

Appendix B

Commonly Used Forms

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NOTE: All of these forms are available on our website, see Resources, Forms and Documents @ movfw.org

***Please use the forms in this manual do not use the old forms, thank you. ***



TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of _____
(District/County Council/Post No.)

Department of _____ for the Fiscal Quarter ending _____, 20 _____

FISCAL QUARTERS: April 1 to June 30 July 1 to Sept 30 Oct 1 to Dec 31 Jan 1 to March 31

FUNDS:	Net Cash Balances at Beginning of 10. Quarter	Receipts During Quarter 11.	Expenditures During Quarter 12.	Net Cash Balances at End of Quarter 13.
1. National and Department Dues (Per Capita Tax)	\$	\$	\$	\$
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Dues Reserve Fund (See Sec. 218, Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but Not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and Investments Not Credited to Funds				15.
14. TOTALS:	\$	\$	\$	\$

16. OPERATIONS	
Have required payroll deductions been made?	
Have payments been made to the proper State and Federal agencies this quarter?	
Have sales taxes been collected and paid?	
Are club employees bonded?	
Amount of outstanding bills	\$
Value of Real Estate	\$
Amount of liability insurance	\$
Owed on Mortgages and Loans	\$
Value of Personal Property	\$
Amount of Property Insurance	\$

17. RECONCILIATION OF CASH & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	\$ -
Less: Outstanding Checks	
Plus: Deposits in Transit	
Account Balance	
Other Checking Accounts (if applicable)	
Ending Balance Per Bank Statement	\$ -
Less: Outstanding Checks	
Plus: Deposits in Transit	
Account Balance	
Savings Account Balance	
Cash on Hand	
Total Cash	
Bonds and Other Investments	
Total Cash and Investments	\$ -

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date _____, 20 _____

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of _____
(District/County Council/Post No.)
for the Fiscal Quarter ending _____ in accordance of the National By-Laws and that this Report is a true and correct statement thereof to the best of our knowledge and belief. All Vouchers and Checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster _____ (Name) Signed: _____ Trustee

(Address) Signed: _____ Trustee
Signed: _____ Trustee

This is to certify that the Office of the Quartermaster is bonded with _____ in the amount of \$ _____ until _____, 20 _____, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: _____ Commander

NOTE: Forward Original (Blue) Copy to your Department Quartermaster - See instructions on reverse side of both Yellow and Blue Copies.

No. 4214



VETERANS OF FOREIGN WAR
DEPARTMENT OF MISSOURI
BUDDY POPPY ORDER FORM



3401 Knipp Dr
Jefferson City, MO 65109

DATE: _____
POST/AUX NAME: _____ POST# _____ DISTRICT# _____
NAME ORDER IS SHIPPING TO: _____ MEMBER ID# _____ TITLE: _____
STREET: _____ CITY: _____ STATE: _____
ZIP CODE: _____ CONTACT PHONE# _____
EMAIL: _____ DELIVER BY DATE: _____

NEW PRICING EFFECTIVE APRIL 15, 2023

(multiples of 500 only)	(Add Shipping & Handling)
Per 500.....\$135.00	\$135.00.....\$15.95
Per 1000.....\$270.00	\$270.00.....\$29.95
Per 1500.....\$405.00	\$405.00.....\$39.95
Per 2000.....\$540.00	\$540.00 & OVER.....\$69.95

ANNIVERSARY POPPIES (Multiples of 1000)
Please indicate if you need 25th (SILVER) _____
50TH (GOLD) _____
75TH (DIAMOND) _____

Total Quantity of Poppies _____

Poppies \$ _____

Shipping & Handling \$ _____
(SEE CHART ON LEFT)

Total \$ _____

PLEASE NOTE: Poppy orders are shipped by UPS. To avoid delays, please list a physical street address.

UPS CANNOT DELIVER TO A POST OFFICE BOX. ALLOW 4-6 WEEKS FOR DELIVERY.

ALL PROCEEDS FROM THE SALE OF POPPIES ON THE POST AND DEPARTMENT LEVEL GO TO THE
VETERAN SERVICE PROGRAM.

*****PAYMENT MUST BE INCLUDED WITH YOUR ORDER*****

Mail checks to Headquarters, payable to VFW or use Credit Card, 3.5% convenience fee with CC.

