

# STANDARD OPERATING PROCEDURES



**2022-2023**

**LYNN TOOMER  
DEPARTMENT OF  
TEXAS  
STATE COMMANDER**



Comrades,

It is my honor to represent the membership of the Texas VFW as your State Commander for 2022-2023. We have come a long way to get to where we are today. We have all been over the hills and through the woods these last few years and as expected, we have come back into the light stronger and more dedicated than ever. We are **Keeping the VFW Great**.

It is with your help that **We** will continue to **Keep the VFW Great** at all levels of this organization, Post, District, and State. We will continue to grow and exceed the expectations **We** have set for ourselves. We will continue to serve our Veterans, their families, and our communities throughout this great state.

It has been so motivating crossing this Great State of Texas, North to South and East to West, seeing the **Growth** at our Posts. Every Post **We** visited was moving forward with great **Ideas**, community activities, and supporting our Veterans and their families. With the great attitudes and willingness to think outside the box our Posts continue to flourish. From El Paso to Galveston and Amarillo to Laredo, the Texas VFW is **Strong**. This is due to our member's dedication and willingness to go over and above; the Texas VFW has a bright future.

We have a lot of hard work in front of us. We also have a lot of fun planned. We have some ambitious **Goals** that require your help to achieve. We have several different membership incentives that will pop up throughout the year along with a few new Posts coming online. It is going to be an **Outstanding** year and we will make it happen!

We have a great Training Team that put together our training this year and a **Great** office staff that put together these Standard Operating Procedures (SOP). Use it, live by it and the SOP will make you successful. The SOP will be available by print, zip file, and online at [texasvfw.org](http://texasvfw.org). There will be absolutely no reason or excuse why a member of this organization cannot access this information.

Thank you for what you do for the VFW, Veterans, Veteran Families, and your communities on a daily basis and most of all thank you for **Keeping the VFW Great**.

**Hell yeah! We are going to have a great time this year whether you like it or not!**

**WELCOME TO THE TEAM!**

**Lynn Toomer  
State Commander**

**VFW DEPARTMENT OF TEXAS**

8503 North Interstate Highway 35  
Austin, Texas 78753

Office 512.834.8535  
Fax 512.834.9232

[vfw@texasvfw.org](mailto:vfw@texasvfw.org)  
[www.texasvfw.org](http://www.texasvfw.org)

# TEXAS VFW STATE HEADQUARTERS DIRECTORY

## Main Number (512) 834-8535

## Fax Number (512) 834-9232

Kim Foster	VFW Information Specialist	Ext. 100	kim@texasvfw.org
Ben Lowrance	State Adjutant/Quartermaster	Ext. 102	ben@texasvfw.org
Wyonda Laurence	Department Secretary	Ext. 103	wyonda@texasvfw.org
Angel Ramirez	State Assistant Adjutant	Ext. 104	angel@texasvfw.org
Wayne Cooley	State Assistant Quartermaster	Ext. 105	wayne@texasvfw.org
John Jowers	Data Management Specialist	Ext. 106	john@texasvfw.org
Mitch Fuller	Dir Governmental/Public Affairs	Ext. 107	mitch@texasvfw.org
Taylor Engle	VFW Administrative Assistant	Ext. 108	taylor@texasvfw.org

## State Service Officers

Mike Eshenbaugh	Houston VARO	(281) 825-6749	terry.eshenbaugh@tvc.texas.gov
Katina Cryer	Waco VARO	(254) 326-8130	katina.cryer@tvc.texas.gov

## Texas VFW Foundation

### Main Number (512) 291-6850

### Fax Number (512) 834-9232

Elizabeth West	Executive Director	Ext. 200	beth@texasvfw.org
Miles Nelson	VAP Program Coordinator	Ext. 201	miles@texasvfw.org
Kristina Ramirez	Administrative Assistant	Ext. 203	kristina@texasvfw.org
Tommye Juvrud	Administrative Assistant	Ext. 204	tommye@texasvfw.org

## Texas VFW Auxiliary State Headquarters

### Main Number (512) 834-9190

### Fax Number (512) 834-0747

Andrea King	State Auxiliary Secretary	Ext. 301	secretary@texasvfwaux.org
Jo Ella Menn	State Auxiliary Treasurer	Ext. 302	treasurer@texasvfwaux.org
Marjorie Menzel	Assistant Treasurer	Ext. 300	assistant@texasvfwaux.org

## National VFW Numbers

Kansas City Office	(833) 839-8387
Washington DC Office	(202) 543-2239
Emblem & Supply Store	(833) VFW-VETS
Member Service Center	(833) VFW-VETS
Insurance Program	(800) VFW-VETS
Post Insurance	(800) 829-8390
VFW Member Benefits	(833) VFW-VETS

# TABLE OF CONTENTS

Letter from State Commander	2
Texas VFW State Headquarters Directory	3
Elected and Appointed Department Officers	6-7
Department District Commanders	8
Past Texas/National Commanders-in-Chief & Current Past State Commanders	9
In Memory of Past State Commanders	10

## GENERAL INFORMATION

Dates to Remember	12
Deadlines to Remember	13-14
Important Definitions & Information	15
Example Status Sheet	16
Commander & Quartermaster Resources	21
VFW Essentials for all VFW Officers	22
VFW Citations and Awards for Post Recognition	23
Texas VFW Clothing	24
Post Minimum Requirements	25-26
Political Activities	27

## POST OPERATION FORMS

Quartermaster's Form for Receipts and Disbursements	29
Post Trustees' Report of Audit	31
Quartermaster and Blanket Bonding Form	32-33
Blanket Bond Application	34
Blanket Bond Rates	35
Quartermaster Bonding Form	36
Buddy Poppy Order Form	37
Military Assistance Program (MAP) Form	38
VFW National Home for Children – Texas House Donation Form	39
Foundation Donation Letter	40
Foundation Donation Form	41
Post IRS 990 Information and Internal Revenue Resources	42-43
Post Insurance Requirements	44-45
Veteran Participation Report (VPR)	46-48

(continued on next page)

***Updated: July 22, 2022***

# TABLE OF CONTENTS

(continued)

## POST OPERATION FORMS (continued)

Community Service Guidelines, Instructions, and Report Form	49-51
Instruction for Submitting Post Elections	52
Post Inspection Form	53-55
Static Display of Military Equipment Inventory	56
Ceremonial Rifles Inventory	57

## VFW PROGRAM FORMS

Patriot's Pen Contest	59-61
Voice of Democracy Contest	62-64
National VFW Volunteer Recognition	65
Instructions for VAVS Pins & Request Form	66-67
State & National Buddy Poppy Contest	68-70
Post Membership Recruiting Supply Order Form and Recruiting Information	71-74
Legacy Life Membership Information and Application	75-76
State Awards Entry and Nomination Form	77-79
District Meeting Representative Request Form	81
District Report of Training	82
Additional District Requirements	83
District Inspection Form	84
District Election Report	85
District Patriot's Pen Scoresheet, Summary Report and Guidelines	86-88
District Voice of Democracy Scoresheet and Summary Report	89-91

## STATE COMMANDERS MEMBERSHIP AND ALL-STATE PROGRAM BOOK

# TEXAS VFW STATE HEADQUARTERS ELECTED AND APPOINTED OFFICERS

## ELECTED STATE LEADERS

Lynn Toomer	State Commander	817-719-6648	lynn.toomer@yahoo.com
Larry Sanders	State Senior Vice Commander	956-645-6343	larrysan4444@gmail.com
Robert Martinez, Jr.	State Junior Vice Commander	210-723-1438	robertsafd@yahoo.com
Ben Lowrance	State Adjutant/Quartermaster	806-433-1639	ben@texasvfw.org
Larry Velasquez, Jr.	State Judge Advocate	361-510-5014	lvelasquez@grandecom.net
Randall E. Johnston	State Surgeon	903-910-9561	randalljohnston@earthlink.net
Michael "Foy" Day	State Chaplain	936-697-8769	foyday@aol.com
Norman J. Macey	Immediate Past State Commander	713-818-4302	njmaceyiii@aol.com

## APPOINTED STATE OFFICERS

Eddie Terry	Chief of Staff	817-776-1973	eddie.l.terry@gmail.com
Stephen Biehl	State Inspector	281-413-2695	formermarine@msn.com
Manny Leal	Deputy State Inspector 9, 10, 25	609-234-3488	lealm7301@outlook.com
Todd Richardson	Deputy State Inspector 6, 13, 18, 24	361-207-4377	toddtrichardsonsr@gmail.com
Kevin Bost	Deputy State Inspector 2, 4, 16, 17	409-768-2015	meseekel@gmail.com
Paul Lester	Deputy State Inspector 12, 19, 29, 30	936-596-6400	randp12@yahoo.com
Ray Sanchez	Deputy State Inspector 5, 14, 20, 28	512-921-1760	ray58d@hotmail.com
Katie Baillio	Deputy State Inspector 1, 3, 8, 21	315-775-6078	kbaillio@yahoo.com
Willie Keller	State Officer of the Day	214-437-3218	Post12209keller@gmail.com

## MEMBERSHIP

Benny Guerrero	Membership Chair	760-470-1154	bennygrrr585@gmail.com
Thomas Anderson	State Motorcycle Group Chair	651-894-3538	vfwmgtxchair@gmail.com
Steve Evans	Mentoring	806-777-1425	steve.evanstx@att.net
Greg Brannan	Mentoring	210-488-5250	gbrannan18@gmail.com

## PROGRAMS

John Jowers	Community Service Chair	817-726-0142	john@texasvfw.org
Clarence Wm. Jackson	State Homeless Veterans Chair	214-957-6132	<a href="mailto:cjac.csqa@sbcglobal.net">cjac.csqa@sbcglobal.net</a>
Chris Davis	State POW/MIA Chair	254-301-2399	streetstocker77@gmail.com
Marcey Phillips	State Buddy Poppy Chair	832-595-4488	marceyphillips@yahoo.com
Bob Gear	Veterans Employment Chair	512-850-9253	predatormg1@gmail.com
Tracey L Brown Green	Suicide Prevention Chair	240-482-5500	traceylbgreene@gmail.com
Katy Jackson	VOD/Patriot's Pen Chair	361-557-1501	katyjax35@outlook.com
Curtis Mitchell	Scouting Chair	972-567-0224	cjmitchelljr@sbcglobal.net
Roger DeWeese	BBQ Chair	254-289-0262	rogerdew@att.net

**Updated: June 28, 2022**

**TEXAS VFW STATE HEADQUARTERS**  
**ELECTED AND APPOINTED OFFICERS**  
**(continued)**

**ADMINISTRATIVE**

John Koller	Budget & Finance Chair	610-568-5930	jgkoller@aol.com
Mitch Fuller	National and State Legislative Chair	512-228-7074	mitch@texasvfw.org
Steve Evans	State Parliamentarian	806-777-1425	steve.evanstx@att.net
Eric T. Shumaker	Credentials Chair	832-244-0954	cootie181@juno.com
Randall E. Johnston	Hospital/MAP Chair	903-910-9561	randalljohnston@earthlink.net
Lavern Terbl	103 <sup>rd</sup> State Convention Chair	903-814-3505	lterblvfwqm1@gmail.com

**DEPARTMENT OF TEXAS HONOR GUARD**

John Rodriguez	Honor Guard Team Leader	915-217-4480	jprvet.2017@yahoo.com
Racquel “Kelly” Glass	Honor Guard	936-788-4361	rharroun@hotmail.com
James Masters	Honor Guard	325-646-0335	btrpvet@yahoo.com
Micaela Reyes	Honor Guard	210-875-4024	micaela.reyes121170@gmail.com
Jessica Sanchez	Honor Guard	256-525-8837	jcavender11@yahoo.com

*Updated: June 28, 2022*

# Texas VFW District Commanders

<b>District</b>	<b>Commanders Name</b>	<b>Phone #</b>	<b>Email</b>
Dist. 1 Commander	Curtis J Mitchell, Jr	972-567-0224	cjmitchelljr@sbcglobal.net
Dist. 2 Commander	Jorg Kitchen	409-853-2091	jorg.kitchen@outlook.com
Dist. 3 Commander	Reggie Williams	210-391-2574	chiefwill33@hotmail.com
Dist. 4 Commander	Sean P Ellis	281-536-8253	ellisseanp@gmail.com
Dist. 5 Commander	Martin “Marty” Monceballez	830-515-6727	mmtx67@yahoo.com
Dist. 6 Commander	Ann Marie Torres	361-877-7959	torres_annmarie@yahoo.com
Dist. 8 Commander	Melvin Harper	325-829-1445	melvinharper651@gmail.com
Dist. 9 Commander	Billie “Bart” J Guthrie	325-320-3401	D9command@gmail.com
Dist. 10 Commander	Natividad “Nate” Lopez, Jr	915-218-9846	vfwd10cdr@yahoo.com
Dist. 12 Commander	Cathy L Small	903-452-5990	smallyankeel@aol.com
Dist. 13 Commander	Diana Cruz Montoya	830-357-6654	Cruzmontoyadiana@gmail.com
Dist. 14 Commander	Jimmie L Surles	254-319-4348	jimmie.surles@yahoo.com
Dist. 16 Commander	Michael S Caballero	409-795-4352	txvfwdistrict16@gmail.com
Dist. 17 Commander	Francis “Frank” R Torres	832-729-4112	ftorres1960@gmail.com
Dist. 18 Commander	Xavier G Hernandez	361-437-6169	xusmc361@gmail.com
Dist. 19 Commander	Joel H Pipes	936-707-0575	joelpipes@yahoo.com
Dist. 20 Commander	Joseph D Ramon	210-636-3422	jjjj19507@yahoo.com
Dist. 21 Commander	Robert G “Glenn” Heady	682-472-4719	glennsauto1@sbcglobal.net
Dist. 24 Commander	John “Jack” Mageluzzo	361-552-1003	jmageluzzo@gmail.com
Dist. 25 Commander	Melvin “Mel” R Parker	432-230-0057	mptx525@sbcglobal.net
Dist. 28 Commander	Scott A Rebman	512-275-6122	srebmansr@gmail.com
Dist. 29 Commander	Christopher “Chris” B Davis	254-301-2399	streetstocker77@gmail.com
Dist. 30 Commander	Barbara A Ampong	903-253-5720	<i>texasvfwdistrict30@gmail.com</i>

**Updated: June 28, 2022**



# Past Texas/National Commanders-in-Chiefs

NAME	YEAR	ADDRESS	CITY		ZIP	PHONE
Ted C. Connell	1960-1961	Deceased				
T. C. Selman	1980-1981	Deceased				
James Nier	1996-1997	806 Champions Pt	Pflugerville	TX	78660	512-990-9198
Glen Gardner, Jr.	2008-2009	2120 Bandera Path Tr	Round Rock	TX	78665	512-627-3185

# Current Past Texas VFW State Commanders

NAME	YEAR	ADDRESS	CITY	STATE	ZIP	PHONE
James Nier	1989-1990	806 Champions Pt	Pflugerville	TX	78660	512-990-9198
N.F. "Red" Layne	1997-1998	2015 N Post Oak Ln	Reno	TX	75462	903-517-1200
Doug Bell	1998-1999	2909 Wenwood Dr	Abilene	TX	79606	325-692-7325
Buddi C. Harlan	2000-2001	222 Grammar Rd	Houston	TX	77047	713-927-6603
Duane Shriver	2005-2006	1709 Azores Dr	Pflugerville	TX	78660	512-252-0659
A. R. "Russ" Richards	2006-2007	1217 PR 2141	Giddings	TX	78942	281-433-9067
Al Cantu, Jr	2007-2008	4009 Tripoli	Corpus Christi	TX	77411	361-854-7616
Jerry Murphree	2008-2009	7209 Shipp Road	Rowlett	TX	75088	972-463-5519
Mike Barber	2009-2010	1169 Shine Lane	Harker Heights	TX	76548	254-698-3892
Wayne Depute	2010-2011	324 Windward Dr	League City	TX	77573	281-658-4573
John Spahr	2011-2012	116 Trail of the Flowers	Georgetown	TX	78633	512-868-8372
Larry Velasquez	2012-2013	4829 Golden Eye	Corpus Christi	TX	78413	361-994-5014
Sylvia Sanchez	2013-2014	1906 Ashsprington Dr	San Antonio	TX	78251	210-684-7964
Joe Hayes	2014-2015	35 CR 1118	Caddo Mills	TX	75135	214-704-0599
Dan West	2015-2016	6500 Verona Pl	Round Rock	TX	78665	512-738-1902
Peyton Lumpkin	2016-2017	2207 Blue Water Bay Dr	Katy	TX	77494	281-693-6545
Inge Conley	2018-2019	17411 Ebeyes Landing Ln	Humble	TX	77346	832-567-2252
Keith King	2019-2020	2406 Belmeade St	Brownwood	TX	78526	325-642-2066
Dick Shawver	2020-2021	19151 Valley Dr	Flint	TX	75762	903-714-8553
Norman Macey	2021-2022	16907 Caldwell Pointe Ct	Humble	TX	77346	713-818-4302



# In Memory of Past State Commanders

1921-22	Dr. R. H. Mcleod	1952-53	Johnnye U. Foster	1979-80	Shelby Surratt
1922-23	Pat Kveton	1953-54	Juston Morrow	1980-81	James P. Montgomery
1923-24	Frank G. Harmon	1954-55	John McKelvey	1981-82	Charles E. Hull
1924-25	Arthur M. Risdon	1955-56	Ted C. Connell	1982-83	John F. Simmons
1925-26	Dan F. Conner	1956-57	J.W. Cole	1983-84	Emmett Stelzer
1926-27	Thomas L. Manion	1957-58	T.C. Selman	1984-85	Robert "Tiger" Lyons
1927-28	Thomas S. Mills	1958-59	Doyle Willis	1985-86	Earnest G Mudd
1928-29	C.H. Fitzgerald	1959-60	Oscar B. Jones	1986-87	Allan G. Grice
1929-30	C.C. Webner	1960-61	Victor L. Afflerbach	1987-88	Felix Longoria
1930-31	E.U. Bradley	1961-62	Peter Stack	1988-89	George Sparkman
1931-32	Harry F. Stuckey	1962-63	Carter Younts	1990-91	Charles S. Pearson
1932-33	Earl Clements	1963-64	James Starkey	1991-92	R. Earl Lord
1933-35	Eddie A. Heil	1964-65	Ed Krenek	1992-93	Donald L. Harwood
1935-36	Max C. Walz	1965-66	L.N. Kirkpatrick	1993-94	F.E. "Gene" Warden
1936-37	E.E. Wiseman	1966-67	John Paul Keelan	1994-95	Chuck E. Sinclair
1937-38	Arthur Dodds	1967-68	Harold Rodgers	1995-96	Paul H. Duff
1938-39	Don Dunlavey	1968-69	Cleo Clayton	1996-97	Alexander Vernon
1940-41	Tom Carter	1969-70	Elmer F. Chappell	1999-00	Jimmie Cantrell
1941-43	R.A. Duryea	1970-71	Cliff Teer	2001-02	Danny Henry
1944-45	Dr. D.L. Meyers	1971-72	Mel Stanley	2002-03	John Knapp
1945-46	Horace Shelton	1972-73	Charles Cannon, Jr	2003-04	Ron C. Hornsby
1946-47	J. Henry Perry	1973-74	W. K. Huber	2004-05	John Fair
1947-48	Roger Q. Evans	1974-75	Clyde Hall		
1948-49	S.A. Childress	1975-76	Dave Stein		
1949-50	Julian Dickerson	1976-77	Herman Constable, Jr		
1950-51	J.T. Rutherford	1977-78	Manny Rivas		
1951-52	J. Warren Hoyt	1978-79	Robert Speake		



# GENERAL INFORMATION



# **DATES TO REMEMBER 2022-2023**

## **2022**

July 7-10	Officer Training Seminar (OTS), Renaissance Hotel, Austin, TX
July 16-21	VFW National Convention, Kansas City, MO
August 25-28	Commander-in-Chief's Homecoming, Chandler, AZ
September 12-15	Fall Legislative Committee Meeting, Washington, DC
September 16	POW/MIA Day
September 29	VFW Birthday
October 6-9	Texas State Commander's Homecoming, Fort Worth, TX
October 27-30	Southern Conference, Asheville, NC
November 11	Veterans Day (Mandatory VPR)
December 7	Pearl Harbor Day
December 31	All Post Inspections completed and received by Department Headquarters.

