TEXAS VFW

STANDARD OPERATING PROCEDURES

2021-2022

Norman Macey
Department of Texas VFW
State Commander

Comrades,

The Bible tells us to give honor where honor is due. We all owe Past State Commander Keith King and Immediate Past State Commander Dick Shawver a tremendous amount of gratitude for the work they did. They both faced a lot of challenges, but none greater than Covid -19. Commander King keep the ship afloat when this crisis first started. He refused to let us give up. He started our fight and then turned the fight over to Commander Shawver.

When the Governor of Texas failed to identify the VFW as "Essential", Commander Shawver rallied the troops when we were shut-down. With the Texas Legislators in session, it was "all hands on deck." From gaining the services of a Lobbyist to hiring a Legislative Affairs / Public Relations person, to testifying on the State Senate floor, he led the charge. And through all of the challenges, both Commanders kept the need to keep our Membership front and center. Thank you both.

I campaigned on the theme Build – Bridge – Belong. We must continue to build on the foundation that our comrades left us. We must bridge over any obstacles that are holding us back. And we must make certain that **all** of our members know that they belong and they can succeed in our VFW.

We should have all learned that "Business as usual will no longer get it done," Many of our Post did adapt and overcame the closures, some didn't. Comrades, "If we don't run our Post like a business, we will be out of business. "If we don't have a vision for the future, we will not have a future. "We were not elected to rule, we were elected to serve." We can learn from the past and have a successful future.

I'm asking each one of you to lace up those old boots, throw on that old pack and join me in another battle. We are going to "War for Membership". It is our biggest hope for our future. If we truly believe that "No One Does More for Veterans" (and I do) we must have members. Consider yourself a member of the Texas Membership Committee.

Please review and carefully study this SOP, the All State – All American, and Membership Programs. There are changes! There's many opportunities and incentives to work for, so let's get it done. I'm guided by the voice of my late uncle Bishop Franklin Jones, "It's amazing what can get done when no one cares who gets the credit." Let's have a successful year for our VFW. God bless you, your family, our troops, and our United States of America.

Yours in Comradeship

Norman J. Macey III

VFW DEPARTMENT OF TEXAS

8503 North Interstate Highway 35
Austin, Texas 78753

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vfw@texasvfw.org
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
Taylor Engle	VFW Administrative Assistant	Ext. 101	taylor@texasvfw.org
Dan West	State Adjutant/Quartermaster	Ext. 102	dan@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	Texas VFW Legislative Director	Ext. 107	mitch@texasvfw.org

State Service Officers

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

Texas VFW Foundation

Main Number (512) 291-6850 Fax Number (512) 834-9232

Beth Creasey	Foundation Manager	Ext. 200	beth@texasvfw.org
Miles Nelson	VAP Program Coordinator	Ext. 201	miles@texasvfw.org
Kristina Dickerson	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

Glenna Alexander	State Auxiliary Secretary	Ext. 301	secretary@texasvfwaux.org
JoElla 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 D.C. 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

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STATE COMMANDERS MEMBERSHIP AND ALL STATE PROGRAM BOOK

TEXAS VFW STATE HEADQUARTERS
ELECTED AND APPOINTED OFFICERS
ELECTED STATE LEADERS

Norman Macey	State Commander	713-818-4302	njmaceyiii@aol.com
Carl L. “Lynn” Toomer	State Senior Vice Commander	817-719-6648	lynn.toomer@yahoo.com
Larry Sanders	State Junior Vice Commander	956-645-6345	larrysan4444@gmail.com
Dan West	State Adjutant/Quartermaster	512-834-8535	dan@texasvfw.org
Keith King	State Judge Advocate	325-642-2066	keithd.king@yahoo.com
Gerard “Jerry” Greene	State Surgeon	214-718-1682	gerardpgreene@gmail.com
Michael Foy Day	State Chaplain		foyday@aol.com
Richard “Dick” Shawver	Immediate Past State Commander	903-714-8553	dickshawver@gmail.com

APPOINTED STATE OFFICERS

Lupita Perez	State Chief of Staff	956-292-8416	cavgirl64@yahoo.com
John E. Shipley	State Inspector	830-200-6211	john.shipley1955@att.net
Stephen Biehl	Deputy State Inspector 5, 6, 16, 24	281-413-2695	formermarine@msn.com
Greg Brannan	Deputy State Inspector 13, 18, 20	210-488-5250	gbrannan18@gmail.com
Dave Walden	Deputy State Inspector 14, 21, 28, 29	254-368-8500	commander@vfw10427.org
William Fuzi	Deputy State Inspector 1, 3, 12, 30	760-505-2976	williamfuzi@yahoo.com
Phillip Dubois	Deputy State Inspector 2, 4, 17, 19	979-575-7780	pjdlmt@yahoo.com
Roy Grona	Deputy State Inspector 8, 9, 10, 25	512-627-3108	msggrona@gmail.com
Lonnie Garza	State Officer of the Day	830-477-9521	lonniegarza@att.net

MEMBERSHIP

Eddie Terry	Membership Chairman	817-776-1973	Eddie.l.terry@gmail.com
Thomas Anderson	State Motorcycle Group Chair	651-894-3538	vfwmgtxchair@gmail.com
William “Bill” Oaks	Mentoring	214-417-4968	billnav67@gmail.com
Robert LaFleur	Mentoring	403-313-0502	d2commander2020@yahoo.com

PROGRAMS

John Jowers	Community Service Chair	512-834-8535	john@texasvfw.org
James Briggs	State Homeless Veterans Chair	972-824-0507	j_briggs@sbcglobal.net
Carlo Davis	State POW/MIA Chairman	808-729-7959	brodavisc@yahoo.com
Frank Andrada	State Buddy Poppy Chair	512-426-6499	frankandrada@gmail.com
Bob Gear	Veterans Employment Chair	512-850-9253	predatormg1@gmail.com

ADMINISTRATIVE

Inge Conley	Budget & Finance Chair	832-567-2252	Iconley1@comcast.net
Lupita Perez	Legislative Committee Chair	956-207-2568	cavgirl64@yahoo.com
Mitch Fuller	Texas State Legislative	512-228-7074	mitch@texasvfw.org
Stephen “Steve” Evans	State Parliamentarian	806-777-1425	Steve.evanstx@att.net
Eric Shumaker	Credentials Chairman	832-244-0954	cootie181@juno.com
Gerard “Jerry” Greene	Hospitals	214-718-1682	gerardpgreene@gmail.com
Mitch Fuller	Public Relations	512-834-8535	mitch@texasvfw.org
Lavern Terbl	101st State Convention Chair	903-814-3505	lterblvfwqm1@gmail.com

Texas VFW District Commanders

District	Commanders Name	Phone #	Email
Dist. 1 Commander	James Benotti	817-374-2980	benotti@sbcglobal.net
Dist. 2 Commander	Jorg Kitchen	409-853-2091	jorg.kitchen@outlook.com
Dist. 3 Commander	Ricky Williams	972-480-2631	pawpaw1time@att.net
Dist. 4 Commander	Johnny Rubio	832-484-0963	johnnyrubio1955@yahoo.com
Dist. 5 Commander	Steven Cook	512-262-8012	ddgm2020@gmail.com
Dist. 6 Commander	Todd Richardson	361-207-4377	todd_richardson22@yahoo.com
Dist. 8 Commander	Melvin Harper	325-829-1445	melvinharper651@gmail.com
Dist. 9 Commander	Benny Guerrero	760-470-1154	vfwpostcommander2466@gmail.com
Dist. 10 Commander	Jose “Joe” Vargas	915-591-0556	jjoevargas@yahoo.com
Dist. 12 Commander	Cathy L. Small	903-452-5990	smallyankee1@aol.com
Dist. 13 Commander	Andrew Camplen	210 269-4444	afc2324@gmail.com
Dist. 14 Commander	Reese Carter	317-417-8794	r.carter1379@yahoo.com
Dist. 16 Commander	Michael Caballero	409-795-4395	cabby74@gmail.com
Dist. 17 Commander	Frank Torres	832-729-4112	ftorres1960@gmail.com
Dist. 18 Commander	Loren Pogue	956-463-8319	l.pogueusmc@att.net
Dist. 19 Commander	Joel H. Pipes	936-707-0575	joelpipes@yahoo.com
Dist. 20 Commander	William Smith	210-326-2228	csmsapd@satx.rr.com
Dist. 21 Commander	Manny Leal	609-234-3488	lealm7301@outlook.com
Dist. 24 Commander	John “Jack” Mageluzzo	361-552-3003	jackmag@cableone.net
Dist. 25 Commander	Mel Parker	432-230-0057	mptx@sbcglobal.net
Dist. 28 Commander	Ray A. Sanchez	512-869-7506	ray58@hotmail.com
Dist. 29 Commander	Christopher Davis	254-301-2339	streetstocker77@gmail.com
Dist. 30 Commander	William “Bill” Malone	903-368-0386	sgmmalone@aol.com

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	2008-2009	2120 Bandera Path TR	Round Rock	TX	78665	512-627-3185

Living Past Texas VFW State Commanders

NAME	YEAR	ADDRESS	CITY		ZIP	PHONE
James Nier	1989-1990	806 Champions Pt	Pflugerville	TX	78660	512-990-9198
N.F. "Red" Layne	1997-1998	501 E McKay St	Troup	TX	78789	903-517-1200
Doug Bell	1998-1999	2909 Wenwood Dr.	Abilene	TX	79606	325-692-7325
Buddi 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 Ashprington 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	PO Box 877	Hutto	TX	78634	512-738-1902
Peyton Lumpkin	2016-2017	2207 Blue Water Bay Dr.	Katy	TX	77494	281-693-6545
Inge Conley	2018-2019	17411 Ebeys 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

In Memory of Past State Commanders

1921-22	Dr. R. H. Mcleod
1922-23	Pat Kevton
1923-24	Frank G. Harmon
1924-25	Arthur M. Risdon
1925-26	Dan F. Conner
1926-27	Thomas L. Manion
1927-28	Thomas S. Mills
1928-29	C.H. Fitzerald
1929-30	C.C. Webner
1930-31	E.U. Bradley
1931-32	Harry F. Stuckey
1932-33	Earl Clements
1933-35	Eddie A. Heil
1935-36	Max C. Walz
1936-37	E.E. Wiseman
1937-38	Arthur Dodds
1938-40	Don Dunlavey
1940-41	Tom Carter
1941-43	R.A. Duryea
1944-45	Dr. D.L. Meyers
1945-46	Horace Shelton
1946-47	J. Henry Perry
1947-48	Roger Q. Evans
1948-49	S.A. Childress
1949-50	Julian Dickerson
1950-51	J.T. Rutherford
1951-52	J. Warren Hoyt
1952-53	Johnnye U. Foster
1953-54	Juston Morrow
1954-55	John McKelvey
1955-56	Ted Connell
1956-57	J.W. Cole
1957-58	T.C. Selman
1958-59	Doyle Willis
1959-60	Oscar B. Jones
1960-61	Victor L. Afflerbach
1961-62	Peter Stack
1962-63	Carter Younts
1963-64	James Starkey
1964-65	Ed Krenek
1965-66	L.N. Kirkpatrick
1966-67	John Paul Keelan
1967-68	Harold Rodgers
1968-69	Cleo Clayton
1969-70	Elmer F. Chappell
1970-71	Cliff Teer
1971-72	Mel Stanley
1972-73	Charles L Cannon
1973-74	W.K. Huber
1974-75	Clyde Hall
1975-76	Dave Stein
1976-77	Herman Constable
1977-78	Manny Rivas
1978-79	Robert Speake
1979-80	Shelby Surratt
1980-81	James P. Montgomery
1981-82	Charles E. Hull
1982-83	John F. Simmons
1983-84	Emmett Stelzer
1984-85	Tiger Lyons
1985-86	Earnest G Mudd
1986-87	Allen G. Grice
1987-88	Felix Longoria
1988-89	George Sparkman
1990-91	Charles S. Pearson
1991-92	R. Earl Lord
1992-93	Don Harwood
1993-94	Ferrell Warden
1994-95	Chuck E. Sinclair
1995-96	Paul H. Duff
1996-97	Alexander Vernon
1999-00	Jimmie Cantrell
2001-02	Danny Henry
2002-03	John Knapp
2003-2-04	Ron Hornsby
2004-05	John Fair

GENERAL INFORMATION

DATES TO REMEMBER
2021-2022

2021

July 15-17	Officer Training Seminar, Renaissance Hotel, Austin
July 31-Aug. 3	National Convention, Kansas City, Missouri
August TBA	Commander-in-Chief's Homecoming, TBA
September 17	POW/MIA Day
September 29	VFW Birthday
October 29-Nov.1	Southern Conference, Hilton Head Island, SC
November 11	Veterans Day (Mandatory VPR)
December 7	Pearl Harbor Day
December 31	All Post Inspections completed and received by Department Headquarters.

2022

January 19-23	Mid-Winter Conference, Corpus Christi, Texas
January 27-Feb. 3	Voice of Democracy, Washington, D.C.
Feb. 28-March 4	Legislative Conference, Washington, D.C.
March 2022	State Commanders Homecomings, March 25-26.
April 21, 2021	Texas VFW Birthday—Established April 21, 1921.
May 1	Loyalty Day (Mandatory VPR)
May 30	Memorial Day (Mandatory VPR)
June 14	Flag Day (Mandatory VPR)
June 15– 19	State Convention, Durant, OK
June 31-July 5	National Convention, Kansas City, Missouri

2021 DEADLINE DATES

Date	July
31	Deadline to receive 4th Quarter Post Audit at Texas VFW HQ.
31	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.
27	Deadline to receive VPR for Korean Armistice at Texas VFW HQ.
	September
1	Deadline to Register Post & District Service Officers & Bond Post & District Quartermasters.
30	Deadline to receive VPR for Operation Iraqi Freedom at Texas VFW HQ.
	October
1	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 1st Quarter Post Audit at Texas VFW HQ.
31	Deadline for VOD, Patriot's Pen and Special Project 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 and Special Project entries to District.
17	Deadline to receive VPR for Women in Military Service at Texas VFW HQ.
	December
1	Deadline for District to submit winning Patriot's Pen, Voice of Democracy, and Special Project entries to Texas VFW HQ.
15	Deadline for Post National Special Project winner to Texas VFW HQ.
10	Deadline to receive VPR for Veterans Day at Texas VFW HQ.
31	Deadline for Posts to order Buddy Poppies, Deadline for MAP and National Home donations. Deadline for submission of a copy of your 2020 Post IRS Form 990, 990EZ, or 990N.

2022 DEADLINE DATES

Date	January
5	Deadline to receive VPR for Pearl Harbor Day at Texas VFW HQ.
31	Deadline to receive 2nd Quarter Post Audit at Texas VFW HQ.
	February
25	Deadline to receive VPR for Vietnam Peace Accord at Texas VFW HQ.
	March
1	Deadline to submit Eagle Scout of the Year award 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.
16	Deadline to submit Post Publication to Texas VFW HQ for Publication Award.
16	Deadline to receive VPR for U.S.S. Maine at Texas VFW HQ.
29	Deadline to receive VPR for Operation Desert Storm at Texas VFW HQ.
	April
1	Deadline to submit Scout of the Year award to Texas VFW HQ.
10	Deadline to receive Community Service Record book at Texas VFW HQ.
23	Deadline to receive VPR for Kosovo Campaign at Texas VFW HQ.
30	Deadline to receive 3rd Quarter Post Audit at Texas VFW HQ.
30	Deadline to receive VPR for Somalia Operation at Texas VFW HQ.
	May
2	Election Report Deadline.
2	Deadline for ALL AWARDS with deadlines not specified otherwise to Texas VFW HQ.
	June
30	All-American Deadline.

Important Definitions & Information:

PLEASE READ CAREFULLY

The 2020-2021 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, 2022.

Post Membership Goal: For contest purposes, the **2021-22 Post Membership Goal** is the actual number used by National and reflected as membership on the National Status Sheet as of **June 30, 2022.**

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 2, 2022.***

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 By-Laws 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's & Friday's, beginning the second week of August 2021.

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: 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 membership so send in early or have the Post QM use the online membership tools at www.vfw.org to process Post membership.

DEPARTMENT DEADLINE DATES SUPERSEDE NATIONAL DEADLINE DATES

Example Status Sheet

Page 1 - Mandatory Requirements

Mandatory Requirements

District 1 Commander

James Benotti

Dist	Post	City	Current	Goal	%	Retention %	Audits: 4th Qtr June 30th	Audits: 1st Qtr September 30th	Audits: 2nd Qtr December 31st	Audits: 3rd Qtr March 31st	Quartermaster/Blanket Bond	Service Officer Registration	2020 IRS 990	General/Liquor Liability Insurance	20 Community Service	6 Youth	9 Americanism	MAP Donation	$25 Texas House	500 Buddy Poppies	Inspection	VPR's (4)	District Meeting: Training	District Meeting: Meeting	District Meeting: Convention	2022-2023 Election	Delegate & New Member Dues	Points: New Life Member	Points: New Legacy: Bronze	Points: New Legacy: Silver	Points: New Legacy: Gold	Membership Points over 100%	21 VPR Bonus Points	Total Points
1	1922	Gainesville	0	287	0.00%	0.00%								E																				
1	2150	Mc Kinney	0	317	0.00%	0.00%								E																				
1	2195	Allen	0	114	0.00%	0.00%								E																				
1	2205	Denton	0	343	0.00%	0.00%								E																				
1	2559	West Tawakoni	0	145	0.00%	0.00%								E																				
1	2772	Sherman	0	283	0.00%	0.00%								E																				
1	4011	Greenville	0	121	0.00%	0.00%								E																				
1	4380	Plano	0	287	0.00%	0.00%								E																				
1	4852	Bonham	0	115	0.00%	0.00%								E																				
1	5074	Roanoke	0	190	0.00%	0.00%								E																				
1	6205	Muenster	0	104	0.00%	0.00%								E																				
1	7426	Farmersville	0	125	0.00%	0.00%								E																				
1	7873	Pottsboro	0	271	0.00%	0.00%								E																				
1	8273	Frisco	0	203	0.00%	0.00%								E																				
1	9167	Princeton	0	51	0.00%	0.00%								E																				
1	9168	Lewisville	0	207	0.00%	0.00%								E																				
1	10460	Lake Dallas	0	104	0.00%	0.00%								E																				
			0	3267	0.00%																													

X	Completed
R	Under Review or Returned for corrections
L	Late
E	Expired Insurance/Extension of IRS 990
P	No Picture or Picture not Accepted
PL	Late & No Picture or Picture not Accepted
	Mandatory Requirements
	Allstate Requirements

As of: Wednesday, May 19, 2021 2:06:30 PM

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. A **"L"** on the stat 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.

Example Status Sheet

AllState Requirements/Community Service Data

District 1			Extra Points							Insurance		Buddy Poppy	Community Service May 1,2021 to April 30, 2022								
			Teacher	Public Safety	Medical Hero	Post Stand Down	Recruting Event #1	Recruting Event #2	4 Additional VPR's	Voice of Democracy	Patriot Pen	General Liability	Liquor Liability	Allstate Minimum Order	Paid ?	Community	Youth	Amer	Mileage	Mileage $$ Value	Hours	Hours $$ Value	Money Donated/Used to Complete Project	Total Millcage, Hours, & Donated/Spent $$
Dist	Post	City																						
1	1922	Gainesville										1/0/00	1/0/00	-1500		0	0	0	0	0	0	0	0	0
1	2150	Mc Kinney										1/0/00	1/0/00	-2000		0	0	0	0	0	0	0	0	0
1	2195	Allen										1/0/00	1/0/00	-1000		0	0	0	0	0	0	0	0	0
1	2205	Denton										1/0/00	1/0/00	-2000		0	0	0	0	0	0	0	0	0
1	2559	West Tawakoni										1/0/00	1/0/00	-1000		0	0	0	0	0	0	0	0	0
1	2772	Sherman										1/0/00	1/0/00	-1500		0	0	0	0	0	0	0	0	0
1	4011	Greenville										1/0/00	1/0/00	-1000		0	0	0	0	0	0	0	0	0
1	4380	Plano										1/0/00	1/0/00	-1500		0	0	0	0	0	0	0	0	0
1	4852	Bonham										1/0/00	1/0/00	-1000		0	0	0	0	0	0	0	0	0
1	5074	Roanoke										1/0/00	1/0/00	-1500		0	0	0	0	0	0	0	0	0
1	6205	Muenster										1/0/00	1/0/00	-1000		0	0	0	0	0	0	0	0	0
1	7426	Farmersville										1/0/00	1/0/00	-1000		0	0	0	0	0	0	0	0	0
1	7873	Pottsboro										1/0/00	1/0/00	-1500		0	0	0	0	0	0	0	0	0
1	8273	Frisco										1/0/00	1/0/00	-1500		0	0	0	0	0	0	0	0	0
1	9167	Princeton										1/0/00	1/0/00	-500		0	0	0	0	0	0	0	0	0
1	9168	Lewisville										1/0/00	1/0/00	-1500		0	0	0	0	0	0	0	0	0
1	10460	Lake Dallas										1/0/00	1/0/00	-1000		0	0	0	0	0	0	0	0	0

Insurance is current
Insurance is expiring within 30 days
Insurance has expired

Upcoming Events/Deadlines:

The National Home, Buddy Poppy, and your Map donations should be submitted by December 31st.

Your post should have (4) more Community Service reports by Feb 29, (3) Americanism Community service reports reported by Mar 30th and (2) Youth Activities reported by Jan 31st.

The signatures of all three (3) elected trustees are required for a report of the audit. There is no provision in the National By-Laws for the Commander to appoint a "Trustee Pro Tempore". If you cannot find the third trustee, then the Commander must attach a letter stating why the third trustee is not available.

Delegates and alternates for the Convention shall be elected at a regular meeting in April. Post delegate strength will be based on members in good standing on March 31st. You post delegate invoices will be mailed out in early April to the post at their post address on file with National.

Example Status Sheet

District 1			Post Veterans Project Reports																			
Dist	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 Service	Veterans Day	Pearl Harbor Day	Vietname Peace Accord	USS Maine	Op Desert Storm	Kosovo Campaign	Somalia
1	1922	Gainesville																				
1	2150	Mc Kinney																				
1	2195	Allen																				
1	2205	Denton																				
1	2359	West Tawakoni																				
1	2772	Sherman																				
1	4011	Greenville																				
1	4380	Plano																				
1	4852	Bonham																				
1	5074	Roanoke																				
1	6205	Muenster																				
1	7426	Farmersville																				
1	7873	Pottsboro																				
1	8273	Frisco																				
1	9167	Princeton																				
1	9168	Lewisville																				
1	10460	Lake Dallas																				

Example Status Sheet

Page 4 - Status Sheet Legend

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, 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 1st box "SOP, Training Materials…" 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 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: www.texasvfw.org.

VFW POST DISCUSION 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 other Post ? Join the VFW Post discussion groups\ 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 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 $37.00.**

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. Add $5.00 for each additional name and address after three, or for set-up other than pictured in sample. 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 6 weeks for printing. Made in the USA. **Starting at $28.00 for 250 or $48.00 for 500.**

2021 Podium Edition Congressional Charter, By-Laws, and Ritual 4108

Combined Congressional Charter By-Laws. Manual of Procedure and Ritual in a 5 x 8 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. CD-$5.00**

Post Service Officer Guide 4107

Current edition, wire bound, includes all detailed information every Service Officer should have at their fingertips. **As of September 2021 the Service Officer Book will no longer be published.**

VFW Regulation Pin 's

Can be found in the latest VFW Emblem and supply catalog on pages

44, 46, 54, 60-63, 73-74 or obtained from National VFW Emblem & Supply at 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 or by calling 1-800-821-2606.

Item		Price
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	$9.95
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
1304	Bronze Citizenship Medal, with engraving.	$14.95
P1320	Personalized Commendation Medal, with engraving.	$34.00
4368	Adult Recognition Certificate.	$5.75
4367	Youth Recognition Certificate.	$5.75
4381	Radio/TV Recognition Certificate.	$5.75
4382	Newspaper Recognition Certificate.	$5.75
4379	Law Enforcement Certificate.	$5.75
4377	Paramedic Certificate.	$5.75
4378	Firefighter Certificate.	$5.75
4354	General All-Purpose Citation	$1.34
4364	Blank Certificate, Vertical	$1.00
4365	Blank Certificate, Horizontal	$1.00
T4399	Presentation Citation Folders (Top Fold)	12 or more for $21
S4399	Presentation Citation Folders (Side Fold)	12 or more for $21

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 dress 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

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 Trustees, Quartermaster and Commander.*

☐ **QUARTERMASTER BONDING:** Post Quartermaster must be bonded through Department or proof of local bonding submitted to Department ***by September 1, 2021***.

☐ **SERVICE OFFICER REGISTRATION: Is no longer required.**

☐ **IRS 990 FORM:** Must submit copy of ***2020*** IRS Form 990 to Department Headquarters ***no later than December 31, 2021*** *(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, 2021*** 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, 2021***. 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**

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, 2021***. Contributions to National VFW do not count.

☐ **VETERAN PROJECT PARTICIPATION:** See page 40-43 for reporting guidelines on these projects. Completion and proper reporting of a minimum of four (4) of these pro jects are required for every Post. These four (4) shall be Loyalty Day, Flag Day, Memo rial Day and Veterans Day. For 2021-2022 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 2021-22 ***by May 2, 2022***.

☐ **BUDDY POPPY**: A minimum order of 500 must be received at Department ***by December 31, 2021.*** Posts must pay for their Buddy Poppies within 30 days of the date of the order.