Credit Card Information - Card Number _____

Expiration _____ CVC _____ Name on Card _____

Address _____

Authorized Signature: _____

Updated 10.2.23

VETERANS OF FOREIGN WAR
DEPARTMENT OF MISSOURI



TIN ONLY BUDDY POPPY ORDER FORM



3401 Knipp Dr
Jefferson City, MO 65109

DATE: _____
POST/AUX NAME: _____ POST# _____ DISTRICT# _____
NAME ORDER IS SHIPPING TO: _____ MEMBER ID# _____ TITLE: _____
STREET: _____ CITY: _____ STATE: _____
ZIP CODE: _____ CONTACT PHONE# _____
EMAIL: _____ DELIVER BY DATE: _____

NEW PRICING EFFECTIVE OCTOBER 1, 2023

(multiples of 500 only)	(Add Shipping & Handling)
Per 500.....\$70.00	up to....\$135.00.....\$15.95
Per 1000.....\$140.00	\$270.00.....\$29.95
Per 1500.....\$210.00	\$405.00.....\$39.95
Per 2000.....\$280.00	\$540.00 & OVER.....\$69.95
OTHER _____ \$ _____	

<u>Total Quantity of Poppies</u> _____	
Poppies \$	_____
Shipping & Handling \$	_____
(SEE CHART ON LEFT)	
Total \$	_____

TIN ONLY



PLEASE NOTE: Poppy orders are shipped by UPS. To avoid delays, please list a physical street address.
UPS CANNOT DELIVER TO A POST OFFICE BOX. ALLOW 4-6 WEEKS FOR DELIVERY.

*****PAYMENT MUST BE INCLUDED WITH YOUR ORDER*****

Mail checks to Headquarters, payable to VFW or use Credit Card, 3.5% convenience fee with CC.

Credit Card Information - Card Number _____
Expiration _____ CVC _____ Name on Card _____
Address _____
Authorized Signature: _____

Updated 10.6.23

All-State Buddy Poppy Requirements

2025-2026 Post Membership Program

Post orders quota of buddy Poppies from Department Headquarters. Mandatory for All-State.

1-100 Members	500	701-800 Members.....	4,000
101-200 Members.....	1,000	801-900 Members.....	4,500
201-300 Members.....	1,500	901-1,000 Members.....	5,000
301-400 Members.....	2,000	1001-1100 Members.....	5,500
401-500 Members.....	2,500	1101-1200 Members.....	6,000
501-600 Members.....	3,000	1201-1300 Members.....	6,500
601-700 Members.....	3,500	1301-1400 Members.....	7,000





Department of Missouri
Veterans of Foreign Wars

OFFICER CHANGE / CORRECTION FORM

DATE	POST NUMBER	POST LOCATION	DISTRICT NUMBER
OFFICE TITLE TO BE CHANGED OR CORRECTED (i.e. Commander, Quartermaster, etc.)			
NAME OF NEW OFFICER		MEMBERSHIP NUMBER	
STREET ADDRESS			
CITY, STATE, ZIP CODE			
DAYTIME PHONE NUMBER		CELL PHONE NUMBER	
E-MAIL ADDRESS			
REASON FOR CHANGE (Deceased, resigned, etc.)			
NAME OF PERSON REPORTING CHANGE		PHONE NUMBER	

THIS FORM IS TO BE USED TO CHANGE CURRENT POST OR DISTRICT OFFICERS ONLY. IT IS NOT TO BE USED AS AN ELECTION REPORT.

NOTE: Post may report Officer Changes online in the National OMS System at: www.VFW.org

Send completed form to: Dept. of Missouri VFW Headquarters

3401 Knipp Drive

Jefferson City, MO 65109

OR

E-mail: qm@movfw.org, hqangela@movfw.org

**REPORT OF DISTRICT COMMANDER/REPRESENTATIVE
POST MEETING OFFICIAL VISIT FORM
(Completed by District Commander or Representative)**

DATE: _____
DISTRICT NUMBER: _____

POST VISITED: _____ LOCATION: _____

POST OFFICERS PRESENT: _____

POST OFFICERS ABSENT: _____

POST OFFICERS EXCUSED: _____

MEMBERS PRESENT: _____

TOTAL PRESENT: _____

WAS MEETING CONDUCTED IN ACCORDANCE WITH BY-LAWS/RITUAL/MANUAL
OF PROCEDURES: _____

COMMENTS/SUGGESTIONS/PROBLEMS:

COMMANDER/REPRESENTATIVE SIGNATURE

**[Completed report should be submitted to Department Headquarters] 3401
Knipp Dr, Jefferson City, Mo 65109 or email to both**

adj@movfw.org, hqangela@movfw.org

DEPARTMENT OF MISSOURI
VETERANS OF FOREIGN WARS
REPORT OF DISTRICT MEETING
(Completed by Dist-Commander)

DISTRICT # _____

Held its regular meeting on _____ **at** _____
(Date) (Location)

Total number of members present _____, number of guests, _____

Total number of District Officers present _____, absent/excused _____

Number of Post Commanders present _____

Post # of Commanders present:

Number of Posts represented (Commanders not present) _____

Post # of representatives present:

Number of Posts not represented _____

Post # of absentees:

Name of Department Officer assigned to attend: _____, present Y / N

Other guests present _____

Next District Meeting is scheduled for:

Date _____, Post # _____, Location _____, Time _____

Department Officer requested for next meeting:

1st choice: _____

2nd choice: _____

3rd choice: _____

(District Commander's Signature)

(District Adjutant's Signature)

*One copy to Department Headquarters: Mail – 3401 Knipp Dr. Jefferson City, MO 65109;
Email – adj@movfworg, hqangela@movfw.org. Keep one copy for the District file.*

**COUNCIL OF ADMINISTRATION
DISTRICT COMMANDER REPORT**

DISTRICT # _____

of Service Officer Events held _____

of Recruiting Events held _____

My goals for District are:

Goals I have achieved:

Special events being planned in District:

What is your District's greatest weakness?

What are you and your Posts doing to improve upon this weakness?

Is there anything Department can assist you with?

Commander's signature _____ Date _____

*****DISTRICT COMMANDER REPORT IS TURNED IN TO MISSOURI DEPARTMENT A MINIMUM OF ONE WEEK
PRIOR TO C OF A EVENTS*****

Email to hqangela@movfw.org and adj@movfw.org

**Post _____ to District Commander Missouri
Veterans of Foreign Wars
Activity Report To Be Presented At Each District Meeting**

Meeting Date _____ (Details includes Dates and Description of Activity)
Completed Key Events – List with Brief Detail

Planned Key Events – List in Brief Detail

Missouri Veteran Service Officer Fund Donation

Date _____ Amount _____

National Military and Veteran Support Program Donation

Date _____ Amount _____

Submitted by _____ Position _____

PATRIOT'S PEN



2025-2026 Theme

“How Are You Showing Patriotism And Support For Our Country?”

Student Entry Deadline: October 31, 2025

Patriotic Written Essay Competition Grand Prize: \$5,000 Award

What is the Patriot's Pen Program?

Conducted nationwide, this VFW-sponsored youth essay competition gives students an opportunity to write essays expressing their views on an annual patriotic theme.

We invite you to join the more than 60,000 students who participated last year in this contest.

Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, state and national level. Department (state) winners receive a portion of \$55,000 in national awards. National winners will receive at least \$500. **The first place national award is currently \$5,000.**

The Internal Revenue Service requires a recipient awarded more than \$599 be given Form 1099 identifying the proceeds as taxable income. This may require the winner to provide their social security number.

How Does the Contest Work?

All entries begin at the VFW Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the VFW Post. Individual students may submit their entry directly to the Post.

The contest consists of four levels. The first level (entry) is sponsored by VFW Posts. Post winners advance, one for every 15 entries, to the VFW District (regional) level where the one first place winner is advanced to the VFW Department (state) level. The first place winner at the Department level is then advanced into the VFW national competition.

Who Can Enter?

Patriot's Pen is open to 6th, 7th and 8th-grade students enrolled by the Oct. 31 deadline in public, private or parochial schools in the U.S., its territories or its possessions; or dependents of U.S. military or civilian personnel in overseas schools. Homeschooled students also are eligible. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application which has not been denied) and intend to become a U.S. citizen at the earliest opportunity allowed by law. (Foreign exchange students are ineligible.)

How Do I Get Started?

- Ask a teacher or youth group/club adult leader to supervise the Patriot's Pen writing contest.
- Contact a participating VFW Post and indicate your interest in participating.

- Establish a contact person who is a member of that VFW Post or its VFW Auxiliary.

- Make sure that your essay is submitted to the VFW Post before the contest deadline of Oct. 31, 2025. You can submit your essay and entry form by email upon the Post's approval. Entries sent to the VFW National Headquarters directly will be returned.

How Am I Judged?

Knowledge of the theme is worth 30 points:

You must show a thorough knowledge of the theme in your work. Demonstrate you have researched the issue extensively.

Theme development is worth 35 points:

Answer all relevant facts about the theme such as the who, what, where, when and why. Relate the theme to your own experiences.

Clarity of ideas is worth 35 points:

Write your essay in an easy-to-understand format. Leave your reader with a clear understanding of your explanation of the theme.

What Is the Theme?

The VFW Commander-in-Chief chooses the year's theme.

The 2025-2026 theme is:

"How Are You Showing Patriotism And Support For Our Country?"

Deadline Information.

To qualify, all entries must be submitted to a sponsoring VFW Post by midnight Oct. 31, 2025.

Note:

If you need help finding a participating VFW Post, follow these instructions:

First, visit vfw.org/FindaPost to "Find a VFW Post."

If you don't have success in finding a Post, or if you have trouble contacting them, you can contact your VFW Department (state) headquarters office to see if they can offer any information or assistance. You can visit vfw.org/ContactUs to look for "Find a State Contact" to get your VFW state office's phone number and email.