## **2023**

January 17-22	Mid-Winter Conference, Omni Corpus Christi Hotel, Corpus Christi, TX
Feb. 28-March 4	Legislative Conference, Washington, DC
April 21	Texas VFW Birthday (established April 21, 1921)
May 1	Loyalty Day (Mandatory VPR)
May 20-21	Last Weekend to hold District Meetings
May 30	Memorial Day (Mandatory VPR)
June 14	Flag Day (Mandatory VPR)
June 6- 11	State Convention, Hilton Anatole, Dallas, TX

## 2022 DEADLINE DATES

Date	July
29	Deadline to receive 4 <sup>th</sup> Quarter Post Audit at Texas VFW HQ.
29	Deadline to receive Veteran Project Participation Reports (VPR) for Loyalty Day, VE Day, Memorial Day, D Day, and Flag Day at Texas VFW HQ.
August	
3	Deadline to receive VPR for Independence Day at Texas VFW HQ.
26	Deadline to receive VPR for Korean Armistice at Texas VFW HQ.
September	
1	Deadline to Register Post & Bond Post & District Quartermasters.
30	Deadline to receive VPR for Operation Iraqi Freedom at Texas VFW HQ.
October	
3	Deadline to receive VPR for VJ Day at Texas VFW HQ.
10	Deadline to receive VPR for Patriot Day at Texas VFW HQ.
20	Deadline to receive VPR for POW/MIA Day at Texas VFW HQ.
28	Deadline to receive VPR for VFW Birthday at Texas VFW HQ.
31	Deadline to receive 1 <sup>st</sup> Quarter Post Audit at Texas VFW HQ.
31	Deadline for VOD, Patriot's Pen entries at Post level.
November	
8	Deadline to receive VPR for Operation Enduring Freedom at Texas VFW HQ.
15	Deadline for Posts to judge and submit winning VOD, Patriot's Pen entries to District.
17	Deadline to receive VPR for Women in Military Service and Beirut Bombing at Texas VFW HQ.
December	
1	Deadline for District to submit winning Patriot's Pen, Voice of Democracy entries to Texas VFW HQ.
9	Deadline to receive VPR for Veterans Day at Texas VFW HQ.
30	Deadline for Posts to order Buddy Poppies, MAP and National Home donations and submission of a copy of your 2021 Post IRS Form 990, 990EZ, or 990N.

*Updated: July 22, 2022*

# 2023 DEADLINE DATES

<b>January</b>	
<b>5</b>	Deadline to receive VPR for Pearl Harbor Day at Texas VFW HQ.
<b>31</b>	Deadline to receive 2 <sup>nd</sup> Quarter Post Audit at Texas VFW HQ.
<b>February</b>	
<b>24</b>	Deadline to receive VPR for Vietnam Peace Accord at Texas VFW HQ.
<b>March</b>	
<b>1</b>	Deadline to submit Eagle Scout of the Year entries to Post. Deadline to qualify for National Community Activity Citation by reporting 70 different Community. Activity projects on VFW Community Service Activity Report Form. Deadline to qualify for National Youth Citation by reporting 30 different Youth Projects. Deadline to qualify for National Americanism Citation by reporting 45 different Americanism Projects.
<b>16</b>	Deadline to submit Post Publication to Texas VFW HQ for Publication Award.
<b>16</b>	Deadline to receive VPR for USS Maine at Texas VFW HQ.
<b>29</b>	Deadline to receive VPR for Operation Desert Storm at Texas VFW HQ.
<b>April</b>	
<b>3</b>	Deadline to submit Scout of the Year entries to Texas VFW HQ.
<b>10</b>	Deadline to receive Community Service Record book at Texas VFW HQ.
<b>24</b>	Deadline to receive VPR for Kosovo Campaign at Texas VFW HQ.
<b>28</b>	Deadline to receive 3 <sup>rd</sup> Quarter Post Audit at Texas VFW HQ.
<b>28</b>	Deadline to receive VPR for Somalia Operation and Vietnam Memorial Day at Texas VFW HQ.
<b>May</b>	
<b>1</b>	Deadline to submit Election Reports.
<b>1</b>	All-State Deadline.
<b>1</b>	Deadline for ALL AWARDS with deadlines not specified otherwise to Texas VFW HQ.
<b>June</b>	
<b>30</b>	Deadline to submit All-American.

# Important Definitions & Information

*PLEASE READ CAREFULLY*

The 2022-2023 VFW Administrative Year brings some changes to Texas VFW Post requirements. You will find that understanding the following definitions is very important when interpreting the instructions in this guide.

**Membership Divisions:** Membership Divisions are based on the total number of members a Post has as reflected on the National MemStats as of June 30, 2023.

**Post Membership Goal:** For contest purposes, the **2022-23 Post Membership Goal** is the actual number used by National and reflected as membership on the National Status Sheet as of **June 30, 2023**.

**Membership Reporting Deadline at National:** Do not wait until the last minute to send in membership. **ONLY MEMBERS REPORTED TO AND CREDITED AT NATIONAL HEADQUARTERS IN THE ONLINE MEMBERSHIP SYSTEM BY THE DEADLINE DATE WILL COUNT IN ALL CONTESTS.**

**Global Texas Contests Deadline:** Unless otherwise specified, the default deadline for all Department of Texas contests is **5:00 p.m. on Monday May 1, 2023**.

**Where to Send Materials:** With the exception of membership, all other materials for consideration in contests described herein shall be delivered to Department of Texas Headquarters.

**Letters & Flats:** Letters and flats should be mailed to **Texas VFW, P.O. Box 14468, Austin, TX 78761**.

**Parcels:** Parcel items (boxes and items too large or heavy to fit into envelopes) must be delivered via your choice of parcel carrier to **Texas VFW, 8503 IH-35 North, Austin, Texas 78753**.

**Status Sheets:** Are used to track each Post and the minimum requirements that **must** be completed in accordance with National and State VFW Bylaws and various legal requirements and a list of VFW Program Objectives that have helped shape and define the VFW as the world's oldest veterans service organization.

These status sheets are an important tool for assessing membership recruiting and completion of VFW minimum requirements that are mandatory and program objectives for each Post/District and gives a quick snapshot of where each Post/District stands. Status Sheets are available on the Department of Texas VFW web site at: **www.texasvfw.org** >Admin > Status Sheets and will be posted online every Tuesday & Friday, beginning the second week of August 2022.

**Status Sheet Review:** Upon looking at any District or Post Status Sheet, review it carefully and notify Department Headquarters immediately if you have any questions or feel corrections are necessary.

**Do not wait more than 30 days to notify Department** in this event as Department has reports that it must send to National with deadlines and once submitted to National cannot be changed.

**Deadlines:** Will be strictly enforced. **ONLY MATERIALS ACTUALLY IN DEPARTMENT HEADQUARTERS BUILDING BY 5:00 PM ON THE DEADLINE DATE WILL BE COUNTED** (Exception: Membership materials are sent directly to National). **ONLY NEW MEMBERS REPORTED TO AND CREDITED BY NATIONAL VFW HEADQUARTERS IN THE ONLINE MEMBERSHIP SYSTEM BY THE DEADLINE DATE WILL COUNT IN ALL CONTESTS.** At certain times of the year, National can take as long as 2-3 weeks to process memberships so send in early or have the Post QM use the online membership tools at [www.vfw.org](http://www.vfw.org) to process Post membership.

**DEPARTMENT DEADLINE DATES SUPERSEDE NATIONAL DEADLINE DATES**

# Example Status Sheet

## Page 1 - Mandatory Requirements

5/25/2022 11:58:33 AM

District 1 Commander: James Benotti

### All State Requirements/Community Service Data



Post	1522	3152	2194	2395	2059	5757	4011	4930	4252	5274	6295	7025	7673	8775	8536	4167	3-158	13962
Post																		
Voice Of Democracy																		
Patriots Pen																		
Bonus Points for completion all VPR's on																		
Retain 85%																		
Public Safety																		
Smoke Free																		
Post Standdown																		
Teacher																		
Recruiting Event 1																		
Recruiting Event 2																		
New Life Members																		
Bronze																		
Silver																		
Gold																		
100% Plus Points																		
All VPRs																		
Total Points																		
Projects																		
Youth																		
Americanism																		
Mileage																		
Hours																		
Mileage \$ Value																		
Hours \$ Value																		
Money Used																		
Total Hrs, Mil, \$ Spent																		

Status sheets are used as a way to measure what a Post and/or District has achieved and what they still need to accomplish throughout the fraternal year. Whenever a Post has full credit by the deadline date then an "X" will appear in the corresponding box. If a box has an "R" in it that means the item is under review or it has been returned for corrections, either way Department staff will have contacted you or has attempted to contact you to rectify the issue. If they have not already made contact with you then you need to make sure that you reach out to them to address the issue and get it resolved. An "L" on the status sheet means that the Post submitted the item after the deadline date for which it was due. A "P" indicates that the Picture submitted for a project was not accepted, due to not meeting the criteria for pictures (see page 43 for picture criteria) or was not received. A "PL" means that a project was received after the deadline date and the picture for the project was not received or not accepted. An "E" is used to denote that the Post Insurance has Lapsed and/or that the Post has filed for an extension on their IRS 990. Election Reports are based on the current election report and any change of officer will result in loss of status.

- X=Completed
- R=Under Review or Returned for corrections
- L=Late
- E=Expired Insurance/ Extension of IRS 990
- P=Picture issue
- PL=Late and Picture issue



# Example Status Sheet

## Page 2 - All-State Requirements

5/25/2022 11:58:33 AM

District 1 Commander: James Benotti

### All State Requirements/Community Service Data



Post	3922	3150	2195	3306	2559	3737	4011	4930	4252	5174	5205	7425	7873	8075	8536	4167	3168	12962
Post	3922	3150	2195	3306	2559	3737	4011	4930	4252	5174	5205	7425	7873	8075	8536	4167	3168	12962
Voice Of Democracy																		
Patriots Pen																		
Bonus Points for completion all VPR's on																		
Retain 85%																		
Public Safety																		
Smoke Free																		
Post Standdown																		
Teacher																		
Recruiting Event 1																		
Recruiting Event 2																		
New Life Members																		
New Legacy																		
Bronze																		
Silver																		
Gold																		
100% Plus Points																		
All VPRs																		
Total Points																		
Projects			8	1								2						
Youth																		
Americanism			2	1														
Mileage			357	1								250						
Hours			103	1								22						
Milage \$ Value			\$49.95	\$25.47								\$35.00						
Hours \$ Value			\$2,019.49	\$25.47								\$529.10						
Money Used				\$500.00														
Total Hrs, Mil, \$ Spent				\$500.00														

# Example Status Sheet

## Page 3 - Veteran Participation Status Sheet



District 1 Commander: James Benotti

Veterans Project Reports

Post	City	Loyalty Day	Victory Over Europe	Memorial Day	D-Day	Flag Day	Independence Day	Korean Armistice	Iraqi Freedom (OIF)	Victory Over Japan	Patriot Day	POW/MIA Day	VFW Birthday	Enduring Freedom (OEF)	Women in Military Service	Berut Bombing	Veterans Day	Pearl Harbor	Vietnam Peace Accord	USS Maine	Desert Storm	Kosovo	Nat. Vietnam Vet. Mem. Day	Somalia
1922	GAINESVILLE																							
2150	MC KINNEY																							
2195	ALLEN																							
2205	DENTON																							
2559	WEST TAMAKOMI																							
2772	SHERMAN																							
4011	GREENVILLE																							
4380	PLANO																							
4852	BONHAM																							
5074	ROANOKE																							
6205	MUENSTER																							
7125	FARMERSVILLE																							
7873	POTTSBORO																							
8273	FRISCO																							
8558	NOCONA																							
9167	PRINCETON																							
9168	LEWISVILLE																							
10450	LAKE DALLAS																							

# Example Status Sheet

## Page 4 - Status Sheet Legend

Mandatory Requirements on Page One		POST REQUIREMENT (REQUIRED BY VFW BY-LAWS)	
Current GOAL %	YOUR CURRENT MEMBERSHIP AS OF THIS UPDATE THE MEMBERSHIP GOAL BASED ON NATIONAL QUOTA PERCENTAGE OF CURRENT MEMBERSHIP	INSPECTION	DISTRICT COMMANDER'S INSPECTION OF YOUR POST
AUDIT	"J" JUNE (4TH QTR), "S" SEPTEMBER (1ST QTR), "D" DECEMBER (2ND QTR), "M" MARCH (3RD QTR)	4 VPP's	COMPLETE AND REPORT THE FOUR (4) REQUIRED VETERANS PROJECT REPORTS
QM BOND	SURETY BONDING FOR THE QUARTERMASTER	DISTRICT MTG	DISTRICT TRAINING, DISTRICT MEETINGS, DISTRICT CONVENTION
SERVICE OFR	SERVICE OFFICER REGISTERED	8 VPR's	The 8 VPR's includes the 4 mandatory VPR's if you get more than 8 VPR's but have not completed the 4 required you can't get credit for the 8 VPR's.
IRS 990	SUBMIT A COPY OF YOUR 2020 IRS 990 & 990T	ELECTION	SUBMISSION OF A PROPERLY EXECUTED 2021-22 ELECTION REPORT
INSURANCE	SUBMIT A COPY OF YOUR MOST CURRENT INSURANCE CERT	DELEGATE FEES	PAID DELEGATE FEE'S WHEN YOU RECEIVE THE INVOICE FROM DEPT.
COMMUNITY	COMMUNITY SERVICE REPORTS (MIN. 20 REQUIRED)		
YOUTH	YOUTH REPORTS (MIN. 6 REQUIRED)		
AMERICANISM	AMERICANISM REPORTS (MIN. 9 REQUIRED)		
MAP	DONATION TO THE MILITARY ASSISTANCE PROGRAM		
TEXAS HOUSE	DONATION TO THE TEXAS HOUSE AT THE NAT'L HOME (\$25 MIN.)		
BUDDY POPPY	ORDER OF 500 OR MORE BUDDY POPPIES		
Any LATE (L) on any requirement could disqualify your post from Allstate competition!			
All State Requirement on Page 4			
Each Percent Over 101% Will Earn The Following Points:			
1 Point for each 1% of membership ove 100% example for 102% = 2 points			
NEW LIFE MEMBERS	EACH NEW LIFE MEMBER IS 1 POINTS		
NEW BRONZE LEGACY	EACH NEW BRONZE LIFE MEMBER IS 2 POINTS		
NEW SILVER LEGACY	EACH NEW SILVER LIFE MEMBER IS 3 POINTS		
NEW GOLD LEGACY	EACH NEW GOLD LIFE MEMBER IS 5 POINTS		
INSURANCE	Month and Year your General Liability expires Month and Year your Liquor Liability insurance expires	Voice of Democracy Patriots Pen	Required for Allstate Required for Allstate
COMMUNITY SERVICE	CS Reports (20)-Post must submit 4 or more reports NLT the end of the following months: August, September, December, February and April of each year.	<b>Veterans Project Reports on Page 42 of the SOP</b>	
AMERICANISM	Americanism Projects (9) Post must report 3 or more reports no later end of each of these months: September, December, and March.	4 Required	Plus 4 more from these VPR's
YOUTH	Youth Reports (6) Post must report 2 or more reports NLT the end of the following months: October, January and April of each year. Buddy Poppies will be ordered based on your membership division for Allstate. Minimum order is 500 Poppies.	LOYALTY DAY	VICTORY OVER EUROPE D DAY
BUDDY POPPY		MEMORIAL DAY	KOREAN ARMISTICE IRAQI FREEDOM
Paid?	"Yes" means it's Paid, "NO" it's not paid, Blank-Not Ordered	FLAG DAY	VICTORY OVER JAPAN POW/MIA DAY
		VETERANS DAY	PEARL HARBOR ENDURING FREEDOM
			RECOGNIZING MIL. WOMEN SINKING OF USS MAINE
			DESERT STORM KOSOVO
			PATRIOTS DAY VIETNAM PEACE ACCORD
			INDEPENDENCE DAY SOMALIA
			VFW Birthday

CS Reports (20)-Post must have 4 reports by each of the following months: August, September, December, February and April  
 Americanism Projects (9) Post reports 3 each September, December, and March. Youth Reports (6) Post must report 2 by October, January and April each year.

# Post Minimum Requirements

## Community Service Reports, Americanism Reports, and Youth Reports

POST MINIMUM REQUIREMENTS  
DEPARTMENT OF TEXAS BY-LAWS  
ARTICLE XVII(e)(4)1

### 20 COMMUNITY SERVICE REPORTS

NUMBER OF REPORTS	REQUIRED BY	TOTAL
4	THE END OF AUGUST	4
4	THE END OF OCTOBER	8
4	THE END OF DECEMBER	12
4	THE END OF FEBRUARY	16
4	THE END OF APRIL	20

### 9 AMERICANISM REPORTS

3	THE END OF SEPTEMBER	3
3	THE END OF DECEMBER	6
3	THE END OF MARCH	9

### 6 YOUTH REPORTS

2	THE END OF OCTOBER	2
2	THE END OF JANUARY	4
2	THE END OF APRIL	6



**VETERANS OF FOREIGN WARS.**

## **Commander & Quartermaster Resources**

*Forms and printed materials to help you become a successful VFW leader*

We have gathered the following forms and publications from various VFW sources in an effort to make your job as a VFW leader more effective. These forms represent the best information available to us at the time of publication. It is likely that some of these forms may be changed during the coming year. You are advised to use the newer version of a given form or publication as they become available.

On the Department website, [www.texasvfw.org](http://www.texasvfw.org), under the ADMIN section, we added all the forms in this SOP for your convenience. To access these forms, place your cursor on top of the ADMIN tab, a drop down menu will appear, place your cursor on the 1<sup>st</sup> box "SOP, Training Materials, etc..." and click. This will bring up a page with a list of resources and forms for you to access and use.



## **Facebook**

Texas VFW also sends out up-to-date information important to all veterans on the Texas VFW Facebook page on a weekly if not daily basis. It's free to join and simple to set up if you do not have a Facebook account already go to [www.facebook.com](http://www.facebook.com) and create your account.

For the latest up-to-date information and correspondence from Department and National, check the ADMIN section of the Department website daily at [www.texasvfw.org](http://www.texasvfw.org).



## **VFW POST DISCUSSION GROUP**

Officers and members now have a new tool to help them in their duties. Have an issue, know a solution, need to bounce an idea off of another Post? Join the VFW Post Discussion Group on Facebook and have access to a wealth of experience from all over the country.

# VFW ESSENTIALS for all VFW OFFICERS

The following items are considered minimum basics for every VFW officer and can be obtained from National VFW Emblem & Supply at [www.vfwstore.org](http://www.vfwstore.org) or by calling (833) VFW-VETS. *Prices subject to change.*

## VFW Uniform Overseas Cap M6151 (male) M6252 (ladies)

Regular style overseas cap with the Cross of Malta Emblem and letters "VFW" above the Post number and state name. VFW green, regular weight, shade 51. Additional options available. Made in the USA. Allow 8 weeks for manufacture except during April, May, June, and July. During these months, allow 10 weeks. Use product 06151 for male officer caps, **starting at \$38.00** and 06252, female officer caps, **starting at \$38.00.**

## Official VFW Name Badge 1816

We strongly recommend that our members wear name badges of the same color as the braid on their official VFW cap. All name badges now available with your campaign mini ribbon bar. You may have up to (3) per name badge. Add \$3.00 per mini ribbon bar to the price of the name badge. Allow 2-3 weeks for delivery. Made in the USA. **Starting at \$7.50.**

## Business Cards 4220

Business cards featuring the new VFW Branded Logo. Made in the USA. (Allow 6 weeks for printing). NOTE: Must be ordered in quantities of 125. If any other information is needed other than standard set-up, please call 1-833-VFW VETS. **Starting at \$26.00 for 250 or \$18.00 for 125.**

## Custom Printed Stationery 4307

Stationery has VFW Emblem, with Post name, number and location, plus names and addresses of Commander, Adjutant and Quartermaster, if desired. Any additional printing will necessitate additional charges in packages of 250. NOTE: Allow 3 weeks for printing. Prices include three names & addresses. Made in the USA. **Starting at \$27.00 for 250 or \$47.00 for 500.**

## VFW Special Printed Envelopes 4308

#10 envelope has VFW Emblem, with Post name, number and location unless otherwise specified. In packages of 250. NOTE: Allow 3 weeks for printing. Made in the USA. **Starting at \$28.00 for 250 or \$48.00 for 500.**

## 2023 Podium Edition Congressional Charter, Bylaws, and Ritual C4108

Combined Congressional Charter, Bylaws, Manual of Procedure, and Ritual in a 5x8 1/2 book with plastic spiral binding that lies flat when opened to any section. Large type, loose-leaf format. Made in the USA. **Starting at \$7.25.**

## Post Service Officer Guide: Online ONLY

Current edition, wire bound, includes all the detailed information every Service Officer should have at their fingertips. **As of September 2021, the Service Officer Book is no longer published. You can find the updated online version at <https://www.texasvfw.org/sop-training-materials> under VFW Post Officers & Committee Information under VFW Post Service Officers 02/2022.**

## VFW Regulation Pin's

Pins can be found in the latest National VFW Emblem & Supply Catalog on pages 44, 46, 54, 60-63, 73-74 or obtained from [www.vfwstore.org](http://www.vfwstore.org) or by calling (833)VFW-VETS. *Prices subject to change.*



# VFW CITATIONS FOR POST RECOGNITION

The following Post Citations for the following Programs can be obtained from National VFW Emblem & Supply at [www.vfwstore.org](http://www.vfwstore.org) or by calling 1-800-821-2606.

<b><u>Item</u></b>	<b><u>Price</u></b>
4387 JROTC Citation	\$ 7.50
1229 JROTC Medal, Silver or Bronze	\$ 9.95
4395 Civil Air Patrol NCO Citation	\$ 7.50
1209 Civil Air Patrol NCO Medal	\$ 7.50
4394 Civil Air Patrol Officer Certificate	\$ 7.50
1208 Civil Air Patrol Officer Medal	\$ 9.95
4393 Naval Sea Cadet Citation	\$ 7.50
1207 Naval Sea Cadet Medal	\$ 10.95
4366 Eagle Scout Certificate	\$ 6.25
4385 Patriotic Citizen Award Citation	Starting at \$ 9.50 for 10
4321 National Volunteer Recognition Certificate	Starting at \$ 9.50 for 10
4383 Individual Appreciation Certificate	\$ 5.75
4384 Individual Patriotic Appreciation Certificate	\$ 5.75
4350 Honor Certificates for School Pupils	Starting at \$ 4.98 for 6
4388 Americanism Award Citation	Starting at \$ 9.50 for 10
4361 Loyalty Day Award Citation	Starting at \$ 9.50 for 10
P1304 Bronze Citizenship Medal, with engraving	\$ 14.95
P1320 Personalized Commendation Medal, with engraving	\$ 34.00
4354 General All-Purpose Citation	\$ 1.35
4364 Blank Certificate, Vertical	\$ 1.00
4365 Blank Certificate, Horizontal	\$ 1.00
T4399 Presentation Citation Folders (Top Fold)	12 or more for \$ 21.00
S4399 Presentation Citation Folders (Side Fold)	12 or more for \$ 21.00

# Get your official "Texas VFW" gear



**SHOW OFF YOUR TEXAS  
VFW PRIDE OF SERVICE**

**Purchase  
Official Texas VFW  
merchandise from the National  
VFW Store.**



**Long sleeve and short sleeve Polo shirts, caps and jackets are available.**

Use Embroidery Code "OPT TX" for "Texas VFW" text in arc above the VFW Cross of Malta.

