



STANDARD OPERATING PROCEDURE
(SOP)

FOR

YOUTH SCHOLARSHIPS AND ACTIVITIES
COMMITTEE

10 October 2020
Rev. 3

DEPARTMENT OF HAWAII
VETERANS OF FOREIGN WARS
OF THE UNITED STATES

**STANDARD OPERATING PROCEDURES (SOP)
FOR
DEPARTMENT OF HAWAII
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

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YOUTH SCHOLARSHIPS AND ACTIVITIES COMMITTEE

PURPOSE

The State of Hawaii Veterans of Foreign Wars, Youth Scholarships and Activities committee is charged with the coordination the following programs: Voice of Democracy, Patriots Pen Essay, Scouting programs, Student Military programs, and other youth programs.

SECTION 1 Control and Administration

The Committee chairperson is appointed by the State Commander.

The Committee should be composed of a minimum of 5 people.

The Chairperson will recommend committee members to the Department Commander who will officially appoint them to the committee or appropriate subcommittee.

The Chairman will form the following subcommittees.

1. VFW Youth Scholarship Programs
 - a. Voice of Democracy
 - b. Patriots Pen Essay Contest
3. Department Scouting Programs
4. Student Youth Military Programs
5. Youth Sport programs
6. Teacher of the Year
7. VFW in the Classroom
8. SOP Review

SECTION 2 VFW YOUTH SCHOLARSHIP PROGRAMS

VFW Scholarships

At the turn of the 20th century, the founders of the Veterans of Foreign Wars created an organization that would honor and serve veterans and perpetuate the values and ideals for which those veterans had served. Although men of vision, it is doubtful they could imagine the millions of Americans impacted today by the VFW's youth, scholarship and recognition programs. Every year, tens of thousands of students nationwide participate in the Voice of Democracy Scholarship Competition and the Patriot's Pen Essay Contest, garnering more than \$3 million in scholarships, awards, and incentives.

Promote the Programs

Contact all schools and youth groups in your area in the spring (before the school year ends) and again in the Fall after school starts, to make them aware of these opportunities. Contact the media in September to help you publicize the programs and again in November and December to announce your winners after the judging. Encourage teachers and other youth leaders to visit the VFW web site at <http://www.vfw.org/Youth/>

Please announce that the National Association of Secondary School Principals has placed both the Voice of Democracy and Patriot's Pen programs on the NASSP National Advisory List of Contests and Activities.

Judging the Contest

Selection of five to nine (minimum of three is suggested) judges is the same for both programs and at each level of competition. Judges should be from outside your Posts/Auxiliaries and represent your community. Leaders from education, broadcasting, corporations, small business, and other fraternal and civic groups are ideal. Judges must not be connected in any way with the students in the competition. Set the date for your judging and invite the judges at least 90 days in advance. Remind them a week before the competition with a letter or e-mail and two days before with a telephone call. Ask permission to publicize their selection (along with the program), to the media, thanking them publicly and follow up the judging with a written letter. Invite them to your awards event and publicly express your appreciation for their help. Select a site that avoids distractions. The Program Chairman must be present for the judging. All essays/recordings should be reviewed several days before the judging. Also if possible, small errors like too many words, a bit too long, or a reference that inadvertently identifies them can be corrected by the student rather than a chairman eliminating them from the competition. Chairmen should never forget that our priority is to increase the number of students participating, rather than eliminate them. If judging begins before 9 a.m., you may wish to provide coffee and juice. If judging continues through a mealtime, provide lunch, etc. For Patriot's Pen, provide each judge with their own copy of the essays, pencils and judging sheets. For Voice of Democracy, judges need only judging sheets and pencils. Voice of Democracy entries should be judged on the recording only, so the judges need not see a copy of the essay.

All Patriot's Pen essays and Voice of Democracy recordings should be identified by number to ensure the anonymity of the competitor. Competitors should never present their essay/essay in person. Judges should be discouraged from discussing the essays or tapes during the judging process and should have no contact with the competitors. The judges' decisions are always FINAL.

Judging Criteria

Patriot's Pen contestants are judged on the following criteria:

- Theme knowledge (possible 30 pts.) Has the student researched and understood the theme?
- Theme development (possible 35 pts.) Does the essay answer relevant questions: who, what, where and why?
- Clarity of ideas (possible 35 pts.) Is the writer's interpretation of the theme presented clearly?

Voice of Democracy contestants are judged on the following criteria:

- Originality (possible 30 pts.) Treatment of the theme should show imagination and human interest.

- Content (possible 35 pts.) Ideas are expressed clearly and in an organized manner.
- Delivery (possible 35 pts.) Speaking voice is clear and credible.

Local Competition Alternatives

Recently, teachers and school leaders have shown reluctance to participate in our scholarship competition if they devote precious class time to completing entry forms and (in the case of the Voice of Democracy) record essays. For this reason, we offer teachers/youth leaders the option to simply use Voice of Democracy or Patriot's Pen as a writing exercise. The teacher/leader may submit all entries to the Post for judging or conduct a judging within the group/class and advance a winner for every fifteen (15) participants. Note: This decision should be determined by the Post Chairman; working closely with the teacher or group leader.

