

Post Special Project Award

If your VFW Post, County Council, District or Department conducted a special project that you think should be nationally recognized by VFW National Headquarters, we would like to hear from you.

All entries must be in the form of a record book (binder) and this form must be the first page of your book. Information should be neatly presented and in chronological order. All entries must be postmarked by midnight **April 30** each year.

To be considered your entry must include the following:

- Copy of the minutes of the VFW meeting at which the project was authorized.
- Signed statement from the Commander summarizing the impact of the project.
- Photos (limit of twenty) of the activity.
- Newspaper clippings featuring the project.
- Letters of congratulation/recognition from civic and local leaders.
- Copy of the project budget/expense sheet.
- Narrative describing how the project was planned and executed and its impact on the community.
- Entry form, signed by the Department Community Service Chairman and the Department Adjutant. This form is located within the Community Service Chairman's Manual, or it can be obtained by calling or e-mailing:

Nick Lopez
VFW Programs (National HQs)
Phone: 816.968.1155
Email: nlopez@vfw.org

Judging is conducted solely on the basis of the information indicated above. Points are awarded for each element and will be deducted for missing items. All documentation must be limited to one binder.

Entries must be postmarked by April 30. Projects must be executed and nominated within the 12 months preceding the national judging.

All entries receive a Community Service Citation. Noteworthy entries receive a Merit Award Plaque. Exceptional entries receive an Award of Excellence. All recipients of the Award of Excellence are automatically entered in the Fred C. Hall Memorial Outstanding Post Special Project Award competition.

POST SPECIAL PROJECT ENTRY FORM

All entries must be in the form of a record book (binder) and this form must be the first page of your book. Information should be neatly presented and in chronological order. All entries must be post-marked by midnight April 30.

VFW Post/Auxiliary (if applicable), County Council, District and Department:

Address: _____ City/State/Zip Code: _____

Telephone Number: (____) _____ Email Address: _____

Date of project from inception to conclusion: ____/____/____ to ____/____/____

List of other organizations that assisted (if none leave blank):

Number of people who benefitted from this effort: _____ Approximate Local Population: _____

List of local media and addresses (we will send them news releases):

Submitted By:

Name: _____ VFW Position/Title: _____

Address: _____ City/State/Zip Code: _____

Telephone Number: (____) _____ Email Address: _____

Department Signatures:

Community Service Chairman:

Sign: _____ Print: _____ Date: ____/____/____

(This signature confirms that you have reviewed this entry and are verifying the form is complete and there is evidence to support the nomination.)

Department Adjutant:

Sign: _____ Print: _____ Date: ____/____/____

Mail your Entry to:

**VFW National Headquarters
Attn: Nick Lopez
406 W. 34th Street
Kansas City, MO 64111**

If you have any questions, please contact Nick Lopez at 816.968.1155 or nlopez@vfw.org