

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

\* Consider implementing the AADAA Contest concurrently.

**THE JOB:**

The function of administering the Americanism Program is to annually prepare, promote and conduct the Flag Drawing, Poster, and Essay contests among as many schools and youth groups/organizations that you can.

**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