

PROGRAM FUNCTION – AADAA Contest – (Ideal time line, Aug through Oct)

* Consider implementing the AMERICANISM Contest concurrently.

THE JOB:

The function of administering the AMVETS Against Drugs and Alcohol Abuse, (AADAA) Program is to annually prepare, promote and conduct the Poster and Essay contests among as many schools and youth groups/organizations that you can. Every child in America is at risk of using drugs, regardless of race, ethnicity or economic status.

Objectives for This Year

School/Group	Post	
	Last Year's Total Students	This Year's Total Students
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Tasks to be carried out in executing this program.

- Post selects a Chairperson for the program.
- Chairperson reviews the literature, resources and contest forms.
- Debrief any previous committee chairs/members who conducted the program in prior years.
- Recruit your committee/team that will assist you.
- Determine level of recognition your Post will award to the winners.
- Determine your time line. (Need to determine your Department cut-off for Post entries.)
- Schedule, calendarize your Post awards meeting or luncheon, etc.
- Develop a nice presentation to include a cover letter and validation/credibility references.
- Involve your Post PRO in providing information about your program to local media.
- Identify/target specific schools and youth groups to contact.
- Do your homework, recon to identify the “right” Superintendent, Teacher, or Scout Leader.
- Assign specific team members to specific schools/groups.
- Make the contacts and **Follow-up!**

Set dates in post calendar for tasks and meetings

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec