

## **IMPORTANT REMINDERS AND ADMINISTRATIVE INFORMATION**

**Website and E-mail:** The Department website is [vfwfl.org](http://vfwfl.org). Every Post has an e-mail account to send and receive e-mails pertaining to VFW Business. You will also use this site to report programs, access forms and get your information of what is going on throughout the year. For assistance contact Rosalie Bice at VFW Department Headquarters at (352) 622-5126. "You must be at a computer when you call".

### **TRAINING AND RESOURCES**

As VFW leaders and members work the VFW Programs and missions, there is help available to you to ensure success. Go to the National Website, [vfw.org](http://vfw.org) and login. Go to Training and Support, <https://www.vfw.org/my-vfw/vfw-training-and-support>. There you will find numerous detailed resources and references about Programs, Membership and VFW Leadership. Some resources are Guides and some are interactive videos. The Department of Florida also has training throughout the year to help you. To keep up with what is available go to the VFW Department of Florida website [vfwfl.org](http://vfwfl.org) and click on, "News and Events" to keep up with the latest information.

### **VFW Service Office**

**About the VFW Service Office:** The officers of the VFW Service office help veterans develop their case by reviewing and applying current law, pertinent legislation, regulations and medical histories. They're able to assist veterans with filing original claims, reopening claims for service-connected disabilities, follow up on status of claims filed by veterans, file notice of disagreement if a veteran believes the decision made by VA was incorrect, assist veterans or surviving spouses in preparation of appeals for denial of claims, answer or research telephone inquiries regarding medical, death/burial and other benefits. This is a service the VFW is proud to offer **free of charge** to anyone seeking assistance with the claims process.

Veterans of Foreign Wars Service office in an average month:

- 1150 claims filed
- 625 VA Rating decisions reviewed for accuracy
- 1,800 telephone calls from and to Veterans
- 305 office interviews
- \$2.5 million in retroactive money
- \$13.5 million in monthly reoccurring benefits

### **SERVICE OFFICER REPORTS:**

Report Service Officer Activities to:

Jason Smith, Director, VFW State Service Office  
9500 Bay Pines Blvd (Rm 217), St. Petersburg, FL 33744  
Jason.k.smith@va.gov or Fax: 727-319-7776

**"SO Reports are put in on December 31<sup>st</sup>  
& April 30<sup>th</sup>"**

**COMMANDERS**  
**SPECIAL PROJECT**  
**“VFW VETERANS VILLAGE ROOF PROJECT”**

The VFW Veterans Village is dedicated to providing a true home-like atmosphere to Veterans and their spouses. The guiding principle is to provide affordable independent living accommodations to members of the Veterans of Foreign Wars, their spouses, members of the VFW Auxiliary and their spouses’ and honorably discharged veterans.

The “**VFW VETERANS VILLAGE ROOF PROJECT**” is a big part of this goal. The Village roof is over 27 years old and is in need of replacement. The estimated size of it is 30,000 square feet. The Commanders Special Project will be able to help with this goal to keep the VFW Veterans Village up to date for all of the Veterans and their spouses who live in the community.

**Special Project Chairperson**

Eugene “Gene” Perrino Sr.  
543 NE Sanchez Avenue  
Ocala, Florida 34470  
352-622-3869  
gperrino@vfwfl.org

**Program Reporting:**

Remember that Programs keep your Post viable in the community and play a big part in keeping your Post, District and Department strong and a part of our great National Organization. Programs also assure that you retain your tax exempt status. Programs are reported electronically through the Department of Florida Website “[vfwfl.org](http://vfwfl.org), Login, Report Entry” If you need assistance contact Rosalie Bice at Department Headquarters or the Programs Director.

**Quartermaster Information:**

**QUARTERMASTER BOND** is \$4.00 per \$1000

**THE MINIMUM BOND REQUIRED IS \$3,000.** Make sure you are not under bonded.

**Each Post** shall remit \$1.00 for each member of record as of July 1<sup>st</sup> (minimum \$100.00), payable by September 30<sup>th</sup> each year. All assessment proceeds will be used to operate the Department Service Office.

