

July 2018

Teacher of the Year Committee

2018-2019 Chairman – Christine Gittins

Running the Program Here are some important points to remember when conducting the Smart/Maher VFW National Citizenship Education Teacher Award Program.

- Know the program procedures and judging guidelines thoroughly.
- Develop a good working relationship with your Post's Auxiliary chairman.
- Contact schools early and make a point of explaining the importance of the program to the principal.
- Send a news release to your local media with the names of your winning teachers (see website for sample.)
- Recognize your participants (both winners and judges) with official VFW awards - see the official VFW Store catalog (or visit www.vfwstore.org) for ideas.
- Send an accurate and detailed report of your competition along with your winning Post's entries to the District as soon as the competition is finished. This report should include the following:
 1. Auxiliary participation
 2. Number of schools
 3. Total amount of money spent (including banquet costs, gifts and citations.)

Winning Entry Checklist Here's what your Post needs to have to your District:

- Winning Post teacher's entry form, original nomination form and essay by individual making the nomination. (Up to 350 words.)
- Teacher's one page resume (no more than two sides).
- Up to five pages (both sides) of documentation such as news articles or supervisor's recommendations.
- Good quality head and shoulders photo of the teacher. The above requirements are the same for Districts to send to the Department.

Judging:

- Select competent and unbiased judges. A panel of at least three to five judges is recommended. The VFW chairman should be present at the judging to provide assistance but should not be one of the judges. Prior to the judging, the chairman should review all nomination forms to ensure they adhere to the rules. Make sure entry is not a self-nomination. The nominator should keep to the 350 word limit and sign the nomination.