**VFW Department of Washington Scouting Program**

**If you have any questions or concerns, please contact the Scout Team Chairman**

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1. **OVERVIEW:**

Scouting America and the Girl Scouts of America continue

to provide youth programs for use by qualified organizations.

The VFW is an ideal organization to incorporate into our planning for youth programs in our local communities. Many VFW posts are able to provide direct support to Scouting units through sponsorship. This also serves as a means to attract potential VFW members through their family interests and gain recognition in our communities. We can also gain visibility in the community through working with other community organizations in supporting the Scouting effort through partnering in supporting a Scouting unit sponsored by another organization.

1. **PURPOSE:** The Department of Washington Scout Team’s purpose is to foster this

relationship with the VFW and Scouting programs within the state of Washington.

1. **OBJECTIVES:** 
   1. Foster partnering with Scout programs, and helping them grow within our communities.
   2. Enhance scout-related information within the VFW Department of WA.
   3. Introduce Scouts to VFW activities and volunteerism.
   4. Provide a positive image for a new generation of potential service members.
   5. Promote and recognize VFW members and Scout Leaders who represent the VFW Scout program.
   6. Support the selection of the VFW Department of WA’s Scout of the Year.
2. **ADVANTAGES:** 
   1. Scouts are often willing to do service projects that benefit the Post directly such as Flag retirement, maintenance of Post facility and grounds, assistance with Buddy Poppy distribution, color guards, and participation in Post community activities and events.
   2. Working with Scouts provides incentives for Veterans with young families to join and become active members.
   3. Post members can serve as mentors and provide a positive image to a new generation of potential service members.
   4. Recognition of scouting provides Posts with a positive public visibility.
   5. Scouts often join the military, thereby becoming eligible and eventually becoming members of the Post.
3. **ORGANIZATION**: The backbone of Scouting in the VFW is the VFW Scouting Team. These VFW members are deeply involved in scouting, most with decades of experience. Many Departments have multiple members of the VFW Scouting Team, but every Department should have at least one individual to promote the values of scouting to youth and to the VFW itself. Per the discretion of the newly elected Department Commander, they will appoint a VFW member to be the Chair of the Department of Washington State Scout Team. This appointment will be reviewed annually. This individual is responsible for organizing the Department Team of Scouters.

The Department Scout Team Members needs to have a background in Scouting America and Girl Scouts of America programs as well as be an active VFW member. They are responsible for promoting scouting in their state. They need to be available to encourage Posts to sponsor units, support units and individual Scout projects. They should be the Department’s “expert” on all phases of scouting.

* 1. The Scout Team Chair’s responsibilities include but are not limited to:
     1. Maintain frequent communication with the Department, District, Post Commanders, and Line Officers. This includes reports during Mid-Winter Conferences, Department Conventions, Schools of Instruction, Council of Administration, etc.
     2. Maintain an open line of communication with, and between, Scout Team Members and those interested in supporting the Scout Team’s efforts.
     3. Recruiting, organizing, training, and maintaining an effective Scout Team within the Department. Recruitment of Post members to the Department Scout Team must have the approval of the individual’s Post Commander.
     4. Ensuring that Team members are active VFW members.
     5. In order for VFW members to consistently work directly with the Scout youth, they must be registered as a member of Scouting America. Leaders must be current with Scouting America S.A.F.E. Guarding the Youth Training and the Girls Scouts of America Youth Protection Training.
     6. Maintain copies of all applications and approval status. Publish a list of all Scout team members and make the list available to VFW Posts throughout the department.
     7. Coordinating with the Department Commander and Quartermaster for a Department Scout Team expense budget and Scout of the Year recognitions.
     8. Ensure appropriate recognition is provided to:
        1. Post and Districts that demonstrate active participation in the Department’s Scouting Program through the Scout Post of the Year award and scouting activities.
        2. Active members of the Department Scout Team working towards the Scouter Achievement Award.
        3. Individuals who have excelled in support of the Scout Team. 1)VFW Member Scout Volunteer Award,

2) VFW Department of WA Scout Leader Award

* + 1. Manage the Scouting community service of VFW Posts through the VFW Department of WA Community Service Report Database.
    2. Promote and support a National Scout Jamboree Contingent
  1. Department Scout Team members’ responsibilities include but are not limited to:
     1. Submitting the completed “Nomination for State Team of VFW Scouters” to the Department Scout Team Chair for processing. (Attachment 1 – Scout Team Application)
     2. Establish a network of VFW members within their geographic area who express an interest in the Scouting Program.
     3. Become familiar with Scout Units and their Leaders, and Scouting America/GSA Scout Professionals, in their area.
     4. Maintain rosters of names and contact information for the VFW Posts Scouting Chair and Scouting Units. This will ensure there is continuity of the Scouting program should the Team Member become temporarily absent.
     5. Become knowledgeable of the following scholarship programs:
        1. Youth Essay
        2. Patriots Pen
        3. Voice of Democracy
        4. Illustrating America
        5. Young American Creative Patriotic Art Contest
        6. Get Excited for the Red, White and Blue
        7. Scouts are excellent candidates to participate in these program contests. Posts must be encouraged to approach Scout Units in their area, explain these programs, and solicit entries. NOTE: please check the VFW Department of WA Post Planning time line for application deadlines.
     6. Become knowledgeable of the Department Scout of the Year Scholarship program. NOTE: please check the VFW Department of WA Post Planning time line for application deadlines.
     7. Become knowledgeable of the National Scout of the Year scholarship program. NOTE: please check the VFW Department of WA Post Planning time line for application deadlines.
     8. Coordinate with their District Commander, as needed, to present periodic reports on the status of the Department and District Scouting Program as reported to the Scouting Chair.
     9. Seek out opportunities that will foster VFW/Scouting Joint Activities. These activities can be initiated by VFW Posts, individual Scout Units, and even partnership with other community organizations such as the American Legion, schools, churches, and Rotary Club.
     10. Promote VFW/Scouting joint activities with the local news media.
     11. Discuss with VFW Posts about officially chartering a Scout Unit. The local Scouting America/GSA Scout Office will be more than happy to assist VFW Posts with the process of Chartering a Scout Unit. The unit Charter Organization Representative (COR) needs to be an active member of the Post who charters the Scout Unit. The Department Scout Team Chair can assist Team Members to identify the appropriate Scouting America/GSA Office.
         1. The VFW Post must read and vote on the Scouting America Charter each year before submitting.
     12. Attend Department Scout Team meetings and training events. These meetings will allow Team Members to share successes and ideas, discuss any additions or changes, and enhance consistency within the Department Scouting Program.
     13. Review and promote the requirements for the following awards:
         1. VFW Scouters Achievement Award. NOTE: Members should make it a personal goal to earn this award. This is the highest award VFW can present to a Scouting America Scouter.
         2. VFW Member Scout Volunteer Award
         3. VFW Department of WA Scout Leader Award
         4. VFW Department of WA Scout Post of the Year Award
     14. Make sure that each post is accurately reporting to the Department of WA VFW Community Service Report Database.
     15. VFW Scout Team Members will encourage donations to the VFW Scout Team to help support the VFW Scout of the Year Scholarship Program.
     16. VFW Scout Team representatives will encourage District’s and Post’s to support the National Scout Jamboree Contingent, and the Scouts in that group, via fund raising or other monetary benefits.
  2. District Scout Representative’s responsibilities include but are not limited to:

NOTE: It is recommended that VFW Districts identify a Scout Representative to support and coordinate all scouting activities within their district.

* + 1. The District Scout Representative should rely on the Department Scout Team Members to assist in their efforts.
    2. The District Scout Representative should encourage their Posts to establish links with local Scout Units to foster activities that will support the opportunity to provide Post patriotic outreach, Scout community support and Scout advancement projects.
    3. The District Scout Representative will coordinate the submission of Scout of the Year Program candidates from the Posts in the District. If there is more than one candidate from each program, the District Scout Rep will then recruit Judges to assist in the selection of a single candidate from each Scout program. They will also submit the Department of WA Scout of the Year Program winners and the National Scout Team District winner from their district to the Department Scout Team.
    4. The District Scout Representative will help aid VFW Posts in finding a Post Scout Representative.
    5. The District Scout Representative will encourage VFW Scout Representatives to join the VFW Department of WA Scout Team.
    6. The VFW District Scout Representative will monitor VFW Posts scouting activities and report them at their district meeting.
    7. The VFW District Scout Representative will encourage donations to the VFW Scout Team to help support the VFW Scout of the Year Scholarship Program.
    8. The District Scout representative will encourage Post’s to support the National Scout Jamboree Contingent in their area via fund raising or other monetary benefits.
  1. Post Scout Representative’s responsibilities include but are not limited to:

NOTE: It is highly encouraged that VFW Posts identify a Scout Representative to support and coordinate all scouting activities within their Post.