**Each Post** will receive an invoice in their VFW Post E-mail for these amounts that must be paid by September 30<sup>th</sup> to obtain points for All State Judging.

**Each District** shall remit \$300.00 by September 30<sup>th</sup> each year. All proceeds will be used to assist in the operations of the Voice of Democracy and Patriots Pen Programs.

## **DONATIONS:**

Posts should donate to the **National Home for Children** "Florida Cottage", Department "**Because We Care**", **National Military Services**, **VFW Veterans Village** at Ft. McCoy, and **Hospital/VAVS**.

Donations to the ***National Home for Children, National Military Service***, and to ***VFW Veterans Village*** are sent directly to each program's address. Please **do not** send them to Department Headquarters.

\*\*Donations to the "***Because we Care***" Program and the ***Hospital/VAVS*** are sent directly to **Department Headquarters** only. Please do not send these donations to the Hospital or to any VAVS Representative.

## **DONATION'S ADDRESS**

### **VFW Department of Florida State Headquarters**

543 NE Sanchez Avenue  
Ocala, FL 34470

**National Home for Children**  
**"Florida Cottage"**  
3573 South Waverly Road  
Eaton Rapids, MI 48827

**VFW National Headquarters**  
**"National Military Services"**  
406 West 34<sup>th</sup> street  
Kansas City, MO 64111

**VFW Veterans Village**  
13005 NE 135<sup>th</sup> Street  
Fort McCoy, FL 32134

## **BLANKET EXEMPTION FORMS**

**Blanket exemption request forms** must be returned to the Department Headquarters if the Post wishes to file under the Group Exemption Number. If this form is not returned, your post will be removed from the subordinate unit list sent to the Department by the IRS annually.

Forms are on the VFW Department of FL website at **vfwfl.org** and go to "**Resources**", "**Reports and Forms**" and scroll down to "**Post Forms**".

## **INDIVIDUAL VFW RECRUITER AWARDS**

### **CHIEF PETTY OFFICER AWARD:**

Any member recruiting 15 new and/or reinstated members by May 31, 2019 will receive a specially designed commander's challenge coin.

### **SENIOR CHIEF PETTY OFFICER AWARD:**

Any member recruiting 25 new and/or reinstated members by May 31, 2019 will receive a specially designed commander's challenge coin and a \$25.00 Gift Card.

**All posts 90% in membership on November 30, 2018 will be eligible for a drawing of a plaque.**

**MASTER CHIEF PETTY OFFICER AWARD:**

Any member recruiting 5 or more new Life Members by May 31, 2019 the recruiter will receive a specially designed commander's challenge coin and \$100.00 in gift cards.

**FLEET AWARD:**

The top five recruiters, signing up the most new and/or reinstated members (minimum of 50) by May 31, 2019 will receive a specially designed commander's challenge coin and a \$100.00 in gift cards.

**POST MEMBERSHIP AWARDS**

**David G. Snyder Plaque**

The first Post to achieve 100% membership by September 30, 2018 (Posts that are 100% life membership must obtain 15 new members to qualify) Post mergers do not qualify for this award.

**Emerson Lee Trophy**

The first Post to achieve 105% membership by November 30, 2018

**John E. Hamilton Award**

The Post with the greatest numerical increase in membership by April 30, 2019.

**Ira Hopper Award**

The Post with the greatest percentage increase in membership by April 30, 2019.

**90% Membership** – Commander and Quartermaster receive a Silver Star.

**100% Banner** – All Posts achieving 100% membership by June 25, 2019.

**100% Membership** – Post Banner, Commander and Quartermaster receive a Gold Star.

**101% + Quota Buster** – Post Date Plaque, Commander and Quartermaster receive a Q Pin.

\*All posts must fill out an **ALL STATE ENTRY FORM** and submit it to State Headquarters by April 1, 2019 to qualify for All State Judging. The form is on the VFW Florida website at **vfwfl.org**, resources, reports and forms.

## ALL STATE POST COMMANDERS

ALL STATE POST COMMANDERS AND QUARTERMASTERS WILL BE JUDGED BY THE AWARDS COMMITTEE AND SELECTED BY THE DEPARTMENT COMMANDER BASED ON THE FOLLOWING CRITERIA:

Meet the following percentages according to division, and accrue 450 points in program reporting, donations, meetings/school attendance and accounting deadlines met.

All State will be awarded to all posts that earn the honor, by accomplishing all requirements, regardless of division or number of posts in a division.

Division I	750 +	100%	Division II	356-749	100%
Division III	246-355	101%	Division IV	185-245	101%
Division V	143-184	102%	Division VI	112-142	102%
Division VII	88-111	103%	Division VIII	68-87	105%
Division IX	51-67	105%	Division X	1-50	105%

**\*\*NOTE:** ALL-STATE CUT-OFF RUNS THROUGH JUNE 25<sup>th</sup>. POSTS REACHING ALL-STATE STATUS BY THE "MAY" ALL-STATE JUDGING DATE WILL BE PRESENTED WITH THEIR ALL-STATE CAPS AT DEPARTMENT CONVENTION. THOSE REACHING ALL-STATE AFTER THE "MAY" JUDGING DATE WILL BE PRESENTED THEIR CAPS AFTER CONVENTION – AT A DATE "TBD".

DIVISIONS ARE BASED ON JUNE 30, 2018 MEMBERSHIP STANDINGS, ADJUSTED PRIOR YEAR TOTAL.

### DISTRICT DIVISIONS:

Division I	5,000-UP .....	100%
Division II	3,282-4,999 .....	100%
Division III	2,172-3,281 .....	100%
Division IV	1,447-2,171 .....	100%
Division V	906-1,446 .....	100%
Division VI	0-905.....	100%

POST AND DISTRICT DIVISIONS ARE BASED ON JUNE 30, 2018 MEMBERSHIP STANDINGS, ADJUSTED PRIOR YEAR TOTAL. ALL POST AND DISTRICT DIVISION STATUS IS POSTED ON MEMSTATS.

The Awards Committee **may eliminate** from judging any post:

- That does not have all audits on file with the Department on time and correct.
- That does not have inspections of Post/District on file with Department by **April 30, 2019**.
- Any Post failing to purchase three poppies per member, based on **June 30, 2018** membership totals by **April 30, 2019**.
- Any District that did not turn in their 990 to State Headquarters
- Any Post that did not turn in their Liability Insurance to State Headquarters
- School's attendance

To attend the Department School of Instruction or have the Sr. Vice Commander or Jr. Vice Commander attend. **Must sign in to receive credit.**

To attend the District School of Instruction or have the Sr. Vice Commander or Jr. Vice Commander attend. **Must sign in to receive credit.**

- Report the following programs by **Cutoff Dates**: Check Report Card for cutoff dates to receive credit for all reports.

Loyalty Day – Flag Day – Patriot Day – Memorial Day – Independence Day – POW/MIA Day – VFW Day – Veterans Day – Pearl Harbor Day.

- 30 reports submitted by **April 30, 2019** in these 5 categories: Americanism, Community Service, Youth Activities, Drug & Safety, & Hospital.
- To file tax reports with state and federal government, including forms (IRS Form 990) and state sales tax where required.
- A copy of the District or Post 990 must be submitted to Department Headquarters by April 30, 2019.

### **ALL STATE POINTS**

#### **Membership (must have minimum of 50 members to qualify)**

Posts will be selected based on the most points awarded as follows:

100% of membership by December 31, 2018 .....	50 points
100% of membership by January 31, 2019 .....	40 points
100% of membership by February 28, 2019 .....	30 points
100% of membership by March 31, 2019 .....	20 points
100% of membership by April 30, 2019 .....	10 points
Each new or reinstated member .....	1 point
Each new Life member .....	2 points

POSTS **MUST** ATTAIN THEIR REQUIRED PERCENTAGE IN MEMBERSHIP BY **APRIL 30, 2019** TO RECEIVE AWARDS AT THE DEPARTMENT CONVENTION. POSTS MAY STILL QUALIFY FOR ALL STATE UP UNTIL **JUNE 25, 2019** AND THESE AWARDS WILL BE PRESENTED AT A LATER DATE.

**GENERAL**

- All obligations paid by September 30<sup>th</sup> and Quartermaster Bonded through the Department or proof of bond submitted by August 31<sup>st</sup> to obtain points for All State Judging ... 20 points
- Four correct audits submitted on time (10 points each) ..... 40 points  
(Audits requiring re-submission – 5 points each)
- 3 poppies purchased per member by April 30<sup>th</sup> ..... 10 points
- 6 poppies purchased per member and additional ..... 15 points
- Adopt-A-Unit by December 31<sup>st</sup> “sent to both National and Chairman”  
(must be participating) ..... 15 points
- Appoint a Homeless Veterans Chairperson “sent to HQ” by Aug. 31<sup>st</sup> ..... 10 points
- Appoint Membership Chairperson “sent to HQ” by Aug. 31<sup>st</sup> ..... 10 points
- Appoint a Program Chairperson “sent to HQ” by Aug. 31<sup>st</sup> ..... 10 points
- Attend & sign-in District School of Instruction ..... 15 Points
- Loyalty Day..... May 1<sup>st</sup> ..... 5 points
- VE Day ..... May 8<sup>th</sup> (1945)..... 5 points
- Memorial Day ..... May 28<sup>th</sup> ..... 10 points
- D Day..... June 6<sup>th</sup> (1944) ..... 5 points
- Flag Day..... June 14<sup>th</sup> ..... 10 points
- Independence Day ..... July 4<sup>th</sup> ..... 10 points
- Korean Armistice ..... July 27<sup>th</sup> (1953)..... 5 points
- Purple Heart Day ..... August 7<sup>th</sup> ..... 5 points
- VJ Day..... August 13<sup>th</sup> (1945) ..... 5 points
- Patriot Day ..... September 11<sup>th</sup> ..... 10 points
- POW/MIA Day..... September 21<sup>st</sup> ..... 10 points
- VFW Day..... September 29<sup>th</sup> ..... 10 points
- Veterans Day..... November 11<sup>th</sup> ..... 10 points
- Pearl Harbor Day..... December 7<sup>th</sup> ..... 10 points
- Vietnam War Veterans Day ..... March 29<sup>th</sup> ..... 10 points
- Americanism (2 points each, 10 reports total) ..... 20 points
- Environmental (2 points each, 10 reports total) ..... 20 points
- Drug & Safety (2 points each, 10 reports total)..... 20 points
- Community Service (2 points each, 10 reports total)..... 20 points
- Youth Activities (2 points per each, 10 reports total) ..... 20 points
- Media Program Publications (5 points each, 10 reports total) ..... 50 points
- Post Servicer Officer School..... 20 points
- Service Officers Reports (first and second half) 10 points each..... 20 points
- Hospital Visits (2 points each, 10 reports total) ..... 20 points
- Veterans in School Program ..... 10 points
- Poppy Display – Mid Winter Convention ..... 15 points

- Department School of Instruction “Attended & Signed in” ..... 20 points
- District School of Instruction “Attended & Signed in” ..... 15 points
- JROTC ..... 10 points
- Sponsor Scouts, CAP, Youth Program..... 10 points
- Voice of Democracy w/1 entry to District Judging by November 15<sup>th</sup> ..... 25 points
- Patriot’s pen w/1 entry to District Judging by November 15<sup>th</sup> ..... 25 points
- Teacher of the Year w/1 entry to District judging by November 15<sup>th</sup> ..... 30 points
- Police – Fire Fighter – EMT (10 points each) by January 1<sup>st</sup> ..... 30 points

**\*\*\*The following donations are 5 points for every \$100 donated\*\*\***

- Because We Care “Send donation to VFW State Headquarters” ..... 25 points
- Ft. McCoy Veterans Village “Send donation to VFW Veterans Village” ..... 25 points
- National Home “Florida Cottage” “Send donation to National Home” ..... 25 points
- VAVS “Send to VFW State Headquarters” ..... 25 points
- Commanders Special Project “Send to VFW State Headquarters” ..... 25 points
- National VFW Unmet Needs donation “Send to National Headquarters” .....25 points
- Department Raffle Ticket “Send donation to State Headquarters” ..... 25 points