REMEMBER: INTERPRETATION OF THE THEME IS UP TO THE STUDENT. ENTRIES SHOULD NOT BE DISQUALIFIED BECAUSE THEIR INTERPRETATION SEEMS INCORRECT OR INAPPROPRIATE.

Post Competition

Post entries are required to include the following:

Patriot's Pen: Typed essay in English of 300-400 words (no graphics) and a student entry form completed legibly. All words must be counted.

Voice of Democracy: Typed essay, a standard audiocassette tape or audio CD of the recorded essay (3-5 minutes, +/- 5 seconds), and a student entry form completed legibly.

For Voice of Democracy, the student entry form instructs the student as follows: "The preferred format for CD's is the audio CD format. When burning your CD, make sure that 'Create Audio CD' option (or similar) is selected so the program can properly convert your sound file and burn it to CD. After it has finished, be sure to play back your audio CD on a system other than your computer, such as a standard radio or car CD player, to verify that the conversion/burning process was successful."

NOTE: If the entry has been recorded according to the criteria specified above; Posts and the Department should never reject an entry because they are unable to play the CD. Part of the chairman's responsibility is to review the entries to ensure appropriate equipment is available to properly judge the entry.

Please refer to the student Voice of Democracy and Patriot's Pen entry forms to review the complete rules and guidelines. For both programs, Posts must accept and judge all eligible entries received by midnight, November. Post entries must be submitted to the Department Chairman by the December COA.

Post to Department (for both Voice of Democracy and Patriot's Pen)

1-15 essays – One (1) entry to Department

16-30 essays – Two (2) entries

31-45 essays – Three (3) entries

Posts entries from different schools may be distributed to other participating posts at the discretion of the Department Chairman with original Post consent.

Handicapped Student Criteria

The Voice of Democracy and Patriot's Pen competitions are offered to the public primarily through our nation's school systems. In compliance with the Americans with Disabilities Act, we provide "reasonable accommodation" for someone with a documented permanent disability.

Requests for accommodation must be submitted in writing with the student's entry materials. As an example, a hearing/speech-impaired student may select another student of the same age and gender to record their Voice of Democracy essay. The volunteer assisting the disabled student is not eligible for any scholarship compensation, awards or benefits from the program. All questions regarding accommodation of a disabled student should be directed to the Programs Department, VFW National Headquarters, 406 West 34th St., Kansas City, Missouri 64111 (816) 968-1117 vvvvvvr@vfw.org

Reporting Guidelines

Post reporting is part of each competitor's entry form. The deadline for Department reports to arrive at National is January 31st. (NOTE: The state winners' packet deadline is January 15.)

ALL-AMERICAN DASHBOARD

PATRIOTS PEN ESSAY CONTEST

General Information:

Patriot's Pen Essay Contest

Patriot's Pen gives 6th, 7th and 8th grade students the opportunity to express their opinion on a patriotic theme and improve their writing skills, while they compete for awards and prizes. Cumulatively, the awards provided from all levels of the competition are almost \$1.2 million each year. Each first place Department (state) winner competes for \$46,000 in award money at the national level with the first place winner receiving \$5,000 and a trip to Washington, DC in March.

Few youth programs provide a greater benefit to a Post than involvement with Middle School students with patriotic vision and love for the key foundation of what makes America great. Students compete by writing an essay on an annual patriotic theme. The theme will be decided each year by the Commander in Chief of the Veterans of Foreign Wars and Auxiliary President.

All resources needed for chairmen to conduct the Voice of Democracy and Patriot's Pen contests are online. Visit <http://www.vfw.org> and you would log in as a VFW member (and make sure you click on "MY VFW"). Under the RESOURCES heading you would click on "VFW Training and Support." Go to the "Community Service, Youth Scholarships and Activities" area. You will find the following resources on that page:

- Voice of Democracy and Patriot's Pen entry forms.
- National scholarships and awards programs brochure (this brochure can be given to teachers and youth leaders when you introduce them to the contests.)
- How-To Guide to Promoting Youth Programs (great tips for a newly-appointed Post-level chairman.)

- Judging score sheets for Voice of Democracy and Patriot’s Pen.
- Public service announcements and sample press releases (can be used at all levels to announce the kick-off of these programs before the end of the school year in preparation for the fall semester, and also to announce your Post’s winners in mid-November.)
- Department (District) chairman reporting packets for Voice of Democracy and Patriot’s Pen are also available for download in these sections.

Please also look to the right-hand side on this web page, in the grey box where it says “Chairman’s Manuals.” After clicking on that link, you will see six separate chairman manuals for each VFW Programs area: Voice of Democracy and Patriot’s Pen Chairman’s Manual

Participating Schools 2015 -2016 theme year:

Wheeler Middle School, Wahiawa HI
 Our Lady of Good Counsel, Pearl City HI
 Ewa Elementary School, Ewa Beach HI
 Saint Catherine School, Kapaa HI
 Emmanuel Lutheran, Kahului HI
 Kailua Intermediate School, Kailua HI
 Sacred Hearts Academy, Honolulu HI
 Punahou School, Honolulu HI
 Windward Nazarene Academy, Kaneohe HI
 Aikahi Elementary, Kailua HI
 Hawaii Baptist Academy, Honolulu HI

Website for more information:

<http://www.vfw.org/Youth>

VOICE OF DEMOCRACY AUDIO ESSAY CONTEST

General Information:

The VFW established the Voice of Democracy program (VOD) in 1947 to provide students grades 9-12 the opportunity to write and record an audio essay on a patriotic theme.