* + 1. It is highly encouraged that the Post Scout Representative recommend a nominee to the Post Commander for the Scout Team to represent their Post and District.
    2. The Post Scout Representative should rely on the Department Scout Team Members to assist in their efforts.
    3. The Post Scout Representative should encourage links with local Scout Units to foster activities that will support the Post’s patriotic outreach and provide the Scout Units with an opportunity to provide community support and advancement projects.
    4. The Post Scout Representative will develop an ongoing list of age appropriate service projects for local units that help aide the VFW Post. This is to be given to Scout Units upon request.
    5. The Post Scout Representative should work with the following scholarship program Chair Member:
       1. Youth Essay
       2. Patriots Pen
       3. Voice of Democracy
       4. Illustrating America
       5. Young American Creative Patriotic Art Contest
       6. Get Excited for the Red, White and Blue
       7. Scouts are excellent candidates to participate in these program contests. Posts must be encouraged to approach Scout Units in their area, explain these programs, and solicit entries. NOTE: please check the VFW Department of WA Post Planning time line for application deadlines.
    6. The Post Scout Representative will coordinate the submission of Scout of the Year Program candidates from the Posts in the District. If there is more than one candidate from each program, the Post Scout Rep will then recruit Judges to assist in the selection of a single candidate from each Scout program. They will also submit the Department of WA Scout of the Year Program winners and the National Scout Team Post winner from their Post to the District Scouting Chairman.
    7. VFW Post Scout Representative will encourage donations to the VFW Scout Team to help support the VFW Scout of the Year Scholarship Program.
    8. The VFW Post Scout Representative will encourage the Post and their members to support the National Scout Jamboree Contingent, and the Scouts in that group, via fund raising or other monetary benefits.
  1. VFW Scout Posts/VFW Scout Post Commanders responsibilities include but are not limited to:
     1. VFW Post that charter a scouting unit
        1. VFW Post that charter a scouting unit are required to appoint a Charter Organization Representative (COR).
        2. Charter Organization Representative (COR) is required to present the Scout Charter Agreement to the Commander and the Membership every year for vote before submitting it to the Scouting organization.
        3. COR is required to make sure that all leaders must be current with Scouting America S.A.F.E. Guarding the Youth Training and Girl Scouts of America Youth Protection Training.
     2. The Post Commander is responsible that the Charter Organization Representative (COR) and any other VFW Members that are in a leadership position, including the Executive Officer, take the Charter Organization Training and duty specific training, i.e. Committee Member Training.
     3. The Post Commander, if chartering a Scout Unit, is responsible for understanding and being knowledgeable of the Scouting Charter Agreement.
     4. The Post Commander, if chartering a Scout Unit, is responsible of understanding the liabilities of charting that unit.
     5. The Post Commander and the COR that are chartering a Scout Unit need to understand both the adult and youth application and registration processes.
     6. It is the Post Commanders and the Memberships choice if they choose to charter a Scouting Unit. All the liability falls on to that VFW post alone.
     7. If a VFW Post chooses to host a Scout Unit event, or let a Scout Unit use its facilities at any time, it is required for the VFW Post to get a certificate of Insurance from that Scout Unit, if not chartering that unit.
     8. VFW Posts that are chartering a Scout Unit are responsible that they have a Unit Commissioner, and the COR has an ongoing relationship with that commissioner. If the Scout Unit does not have a Unit Commissioner, they need to request one through that scout program.
     9. It is recommended that COR attend their district or council Round Tables, if charting a unit, to be informed about changes within the Scouting program.
     10. The Post Commander is responsible for having a member report their Post Scouting Activities on the VFW Department of WA Community Service Report Database website.
     11. VFW Post Commander will encourage donations to the VFW Scout Team to help support the VFW Scout of the Year Scholarship Program.
     12. The VFW Post and VFW Post Commander will encourage their Post, and its members, to support the National Scout Jamboree Contingent, and the Scouts in that group, via fund raising or other monetary benefits.
     13. The VFW Post will develop an ongoing list of age appropriate service projects for local units that help aide the VFW Post. This is to be given to Scout Units upon request.
  2. POST – DISTRICT PROGRAM PLANNING TIMELINE
     1. **JULY**
        1. Districts and Posts need to identify 1 of their members to be responsible for overseeing Scouting. The District and Post Commanders need to appoint this member as the Scouting Representative for the District and the Post. It would be a benefit if that member has knowledge of the Scouting Programs and how to reach scout units. Identify Scout Units within the District’s and Post’s area, obtain/update contact information for the leaders of each unit, and contact Scouting America District’s Key 3. Identify the date, time, and location for the Scouts monthly District Roundtables (Scout Leader meetings) and similar activities for Girl Scouts.
        2. The Post Commander and Scout Representative will attain a copy of the Department of WA VFW Scout Team Program Guide and have a good understanding of it.
        3. The Post Commander will notify the Scout Team Chairman of their appointment and identify the Post Scout Representative and any nominations for the Department Scout Team.
        4. Post Commanders or Post Scout Representatives will report **quarterly (July, October, January, April)** Scout Community Service on the Department of WA website.

Under Program Reporting, in the description section, they will make sure to explain what the post did with the scouts and highlight any VFW member that assisted in the activity to aid in annual award nominations.

* + 1. **AUGUST** 
       1. Post Scout Representatives will identify themselves to the local scout units in their area and create an ongoing relationship. They will identify activities or service projects that the scout units can do to help the Veteran community and the VFW.
       2. District Scout Representatives will attend the Department of WA Scout Team School of Instruction presentation in August to learn of any updates or changes to the program. If the Scout Representative is unable to attend, the District Commander will inform them of any changes.
       3. The Post Scout Representative will attend the District Scout Team School of Instruction presentation in August to learn of any updates or changes to the program. If the Scout Rep is unable to attend, the Post Commander will inform them of any changes.
       4. The Post Commander and the Post Representative will be knowledgeable about the Scout Team Post of the Year selection process.
       5. Distribute and explain the Youth Essay, Patriot’s Pen, and Voice of Democracy scholarship information, as you continue your relationships with Scout leaders and groups. This will help to strengthen the VFW Youth Scholarship programs and increase our involvement with the Scouting youth in your area.
    2. **SEPTEMBER/ OCTOBER** 
       1. Post Scout Representatives will collect the following submissions from the scout units or leaders for judgement by the Post Auxiliary Members. This is Due October 31st.
          1. Youth Essay
          2. Patriot’s Pen
          3. Voice of Democracy scholarship admissions
       2. Post Commanders or Post Scout Representatives will report **quarterly (July, October, January, April)** Scout Community Service on the Department of WA website.