**For assistance contact
the VFW National Headquarters
at 816.968.2787
Email: youthscholarships@vfw.org**

2025-2026 Official Entry Form Patriot's Pen Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

()
Phone Email

Date of Birth (mm/dd/yy) Grade in School Essay Word Count

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

(Required even if student is 18 or over)

Parent/Guardian Name (Printed)

Parent/Guardian Signature Date

()
Parent/Guardian's Daytime Phone

Parent/Guardian's Email

What Are the Rules?

- You must write your own essay.
- All essays should be typed in English with no color or graphics. 300 - 400 words in length (+ or - 5 word max). Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.
- In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on the essay. The entry form is your essays cover sheet. Secure the Official Student Entry Form with a staple or other fastener on top of your essay. Contestants are allowed to enter only once each year if otherwise eligible (one Post competition).
- The essay must be contestant's original work and a product of the contestant's own thinking. Inappropriate use of ChatGPT or other AI tools is not allowed. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's. Contestants will be judged on the basis of their essay alone and are not required to present the essay orally. All essays become the property of the Veterans of Foreign Wars. The VFW retains non-exclusive rights to the use of your essay and likeness in the promotion and execution of the organization's programs and activities.
- At any time during the contest additional participant personal information (i.e. SSN, photo, etc.) could be requested by the VFW.

I Have Read and Understand the Contest Rules

Signature of Student Participant

Date

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post level Patriot's Pen Competition.

Post Commander/Chairperson Signature Post#

VFW Auxiliary President/Chairperson Signature (if applicable)

Post Address

City, State, Zip

VFW Post Email

No. of participants No. of winners

Amt. of Post/Aux. scholarships awards \$

Amt. of Post/Aux. additional expenses (Banquet, Pins, etc.) \$

To Be Completed by the VFW District

I certify that the student named in the previous section is the duly selected winner of the Patriot's Pen Contest District Competition and is our sole entry into the Department.

District Chairperson Signature Dist. #

Address

City, State, Zip

()
Phone Email

To Be Completed by the VFW Department Chairperson

I certify that the student named in the previous section is the duly selected first place winner of the Patriot's Pen Department Competition and is our sole entry into the National Judging.

Department Chairperson Signature

()
Daytime Phone Email

The winner ☐ has been ☐ will be (check one) notified that they are the first place Department winner on .

Local VFW Post Information:

Contact: _____

Phone: _____ Best Time To Call: _____

Alternate Contact: _____

Phone: _____ Best Time To Call: _____



Revised 01/2024

Patriot Pen Post Awards Report Form

DISTRICT __, MISSOURI

[illegible]

2025-2026 Theme

“How Are You Showing Patriotism and Support for Our Country?”

Student Entry Deadline: Oct. 31, 2025

Patriotic Audio Essay Competition Grand Prize: \$35,000 Award

What is the Voice of Democracy Program?

Since 1947, the Voice of Democracy has been the Veterans of Foreign Wars' (VFW's) premier scholarship program. Each year, nearly 26,000 high school students compete for more than \$2 million in scholarships and incentives. Students compete by writing and recording an audio essay on an annual patriotic theme. This year's theme is, “How Are You Showing Patriotism and Support for Our Country?”

Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, state and national level. National winners will be notified of their scholarship & placement.

The Rules

Who can enter?

The Voice of Democracy is open to students in grades 9-12 by the Oct. 31 deadline who are enrolled in a public, private or parochial high school or home study program in the United States, its territories and possessions; or dependents of U.S. military or civilian personnel in overseas schools. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application for which has not been denied) and intend to become a U.S. citizen at the earliest opportunity allowed by law. Foreign exchange students, students age 20 or over, GED or Adult Education Students are ineligible.

What do I need to enter?

Record your original 3-5 minute (+ or – 5 second max.) audio essay on a flash drive, or other electronic device. You will submit the recording, typed essay and this completed entry form. Provide these items to your school/group competition or VFW Post for judging. In addition you can submit your emailed entry form, essay, and audio file to the VFW Post upon approval. You must be the sole author of your essay. Inappropriate use of ChatGPT or other AI tools is not allowed. The recording must be in your own voice and in English. Hearing/speech impaired students should email the Voice of Democracy National Office at youthscholarships@vfw.org for special instructions. No music, singing, poetry or sound effects are allowed. The body of the essay must not identify you in any way, (including, but not limited to your name, school, city, state, race or national origin) although the recording and typed essay should be labeled with your name, to show ownership.

Where Do I Submit My Entry?

