



District Packet

2017

Revised 29 Dec 2016

Mid-Winter Conference

Rochester, New Hampshire

Prepared for:

The 50th Mid-Winter Conference

By:

Department Headquarters

January 28, 2017

Table of Contents

Page #	Name of Form
	Administrative
	District Officers Report (2 pages)
	District Caucus Report
	Reports/Form
	Americanism Report
	District Narrative Report Form (2 pages)
	Children & Youth Report
	Report Instructions
	Narrative Instructions
	Children & Youth Report (3 pages)



District _____ Officers Report (1 of 2 pages) Year 2017-2018

To be completed by each **DISTRICT ADJUTANT** and returned to Department Headquarters **immediately** after installation of Officers as Department rosters and mailing lists are compiled from this information. Your promptness is appreciated.

PLEASE PRINT

PLEASE PRINT

PLEASE PRINT

Name

Address (include Zip Code+ 4), Personal E-mail and Telephone #

Commander _____

1st Vice Commander _____

2nd Vice Commander _____

Adjutant _____

Finance Officer _____

Chaplain _____

Judge Advocate _____

Historian _____

**District Officers Report (continued 2 of 2 pages)
Year 2017-2018**

Service Officer _____

Sergeant At Arms _____

SAL Advisor _____

Legion Baseball _____

Boys Scout _____

Boys State _____

Children & Youth _____

Community Service _____

Graves Registration _____

Membership _____

Oratorical _____

Jr. Oratorical _____



DISTRICT _____ CAUCUS REPORT

Year 2017-2018

To be completed by each **DISTRICT ADJUTANT** and returned to
Department Headquarters **immediately** after installation of Officers.

PLEASE PRINT

PLEASE PRINT

PLEASE PRINT

Name

Address (include Zip Code+ 4), Personal E-mail and Telephone #

Commander _____

1st Vice Commander _____

Delegate to National Convention

Alternate Delegate to National Convention

District Commander _____

(Print)

(Signature)

Annually, each District (delegation) at its Spring Conference must elect a **District Commander** and a **District Senior Vice Commander**, a **District Delegate** and an **Alternate District Delegate** to the National Convention. Each Post shall choose their Conference Delegation, the strength of which shall be that of their elected delegation at the previous Department Convention. All Past Department and Past National Commanders and current Department officers while in good standing in their respective Posts in addition to the number of delegates allowed said Posts, at their respective Spring Conferences as provided in this section. At a meeting prior to the Department Convention, the newly elected District Commander, Senior Vice Commander and delegates to the National Convention must be confirmed by the Department Executive Committee (DEC) (Article VI, Section 4 Department Constitution).

**AMERICANISM AWARD
HERBERTA "Hobe" STARK
DISTRICT NARRATIVE REPORT FORM**

(Please Read Instructions on Reverse Side) (Please Print)

District No. _____

Date _____

Present Membership _____

Title/Person Making Report (print) _____

Signature _____

(A) Estimate the number of volunteer service hours provided by the membership of your District for the Americanism work in your community Hours. _____ Hours

(B) Please estimate the amount of money your District expended for administrative expense for Americanism work overhead. (Postage, printing, conferences, travel, salary, etc.)
\$ _____

(C) REPORTING: 12 MONTHS APRIL 1ST TO APRIL 1ST

(D) Use the remaining space on this sheet to describe, in some detail, a specific Americanism activity promoted by your District (Please attach extra sheets if necessary). **Remember:** This section of the narrative report is most important to your Department Americanism Committee in determining various awards.

(E) Describe any other Americanism programs supported by your District in narrative form (Example: your own programs.)

RECEIVED BY HQ NO LATER THAN MAY 15TH

**AMERICANISM AWARD
HERBERTA "Hobe" STARK
DISTRICT NARRATIVE REPORT FORM**

INSTRUCTIONS

TO: **DISTRICT AMERICANISM CHAIRMAN:**

1. This award shall be presented annually to the District with the best Report.
2. The District Report shall be a consolidation of the Reports received from each Post in that District.
3. The award shall be presented at the Department Convention
4. District winning this award three (3) years in succession shall be given permanent possession thereof.