Under Program Reporting, in the description section, they will make sure to explain what the post did with the scouts and highlight any VFW member that assisted in the activity to aid in annual award nominations.

* + - 1. Distribute National Scout of the Year and Department of WA Scout of the Year program information to the scout leaders at a unit meeting and/or scout committee meeting.
      2. The information to be distributed includes program history, the nomination form, and the deadline of February 1st for the recommendation letters to reach the Post.
    1. **NOVEMBER/ DECEMBER** 
       1. Distribute information to scout leaders personally at the monthly District Roundtable meetings, to the Scouting America District’s Key 3, and the Scouting America Eagle Scout Board of Review chairman and similar activities for Girl Scouts.
       2. Give Scouting units opportunity to participate in any Veterans Day programs or projects.
       3. Post Commander or Post Scout Representative will go over the charter organization agreement with the Post Members and vote on continuing chartering a unit annually.
    2. **JANUARY** 
       1. Repeat distribution of information on program. Remind Scout Units that SOY applications must be turned in no later than February 1st.
       2. Post Commanders or Post Scout Representatives will report **quarterly (July, October, January, April)** Scout Community Service on the Department of WA website.

Under Program Reporting, in the description section, they will make sure to explain what the post did with the scouts and highlight any VFW member that assisted in the activity to aid in annual award nominations.

* + - 1. Scout Team Representative will attend the Mid-winter Conference Scout Team meeting and presentation via in person or zoom meeting.
      2. Distribute and explain the Illustrating America, Young American Creative Patriotic Art Contest, and Get Excited for the Red, White, and Blue contest information, as you continue your relationships with Scout leaders and groups.
    1. **FEBRUARY** 
       1. Accept and receive National Scout of the Year nominees and Department of WA Scout of the Year nominees at post level.
       2. Identify Post judges (3 to 5 Judges) and discuss with them their responsibilities. The Post Scout Team Representative will select the judges and schedule the date for judging. Posts select one winner for each scouting program for the VFW Department of WA Scout of the Year, and one National Scout of the Year nominee to forward to District.
       3. The following award nominations will be presented to the Post no later than Feb. 1st for judging, so they can have it to District by March 1st.
          1. VFW Scouters Achievement Award
          2. Department of WA VFW Member Scout Volunteer Award
          3. Department of WA VFW Scout Leader Award
          4. Department of WA VFW Scout Team Post of the Year Program \*\*(Point calculations)
    2. **MARCH** 
       1. Post winners for WA State and National SOY to District by March 1st. District level judging on Post winners to be conducted and 1 winning entry for each scouting program sent to the Department Scout Team no later than April 1st.
       2. The following award nominations will be presented to the District no later than March 1st for judging, so they can have it to the Department Scout Team by April 1st.
          1. VFW Scouters Achievement Award
          2. Department of WA VFW Member Scout Volunteer Award
          3. Department of WA VFW Scout Leader Award
          4. Department of WA VFW Scout Team Post of the Year Program
       3. Post Scout Representatives will collect the following submissions from the scout units or leaders for judgement by the Post Auxiliary Members.
          1. Illustrating America
          2. Young American Creative Patriotic Art Contest
          3. Get Excited for the Red, White, and Blue contest
    3. **APRIL/MAY**
       1. Department level judging on District winners will be conducted.
       2. The following award nominations will be judged for award by the Department Scout Team.
          1. VFW Scouters Achievement Award
          2. Department of WA VFW Member Scout Volunteer Award
          3. Department of WA VFW Scout Leader Award
          4. Department of WA VFW Scout Team Post of the Year Program
       3. Post Commanders or Post Scout Representatives will report **quarterly (July, October, January, April)** Scout Community Service on the Department of WA website.

Under Program Reporting, in the description section, they will make sure to explain what the post did with the scouts and highlight any VFW member that assisted in the activity to aid in annual award nominations.

* + - 1. Scout Community Service Report data is used to determine Scout Team Post of the Year.
    1. **JUNE**
       1. Department Scout Team Members and Post Scout Team Representatives will attend the VFW Department of WA annual convention Scout Team meeting and presentation via in person or zoom meeting.