All entries begin at the VFW Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the VFW Post. Individual students may submit their entry directly to the Post. Entries sent to VFW National will be returned. One winner for every 15 entries from each Post advances to District and one District winner advances to the state (Department) competition. If you need help finding a participating VFW Post, follow these instructions: First, visit this website vfw.org/FindaPost to “Find A VFW Post.” If you do not have success in finding a Post, or if you have trouble getting in touch with them, you can contact your VFW Department (state) office to see if they can offer any information or assistance. You can visit this link vfw.org/ContactUs and look for “Find a State Contact” to get your VFW state office's phone number and email. If you still need assistance, please email us at VFW National Headquarters at youthscholarships@vfw.org

What Is the Deadline for My Entry?

All entries competing at the Post level must be in the hands of that VFW Post by midnight, Oct. 31, 2025. It is the responsibility of the student to meet this deadline by submitting their entry to the proper location by ensuring it is a participating Post.

What Are the Judging Criteria?

Originality is worth 30 points:

Treatment of the theme should show imagination and human interest.

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.

Delivery is worth 35 points:

Speak in a clear and credible manner.

2025-2026 Official Entry Form

Voice of Democracy Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

()

Phone

Email

Date of Birth (mm/dd/yy)

Grade in School

Age

Jacket Size

School Name, City, State

Teacher's Name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

(Required even if student is 18 or over)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

()

Parent/Guardian Daytime Phone

Parent/Guardian Email

Participant Agreement for Students Advancing to National Level

If selected as a first-place state winner, I have the consent of my parent/guardian and school to attend the Founding Forward Spirit of America Leadership trip to Valley Forge, Pennsylvania as a guest of the VFW National Organization. In consideration for permission to participate in the National Voice of Democracy Competition ("Competition") I do hereby, for myself, for my heirs, executors, administrators and assignees, waive, release and discharge all rights and claims which I have or which may hereafter accrue against the Veterans of Foreign Wars of the United States (VFW) and/or the Departments (state organizations) of the Veterans of Foreign Wars and their respective officers, agents, successors and assigns from any damages which may be sustained by me in connection with my participation in or association with the Competition and/or arising out of any travel related to the Competition. In the event of sickness, accident or injury in connection with the Competition, I consent to and accept the services of a duly licensed medical, surgical or dental specialist selected on my behalf and for such treatments, as they may deem necessary. I understand that VFW will not be liable for such treatment. I further understand that the Veterans of Foreign Wars of the United States retains non-exclusive rights to use my audio file, essay, name and likeness in the promotion and execution of the organization's programs and activities.

I Have Read and Understand the Rules and Participant Agreement

I certify that I am the sole author of the enclosed audio/essay entry and that I have not inappropriately used any AI tools or Chat GPT. I have only entered the competition once yearly if otherwise eligible. I understand that if it is found that I have entered any other Post's competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant

Date

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post level Voice of Democracy Competition.

Post Commander/Chairperson Signature

Post #

VFW Auxiliary President/Chairperson Signature (if applicable)

Post Address

City, State, Zip

VFW Post Email

No. of students participating

No. of winners advanced to District

Amt. of Post/Aux. scholarship awards \$

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$

To Be Completed by the VFW District

I certify that the student named in the previous section is the duly selected winner of the Voice of Democracy Contest District Competition and is our sole entry into the Departments.

District Chairperson Signature

Dist. #

Address

City, State, Zip

()

Phone

Email

To Be Completed by the VFW Department Chairperson

I certify that the student named in the previous section is the duly selected first place winner of the Voice of Democracy Department Competition and is our sole entry into the National Judging.

Department Chairperson Signature

()

Daytime Phone

Email

The winner ☒ has been ☐ will be (check one) notified that they are the first place Department winner on

For assistance contact:
816.968.2787
Email: youthscholarships@vfw.org

Local VFW Post Information:

Contact:

Phone:

Best Time To Call:

Alternate Contact:

Phone:

Best Time To Call:



Revised 0/2025

1

DISTRICT _____

[illegible]



SMART/MAHER VFW NATIONAL CITIZENSHIP EDUCATION TEACHER AWARD CITATIONS FOR ELEMENTARY, MIDDLE AND HIGH SCHOOL TEACHERS AND THEIR SCHOOLS

Each year, the Veterans of Foreign Wars selects elementary, middle and high school teachers to participate in the Smart/Maher VFW National Citizenship Education Teacher program. Effective this year, VFW Post Teacher Award Chairpersons may submit one candidate in each grade level to their District by November 15, if applicable, or to their **Department Headquarters by January 1**. The Department will select a single candidate in each grade level and submit them to **VFW National Headquarters by February 1 for national judging**. Department Teacher winners that are received at National Headquarters will receive a VFW National citation for both the winning teacher and their school.

NOTE: The only item the National VFW Programs Department requires is the completed "VFW Department Teacher Award Citation Request Form" located on the VFW website.

Simply visit vfw.org/#login, log in to My VFW, then look under Member Resources, click on VFW Training & Support, then click on Community Service & Youth Programs, then look under Additional Resources. The Teacher Entry form, Instruction sheet, Citation request form and Chairperson's Guide will be up on the VFW website in the near future.