**Prices vary by size, style and embroidery options.**

**[WWW.VFWSTORE.ORG](http://WWW.VFWSTORE.ORG)**

Or call **800 821-2606**

**To place your order**



# POST MINIMUM REQUIREMENTS

## As required by Department or National Bylaws:

- AUDITS:** All four (4) Trustees' Reports of Audit must have been received at Department. Each audit must be received within 30 days following the end of the observed Quarter and must be completed in full and signed by all three (3) Post Trustees, Quartermaster and Commander.
- QUARTERMASTER BONDING:** Post Quartermaster must be bonded through Department or proof of local bonding submitted to Department *by September 1, 2022.*
- IRS 990 FORM:** Must submit copy of 2021 IRS Form 990 to Department Headquarters *no later than December 31, 2022 (or submit an IRS approved extension).*
- INSURANCE:** For Posts owning property or operating a business enterprise. A Post must submit a copy of their current Certificate of General Liability Insurance and Liquor Liability Insurance Policy if the Post has a Canteen Policy showing Department and National VFW as additional insured to Department Headquarters *by September 30, 2022,* and as renewed to Department Headquarters.
- POST COMMUNITY SERVICE PROJECTS:** TWENTY (20) Community Service Projects must have been completed and reported to Department of Texas Headquarters. *Report must be submitted within 30 days of event to receive credit.*
- YOUTH PROJECTS:** SIX (6) youth projects reported. *Report must be submitted within 30 days of event to receive credit.*
- AMERICANISM PROJECTS:** NINE (9) Americanism projects reported *Report must be submitted within 30 days of event to receive credit.*

**MAP PARTICIPATION:** Military Assistance Program (MAP) minimum donation according to Post Membership Division as listed must be received at Department *by December 31, 2022.* Contributions to National VFW do not count. National VFW has its own donation to National Military Services (NMS) to qualify for the National All-American program. **Do not confuse the two requirements.**

POST MEMBERSHIP DIVISIONS & Required MAP Donation		
Division	Members	Donation
1	650+	\$200.00
2	311-649	\$175.00
3	225-310	\$150.00
4	161-224	\$125.00
5	115-160	\$85.00
6	76-114	\$50.00
7	51-75	\$35.00
8	10-50	\$35.00

**See next page for additional requirements.**

# POST MINIMUM REQUIREMENTS

(continued)

## As required by Department or National Bylaws:

- NATIONAL HOME:** A National Home donation of \$25 must be received at Department Headquarters *by December 31, 2022*. Contributions to National VFW do not count.
- TEXAS VFW FOUNDATION:** A Texas VFW Foundation donation minimum of \$35 must be received at Department Headquarters *by December 31, 2022*.
- VETERAN PROJECT PARTICIPATION:** See page 43-45 for reporting guidelines on these projects. Completion and proper reporting of a minimum of four (4) of these projects are required for every Post. These four (4) shall be Loyalty Day, Flag Day, Memorial Day and Veterans Day. For 2022-2023 Department requires completion of an addition four (4) VPR's of the Posts choice from the VPR list. These additional four (4) must be completed for a total of eight (8) for the year.
- POST ELECTION REPORT:** Submit Post Report of Election of Post Officers for 2022-23 *by May 1, 2023*.
- BUDDY POPPY:** A minimum order of 500 must be received at Department *by December 31, 2022*. Posts must pay for their Buddy Poppies within 30 days of the date of the order.
- DISTRICT MEETING PARTICIPATION:** Post Commander or designee must attend and represent the Post at all properly called District meetings, training sessions and Conventions.
- STATE DELEGATE CREDENTIALS PAYMENT:** *All State Delegate Credentials must be paid* to cast Post delegate votes in ballots at the Annual State Convention no later than 15 days prior to the State Convention (June 15, 2023).
- POST INSPECTION:** District is required to conduct a formal inspection of the Post operations to ensure compliance with all VFW rules and Federal, State and local laws and report findings to State Commander. Inspections of Post will not commence until such time as the Post has completed the Quartermaster Bonding and as listed above. See page 54 for detailed list of Inspection Items.

**Districts Commanders have been directed to complete all Post Inspections for all VFW Posts by December 31, 2022.**

# POLITICAL ACTIVITIES

## DO's

- Attend candidate town hall meetings and other events to ask candidates where they stand on our issues.
- Set up voter registration drives / Get Out the Vote campaigns on the local levels.
- Provide carpool service on Election Day to help the elderly and disabled get to the voting booths.
- Support and work for your favorite candidates as an individual voting constituent.
- Wear your VFW cap at public events such as town halls, rallies, forums, or debates.

## DON'T's

- Don't endorse candidates on behalf of the VFW National Organization, Department, District, or Post.
- Don't wear your VFW cap when actively campaigning for a candidate, such as soliciting donations or knocking on doors asking people to pledge their vote for a candidate.

# POST OPERATION FORMS





**Starting July 1, 2022, Posts will have the option to submit the following on the Texas VFW website:**

**Proof of Insurance  
and  
Trustee Audits**

**This option will provide an email confirmation of submission to the department as proof.**

**NOTE:  
Trustee Audits  
Block's 15 and 17  
Total of All must be equal!**

# Trustee's Report of Audit

of the Books and Records of the Quartermaster and Adjutant of \_\_\_\_\_  
(District/Post No.)

Department of Texas for the Fiscal Quarter ending \_\_\_\_\_ 20\_\_\_\_  
**Fiscal Quarters**    **Jan 1 to March 31**                      **April 1 to June 30**                      **July 1 to Sept. 30**                      **Oct 1 to Dec. 31**

FUNDS as recorded in ledger	10. Net Cash Balances at Beginning of Quarter	11. Receipts During Quarter	12. Expenditures During Quarter (-)	13. Net Cash Balance at End of Quarter
1. National and Department Dues (Per Capita Tax)				
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Dues Reserve Fund (See Sec. 218 Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and Investments Not Credited to Funds				
<b>14. Totals</b>				<b>15.</b>

<b>16. OPERATIONS</b>	
Have required payroll deductions been made?	
Have payments been made to the proper State & Federal agencies this quarter?	
Have Sales Taxes been collected and paid?	
Are Club employees bonded?	
Amount of outstanding bills	
Value of Real Estate?	
Amount of Liability Insurance?	
Owed on Mortgages and Loans?	
Value of Personal Property?	
Amount of Property Insurance?	

<b>17. RECONCILIATION OF BANK BALANCES</b>	
<b>Checking Account</b>	
Ending Balance Per Bank Statement	_____
Less: Outstanding Checks	_____
Plus: Deposits in Transit	_____
<b>Actual Balance</b>	_____
<b>Savings Account</b>	
Ending Balance Per Bank Statement	_____
Less: Outstanding Checks	_____
Plus: Deposits in Transit	_____
<b>Actual Balance</b>	_____
<b>Cash on Hand</b>	_____
<b>Bonds &amp; Investments (Cost Value)</b>	_____
<b>Total of All</b>	_____

## 18. TRUSTEE'S & COMMANDERS CERTIFICATE OF AUDIT

Date \_\_\_\_\_, 20\_\_\_\_

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant & Quartermaster of \_\_\_\_\_  
(District/Post No.)

For the Fiscal Quarter ending \_\_\_\_\_ in accordance of the National By-Laws and this Report is a true and correct statement thereof to the best of our knowledge and belief. All Vouchers and checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster \_\_\_\_\_  
 (Name)  
 \_\_\_\_\_  
 (Address)

Signed: \_\_\_\_\_ Trustee  
 Signed: \_\_\_\_\_ Trustee  
 Signed: \_\_\_\_\_ Trustee

This is to certify that the Office of the Quartermaster is Bonded with: \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ until \_\_\_\_\_, 20\_\_\_\_, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: \_\_\_\_\_ Commander

NOTE: Forward Original Copy to your Department Quartermaster.

# 2022-2023 Quartermaster and Blanket Bonding

Department of Texas VFW is offering the Quartermaster Bond through Travelers Casualty & Surety Company of America and Blanket Bonding through Tallman Insurance Agency and CNA Surety Company.

Section 703 of our National Bylaws requires that *“Each officer accountable for funds or property pursuant to any provision of these Bylaws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, they may be accountable. The bond premium shall be paid from the funds of the Veterans of Foreign Wars of the United States, Department, District, County Council or Post, as the case may be, to which each officer is accountable.”*

*The bonds of such accountable officers, in amount and as to surety, shall be approved by their respective units and held by their respective Commanders. The Commander of each unit shall be responsible for the proper and adequate bonding of all accountable officers in their unit.”*

Enclosed you will find the two types of bonding forms with the bonding fees. To take advantage of these coverages, please wait until after the 2022 State Convention. All you need to do is determine what amount of bond is necessary, fill out the appropriate application and mail it with a check for the annual premium to Texas VFW, P.O. Box 14468, Austin, Texas 78761.

**Please note that the deadline for bonding is September 1, 2022. After this date, you will be delinquent and not in compliance with the VFW Bylaws.**

Address all questions to John Jowers, State Data Management Specialist, by calling 512-834-8535 ext. 106 or email: [john@texasvfw.org](mailto:john@texasvfw.org).



**BLANKET BONDING**  
**SEPTEMBER 1, 2022 TO AUGUST 31, 2023**  
**Class A—No Deductible**

Dear Comrade Commander:

One of the most important communications you will receive during the year concerns the bond of the Quartermaster. Section 703 of our National Bylaws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the Bylaws places the responsibility for adequate bonding upon the Commander of the Post/District.

**THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST  
BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES.**

**THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL  
MANUAL OF PROCEDURES.**

Blanket bonding is being provided to Posts and Districts that would like to bond the Quartermaster and accountable officers. Each accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Tallman Insurance Agency and CNA Surety Company to provide a blanket type bond to cover five (5) positions. The Post/District is covered in the amount of limit requested. **The limit amount is \$350,000. The five (5) positions covered, unless otherwise specified: Commander - Quartermaster - Assistant Quartermaster - Bingo Chair - Canteen Manager.**

CNA Surety Company has agreed to allow substitutions for Posts/Districts which **may not** have one of the five (5) positions listed above. All substitutions must be VFW members. Examples of positions that may be covered are: Buddy Poppy Chair, Adjutant, etc.

**THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2022 TO AUGUST 31, 2023.** The funds of your Post are protected only for that year. Premium for the following year will be **due September 1, 2022.**

To take advantage of this coverage, all you have to do is determine what amount of bond is necessary, fill out the application below and mail it with a check for the annual premium to VFW Department of Texas.

**POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE.**

**DEADLINE FOR BONDING IS SEPTEMBER 1, 2022,  
AFTER THIS DATE YOU WILL BE DELINQUENT AND  
NOT IN COMPLIANCE WITH THE VFW BYLAWS.**

**BLANKET BONDING**  
**SEPTEMBER 1, 2022 TO AUGUST 31, 2023**  
**Class A—No Deductible**

**BLANKET BOND APPLICATION**

**RETURN THIS FORM WITH YOUR PREMIUM CHECK TO:**

**TEXAS VFW**  
**PO BOX 14468**  
**AUSTIN, TX 78761**

POST # \_\_\_\_\_

DISTRICT: \_\_\_\_\_

CITY LOCATION: \_\_\_\_\_, TEXAS

POST PHONE NUMBER: \_\_\_\_\_

I hereby apply for a Blanket Surety Bond in the amount of \$\_\_\_\_\_, Check #: \_\_\_\_\_

For the position of:    \_\_\_\_\_ Quartermaster    \_\_\_\_\_ Commander    \_\_\_\_\_ Assistant Quartermaster  
                                 \_\_\_\_\_ Bingo Chair    \_\_\_\_\_ Canteen Manager    \_\_\_\_\_ Substitution

For the fiscal year from September 1, 2022 through August 31, 2023.

Post Annual Income: \$ \_\_\_\_\_

Has the post had any bond losses over the past three years?    YES    or    NO

    If yes, provide a description with date and amount of loss on a separate sheet.

**\*If your bonding for \$100,000 or over, please answer the following questions:**

1. Is countersignature of checks required? \_\_\_\_\_ If Yes, by whom? \_\_\_\_\_
2. Are there regular audits? \_\_\_\_\_ How often and by whom? \_\_\_\_\_
3. Are bank statements reconciled by someone not authorized on the account? YES \_\_\_\_\_ NO \_\_\_\_\_

If not, are the bank statements reviewed quarterly by the trustees while doing the quarterly audits?

YES \_\_\_\_\_ No \_\_\_\_\_

Date signed: \_\_\_\_\_

\_\_\_\_\_  
**Post Commander Signature**

\_\_\_\_\_  
**Contact Phone Number**

## COVERAGE OF THE POLICY REQUIRE THAT:

1. You agree to make/or cause to be made, at least Quarterly, an audit of the Post/District Quarter-master books and accounts, including complete verification of all securities and bank balances.
2. If the above is not complied with, the Surety Company will refuse to honor claim of missing funds which cannot be proven by records.
3. The Surety Company will not pay for loss resulting from any unauthorized advances made by an officer, employee or to any member for delinquent dues and assessments.
4. **POST MUST SUBMIT A PROOF OF LOSS FORM WITHIN 120 DAYS FROM THE FIRST DATE OF DISCOVERY OF THE LOSS.** Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims.

### BLANKET BOND RATES

\$25,000.00	\$115.00
\$30,000.00	\$117.00
\$40,000.00	\$131.00
\$50,000.00	\$145.00
\$60,000.00	\$158.00
\$70,000.00	\$170.00
\$80,000.00	\$180.00
\$90,000.00	\$188.00
\$100,000.00	\$196.00
\$150,000.00	\$216.00
\$200,000.00	\$234.00
\$250,000.00	\$251.00
\$300,000.00	\$269.00
*\$350,000.00	\$287.00

**\*ANYTHING OVER \$350,000.00 WILL NEED A QUOTE AND A DIFFERENT APPLICATION PACKET.**

**QUARTERMASTER BOND  
SEPTEMBER 1, 2022 TO AUGUST 31, 2023  
TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA**

Dear Comrade Commander:

One of the most important communications you will receive during the year concerns the bond of the Quartermaster. Section 703 of our National Bylaws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the Bylaws places the responsibility for adequate bonding upon the Commander of the Post/District.

**THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.**

This bond is being provided to Posts and Districts that would like to bond the Quartermaster. The accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Travelers Casualty & Surety Company of America. The Post/District is covered in the amount of limit requested. **The limit amount is \$25,000. Any amount greater than \$25,000 will have to process on a Blanket Bond form as max coverage for QM bond is \$25,000.**

**POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE.**

**DEADLINE FOR BONDING IS SEPTEMBER 1, 2022 - AFTER THIS DATE, YOU WILL BE DELINQUENT AND NOT IN COMPLIANCE WITH THE VFW BYLAWS.**

**THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2022 TO AUGUST 31, 2023.** The funds of your Post are protected only for that year. Premium for the following year will be **due September 1, 2022.**

To take advantage of this coverage, all you have to do is determine what amount of bond is necessary, fill out the application below and mail it with a check for the annual premium to VFW Department of Texas.

Amount	Fee
3,000	\$25.50
4,000	\$29.00
5,000	\$32.50
6,000	\$36.00
7,000	\$39.50
8,000	\$43.00
9,000	\$46.50
10,000	\$50.00
11,000	\$53.50
12,000	\$57.00
13,000	\$60.50
14,000	\$64.00
15,000	\$67.50
16,000	\$71.00
17,000	\$74.50
18,000	\$78.00
19,000	\$81.50
20,000	\$85.00
21,000	\$88.50
22,000	\$92.00
23,000	\$95.50
24,000	\$99.00
25,000	\$102.50

**QUARTERMASTER BOND APPLICATION**

**RETURN THIS FORM WITH YOUR PREMIUM CHECK TO  
TEXAS VFW, PO BOX 14468, AUSTIN, TX 78761**

POST NUMBER: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ CITY LOCATION: \_\_\_\_\_, TEXAS

I hereby apply for a Quartermaster Surety bond in the amount of \$\_\_\_\_\_.

Check #: \_\_\_\_\_ for the fiscal year from September 1, 2022 through August 31, 2023.

Post Annual Revenue: \$\_\_\_\_\_

Has the post had any bond losses over the past three (3) years? YES or NO

If yes, provide a description with date and amount of loss on a separate sheet.

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Post Commander Signature

\_\_\_\_\_  
Contact Phone Number

**2022-2023**  
**TEXAS VFW BUDDY POPPY**  
**ORDER FORM**

POST # \_\_\_\_\_ DISTRICT # \_\_\_\_\_ DATE: \_\_\_\_\_

This form is to order RED Buddy Poppies only. To order special or commemorative Buddy Poppies or Buddy Poppy supplies/accessories, please contact National VFW Supply at [www.vfwstore.org](http://www.vfwstore.org) or call 833-VFW-VETS.

**SEND ME THE FOLLOWING QUANTITY OF RED BUDDY POPPIES.**

Quantity \_\_\_\_\_ *Buddy Poppies are \$75.00 for 500* \$ \_\_\_\_\_  
(in increments of 500) Amount

PAYMENT ENCLOSED (Circle one) YES NO CHECK # \_\_\_\_\_

Ship to Address (**Cannot Ship to a P.O. Box**)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**Buddy Poppy Distribution Date**

Veterans Day  Memorial Day  Other Date: \_\_\_\_\_

Please allow **6-8** weeks to process order.

Complete this form and mail to—Texas VFW, P.O. Box 14468, Austin, Texas 78761

The Post/District will be credited with Buddy Poppy Order upon receipt of this form, providing that payment has been received for last year's order. Buddy Poppy orders will NOT be forwarded to National until approximately sixty days (60) prior to date of sale or date requested. Payment is due immediately following date of disbursement and MUST be paid by the date of State Convention in order to be eligible to cast delegate votes.

SIGNED: \_\_\_\_\_ TITLE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Date Shipped: \_\_\_\_\_

Shipped from Texas VFW

Shipped from National VFW



At the 2008 State Convention, **Post Delegates unanimously** voted to amend the Texas VFW Bylaws requiring all Texas VFW Posts to provide support each year to support Texas MAP programs so that the Texas VFW can continue its legacy of supporting veterans, the military and their families.

The Department Quartermaster has established an account for the MAP program. Starting this year this requirement is scalable based on Post size according to their respective membership division **and must be made no later than December 31, 2022.** National VFW has authorized the use of

“Post Relief Funds” for this donation. As this program is mandatory for every Post/District under State Bylaws, approval from the Post/District to disburse funds is not required.

POST MEMBERSHIP DIVISIONS & Required MAP Donation		
Division	Members	Donation
1	650+	\$200.00
2	311-649	\$175.00
3	225-310	\$150.00
4	161-224	\$125.00
5	115-160	\$85.00
6	76-114	\$50.00
7	51-75	\$35.00
8	10-50	\$35.00

DISTRICT MEMBERSHIP DIVISIONS and MAP Donation		
Division 1	3,000+	\$200
Division 2	2,200 - 2,999	\$175
Division 3	1,600 - 2,199	\$150
Division 4	1,200 - 1,599	\$125
Division 5	1,000 - 1,199	\$100

***Donations must be sent to Department Headquarters not National.***

*Donations sent directly to the National VFW or National Military Services for All-American will not be credited for Texas VFW purposes.*

---

## 2022-2023 TEXAS VFW “MAP” Donation

Post#: \_\_\_\_\_ Member Division#: \_\_\_\_\_ Location: \_\_\_\_\_

District #: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Send this form and contribution to:

**Texas VFW  
P.O. Box 14468  
Austin, Texas 78761**



At the 2004 State Convention, **Post Delegates unanimously** voted to host and provide financial support for a house at the VFW National Home for Children. Known as the “Texas House,” the Texas VFW is responsible for the upkeep, maintenance and repairs of this house and we send our State Jr. Vice Commander to the National Home once a year to check on conditions at the house.

The annual costs for supporting this house have been spread out over the Districts and Posts of the Texas VFW and each is required to provide a minimum contribution of \$25.00 every year.

The Department Quartermaster has established an account for the “Texas House.” When sending your contribution for the “Texas House,” please indicate in the memo section of the check that it is for the National Home so that we may properly credit your District/Post on the status sheet.

**Payment must be made no later than December 31, 2022.**

As this program is mandatory for every Post/District under State Bylaws, approval from the Post/District to disburse funds is not required.

***Donations must be sent to Department Headquarters not National.***

*Donations sent directly to the National VFW or National Home for Children will not be credited for Texas VFW contest points.*

---

**2022-2023 TEXAS VFW “Texas House” Donation**

Post/Aux #: \_\_\_\_\_ Location: \_\_\_\_\_

District #: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Minimum donation is \$25.00

Send this form and contribution to:

**Texas VFW  
P.O. Box 14468  
Austin, Texas 78761**

# TEXAS VFW FOUNDATION

The Texas VFW Foundation, a IRS 501(c)(3) Non-Profit Public Charity, was established by the Texas VFW to assist disabled and needy veterans and their families. **It is your Foundation.**

The Texas VFW Foundation provides stop gap financial assistance up to \$2,500.00, provided funds are available, through the Warrior Down Fund in situations where the honorably discharged veteran, current service member or their surviving un-remarried spouse experiences an unplanned event that they are not financially prepared for and is through no fault of their own such as; house fire, auto accident, death of immediate family member, loss of use of only vehicle, deployment, etc.

The Foundation also provides disaster relief funds up to \$250.00 per household for Texas VFW and Auxiliary members affected by nationally declared man-made and natural disasters. In the last several years this has included assistance for members of the Texas VFW and Auxiliary affected by Hurricane Rita, Bastrop Fires, Amarillo Tornadoes, Austin Floods, West Explosion, etc.

The Foundation also has a very limited grant for Texas VFW Posts that need some assistance in building upgrades/repairs.

You and your Post/Auxiliary can make a huge difference by donating to the Texas VFW Foundation. As someone who knows the value of giving, you can be assured that your generous donation will meet vital needs and improve the lives of thousands of Texas veterans, service members and their families.

Giving to your Foundation is the right thing to do. For those Posts who also have Bingo operations, please look at adding the Texas VFW Foundation to your list of charitable organizations to provide a one-time or better yet, a recurring donation.

**Send your donation of any amount:**

**Texas VFW Foundation  
P.O. Box 14468  
Austin, Texas 78761**

Or go online to  
**[www.texasvfwfoundation.org](http://www.texasvfwfoundation.org)**  
for more information.





# 2022-2023 Texas VFW Foundation Donation

Post/Aux #: \_\_\_\_\_ Location: \_\_\_\_\_

District #: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Minimum for Honor Roll is \$35.00

For All-State - \$75.00

Send this form and donation to:

**Texas VFW Foundation**  
**P.O. Box 14468**  
**Austin, Texas 78761**



# IRS 990 FORM

## Federal Tax Information Income Tax Issues for Exempt Organizations

As long as there have been federal income taxes, there have been organizations that Congress has exempted from those taxes. Congress decided that the work of some organizations was so important it wanted them to keep their funds for their work, rather than paying part to the federal government. Many Posts erroneously assume that, because they are a VFW Post and are non-profit, they are automatically exempt from federal taxes. That is not the case. The IRS has established some specific procedures for obtaining and maintaining exempt status, and that procedure must be followed.

**POST/DISTRICT Form 990**—Internal Revenue Service (IRS) regulations require that all VFW Posts complete and submit an IRS Form 990, 990EZ or 990N “Return of Organization Exempt from Income Tax” on an annual basis. A Post may have to file a 990T and pay certain taxes if it has unrelated business income.

Form 990 is based on three guiding principles: enhancing transparency, promoting tax compliance, and minimizing the burden on *the filing organization*.

*National Bylaws require every Post to adhere to all statutory requirements at the federal, state and local levels. As such, a copy of your 2021 Post IRS Form 990, 990EZ, or 990N needs to be submitted to Department Headquarters no later than December 31, 2022.*

### Return of Organization Exempt Form Income Tax (Form 990)

Gross receipts are considered to be normally less than \$50,000 if the organization: a) Has been in existence for 1 year or less and received, or donors have pledged to give, \$75,000 or less during its first taxable year; b) Has been in existence between 1 and 3 years and averaged \$60,000 or less in gross receipts during each of its first two tax years; and c) Is at least 3 years old and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which the calculations are being made). If annual gross receipts are normally more than \$50,000, the organization must file Form 990 or 990EZ. If an organization has gross receipts less than \$200,000 and total assets less than \$500,000, it may file form 990EZ. However, if either gross receipts or total assets are above those limits, form 990 must be filed.

For purposes of filing requirements, gross receipts include: total contributions; gifts and grants; program service revenue; membership dues and assessments; gross investment income (including interest, dividends, gross rents, and other investment income); gross income from the sale of assets other than inventory; gross income from special fundraising events; gross sales net of return allowances; and any other revenue.

IRS regulations require that all tax-exempt organizations make both their Application for Exemption and 990's for the last three years available for public inspection at their principal office and provide copies in response to written requests, subject to the payment of reasonable fees. There are substantial penalties for violation of these regulations.

### Exempt Organization Business Income Tax Return (Form 990T)

An exempt organization may also be required to file Form 990T if the organization's gross income from business unrelated to the organization's exempt purposes is \$1,000 or more. The obligation to file Form 990T is in addition to the obligation to file an Informational Return (Form 990). Unrelated business income tax (UBIT) is defined as gross income derived by an organization from any unrelated trade or business regularly carried on by it, and not substantially related to its exempt purposes. While the IRS considers many factors in determining whether the activity is unrelated trade or business, an important factor is the degree to which the activity unfairly competes with taxable businesses. Generally, the tax applied to unrelated business income does not apply to: a) Dividends; b) Interest; c) Royalties; d) Rents (other than certain rents on property acquired with borrowed funds); e) Gains from sales of assets; and f) Member's dues. The rules applicable to unrelated business income can be complicated, depending upon the nature and extent of your Post's activities. If you are unsure about your Post's obligation to file a 990T or report certain types of income, you are encouraged to consult with a tax professional concerning these important issues. 990T's are not subject to public disclosure.

## **Internal Revenue Resources**

**([www.irs.gov](http://www.irs.gov))**

### **Department of the Treasury Bureau of Alcohol, Tobacco & Firearms Advisory (ATF)**

If your Post operates a canteen or otherwise sells alcoholic beverages on a regular basis, the Post may be required to pay a federal Special Occupational Tax of \$250 and obtain a Special Tax Stamp on or before July 1<sup>st</sup>. Failure to pay the tax could result in a substantial fine. The law requires every retail dealer in liquors, other than a limited retail dealer, to file a special tax return (ATF Form 5630.5) and pay the special tax to the Bureau of Alcohol, Tobacco and Firearms. The term “limited retail dealer” includes a veteran’s organization making sales of distilled spirits, wine or beer on the occasion of any kind of entertainment, dance, picnic, bazaar or festival held by it, if the organization is not otherwise engaged in business as a dealer. The ATF generally takes the position that a “limited retail dealer” is one that occasionally serves alcoholic beverages in connection with an event but that a regularly conducted clubroom would not qualify. Title 27 CFR, part 194 contains the complete regulations concerning this tax. ATF has published a booklet, ATF P 5170.2, which addresses this issue. The booklet can be obtained from the District Director (Regulatory Enforcement), Bureau of Alcohol, Tobacco and Firearms for your region.

### **Payroll Taxes**

Tax exempt status does not relieve the Post of the obligation to file returns and pay federal and state payroll taxes (with-holding, FICA, FUTA, etc.). If payments are being made to individuals for services rendered to the Post or any club room or any facility operated by the Post, it is likely that returns must be made and taxes paid. Failure to do so can result in severe tax consequences to the individual, the Post and responsible Post officers.

### **Change in an Entity’s “Responsible Party”**

In an effort to ensure that the correct person is contacted when resolving a tax matter, the IRS imposes a requirement to report a change in the identity of the “responsible party” for any entity that has an Employer Identification Number. An organization must report a change in its “responsible party” to the IRS on Form 8822-B within 60 days of the change. The IRS instructions define a “responsible party” as the person who has a level of control over, or entitlement to, the funds or assets in the entity, that as a practical manner, enable the individual, directly or indirectly to control, manage or direct the entity and the disposition of its funds and assets. You will also use Form 8822-B to notify the IRS if you change the business mailing address or physical business location. The form and instructions can be found on the IRS website at [irs.gov](http://irs.gov).

### **IRS Publication 3386**

The IRS has issued a very useful publication entitled, “Tax Guide for Veterans’ Organization,” Publication 3386. It is highly recommended that you obtain a copy and consult it when questions arise concerning your Posts’ tax obligations. A copy can be downloaded from the IRS website at [www.irs.gov/pub/irs-pdf/p3386.pdf](http://www.irs.gov/pub/irs-pdf/p3386.pdf).

# POST INSURANCE REQUIREMENTS

**POST INSURANCE**—Section 709 of the National Bylaws states, “*Any Post owning and/or operating, directly or by reason of a holding company or other entity substantially controlled by the Post or its members, a canteen, clubroom or other facility available to members or guests must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must be of a type and amount sufficient to protect the Post and must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which such Post is located.*”

It is also desirable and strongly recommended that Posts not owning property or that operate directly or indirectly a business concern or sponsor/co-sponsor an event be covered by adequate liability insurance as well. If someone suffers an injury at a Post sponsored/co-sponsored event or on the property of a Post business concern, a subsequent lawsuit will subject all the assets of the Post and the individual assets of each elected and appointed officer and every member of the Post to a judgment that could result in the loss of not only Post finances but individual assets such as members retirement accounts, houses and other real and tangible property.

To ensure compliance with this National Bylaw, if your Post owns property you must obtain a General Liability insurance policy (recommended amount of at least one million (\$1,000,000.00) dollars) and have the “National Veterans of Foreign Wars of the United States and the Department of Texas Veterans of Foreign Wars” listed as additional insured's. Additionally, if your Post operates a canteen or **provides alcohol at any event**, whether or not you have a canteen, you must obtain additional Liquor liability insurance as well.

A copy of this insurance must be sent to Department Headquarters each year. Failure to maintain this insurance or allowing it to lapse will result in the immediate closure of the Post building and any Post business concern or activity (i.e. canteen, bingo, restaurant, fundraisers, sponsorship of activities, etc.). Post Commander can also be removed from office and the possible suspension of the Post until insurance is obtained. Refusal to obtain the insurance will result in the Charter of the Post being cancelled.

A copy of the Post Insurance, if required as described above, must be sent to Department Headquarters by **September 30, 2022**. For insurance policies expiring on or after September 30, 2022 and June 30, 2023, a copy of the insurance renewal must be sent within 30 days after renewal date.

# EXAMPLE OF POST CERTIFICATE OF LIABILITY INSURANCE

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 09/07/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

CONTACT NAME: [REDACTED] PHONE (A/C No. Ext): [REDACTED] E-MAIL ADDRESS: [REDACTED] NAIC # [REDACTED]

INSURER A: [REDACTED]  
INSURER B: [REDACTED]  
INSURER C: [REDACTED]  
INSURER D: [REDACTED]  
INSURER E: [REDACTED]  
INSURER F: [REDACTED]

INSURED: **VFW 9186 MANUEL ALVARADO POST**  
PO BOX 10309  
SAN ANTONIO TX 78201

**COVERAGES** CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	BP DS 01 07 13	09/25/2017	09/25/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	LIQUOR LIABILITY	Y	ML1016S1770	09/25/2017	09/25/2018	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ WC STATUS: [ ] OTHER: [ ] E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ \$1,000,000 EACH COMMON CAUSE \$2,000,000 AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**General Liability**  
**Liquor Liability**

**CERTIFICATE HOLDER** **CANCELLATION**

**VETERANS OF THE FOREIGN WARS OF THE UNITED STATES**  
406 WEST 34<sup>TH</sup> STREET  
KANSAS CITY, MO 64111

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: [Signature]

© 1988-2010 ACORD CORPORATION. All rights reserved.

**CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 09/07/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

CONTACT NAME: [REDACTED] PHONE (A/C No. Ext): [REDACTED] E-MAIL ADDRESS: [REDACTED] NAIC # [REDACTED]

INSURER A: [REDACTED]  
INSURER B: [REDACTED]  
INSURER C: [REDACTED]  
INSURER D: [REDACTED]  
INSURER E: [REDACTED]  
INSURER F: [REDACTED]

INSURED: **VFW 9186 MANUEL ALVARADO POST**  
PO BOX 10309  
SAN ANTONIO TX 78201

**National VFW as an Additional Insured**

**COVERAGES** CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	BP DS 01 07 13	09/25/2017	09/25/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	LIQUOR LIABILITY	Y	ML1016S1770	09/25/2017	09/25/2018	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ WC STATUS: [ ] OTHER: [ ] E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ \$1,000,000 EACH COMMON CAUSE \$2,000,000 AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**State VFW as an Additional Insured**

**CERTIFICATE HOLDER** **CANCELLATION**

**VETERANS OF THE FOREIGN WARS (TX)**  
DEPARTMENT OF TEXAS  
8503 NORTH IH 35  
AUSTIN, TEXAS 78753

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: [Signature]

© 1988-2010 ACORD CORPORATION. All rights reserved.



# Texas VFW Veteran Project Participation Report for Commemorative Dates

POST # \_\_\_\_\_ DISTRICT # \_\_\_\_\_ DATE: \_\_\_\_\_

<input type="checkbox"/> July 4 Independence Day	<input type="checkbox"/> July 27 Korean Armistice	<input type="checkbox"/> August 31 Operation Iraqi Freedom	<input type="checkbox"/> September 2 Victory over Japan	<input type="checkbox"/> September 11 Patriot Day
<input type="checkbox"/> September 3rd Friday POW/MIA Day	<input type="checkbox"/> September 29 VFW Birthday	<input type="checkbox"/> October 9 Start of Enduring Freedom Afghanistan 2001	<input type="checkbox"/> October 18 Recognition of Women in Military Service	<input type="checkbox"/> October 23 Beirut Bombing
<input type="checkbox"/> November 11 Veterans Day	<input type="checkbox"/> December 7 Pearl Harbor Day	<input type="checkbox"/> January 27 Vietnam Peace Accord	<input type="checkbox"/> February 15 Sinking of U.S.S. Maine	<input type="checkbox"/> February 28 Operation Desert Storm
<input type="checkbox"/> March 24 Kosovo Campaign	<input type="checkbox"/> March 29 National Vietnam Memorial Day	<input type="checkbox"/> March 31 Somalia 1995	<input type="checkbox"/> May 1 * Loyalty Day	<input type="checkbox"/> May 8 * Victory over Europe
<input type="checkbox"/> May 29* Memorial Day	<input type="checkbox"/> June 6 * D Day	<input type="checkbox"/> June 14 * Flag Day	*Report forms for these projects must be submitted prior to July 31, 2022, to count for the 2022-2023 VFW Administrative Year. All other reports must be received within 30 days of listed event date to be credited.	

Person Submitting Report: \_\_\_\_\_  
Print Name Signature

Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Describe how the Post members participated: \_\_\_\_\_

\_\_\_\_\_

### VPR REQUIREMENTS

1. You must provide photographic documentation of Post members conducting/participating in the project.
2. VPR event must be documented by multiple photographs. (Only one photo is required to turn in, however, you may submit more.)
3. The Post members must designate a photographer at the event to take photographs.
4. There must be at least one VFW member in each photo.
5. There must be a VFW signifier in each photo such as VFW hats, caps, shirts, jackets, banners or signs that say VFW or show the VFW logo etc. (Not everyone in the photo must be wearing VFW regalia, however, the photo alone without captions needs to show that this is a VFW event.)
6. Photos from previous events will not be accepted and not all events that are combined into one dual-purpose ceremony will be accepted. (If your Post combines multiple VPR's into one ceremony, only one VPR submission will be recorded as Full-Credit (X) and the rest in the series will receive a Photo-Issues (P) marking.)

### SUBMITTING VPR'S

Submit by only one of the following methods - All activities should be recorded in Post minutes as well.

1. **Website:** [texasvfw.org/submit-VPR's](http://texasvfw.org/submit-VPR's)
2. **Email:** [john@texasvfw.org](mailto:john@texasvfw.org), along with this form
3. **Mail:** Texas VFW, P.O. Box 14468, Austin, TX 78761

Once accepted, this VPR will automatically be credited as an Americanism activity under Community Service for the Post.  
**Do not send copies of speeches, programs, articles, etc.**

**DO NOT FAX**

*Updated: July 5, 2022*

## **Information about Veteran Participation Reports (VPR's) for Commemorative Dates**

**National VFW Bylaws, Manual of Procedure, Rituals and General Orders of the National VFW expressly dictate what each VFW Post must do in regards to Commemorative Dates.**

**Section 223 of the VFW National Bylaws - Commemorative Dates:** “Each Post shall properly observe commemorative dates, as prescribed in the Ritual and Manual of Procedure.”

**Section 223 of the VFW National Manual of Procedure – Commemorative Dates:** “Each Post shall make arrangements for observances of Memorial Day, see that suitable grave markers, wreaths and flags of the United States are placed on the graves of deceased members and, if practicable, conduct Memorial Day Services in the cemeteries in its locality.

Each Post shall see that suitable arrangements are made for the observance of Veterans Day, Flag Day and Loyalty Day.

In addition, the Post should arrange special ceremonies, and all Commanders should alert comrades to their obligations for appropriate commemoration of other dates specified in the Ritual.”

**\*National VFW Ritual – Commemorative Tributes:** “Posts should arrange special ceremonies and all Commanders shall alert comrades to their obligations for appropriate commemoration of the following outstanding action dates in U.S. history:”

### **THE DATES**

January 27—Signing of the Vietnam Peace Accord in 1973.

February 15—Sinking of U.S.S. Maine, 1898.

February 28—Liberation of Kuwait—Operation Desert Storm 1991.

March 24—Start of the Kosovo Campaign 1999.

March 29— Vietnam Memorial Day.

March 31—End of Operation Restore Hope—Somalia 1995.

May 1—Loyalty Day, annually.

May 8—VE Day: German unconditional surrender signed, 1945.

May 30—Memorial Day.

June 6—D Day: Allied invasion of Europe, 1944.

June 14—Flag Day.

July 4—Independence Day.

July 27—Signing of the Korean Armistice in 1953.

August 31—End of Operation Iraqi Freedom 2010.

September 2—VJ Day: Japan surrendered, 1945, ending World War II fighting.

September 11— Patriots Day.

September, third Friday—POW/MIA Recognition Day.

***September 29—VFW Birthday***

October 9—Start of Operation Enduring Freedom—Afghanistan 2001.

October 18—Recognition of Women in Military Service.

October 23— Beirut Bombing.

November 11—Signing World War I Armistice, 1918. Veterans Day.

December 7—Pearl Harbor Day, since 1941.

### **Not listed in the Current Edition of the VFW Bylaws but is as important:**

April 21<sup>st</sup> of each year is the Texas VFW Birthday.

September 29<sup>th</sup> of each year is the VFW Birthday.

*\*Published under VFW Ritual-Commentative Tributes, see pages 3-4.*

**SEE PAGES 13 AND 14 FOR DEADLINE DATES**

***Updated: July 5, 2022***

# Veteran Project Participation Rules & Guidelines

The project has to be conducted by the Post and it has to be a Post project. Projects organized and conducted under the name of another organization, even if staffed by VFW members are not a Post project and does not count. An example is the Rotary Club putting flags out on Flag Day and the project is advertised as a Rotary Club event with VFW members doing the work while wearing Rotary Club clothing.

Combined efforts between the VFW Post and one or more organizations can count provided the following conditions are met: Must be advertised as a partnership/combined project specifically mentioning the VFW Post; photographs of the project should show VFW members wearing VFW regalia (hats, shirts, jackets, something that identifies them as a VFW member) and the project must be reported as a combined event that specifically mentions or pictorially displays the VFW Post/members. An example is a community wide Veterans Day Parade where the VFW Post is actively involved in the parade as a participant not as a spectator. Another example is at a POW/MIA event where the Post is part of the Color Guard participating in the program and not as a spectator in the audience.

There are some Districts that combine all Posts within a community for a community wide project. This is acceptable as long as each Post is an actual participant and not there as a spectator. Additionally, each Post must submit the required VPR report form with all supporting documentation. Photographs of the event must show the Post member involvement specifically for each Post. Do not use the same photograph for each Post participating in the event.

Do not combine multiple Veteran Projects into one event. Each event must be conducted separately. For example, do not hold one event to cover Patriot Day, POW/MIA Day and VFW Day. Additionally, these Projects are standalone events. For example, do not conduct the project immediately before, during or after a bingo session. It is disrespectful to the occasion that is being conducted and brings dishonor upon us as a whole if we conduct a POW/MIA ceremony during a bingo session and submit it as a project.

Posts are required to document your service to veterans within the community. The IRS will need to see these in the event you are audited and verify that the Post is doing what their charter as a VFW Post says they must do. Use these VPR's to augment your Community Service Record Book as each VPR counts as an Americanism project under Community Service and will automatically be credited for Community Service for the Post.

**Photographic documentation of Post members conducting/participating in project is a Requirement:** Event must be documented by photographs. Someone at the Post needs to be designated as the photographer at the event to take pictures. Pictures must show VFW Members wearing VFW regalia in the form of VFW hats, caps, shirts, jackets, holding banners that say VFW, etc. Not every person needs to be wearing something that says VFW, however, the picture alone without captions needs to say VFW. Please identify individuals or groups in the picture as each picture is considered for publication in the Texas VFW E-News Publication or on the Texas VFW Website and/or Facebook Page.

Photographs of Post members wearing another organizations regalia, uniform, etc. are not considered and should not be submitted. Photographs from previous events should not be used and events should not be combined together into one dual purpose ceremony.

Please refrain from submitting photographs that show members holding alcoholic beverages, smoking, or with advertising for alcohol, such as a beer sign in the background.

**Public must be invited and allowed to attend:** Event must allow members of the public to attend and should be advertised in advance to the Post membership and general public. There are many ways of doing this. The most effective way is a community service announcement in the local community newspaper. This is FREE. You just have to send it in and meet their deadlines. Realizing that not all newspapers are veteran friendly or may not have room to print a public service announcement the next most effective way is to advertise/announce the upcoming event in the Post publication. Realizing that not all Posts have the means or resources to print a monthly newsletter the form of announcement can be by a flyer conspicuously posted in the Post home, announced via Post outdoor signage, sent via email to the Post membership, or posted on Post website and/or Facebook page.

**Reporting of Event:** Event must be reported to the Post membership at the next Post meeting so it is recorded in the Post minutes.

**SEE PAGES 13 AND 14 FOR DEADLINE DATES**



# COMMUNITY SERVICE GUIDELINES

Constructive Community Service is a founding VFW tenet with volunteerism benefiting education, the environment, health sciences and civic projects. Projects must be conducted during the current Community Activity year. The VFW year begins July 1<sup>st</sup> and ends June 30<sup>th</sup> the following year, but the reporting window is narrower. Reports must be received between May 1<sup>st</sup> and April 30<sup>th</sup> or else they cannot be considered for competition and award purposes.

## Examples:

The following are a few examples of program/projects for a Post. This list of suggested activities is by no means a complete list of projects that can be accomplished. Its sole purpose is to stimulate ideas and provide guidelines in your search for projects to perform.

### Veteran Service

- A. Veteran Participation Reports
- B. Buddy Poppy program
- C. Homeless veteran program
- D. Military support activities
- E. Burial & Honor Guard Details
- F. VA Hospital activities
- G. Financial/equipment support of veteran programs or entities

### Community Service

- A. Sponsorship of:
  1. Blood drive
  2. Food drive
  3. Recycling program
  4. Food distribution programs
  5. Safety program
- B. Flag details for public events
- C. Get Out the Vote program
- D. Financial/equipment support of public programs or entities

### Youth Service

- A. Conduct a Voice of Democracy program
- B. Conduct a Patriot's Pen program
- C. Conduct a Patriotic Art program
- D. Sponsor and support of a Scouting or youth unit
- E. Conduct a Scout of the Year program
- F. Sponsorship of a youth sporting team
- G. Sponsor a youth event:
  1. Easter egg hunt
  2. Bike safety program
  3. Halloween party
  4. Christmas party
  5. Veterans in classroom
  6. Flag etiquette instruction
- H. Support of a Junior ROTC unit

### Americanism Guidelines

For credit in Americanism, a project must be of a patriotic nature. We're looking for things like flag presentations, parades, presentation of patriotic literature, patriotic ceremonies in schools or youth groups, and public observances of National holidays. Each project must benefit the greater community not just the Post or Auxiliary. Fundraising projects, even those whose proceeds are earmarked for Americanism programs, are not in themselves creditable Americanism projects. However, the project that receives the funds, when complete and if it meets the Americanism criteria, can qualify for an Americanism credit.

## Examples of Disallowed *(things that don't count)*

1. Any project for yourself or member of the VFW, Auxiliaries, Motorcycle Unit.
2. Reciting the Pledge to the Flag at a Post monthly meeting.
3. Sending a "Get Well" card to a member of the VFW, Auxiliaries, Motorcycle Unit.
  - a. Shopping for the "Get Well" card above
  - b. Post office visit to mail the "Get Well" card above
  - c. Providing the car to deliver the "Get Well" card above
4. Any activity that is obviously within the scope of another previously reported project (example, see 3a, 3b, 3c above).
5. A flag raising ceremony at the Post, unless attended by persons outside the VFW, Auxiliaries, Motorcycle Unit.
6. Purchasing a replacement flag for the Post.
7. Running an errand for or giving a ride to a member of the VFW, Auxiliary, or Motorcycle Unit.
8. Honor Guard posting colors at a VFW, Auxiliary, Motorcycle Unit meeting or ceremony.
9. Giving a certificate to a VFW, Auxiliary, Motorcycle Unit or member.
10. Donation to a VFW, Auxiliary, Motorcycle Unit or member.
11. Fundraising projects, even those whose proceeds are earmarked for community service projects.

**KEEP IN MIND THAT** your project should be reported only once a month. If the project is allowing the Boy Scouts to use the hall for their weekly meeting, then report it as one project for the month with the total hours and monies donated for the month. If a member volunteers at the VA hospital four times a week, then report it as one project for the month with the total hours and monies donated for the month.

## Important Note:

Each Post can have their non-profit status revoked by the IRS if they "Fail to maintain adequate records to accurately report your exempt purpose and activities that supports your exemption under code section 501(c)(19)." The first item the IRS will ask for during an audit is evidence of Community Service. All Community Service items should be recorded in the Post meeting minutes, which is the second item the IRS will ask for. Those Posts that have maintained a properly organized and complete Community Service Record Book and produced it for the IRS during an audit have never had an issue in verification of fulfilling the objectives of their charter from the National VFW. Each Post should maintain a Community Service Record Book for the purpose of verification to the IRS that the Post is fulfilling the objectives of its charter. These books can also be used very effectively in recruiting and maintaining a history of Post activities year after year as a historical record.

# Community Service Activity Report Form

## INSTRUCTION SHEET

The Department of Texas Veterans of Foreign Wars and its Auxiliaries will use the attached Activity Report Form to report all activities carried on in Texas. Many National and Department VFW requirements, including Internal Revenue Service (IRS) policies, rely upon the accurate description and reporting of your Post Community Service activities.

**Please fill out these forms as completely as possible before sending them to Department Headquarters.**

**REPORTING YEAR:** Reports to be credited must have been completed between **May 1<sup>st</sup> and April 30<sup>th</sup>**.

**DISTRICT#:** Indicate the District your Post is located in.

**POST#:** We need your Post # so we can accurately document the activities for your Post.

**DATE COMPLETED:** Indicate the month, day, and year the activity was completed.

**ACTIVITY DESCRIPTION:** Please very briefly describe each activity on the lines provided, no attachments.

**YOUTH:** Place a check mark here if this is considered a youth project.

**AMERICANISM:** Place a check mark here if this is considered an Americanism project.

**HOURS:** Please indicate the total man hours of all volunteers expended on the project. Round up, no minutes.

**MONEY:** Please indicate the total amount of funds expended by the Post on this project. Round up to whole dollars. Do not calculate hours into a dollar amount, only list money actually spent.

**MILEAGE:** Please indicate the total amount of mileage used to complete the project. Only count mileage to and from Post.

**MEETING RECORD:** It is very important that you fill in all spaces at the bottom of the form. These numbers are kept at Department Headquarters and will be reported to National once a year as required by the National organization. The **IRS** will use your meeting minutes to verify you meet the standards of Community Service for non-profit organizations. To remain within the spirit and intent of the VFW Charter, a Post is granted through the VFW **51% of monetary donations should be to VFW programs.** Important Note: Each Post can have their non-profit status revoked by the IRS if they "**Fail to maintain adequate records to accurately report your exempt purpose and activities that supports your exemption under code section 501 (c)(19).**" The first item the IRS will ask for during an audit is evidence of Community Service. All Community Service items should be recorded in the Post meeting minutes, which is the second item the IRS will ask for. Those Posts that have maintained a properly organized and complete Community Service Record Book and produced it for the IRS during an audit have never had an issue in verification of fulfilling the objectives of their charter from the National VFW. Therefore, it is strongly recommended that each Post maintain a Community Service Record Book for the purpose of verification to the IRS that the Post is fulfilling the objectives of its charter. These books can also be used very effectively in recruiting and maintaining a history of Post activities year after year as a historical record. The District Commander, or his designee, during his annual inspection of the Post will ask to see this book from the previous year.

**Submit by ONLY ONE of the two following methods - please do not duplicate reports and jeopardize your IRS Non-Profit Tax Status.**

**Community Service Reports should be submitted by the Post Community Service Chair only.**

Mail to: Department of Texas VFW  
P.O. Box 14468  
Austin, Texas 78761  
Email: [john@texasvfw.org](mailto:john@texasvfw.org)



# Texas VFW

## *Community Service Activity Report Form*

*(Reporting Period: July 1 to June 30)*

## Online Reporting of Community Service

**Please use the online tool at [www.texasvfw.org](http://www.texasvfw.org) to report your Community Service Events as required by the State Commanders Standard Operating Procedures (SOP) reference page 17.**

**\*Please note that you must be using at least Google Chrome, Mozilla Firefox or Safari browsers for the form to properly function.**

In accordance with IRS guidelines, the Community Service reported by me was conducted by VFW and/or Auxiliary members for the benefit of non-members and the community-at-large for which no reimbursement or payment of any kind was received and has been documented in the Meeting Minutes at the monthly post meeting.

**ATTENTION:** This form has an automatic e-mail response that may be blocked by YOUR spam filters. If this is the case, then you will not receive a confirmation or you may receive an error message when you submit your online Community Service Report. Please check your spam filters and designate all recipients from [@texasvfw.org](mailto:@texasvfw.org) as safe.

Community Service Questions? Email John Jowers at [john@texasvfw.org](mailto:john@texasvfw.org). We are receiving all of your reports even if you do not receive an automatic reply. No need to resubmit over and over. If you are concerned about your report, please email [john@texasvfw.org](mailto:john@texasvfw.org) ask for confirmation.

## **INSTRUCTIONS FOR PROPERLY SUBMITTING POST ELECTION REPORTS**

The 2022-2023 Post Election Report is to be completed by the Post Adjutant or Post Quartermaster during or immediately following the election meeting.

### **Some of the things you will need:**

- Post Officers, especially the Post Commander and Quartermaster membership information to include current personal contact information **including phone number and email**, membership number, and cap size. **DO NOT USE THE POST PHONE NUMBER, ADDRESS or EMAIL FOR ANY OFFICERS PERSONAL CONTACT INFORMATION.**
- Post meeting information to include: meeting address, date and time.
- Post mailing address (if different than above), Post email and website information.
- Post Federal Employer Identification Number (EIN).
- Miscellaneous Post information to include current dues amount.
- Commander's named appointments for Adjutant, Judge Advocate, Surgeon, Post Service Officer, etc.

Each Post Election Report Form has been personalized for your Post. It is necessary that the Post use this form in reporting its officers for the 2022/2023 VFW Administrative Year. We ask that you choose one of the following methods to ensure proper receipt.

### **ONLINE ELECTION REPORT**

Online reporting is the preferred method of submitting the Post's Election Report.

Go to <http://vfw.org> if you have used Post Query before, log in. If you have not and you are the current Quartermaster of record, click on "First Login" and follow the online instructions to set up a new password. After successfully logging into Post Query, click the "Post Election Report" link in the middle of the page. Next, you will enter the membership card number for each elected position. Once entered, you will click on the "Submit" button; names associated with the card numbers will appear in their respective elected positions, once verified, click "Load Form;" a partially completed election report form will appear with the elected officer's information. If any of the information is incorrect or incomplete, simply click on the area and make the necessary changes. This includes information such as: Officer information, Post meeting location or time, Post mailing address, Federal Employment Identification Number (EIN), Post email and Website address, etc. (You must have Adobe Acrobat Reader to view the form. It may be downloaded and installed at: <http://adobe.com/products.acrobat.readstep2.html>.) After you have verified your Post information is correct, click on "Print" to print a copy of the completed report. The report is now ready to be transmitted; click "Submit To National" button. Once the "Submit To National" button has been selected, a confirmation of its receipt will appear on the screen. Confirmation of the change in officers will be sent to the Post's V-mail account the next business day. In addition, within one week the Post Quartermaster will receive an acknowledgement card via USPS.

### **ELECTION REPORT**

**All Election Reports are now done online in the VFW National OMS System.** If you do not use Online Reporting then you must complete the Election Report Form, mail one copy to the National Adjutant General and one to Department Headquarters.

### **THINGS TO REMEMBER**

- ◆ **If you use the online election report National will send Department a copy and you are done.**
- ◆ **Handwritten election reports will no longer be accepted at National or Department.**
- ◆ **Phone numbers and mailing address for Post officers cannot be the Post phone number or address.**
- ◆ Regular Meeting time should be shown as "1<sup>st</sup> Tuesday," "3<sup>rd</sup> Wednesday," as appropriate.
- ◆ If a meeting is held more than once a month, show "1<sup>st</sup> and 3<sup>rd</sup> Monday," "every Friday," as appropriate. Be sure all other Post information is completed.
- ◆ Cap size is used for award purposes only. Caps can be purchased through VFW Emblem & Supply.
- ◆ **A Post Acknowledgement Card will be sent to the Post Quartermaster within one week of entry.**

Questions regarding the Post Election Report can be answered by calling Post Records at 833-VFW-VETS.

**Deadline Date is May 1, 2023**

## VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM

POST NO.	CHARTERED LOCATION (CITY & STATE)	DISTRICT NO.	DEPARTMENT	INSPECTION DATE
----------	-----------------------------------	--------------	------------	-----------------

- 1) Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws?.....  YES  NO  
 a) Date reviewed by the Commander-in-Chief: \_\_\_\_\_
- 2) Is the Post incorporated in accordance with Section 708 of the National Bylaws?.....  YES  NO  
 a) Date reviewed by the Commander-in-Chief: \_\_\_\_\_  
 b) Date filed with appropriate state officials: \_\_\_\_\_  
 c) Name of incorporated unit: \_\_\_\_\_  
 d) Registered Agent of Record: \_\_\_\_\_ Last updated: \_\_\_\_\_
- 3) Are all officer positions filled as prescribed in Section 216 of the National Bylaws?.....  YES  NO
- 4) Are Post delegates elected in accordance with Section 222 of the National Bylaws?.....  YES  NO
- 5) Does the Post Adjutant...  YES  NO  
 a) Maintain books and records in a legible and uniform format?.....  YES  NO  
 b) Maintain a file containing a copy of the original application of every member admitted into the Post?.....  YES  NO  
 c) Maintain a file of meeting minutes after correction and approval?.....  YES  NO  
 d) Maintain a file of current orders or circulars issued from higher authority?.....  YES  NO  
 e) Maintain a correspondence file?.....  YES  NO  
 f) Maintain a file containing proof of eligibility submitted by officers?.....  YES  NO  
 g) Maintain a current copy of Post, District (if applicable), Department and National Bylaws?.....  YES  NO
- 6) Are applicants for membership reviewed, read and voted on at a Post meeting for approval?.....  YES  NO
- 7) Does the Post hold at least one meeting per month with a quorum present?.....  YES  NO
- 8) Are all committees reporting to the membership at Post meetings?.....  YES  NO
- 9) Are Community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines?.....  YES  NO  
 a) Date of last submission: \_\_\_\_\_
- 10) Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws?.....  YES  NO
- 11) Does the Post have an Auxiliary?.....  YES  NO  
 a) Is there proper cooperation between the Post and its Auxiliary unit?.....  YES  NO
- 12) Does the Post distribute Buddy Poppies?.....  YES  NO  
 a) Date of last distribution: \_\_\_\_\_
- 13) Does the Post have a membership committee?.....  YES  NO  
 a) Does the Post have a viable recruiting and retention plan?.....  YES  NO
- 14) Do the elected Trustees review the monthly report of receipts and expenditures?.....  YES  NO
- 15) Do the elected Trustees audit quarterly all books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post?.....  YES  NO  
 a) Date of last quarterly audit: \_\_\_\_\_
- 16) Post funds:  YES  NO  
 a) Balance of all checking accounts \$ \_\_\_\_\_  
 b) Balance of all savings accounts \$ \_\_\_\_\_  
 c) Balance of all CD and bond accounts \$ \_\_\_\_\_  
 d) All other account types \$ \_\_\_\_\_  
 e) Total of all accounts \$ \_\_\_\_\_  
 f) Amount of Quartermaster Bond \$ \_\_\_\_\_  
 g) Do all account ledger balances match the balance of reconciled bank statements?  YES  NO  
 h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)?  YES  NO
- 17) Name of bonding company: \_\_\_\_\_ Expiration date of bond: \_\_\_\_\_
- 18) Are additional officers accountable for funds bonded in accordance with Section 703 of the National Bylaws?.....  YES  NO
- 19) Does the Post Quartermaster...  YES  NO  
 a) Maintain books and records in a legible and uniform format?.....  YES  NO  
 b) Receive and properly transmit membership dues as required?.....  YES  NO  
 c) Maintain a relief fund in accordance with Section 219 of the National Bylaws?.....  YES  NO  
 d) Have care and custody of all committee funds?.....  YES  NO  
 e) Report on transactions concerning receipts and expenditures at Post meetings?.....  YES  NO  
 f) File appropriate forms as required by federal, state and local statutes?.....  YES  NO  
 g) Date of last 990 filing: \_\_\_\_\_ k) Is the 990 filing available for public inspection?.....  YES  NO
- 20) Post Federal Employee Identification Number (EIN): \_\_\_\_\_
- 21) Are all expenditures voted on by the Post membership and approved by the Post Commander?.....  YES  NO
- 22) Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws?.....  YES  NO
- 23) Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws?.....  YES  NO
- 24) Are checks pre-signed by any authorized officer?.....  YES  NO
- 25) Does the Post own real property?.....  YES  NO  
 a) Appraised Value: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_ Amount Owed: \$ \_\_\_\_\_  
 b) Title Holder: \_\_\_\_\_
- 26) Does the Post carry all proper types of insurance?.....  YES  NO  
 a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?.....  YES  NO
- 27) Does the Post retain documents in accordance with the Department's Document Retention Policy?.....  YES  NO
- 28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form May Be Required).....  YES  NO

INSPECTOR COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

POST COMMANDER: \_\_\_\_\_  
PRINT AND SIGN

INSPECTOR: \_\_\_\_\_  
PRINT AND SIGN

The Inspector shall provide a copy of each inspection to the Post Commander, District Inspector, and Department Inspector and set forth therein any constructive criticism and recommendations.  
**MAINTAIN IN POST FILE AS A PERMANENT RECORD**

# INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted.

The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job.

## Question Specific Reminders

1. Posts that have adopted additional Bylaws need to have a copy on file that indicates the National Commander-in-Chief has reviewed for compliance. Verify date of review.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the National Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, and the name of the incorporated unit. All Posts should be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, and Service Officer.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected at the time officers of the Post were elected. This can be done by checking the meeting minutes for the month.
5. Self-explanatory. Any "NO" answer in this section may be a Bylaw violation. In addition, item 5f, is verifying the information is present for each officer; you are not verifying the officer is eligible, however, if it is not readily apparent that the officer is eligible this should be mentioned on the Inspection Report.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National Bylaws.
7. The National Bylaws state every Post must hold at least one regular meeting per month.
8. Verify, using meeting minutes, that all Committee reports are read and approved. This item includes any activity, canteen, clubroom, bingo, etc.
9. Activity reports assist the Post when their non-profit status is being questioned.
10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day, and Loyalty Day.
11. Section 1101 and 1301 of the National Bylaws discusses the formation and control of Auxiliaries.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's Relief Fund.
13. Self-explanatory.
14. Monthly review of Post receipts and expenditures by the Trustees is required in the National Bylaws.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, etc. Post Trustees must complete this audit no later than the month following the last day of each Quarterly period. Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which he is accountable and to which he has access.

# INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

(continued)

17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Sectional 703 of the National Bylaws.
19. Verify all questions in this section by examining Quartermaster records, Adjutant records and Bylaws. Remember, Section 709 of the National Bylaws further require that the Post Quartermaster have custody of all funds of the subordinate unit and subject to the same rules and regulation as Post funds.  

The Internal Revenue Service (IRS) requires all VFW Posts to file annually a Form 990 “Exemption from Corporate Income Tax” form. A Post may also have to file a Form 990T and pay certain taxes if it has non-related business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. **Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing.**
20. Expenditure of funds requires a vote on the Post floor and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post Bylaws may allow for certain expenditures to be paid without a vote on the floor as these are usually recurring bills. If a Post Commander is not approving expenditures he is violating the trust placed in him and is not controlling the expenditure of Post monies.
21. Buddy Poppy distribution net receipts are to be credited to the Relief Fund only [Section 218(a)(5)(g) of the National Bylaws] and used only as stated in Section 704 of the Manual of Procedure.
22. The National Bylaws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National Bylaws. However, if the Post Bylaws require the Commander and Quartermaster signatures on checks, they must adhere to the Post Bylaws.
23. Checks shall never be “pre-signed” by any officer.
24. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark “N/A” if the amount is zero. Title holder may be a bank or lender. If the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.
25. It is desirable that the Post be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem. Any Post owning property and/or operating any facility must maintain General Liability insurance, including, if necessary or appropriate, Liquor Liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing policies.
26. Each Department will adopt a document Retention Policy which complies with Federal and state law.
27. Every Post is required to have a Federal Employee Identification number.
28. Departments may require additional forms for inspecting licensed operations.

AdminOps\_rev6.22

# Static Display of Military Equipment Inventory

Post #: \_\_\_\_\_ City: \_\_\_\_\_ District #: \_\_\_\_\_ Date: \_\_\_\_\_

**Physical Location of Static Display:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Point of Contact:**

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_\_) \_\_\_\_\_

Item	Serial Number
<i>Ex. M4 Sherman Tank</i>	<i>126M145</i>
<i>M101A1 Howitzer</i>	<i>10677</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(Use additional sheets as necessary)

I hereby certify that I have personally accounted for the 100% inventory, as listed above, of all Military Equipment in our possession.

Post Commander Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Typed or Printed)

During the annual inspection of the above listed Post, I have physically verified the above listed items.

District Inspector Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Typed or Printed)



# Ceremonial Rifle Inventory

*If Post has none, please state on form.*

Post #: \_\_\_\_\_ City: \_\_\_\_\_ District #: \_\_\_\_\_ Date: \_\_\_\_\_

**Physical Location of Ceremonial Rifles:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Point of Contact:**

Name: \_\_\_\_\_ Telephone #: (\_\_\_\_\_) \_\_\_\_\_

Model	Manufacturer	Serial Number
<i>Ex: M1903A3</i>	<i>Winchester</i>	<i>123456789</i>
<i>M1 Garand</i>	<i>Remington</i>	<i>325989876</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

(Please use additional sheets as necessary.)

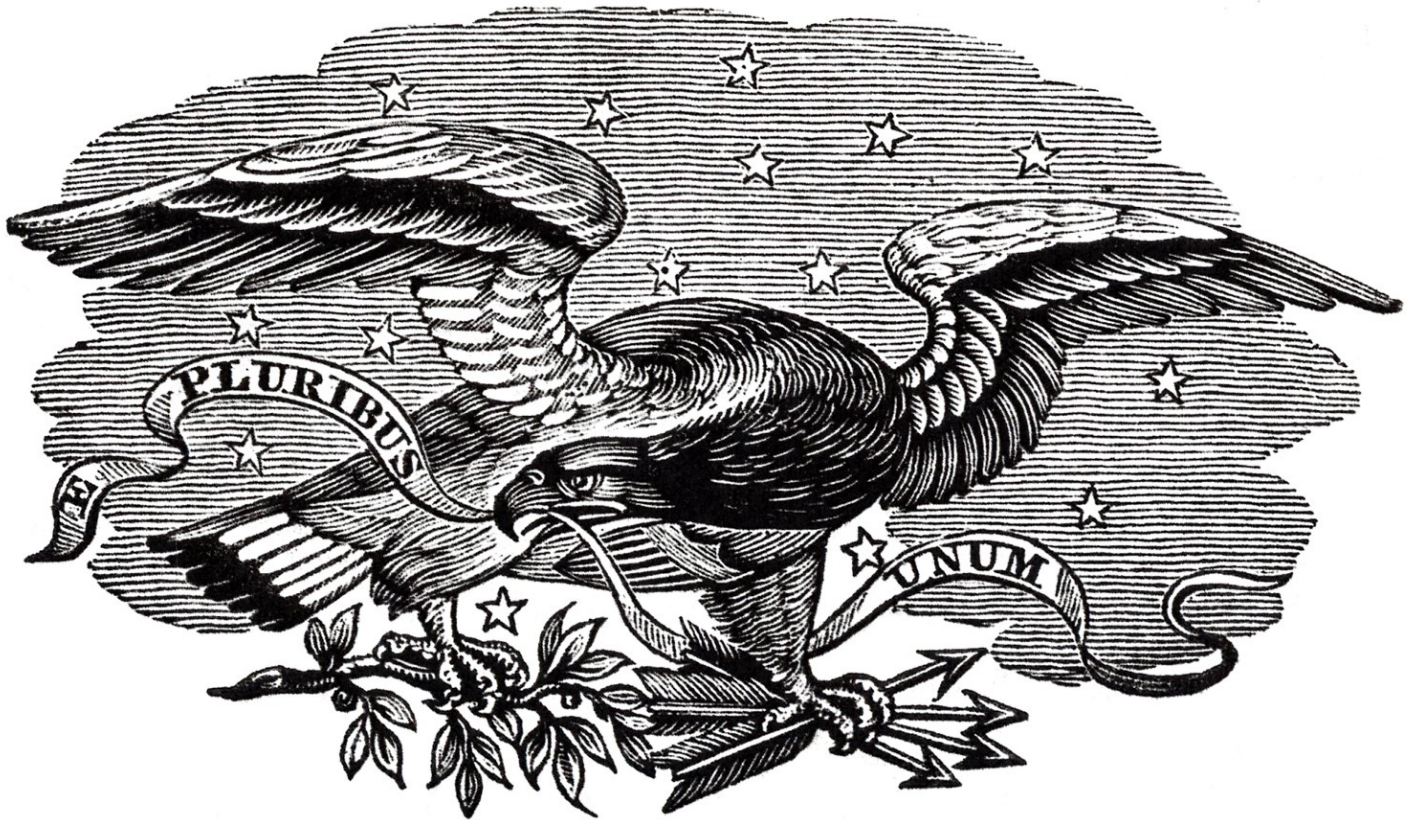
I hereby certify that I have personally accounted for the 100% inventory, as listed above, of all Ceremonial Rifles in our possession.

Post Commander Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Typed or Printed)

During the annual inspection of the above listed Post, I have physically verified the above listed items and further ascertain that they are kept in a secure location and a log book detailing the name of the individual and the serial number of each rifle checked out and in for use is properly maintained.

District Commander Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Typed or Printed)

# VFW PROGRAM FORMS



# 2022-2023 PATRIOT'S PEN CONTEST

**WHO CAN ENTER:** The Patriot's Pen program is open to students in grades 6-8 (**on the Oct. 31<sup>st</sup> deadline**), who are enrolled in a public, private or parochial high school or home study program in the United States and its territories.

**HOW TO ENTER:** The deadline for submissions for the 2022-2023 program is **October 31, 2022**. Official applications can be ordered in bulk quantity through the VFW store at [www.vfwstore.org](http://www.vfwstore.org) and individual applications can be downloaded at [www.vfw.org](http://www.vfw.org).

**THE THEME:** For 2022-2023 is: **“My Pledge to Our Veterans.”**  
Students can ask a teacher or youth group leader to supervise their progress in the competition. Then students can contact a local participating VFW Post and establish a contact person who is a member of that Post or its Auxiliary.

Essays must be no less than 300 words and cannot exceed 400 words and should be submitted to the Post, along with the completed Patriot's Pen entry form no later than the **October 31<sup>st</sup> deadline**.

**DEADLINE:** Student entries must be received at the Post level no later than **October 31, 2022**.

**JUDGING:** Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chair no later than **November 15, 2022**.

A Post may submit to District for judging one winner for every fifteen (15) entries or partial. Example, if a Post has sixteen (16) entries, they can submit two (2) winners to District for judging.

Deliver your Post winners along with all requested forms to your District Chair by the deadline date of **November 15, 2022**.

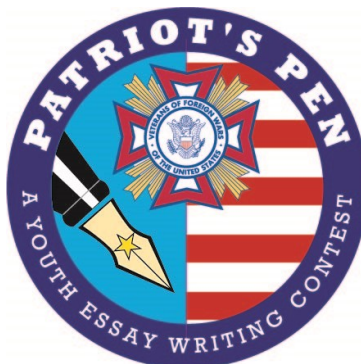
Districts will conduct judging of Post winners and submit one District winner and all Post and District report forms to Department Headquarters no later than **December 1, 2022**.

The State winner will be invited to the Mid-Winter Conference in Corpus Christi to receive their scholarship.

The Department of Texas Veterans of Foreign Wars and its Auxiliaries will present Patriot's Pen cash awards for the top three. Last year, these scholarships totaled over \$3,000 with the 1<sup>st</sup> Place winner receiving a \$1,000 check.

The winner will be invited to read their essay at the Mid-Winter Awards Banquet and will receive their award from the State Commander, State Auxiliary President and assigned VFW National Representative.

**NOTE:** Any District, Post, Auxiliary or individual wishing to sponsor a Patriot's Pen scholarship should contact Wyonda Laurence, Department Secretary, at Department Headquarters.





**Patriot's Pen  
Scoresheet**

**Program Year**

--

Theme Knowledge: Shows knowledge of the theme and use of research.

Theme Development: Answers relevant facts - who, what, where, when, and why. Relates to the writer's own experiences.

Clarity of Ideas: Provides a clear explanation of the writer's interpretation of the theme.

Contestant Code Number:																				
Theme Knowledge (0 to 30 points):																				
Theme Development (0 to 35 points):																				
Clarity of Ideas (0 to 35 points):																				
Total (0 to 100 points):																				

Contestant Code Number:																				
Theme Knowledge (0 to 30 points):																				
Theme Development (0 to 35 points):																				
Clarity of Ideas (0 to 35 points):																				
Total (0 to 100 points):																				

Contestant Code Number:																				
Theme Knowledge (0 to 30 points):																				
Theme Development (0 to 35 points):																				
Clarity of Ideas (0 to 35 points):																				
Total (0 to 100 points):																				

# 2022-2023 POST PATRIOT'S PEN PARTICIPATION SUMMARY REPORT

## CHECKLIST

Items to send with this report to District VOD Committee.

- Post winner's original entry form with all signatures.
- Post winner's typed essay.
- This page completed with signatures.

All items on this list must be submitted with this report to your District VOD Committee by deadline of November 15, 2022.

Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post.

Send entire package to your District Patriot's Pen Committee.

**Must be received by deadline November 15, 2022.**

**FRAUD ALERT:** Most people are not aware how the accuracy of correct reporting is important for providing official reports to *VFW National Administration, the IRS, and to our donors and supporters*. It is imperative that we maintain accurate and consistent information on the correct report forms. Do not allow Posts to share entries with other Posts that did not work the program as this is a violation of the National Bylaws and IRS regulations.

School Name	# of Participating Students	# of Post Winners Advanced	Award Amount	Additional Money Spent
<i>Johnson High School</i>	<i>12</i>	<i>1</i>	<i>\$100</i>	<i>\$14.95</i>
<b>GRAND TOTALS FOR POST COMPETITION:</b>				
Total Number of Schools	Total # of Students	Total # of Winners	Total Amount of Awards	Total Amount of Expense
<b>GRAND TOTAL OF POST MONEY</b> Total of Post Scholarship and Additional Expense			\$	

POST NO. \_\_\_\_\_ DISTRICT NO. \_\_\_\_\_

**DOES POST HAVE AN AUXILIARY?**

**YES OR NO**

(Circle one)

The VFW Post and Auxiliary identified in this report participated in the VFW Annual Patriot's Pen Program.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Post Patriot's Pen Committee Chair*

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Post Auxiliary President (if none leave blank)*

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Post Commander*

# 2022-2023

## VOICE OF DEMOCRACY

**WHO CAN ENTER:** The Voice of Democracy Program is open to students in grades 9-12 (**on the October 31<sup>st</sup> deadline**) who are enrolled in a public, private or parochial high school or home study program in the United States and its territories.

**HOW TO ENTER:** The deadline for submissions for the 2022-2023 program is **October 31, 2022**. Official applications can be ordered in bulk quantity through the VFW store at [www.vfwstore.org](http://www.vfwstore.org) and individual applications can be downloaded at [www.vfw.org](http://www.vfw.org).

**THE THEME:** For 2022-2023 is “**Why is the Veteran Important?**”

Students should record their reading on a Audio CD or Flash Drive. The recording can be no shorter than 3 minutes and no longer than 5 minutes (plus or minus 5 seconds). **Audio Tapes are no longer accepted.**

Entries begin at the Post level. Once the student creates their essay and completes their recording to a Audio CD or Flash Drive they can submit their typed version, CD, or Flash Drive and the Voice of Democracy entry form to their local participating VFW Post by the **October 31<sup>st</sup> deadline**. **Audio Tapes are no longer accepted.**

**DEADLINE:** Student entries must be received at the Post level **no later than October 31, 2022**.

**JUDGING:** Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chair **no later than November 15, 2022**.

A Post may submit to District for judging one winner for every fifteen (15) entries or partial. Example, if a Post has sixteen (16) entries, they can submit two winners to District for judging.

**DELIVER:** Your Post VOD winners along with all requested forms on the following pages to your District Chair **by the deadline date of November 15, 2022**.

**DISTRICTS:** Will conduct judging of Post winners and submit one District winner and all Post and District report forms to Department Headquarters **no later than December 1, 2022**.

The Top Ten District winners will be invited to the Mid-Winter Conference in Corpus Christi to receive their scholarship. **Not all District winners will go to Corpus Christi, only the TOP TEN (10) will be invited.**

The Department of Texas Veterans of Foreign Wars and its Auxiliaries presented scholarships last year totaling over \$187,140 with the 1<sup>st</sup> Place winner receiving a \$10,000 Scholarship from the Texas VFW Foundation.

**NOTE:** Any District, Post or individual wishing to sponsor a Voice of Democracy scholarship should contact Wyonda Laurence, Department Secretary, at Department Headquarters.





# 2022-2023 POST VOICE OF DEMOCRACY PARTICIPATION SUMMARY REPORT

## CHECKLIST

Items to send with this report to District VOD Committee.

- Post winner's original entry form with all signatures.
- Post winner's CD or Flash Drive recording of essay.
- This page completed with signatures.

All items on this list must be submitted with this report to your District VOD Committee by deadline of November 15, 2022. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post.

Send entire package to your District VOD Committee

**Must be received by deadline November 15, 2022.**

POST NO. \_\_\_\_\_ DISTRICT NO. \_\_\_\_\_

**DOES POST HAVE AN AUXILIARY?**

**YES OR NO**

(Circle one)

The VFW Post and Auxiliary identified in this report participated in the VFW Annual Voice of Democracy Program.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Post VOD Committee Chair*

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Post Auxiliary President (if none leave blank)*

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*Post Commander*

**FRAUD ALERT:** Most people are not aware how the accuracy of correct reporting is important for providing official reports to ***VFW National Administration, the IRS, and to our donors and supporters.*** It is imperative that we maintain accurate and consistent information on the correct report forms. Do not allow Posts to share entries with other Posts that did not work the program as this is a violation of the National Bylaws and IRS regulations.

School Name	# of Participating Students	# of Post Winners Advanced	Scholarships Amount	Additional Money Spent
Johnson High School	12	1	\$100	\$14.95

### GRAND TOTALS FOR POST COMPETITION:

Total Number of Schools	Total # of Students	Total # of Winners	Total Amount of Scholarships	Total Amount of Expense
<b>GRAND TOTAL OF POST MONEY</b>			\$	
Total of Post Scholarship and Additional Expense				



# NATIONAL VOLUNTEER RECOGNITION

This program is designed to provide recognition and awards to VFW members who volunteer their time in service through outside organizations. Recognition is in the form of certificates and/or lapel pins, which are given to volunteers who have completed the number of hours prescribed for those awards.

**The individual in charge of a local community service organization such as a school, youth group, a food pantry or a shelter will sign the validation form for the VFW or non-member VFW volunteer.**

NOTE: Use the VFW National Hospital Volunteer Recognition Program to recognize hospital volunteer service. Contact your Department Hospital Chair for more information.

National Community Service Department will provide the appropriate award for presentation to the volunteer upon receipt of a completed request form properly signed by the coordinator for the community service program, Post Commander and the Department Adjutant. Awards will be made in accordance with the following schedule.

The award pin includes the Cross of Malta, the words "Community Service and VFW Volunteer" and the accumulated volunteer hours. The certificate will recognize the volunteer for attaining the appropriate cumulative hour level. Pins are to be requested on the prescribed form from the National Community Service Department. Completed forms are to be forwarded to the Department Adjutant for signature. Forms are then forwarded to the Director at National Headquarters.

## Eligibility

1. A VFW member in good standing performing volunteer service for a community service organization is eligible to receive an award.
2. Such volunteer service must be given under the representation of the VFW.
3. Volunteer service rendered under sponsorship of any other organization is not recognized for this purpose. Some examples of volunteer work benefiting non-members are: coaching youth, working at a food pantry, conducting flag presentations in front of schools or youth groups and supporting funeral homes/cemeteries by providing honor guard details for non-member veterans.

## One of A Kind

Only one of a kind award will be furnished to each volunteer. For instance, a volunteer who has served 450 hours is not eligible to receive three 150-hour pins. Replacement awards may be furnished on request.

## Non-Member Awards

Non-members volunteering under the sponsorship of the VFW may be issued a VFW pin and certificate (if applicable) once a year for the number of hours served.

## Procedure

Using the form, the VFW Post Commander (if the award is for the Post Commander, the Post Sr. or Jr. Vice Commander should sign and submit the form) should obtain the number of hours served by the volunteer from the local community service organization, along with the signature of the volunteer coordinator and return the name and VFW Post number of the member who meets the above requirements to the Department Adjutant. Each individual form must be signed by the above designated officials. The Department Adjutant should sign the request and forward it to the Director of the VFW Veterans Service in Washington, D.C., where the awards are shipped.

100 hours	certificate	8,000 hours	lapel pin
150 hours	lapel pin	9,000 hours	lapel pin
300 hours	lapel pin	10,000 hours	lapel pin and certificate
500 hours	lapel pin and certificate	12,500 hours	lapel pin
1,000 hours	lapel pin	15,000 hours	lapel pin and certificate
2,000 hours	lapel pin and certificate	17,500 hours	lapel pin
3,000 hours	lapel pin	20,000 hours	lapel pin and certificate
4,000 hours	lapel pin	30,000 hours	lapel pin and certificate
5,000 hours	lapel pin and certificate	35,000 hours	lapel pin and certificate
6,000 hours	lapel pin	40,000 hours	lapel pin and certificate

## INSTRUCTIONS FOR VAVS PINS:

1. Fill in your Department name.
2. The VFW VAVS Representative or the Associate Representative (for their volunteers from their state) should verify the hours obtained for the volunteers from the Volunteer Service Program Manager.
3. Print or type the volunteers name, their Post number (if non-members please indicate), and the number of hours they have served in the appropriate column.
4. Leave the last column blank. This column is used by National.
5. Print or type the name and type of the facility (VAMC, OPC, CBOC, VANHC).
6. Have the Volunteer Service Program Manager or their designee certify that the hours are correct by signing on the appropriate line.
7. Be sure the VFW VAVS Representative or designated Deputy Representative signs on the authorization line.
8. Print or type the name, title, address and telephone number of the individual you want the awards shipped to for distribution.
9. Forward the complete form to your Department for the signature of the Department Commander or Adjutant.
10. The Department will certify and forward the completed forms to the Director, National Veterans Service, 200 Maryland Avenue, N.E., Washington, DC 20002.

*If you have any questions, please call (202) 543-2239 and we will be happy to assist you.*



VETERANS OF FOREIGN WARS OF THE UNITED STATES

www.vfw.org | info@vfw.org

VFW VAWS Volunteer Program pin request form
Department of [ ]

This will certify the following volunteers are entitled to VFW Volunteer Awards for service under sponsorship of the VFW.

Table with 4 columns: PRINT NAME, MANDATORY POST # OR NON-MEMBER, if non-member is this person affiliated with a post, if so, which one. Non-Members are eligible for certificates only for actual hours worked, HOURS SERVED, AWARD ISSUED (NAT. USE ONLY)

Name of Facility: [ ]
Signed by: [ ] Voluntary Service Program Manager
Signed by: [ ] VAWS Representative/Associate

MAIL AWARDS TO:

NAME: [ ]
TITLE: [ ]
ADDRESS: [ ]
PHONE (MUST HAVE): [ ]
SIGNED BY: [ ]

DEPARTMENT COMMANDER OR ADJUTANT

Appendix B

NO ONE DOES MORE FOR VETERANS.

National Headquarters | 406 W. 34th Street | Kansas City, MO 64111 | 1.816.756.3390 | Fax: 816.968.1157
Washington D.C. Office | VFW Memorial Bldg. | 200 Maryland Ave. N.E. | Washington, D.C. 20002 | 1.202.543.2239 | Fax: 202.543.6719

# VETERANS OF FOREIGN WARS OF THE UNITED STATES PROGRAMS DEPARTMENT

## NATIONAL CONVENTION "BUDDY" POPPY DISPLAY CONTEST

These guidelines have been designed to place emphasis on the purpose and effectiveness of the displays. It is suggested and recommended that Department (State) contests rule be established in a like form.

### RULES

(1) Displays will be presented and judged in three categories:

**CATEGORY 1. Public Promotion of Poppy Campaign** (Window, booth, parade, poster displays, campaign promotions, etc.)

- (a) Displays must be designed for public exposure and must bear a message soliciting a donation for and wearing of the VFW Buddy Poppy.
- (b) At least one (1) of the poppies used in the display must be in its original form and color, with label attached.

**CATEGORY 2. Memorial or Inspirational Displays** (Wreaths, memorial tablets or plaques, patriotic or devotional themes)

- (a) Displays must be designed to honor the dead, to inspire devotion to God and Country, or to dramatize the activities supported by the Buddy Poppy.
- (b) At least one (1) of the poppies used in the display must be in its original form and color, with label attached.

- CATEGORY 3. Artistic or Decorative Use of Poppies** (Post Home displays, table centerpieces, corsages, pictures, plaques, models, scenes, hats, novelty pieces, etc.)
- (a) Any display not meeting the qualifications for Categories 1 or 2 shall automatically be entered in Category 3.
  - (b) At least one (1) of the poppies used in the display must be in its original form and color, with label attached.
- (2) Departments purchasing over 250,000 poppies will be allowed two (2) displays in **each** of the three (3) categories for the National Display Contest ... all others will be allowed one (1) display in each of the three (3) categories, no deviations.
  - (3) The National Programs Committee shall have no responsibility in setting up, taking down or returning displays.
  - (4) Displays shall be set up in space provided in the convention facility. Prior to setting up the display, the responsible person must register with the Buddy Poppy desk and complete an entry form (unless one was forwarded earlier, approved by Department) which will show the category of competition, the number of poppies used, the purpose of the display, the Post and/or Auxiliary number and location, and the name of the person who will dismantle and remove the display at the close of the convention. **(Please be advised, all displays must be removed by 4:00 p.m. on Tuesday or it will be disposed of by convention center personnel.)**
  - (5) Displays may or may not be accompanied by a white card, not to exceed 4 inches by 6 inches in size, on which is lettered in black ink an explanation of the theme for the display or other information of interest to the viewers or the judges.
  - (6) Post name, number, city or state (including the shape of your state) may **not** be visible on the displays. Failure to comply will result in disqualification.
  - (7) **(NEW)** Any use of non VFW trademarks or copyrighted material on your display is prohibited. These include but are not limited to names, logos, audio/visual graphics, images and/or props. The Buddy Poppy logo and name is authorized but use of any other trademark or copyrighted material will disqualify the entry from being displayed or judged.

