



**VETERANS OF FOREIGN WARS.**

**Department of New York**

# Department of New York Smart/Maher National Citizenship Education Teacher's Award Chairman's Guide



Thank you for accepting the responsibility as the Smart/Maher  
VFW National Citizenship Teacher Award Chairman for the  
Department of New York.

You are expected to perform your duties to the best of your ability and to become familiar with the requirements of the Teacher Award Program. This Chairman's Guide will provide you some of the necessary guidelines in performing your duties. There may be additional references you may need to review either on the Department or National websites and/or other documentation that may be issued during the ensuing year.

It is important that you learn as much as you can about your position and ask questions if you are not sure of what you will be required to do. I and my staff are available to assist you in this endeavor to ensure you are successful in your efforts.

Please endeavor to advertise the Smart/Maher National Education Citizen Education Teacher's Award to our Districts, Councils and Posts ensuring they fully understand the reasons for supporting this program and recognizing the efforts of our great teachers and educators. These educators put forth great effort in our communities and their work to stimulate interest in America's history, traditions, civic responsibility, flag etiquette and patriotism should be recognized. Encourage them to reach out and nominate those who stand out as educators in their towns and cities so that they can be given the public recognition they deserve.

The Department of New York publishes its on-line newspaper, ***The Overseas Veteran*** quarterly and it is highly recommended that a short article explaining the merits of the Smart/Maher VFW National Citizenship Teacher Program be prepared and submitted to the newspaper editor when the announcement goes out for articles.

You will be required to oversee the submission of the Teacher Award Nominations to the Department from the Districts and convene a panel of judges to review the applications and select a nominee to

VFW National Headquarters by the published deadline. Deadlines are important, and I expect you to meet them.

Additionally, as part of your responsibilities as Chairman, you will be expected to prepare a short written report of your activities to be submitted two weeks prior to the Spring and Fall Department Conferences and State Convention. If called upon to make an oral report, you will be invited by letter and will receive a per diem voucher to cover some of your hotel and travel expenses.

The State Commander is confident of your ability to manage the Teacher's Award Program and am sure you will be extremely successful in your endeavors.

Thank you for stepping up and accepting this challenging position.





# Smart/Maher VFW National Citizenship Education Teacher Award Chairman's Manual

## *HONORING THOSE WHO TEACH*

The VFW launched the Smart/Maher National Citizenship Education Teacher Award in 1999 to recognize classroom teachers for promoting citizenship education. Three teachers, one from each level (grades K-5, 6-8 & 9-12) are selected as national winners. Each national award teacher winner receives the Past Commander-in-Chief John Smart Award and \$1,000. Their respective schools also receive a \$1,000 award. They also receive a paid trip to the VFW National Convention to receive their award. NOTE: Winners will receive a 1099-MISC as a result of their award and all-expense paid trip. Visit this link for more information and for a nomination form:

<https://www.vfw.org/community/youth-and-education/teacher-of-the-year>

### Eligibility

All current classroom teachers (teaching at least half of the school day in a classroom environment) are eligible. Previous national VFW winners and home school teachers are ineligible. Nominations can be submitted by fellow teachers, supervisors or other interested individuals (not relatives.) Self-nominees are not eligible. While a school official may nominate a teacher, permission from a school or district is not required.

### Deadlines

**October 31st** - Deadline for teacher nominations at the Post. Post judging should be completed by **November 15th** and winners sent to District. District judging should be completed by **December 15th** and winners forwarded to the Department. Department judging should be completed **January 10th** and winners submitted to VFW National Headquarters by **January 15th**.

Post chairmen must be sure to send the original nomination form, essay and official VFW Post teacher entry form of the winner from each grade's category level — along with one-page resume, up to five pages of documentation and a good quality head and shoulders photograph from the winning teachers.

### 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.

Judges should grant points based on four criteria with the potential of 100 points as follows:

**1-25 points** - Does the teacher teach and/or model good citizenship and community involvement?

**1-25 points** - An innovative approach to teaching citizenship.

**1-25 points** - Development of resources to teach citizenship education.

**1-25 points** - Passion for teaching citizenship education.

**NOTE; JUDGING SHEETS ARE AVAILABLE ON LATER PAGES.**

### 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](http://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.

If you have any questions, please contact Tammy Beauchamp in VFW Programs, phone: (816) 756-3390 ext 6287, E-Mail: [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org)

**Smart/Maher VFW National Citizenship Education Teacher  
Advancement Form (Post Teacher Entry Form)**  
(Attach to original Post entry documentation for each teacher nominated.)

Nominee's Full Name \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Grade level ☐ K-5 ☐ 6-8 ☐ 9-12  
Name of School \_\_\_\_\_ School's Phone \_\_\_\_\_  
School Address \_\_\_\_\_

**Post/Auxiliary Chairman Section**

I certify that the teacher named above is the duly selected Post winner of the Smart/Maher VFW National Citizenship Education Teacher Award Program in his/her grade level category and is our Post's authorized entry into the District finals.

Signature of Post Commander/Chairman \_\_\_\_\_ VFW Post No. \_\_\_\_\_ Phone \_\_\_\_\_  
Post Address \_\_\_\_\_  
Signature of Auxiliary President/Chairman \_\_\_\_\_ Auxiliary No. \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Total number of teacher nominations for all categories \_\_\_\_\_ Total dollar amount spent by Post/Auxiliary for awards for all categories and other (citations, gifts, medals, banquet) \$ \_\_\_\_\_

**District/Auxiliary Chairman Section**

I certify that the teacher named above is the duly selected District winner of the Smart/Maher VFW National Citizenship Education Teacher Award in his/her grade level category and is our District's entry into the Department finals.

Signature of Dist. Commander/Chairman \_\_\_\_\_ Dist. No. \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Signature of Auxiliary Dist. President/Chairman \_\_\_\_\_ Dist. No. \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

List all Posts participating in program \_\_\_\_\_  
Total dollar amount spent by Posts/Auxiliaries for awards for all categories and other (citations, gifts, medals, banquet) \$ \_\_\_\_\_

**VFW Department Commander/Chairman Section**

I certify that the teacher listed above is the duly selected winner of the Smart/Maher VFW National Citizenship Education Teacher Award in our Department in his/her grade level and is our official entry into the National judging. This winner will be/was notified that they are the first place **state** winner in their grade level on the following date: \_\_\_\_\_

Signature of Dept. Commander/Chairman \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**Note: Be sure this form is entirely completed before sending to National Headquarters with your state winner's original nomination form, essay, one page resume, up to five pages of documentation and a good quality head and shoulders photograph. Remember this form is due back to VFW National Headquarters Programs Department by January 15th.**

**Mail to: VFW PROGRAMS, VFW NATIONAL HEADQUARTERS, 406 W. 34<sup>TH</sup> ST., KANSAS CITY, MO 64111.**

# TEACHER'S AWARD JUDGING SCORE SHEET

TEACHER'S NAME	CITIZENSHIP (1-25 points)	INNOVATION (1-25 points)	RESOURCES (1-25 points)	PASSION (1-25 points)	TOTAL (possible 100 points)

## JUDGING CRITERIA

**CITIZENSHIP – 1-25 Points** – On a scale of 1-25, to what extent does the teacher encourage and/or model good citizenship and community involvement?

**INNOVATION - 1-25 Points** – On a scale of 1-25, how much innovation (new ideas, new tools, new resources, and new approaches) does this teacher utilize in the classroom? Does this teacher's effort reflect an ongoing desire to stimulate the students with new things?

**RESOURCES – 1-25 Points** – On a scale of 1-25, to what degree has this teacher demonstrated an ability to identify and utilize new and exceptional resources to fund, facilitate and provide materials for his or her classroom? Does this teacher tap into outside agencies, organizations and individuals to acquire materials and expertise in the classroom? As an example – bringing speakers, finding in-kind and monetary donations, utilize local opportunities like museums, field trips and local events.