**Department of Washington Veterans of Foreign Wars (VFW) Scout of the Year Award Process**

1. **Scout and Scout Leader Actions:**
   1. Scout Leader will choose a nominee that meets the criteria for the VFW Scout of the Year award.
   2. Scout Leader will fill out the nomination request for the nominated scout.
   3. Scout Leader will return the Scout of the Year nomination to the VFW Post no later than February 1st.
   4. Unit leader will coordinate with the VFW Post Scout Representative, or VFW Post Commander, to follow up with any nominations for any recognition processes.
2. **Post Action****s:**
   1. Posts will receive nomination applications by the deadline of February 1st.
   2. VFW Post Commanders, or Scout Representatives, are authorized to nominate a Scout for Scout of the Year.
   3. Posts will try to identify 3 to 5 members with Scouting experience who will judge the entries to select one Scout in each applicable program level to submit to the District.
   4. The only scouting programs accepted for this award are Scouting America and Girl Scouts of America. These include Cub Scouts, Scouts BSA, Sea Scouts, Venturing, Order of the Arrow, and Exploring. For Girl Scouts the programs are: Daisy, Brownie, Junior, Cadettes, Seniors, and Ambassadors.
   5. Scouts are being recognized for their contribution to their community; demonstrated in the form of Scout spirit, leadership, heroism, community service, or citizenship. The nomination letter should highlight the Scout’s accomplishments which demonstrates their character, spiritual awareness, or skills which exemplifies their contribution to their community. \*criteria/judging\*
   6. Review just the nomination letter, no additional materials will be accepted.
   7. Posts will select, submit, and recognize one scout in each program level to District by March 1st.
   8. Post Scout Representative, or Post Commander, is required to contact the Scout Leader of any Scout being recognized by post, district or department.
3. **District Actions:**
   1. Districts will receive Post selected winners in each program level, deadline of March 1st.
   2. Districts will identify 3 to 5 members who will judge the entries to select one Scout in each program level to pass on to Department of WA VFW.
   3. The only scouting programs accepted for this award are Scouting America and Girl Scouts of America. These include Cub Scouts, Scouts BSA, Sea Scouts, Venturing, Order of the Arrow, and Exploring. For Girl Scouts the programs are: Daisy, Brownie, Junior, Cadettes, Seniors, and Ambassadors.
   4. Districts will select and recognize one scout in each program level to pass on to State by April 1st.
   5. District Scout Representative, or District Commander, is required to contact the Post Scout Representative, or Post Commander, of any Scout being recognized by their post.
4. **State Actions:**
   1. The State Scout Team Chair will identify 5 to 7 members from the State Scout Team Roster who will judge the District selected winners in each program level.
   2. The only scouting programs accepted for this award are Scouting America and Girl Scouts of America. These include Cub Scouts, Scouts BSA, Sea Scouts, Venturing, Order of the Arrow, and Exploring. For Girl Scouts the programs are: Daisy, Brownie, Junior, Cadettes, Seniors, and Ambassadors.
   3. The Department Scout Team is required to contact the District Scout Representative, or District Commander, of any Scout being recognized by the department.
5. **Awards:**
   1. The overall program winners will be presented their certificates and stipends at the Annual Department Convention Banquet Dinner. Their room and board, and meal for that night, will be covered or reimbursed by the Department.
   2. After the program winners are chosen, these First-Place winners will then be judged for an overall Washington State Scout of the Year Award with a financial stipend. 1st Place will be $500, 2nd Place $300, and 3rd Place $200.

**Department of Washington Veterans of Foreign Wars (VFW) Scout of the Year Award Submissions:**

**Criteria and Submission Process:**

Unit Scouting Leaders, VFW Post Commanders, and VFW Post Scout Representatives should submit a Nomination Form to their Local Post by February 1st.

The form should provide background information on the Scout’s accomplishments leading to this recognition recommendation.

The recommended criteria to be evaluated for each Scout nominee is as follows:

* Adherence to the Scout principles
* Exemplary moral and spiritual character
* Support of the Veterans of Foreign Warfare
* Evidence of patriotism and respect for this nation and its symbols
* Support of Veterans and Armed Forces of the community
* Evidence of service to others in the community, and its impact on the community
* Consistent loyalty to causes and/or country
* Evidence of exceptional character and self-confidence
* Demonstrated leadership and evidence of leadership qualities
* Respect for authority and willingness to accept responsibility
* Participation in Scouting events

The Nomination Form is available at [vfwwa.org/programs/scouting](http://vfwwa.org/programs/scouting).

**VFW National Scout of the Year Award Process:**

1. **Scout and Scout Leader Actions:**
   1. Scout Leader will choose a nominee that meets the criteria for the VFW Scout of the Year award.
   2. Scout Leader will fill out the nomination request for the nominated scout.
   3. Scout Leader will return the Scout of the Year nomination to the VFW Post no later than February 1st.
   4. Unit leader will coordinate with the VFW Post Scout Representative, or VFW Post Commander, to follow up with any nominations for any recognition processes.
2. **Post Actions:**
   1. Posts will receive nomination applications by the deadline of February 1st.
   2. VFW Post Commanders, or Scout Representatives, are authorized to nominate a Scout for Scout of the Year.
   3. Posts will try to identify 3 to 5 members with Scouting experience who will judge the entries to select one Scout in each applicable program level to submit to the District.
   4. The only nominations accepted for this award are the following Scouting America and Girl Scouts of America awards:
      1. Eagle Scout Award Recipient
      2. Girl Scout Gold Award Recipient
      3. Venture Summit Award Recipient
      4. Sea Scout Quartermaster Award Recipient
   5. Scouts are being recognized for their contribution to their community; demonstrated in the form of Scout spirit, leadership, heroism, community service, or citizenship. The nomination letter should highlight the Scout’s accomplishments which demonstrates their character, spiritual awareness, or skills which exemplifies their contribution to their community.
   6. Review the National Scout of the Year official entry form.
   7. Posts will select ONE National Scout of the Year nominee.
   8. Post Scout Representative, or Post Commander, is required to contact the Scout Leader of any Scout being recognized by post, district or department.
3. **District Actions:**
   1. Districts will receive Post selected winners in each program level, deadline of March 1st.
   2. Districts will identify 3 to 5 members who will judge the VFW National Scout of the Year nominee to select one representative for the district to pass on to the Department of WA VFW.
   3. The only nominations accepted for this award are the following Scouting America and Girl Scouts of America awards:
      1. Eagle Scout Award Recipient
      2. Girl Scout Gold Award Recipient
      3. Venture Summit Award Recipient
      4. Sea Scout Quartermaster Award Recipient
   4. The District will select and recognize one VFW National Scout of the Year nominee to pass on to the Department of WA VFW Scout Team by April 1st.
   5. District Scout Representative, or District Commander, is required to contact the Post Scout Representative, or Post Commander, of any Scout being recognized by their post.
4. **State Actions:**
   1. The State Scout Team Chair will identify 5 to 7 members from the State Scout Team Roster who will judge the District Selected National Scout of the Year winners.
   2. The only nominations accepted for this award are the following Scouting America and Girl Scouts of America awards:
      1. Eagle Scout Award Recipient
      2. Girl Scout Gold Award Recipient
      3. Venture Summit Award Recipient
      4. Sea Scout Quartermaster Award Recipient
   3. The Scout team will select and recognize one National VFW Scout of the Year program nominee to pass on to the National VFW by May 1st.
   4. District Scout Representative, or District Commander, is required to contact the Post Scout Representative, or Post Commander, of any Scout being recognized by their post.
5. **National Actions:**
   1. National will select a National Scout of the Year and will provide a certificate to the VFW Department of WA.
6. **Awards:**
   1. The National VFW will send the VFW Department of WA National Scout of the Year program winner a certificate to be presented at the Annual Department Convention.

**VFW National Scout of the Year Award Submissions:**

**Criteria and Submission Process:**

1. **Eligibility Requirements:**

To be eligible for the award, the candidate must:

* Be the recipient of the Eagle Scout Award, Girl Scout Gold Award, Venture Summit Award, or Sea Scout Quartermaster Award.
* Be a registered, active member of a Boy or Girl Scout Troop, Venturing Crew or Sea Scout Schip at the time the above reward was received.
* Have demonstrated exemplary citizenship in school, Scouting, and community.
* Prior National Scout of the Year winners are ineligible.
* There is no minimum age requirement for applicants as long as all other eligibility criteria has been met.
* The maximum age requirement for applicants is 18 years old.
  + If an applicant reaches their 18th birthday during the nomination year, they remain eligible as long as they are still in high school at the time of the submission deadline.
* A Scout may enter through only **one** VFW Post.

1. **Documentation Requirements:**

The following documentation should be submitted:

* **Photograph of the Scout** – must be attached to the VFW Scout of the Year Program Award application (see attached). The Scout must appear in correct, complete uniform for their current rank. Recommended size 3” x 5”.
* **School Participation Record** – a single page, one-sided resume of the candidate’s school activities indicating academic achievements, offices held, honors received and significant participation in other activities.
* **Scouting Record** – maximum of three pages, one side only, listing of all Scouting participation beginning with Cub Scouts or Brownies – years of participation, unit numbers, and sponsors. Also include when Eagle, Gold, Summit or Quartermaster Award was received and Palms. Identify leadership positions held at all levels, participation in Scouting activities (jamborees, Order of the Arrow conferences, etc.) and the candidate’s Eagle Scout, Girl Scout Gold Award, Venture Summit or Sea Scout Quartermaster Project.
* **Community Service Record** – a single page, one-sided resume listing participation in community and religious service organizations (excluding Scouting and school), noting leadership positions held and any recognition received.
* **Letters of Recommendation** – Submit three letters, no more than two pages in length from:
  + A scout leader
  + A community member
  + A teacher/faculty member (if homeschooled, a parent letter is allowed).
  + In addition, you may include one or two additional letters, no more than two pages in length from local community members who have special knowledge of candidate’s abilities/accomplishments.
* **Completed Entry Form** – submitted to a local VFW Post.