## **JUDGING**

Judging of displays will be on the basis of effectiveness, purpose, clarity of theme, suitability, originality, beauty and number of poppies used. Where a sample of a large number of identical items (such as corsages or wreaths) is entered, full credit shall be given for the total number of poppies used. Judging will be completed by Monday evening and the winning displays will have the appropriate ribbons placed on the display on Tuesday morning.

## **PRIZES**

Plaques will be awarded to the first, second, and third place winners in each of the three categories, and will be mailed to the winning Department's Adjutant after convention.

## **NOTE**

The Department Adjutant will have to notify the Programs Director, in writing, by **June 30** of the Posts that will represent the Department in each category. This will allow us the time necessary to ensure each entry has sufficient space to set up at the National Convention.

**Please be advised**, the Programs Committee cannot guarantee against theft of personal items placed on the displays. The exhibit hall is secured at night and monitored by security guards: however, they monitor a large area and are not assigned to one specific area. We strongly discourage using items of sentimental value, items of value or items considered to be irreplaceable on the Buddy Poppy displays. Thank you and good luck!

(Revised 11/14/2018)



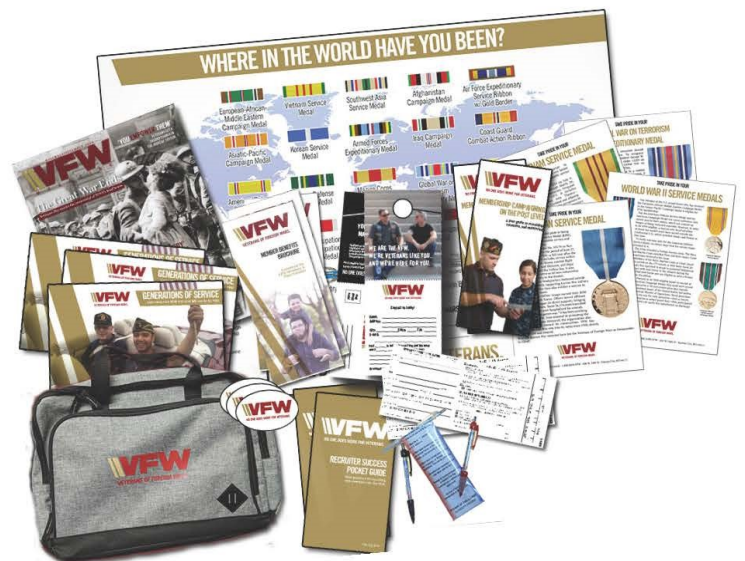
NO ONE DOES MORE FOR VETERANS.

# RECRUITING JUST GOT EASIER

The VFW Membership Department has everything you need to make your membership efforts successful at little or no cost.

Phone: 1.888.JOIN.VFW (564-6839)

Email: [membership@vfw.org](mailto:membership@vfw.org)



rev. January 2019

# AVAILABLE IN THE VFW STORE



## VFW RECRUITING KIT

This kit contains everything needed to set up an effective recruiting booth or table to target veterans and/or active-duty service members. Included are a set of the Take Pride flyers (suitable for framing) covering all the campaign medals which qualify veterans for membership. Also included are large posters, door hanger self-mailers, VFW decals and bumper stickers, applications, brochures, flyers, copies of the VFW magazine, and a USB flash drive with helpful materials and videos, along with a heavy-duty nylon briefcase for transporting these items. A supplies reorder form is included for your convenience.

## POST CHARTER KIT

All the tools necessary for a new Post (or perhaps an existing Post that needs a fresh start) to get up and running quickly and easily. This complete kit contains everything necessary to conduct meetings, obligate members, account for members and funds, submit reports, conduct programs and more. Included are the following: an altar cloth, altar flag set (including a POW-MIA flag), Bible, gavel, eight copies of the VFW Bylaws, Manual of Procedure and Ritual, a service office guide, Post minute book, Quartermaster ledger, a pad of misc. receipt forms, draft book, receipts and disbursements pad, trustees report of audit pad, two VFW Store catalogs, a membership binder, 10 eligibility sheets, 50 VFW Cross of Malta lapel pins, 100 membership application forms, 50 VFW benefits flyers, 50 membership recruitment brochures, a "Membership Campaigning on the Post Level" booklet, 50 "Planning A Successful Buddy Poppy Campaign" brochures, 50 "History of the Buddy Poppy" brochures, one "New Post Development and Post Revitalization" manual and two copies of the absolutely vital "Report of Institution" form. Everything you'll need to ensure the success of a new Post in one convenient package.



## NEW POST STARTER KIT

This "Post in a box" is designed to equip a team of up to four recruiters with everything needed to form a new Post. This comprehensive kit includes: an application for Post Charter, "Starting A New Post" guide, 100 membership applications, 100 membership recruitment brochures, 100 VFW benefit flyers, 100 door hanger self-mailers, 100 VFW decals, four Pocket Recruiter Guides, four eligibility sheets, for "Membership Campaigning on the Post Level" booklets, four "Join The VFW" Posters and 20 of the new "Post Forming Soon" Posters. All kits are available through the VFW Store by calling toll-free 1.800.821.2606 or by visiting [www.vfwstore.org](http://www.vfwstore.org).







# Membership Department

406 W. 34<sup>th</sup> Street  
Kansas City, MO 64111

Tel: (816) 756-3390  
Fax: (816) 968-2728

Email at [membership@vfw.org](mailto:membership@vfw.org)

## ORDER FORM

Revised: 15 January 2019

*\*Previous editions are obsolete!*

DATE: \_\_\_\_\_

Please refer to the VFW Store order form on back page for kits and table covers.

SHIP TO: NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 DEPT: \_\_\_\_\_ POST or DISTRICT #: \_\_\_\_\_  
 CHECK ONE:     CDR     ADJ     QM     CNR     Member     VSO

Quantity Ordered	Item Description	Quantity Per Package	Package Price	TOTAL PRICE
	Membership Application (see note below, above payment details)	25	FREE	
	Brochure, Women Veterans Recruitment	25	FREE	
	Brochure, Legacy Life Membership	25	FREE	
	Brochure, New Member Recruitment- Generations of Service	25	FREE	
	Brochure, Member Benefits	25	FREE	
	New Post Development & Post Revitalization Manual	1*	FREE	
	Brochure, Legislative Priority Goals	50	FREE	
	Fact Sheet – VFW Talking paper	1*	FREE	
	Eligibility Information Sheet	1*	FREE	
	Brochure, Membership Campaigning on the Post Level	1	FREE	
	Promotional Items, VFW Window Clings	25	FREE	
	Promotional Items, VFW Oval bumper sticker	25	FREE	
	Promotional Items, VFW ask me how to join bumper sticker	25	FREE	
	Eligibility Pens (maximum 5)	1	FREE	
	Door Hanger, Self-Mailers	25	\$1.00	
	Guide, Recruiter Success (pocket size)	1	\$1.00	
	Poster, "Join Now"	1	\$0.50	
	Poster, "New Post Forming"	1	\$0.50	
	Poster, "World Map of Eligibility"	1	\$0.50	
	Take Pride campaign medal flyers**	15*	\$1.50	
	Guide, Recruiter Training (Student Guide)	1	\$1.50	
	Brochure, New Membership (Spanish Version)	25	FREE	
	Fact Sheet – VFW Talking Paper (Spanish Version)	1*	FREE	

\* Items marked with \* can be downloaded for free on [www.vfw.org](http://www.vfw.org)

\*\* Includes 1 each of all campaign medals that qualify veterans for VFW membership

For information and pricing on Membership items included in the Membership Product Catalog but not listed here, please contact the Membership Department. NOTE: **If you order applications only, the shipping is free.**

Sub-Total	
Shipping	
TOTAL	

### Payment Details:

PAYMENT METHOD:     Cash     Check/Money Order     Credit Card  
 Card Type:         AMEX     MasterCard     VISA     Discover  
                            Bill me (Quartermaster only)  
 Name on Card: \_\_\_\_\_  
 Credit Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Credit Card Exp. Date: \_\_\_\_ / \_\_\_\_

### Shipping Information:

Sub-Total	Shipping Cost
\$0.00 to \$10.00	\$5.00
\$10.01 to \$25.00	\$7.00
\$25.01 to \$50.00	\$11.00
\$50.01 to \$75.00	\$15.00
Over \$75.00	Call for quote

**Thank You!**



# VFW Store

**VETERANS OF FOREIGN WARS.**

34th Street - Kansas City, Missouri 64111

Website - [www.vfwstore.org](http://www.vfwstore.org)

Customer Call Center - 1-833-VFW-VETS - Fax - 816-968-1196

Order # _____
Date _____
Name _____
CCB _____
Check Amt. _____
Cash _____

For Office Use Only

DATE: \_\_\_\_\_

SHIP TO: \_\_\_\_\_

POST # \_\_\_\_\_ DEPT \_\_\_\_\_ Member # \_\_\_\_\_

CUSTOMER NAME \_\_\_\_\_  
First M.I. Last

STREET ADDRESS \_\_\_\_\_  
(Avoid using P.O. Box number)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

BUS. PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

**BILL TO: Must match credit card billing address.**

POST # \_\_\_\_\_ DEPT \_\_\_\_\_ Member # \_\_\_\_\_

CUSTOMER NAME \_\_\_\_\_  
First M.I. Last

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_

BUS. PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Stock Number	Quantity	Catalog Description of Merchandise	Price	Totals
4261		VFW Recruiting Kit	\$38.50	
4003		Post Starter Kit	\$55.00	
4002		Post Charter Kit	\$300.00	
3472		6' VFW Logo Table Cover, black with full color logo (please call VFW Store for other colors)	\$190.00	
3473		8' VFW Black Table Cover, black with full color logo (please call VFW Store for other colors)	\$250.00	

Total for Merchandise Ordered	
Missouri Resident Only - Add 8.60% Tax	
Shipping & Handling	
Balance Due from Previous Order Be Sure to Show Invoice No.	
<b>Total Amount \$</b>	

Orders may be faxed to (816) 968-1196 when using a credit card.  
When orders are faxed - To avoid duplication, PLEASE DO NOT MAIL IN ORIGINAL ORDER.



Credit Card Number:

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

SHIPPING & HANDLING	
Up to \$10.00	Add \$4.00
\$10.01 to \$25.00	\$7.00
\$25.01 to \$50.00	\$9.00
\$50.01 to \$75.00	\$11.00
\$75.01 to \$100.00	\$13.00
\$100.01 to \$200.00	\$15.00
\$200.01 to \$300.00	\$17.00
\$300.01 & Over	\$21.00
Prices effective through 8-31-19	

For your protection, do not send cash or stamps. Make check or money order payable to Veterans of Foreign Wars of the U.S.

Signed \_\_\_\_\_ Money Order No. \_\_\_\_\_ Post Check No. \_\_\_\_\_

# LEGACY LIFE MEMBERSHIP

When you become a Legacy Life Member, you are helping us strengthen the VFW - where **NO ONE DOES MORE FOR VETERANS.**

Once your Legacy Life Membership begins, an annual endowment in your name will be made to your Post, Department and the organization. You will feel confident knowing your contributions to our organization are not only helping today's veterans, but the veterans of tomorrow. Future generations will know and remember you for the sacrifices you made during your time in uniform in addition to the contributions you made as a VFW Legacy Life Member.

Three prestigious levels of Legacy Life Membership are available (Gold, Silver or Bronze). Each level offers generous benefits reserved exclusively for Legacy Life Members. For any questions regarding Legacy Life Membership, please contact the VFW Membership Department at 816-756-3390. We will gladly provide you with more information on this prestigious and rewarding membership.

**Memorial Legacy Life Memberships** You may also purchase a Memorial Legacy in the name of a deceased VFW Life Member to help future generations know and remember their sacrifice and contributions.

# What LEGACY will you LEAVE!

<b>LEGACY LIFE MEMBER INCENTIVES &amp; BENEFITS</b>	<b>BRONZE \$400</b>	<b>SILVER \$800</b>	<b>GOLD \$1,200</b>
Plated Engraved Solid Metal Legacy Life Member Card	X	X	X
Lapel & Hat Pin	X	X	X
Distinctive VFW Store Product Line for Legacy Life Members Only	X	X	X
Framed Certificate for Legacy Life Members only	X	X	X
Recognition on Internet & National Convention Program.	X	X	X
Special Plaque	X	X	X
Hat Patch & Personalized Brick at Centennial Plaza			X
VFW Store Discounts (For Personal use Only)	5%	10%	15%
Increased level of No-Cost AD&D Insurance*	\$2,000	\$3,500	\$5,000
Annual Endowment to Post, Department and National	\$6	\$12	\$18

\*Does not apply to Memorial Legacy Life Membership

**BECOME A LEGACY LIFE MEMBER.**

LEGACY LIFE MEMBERSHIP  
ACCEPTANCE FORM

Life Member No. \_\_\_\_\_

Social Security No. \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CELL \_\_\_\_\_

BRONZE  
(\$400)

SILVER  
(\$800)

GOLD  
(\$1,200)

Installment Plan - Purchase an Installment Legacy Life Membership by making four equal payments. The first payment must accompany this form and be equal to 1/4 of the level being purchased. (Bronze \$100, Silver \$200, Gold \$300). The remaining balance will be billed by National Headquarters quarterly.

Upon My Demise:  Continue the Annual Endowment  
(See Terms and Conditions - Item No. 5)

Make a One - Time Endowment



Check/MO



M.C.



Visa



Discover



American Express

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

Exp. Date:

--	--

Signature \_\_\_\_\_ Date \_\_\_\_\_

**TERMS AND CONDITIONS**

You must be a current Life Member of the VFW, or if purchasing a Memorial Legacy, the veteran in whose name it is purchased must be a deceased Life Member of the VFW.

Instructions:

- Complete the acceptance form.
- Check the level: Bronze, Silver or Gold. You may upgrade your Legacy level at any time by paying the difference to your desired level.
- If purchasing a Memorial Legacy, ensure that the name, Life Member number, and Social Security Number are those of the veteran in whose name the Memorial Legacy is being purchased.
- Payment options: check or credit card - payment in full.
- Installment option: purchase an Installment Legacy Life Membership by making four equal payments. The first payment must accompany this form and be equal to 1/4 of the level being purchased (Bronze \$100, Silver \$200 and Gold \$300). The remaining balance will be billed by National Headquarters quarterly.
- Choose the endowment:
  - One-time Endowment payment: upon your death, the principal amount of your Legacy will be paid in equal amounts to your Post, Department and the National organization, as applicable.
  - Annual Endowment: the Legacy level payment will continue annually after your death. Memorial Legacies must be purchased as an Annual Endowment.
- Enclose check, money order or credit card information for payment.
- Mail the acceptance form, along with a check, money order or credit card information to the Veterans of Foreign Wars National Headquarters at the address located next to this column.

**PLEASE SELECT ONE:**

- Yes, I wish to become a Legacy Life Member of the VFW.
- I am purchasing a Memorial Legacy in the name of a deceased VFW Life Member.

MY NAME \_\_\_\_\_

Mail to:

**Veterans of Foreign Wars  
National Headquarters—Membership  
406 W. 34<sup>th</sup> Street  
Kansas City, MO 64111-2778**

For any questions regarding Legacy Life Membership, please contact the VFW Membership Department at 816-756-3390. We will gladly provide you with more information on this prestigious and rewarding membership.

# STATE AWARDS for INDIVIDUALS

**J. T. Rutherford Award**—Selected by previous recipients in memory of Past State Commander and U.S. Congressman J. T. Rutherford, a distinctive medal will be presented to three (3) Outstanding Members of the Department of Texas Veterans of Foreign Wars for their past and present contribution to our organization. (No nominations are needed.)

**Past State Commanders Award**—Selected by the Past State Commanders in recognition of an outstanding District Commander that has met certain membership and program requirements. (No nominations are needed.)

**Immediate Past District Commander Award**—This award will be presented to the Outstanding Immediate Past District Commander who has given the greatest assistance to the current District Commander. Selection will be based on written recommendation from the current District Commander or Department Officers. See entry instructions on next page.

**Danny Henry Award**—Past State Commander Danny Henry or his representative will present an award to the Top Post Commander in Texas as determined by All-State points who has not previously received the award. The winner will receive a plaque at the State Convention Awards Banquet. (No nominations are needed.)

**Outstanding Chaplain Award**—In memory of Past State & National Chaplain Bill Moody, the Department of Texas offers the Chaplain Moody Award. A plaque will be presented to the District or Post Chaplain selected from written nominations received at Department Headquarters from Post Commanders, District Commanders, or Department Officers. See entry instructions on next page.

**Glen M. Gardner, Jr., Outstanding Quartermaster Award**—Named after Past State Adjutant/Quartermaster and Past Commander-in-Chief Glen M. Gardner, Jr. This award will be presented to the District or Post Quartermaster selected from written nomination received at Department Headquarters from Post Commanders, District Commanders, or Department Officers. The overall performance of the Post considering such things as timeliness of transmittals, audits, and other forms may also be used in the determination of the winner. See entry instructions on next page.

**Mack Johnson Award**—Awarded to any District Commander that has all Posts in their respective District at 100% or better by June 30<sup>th</sup>.

**Outstanding Post Service Officer Award**—This award is given annually to the VFW Post Service Officer who does an outstanding job in representing and assisting veterans, widows, and/or their dependents. No employed Service Officer (County, Department, etc.) is eligible to receive this award. Written recommendations must be sent to VFW Department Headquarters. See entry instructions on next page.

**Outstanding Auxiliary Member Award**—A plaque will be presented by the Department of Texas to the outstanding member of the Auxiliary who has made the greatest contribution to the VFW. Nominees will be judged on contribution to the VFW only through such things as work in Post, joint chairmanship, etc. Nominees will be judged from written recommendations from Post Commander, District Commander, or Department Officers. See entry instructions on next page.

**POW/MIA Award**—In memory of Past State Commander Robert J. “Tiger” Lyons, a former World War II POW, the Post most active in promoting the POW/MIA Program will be presented a plaque at the State Convention.

**ALL-STATE AWARD:** All-State Post Commanders and Quartermasters will be eligible to receive: an All-State cap, a lapel pin, and a distinctive medal, and plaque (All-State caps, etc. will not be ready until OTS).

**REMINDER: All deadlines in this SOP (unless stated otherwise) are May 1, 2023.**

**Updated: July 15, 2022**

# STATE AWARDS ENTRY CRITERIA

Each year, the Department of Texas Veterans of Foreign Wars (VFW) selects a winner for the below State level awards based on nominations. All entries must be submitted directly to Department Headquarters. Only one person will be eligible to compete in each category. Deadline for receipt of entries at Department of Texas Headquarters is **May 1, 2023**.

State winners shall receive a special recognition plaque. To receive award, winners must be in attendance at the State Convention Banquet.

## **All entries must contain the following documentation:**

- State Award Nomination Form (located on next page).
- Nomination letter on Post/District letterhead containing the candidate's name, title, address, telephone and identifying the award for which the individual should be considered.
- One page essay of 350 words or less describing why the candidate should be considered for the award.  
*(You may include other documentation such as photos and letters, cancelled checks, etc.)*

A Post/District may nominate an individual for the following State level awards described on the previous page.

**Past District Commander Award**—For Immediate Past District Commanders

**Outstanding Chaplain Award**—For Post or District Chaplains

**Outstanding Quartermaster Award**—For Post or District Quartermasters

**Outstanding Service Officer Award**—For Post or District Service Officers

**Outstanding Auxiliary Member Award**—For Auxiliary members

**POW/MIA Award**—For VFW Posts (Post may self nominate)

**Do not send nominations prior to April 1, 2023.**

**DEADLINE: May 1, 2023**

**2022-2023**  
**STATE AWARD NOMINATION FORM**

Attach to front of essay on nominee, not to exceed 350 words on one page.

Post #: \_\_\_\_\_ City: \_\_\_\_\_ District #: \_\_\_\_\_

Name of Individual or Post: \_\_\_\_\_

Nominated for: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signature - Commander: \_\_\_\_\_

Commander Name (print): \_\_\_\_\_

Commander Phone #: (\_\_\_\_\_) \_\_\_\_\_

**Do not send nominations prior to April 1, 2023.**

**Must be received (not postmarked) at Department no later than  
5:00 PM - May 1, 2023**

MAIL TO:  
**TEXAS VFW  
PO BOX 14468  
AUSTIN, TX 78761**

# DISTRICT FORMS





# DISTRICT MEETING REPRESENTATIVE REQUEST

VFW District #: \_\_\_\_\_ Date of District Meeting (Month & Day(s)): \_\_\_\_\_

Host Post & Location of Meeting: \_\_\_\_\_

**Person in Charge of Meeting Arrangements.** *(This person will receive the publicity information on the Department Representative.)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post #: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**CHOICES FOR DEPARTMENT REPRESENTATIVE (Leave blank if you have no preference, write 'none' if you do not want one.)**

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

The name, address, telephone number, photograph, and biographical sketch of the assigned Department Representative will be emailed to the person listed above as in charge of District Meeting arrangements, with a copy of **LETTER ONLY** being sent to the District Commander approximately one (1) month in advance of the District Meeting date. If you feel you need this information sooner, please contact Taylor Engle, Administrative Assistant, at Department Headquarters.

This request form should be sent to Department Headquarters, PO Box 14468, Austin, Texas 78761, as soon as possible. **It is strongly recommended that a request for ALL District Meetings during the year be sent to Department Headquarters by September 1<sup>st</sup>.** This will allow for better planning and advance notice of District Meetings.

**ONLY REQUESTS SIGNED BY THE DISTRICT COMMANDER WILL BE HONORED.**

Any changes **MUST** also be submitted by the District Commander.  
A separate request form **MUST** be submitted for each District Meeting.

District Commander Signature: \_\_\_\_\_

All assignments will be made by the Department Commander with consideration being given to the date request was received at Department Headquarters and the availability of Department Representative requested.

Date Received at Department Headquarters: \_\_\_\_\_

# DISTRICT REPORT OF TRAINING

**DISTRICT #:** \_\_\_\_ **DISTRICT COMMANDER:** \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Instructors: \_\_\_\_\_

List of attendees:

Print Name	Signature	Position	Post #

Use additional copies as necessary. Email or mail to Department Headquarters immediately following District Training to [reports@texasvfw.org](mailto:reports@texasvfw.org) or Texas VFW, P.O. Box 14468, Austin, Texas 78761.

District Commander Signature: \_\_\_\_\_

## **ADDITIONAL DISTRICT REQUIREMENTS**

See page 31 for Trustee’s Report of Audit form.

See pages 32-36 for Quartermaster Bonding information and forms.

See page 38 for Texas VFW MAP donation form.

See page 39 for Texas VFW National Home “Texas House” donation form.

See page 42-43 for information on Internal Revenue Service Return of Organization Exempt From Income Tax Form 990.

<b>DISTRICT MEMBERSHIP DIVISIONS and Military Assistance</b>		
<b>Division 1</b>	<b>3,000+</b>	<b>\$200</b>
<b>Division 2</b>	<b>2,200 - 2,999</b>	<b>\$175</b>
<b>Division 3</b>	<b>1,600 - 2,199</b>	<b>\$150</b>
<b>Division 4</b>	<b>1,200 - 1,599</b>	<b>\$125</b>
<b>Division 5</b>	<b>1,000 - 1,199</b>	<b>\$100</b>

# VETERANS OF FOREIGN WARS OF THE UNITED STATES DISTRICT INSPECTION FORM

<b>DISTRICT #</b>	<b>DEPARTMENT</b>	<b>INSPECTION DATE</b>
-------------------	-------------------	------------------------

- 1) HAS THE DISTRICT ADOPTED ADDITIONAL BY-LAWS IN ACCORDANCE WITH SECTION 402 OF THE NATIONAL BY-LAWS?.....  YES  NO  
 a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: \_\_\_\_\_
- 2) IS THE DISTRICT INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BY-LAWS?.....  YES  NO  
 a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: \_\_\_\_\_  
 b) DATE FILED WITH APPROPRIATE STATE OFFICIALS: \_\_\_\_\_  
 c) NAME OF INCORPORATED UNIT: \_\_\_\_\_
- 3) NUMBER OF POSTS IN THE DISTRICT: \_\_\_\_\_
- 4) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 416 OF THE NATIONAL BY-LAWS?.....  YES  NO
- 5) DOES THE DISTRICT ADJUTANT...
  - a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT?.....  YES  NO
  - b) MAINTAIN A FILE OF DISTRICT MEETING MINUTES AFTER CORRECTION AND APPROVAL?.....  YES  NO
  - c) MAINTAIN A FILE OF CURRENT ORDERS OR CIRCULARS ISSUED FROM HIGH AUTHORITY?.....  YES  NO
  - d) MAINTAIN A CORRESPONDENCE FILE?.....  YES  NO
  - e) MAINTAIN A FILE CONTAINING PROOF OF ELIGIBILITY SUBMITTED BY OFFICERS?.....  YES  NO
  - f) MAINTAIN A CURRENT COPY OF DISTRICT, DEPARTMENT, AND NATIONAL BY-LAWS?.....  YES  NO
- 6) DOES THE DISTRICT MEET IN ACCORDANCE WITH SECTION 403 OF THE NATIONAL BY-LAWS?.....  YES  NO  
 a) DATE OF LAST SCHOOL OF INSTRUCTION: \_\_\_\_\_
- 7) ARE ALL COMMITTEE REPORTS READ AT DISTRICT MEETINGS?.....  YES  NO
- 8) ARE PROGRAM REPORTS SUBMITTED IN ACCORDANCE WITH DEPARTMENT BY-LAWS & GUIDELINES?.....  YES  NO  
 a) DATE OF LAST REPORT SUBMISSION: \_\_\_\_\_
- 9) DOES VOTING PROCEDURE CONFORM TO SECTION 421 OF THE NATIONAL BY-LAWS?.....  YES  NO
- 10) ARE DISTRICT FUNDRAISING ACTIVITIES CONDUCTED IN ACCORDANCE WITH SECTION 414 OF THE NATIONAL BY-LAWS?.....  YES  NO
- 11) DOES THE DISTRICT HAVE A LADIES AUXILIARY? .....  YES  NO  
 a) IS THERE PROPER COOPERATION BETWEEN THE DISTRICT AND ITS AUXILIARY UNIT?.....  YES  NO
- 12) DO THE TRUSTEES, IN ACCORDANCE WITH SECTION 418(a)(7)(a), AUDIT ALL BOOKS AND RECORDS OF THE DISTRICT QUARTERMASTER, DISTRICT ADJUTANT AND ANY ACTIVITY, OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF THE DISTRICT?.....  YES  NO  
 a) DATE OF LAST AUDIT: \_\_\_\_\_
- 13) DISTRICT FUNDS:
 

<ol style="list-style-type: none"> <li>a) BALANCE OF ALL CHECKING ACCOUNTS \$ _____</li> <li>b) BALANCE OF ALL SAVINGS ACCOUNTS \$ _____</li> <li>c) BALANCE OF ALL CD &amp; BOND ACCOUNTS \$ _____</li> <li>d) ALL OTHER ACCOUNT TYPES \$ _____</li> <li>e) TOTAL OF ALL ACCOUNTS \$ _____</li> <li>f) AMOUNT OF QUARTERMASTER BOND \$ _____</li> </ol>	<ol style="list-style-type: none"> <li>g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO</li> <li>h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)? <input type="checkbox"/> YES <input type="checkbox"/> NO</li> </ol>
--	--
- 14) NAME OF BONDING COMPANY: \_\_\_\_\_ EXPIRATION DATE OF BOND: \_\_\_\_\_
- 15) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BY-LAWS).....  YES  NO
- 16) DOES THE DISTRICT QUARTERMASTER...
  - a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT?.....  YES  NO
  - b) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS?.....  YES  NO
  - c) REPORT ON TRANSACTIONS CONCERNING RECEIPTS AND EXPENDITURES AT DISTRICT MEETINGS?.....  YES  NO
  - d) COLLECT ANNUAL DISTRICT DUES?.....  YES  NO  
 e) AMOUNT PER MEMBER PER POST: \_\_\_\_\_
  - f) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUTES?.....  YES  NO
  - g) DATE OF LAST IRS FORM 990 FILING: \_\_\_\_\_ IS THE 990 FILING AVAILABLE FOR PUBLIC INSPECTION?.....  YES  NO
- 17) ARE SIGNATURES AUTHORIZING THE DISBURSEMENT OF FUNDS DONE IN ACCORDANCE WITH DISTRICT BY-LAWS?.....  YES  NO
- 18) ARE CHECKS PRE-SIGNED BY ANY AUTHORIZED OFFICER?.....  YES  NO
- 19) ARE ALL EXPENDITURES VOTED ON BY THE GOVERNING BODY (AS DEFINED IN SECTION 404 & 421 OF THE NATIONAL BY-LAWS) AND APPROVED BY THE DISTRICT COMMANDER?.....  YES  NO
- 20) DOES THE DISTRICT OWN REAL PROPERTY?.....  YES  NO  
 a) APPRAISED VALUE: \$ \_\_\_\_\_ MONTHLY PAYMENT: \$ \_\_\_\_\_ AMOUNT OWED: \$ \_\_\_\_\_  
 b) TITLE HOLDER: \_\_\_\_\_
- 21) DOES THE DISTRICT CARRY ALL PROPER TYPES OF INSURANCE?.....  YES  NO  
 a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL INSURED'S?.....  YES  NO
- 22) DOES THE DISTRICT RETAIN DOCUMENTS IN ACCORDANCE WITH THE DEPARTMENT'S DOCUMENT RETENTION POLICY?.....  YES  NO
- 23) DISTRICT FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN): \_\_\_\_\_

INSPECTOR COMMENTS (INCLUDE EXPLANATION(S) OF ALL "NO" ANSWERS):

DISTRICT COMMANDER: \_\_\_\_\_  
PRINT AND SIGN

INSPECTOR: \_\_\_\_\_  
PRINT AND SIGN

The Inspector shall provide a copy of each inspection to the District Commander and Department Inspector and set forth therein any constructive criticism and recommendations.  
 MAINTAIN IN DISTRICT FILE AS A PERMANENT RECORD

# **INSTRUCTIONS FOR PROPERLY SUBMITTING DISTRICT ELECTION REPORTS**

The 2022/2023 District Election Report is to be completed by the outgoing District Adjutant or District Quartermaster during or immediately following the election meeting on the VFW National website Online Membership System (OMS).

## **Some of the things you will need:**

- District Officers Membership Information to include current **personal** contact information, membership number, and cap size.
- District website and email information if the District has one or both.
- District Federal Employer Identification Number (EIN).
- District Commander's named appointments for Adjutant, Service Officer and other offices. It is necessary that the District use this form in reporting its officers for the 2022/2023 VFW Administrative Year. All Election Reports should be completed online in **the VFW National website OMS System**.

**Questions regarding the District Election Report can be answered by calling Wyonda Laurence, Department Secretary, at (512) 834-8535, extension 103.**

**Deadline Date is June 1, 2023**

**State Commander Toomer will appoint a Department Representative to conduct the District Inspection.**

# DISTRICT REPORTING GUIDELINES

## USE THE FOLLOWING INFORMATION TO COMPLETE THE DISTRICT PARTICIPATION SUMMARY REPORT FORM:

The guidelines listed below are intended to help clarify the Patriot's Pen (PP) Award reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit:

### DISTRICT PARTICIPATION SUMMARY REPORT FORM

**POST NUMBER:** List each Post by their Post number that participated and submitted a Post winner to District for judging in this box.

**POST AUXILIARY:** Does the Post have an Auxiliary? Indicate with a yes or no in this box.

**NUMBER OF PARTICIPATING STUDENTS:** Indicate how many students participated in the Post PP program.

**NUMBER OF POST WINNERS ADVANCED:** There is one winner for every 15 entries, i.e. – 7 entries = 1 winner; 16 entries = 2 winners; 147 entries = 10 winners. Divide number of entries by 15 and round up to get this number.

**SCHOLARSHIP AMOUNT:** List total of scholarships given to Post winners.

**ADDITIONAL MONEY SPENT:** Total amount spent to promote program and recognize winners.

### GRAND TOTALS SECTION

**NUMBER OF POSTS and AUXILIARIES:** List total number of Posts and Auxiliaries that participated in their respective box.

**TOTAL NUMBER OF PARTICIPATING STUDENTS:** Add up all the entries submitted to all listed Posts.

**TOTAL NUMBER OF WINNERS ADVANCED:** Add up all of the Post winners advanced to District judging from each Post. A Post may submit one (1) winner for every 15 entries.

**SCHOLARSHIPS AND ADDITIONAL MONEY SPENT:** Total dollar values of awards presented to PP award participants at Post level. All additional monies spent in conducting their program (banquet, gifts, medals, citations, etc.).

**MONETARY VALUE OF DISTRICT CONTRIBUTIONS DISTRICT SCHOLARSHIPS:** Amount that the District gave in scholarship to the District winner.

**DISTRICT ADDITIONAL EXPENSES:** All additional monies spent in conducting the program at the District level (banquet, gifts, medals, citations, etc.)

### SIGNATURES

**SIGNATURES OF THE DISTRICT CHAIR, AUXILIARY PRESIDENT AND DISTRICT COMMANDER ARE NEEDED TO VERIFY AND CERTIFY REPORT IS COMPLETE AND ACCURATE.**

**District Chair:** The District winner's materials that need to be forwarded to the State Chair (immediately after the District judging is complete) are:

The completed and signed Post Summary Report Form of every Post in the District that legitimately participated in the PP Program.

District winner's original entry form with all signatures.

District winner's essay.

Good quality head and shoulders 5x7 or 8x10 color photograph. (Color Copies or Low Grade Computer Printouts Will Not Be Accepted).

The completed and signed District Summary Report Form.

**Each District may submit only one (1) winner to Department Headquarters.**



### Patriot's Pen Scoresheet

Program Year

--

**Theme Knowledge:** Shows knowledge of the theme and use of research.

**Theme Development:** Answers relevant facts - who, what, where, when, and why. Relates to the writer's own experiences.

**Clarity of Ideas:** Provides a clear explanation of the writer's interpretation of the theme.

Contestant Code Number:																					
Theme Knowledge (0 to 30 points):																					
Theme Development (0 to 35 points):																					
Clarity of Ideas (0 to 35 points):																					
<b>Total (0 to 100 points):</b>																					

Contestant Code Number:																					
Theme Knowledge (0 to 30 points):																					
Theme Development (0 to 35 points):																					
Clarity of Ideas (0 to 35 points):																					
<b>Total (0 to 100 points):</b>																					

Contestant Code Number:																					
Theme Knowledge (0 to 30 points):																					
Theme Development (0 to 35 points):																					
Clarity of Ideas (0 to 35 points):																					
<b>Total (0 to 100 points):</b>																					

---

Judge's Signature

Date and location of judging

# 2022-2023 DISTRICT PATRIOT'S PEN PARTICIPATION SUMMARY REPORT

DISTRICT NO. \_\_\_\_\_

GRAND TOTALS FOR POST COMPETITION:				
# of Posts	# of Auxiliaries	Total # of Students	Total # of Winners	Amount of Expense
12345	Yes	12	1	\$14.95
\$				

MONETARY VALUE OF DISTRICT CONTRIBUTIONS	
District Scholarships	\$
District Additional Expense	\$

The VFW Posts and Auxiliaries identified in this report participated in the VFW annual Patriot's Pen Program.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*District VOD Committee Chair*

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*District Auxiliary President*

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*District Commander*

## CHECKLIST

Items to send with this report to Department HQ.

- Post Summary Report form from every Post listed.
- District winner's original entry form with all signatures.
- District winner's of essay.
- Color photograph 5 x 7 or 8 x 10, No computer printouts
- This page completed with all signatures.

All items on this list must be submitted with this report to Department HQ by deadline of **December 1, 2022**. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post and/or the District.

Send entire package to your Department Headquarters.

Texas VFW 8503 N. IH—35, Austin, Texas 78753

**Must be received by deadline of 5:00 PM December 1, 2022.**

Post #	Does Post have a Ladies Auxiliary (Yes or No)	# of Participating Students	# of Post Winners Advanced	Scholarships Amount	Additional Money Spent
12345	Yes	12	1	\$100	\$14.95

**FRAUD ALERT:** Most people are not aware how the accuracy of correct reporting is important for providing official reports to VFW National Administration, the IRS, and to our donors and supporters. It is imperative that we maintain accurate and consistent information on the correct report forms. Do not allow Posts to share entries with other Posts that did not work the program as this is a violation of the National Bylaws and IRS regulations.



# DISTRICT REPORTING GUIDELINES

## USE THE FOLLOWING INFORMATION TO COMPLETE THE DISTRICT PARTICIPATION SUMMARY REPORT FORM:

The guidelines listed below are intended to help clarify the Voice of Democracy Award reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit:

### DISTRICT PARTICIPATION SUMMARY REPORT FORM

**POST NUMBER** List each Post by their Post number that participated and submitted a Post winner to District for judging in this box.

**POST AUXILIARY** Does the Post have an Auxiliary? Indicate with a yes or no in this box.

**NUMBER OF PARTICIPATING STUDENTS** Indicate how many students participated in the Post VOD program.

**NUMBER OF POST WINNERS ADVANCED** There is one winner for every 15 entries. i.e.— 7 entries = 1 winner<sup>?</sup>. 16 entries = 2 winners; 147 entries = 10 winners. Divide number of entries by 15 and round up to get this number.

**SCHOLARSHIP AMOUNT** List total of scholarships given to Post winners.

**ADDITIONAL MONEY SPENT** Total amount spent to promote program and recognize winners.

### GRAND TOTALS SECTION

**NUMBER OF POSTS and AUXILIARIES** List total number of Posts and Auxiliaries that participated in their respective box.

**TOTAL NUMBER OF PARTICIPATING STUDENTS** Add up all the entries submitted to all listed Posts.

**TOTAL NUMBER OF WINNERS ADVANCED** Add up all of the Post winners advanced to District judging from each Post. A Post may submit one winner for every 15 entries.

**SCHOLARSHIPS AND ADDITIONAL MONEY SPENT** Total dollar values of awards presented to VOD award participants at Post level. All additional monies spent in conducting their program (banquet, gifts, medals, citations, etc.).

**MONETARY VALUE OF DISTRICT CONTRIBUTIONS DISTRICT SCHOLARSHIPS** Amount that the District gave in scholarship to the District winner.

**DISTRICT ADDITIONAL EXPENSES** All additional monies spent in conducting the program at the District level (banquet, gifts, medals, citations, etc.)

### SIGNATURES

**SIGNATURES OF THE DISTRICT CHAIR, AUXILIARY PRESIDENT AND DISTRICT COMMANDER ARE NEEDED TO VERIFY AND CERTIFY REPORT IS COMPLETE AND ACCURATE.**

**District Chair:** The District winner's materials that need to be forwarded to the State Chair (immediately after the District judging is complete) are:

**The completed and signed Post Summary Report Form of every Post in the District that legitimately participated in the VOD Program.**

**District winner's original entry form with all signatures.**

**District winner's audio (Cassette tape or CD) recording of their 3-5 minute essay.**

**Good quality head and shoulders 5x7 or 8x10 color photograph. (Color Copies or Low Grade Computer Printouts Will Not Be Accepted).**

**The completed and signed District Summary Report Form.**

**Additionally—VOD Student Travel Form and Student's Social Security Number will need to be provided to Department Headquarters by January 12, 2023, if your District winner is selected as one of the Top Ten in State competition. Social Security Number is used as an identifier for scholarship payments. Department is not responsible for student travel to and from Omni Corpus Christi Hotel.**

**Each District may submit only one winner to Department Headquarters.**



# Voice of Democracy Scoresheet

Program Year

Originality: Treatment of the theme should show imagination and human interest.

Content: Ideas are expressed clearly and in an organized manner.

Delivery: Speaking voice is clear and credible.

Contestant Code Number:																								
Originality (0 to 30 points):																								
Content (0 to 35 points):																								
Delivery (0 to 35 points):																								
Total (0 to 100 points):																								

Contestant Code Number:																								
Originality (0 to 30 points):																								
Content (0 to 35 points):																								
Delivery (0 to 35 points):																								
Total (0 to 100 points):																								

Contestant Code Number:																								
Originality (0 to 30 points):																								
Content (0 to 35 points):																								
Delivery (0 to 35 points):																								
Total (0 to 100 points):																								

Judge's Signature

Date and location of judging

# 2022-2023 DISTRICT VOICE OF DEMOCRACY PARTICIPATION SUMMARY REPORT

DISTRICT NO. \_\_\_\_\_

## GRAND TOTALS FOR POST COMPETITION:

# of Posts	# of Auxiliaries	Total # of Students	Total # of Winners	Amount of Scholarships	Amount of Expense
				\$	\$

## MONETARY VALUE OF DISTRICT CONTRIBUTIONS

District Scholarships	\$	District Additional expense

The VFW Posts and Auxiliaries identified in this report participated in the VFW annual Voice of Democracy Program.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*District VOD Committee Chair*

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*District Auxiliary President*

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
*District Commander*

### CHECKLIST

**Items to send with this report to Department HQ.**

- Completed and Signed Post Summary Report from all Posts that Participated.
- District winner's original entry form with all signatures.
- District winner's audio (tape or CD) recording of essay.
- Color photograph 5 x 7 or 8 x 10, No computer printouts
- This page completed with all signatures.

All items on this list must be submitted with this report to Department HQ by deadline of December 1, 2022. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post and/or the District.  
 Send entire package to your Department Headquarters.

Texas VFW 8503 N. IH-35, Austin, Texas 78753

**Must be received by deadline of 5:00 PM December 1, 2022.**

Post #	Does Post have a Ladies Auxiliary (Yes or No)	# of Participating Students	# of Post Winners Advanced	Scholarships Amount	Additional Money Spent
12345	Yes	12	1	\$100	\$14.95

**FRAUD ALERT:** Most people are not aware how the accuracy of correct reporting is important for providing official reports to VFW National Administration, the IRS, and to our donors and supporters. It is imperative that we maintain accurate and consistent information on the correct report forms. Do not allow Posts to share entries with other Posts that did not work the program as this is a violation of the National Bylaws and IRS regulations.