Who Is Eligible?

1. Teachers who promote civic responsibility, flag etiquette and patriotism are prime candidates for this award. For example, do you know a teacher who plans field trips to city hall or organizes community volunteer projects? Maybe you know an instructor who invites veterans into the classroom to discuss their military experiences. Perhaps you are familiar with a teacher who fosters the development of democratic values and beliefs through special projects. If you know of such a teacher, honor him or her today.
2. All current certified/licensed teachers in grades K-12 are eligible. Previous national winners are ineligible. Nominations can be submitted by themselves, fellow teachers, supervisors, family members or other interested individuals.

Documentation Required for all Candidates:

1. All Post-level nominees should provide a one-page resume as a minimum or up to five pages as a maximum of documentation of their teaching experience (for example: references, news articles, etc.) and a head-and-shoulder photo of themselves, if available. These items will be forwarded on to the Department with the winning teacher entry form.

NATIONAL HEADQUARTERS

406 W. 54th Street
Kansas City, MO 64111
Office 816.756.3390
Fax 816.968.1157

WASHINGTON OFFICE

200 Maryland Ave., N.E.
Washington, D.C. 20002
Office 202.543.2239
Fax 202.543.6719

info@vfw.org
www.vfw.org

DISTRICT __, MISSOURI

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ARTICLES OF INCORPORATION

DISTRICT # _____ Department of _____

VETERANS OF FOREIGN WARS OF THE UNITED STATES

In accordance with the provisions of the State of _____, relating to corporations not for profit, the undersigned persons do hereby constitute themselves into a non-profit corporation and adopt the following Articles of Incorporation in accordance with said Statutes.

ARTICLE I - NAME:

The name of this corporation shall be: District # _____ Department of _____, VETERANS OF FOREIGN WARS OF THE UNITED STATES, INC.

ARTICLE II - PURPOSES:

The general nature and purposes of this corporation shall be:

Fraternal, patriotic, historical, charitable and educational; to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead and to assist their widows and orphans; to maintain true allegiance to the government of the United States of America and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom and to preserve and defend the United States from all her enemies, whomsoever.

This incorporated subordinate unit of the VETERANS OF FOREIGN WARS OF THE UNITED STATES, shall at all times remain under the jurisdiction of, and be governed according to the Congressional Charter and By-Laws of the Veterans of Foreign Wars of the United States. In the event that any provision of this Certificate of Incorporation conflicts with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States, such conflicting provisions shall be deemed null and void, and the National Charter and By-Laws shall, at all times, govern.

ARTICLE III - MEMBERSHIP:

The active and voting membership of this corporation shall at all times consist of and be confined to the active membership in good standing in District # _____ Department of _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES, with eligibility to, acquiring of, suspension from, and discontinuance of membership being in accordance with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States.

ARTICLE IV - INCORPORATORS:

The names and residences of the incorporators of this Corporation are as follows:

District Commander:	_____	_____
	(Name)	(Address)
District Sr. Vice Commander:	_____	_____
	(Name)	(Address)
District Quartermaster:	_____	_____
	(Name)	(Address)

The Board of Directors shall manage the affairs of this Corporation and shall consist of the District Commander, the District Sr. Vice Commander, and the District Quartermaster, and they shall be elected at District Convention to be held during the month of _____ each and every year in accordance with the By-Laws of the Veterans of Foreign Wars of the United States. Actions of the Board of Directors as set forth herein shall be at all times subject to the approval of the District.

The names and addresses of the Officers of the District, who are to serve as Officers of the Corporation until their successors are duly elected and installed, are as follows:

District Quartermaster: _____
 _____ (Name) _____ (Address)
 who shall serve as Treasurer.

District Commander: _____, Director
(Name) (Address)

District Sr. Vice Commander: _____, Director
(Name) (Address)

District Quartermaster: _____, Director
(Name) (Address)

By-Laws for this corporation may be made, altered, or rescinded after presentation to the District by any member in good standing and approved by a two-thirds (2/3) vote of the District Delegates present and in good standing at a District Convention. However, said By-Laws shall not conflict with the National Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States, nor shall they conflict with the By-Laws of the Department having jurisdiction and providing further a copy of same shall be forwarded, through channels, and reviewed by the Commander-in-Chief before becoming effective.

ARTICLE IX - AMENDMENTS TO ARTICLES OF INCORPORATION:

Amendments to these Articles of Incorporation may be made after presentation to the District by any member in good standing and approved by a two-thirds (2/3) vote of the District Delegates present and in good standing at a noticed meeting. However, said Amendments to the Articles of Incorporation shall be in accordance with the Laws of the State, and in accordance with the National Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States and further they shall be in accordance with the Department having jurisdiction and provided further a copy of same shall be forwarded, through channels, and reviewed by the Commander-in-Chief before becoming effective.