**VFW Department of Washington Scout Team Post of the Year**

**Selection Process**

**Areas Evaluated**

**Possible Points:**

**20: A Post member appointed by Post Commander as a Scout Team Member.**

Nomination must be submitted to State Scout Team Chairman for program communication and Post Commander or Post Scout Representative will report this position on the Department of WA website, under Program Reporting.

**10: A Post member appointed by Post Commander as a Post Scout Representative.**

Nomination must be submitted to State Scout Team Chairman for program communication and Post Commander or Post Scout Representative will report this position on the Department of WA website, under Program Reporting.

**Max 20: Scout Team Member or Representative provided active support to Department Scout Team.**

Level of participation will be determined by the Department Scout Team Chair.

10 points each individual, up to two members.

Post Commander or Post Scout Representative will report this activity on the Department of WA website, under Program Reporting.

**30: Post is officially registered as a BSA Charter Organization for a Scout Unit**.

Post Commander or Post Scout Representative will report this activity on the Department of WA website, under Program Reporting.

**20: Post Sponsors a Scouting Unit**

Post Commander or Post Scout Representative will report this activity on the Department of WA website, under Program Reporting.

**Max 60: Post has reports on the Department of WA website, under Scouting Programs quarterly reflecting Scout activities.**

15 points for each quarter participated in by the Post

**20: Scouting Activities reported in all quarters of the Program Year.**

**30: Submitted Scout-of-Year nomination to their District by March 1st deadline.**

Post Commander or Post Scout Representative will report this activity on the Department of WA website, under Program Reporting.

**20: Documented promotion of Voice of Democracy/Patriots Pen with Scout Units and Round Tables.**

Post Commander or Post Scout Representative will report this activity on the Department of WA website, under Program Reporting.

**20: Documented promotion of Scout of The Year with Scout Units and Round Tables.**

Post Commander or Post Scout Representative will report this activity on the Department of WA website, under Program Reporting.

**Max 40: A Post member is registered as an adult leader in a Scouting Organization.**

20 points for each adult, up to two members

Post Commander or Post Scout Representative will report this activity on the Department of WA website, under Program Reporting.

**20: Post officially sponsors activities involving/supporting Scout Units.**

Post Commander or Post Scout Representative will report these activities on the Department of WA website, under Program Reporting.

**Max 60: Post will invite Scout Units to participate in patriotic events and holidays that the Post hosts.**

20 points per event, up to three events

**20: Post made monetary contribution to Scout Unit for recognitions, awards, training, equipment, etc**.

Post Commander or Post Scout Representative will report these contributions on the Department of WA website, under Program Reporting.

**20: Post made monetary contribution to the Department Scout Team for recognitions, awards, training, equipment, etc**.

Post Commander or Post Scout Representative will report these activities on the Department of WA website, under Program Reporting.

**20: Post made monetary contributions to the National Scout Jamboree Contingent.**

Post Commander or Post Scout Representative will report these activities on the Department of WA website, under Program Reporting.

**30: Submitted VFW Scouter Achievement Award nomination to their District by March 1st deadline.**

Post Commander or Post Scout Representative will report this activity on the Department of WA website, under Program Reporting.

**30: Submitted Department of WA VFW Member Scout Volunteer Award nomination to their District by March 1st deadline.**

Post Commander or Post Scout Representative will report this activity on the Department of WA website, under Program Reporting.

**30: Submitted Department of WA VFW Member Scout Leader Award nomination to their District by March 1st deadline.**

Post Commander or Post Scout Representative will report this activity on the Department of WA website, under Program Reporting.

**Max Possible Points: 520**

**Selection Process:**

May 1st of each year, the Department Scout Team Chair will transfer program data from the Department of WA website Scout Community Service Reporting database into the areas evaluated above. The winning Post requires approval of the Department Commander and will be recognized at the Department Convention. All Posts that participate in Scouting progrms will be recognized.

**Eligibility Criteria:**

All VFW Posts are eligible for this award. Posts are eligible to win this award for a maximum of two consecutive years. After the second year of winning the Scout Team Post-of-the-Year, that Post will be ineligible to win the following year. After that year, the Post will again be eligible for the award. (The Department Scout Team can adjust these Criteria with the Department Commander’s concurrence.) Amended: June 18, 2025; October 31, 2020

**Awards:**

Willing Post will recived a Post of the Year plaque. All posts participating in scouting events will earn a Post Scouting Certificate.

**VFW Scouter Achievement Award**

*revised 6.18/25*

This award is designed to recognize VFW Scouters who serve on the VFW State Scouting teams for a three-year period and who accomplish the required tasks during this period. This award is not meant to be a selective or limited award, but one that is available to any VFW Scouter on the Scouting team who completes the requirements. It is our personal VFW award to recognize dedication and work required by a VFW team member to assist in furthering the Scouting program in the VFW. The award consists of a gold and purple square knot which may be worn on the Scout uniform and a certificate.

**REQUIREMENTS:**

It is expected that the VFW team members will work to provide the maximum impact of VFW support to the Scouting program and to achieve maximum visibility for VFW efforts.

