

VFW Department of Utah



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Department of Utah Commander

Membership **and** **All-State** **Requirements** **2023 – 2024**

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Membership & All-State Requirements 2023-2024

Listed below is a list of criteria that should be utilized when planning your membership programs for the coming year. A membership program has a better chance of success when the Posts/Districts Commanders and membership teams reach the goals and requirements listed as achievable.

Department has officers and committee chair to assist District or Post with programs or if District or Post has concern that need resolved. A list of the Officers and Committee Chairs are sent to all District, and Post Commanders and Quartermasters.

1) Membership Program

Membership Mission

To recruit, retain, and mentor a stable membership base, including all generations of veterans. To cultivate a membership that is well versed in institutional knowledge and actively involved at all levels of the organization and in the local community. To establish Posts with a strong tradition of service, leadership, and community outreach.

Build a strong organization for the future through growth and retention.

Work together to achieve the VFW's goals. The VFW State Headquarter staff is here to assist in coordinating programs, developing new membership initiatives, and build awareness among our membership and the entire veteran community.

Membership Objectives & Goals

Recruit new and recover unpaid members	-----Goal 102%
Retain and mentor existing membership	-----Goal 100%
Develop new Posts and revitalize existing Posts	
Increase Life Membership	-----Goal 2% Gain
Increase Legacy Life Membership	-----Goal 5% Gain
Membership Goal percentage by	----- Nov 1 = 87% Feb 1 = 94% May 31 = 98% June 30 = 102%

a) Post Responsibilities

- i) Name a Membership Chairman by Aug 31, 2023 and report that name to the District Membership Chairman
- ii) Hold at least two (2) membership drives during the year.
- iii) Hold at least two (2) Retention drives during the year.
- iv) Report to the District Membership Chairman monthly on your progress.
- v) Officer Recruiter requirement
 - (1) Post Commander: Two (2) New Members
 - (2) Senior & Junior Vice: One (1) New Members each

b) District Responsibilities

- i) District Commanders will be the District Membership Chairman
- ii) Monitor Memstats frequently to monitor & advise Posts in the District as to their progress.
- iii) Hold at least of two (2) membership drives with Posts in the District.
- iv) Hold at least two (2) Retention drives with Posts in the District.
- v) Report to the Department Membership Chairman monthly on the progress of the District.
- vi) Ensure that all Posts have promotional material and applications for membership drives.

c) MEMBERSHIP PROGRAM DETAILS & INCENTIVES**i) Individual VFW Recruiter Awards****(1) *Bronze Star Award:***

- (a) Any member recruiting 8 new and/or reinstated members by May 31, 2024 will receive a "2023-24 TOP RECRUITER" Commander Shirt.

(2) *Silver Star Award:*

- (a) Any member recruiting 10 new and/or reinstated members by May 31, 2024 will receive a "2023-24 TOP RECRUITER" Commander Shirt and a \$25.00 Gift Card.

(3) *Gold Star Award:*

- (a) Any member recruiting 15 new and/or reinstated members by May 31, 2024 will receive a "2023-24 TOP RECRUITER" Commander Shirt and a \$50.00 Gift Card.

(4) Legion Of Merit Award:

- (a) The top five recruiters, signing up the most new and/or reinstated members (minimum of 20) by May 31, 2024 will receive a "2023-24 TOP RECRUITER" Commander Shirt, and a \$100.00 in gift cards.

2) All-State Requirements

a) Post Requirements

i) Membership

- (1) Membership is 100%,
 - (a) Post Membership will be at 100% by June 30, 2024

ii) Recruiting/Retention

- (1) The Post perform Two (2) Recruiting Events.
 - (a) Recruiting Event is an event with the goal of recruiting new members. All recruiting events must be coordinated through the Department Membership Chairman to ensure that scheduling conflicts do not occur. Upon completion of the event, a report showing the results is required to be submitted to the Membership Chairman.
- (2) The Post perform Two (2) Retention Events.
 - (a) Events Retention Event is an event contacting unpaid or inactive members. Upon completion of the event a report showing the results is required to be submitted to the Membership Chairman.
- (3) Officer Recruiter requirement
 - (a) Post Commander: One (1) New Members
 - (b) Senior & Junior Vice: One (1) New Member each

iii) Election Reports

- (1) Following any election throughout the year, a report is required to be submitted to the Department and National Headquarters.

iv) Bonding

- (1) The Quartermaster is required to be always bonded. Bonds must be renewed yearly. Bonding may be done through the Department Quartermaster or an indemnity company. If a company is used, a copy of the bond must be sent to the Department Quartermaster. The bond must be at least equal to the amount of liquid assets of the Post. The bonding period for this year will be from September 1, 2023 through August 31, 2024.

v) Post Audit Reports (June, September, December, and April)

- (1) The trustees must audit the books of the Post Quartermaster quarterly ensuring all financial transactions are properly documented. The trustees must also audit the books of the Post Adjutant quarterly ensuring all transactions have been properly approved and documented. A report must be filed with the Department no later than the end of the next month following the audit.

vi) Attendance at Department/District Meetings (Post Dues Paid)

- (1) Post Commanders are required to attend District and Department meetings to include but not limited to CoA's, Mid-Winter Conference and State Summer Convention. If a scheduling conflict occurs, then the Post Commander is required to send either the Senior Vice Commander or Junior Vice Commander. If all 3 Officer are unavailable a Post representative may attend in their place with approval from Department/District Commander.

vii) Buddy Poppy Program

- (1) Buddy Program supports the Relief Fund which the post must setup. A post is required to order Buddy Poppies once a year through the Department Quartermaster. The Department Quartermaster will report your order to National. Buddy Poppies should be ordered as early as possible to ensure availability for popular holidays such as Veteran's Day and Memorial Day. (Sec 219 of the By-Laws/Manual of Procedure): A minimum order of Three (3) per post member

viii) Community Service Report (include volunteer hours spent on VFW Programs)

- (1) Community service (helping others) should be given consistently throughout the year but at a minimum of Quarterly. All Community Service Reports will be inputted into the WWW.VFWUT.ORG website or WWW.VFW.ORG dashboard no later than APR 15, 2024. Quarters are July-Sept, Oct-Dec, Jan-Mar, and April-June

ix) VFW Programs Participation (participation is required in at least Six (6) programs)

Participation reports must be submitted to the District Commander or Department Chairperson by established programs deadlines.

- (1) Citizenship Education Teacher of the Year
 - (a) Given to an exceptional teacher for their outstanding commitment to teaching Americanism and Patriotism
- (2) Voice of Democracy
 - (i) Audio/Essay open to students in 9th, 10th, 11th and 12th grades with a theme of "What are the Greatest Attributes of Our Democracy"

- (3) Patriot's Pen
 - (i) Written essays open to students in 6th, 7th and 8th grades with the theme of "How are You Inspired by America?"
- (4) Scout of the Year
 - (a) Award given to an outstanding boy and/or girl scout who displays citizenship, patriotism and love of their country
- (5) Employer of the Year nomination
 - (a) To confer recognition on one employer for outstanding records in the hiring and retention of veterans.
 - (b) Nomination forms are available at www.VFWUT.org under RESOURCES / REPORTS & FORMS
- (6) JROTC Cadet of the Year nomination
 - (a) VFW award for special recognition of outstanding achievement and exceptional leadership for Junior ROTC Cadets. This award seeks to recognize a remarkable cadet who will become a leader in their community and serve their country.
 - (b) Nomination forms are available at www.VFWUT.org under RESOURCES / REPORTS & FORMS
- (7) VFW Member of the Year nomination
 - (a) The award is to recognize a member of the VFW who has exemplified in their actions and accomplishments, the true spirit of our organization on serving the needs of their Post, Community, and who has dedicated themselves in a professional manner to addressing the pillars of our organization.
 - (b) Nomination forms are available at www.VFWUT.org under RESOURCES / REPORTS & FORMS
- (8) Safety Awards
 - (a) Examples of safety awards
 - (i) Law Enforcement going above and beyond their line of duty
 - (ii) Fire Fighter going above and beyond their line of duty
 - (iii) EMT going above and beyond their line of duty.
- (9) Veterans and Military Support Programs
 - (a) Donation of at least \$100.00 yearly to support financial assistance and scholarships through:
 - (i) Unmet Needs
 - (ii) Military Assistance Program
 - (iii) Help a Hero Scholarship Program
 - (b) Donations may be made to the Department and the Department Quartermaster will make your donation on your behalf or If the Post has a credit or debit card, a donation may be made online at www.vfw.org

b) District Requirements**i) Membership**

- (1) Membership is 100%, Each District Commander is required to contact each Post monthly and send a monthly report to Department Membership Chairman identifying Posts contacted, person contacted and anticipated results of each contact in your efforts to get your Posts 100+%.

ii) Recruiting/Retention

- (1) Recruiting Event is an event with the goal of recruiting new members. District Commanders are obligated to support their posts in meeting the requirements.
- (2) Retention Event is an event contacting unpaid or inactive members. District Commanders are obligated to support their posts in meeting the requirements.

iii) Election Reports

- (1) Following any election throughout the year, a report is required to be submitted to the Department and National Headquarters.

iv) Bonding

- (1) The Quartermaster is required to be always bonded. Bonds must be renewed yearly. Bonding may be done through the Department Quartermaster or an indemnity company. If a company is used, a copy of the bond must be sent to the Department Quartermaster. The bond must be at least equal to the amount of liquid assets of the district. The bonding period for this year will be from September 1, 2023 through August 31, 2024.

v) District Audit Reports (June, September, December, and April)

- (1) The trustees must audit the books of the District Quartermaster quarterly ensuring all financial transactions are properly documented. The trustees must also audit the books of the District Adjutant quarterly ensuring all transactions have been properly approved and documented. A report must be filed with the Department no later than the end of the next month following the audit.

vi) Attendance at Department Meetings (District Dues Paid)

- (1) District Commanders are required to attend Department meetings to include but not limited to CoA's, Mid-Winter Conference and State Summer Convention. If a scheduling conflict occurs, then the District Commander is required to send either the Senior Vice Commander or Junior Vice Commander.

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 - (a) Award given to an outstanding boy and/or girl scout who displays citizenship, patriotism and love of their country.
- (5) Employer of the Year nomination
 - (a) To confer recognition on one employer for outstanding records in the hiring and retention of veterans.
 - (b) Nomination forms are available at www.VFWUT.org under RESOURCES / REPORTS & FORMS
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- (8) Safety Awards
 - (a) Examples of safety awards
 - (i) Law Enforcement going above and beyond their line of duty
 - (ii) Fire Fighter going above and beyond their line of duty
 - (iii) EMT going above and beyond their line of duty.

c) Department Requirements**i) Membership**

- (1) Membership is 100%, The Department Commander and/or Line Officers are required to contact each District on a regular basis.
- (2) Officer Recruiter requirement
 - (a) Department Commander: Five (5) New Members
 - (b) Senior & Junior Vice: Three (3) New Members
 - (c) Other Line officers: One (1) New Members

ii) Recruiting/Retention

- (1) Recruiting Event is an event with the goal of recruiting new members. Department Commander/Officers will assist the Districts and/or Posts to meet the requirements.
- (2) Retention Event is an event contacting unpaid or inactive members. Department Commander/officers will assist the Districts and/or Posts to meet the requirements.

iii) Election Reports

- (1) Following any election throughout the year, a report is required to be submitted to the National Headquarters.

iv) Bonding

- (1) The Quartermaster is required to be bonded at all times. Bonds must be renewed yearly. Bonding may be done through the Department Quartermaster or an indemnity company. If a company is used, a copy of the bond must be sent to the Department Quartermaster. The bond must be at least equal to the amount of liquid assets of the Department. The bonding period for this year will be from September 1, 2023 through August 31, 2024.

v) Attendance at Department Meetings

- (1) Department officers are required to attend Department meetings to include but not limited to CoA's, Mid-Winter Conference and State Summer Convention.

vi) VFW Programs Participation

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- (5) Employer of the Year nomination
 - (a) To confer recognition on one employer for outstanding records in the hiring and retention of veterans.
 - (b) https://VFWPrograms.formstack.com/forms/vfw_employer_of_the_year_award
- (6) JROTC Cadet of the Year nomination
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- (9) Veterans and Military Support Programs
 - (a) Donation of at least \$100.00 yearly to support financial assistance and scholarships through:
 - (i) Unmet Needs
 - (ii) Military Assistance Program
 - (iii) Help a Hero Scholarship Program
 - (b) Donations may be made by the Department Quartermaster. They will make the donation online at www.vfw.org

Program Deadline

Voice of Democracy/Patriot's Pen	
Entries submitted to Posts	October 31 st at Midnight
Post judging completed	November 15 th
Post winners sent to District	November 15 th
District judging completed	December 15 th
District winners sent to Department	December 15 th
Department judging completed	January 10 th
District participation reports sent to Department	January 15 th
Department Winners sent to Nationals	January 15 th
Department reports program participation to Nationals	January 31st

Citizenship Education Teacher of the Year Award	
Nominations submitted to Posts	October 31 st at Midnight
Post judging completed	November 15 th
Post winners sent to District	November 15 th
District judging completed	December 15 th
District winners sent to Department	December 15 th
Department judging completed	January 10 th
District participation reports sent to Department	January 15 th
Department Winners sent to National Headquarters	January 15 th

Scout of the Year	
Entries submitted to Posts	March 1st
Candidate selection sent to Department	April 1 st
Candidate selection sent to National Headquarters	May 1st

VFW Employer of the Year	
Entries submitted to Posts	January 15th
Candidate selection sent to District	February 15th
Candidate selection sent to Department	March 15th
Candidate selection sent to National Headquarters	April 28th

VFW Member of the Year	
Entries submitted to Posts	January 15th
Candidate selection sent to District	February 15th
Candidate selection sent to Department	March 15th
Candidate selection sent to National Headquarters	April 28th

JROTC Cadet of the Year	
Entries submitted to Posts	February 12th
Candidate selection sent to District	March 12th
Candidate selection sent to Department	April 12th
Candidate selection sent to National Headquarters	May 12th

Safety Awards	
Candidate selection sent to Department Chairman	January 1 st
VFW Department Public Servant Award Citation Request Form sent to National Headquarters	February 1st

Veterans & Military Support Programs	
Donations sent to National Headquarters	As received