

Department Voice of Democracy and Patriot's Pen Winner Packets

DEADLINE: January 15

The procedure in forwarding your Department Voice of Democracy and Patriot's Pen Winner to National is as follows. As soon as your Department judgments are complete and the winners are selected, send your winners' packets to:

VFW Programs
Veterans of Foreign Wars - National Headquarters
406 West 34th Street
Kansas City, MO 64111
Phone: (816) 968-1155
Fax: (816) 968-1149
E-mail: youthscholarships@vfw.org

The deadline for mailing the Voice of Democracy & Patriot's Pen packets to National is January 15 (whether or not the winners have been actually *notified* that they *are* the official first place Department winner.) The actual packets are due to National no later than **Jan 15, this does not mean postmarked, we must have it in our hands by Jan 15.)**

The Department Voice of Democracy Winner packet should include:

- 1.) **Official Student Entry Form** (Be assured National will NOT contact your winner until after the Department has officially notified the student that he/she is the **first place Department winner** as directed by the date indicated in the Department Chairman section of the official student entry form.)
- 2.) **Typed Essay**
- 3.) **Recording of Essay** (Both audio CDs and USB drives are acceptable for entrants to use when entering the Voice of Democracy Contest. It must be a GOOD-QUALITY sound recording. Please review the recording for quality, length (should be 3 to 5 mins) and ensure the student does not identify themselves within the essay (i.e. name, city, state, school, national origin, etc.) before submitting to National.
- 4.) **Photograph** (Should be a clear, close-up shot of head and shoulders – can be emailed.)

NOTE: Upon our receipt of the **Voice of Democracy** winner packet, and after the student has been notified by the Department (which needs to be done prior to Jan 30) the VFW Programs Department will arrange and pay for transportation to Washington D.C. Airline tickets and further information will be sent from this office directly to the Department winner.

The Department Patriot's Pen Winner packet should include:

- 1.) **Official Student Entry Form**
- 2.) **Typed Essay** (Count the words before submitting to National; should be 300-400 words.)
- 3.) **Head/Shoulders Photograph** (NOTE: if photo is not available, please send the entry form & essay without the photo, and the VFW Programs staff will ask you for a photo if your winner is announced as the first place national winner.)

NOTE: Only **the first place national Patriot's Pen winner** (announced in early February) is invited to attend the VFW Legislative Conference (Parade of Winners) in Washington, DC, with one parent (all-expenses paid for both.)

Reporting for Voice of Democracy and Patriot's Pen

DEADLINE: January 31

The District Voice of Democracy & Patriot's Pen Participation Report Form, Summary and instruction sheets are provided to the Department Chairman by the VFW Programs Department at National Headquarters, and they are also located for download on www.vfw.org, on MY VFW Training and Support. Department Chairmen: Please review the instructions thoroughly so you are aware of the requirements, and then you should either make photocopies of the blank District Summary/Report with instructions, and mail a set to your respective District Chairmen, or you may also forward them by e-mail. Your District Chairmen should complete these forms and forward them back to you, the Department Chairman so that you can prepare your consolidated Department reports (blank Department report form and summary are also provided by the Programs Dept) and send that **(by January 31)** to the VFW Programs Dept at the above address by mail, e-mail, or fax. Your submitted Department summary and report can be computer-typed as long as it follows the same format as our forms. The forms are also fillable for your convenience. Your Department report forms (listing all participating Posts) can be in either District numerical order or Post numerical order, whichever works for you.

Questions? Please contact Quentin Carroll at: (816) 968-1155 or youthscholarships@vfw.org