ARTICLE X - MISCELLANEOUS:

In the event of dissolution of this corporation all of the assets shall be the property of District # _____ Department of _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES and in the event of the simultaneous dissolution of this corporation and the forfeiture of the charter issued by the Veterans of Foreign Wars of the United States to said subordinate unit then, and in that event, title to all of the assets of this corporation shall pass to the Veterans of Foreign Wars of the United States to be disposed of in accordance with the National By-Laws, rules and regulations of the said Veterans of Foreign Wars of the United States. At no time shall the assets of the corporation be distributed among the individual members thereof.

ARTICLE XI - ADDRESS AND REGISTERED OFFICE AND AGENT:

The address of its initial Registered Office is _____
and the name of its initial Registered Agent is _____.
IN WITNESS WHEREOF we have hereunto set our hands and seals this _____ day of _____, 20____. (All incorporators (Article IV), must sign and their signatures acknowledged).

_____ L.S.

_____ L.S.

_____ L.S.

ARTICLES OF INCORPORATION

OF

(Post Name) POST NO. _____

VETERANS OF FOREIGN WARS OF THE UNITED STATES

In accordance with the provisions of the state of _____, relating to corporations not for profit, the undersigned persons do hereby constitute themselves into a non-profit corporation and adopt the following Articles of Incorporation in accordance with said Statutes.

ARTICLE I - NAME:

The name of this corporation shall be _____ POST
(Post Name)

NO. _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES, INC.

ARTICLE II - PURPOSES:

The general nature and purposes of this corporation shall be:

Fraternal, patriotic, historical, charitable and educational; to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead and to assist their widows and orphans; to maintain true allegiance to the government of the United States of America and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom and to preserve and defend the United States from all her enemies, whomsoever.

This incorporated subordinate unit of the VETERANS OF FOREIGN WARS OF THE UNITED STATES, shall at all times remain under the jurisdiction of, and be governed according to the Congressional Charter and By-Laws of the Veterans of Foreign Wars of the United States. In the event that any provision of this Certificate of Incorporation conflicts with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States, such conflicting provisions shall be deemed null and void, and the National Charter and By-Laws shall, at all times, govern.

ARTICLE III - MEMBERSHIP:

The active and voting membership of this corporation shall at all times consist of and be confined to the active membership in good standing in _____ POST NO. _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES, with eligibility to, acquiring of, suspension from, and discontinuance of membership being in accordance with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States.

ARTICLE IV - INCORPORATORS:

The names and residences of the incorporators of this Corporation are as follows:

Post Commander: _____
(Name) (Address)

Post Sr. Vice Commander: _____
(Name) (Address)

Post Quartermaster: _____
(Name) (Address)

ARTICLE V - MANAGEMENT & ELECTIONS:

The Board of Directors shall manage the affairs of this Corporation and shall consist of the Post Commander, the Post Sr. Vice Commander, and the Post Quartermaster, and they shall be elected at a regular meeting of the Post to be held during the month of April each and every year in accordance with the By-Laws of the Veterans of Foreign Wars of the United States. Actions of the Board of Directors as set forth herein shall be at all times subject to the approval of the Post.

ARTICLE VI - OFFICERS:

The names and addresses of the Officers of the Post who are to serve as Officers of the Corporation until their successors are duly elected and installed, are as follows:

Post Commander: _____,
(Name) (Address)
who shall serve as President.

Post Sr. Vice Commander: _____,
(Name) (Address)
who shall serve as Vice President.

Post Adjutant: _____,
(Name) (Address)
who shall serve as Secretary.

Post Quartermaster: _____,
(Name) (Address)
who shall serve as Treasurer.

All of the above shall be elected at a regular meeting of the Post to be held during the month of April of each and every year, except the Post Adjutant who shall be appointed by the Post Commander on the night of installation or as soon thereafter as possible.

ARTICLE VII - INITIAL BOARD OF DIRECTORS:

This corporation shall have not less than three (3) Directors and the initial Board of Directors shall be as follows:

Post Commander:	_____	_____	Director
	(Name)	(Address)	
Post Sr. Vice Commander:	_____	_____	Director
	(Name)	(Address)	
Post Quartermaster:	_____	_____	Director
	(Name)	(Address)	

The above Directors shall serve until the next election of Post Officers during the month of April of each and every year and who, by virtue of their office, shall serve as Directors of the Corporation.

ARTICLE VIII - BY-LAWS:

By-Laws for this corporation may be made, altered, or rescinded after presentation to the Post by any member in good standing and approved by a two-thirds (2/3) vote of the Post Membership present and in good standing at a noticed meeting provided each member had been notified at least twenty (20) days in advance and upon request, provided a copy of the proposed By-Laws. However, said By-Laws shall not conflict with the National Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States, nor shall they conflict with the By-Laws of the Department having jurisdiction and providing further a copy of same shall be forwarded, through channels, and reviewed by the Commander-in-Chief before becoming effective.