Voice of Democracy Scholarship Competition

The National Association of Broadcasters (NAB) started the Voice of Democracy Scholarship Competition in 1946. The Veterans of Foreign Wars became a national sponsor in the late 1950s and assumed sole responsibility for the program in 1961. Many notables have participated in the Voice of Democracy including journalist Charles Kuralt, Miss America Anita Bryant and former U.S. Attorney General John Ashcroft. The Voice of Democracy competition provides high school freshmen, sophomores, juniors and seniors the opportunity to write and record an audio essay on a patriotic theme, competing for more than \$2 million in college scholarships and incentives. Each first place Department (state) winner is brought to Washington, D.C. in March to enjoy our nation’s capital and compete for \$152,000 in national college scholarships — first place receiving \$30,000.

General Information:

Few youth programs provide a greater benefit to a Post than involvement with High School students with patriotic vision and love for the key foundational ideas that make America great. Students compete by writing and recording an audio essay on an annual patriotic theme. The theme will be decided each year by the Commander in Chief of the Veterans of Foreign Wars and Auxiliary President.

All resources needed for chairmen to conduct the Voice of Democracy and Patriot's Pen contests are online. Visit <http://www.vfw.org> and you would log in as a VFW member (and make sure you click on "MY VFW"). Click on "VFW Training and Support"; o to the "Community Service, Youth Scholarships and Activities" area. You will find the following resources on that page:

- National scholarships and awards programs brochure (this brochure can be given to teachers and youth leaders when you introduce them to the contests.)
- Voice of Democracy and Patriot's Pen entry forms.
- Judging score sheets for Voice of Democracy and Patriot's Pen.
- Public service announcements and sample press releases (can be used at all levels to announce the kick-off of these programs before the end of the school year in preparation for the fall semester, and to announce your Post's winners in mid-November.)
- Department chairman reporting packets for Voice of Democracy and Patriot's Pen are also available for download in these sections.
- Also look to the right-hand side on this web page under "Additional Resources" for chairman manuals and other information.

Participating Schools 2015 -2016 theme year:

Iolani School, Honolulu HI
Le Jardin Academy, Kailua HI
Henry J. Kaiser High School, Honolulu HI
Kahuku High School, Kahuku HI
Hawaii Baptist Academy, Honolulu HI
Sacred Hearts Academy, Honolulu HI
Seabury Hall, Makawao HI
Punahou School, Honolulu HI
Kealakehe High, Kailua-Kona HI
Aiea High School, Aiea HI

Website for more information:

<http://www.vfw.org/Youth>

SECTION 3 DEPARTMENT SCOUTING PROGRAMS

General Information

VFW DEPARTMENT SCOUTING CHAIRMAN The backbone of Scouting in the VFW is the VFW Scouting Team. These VFW members are deeply involved in Scouting, most with decades of experience. 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 Scouting Team, but every Department should have at least one individual to promote the values of scouting to youth and to the VFW itself

Scouting Team Members

George Barlett
Steve Thompson

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.

Units Chartered by

Post 10154 Post Chairman George Barlett
Pack 225
Pack 228
Post 1572
Crew 998
Post 970

Units assisted by

Post 10276

Scouting Events that Post support

VFW National Point of Contact

VFW Posts should request additional resources and information about Scouting and the VFW by calling the VFW Programs office at 816-968-1148 or e-mail a request to nclifton@vfw.org

Local Contact

Scouts USA

Aloha Council:

Website: [Aloha Council](http://www.alohacouncil.org) <https://www.scoutinghawaii.org/>
Phone: (808) 595-6366
Fax: (808) 595-4323
Address: 42 Puiwa Road
Honolulu, Hawaii 96817

Girl Scouts of Hawaii:

Website: [Girl Scouts of Hawaii](http://www.gshawaii.org) <https://www.gshawaii.org/>
Phone: (808) 595-8400
Fax: (808) 691-9340
Address: 410 Atkinson Drive
Suite 2E1, Box 3
Honolulu, Hawaii 96814

Scout of the Year Program

The VFW has a long relationship with Scouting. VFW Posts need to consider providing leaders, sponsoring units, offering their facility for meetings and encouraging their involvement in service projects. Posts can benefit from Scouting by having a unit do a flag retirement ceremony, help distribute Buddy Poppies, or help with clean up after events. These are just a few that would provide a benefit and generally can serve your Post.

Some of our earliest ties to the community involve youth groups and perhaps none are stronger or more lasting than the relationship between the VFW and America's scouting organizations. In fact, our partnership with the Boy Scouts of America dates back to 1915 when VFW Post 2100 helped to establish Troop 1 in Everett, Washington.