A.**Service.** Be registered in a Scouting position at the District or Council level: Chartered Organizational Representative (COR), District/ Council Member-at-Large, Unit Commissioner. (Your Department Scouting Chairman can help you obtain this registration.)*(Objective: To go beyond the Post and be able to understand and influence Scouting in the VFW District and Department as well as at the local Council level).*

B.**Training**. While a member of the State team: (Requirement is completion of one of the below and not all)1.Participate in a Chartered Organizational Representative (COR) training course.2.Complete a Scouting America District staff training course3.Attend a Wood Badge training program.

C.**Tenure.** *(Tenure starts when you join the team.)*1.Complete a total of three years as a member on the Department State Team.

D.**Performance.** While a member of the State team do five of the following:

1.Serve a minimum of two years as a Post Chartered Organizational Representative for Scouting and demonstrate success with your units in terms of growth in program.

2.Help with your VFW Department or District or Post to raise funds to support Scouting in your Department.

3.Participate with a local Scouting America District or Council Friends of Scouting fundraising effort.

4.Serve on the staff of a Department training team to train VFW Scouters.

5.Participate as member of a Scouting America District or Council Membership/Relationships Committee and represent the VFW.

6.Assist in organizing or reorganizing a Scout Troop, Cub Pack, Venture Crew, Sea Scout Ship, Explorer Post in a VFW unit.

7.Participate in the Scout of the Year program at Post, District or Department level.

8.Make contact with Scout Troops and Venture Crews in your area through visits, roundtables or other means and solicit their participation in the Patriot’s Pen and Voice of Democracy programs and document the results of your efforts.

9.Recruit manpower from your Post or VFW District to support a Scout activity such as a camporee, bicycle rodeo, merit badge day or other related event to help further VFW recognition in support of the Scouting program.

10.Develop and carry out or participate in a VFW program to recognize the leaders of Scouting programs in your Post, District or Department.

11.Promote and coordinate the development of a network of State VFW Scouting Team members to assist in the development of Scouting within the VFW.

E.**Approval.** Obtain the approval of the VFW Department Commander and VFW Department Scouting Chairman that you have satisfactorily completed the requirements for this award. Documentation should be sent (for review and final approval) to the VFW Department of Washington Office. 5213 Pacific Highway E Fife, WA 98424, fax253-922-2208. email: vfwscoutteam@gmail.com, phone: (253)922-2114.

**Awards:**

Award citation and letter will be presented to the awardee at the Annual Department of Washington Convention by the Department Commander and Department Scout Team Chairman. The Awardee will need to purchase the square knot (No. 613864) directly from a Scouting America Scout Shop. Please visit this web page for additional information.

**VFW Department of WA VFW Member Scout Volunteer of the Year**

**Criteria and Submission Process:**

VFW Post Commander, VFW Post Representative, and Unit Scouting Leaders should submit a Nomination Form to their Local Post by February 1st.

The form should provide background information on the VFW Member’s scout voluneerism and activities leading to this recognition recommendation.

The recommended criteria to be evaluated for each VFW Member’s nominee is as follows:

* Participation in Scouting events and activities
* Invite Scouts to VFW Post activities or patriotic holidays
* Adherence to the Scout principles
* Exemplary moral and spiritual character
* Demonstrated leadership and evidence of leadership qualities to scout unit

**Awards:**

VFW Department of WA VFW Member Scout Volunteer of the Year winner will be presented a plaque.

**VFW Department of WA Scout Leader Award**

**Criteria and Submission Process:**

Unit Scouting Leaders, VFW Post Commanders, and VFW Post Scout Representatives should submit a Nomination Form to their Local Post by February 1st.

The form should provide background information on the Scout Leader’s accomplishments leading to this recognition recommendation.

The recommended criteria to be evaluated for each Scout Leader nominee is as follows:

* Adherence to the Scout principles
* Exemplary moral and spiritual character
* Support of the Veterans of Foreign Warfare
* Evidence of patriotism and respect for this nation and its symbols
* Support of Veterans and Armed Forces of the community
* Evidence of service to others in the community, and its impact on the community
* Consistent loyalty to causes and/or country
* Evidence of exceptional character and self-confidence
* Demonstrated leadership and evidence of leadership qualities
* Respect for authority and willingness to accept responsibility
* Participation in Scouting events

**Awards:**

VFW Department of WA VFW Scout Leader Award winner will be presented a plaque.

**Attachments:**

1. Scouting America Charter Agreement

2. Nomination for Representative on the VFW Department of Washington State

Team of VFW Scouters

3. Department of WA VFW Scout of the Year Nomination Form

4. VFW National Scout of Year Program Official Entry Form

5. VFW Scouters Achievement Award

6. Department of WA VFW Member Scout Volunteer Award Nomination Form

7. Department of WA VFW Scout Leader Award Nomination Form

8. Department of WA VFW Scout Team Post of the Year program Nomination Process

9. VFW Scout Team Members and Organization Chart