**PASSION – 1-25 Points** – On a scale of 1-25, to what degree does this teacher appear to be passionate about the profession of teaching? Are they regularly seeking to upgrade their skills? Do they try and find ways to encourage their students? Do they take a personal interest in their student's individual success?

DATE \_\_\_\_\_ POST # \_\_\_\_\_ GRADE LEVEL ☐ K-5 ☐ 6-8 ☐ 9-12

JUDGE'S NAME (please print) \_\_\_\_\_

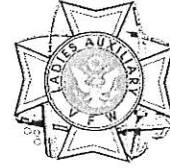
JUDGE'S SIGNATURE \_\_\_\_\_

NOTE: Judges should be carefully selected, preferably from individuals who have classroom experience and understand the challenges of teaching. They should never have any affiliation with the nominees or the schools where the nominees teach. While it may be necessary to use VFW and its Auxiliary members, it is preferred that judges come from outside our ranks to avoid the appearance of impropriety. During the judging, the chairman should facilitate and observe but refrain from offering his or her observations on the candidates. The judges are encouraged to discuss the candidates but must arrive at their own numerical evaluation using the grid above. Make sure all judges are kept aware of the progress of the teachers they have judged and are invited to any awards presentations.





## VFW TEACHERS' AWARDS



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Visit <http://www.vfw.org/Community/Teacher-of-the-Year/> or the Department of New York website [WWW.VFWNY.COM](http://WWW.VFWNY.COM) ....then click on Dept NY then Programs and Awards and Teachers Award for more information and entry forms.

### **Deadlines:**

**November 1** - Deadline for teacher nominations at the Post. Post judging should be completed by **November 15th** and winners sent to District. District judging should be completed by **December 15th** and winners forwarded to the Department. Department judging should be completed **January 10th** and winners submitted to VFW National Headquarters by **January 15th**.

**SPECIAL NOTE:** Anyone may nominate a teacher except for the teacher himself or herself (or the teacher's relative.) While a school official may nominate a teacher, permission from a school or district is not required.

### **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. Judges should grant points based on four criteria with the potential of 100 points as follows:

- 1-25 points - Does the teacher teach and/or model good citizenship and community involvement?
- 1-25 points- An innovative approach to teaching citizenship.
- 1-25 points - Development of resources to teach citizenship education.
- 1-25 points – Passion for teaching citizenship education.

Contact Teachers Award Chairman Don Mackey ([namvetdem@yahoo.com](mailto:namvetdem@yahoo.com)) with any questions

## ***SAMPLE REPORT TO DEPARTMENT***

Department of New York Veterans of Foreign Wars

Smart/Maher National Citizenship Education Teacher Award

2017-2018

The Department of New York consists of 385 VFW Posts in 8 Districts. Out of a total of 72 possible entries, I received 11 from 3 Districts. Out of three Districts I received one (1) District report (6<sup>th</sup> District) which was mine) listing the number of participating VFW Posts and Aux, participating schools and nominated teachers. Thus sending an accurate report to National was not obtainable.

Judging was held and three winners from the Dept of New York were sent forward to National for further judging. The three winners were:

**Elementary School teacher:** Kelly Coonan, Raynor County Day School, Westhampton, NY submitted by VFW Post 5350, Westhampton Beach, NY

**Middle School teacher:** Joan Larkin, St Paul the Apostle School, Yonkers, NY submitted by VFW Post 1666, Yonkers, NY

**High School teacher:** Harry Hall, Saunders Trades and Technical High School submitted by VFW Post 1666, Yonkers, NY.

Multiple submissions were disqualified because the Smart/Maher National Citizenship Education Teacher Advancement Form was not submitted or all areas of the form were not completed by the Post and/or the District Chairman responsible for submitting the entries. Seven entries were disqualified because of this



The Department Chairman for this award should ensure all levels of the Department are instructed to ensure all forms are properly filled in, all requirements are submitted with the application for a successful submission.

Respectfully submitted,

Brenda Serena

Chairman Smart/Maher Teacher Award