

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.