Our Scout of the Year program provides members of the Boy Scouts and Girl Scouts who display standout citizenship, patriotism and love of country with the opportunity to be rewarded with college scholarships of up to \$5,000. Awards are as follows: → \$5,000 1st place scholarship → \$3,000 2nd place scholarship → \$1,000 3rd place scholarship

Before [submitting your Scout of the Year application](#), please [review the rules and eligibility requirements](#).

WHO CAN ENTER:

Scouts who are registered, active members of a Boy or Girl Scout Troop, Venturing Crew, or a Sea Scout Ship who have received the Eagle Scout Award, Girl Scout Gold Award, Venture Summit Award or Sea Scout Quartermaster Award. There is no minimum age requirement for applicants as long as all other eligibility criteria have been met. The maximum age requirement for applicants is 18 years old and if an applicant reaches their 18th birthday during the nomination year they remain eligible as long as they are still in high school at the time of the submission deadline.

HOW TO ENTER:

Scouts should download and submit a completed VFW Scouting Scholarship form, resume of high school activities, scouting record, community service record and letters of recommendation to a local VFW Post no later than March 1. Locate your local Post here. Note: A Scout can enter through ONE VFW Post only.

HOW IT WORKS:

Local VFW Posts submit their winning candidates with full entry criteria to their respective VFW Department (state) by April 1. Ensure that if a District judging is taking place that entries are forwarded to the District first and that enough time is allotted to ensure that the Department still receives the entry by April 1. From there, the Department selects a winner and forwards the entry to the VFW National Headquarters by May 1 for national-level judging

Required Documentation:

1. The following documentation should be submitted to a local VFW Post:

2. 3x5 Photograph of the Scout - in correct, complete uniform for their current rank.
3. High School Participation Record — a single page, one sided resume of the candidate’s high school activities indicating academic achievement, offices held, honors received and significant participation in other activities.
4. Scouting Record — maximum of three pages, one side only, listing of all Scouting participation beginning with Cub Scouts/Brownies - years of participation, unit numbers and sponsors. Also include when Eagle, Gold, Summit 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, Girl Scout Gold Award, Venture Summit or Sea Scout Quartermaster Project.
5. Community Service Record — a single page, one sided resume listing participation in community and religious service organizations (excluding Scouting and school), noting leadership positions held and any recognition received.
6. Letters of Recommendation — A maximum of five letters, two pages each max will be judged. The five letters must include one each from a 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/accomplishments.

SECTION 4

STUDENT MILITARY PROGRAMS

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.

Our goal is to provide support to all SROTC, JROTC units and Civil Air Patrol Squadrons in the State of Hawaii.

General Information

Few youth programs provide a greater benefit to a Post than involvement with Student military units. These programs annually produce individuals with an appreciation for patriotism, civic responsibility and the likelihood of future military service. As SRROTC, JROTC and CAP 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

VFW National Point of Contact

VFW Posts should request additional resources and information about by calling the VFW Programs office at 816-968-1148 or e-mail a request to nclifton@vfw.org

SRROTC

The Department of Hawaii will provide the awards for the SRROTC programs at UH Hawaii.

JROTC

One of the basic tenets of VFW is service. What is your Post doing to benefit the community and reach out to future service members? Junior and Senior Reserve Officers' Training Corps (ROTC) prepares our young men and women for careers of military service. As these individuals fulfill their obligations to the nation, many will serve in harm's way and become eligible for VFW membership. As your Post works with these students today, they will know what VFW has to offer them throughout their military careers. VFW ROTC awards give special recognition of outstanding achievement and exceptional leadership ability. These awards are available for both JROTC and

For JROTC, contact the State Adjutant to learn how you can work with the unit to benefit your Post and serve the youth of your community better.

Our Posts and Auxiliaries have developed a relationship with the JROTC units and they are considered an adopted unit. Contact the Post that has adopted the JROTC unit if you wish to assist the unit.

Attached are the JROTC contact information and the Post that supports that unit..

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.

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.)

Must not have been a previous recipient of the award. Administration The recipient of the award will be selected by the JROTC Unit. JROTC Award Presentation It is recommended that the award be presented annually at an appropriate ceremony. It is further recommended that a representative of the VFW be on hand to present the award.

SECTION 5 AWARD PRESENTATION

VOD/PP/TEACHERS LUNCHEON

SECTION 6 POST COORDINATION

Post Chairmen are responsible for the following

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 that document your activities reporting to your Department chairman the volunteer hours, dollars donated by VFW, Auxiliary, and Cooties 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.

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.

Post Patriots Pen Chairmen are responsible for the following:

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 teachers who

will identify and initiate students to participate in the program. Do not limit yourself to the Public schools, you need to reach out to the Private schools and Home school organizations as well.

Approach schools in the Spring because that is when most curriculum decisions are made for the coming Fall. In late summer, revisit to ensure they have the necessary materials and are prepared for the program. Do not hesitate to involve school administrators, PTA/PTO/PSO, parents, teachers, Counselors, JROTC instructors, radio and TV stations, newspapers, churches and other service civic and community groups and organizations to encourage and facilitate student participation.

