

## **Veterans of Foreign Wars - [Post Number]**

### **Standard Operating Procedure: Lifetime Achievement Award**

#### **1. Purpose:**

This Standard Operating Procedure (SOP) outlines the process for nominating, selecting, and presenting the VFW Lifetime Achievement Award within [Post Number]. This award recognizes VFW members who have demonstrated exceptional and sustained contributions to the VFW, their community, and the principles of patriotism and service.

#### **2. Eligibility:**

- Must be a current, active member in good standing of the VFW [Post Number] for a minimum of (XX) years.
- Must have demonstrated consistent and significant contributions to the VFW through active participation in programs, leadership roles, and/or volunteer efforts.
- Must have a record of dedicated community service and embody the values of the VFW.
- Must have an honorable discharge from the U.S. Armed Forces.
- Prior recipients are not eligible.

#### **3. Nomination Process:**

- **Nomination Period:** Nominations will be accepted from [Start Date] to [End Date] annually.
- **Nomination Form:** A standardized nomination form (Appendix A - see end of SOP) must be completed by the nominator.
- **Submission:** Completed nomination forms, along with supporting documentation (letters of recommendation, program participation records, community service documentation, etc.), must be submitted to the VFW Post Adjutant or designated committee member (see Section 7).
- **Nominator Requirements:** The nominator must be a current, active member in good standing of the VFW [Post Number].
- **Confidentiality:** All nominations will be treated confidentially.

#### **4. Selection Committee:**

- **Composition:** A Lifetime Achievement Award Selection Committee will be formed, consisting of:
  - Post Commander (Chairperson)
  - Post Senior Vice Commander
  - Post Junior Vice Commander
  - Post Quartermaster
  - One additional member selected by the Post Commander (preferably a past Post Commander).
- **Responsibilities:**
  - Review all submitted nominations and supporting documentation.
  - Evaluate nominees based on the eligibility criteria outlined in Section 2.
  - Conduct interviews with nominees if deemed necessary.
  - Select one (1) recipient for the Lifetime Achievement Award.
  - Maintain confidentiality throughout the selection process.

## 5. Selection Criteria & Scoring:

The Selection Committee will evaluate nominees based on the following criteria, using a scoring system (1-5, 5 being highest):

- **VFW Service (40%):** Years of membership, leadership positions held, participation in VFW programs (Buddy Poppy, Voice of Democracy, Patriot's Pen, etc.), and contributions to Post activities.
- **Community Service (30%):** Volunteer work, involvement in local organizations, and contributions to the betterment of the community.
- **Patriotism & Values (20%):** Demonstrated commitment to the principles of patriotism, civic duty, and upholding the values of the VFW.
- **Overall Impact (10%):** The overall significance and lasting impact of the nominee's contributions.

## 6. Award Presentation:

- **Timing:** The Lifetime Achievement Award will be presented at the [Post Event - e.g., Annual Awards Dinner, Post Anniversary Celebration] on [Date].

- **Award Components:** The award will consist of:
  - A framed certificate recognizing the recipient's achievements.
  - A [Specify Gift - e.g., VFW challenge coin, engraved plaque, donation to a charity of the recipient's choice].
  - Public recognition during the award presentation.
- **Presentation Protocol:** The Post Commander will present the award and deliver a brief speech highlighting the recipient's accomplishments.

## 7. Responsibilities:

- **Post Commander:** Forms the Selection Committee, chairs the committee, approves the final selection, and presents the award.
- **Post Adjutant:** Receives nominations, ensures completeness of submissions, and provides administrative support to the Selection Committee.
- **Selection Committee:** Reviews nominations, conducts interviews (if necessary), and selects the award recipient.
- **Public Relations Officer (if applicable):** Coordinates media coverage of the award presentation.

## 8. Review and Revision:

This SOP will be reviewed and revised annually by the Post Commander and the Executive Committee to ensure its effectiveness and relevance.

## 9. Appendix A: Nomination Form

(Separate document - see example below)

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### Appendix A: Lifetime Achievement Award Nomination Form

#### Veterans of Foreign Wars - [Post Number]

#### Nominee Information:

- Name: \_\_\_\_\_
- VFW Member Number: \_\_\_\_\_
- Rank (Ret.): \_\_\_\_\_

- Years of VFW Membership: \_\_\_\_\_
- Unit/Branch of Service: \_\_\_\_\_

**Nominator Information:**

- Name: \_\_\_\_\_
- VFW Member Number: \_\_\_\_\_

**Nomination Justification:** (Please provide detailed information supporting the nominee's eligibility. Include specific examples of their contributions to the VFW, their community, and their embodiment of patriotic values. Attach supporting documentation as needed.)

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