



# VFW YOUTH ACTIVITIES CHAIRMAN'S MANUAL

## The Role of the Chairman

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

## You Are the Point Person

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

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

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

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

## Reporting Your Activities

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

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

## Master Organizational Skills

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

Some of your specific duties include:

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

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

## **SCOUTING & JROTC (Junior Reserve Officer Training Course)**

### **Why should a Post become involved?**

Few youth programs provide a greater benefit to a Post than involvement with a Scouting or JROTC unit. Both programs annually produce individuals with an appreciation for patriotism, civic responsibility and the likelihood of future military service. As 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.

### **How does a Post become involved?**

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

### **So, what do I do now?**

For Scouting, you should make contact with the VFW Department Scouting Chairman in your Department (state.) These are VFW members who are heavily involved in Scouting and have committed themselves to growing Scouting within their respective Departments. They will be happy to assist your Post and its members in becoming involved with this important youth program. For JROTC, your state's Adjutant may be able to help you identify a JROTC unit in your area.

VFW members of Posts can request additional information about Scouting & ROTC by calling the VFW Programs office at 816-968-1117 or e-mail a request to [kharter@vfw.org](mailto:kharter@vfw.org).

## **Youth Cadet Awards Program**

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

## **Awards Administration**

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

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

All letters of nomination should be sent to:

### **VFW Programs**

#### **Veterans of Foreign Wars National Headquarters**

**406 West 34th Street**

**Kansas City, MO 64111**

**e-mail: [kharter@vfw.org](mailto:kharter@vfw.org)**

**fax: (816) 968-1149**

**phone: (816) 968-1117**

### **Criteria for Civil Air Patrol and Naval Sea Cadets**

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

### **Additional criteria for JROTC & SROTC awards:**

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

Upon receipt of the letter and documentation, VFW Programs Department personnel will review the submitted materials, approve and contact the VFW Department. The Department or Post may then purchase the award(s) through the [VFW Store](#) for presentation.

Awards, stock numbers and contact information are as follows:

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

#### **Order citations and medals from:**

VFW Store  
406 West 34th Street  
Kansas City, MO 64111  
web: [www.vfwstore.org](http://www.vfwstore.org)  
For phone orders call: 1-800-821-2606

#### **OTHER YOUTH ACTIVITIES**

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

Like most VFW Post activities, the key is to identify an interest or need in the youth of your community and offer your Post and its members 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.

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

#### **YOUTH HUNTING AND SHOOTING PROGRAMS**

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

They are designed for VFW rifle teams as a sport activity for youth and adults to build interest in rifle shooting and safety. Both individual and team matches are offered. A Postal Match is a match in which competitors fire on their home ranges using targets which have been marked for identification. The scores are then mailed to the NRA for ranking of awards.

If your VFW Post does not already participate in the Junior and/or Adult Rifle Program and would like to take part in a program that has great appeal for youngsters as well as adults, please go to the NRA's Postal Match website here

<http://www.nrahq.org/compete/dept-postal.asp>.

A link to rules & an entry form are available from this web page, look under Veterans of Foreign Wars.

If you have any questions, please contact the NRA directly at:

National Rifle Association  
Competitive Shooting Division  
11250 Waples Mill Rd.  
Fairfax, VA 22030  
e-mail: [postals@nrahq.org](mailto:postals@nrahq.org)  
phone: (703) 267-1482

If you have any other questions, please feel free to contact the VFW Programs Office at 816-968-1117 or email: [kharmer@vfw.org](mailto:kharmer@vfw.org)

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# Scout of the Year Program

Annually, the Veterans of Foreign Wars awards three individuals who are: Eagle Scouts, Girl Scout Gold Award recipients, Venture Summit Award recipients and and/or Sea Scout Quartermasters who have risen above their peers in exemplifying the qualities of that rank. Awards are as follows

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

To be eligible for the award, the candidate must:

- Be a registered, active member of a Boy or Girl Scout Troop, Venturing Crew or Sea Scout Ship.
- Be the recipient of the Eagle Scout Award, Girl Scouts Gold Award, Venture Summit Award or Sea Scout Quartermaster Award.
- Have demonstrated exemplary citizenship in school, Scouting and community.
- Have reached his or her 15th birthday and be enrolled in high school at the time of selection.

Applicants still in high school who reach their 18th birthday during the nomination year remain eligible if otherwise qualified. A Scout may enter through only one VFW Post.

## Deadline for entries:

- March 1** — Entry to the VFW Post.
  - April 1** — One candidate with full entry criteria must be submitted by a VFW Post to the next level of judging by April 1. The VFW Department (state) Scouting Chairman can provide this information.
  - May 1** — Department winner submission to VFW national organization from Department Scouting Chairman.
- Candidate entry forms are available from your VFW Department Scouting Chairman, by visiting <http://www.vfw.org/Scout/> by calling **816-968-1117**, or by e-mailing [kharmar@vfw.org](mailto:kharmar@vfw.org)

## Required Documentation

The following documentation should be submitted to [a local VFW Post](#):

- ✓ **3x5 Photograph of the Scout** - in correct, complete uniform for their current rank.
- ✓ **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.
- ✓ **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.
- ✓ **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.
- ✓ **Letters of Recommendation** — submit three letters, no more than two pages in length from:
  - A scout leader.
  - A community member.
  - A teacher/faculty member (if homeschooled, a parent letter is allowed).
 In addition, you may include one or two additional letters, no more than two pages in length, from local community members who have special knowledge of the candidate's abilities/accomplishments.
- ✓ **[Completed Entry Form](#)**

## 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. For more information call **816-968-1117** or e-mail [kharmar@vfw.org](mailto:kharmar@vfw.org)