

1. The allowance for the Department Americanism Chairman shall be as adopted in the annual budget. The chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st.
2. The Chairman shall encourage participation of the program and projects stressed by the National Americanism Chairman.
3. The Chairman shall ensure that information pertaining to National awards have been forwarded to Units including rules and deadline dates. A list of materials available for promotion of the program shall be provided to the Units.
4. The Department shall sponsor an Americanism Essay Contest. Competition to be in the indicated box below with prizes and citations for first and second place winners in Group I, II, III, and V, and first, second, and third place education grant winners in Group IV. The amount of prize money may be adjusted if funds are not available. The prize for Group IV shall be financed by voluntary contributions from the Units. (2019)

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| Group I | 4 th and 5 th Grades | Prizes: | First: \$100 Second \$50 (2007) |
| Group II | 6 th and 7 th Grades | Prizes: | First: \$100 Second \$50 (2007) |
| Group III | 8 th and 9 th Grades | Prizes: | First: \$200 Second \$100 (2007) |
| Group IV | 10 th , 11 th , and 12 th Grades | Prizes: | First: \$2,500 Educational Grant Second: \$1,500 Educational Grant Third \$1,000 Education Grant (2007) |
| Group V | Children with Special Needs | Prizes: | Ages 11 to 14 Years First: \$200 Second \$100 Ages 15 to 20 Years First \$200 Second \$100 (2014) |

The rules governing these contests for each group shall be made available to the Units by September 1. (2019)

Group V shall be classified as Children with Special Needs. (2019)

Children with Special Needs are defined as:

- Those in special education classes.
- A student recommended for special education classes, but who has not been admitted due to a waiting list or various other factors.
- A child identified as having a disability, but not in a special education class due to lack of facilities, identification contingent upon discretion of school officials. (2021)

5. The prizes for group IV will be distributed as follows: (2018)
 - a. The \$2,500.00 Educational Grant will be awarded \$500.00 at the time of winning Essay Contest and the balance of \$2,000.00 not used by the student shall be returned to the Department of California and credited to

the Americanism Essay Educational Grant Fund. The Educational Grant must be claimed within two years following graduation from high school. The winning student is prohibited from further competition on Department level under the Americanism Essay Contest. (2009)

- b. The \$1,500.00 Educational Grant will be awarded \$250.00 at the time of winning Essay Contest and the balance of \$1,250.00 not used by the student shall be returned to the Department of California and credited to the Americanism Essay Educational Grant Fund. The Educational Grant must be claimed within two years following graduation from high school. The winning student is prohibited from further competition on Department level under the Americanism Essay Contest. (2009)
 - c. The \$1,000.00 Educational Grant will be awarded \$100.00 at the time of winning Essay Contest and the balance of \$900.00 not used by the student shall be returned to the Department of California and credited to the Americanism Essay Educational Grant Fund. The Educational Grant must be claimed within two years following graduation from high school. The winning student is prohibited from further competition on Department level under the Americanism Essay Contest. (2023)
 - d. The remaining balance in all the Americanism Essay Educational Grant fund must be credited to any accredited college/university in the U.S. and its territories/possessions. (2023)
6. All essays shall be judged according to the following procedures:
- a. Unit, District, and Department Chairman shall select three judges with different professional or trade backgrounds. Judges must not be related to a contestant. Essays with a grade of 70 percent (70%) or more shall be eligible for competition. Each Unit Chairman shall make a copy of the winning essay if needed for publicity.
 - b. Essays must be judged according to the score percentages established by Department and as entered on the Essay Rules.
 - c. Each teacher will be asked to have all students in the classroom participate under the established essay contest rules provided by the Unit Chairman. The student will put their name, age, grade level, teacher's name and the name of their school on the back of their essay. Then the teacher will place all the essays in an envelope, seal it and again identify it with their name, school, and grade level. The Unit Chairman will be responsible for picking up these envelopes. (2014)
 - d. A sealed envelope for each Group shall be attached to the Unit's winning essay and forwarded to the District Chairman for competition. The following must be enclosed. Student's name, age, grade, name of school, and school address. The outside of the sealed envelope shall indicate the name and number of the Unit and District number.

- e. The Unit shall forward the winner in each group to her District Chairman by the fourth Friday in March. The District Chairman shall ensure the name and number for the Unit and District number are clearly written on the back of the essays. The District Chairman shall forward the winner in each group to the Department Chairman for final judging by the third Friday in April. (2009)
- f. Unit Chairman shall be encouraged to seek out home school students, Girl Scout and Boy Scout troops and other youth groups and organizations as well as traditional classroom students to participate in the Department Americanism Essay Contest under the established essay contest rules provided by the Unit Chairman. The essays received from the above will be put into the proper grade levels and judged along with the traditional classroom students. (2012)
7. Essay titles shall be submitted by the Department Chairman and approved at Interim Board Meeting in January for the following fall semester and presentation of the same be directed to the Units not earlier than April. The Chairman may consult prior to Interim Board with school authorities for recommendations of suitable titles for all groups. The contest rules submitted to the schools will have an imprint. We welcome your suggestions for next year's essay titles. (2019)
8. Units competing for Americanism Awards shall submit a narrative report describing activities and/or programs. (1999)
9. The Eliza London Shepard Award presented for the best Youth Betterment Program shall be continued with the winning report forwarded for National competition for the Dorothy Pearl Plaque (most outstanding Unit Americanism Youth Program). A citation will be given in lieu of a trophy. (2006)
10. The Department Chairman shall provide a list of essay winner's names to the Department Secretary and Treasurer no later than June 1st when a monetary prize is awarded. (2018)
11. The expense to support our Past President's Parley Salute to Active Duty Service Women when in attendance at Department Convention, shall be taken from the Americanism Fund at \$.50 per mile, or airfare if applicable, one night lodging if applicable, and food expenses incurred in addition to the Past President Parley luncheon, not to exceed \$500 per Service Woman Electee. (2019)
12. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)

13. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)