



**DEPARTMENT OF NEW JERSEY HEADQUARTERS  
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

GENERAL ORDER # 2

2018 / 2019

\*\*\*\*\* ATTENTION DEPARTMENT COMMITTEE CHAIRPERSONS\*\*\*\*\*

1. To ensure compliance with all National deadlines for program reporting, all Chairpersons of a program and / or committee with a National deadline or reporting requirement will submit the monthly and / or annual report(s) to the appropriate National designee and the Department Adjutant no later than five (5) business days prior to the deadline.
2. The following program Chairpersons will forward a Department winner to the appropriate National designee for judging; Smart/Maher Citizenship Education Teacher Award, Voice of Democracy, Patriot's Pen and Scout of the Year at least five (5) business days prior to the deadline. A copy of the submission will also be forwarded to the Department Adjutant which will be kept confidential until the appropriate announcement of the winner.
3. The following program Chairpersons will forward a monthly report to the appropriate National designee; National Legislation Service, Department Service Officer, National Veterans Services. Veteran Administration Voluntary Service (VAVS) Chairpersons will report as required.
4. The Student Veteran Chair will submit at least three (3) reports, covering at least two (2) of the three (3) semesters, to the VFW National Programs Department.

OFFICIAL:

  
Ken Hagemann  
Department Adjutant



BY THE COMMAND OF  
DUANE SARMIENTO  
COMMANDER  
DEPARTMENT OF NEW JERSEY

# **VFW PROGRAMS DEADLINE DATES**

***NOTE: Updated for the 2018-2019 VFW Program Year***

## **Smart/Maher Citizenship Education Teacher Award**

- \*October 31, 2018, Teacher Nominations to the Post
- November 15, Completion of Post judging
- December 15, Completion of District judging
- January 10, Completion of Department judging
- January 15, District participation reports due to Department Chairman
- \*January 15, Department winners due to National
- \*January 31, Department reports due to National

## **Voice of Democracy and Patriot's Pen**

- \*October 31, Student entries to the Post
- November 15, Completion of Post judging
- December 15, Completion of District judging
- January 10, Completion of Department judging
- January 15, District participation reports due to Department Chairmen
- \*January 15, Department winners due to National
- \*January 31, Department reports due to National

## **Scout of the Year**

- \*March 1, Scout entries to the Post
- April 1, Post entries to Department Scouting Chairman or Department HQs
- \*May 1, Department entry to National from Department Scouting Chairman or Department HQs

## **Community Service**

- \*April 30, Post Special Project & Fred C. Hall Award Submission (Department to National)
- \*April 30, National Outstanding Community Service Post Submission(s) (Department to National)
- \*May 31, Department Community Service Report (Department to National)

## **Public Servant National Award (Law Enforcement, Firefighter, Emergency Services)**

- January 1, Nominations due (from Post to Department)
- February 1 (to guarantee receipt for Department Convention presentation), Nominations due from Department to National

## **National Certificate of Recognition**

- April 1 (to guarantee receipt for Department Convention presentation), List due to National from Department

***\*Required deadline (by VFW National Headquarters.) All other deadlines are suggested, and can be internally set at the discretion of the VFW Department leadership. Post Chairmen, be sure to communicate with your District Chairmen to find out their official deadlines, and District Chairmen need to communicate with their Department Chairmen to find out their deadlines.***

*Updated 5/16/2018*