

# DISTRICT REPORTING GUIDELINES

## USE THE FOLLOWING INFORMATION TO COMPLETE THE DISTRICT PARTICIPATION SUMMARY REPORT FORM:

The guidelines listed below are intended to help clarify the **Voice of Democracy Award** reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit:

### DISTRICT PARTICIPATION SUMMARY REPORT FORM

**POST NUMBER** List each Post by their Post number that participated and submitted a Post winner to District for judging in this box.

**POST AUXILIARY** Does the Post have an Auxiliary? Indicate with a yes or no in this box.

**NUMBER OF PARTICIPATING STUDENTS** Indicate how many students participated in the Post VOD program.

**NUMBER OF POST WINNERS ADVANCED** There is one winner for every 15 entries. i.e.— 7 entries = 1 winner, 16 entries = 2 winners; 147 entries = 10 winners. Divide number of entries by 15 and round up to get this number.

**SCHOLARSHIP AMOUNT** List total of scholarships given to Post winners.

**ADDITIONAL MONEY SPENT** Total amount spent to promote program and recognize winners.

### GRAND TOTALS SECTION

**NUMBER OF POSTS and AUXILIARIES** List total number of Posts and Auxiliaries that participated in their respective box.

**TOTAL NUMBER OF PARTICIPATING STUDENTS** Add up all the entries submitted to all listed Posts.

**TOTAL NUMBER OF WINNERS ADVANCED** Add up all of the Post winners advanced to District judging from each Post. A Post may submit one winner for every 15 entries.

**SCHOLARSHIPS AND ADDITIONAL MONEY SPENT** Total dollar values of awards presented to VOD award participants at Post level. All additional monies spent in conducting their program (banquet, gifts, medals, citations, etc.).

**MONETARY VALUE OF DISTRICT CONTRIBUTIONS DISTRICT SCHOLARSHIPS** Amount that the District gave in scholarship to the District winner.

**DISTRICT ADDITIONAL EXPENSES** All additional monies spent in conducting the program at the District level (banquet, gifts, medals, citations, etc.)

### SIGNATURES

**SIGNATURES OF THE DISTRICT CHAIR, AUXILIARY PRESIDENT AND DISTRICT COMMANDER ARE NEEDED TO VERIFY AND CERTIFY REPORT IS COMPLETE AND ACCURATE.**

**District Chair:** The District winner's materials that need to be forwarded to the State Chair (immediately after the District judging is complete) are:

**The completed and signed Post Summary Report Form of every Post in the District that legitimately participated in the VOD Program.**

**District winner's original entry form with all signatures.**

**District winner's audio (Cassette tape or CD) recording of their 3-5 minute essay.**

**Good quality head and shoulders 5x7 or 8x10 color photograph. (Color Copies or Low Grade Computer Printouts Will Not Be Accepted).**

**The completed and signed District Summary Report Form.**

**Additionally—VOD Student Travel Form and Student's Social Security Number will need to be provided to Department Headquarters by January 12, 2023, if your District winner is selected as one of the Top Ten in State competition. Social Security Number is used as an identifier for scholarship payments. Department is not responsible for student travel to and from Omni Corpus Christi Hotel.**

**Each District may submit only one winner to Department Headquarters.**