JUDGING

The Department Americanism Committee judges each report on the following scale:

Clarity of report	1 to 10 Points
Community awareness	1 to 20 Points
Originality	1 to 30 Points
Value to community	1 to 40 Points

RECEIVED BY HQ NO LATER THAN APRIL 15

Americanism Resolution adopted by the Department Executive Committee March 8, 1990
Accepted by the Executive Board Action November 7, 1991

CHILDREN & YOUTH DISTRICT CONSOLIDATED REPORTING INSTRUCTIONS

Report

The ***Intra-District Children & Youth Competition Award*** shall be presented annually at the Department Convention to the District with the best overall **report**.

Information required for this **report** shall be gotten from each of your Post Children & Youth Reports.

All information at the beginning of the **report** MUST be filled out, if not, your **report** will not be considered by the Committee.

Any District winning this award three (3) years in succession shall be given permanent possession thereof.

All **reports** must be mailed no later than APRIL 15.

In order to make your reporting more effective, it is recommended that you make copies of your **report**. Maintain one for your file and mail one to Department Headquarters.

All District Consolidated Children and Youth **Reports** must be submitted to Department Headquarters for the Committee to consider your entry.

JUDGING

The Department Children & Youth Committee judges each **report** on the following scale.

Post expenditures	1 to 20 points
Service Hours	1 to 30 points
Number of youth served	1 to 50 points

Must be at Headquarters no later than APRIL 15

Adopted by action of the Department of New Hampshire Executive Board March 5, 1998

CHILDREN & YOUTH DISTRICT CONSOLIDATED REPORTING INSTRUCTIONS

Narrative

The **Robert "Bob" Williamson Children & Youth Award** shall be presented annually at the Department Convention to the District with the best overall narrative not exceeding 1,000 typewritten words.

Information required for this narrative shall be gotten from each of your Post Children & Youth Reports.

All information at the beginning of the narrative MUST be filled out, if not, your narrative will not be considered by the committee.

Any District winning this award three (3) years in succession shall be given permanent possession thereof.

All narratives must be mailed no later than May 15.

In order to make your reporting more effective, it is recommended that you make copies of your narrative. Maintain one for your file and mail one to Department Headquarters.

All District Consolidated Children and Youth Narratives must be submitted to Department Headquarters for the Committee to consider your entry.

JUDGING

Neatness of report	1 to 5 points
Clarity of report	1 to 10 points
Community awareness	1 to 10 points
Originality	1 to 35 points
Value to community	1 to 40 points

Must be at Headquarters no later than APRIL 15

Adopted by action of the Department of New Hampshire Executive Board March 5, 1998

DISTRICT _____ CHILDREN AND YOUTH REPORT (1 of 3 pages)

Intra-District Children and Youth Award

Present Membership in District _____

Title & Name Making Report _____

Address and Phone number _____

Date _____ Signature _____

Total of all Children & Youth reports from your District Posts

Program Name	# of Posts Participation	Post Expenditures	Service Hours	# Youth Served	# of Post Homes Used
Missing Children					
Suicide Prevention					
Drug and Alcohol					
Abuse Prevention					
McGruff Child Safety Program					
Temporary Financial Assistance to Children					
TAL Child Welfare Foundation, Inc.					
Special Post Activity (STAR) Award					

DISTRICT _____ CHILDREN AND YOUTH REPORT (2 of 3 pages)

Intra-District Children and Youth Award

Program Name	# of Posts Participation	Post Expenditures	Service Hours	# Youth Served	# of Post Homes Used
Donations to sports programs not sponsored by Post					
April/C&Y Department Project					
April/ C&Y Month Post project					
Community children Programs					
Health and safety Programs					
National youth programs (other than TAL sponsored)					
Other C&Y programs					
Totals	# of Posts Participation	Post Expenditures	Service Hours	# Youth Served	# of Post Homes Used

DISTRICT _____ CHILDREN AND YOUTH REPORT (3 of 3 pages)
 Intra-District Children and Youth Award

Fund Raising events for Children & Youth programs

Event Name	Funds Raised	Service Hours	# of Post Homes used
Totals			

MUST BE SUBMITTED AT DEPARTMENT HEADQUARTERS NO LATER THAN May 15

Accepted by action of the Department of New Hampshire Executive Committee March 5, 1998

Notes