**\*\* PROGRAM REPORTING ENDS APRIL 30, 2019**

**ALL STATE POST COMMANDER AWARDS**

An “All State Post Commanders Team” will be selected and each member will receive the following awards:

- **An “All State” Post Commander Shirt**
- **An “All State” Post Commander Cap**
- **An “All State” Plaque for the Post**

**ALL STATE POST QUARTERMASTERS**

If the Post Commander qualifies for All State, the Post Quartermaster may also qualify “**IF**” the following Quartermaster requirements are met:

- Quartermaster must individually see that all reports required of them are correct and submitted on time, to include Trustees Report of Audit, Tax Reports, and the Federal 990 Form.
- Maintain their records so they may be certified, when inspected, by the post trustees per the VFW National guidelines.
- Attend school of instructions for District and State, and retain proof of such attendance.
- Must be the Post Quartermaster for a minimum of 90 days prior to judging, unless the prior Quartermaster was relieved by the Department Commander within this 90 day period.

**Other Considerations:** Regardless of whether the requirements above are fulfilled, the Awards Committee may also consider personal conduct and attendance at District Meetings.



## **ALL STATE POST QUARTERMASTER AWARDS**

An "All State Post Quartermasters Team" will be selected and each member will receive the following awards:

- An "All State" Post Quartermaster Shirt
- An "All State" Post Quartermaster Cap

## **ALL STATE DISTRICT COMMANDER REQUIREMENTS**

**District Commanders must achieve 100% in membership by April 30, 2019 to receive their award at the Department Convention. Districts can still qualify for All State Awards until June 25, 2019 but will be awarded at a later date.**

District Commanders will achieve "All State" if they complete the following requirements;

- Programs  
Voice of Democracy – an entry advanced to Department judging  
Patriots Pen – an entry advanced to Department judging  
Teacher Award – an entry advanced to Department judging
- National Military Service – Make a donation of \$250 min. to National VFW Un-Met Needs through Department Headquarters
- National Veterans Service – 100% of all Posts must appoint a Service Officer and all Service Officers must be on file at the VFW Department Service Office.
- School of Instruction – Districts must conduct a School of Instruction and proof of such school must be submitted to Department Headquarters no later than November 15<sup>th</sup>.
- Post Visits – All posts within the District must be visited 3 times between August 1<sup>st</sup> and May 31<sup>st</sup> by the Commander, the Sr. Vice Commander or the Jr. Vice Commander.
- District 990 District must have their 990 in order to get "All State"

District Commanders must attend one post meeting plus one other visit. Visitation Reports must be submitted to Department within 30 days of each visit.

## **ALL STATE DISTRICT COMMANDER AWARDS**

An "All State District Commanders Team" will be selected and each will receive:

- An "All State" Post Commander Shirt
- An "All State" Post Commander Cap

## **VOICE OF DEMOCRACY**

### **“WHY MY VOTE MATTERS”**

**The 2018-2019 Voice of Democracy competition is open to all students in grades 9 through 12**

Student’s entry due to Post..... October 31, 2018  
Post judging to be completed by .....November 15, 2018  
District judging to be completed by .....December 5, 2018  
District winning entry due to Department Headquarters .....December 15, 2018  
District participation report due to Department Headquarters ....December 15, 2018

**Department winners go to National on January 15, 2019**

For information go to the Department website at [vfwfl.org](http://vfwfl.org), “Programs” & “Voice of Democracy”

## **DEPARTMENT VOICE OF DEMOCRACY SCHOLARSHIP AWARDS**

### **FIRST PLACE**

**“Sergeant First Class Paul R. Smith Scholarship Money**

**\$2,500.00**

### **SECOND PLACE**

**\$2,000.00**

### **THIRD PLACE**

**\$1,500.00**

### **FOURTH PLACE**

**\$1,000.00**

### **FIFTH PLACE**

**\$500.00**

### **John M. Carney Plaque**

The VFW Post sponsoring the State Voice of Democracy Winner

## PATRIOT'S PEN

### **"WHY I HONOR THE AMERICAN FLAG"**

**The 2018 -2019 Patriots Pen competition is open to all students in grades 6 through 8.**

Student's entry due to Post .....October 31, 2018  
Post judging to be completed by .....November 15, 2018  
District judging to be completed by .....December 5, 2018  
District winning entry due to Department Chairperson.....December 15, 2018  
District participation report due to Department Chairperson .....December 15, 2018

