



DEPARTMENT OF OHIO 4th
GRADE FLAG EDUCATION
2024-2025 PROGRAM



MEMORANDUM

TO: Post Americanism and Children & Youth Chairperson
FROM: Christie White, Department Americanism and Children & Youth Coordinator
RE: Post-Level Administration & Instructions

As a Post Chairmen of Americanism or Children & Youth, YOU ARE THE KEY to its success. YOU MUST BE ACTIVELY INVOLVED! Call the target school(s) to schedule a time to speak to the teacher who is administering the test; then offer to assist in any way needed! Your presence in the school is vital in reminding our communities of the positive involvement of The American Legion. The following notes will help you in conducting a successful Post 4th Grade Flag Education program.

ORDERING PROGRAM TESTS AND COMIC BOOKS:

Test and Comic Book material orders may be submitted at any time up to the ordering deadline which is **March 15, 2025. NOTE! Regardless of when your Post conducts its 4th Grade Flag Education program during the Legion Year, you MUST order your program materials by the September 15st deadline!** —

The comic books should be used as a test study guide and distributed to each class in advance of the test. Students should have at least an hour to take the test and write their essay. This is a **closed book test**, meaning students *should not* have access to their comic book, or any other reference material or sources, during the testing period.



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TEST GRADING (School & Post Winners):

Grading Instructions - As a Post Americanism or Children & Youth Chairperson, you should, in concert with your Post Commander, set and announce the date upon which you will grade the tests from each participating class/school. Testing needs to be completed by **November 11th, 2024**. A group of no more than five (5), or less than three (3), including the Post Chairperson, should perform the judging task.

In all cases, it is the responsibility of the sponsoring Post to perform the test grading task. However, participating school may offer to, or require that, the participating school grade the test. If either situation, the grading must be done in strict accordance with the program Grading Instructions document. If applicable, you should offer to be present during the testing, and assist if with said effort if desired by the school. Be sure to provide each participating 4th grade class a copy of the Grading Instructions document. **NOTE! The test essay question shall only be used to break any raw scoring ties.**

Answer Sheet - You should not take this document to the school unless you are planning to grade the tests immediately after the class has completed them. **IT IS IMPERATIVE THAT THE TEST ANSWERS REMAIN CONFIDENTIAL AND SECURE AT ALL TIMES.**

APPRECIATION AND AWARD CERTIFICATES: (*Posts will be responsible for awarding and recognizing the schools*)

School Appreciation Certificate: This certificate would be presented to a participating school. Presentation of such should be made to the school Principal, or other such official. The certificate request must indicate the name of the school (as it should be shown on the certificate), and the name and number of the sponsoring Post.

School Award Certificate: This certificate would be given to both the boy and girl who score the highest in each of the participating school(s). Only fourth grade students can take the test, so you will only need two certificates per participating school. If there are multiple participating 4th grade class within a single school, only the boy and girl who scored the highest of ALL the 4th grade class test participants would be awarded a School award Certificate.

Post Award Certificate: This certificate would be given to both the boy and girl who score the highest of all the participating students, which are sponsored by a single Post. If a Post sponsors multiple participating schools, only the boy and girl who scored the highest of ALL the participating schools would be awarded a Post Award Certificate.



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POST WINNER CERTIFICATION: (*District Children & Youth Chairmen and District Commanders will be responsible for awarding and recognizing Post winners*)

Post Certification Form: The name of the boy and girl who achieved the highest score from **all the schools sponsored by a single Post** should be entered on this form. Forward the completed form **and associated test(s)** to your District Chairperson by the established deadline.

The Post Certification form and associated test must be received by the applicable District Chairperson no later than December 9, 2024. NOTE: Submissions received AFTER the December deadline will be disqualified, regardless of date mailed. POST CERTIFICATION FORMS MUST BE SUBMITTED THRU THE APPLICABLE DISTRICT. POST CERTIFICATIONS SENT DIRECTLY TO THE DEPARTMENT HEADQUARTERS WILL BE DISQUALIFIED!

Should you have any program related questions, contact your applicable District Americanism or Children & Youth Chairperson. A list of the District Chairpersons is available on the Department website at www.ohiolegion.com. In you have any additional questions, please reach out to me at 740-362-7478 or programs@ohiolegion.com.

Thank you!

Christie White
Department Americanism and Children & Youth Coordinator



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POST WINNER CERTIFICATION FORM

Post Winner Certification Forms must be received by the appropriate District Chairperson **NO LATER THAN DECEMBER 9, 2024.**

POST #: _____

NOTICE: Test papers for each winning student must be attached to this form.

4th GRADE BOY Score: _____ Sponsoring Post # _____

STUDENT NAME: _____

SCHOOL NAME: _____

HOME ADDRESS: _____ CITY: _____ ZIP: _____

PARENTS NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

4th GRADE GIRL Score: _____ Sponsoring Post # _____

STUDENT NAME: _____

SCHOOL NAME: _____

HOME ADDRESS: _____ CITY: _____ ZIP: _____

PARENTS NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

4th Grade Flag Education Post Chairperson: _____
(printed)

(signature)