the competition.
- Please follow the procedures and requirements as written, to ensure that your application is reviewed and processed as quickly and accurately as possible. (Note: Entries must be legible and easily read. Typed is preferred.)
- Do not send completed application directly to VFW National Headquarters; all applications must be submitted to a VFW Post for initial consideration. The VFW Post will then submit to the Department for consideration as the Department winner.

AUTHORIZATION SCOUT CERTIFICATION:

I hereby certify that the foregoing information is accurate and if I am the national winner, I will make myself available to receive the award at a presentation ceremony as designated by the Veterans of Foreign Wars.

SCOUT SIGNATURE

_____ Date _____

SCOUTMASTER OR VENTURE CREW ADVISOR CERTIFICATION:

I hereby certify that the above-named Scout is an active member of our unit and the information supplied by the candidate is accurate to the best of my knowledge.

SCOUTMASTER OR ADVISOR SIGNATURE

_____ Date _____

PARENT'S CONSENT

I hereby certify that all information on this application is correct. I willingly submit this name for consideration as the Veterans of Foreign Wars of the United States Scout of the Year. If this individual is selected as the national winner, I will ensure that he/she is allowed to attend a presentation ceremony as designed by the Veterans of Foreign Wars.

FATHER, MOTHER OR GUARDIAN SIGNATURE

_____ Date _____