ARTICLE IX - AMENDMENTS TO ARTICLES OF INCORPORATION:

Amendments to these Articles of Incorporation may be made after presentation to the Post by any member in good standing and approved by a two-thirds (2/3) vote of the Post Membership present and in good standing at a noticed meeting provided each member had been notified at least twenty (20) days in advance and upon request, provided a copy of the proposed amendments. However, said Amendments to the Articles of Incorporation shall be in accordance with the Laws of the State, and in accordance with the National Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States and further they shall be in accordance with the Department having jurisdiction and provided further a copy of same shall be forwarded, through channels, and reviewed by the Commander-in-Chief before becoming effective.

ARTICLE X - MISCELLANEOUS:

In the event of a dissolution of this corporation all of the assets shall be the property of _____ POST NO. _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES and in the event of the simultaneous dissolution of this corporation and the forfeiture of the charter issued by the Veterans of Foreign Wars of the United States to said subordinate unit then, and in that event, title to all of the assets of this corporation shall pass to the Veterans of Foreign Wars of the United States to be disposed of in accordance with the National By-Laws, rules and regulations of the said Veterans of Foreign Wars of the United States. At no time shall the assets of the corporation be distributed among the individual members thereof.

ARTICLE XI - ADDRESS AND REGISTERED OFFICE AND AGENT:

The address of its initial Registered Office is _____
and the name of its initial Registered Agent is _____.

IN WITNESS WHEREOF we have hereunto set our hands and seals this _____ day of
_____, 20____. (All incorporators (Article IV), must sign and their signatures acknowledged).

_____ L.S.

_____ L.S.

_____ L.S.

THIS IS A REFERRAL FORM, NOT A CLAIM FOR BENEFITS!



Department of Missouri Service Office

Veterans of Foreign Wars of the United States

The purpose of this form is to gather some basic information so we may evaluate your possibility to receive VA benefits. This information is held confidential and will not be released in any form or for any other use.

Please be thorough in the filling out of this form. (PLEASE PRINT)

Veteran's Name: _____ Birth Date: ____/____/____

Spouse's Name: _____ Birth Date: ____/____/____

Address: _____ City: _____ State: ____ Zip: _____

Phone: (____) _____ Best time to call: ____ AM ____ PM

Branch of Service: _____ Dates of Service: From: ____/____/____ To: ____/____/____

Registered in VA System: YES ☐ NO ☐

Email: _____

Service outside the USA: YES ☐ NO ☐ Country: _____ MOS _____

Medals or Decorations: _____

Combat Awards: Bronze Star/Higher ☐ Purple Heart ☐ Other: _____

Referred By: _____ Post #: _____

Phone: (____) _____ Date sent to Regional Office: _____

VSO OFFICE ONLY

Date Received: _____ Date Contacted: _____ Contacted By: _____

Please send this form to:

Veterans of Foreign Wars
3401 Knipp Dr
Jefferson City, MO 65109
Email: deptvso@movfw.org

Phone: 573-636-9998

V.F.W. Membership makes this service possible, if you are entitled to a FOREIGN SERVICE RIBBON, you belong in the VFW- Join today!

THIS IS A REFERRAL FORM, NOT A CLAIM FOR BENEFITS!

Revised 4.24.25



VFW Public Servant Award Citation Post Entry Form

NOTE: VFW Point of Contact should fill out their section below prior to distributing this form.
This will provide individuals from outside of the VFW with the needed information to submit their packets successfully.

To be filled out by VFW representative

Sponsoring VFW Post #: Sponsoring District #:

Date of Presentation: MM/DD/YY (if available)

VFW Post POC

Full Name:

Phone: Email:

Address: (where to mail entry)

City: State: Zip:

Individual Submitting Nomination

Full Name:

Phone: Email:

Nominee Information

Choose appropriate citation: (EMT, Firefighter or Law Enforcement)

Full Name: (please list as you wish it stated on the citation)

Gender:

Occupation Title: (if any) (please list as you wish it stated on the citation)

Employer Name: (please list as you wish it stated on the citation)

Address of Employer: (please list as you wish it stated on the citation)

City: State: Zip:

Employer Phone: Employer Email: (if available)

Please complete this form and submit to your local VFW Post using the information provided above. Ensure to include all required documentation that is outlined on the instructions sheet provided with this form. All post entries must be received by their **Department Headquarters no later than January 1st**. If you have any questions, please feel free to contact Tammy Beauchamp at 816-756-3390 x 6287, e-mail tbeauchamp@vfw.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY (i)						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						
	DED <input type="checkbox"/> RETENTION \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE