

**DEPARTMENT OF KANSAS
VFW COMMUNITY SERVICE RECORDBOOK CONTEST**

Show your VFW and Auxiliary Pride
Through Community Service

Community Service Record books are permanent records of one year's community service work. After the contests they may be put to practical use in promoting membership, proof of charity expenditures, and display in the community

CONTEST GUIDELINES

1. Record books should contain community service projects that are completed during the period April 1 through the following March 31.
2. FASTENERS and COVER: If books have metal posts, steel is preferable to brass or aluminum. If covers have decals, place self-adhesive clear plastic over the decals so they will not be damaged during shipping and handling. Please use superior quality page dividers and index tabbing, the extensive handling that the record books experience must be considered.
 - o A CD or Thumb Drive with the data is also acceptable to save on the cost of paper
3. CLIPPINGS and PHOTOGRAPHS: Show dates and captions. Include supporting information.
4. ARRANGEMENT OF BOOK: Enter each project by category. (Chronological or month by month listing makes your entry more difficult for the judges to evaluate.)
5. ENTRY FORM: Complete and fasten inside front cover of Volume I.
6. MAIL OR SHIP RECORDBOOK ENTRY FOR THE DEPARTMENT CONTEST to Department Headquarters or the address designated.
7. NON-COMMUNITY SERVICE related items SHOULD NOT BE INCLUDED in any record books. Pictures of Post officers, installation of officers, meetings, etc. will not be credited. (This material should be assembled in a separate section and kept by the Post until the record book is returned after the competition. Then it can be added to the record book for permanent reference.)

PREPARING A RECORDBOOK

Posts and Auxiliaries carry on many projects which are of public service. The best way to tell the story of your Post and Auxiliary's work in the community is through a Community Service record book that contains evidence of the many projects and programs your Post and Auxiliary perform.

The contents of your record book should be so arranged and in such detail that it tells the story of each project, clearly and completely, to those who may read and judge it.

Posts and Auxiliaries should combine their community service programs into one book or one set of books. The Post and its Auxiliary are judged as a unit; Auxiliaries may not submit a record book on just their own programs.

Creditable community service projects will usually fit into one or more of the categories that are listed in the Community Service Program Chairman's booklet.

Remember, compile your book so that the judges can easily read and evaluate the facts. Do not assume the judges are familiar with your Post or area.

In other words, make your record book as complete as possible for it must "Tell the Story" of your community service.

Attach all entries in the book securely. Make bindings strong yet flexible so the books may be opened easily and fully. Index or summarize the activities and projects that are included in the book. The index summary should be placed in front of the record book or at the front of each category or section. Apply titles or captions to photos, and datelines to newspaper clippings.

The entry form provides vital information to the judges concerning the number of members in your Post and Auxiliary; the number of projects you have completed; the amount of money and time that has been spent and the size of your community.

Top winners in the Department are those Posts and Auxiliaries who have performed, recorded and entered evidence of their community service. JUST PREPARING A RECORDBOOK WILL NOT WIN ANYTHING UNLESS YOU ENTER THE BOOK IN THE DEPARTMENT CONTEST FOR JUDGING.

Immediately following the close of the contest year (March 31), send your Community Service record book to Department Headquarters unless otherwise designated for judging. DO NOT SEND YOUR RECORDBOOK TO NATIONAL HEADQUARTERS

WHO, WHAT, WHEN, WHERE, HOW and WHY are very important words in telling any story. By answering these questions you will help yourself in preparing an award winning record book.

Consistent winners start early in gathering data to place in the record book. They maintain a file of newspaper clippings, pictures, photo stats, etc.

If you live in an area where it is difficult to obtain newspaper articles of your Post or Auxiliary's community service projects, keep a camera handy. ONE PICTURE CAN REPLACE A LOT OF WORDS.

Record books are judged solely on the contents of the community service projects that are reported. It is not necessary to prepare an expensive or costly book. Record books are judged by their contents and not by their cover.

EVALUATING A RECORDBOOK

Department Headquarters uses a "check sheet" in processing and evaluating community service projects that are reported in the record books.

Listed on the "check sheets" are the principal categories which are found on the Department Programs Report Form. Each category can be further subdivided into additional subheadings.

Each record book is evaluated thoroughly. A detailed study is made of the entries therein. Each creditable activity or project is recorded and scored. Points are given for each acceptable project that is reported. Several factors determine the point value that is awarded each project. They include (1) the extent to which the project is developed; (2) the effort, time and funds that have been expended; and (3) the completeness of detail in which the project has been described. When all of the projects have been evaluated and recorded on the check sheet, the points are then totaled to establish the final rating of the record book. Sometimes entries are reexamined several times to make certain they have been properly evaluated.

Judges are briefed prior to the final judging to aid them in evaluating projects.

CATEGORIES FOR RECORDING PROJECTS

The Community Service Record book is divided into four general categories:

1. Veterans Service
2. Legislative Action
3. Community Service
4. Youth Development

When making up a record book it is advisable to group your projects and programs into one of the above categories. If a project qualifies for more than one category, select and list it under just one category. It will be given credit, regardless of whether it is listed under the proper category. *THEM IN EACH OF THE CATEGORIES.DO NOT DUPLICATE YOUR EFFORTS BY PLACING*

Remember, when compiling your community service record book you are telling a story of your work to judges who generally are not familiar with your efforts or community. The easier it is for the judges to read the facts, the easier it is for them to evaluate your work.

DEADLINE

The contest period for the Department is April 1 through March 31 of the current year. All record books must be submitted to and *REACH DEPARTMENT HEADQUARTERS NO LATER THAN APRIL 10* for judging.

AWARDS

Framed citations will be awarded to the top three entries. Each Post and/or auxiliary participating will receive a Citation from the Department Commander. ALL COMMUNITY SERVICE AWARDS will be presented at the joint awards program during our Department Convention in June.

Department of Kansas, VFW
115 SW Gage Blvd, Topeka, KS 66606-2029 or P.O. Box 1008, Topeka, KS 66601-1008

COMMUNITY ACTIVITIES RECORD BOOK ENTRY FORM

1. This form must be filled in and attached to the inside cover of the Community Activities Record Book that your Post enters in the Department Community Activities Record Book Contest.
2. Be sure to provide the name, address and zip code of the person to whom the Record Book should be returned following the judging. (Please use a mailing address that is not a Post Office Box. Prompt delivery is more certain when made to a street address.)
3. This form must be signed by the Post Commander.

Send your entry to your VFW Department Headquarters by April 10th.

Post No. _____ City _____

Total Projects Since 4/1/17 _____ Total Hours (Volunteered) _____ Total Funds Used/Donated _____

Total Post Members as of 1/1/18 _____ Total Auxiliary Members as of 1/1/18 _____ City Population _____

COMMUNITY ACTIVITIES CHAIRMAN:

Post _____ Auxiliary _____
(Name of chairperson) (Name of chairperson)

JUDGES, NOTE THE FOLLOWING LEADING PROJECTS

Page _____, _____

Page _____, _____

Page _____, _____

Page _____, _____

RETURN RECORD BOOK TO: (mailing address)

Name: _____

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

Signature Post Commander _____

Post Commander's Name (print) _____

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