**Department winners go to National on January 15, 2019**

### DEPARTMENT PATRIOT'S PEN AWARDS

**FIRST PLACE**

**\$750.00**

**SECOND PLACE**

**\$500.00**

**THIRD PLACE**

**\$250.00**

For information go to the Department website at [vfwfl.org](http://vfwfl.org), "Programs" & "Patriots Pen".

### C. Milton Davis Trophy

The Post sponsoring the State Patriots Pen Essay Winner

### SCOUT OF THE YEAR

All Posts are encouraged to select and recognize a Scout of the Year, submit the winner to District level for judging, and forward those winners to the Department judging. The application for Scout of the Year can be found online at the Department Website [vfwfl.org](http://vfwfl.org) go to "Programs" and "Scout of the Year".

Nominees for the Department Scout of the Year Award are to be submitted to a Post by **March 1, 2019**. Post must submit forms to the Department Chairperson by **April 1, 2019**.

The Nominees from Posts are to be sent to the Department Scouting Team Chairperson.

The winning entry will receive **\$250.00 check and plaque**.

**Department winners go to National by May 1, 2019**

## **VFW NATIONAL CITIZENSHIP EDUCATION**

### **TEACHER OF THE YEAR AWARDS**

Each year the VFW recognizes the nation's top elementary, junior high and high school teachers. This contest is for teachers who teach citizenship education topics regularly and promote America's history, traditions, and institutions effectively through the VFW National Citizenship Education Teacher Awards. Outstanding teachers in the categories of grades K through 5, grades 6 through 8, and grades 9 through 12 will be recognized. For information go to Department **Website [vfwfl.org](http://vfwfl.org), "Programs" & "Teacher of the Year"**.

#### **Nominations**

Nominations may be submitted by fellow teachers, supervisors or other interested individuals. Self-nominees are not eligible.

Nominees submitted to Posts ..... October 31, 2018  
Post Winners to District.....November 15, 2018  
District Winners to Department ..... December 15, 2018

**Department Winners go to National on January 15, 2019**

### **VFW DEPARTMENT OF FLORIDA CITIZENSHIP TEACHER AWARD**

- A \$500.00 check to the winning teacher in each of the three categories as selected by the Department Committee
- A Plaque for each winning teacher

### **PUBLIC SERVANT GOLD MEDAL AWARDS**

Each year the Veterans of Foreign Wars selects an emergency service person, a law enforcement officer, and a fire fighter to receive the VFW Gold Medal Awards. The presentation of these awards will be made at the post in an awards ceremony. Post Safety Chairpersons are encouraged to submit a candidate for this award to the appropriate Department Public Servant Award Chairpersons by **January 1, 2019**.

**Eligible candidates for each award will receive:**

- A Certificate from VFW National
- A Plaque from VFW Department of Florida

## **Emergency Medical Technician Gold Medal**

Any 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.

## **Firefighters Gold Medal**

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.

## **Law Enforcement Gold Medal**

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.

## **Criteria for all Gold Medal Awards:**

Candidates must have demonstrated:

- Recognition by their colleagues for those they serve
- Consistent excellence in the performance of their duties
- Consistent dedication to their official responsibilities over a period of years and continuous growth in responsibilities and skills in their profession.

## **Documentation required of each candidate:**

- ~ A nomination letter containing the candidate's name, title, address, telephone, e-mail and identifying the award which the individual should be considered.
- ~ A one page resume of the candidate's overall background
- ~ A one page resume of the candidate's background in the field
- ~ A photograph "preferably head shot" of the candidate

## **Nominations**

Post Safety Chairpersons are encouraged to submit a candidate for these awards to the Law Enforcement, Fire Prevention & EMT Chairman by **January 1, 2019**.

David M. Bear  
8247 Hixton Drive  
Port Richey, Florida 34668  
Phone: 727-359-6137 E-mail: davidbear@verizon.net