You need to organize and maintaining records, photos and newspaper clippings that document your activities reporting to your Department chairman the volunteer hours promoting the program. The amount of monies that have been designated for award monies for each level of winner (First, Second, and Third Place). The amount of additional monies that are spent on the program for certificates, medallions, backpacks, jackets, luncheons, etc. Through the contacts you've developed in your community, cooperate with other civic or fraternal groups. They may already be involved in school programs that would allow you time to speak to students about the scholarship programs and the process of how to submit and entry to the Post.

You must highlight the importance of the judging criteria and that the essay must not be labeled in any way that can identify who submitted the essay submission.

1. Theme knowledge is worth 30 points: Has the student researched and understood the theme?
2. Theme development is worth 35 points: Does the essay answer relevant questions: who, what, where, and why?
3. Clarity of ideas is worth 35 points: Is the writer's interpretation of the theme presented clearly.

Deadlines for submission to the Post level is November 1 of each year. By December 15, the Post judging must be complete and the Posts submits the first place winning entries, for every 15 essays, submitted to the Department Chairperson.

Judges should be from outside your Posts/Auxiliaries and should represent your community. Leaders from education, broadcasting, corporations, small business, and other fraternal and civic groups are ideal. The suggested number of judges is five to nine (or a minimum of three). Judges must not be connected in any way to the students that submitted essays. Follow up after the judging with a thank you for their involvement. Invite the judges to your awards ceremonies and publicly express your appreciation.

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 winners' information on the Post/District reporting forms (See attachments).

Post Winner Awards:

Recommend that the Post give, at a minimum, the First place winner \$150.00; the Second place winner \$125.00; the Third place winner \$100.00. The Post should consider the amount of awards based on the amount of funds available.

Post Voice of Democracy Chairmen are responsible for the following:

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 teachers who will identify and initiate students to participate in the program. Do not limit yourself to the public schools; you need to reach out to the Private schools and Home school organizations as well.

Approach schools in the spring because that is when most curriculum decisions are made for the upcoming school year. In late summer, revisit to ensure they have the necessary materials and are prepared for the program. Do not hesitate to involve school administrators, PTA/PTO/PSO parents, teachers, Counselors, JROTC instructors, radio and TV stations, newspapers, churches and other service civic and community groups and organizations to encourage and facilitate student participation. Please announce that

the National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.

You need to organize and maintaining records, photos and newspaper clippings that document your activities reporting to your Department chairman the volunteer hours promoting the program. The amount of monies that have been designated for award monies for each level of winner (First, Second, and Third Place). The amount of additional monies that are spent on the program for certificates, medallions, backpacks, jackets, luncheons, etc. Through the contacts you've developed in your community, cooperate with other civic or fraternal groups. They may already be involved in school programs that would allow you time to speak to students about the scholarship programs and the process of how to submit and entry to the Post.

You must highlight the importance of the judging criteria and that the CD or flash drive must not be labeled in any way that can identify who submitted the oral essay submission.

1. Originality is worth 30 points: Treatment of the theme should show imagination and human interest.
2. Content is worth 35 points: Clearly express your ideas in an organized manner. Fully develop your theme and use transitions to move smoothly from one idea to another.
3. Delivery is worth 35 points: Speak in a clear and credible manner.

Deadlines for submission to the Post level is November 1 of each year. By the December COA the Post judging must be complete, and the Posts submits their first place winning entries, additional entries may be submitted for every 15 essays. All entries must be submitted to the Department Chairperson at that time.

Judges should be from outside your Posts/Auxiliaries and should represent your community. Leaders from education, broadcasting, corporations, small business, and other fraternal and civic groups are ideal. The suggested number of judges is five to nine (or a minimum of three). Judges must not be connected in any way to the students that submitted essays. Follow up after the judging with a thank you for their involvement. Invite the judges to your awards ceremonies and publicly express your appreciation.

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 winners' information on the Post/District reporting forms (See attachments).

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 Boy and Girl 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

The Scouting Team will provide the following.

Post Chairmen are responsible for the following

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 that document your activities reporting to your Department chairman the volunteer hours, dollars donated by VFW, Auxiliary, and Cooties 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.

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.

SECTION 7

YOUTH SPORT ACTIVITIES

OTHER YOUTH ACTIVITIES

VFW’s history with youth sports goes back many decades. 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 as 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.

Posts that involved in sport programs include:

Post 10154 Soccer promotion

SECTION 8

PROGRAM DEADLINE DATES

VFW PROGRAMS DEADLINE DATES NOTE: Updated for the 2020-2021VFW Program Year

Smart/Maher Citizenship Education Teacher Award

*January 1, Post winners due to Department

*February 1, Department winners due to National (to guarantee receipt for Department Convention presentation)

Voice of Democracy and Patriot’s Pen

*October 31, 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 Chairmen

*January 15, Department winners due to National

*January 31, Department reports due to National

National Scout of the Year

*March 1, Scout entries to the Post

*April 1, Post entries to Department Scouting Chairman or Department HQs

*May 1, Department entry to National from Department Scouting Chairman or Department HQs

Community Service

*April 30, Post Special Project & Fred C. Hall Award Submission (Department to National)

*April 30, National Outstanding Community Service Post Submission(s) (Department to National)

*May 31, Department Community Service Report (Department 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

*Required deadline (by VFW National Headquarters.) All other deadlines are suggested, and can be internally set at the discretion of the VFW Department leadership. Post Chairmen, be sure to communicate with your District Chairmen to find out their official deadlines, and District Chairmen need to communicate with their Department Chairmen to find out their deadlines

SECTION 9 ALL AMERICAN DASHBOARD

APPENDIX A FORMS LINKS AND FORMS

PDF Fillable FORMS

Patriots Pen Fillable PDF

Voice of Democracy Fillable FDF

Scout of the Year Fillable PDF

Forms and Links

[Department of Hawaii on Facebook](#)

[VFW Department of Hawaii Website](#)

VFW National Links:

[Visit our VFW Youth Scholarships](#)

SECTION 12

SOP REVIEW

Standard Operating Procedure (SOP):

The SOP will be reviewed to ensure the following:

1. Contact information is accurate and up to date.
2. The SOP will be updated to ensure compliance with the National Bylaws, and applicable directives and regulations.
3. The SOP with changes will be submitted to the State Adjutant no later than 45 days before the start of the Department Convention.
4. The Chairperson's required End of Year report will include all changes with justification for the change to the SOP.

After an initial approval by the State Commander, This SOP will be reviewed annually. The Senior Vice Commander will review the SOP before the Department Convention. The State Adjutant will present the SOP at the first COA after the Department Convention for approval. After approval the SOP will become immediately effective. During the year any changes to the SOP will given to the Department Adjutant for distribution to voted on at the next COA.

Official:

George Barlett

State Adjutant

Office/School/UID/DID	DOE Representative	Instructors	Email Addresses
Hawaii Multiple School Unit 475 22 nd Ave, Rm. 219 Honolulu, HI 96816 UID: D007/Dist ID: HI01	Dr. Christina M. Kishimoto Superintendent P. O. Box 2360 Honolulu, HI 96804 Donna Lum Kagawa Asst. Superintendent Office of Curriculum and Instructional Design (OCID) 475 22nd Ave. Honolulu, HI 96816	DAI: LTC (Ret) Roger Rabiego ADAI: LTC (Ret) Edgar Rivera CSM: CSM David Brasher MPS: MSG (Ret) Ramon Ramos	roger.rabiego@k12.hi.us edgardo.rivera@k12.hi.us david.brasher@k12.hi.us ramon.ramos@k12.hi.us
Henry P. Baldwin HS (Maui) 1650 Kaahumanu Ave Wailuku, HI 96793 UID: 147 Post 3850	Mr. Keoni Wilhelm Principal Tel: 808-727-3200 Fax: 808-984-5674	SAI: LTC (Ret) Peter Strong Tel: 808-727-3208 AI: SFC (Ret) Herbert W. Kahalekai Tel: 808-727-3207	peter.strong@k12.hi.us herbert.kahalekai@k12.hi.us
Gov Wallace R Farrington HS 1564 N. King St Honolulu, HI 96817 UID: 157 Post 2875	Alfredo B. Carganilla Principal Tel: 808-305-5013 Fax: 808-832-3587	SAI: COL (Ret) Ranelle Manaois Tel: 808-305-5206 AI: 1SG (Ret) Efren H. Aguilar Tel: 808-305-5203	Ranelle.Manaois@k12.hi.us efren.aguilar@k12.hi.us
Hilo HS (Big Island) 556 Waianuenue Ave Hilo, HI 96720 UID: 148 Post 3875	Ms. Jasmine Urusaki Principal Tel: 808-313-5513 Fax: 808-974-4036	SAI: VACANT Tel: AI: SFC Ryan Taniguchi Tel: 808-313-5678	ryan.taniguchi@k12.hi.us
Kahuku HS & Intermediate 56-490 Kamehameha Hwy Kahuku, HI 96731 UID: 149	Ms. Donna Lindsey Principal Tel: 808-305-7317	SAI: LTC (Ret) Daniel Dorado Tel: 808-305-7379 AI: 1SG (Ret) William D. Brandt Tel: 808-305-7379	Daniel.dorado@k12.hi.us William.brandt@k12.hi.us
Kaimuki HS 2705 Kaimuki Ave Honolulu, HI 96816 UID: 150 Post 1540	Mr. Jamie Dela Cruz Principal Tel: 808-733-4900 ext 225 Fax: 808-733-4929	SAI: LTC (Ret) Terence Bryan Tel: 808-733-4912 AI: CSM (Ret) Bruce, Thomas Tel: 808-733-4912	terence.bryan@k12.hi.us thomas.bruce@k12.hi.us
Kapaa HS (Kauai) 4695 Maillihuna Rd Kapaa, HI 96746 UID: 151 Post 3855	Mr. Tommy Cox Principal Tel: 808-821-4401 ext 102 Fax: 808-821-4420	SAI: LTC (Ret) Mark N. Smith Tel: 808-821-4401 ext 195 AI: SFC (Ret) Ian M. Verasammy Tel: 808-821-4401 ext 195	mark.n.smith@k12.hi.us ian.verasammy@k12.hi.us
Kealakehe HS (Big Island) 74-5000 Puohulihuli St Kailua-Kona, HI 96740 UID: 1401 Post 12122	Mr. Glenn Gray Principal Tel: 808-960-0459	SAI: LTC (Ret) Chuck Furtado Tel: 808-313-3703 AI: 1SG (Ret) Starnes David Tel: 808-313-3704	charles.furtado@k12.hi.us david.starnes@k12.hi.us
Konawaena HS (Big Island) 81-1043 Konawaena School Rd Kealakekua, HI 96750 UID: 152 Post 12122	Mr. Shawn Suzuki Principal Tel: 808-313-6001	SAI: MAJ (Ret) John P. Naki AI: 1SG (Ret) Lydell F. Libre Tel: 808-313-6109(N), 808-313-6108(L)	john.naki@k12.hi.us lydell.libre@k12.hi.us
Leilehua HS 1515 California Ave Wahiawa, HI 96786 UID: 153	Mr. Jason Nakamoto Principal Tel: 808-305-3030 Fax: 808-622-6554	SAI: LTC (Ret) Nicholas J. Spiridigliozzi Tel. (808)305-3121/3120 AI: MSG (Ret) Kuailii A. Makaneole	nicholas.spiridigliozzi@k12.hi.us kuailii.makaneole@k12.hi.us

		Tel: 808-305-3120 AI: MSG (Ret) Michael Goodley Tel: 808-305-3120	michael.goodley@k12.hi.us
Mililani HS 95-1200 Meheula Parkway Mililani, Hawaii 96789 Post 10276	Mr. Fred Murphy Principal Tel: 808-627-7747 Fax: 808-627-7375	SAI: LTC (Ret) Timothy Schiller Tel: 808-307-4171 AI: CW3 (Ret) Johnnie Hickson Tel: 808-307-4251	timothy.schiller@k12.hi.us johnnie.hickson@k12.hi.us
Pres William McKinley HS 1039 South King St Honolulu, HI 96814 UID: 154 Post	Mr. Ron Okamura Principal Tel: 808-594-0400 Fax: 808-594-0407	SAI: LTC (Ret) Manuel Pulido Tel: 808-594-1013 AI: SGM Walter Dunn Tel: 808-594-1012	mpulido@mckinleyhs.k12.hi.us walter.dunn@k12.hi.us
Nanakuli HS 89-980 Nanakuli Ave Waianae, HI 96792 UID: 155	Mr. Darin Piliialoha Principal Tel: 808-305-7611 Fax:	SAI: LTC (Ret) Vince A. Morikawa Tel: 808-305-7761 AI: MSG (Ret) Earl A. Sagucio Tel: 808-305-7762	vince.morikawa@k12.hi.us earl.sagucio@k12.hi.us
Theodore Roosevelt HS 1120 Nehoa St Honolulu, HI 96822 UID: 156 Post 1540	Mr. Sean Wong Principal Tel: 808-307-0590	SAI: MAJ (Ret) Rodney W. Kimura AI: CSM (Ret) Robert Garo Tel: 808-307-0548	rodney.kimura@k12.hi.us robert.garo@k12.hi.us
Waianae HS 85-251 Farrington Hwy Waianae, HI 96792 UID: 151 Post	Ms. Disa Hauge Principal Tel: 808-697-9400	SAI: LTC (Ret) Anthony Hafner Tel: 808-697-9400 AI: 1SG (Ret) Milo Sinapati Jr	anthony.hafner@k12.hi.us milo.sinapati@k12.hi.us
Waimea HS (Kauai) 9707 Tsuchiya Rd. Waimea, HI 96796 UID: 395 Post 3855	Mrs. Mahina Anguay Tel: 808-338-6800 ext104 Fax: 808-338-6807	SAI: MAJ (Ret) Victor Aguilar Tel: 808-338-6810 ext 154 AI: SGM (Ret) Keith K. Castaneda Tel: 808-338-6810 ext 152	victor.aguilar@k12.hi.us keith.castaneda@k12.hi.us
Waipahu HS 94-1211 Farrington Hwy Waipahu, HI 96797 UID: 1689	Mr. Keith Hayashi Principal Tel: 808-528-3302 Fax: 808-675-0257	SAI: MAJ (Ret) Chris Robertson Tel: 808-307-9507 AI: SFC (Ret) Paulo Ah Sam Tel: 808-307-9506 AI: CW4 (Ret) Larry Magaoay Tel: 808-307-9507	chris.robertson@k12.hi.us Paulo.Ah_Sam@k12.hi.us larry.magaoy@k12.hi.us
Air Force			
Aiea HS 98-1276 Ulune St Aiea, HI 96701 UID: HI-931 Post 10276	Mr. David Tanuvasa Principal Tel: 808-305-6504 Fax: 808-483-7303	SASI: Lt Col (Ret) George Ramey Tel: 808-305-6461/6462 ASI: CMSgt (Ret) Al Thompson Tel: 808-305-6461/6462	george.ramey@k12.hi.us alphonso.thompson@k12.hi.us
Kailua HS 451 Ulumanu Dr Kailua, HI 96734 UID: HI-821 Post 10154	Ms. Francine Honda Principal Tel: 808-266-7900 Fax: 808-266-7915	SASI: Lt Col (Ret) Ted Pierson Tel: 808-266-7917/263-1482 ASI: SMSgt Herman Kaauamo Tel: 808-266-7917/263-1482	ted.pierson@k12.hi.us herman.kaauamo@k12.hi.us
Kaiser HS 511 Lunalilo Home Rd Honolulu, HI 96825 UID: HI-932 Post 1540	Mr. Justin Mew Principal Tel: 808-394-1200 ext 2225 Fax: 808-394-1201	SASI: Col Tim Martinez Tel: 808-394-1200 ext 2315 ASI: SMSgt (Ret) Michael Paquin Tel: 808-394-1200 ext 2314	Timothy.Martinez@k12.hi.us michael.paquin@k12.hi.us

Moanalua HS 2825 Ala Ilima Honolulu, HI 96818 UID: HI-921 Post 10276	Ms. Robin Martin Principal Tel: 808-837-8455 ext 1101 Fax: 808-831-7919	SASI: Lt Col (Ret) Michael Wingfield Tel: 808-305-1151 ASI: Tel: 808-305-1152	michael.wingfield@k12.hi.us
Navy			
James Campbell HS 91-980 North Rd Ewa Beach, HI 96706 UID: 49773 Post 12138	Mr. Jon Henry Lee Principal Tel: 808-305-3605 Fax: 808-689-1242	SNSI: CWO4 (Ret) Louis R. Collazo Tel: 808-305-3683 NSI: MGySgt (Ret) Levingston Hodges Tel: 808-305-3683 NSI: CSCS (Ret) James Hill Tel: 808-305-3683	louis.collazo@k12.hi.us levingston.hodges@k12.hi.us james.hill@k12.hi.us
Kalaheo HS 730 Iliaina Kailua, HI 96734 UID: 39628 Post 10154	Mr. James Rippard Principal Tel: 808-305-0200 Fax: 808-254-7907	SNSI: LCDR (Ret) Henry P. Van Oss Tel: 808-305-0173 NSI: MSgt (Ret) Jose L. Colon Tel: 808-305-0172	henry.van_oss@k12.hi.us jose.colon@k12.hi.us
Adm Arthur W. Radford HS 4361 Salt Lake Bl Honolulu, HI 96818 UID: 97228 Post 970	Mr. James Sunday Principal Tel: 808-421-4200 Fax: 808-421-4210	SNSI: LCDR DePondicchello Tel: 808-421-4214 NSI: Chief Petty Officer Brian Belk (Ret.) Tel: 808-421-4214	Harrison.Depondicchello@k12.hi.us Brian.Belk@k12.hi.us
USMC			
Kapolei HS 91-5007 Kapolei Pkwy Kapolei, HI 96707 UID: M98005 Post 12138	Mr. Wes Shinkawa Principal Tel: 808-305-8008 Fax:	SMI: Maj(ret) Ahmad Martin Tel: 808-305-8242 MI: MGySgt (Ret) Damian Moreno Tel: 808-305-8139	ahmad.martin@k12.hi.us damian.moreno@k12.hi.us
Private Schools			
Punahou School 1601 Punahou Ave Honolulu, HI 96822 Post 2875	Dr. Emily McCarren Principal Tel: 808-944-5850 Fax: 808-944-5864	SAI: LTC (Ret) Robert Takao Tel: 808-944-5723 AI: 1SG (Ret) Jeremiah Conachan Tel: 808-944-5721	rtakao@punahou.edu jconachan@punahou.edu
Saint Louis HS 3142 Waiialae Ave Honolulu, HI 96816 Post 8616	Mr. Devin Oshiro SLS Principal Tel: 808-739-4721	SAI: Tel: 808-739-4803 AI: Tel: 808-739-4810	
Civil Air Patrol			
Post 970			
Post 10276			

Sea Scout			
Post 970 (USS Arizona)			
xxxxxxx			

Year 20 -20 achievements (Annual Report):

GRAND TOTALS FOR POST COMPETITION: list totals taken from Post report form(s)

<u> </u>	<u> </u>	<u> </u>	<u> </u>
Posts	Auxiliaries	Students	Post Winners

Advanced

\$ <u>2,100.00</u>	\$ <u>400.00</u>
Scholarships & Awards	Addl. Money Expended

MONETARY VALUE OF DEPARTMENT COMPETITION:

Department Scholarships & Awards \$ 1,200

Department Additional Expenses \$ 250.00

Department and Post Hours Spent Promoting Program 150 hours

Number of VFW/Auxiliary Personnel involved in submitting information to the schools or youth groups: 11

Year 2016-2017 milestones:

PROJECTED TOTALS FOR POST COMPETITION:

<u>13</u>	<u>5</u>	<u>453</u>	
<u>19</u>			
Posts	Auxiliaries	Students	Post Winners

Advanced

\$ <u>2,500.00</u>	\$ <u>400.00</u>
Scholarships & Awards	Addl. Money Expended

MONETARY VALUE OF DEPARTMENT COMPETITION:

Department Scholarships & Awards \$ 1,200

Department Additional Expenses \$ 250.00

Department and Post Hours Spent Promoting Program 200 hours

Number of VFW/Auxiliary Personnel involved in submitting information to the schools or youth groups: 15