

# VFW COMMUNITY ACTIVITIES RECORD BOOK CONTEST 2019-2020

Post will compete with other Posts of similar size. Divisions for competition are as follows:

**DIVISION I** - Posts with less than 250 members

**DIVISION II** - Posts with 250 to 500 members

**DIVISION III** - Posts with 501 or more members

Division will be determined by the total members reported by National Headquarters from the prior year on June 30, 2019.

Community Activities 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 to the community.

## CONTEST GUIDELINES *(\*\*\* Traditional Book Instructions)*

1. Record books should contain community service projects that are completed during the period April 1 through the following March 31.
2. **BOOK SIZE:** Should be no larger 12 by 16 inches nor more than three inches thick. Make two or more volumes if thicker than three inches. Number each volume, e.g., Volume I; Volume II, etc.
3. **FASTENER and COVER:** If books have metal posts, steel is preferable to brass or aluminum. If covers have decal's, place self-adhesive clear plastic over the decal's 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.
4. **CLIPPINGS AND PHOTOGRAPHS:** Show dates and captions. Include supporting information.
5. **ACCOUNTING OF EXPENSES:** In a brief statement show how money was spent for each category (one to two pages at the most for each category),
6. **ARRANGEMENT OF BOOK:** Enter each project by category. (Chronological or month by month listing makes your entry more difficult for the judges to evaluate.)
7. **ENTRY FORM:** Complete and fasten inside front cover of volume one.
8. **MAIL OR SHIP RECORD BOOK ENTRY FOR THE DEPARTMENT CONTEST** to Department Headquarters.

## PREPARING A RECORD BOOK

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 Activity record book that contains evidence of the many projects and programs your Post and Auxiliary perform. From the respective sections of the Community Service Record book, the following programs will be judged: **Americanism, Youth Activities and Safety.** (There is **NOT** a separate Record book Contests for **Americanism, Youth Activities and Safety**).

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 activity programs into one book or one set of books. The Post and its Auxiliary are judged as a unit.**

Creditable community service projects will usually fit into one or more of the categories that are listed in the Community Activities guide booklet. Select and list each project in only **ONE** category. **DO NOT** duplicate.

Remember, compile your book so 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 and 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 or 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 Department judges concerning the number of members in your Post; the number of projects you have completed; the number of people who have benefited; the amount of money and time that has been spent (both Post and Auxiliary) and the size of your community.

Top winners in Department judging are those Posts and Auxiliaries who have performed, recorded, and entered evidence of their community activities.

**\*\*\*NOTE: To be Considered for the NATIONAL Community Service Post Award (two awarded to Minnesota), you MUST prepare the Traditional Record Book Outlined under the Contest Guidelines above.**

#### **NEW SUBMISSION OPTION**

**If you'd like to be considered for the General Community Service Record Book Contest:**

**NEW for 2019-2020! A SIMPLER WAY to track your Post/Auxiliary Community Service Activities AND Complete your Record Book!** Simply use the **EVENT TRACKING FORM** included in this packet. Each time an event is run, use this handy form to RECORD THE DETAILS of the event. **Place the COMPLETED FORM IN A BINDER** that can then become the **BASIS FOR AN OUTSTANDING CS RECORD BOOK...** You may wish to include copies of your Community Service Report Forms for each month as well. **Try to organize your sheets based on the primary Record Book Contest Categories to help the judges evaluate ALL your Post and Auxiliary do. Submit by Contest Deadline.**

## **COMMUNITY ACTIVITY RECORD BOOKS ARE DUE IN DEPARTMENT HEADQUARTERS BY APRIL 17, 2020**

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 copies, etc.

If you live in an area where it is difficult to obtain newspaper articles of your Post or Auxiliary's community activities, 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 RECORD BOOK**

Listed on the check sheets are the principal categories which are found in the Community Activity Guide booklet. Each category is 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; (3) the completeness or detail in which the project has been described and (4) the number of non-affiliated persons who have benefited by the project. 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 re-examined several times to make certain they have been properly evaluated.

### **CATEGORIES FOR RECORDING PROJECTS**

The Community Activities Program is divided into **SIX** general categories: (1) AMERICANISM & COOPERATION WITH OTHER ORGANIZATIONS; (2) SAFETY; (3) AID TO OTHERS; (4) SCHOOL AND CHURCH ASSISTANCE; (5) YOUTH AND VOICE OF DEMOCRACY; (6) HOSPITAL/BLOOD. **Your Community Service Record book SHOULD be put together in this order.**

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 one category. It will be given credit, regardless of whether it is listed under the proper category. For example: Lite-a-Bike could be listed under categories one (Safety) or five (Youth and Voice of Democracy). Do not duplicate your efforts by placing them in each of the categories.

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.

Remember, also if you enter your record book in other competitions, the judges will be less likely to know about the VFW Community Activities Program. Just like composing a good letter, let your record book present the story so there will be no misunderstanding.

**There will be two Posts in our Department that will be selected as National Outstanding Community Service Posts. The award includes a plaque inscribed with the name of the VFW Post and it's Auxiliary (if applicable), a \$600 stipend to cover part of the 2019-2020 Post Commander's expenses to the National Convention and publication of the Post's name in the Convention program booklet. \*\*\*A Traditional CS Record Book MUST BE Submitted\*\* 6/10/19**