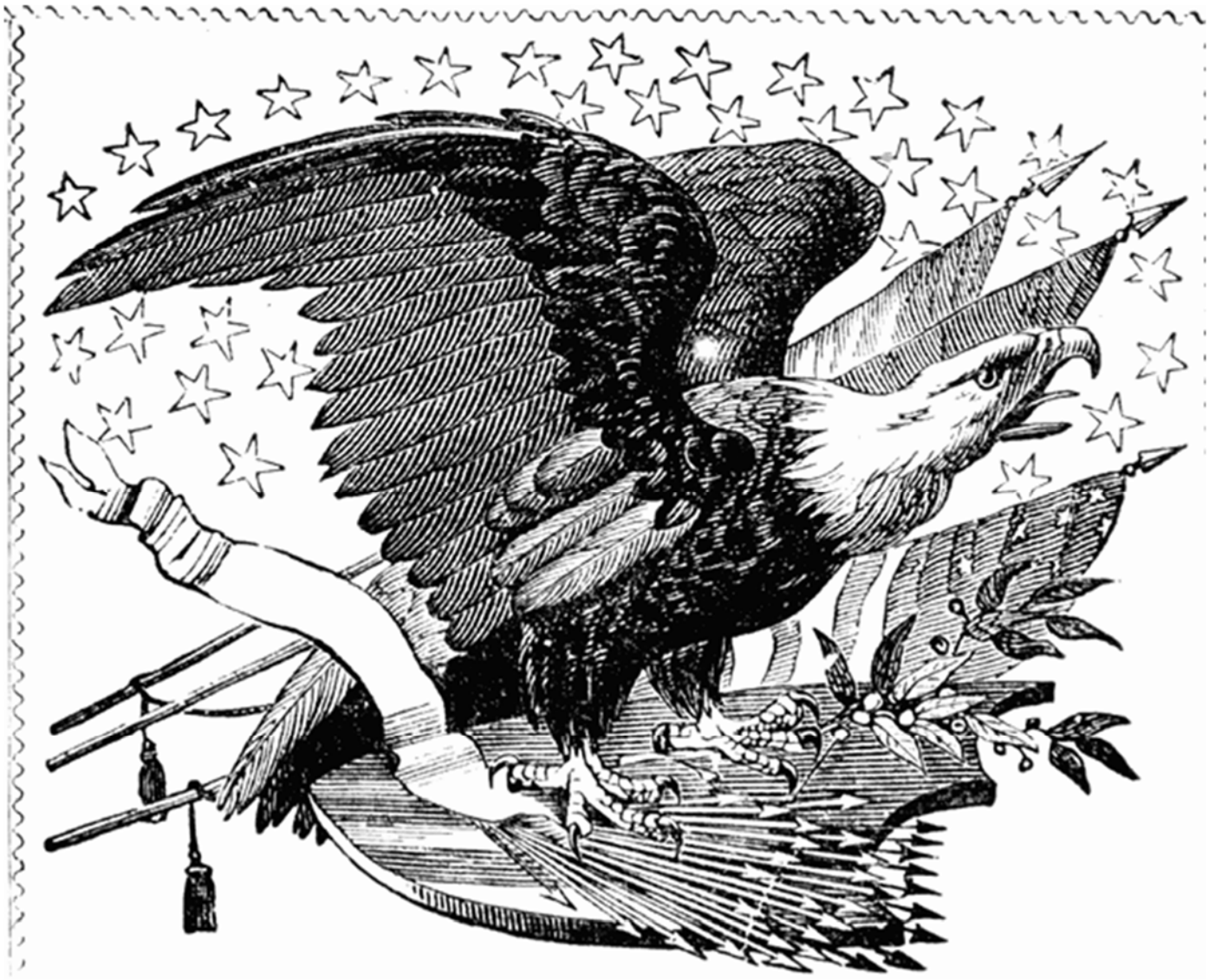
☐ **DISTRICT MEETING PARTICIPATION:** Post Commander or designee must attend and represent the Post at all properly called District meetings, training sessions and conventions.

☐ **STATE DELEGATE CREDENTIALS PAYMENT:** ***All State Delegate Credential and new member admission fees 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, 2022.

☐ **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 Service Officer Registration as listed above. See page 48 for detailed list of Inspection Items.

Districts Commanders have been directed to complete all Post Inspections for all VFW Posts by December 31, 2021.

POST OPERATION FORMS



QUARTERMASTER'S

QUARTERMASTER'S COPY

DETAIL OF RECEIPTS AND DISBURSEMENTS

POST NO. _____

For Period of _____ to _____ Meeting of _____

RECEIPT NO.	RECEIPTS (DETAIL EACH)		VOUCHER NO.	DISBURSEMENTS (DETAIL EACH)		
				TOTAL DISBURSEMENTS		
	TOTAL RECEIPTS					

This is to certify that this report has been audited and found correct.

_____

_____

_____

Trustees

50

STATEMENT OF FUNDS DISTRIBUTION OF RECEIPTS, DISBURSEMENTS & CASH BALANCES	CASH BALANCE LAST REPORT	RECEIPTS FOR THE PERIOD	DISBURSEMENTS FOR THE PERIOD	CASH BALANCE THIS PERIOD
National and Department Dues				
Admission Fees				
Post General Fund				
Post Relief Fund (See Sec. 218, Manual of Procedure)				
Post Dues Reserve Fund (See Sec. 218, Manual of Procedure)				
Post Home or Building Fund (Including Savings)				
Life Membership Fund				
TOTALS				

The above Statement of Funds must be completed by the Quartermaster and read at each meeting.

NO. 4208

TRUSTEE'SREPORTOFAUDIT

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 Jan1 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				
14. Totals				**15.**

16. OPERATIONS	
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?	

17. RECONCILATION OF BANK BALANCES

Checking Account
Ending Balance Per Bank Statement _____
Less: Outstanding Checks _____
Plus: Deposits in Transit _____
Actual Balance _____

Savings Account
Ending Balance Per Bank Statement _____
Less: Outstanding Checks _____
Plus: Deposits in Transit _____
Actual Balance _____

Cash on Hand _____

Bonds & Investments (Cost Value) _____

Total of All

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.

2021-2022 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 By-Laws requires that "*Each officer accountable for funds or property pursuant to any provision of these By-Laws 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 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 <u>September 1, 2021</u>. After this date, you will be delinquent and not in compliance with the VFW By-Laws.

Address all questions to State Assistant Quartermaster Wayne Cooley by calling 512-834-8535 ext. 105 or email: wayne@texasvfw.org.

BLANKET BONDING
SEPTEMBER 1, 2021 TO AUGUST 31, 2022
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 By-Laws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the By-Laws 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 Chairman - 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 Chairman, Adjutant, etc.

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2021 TO AUGUST 31, 2022. The funds of your Post are protected only for that year. Premium for the following year will be **due September 1, 2021**.

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, 2021*,

AFTER THIS DATE YOU WILL BE DELINQUENT AND

NOT IN COMPLIANCE WITH THE VFW BY-LAWS.

BLANKET BONDING
SEPTEMBER 1, 2020 TO AUGUST 31, 2021
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, 2021 through August 31, 2022.

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:_____

_____ _____

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 NEEED A QUOTE AND A DIFFERENT APPLICATION PACKET.**

QUARTERMASTER BOND
SEPTEMBER 1, 2021 TO AUGUST 31, 2022
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 By-Laws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the By-Laws 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.

<u>DEADLINE FOR BONDING IS SEPTEMBER 1, 2021</u> - AFTER THIS DATE, YOU WILL BE DELINQUENT AND NOT IN COMPLIANCE WITH THE VFW BY-LAWS.

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2021 TO AUGUST 31, 2022. The funds of your Post are protected only for that year. Premium for the following year will be **due September 1, 2021**.

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

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.

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, 2021 through August 31, 2022.

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: _____

_____ (_____)_____

Commander Signature **Contact Phone Number**

2021-2022
VFW Post/District Service Officer Registration Form

Service Officer Information

Name: _____
(first) (Mi.) (Last)

Address: _____
(Street, Apt. or P.O. Box)

_____
(City) (State) (Zip)

Phone: _(_____)_____Fax: _(_____)_____

E-mail:_____

** Please report any changes of this information to Department Headquarters immediately**

State Service Officers cannot release VA claims information to Post or District Service Officers unless that Post or District Service Officer is registered through Department Headquarters.

Post and District Commanders **MUST APPOINT** a Service Officer by September 1 of each year and submit the individual's name, address, telephone number, as well as fax and e-mail, along with this registration form to **Texas VFW Headquarters, P.O. Box 14468, Austin, Texas 78761.**

DEADLINE TO REGISTER SERVICE OFFICER IS SEPTEMBER 1, 2021

SERVICE OFFICER REGISTRATION: The name, complete address, and registration form for the Post Service Officer must be received at Department by ***September 1, 2021. Service Officers Guide will no longer be produced as of September 1, 2021. You can find Post Service Officers Training & Materials at https://www.vfw.org/my-vfw/vfw-training-and-support/post-service-officers***

Note: Any change should be made on a Election Report.

Appointed as Post and/or District Service Officer by.

Note* Any member appointed as both a Post and District Service Officer need only pay one registration fee.

Post #	Post Commander Signature	Date
District #	District Commander Signature	Date

Mail registration form to:
Texas VFW
P.O. Box 14468
Austin, TX 78761

2021-2022
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 or 1-833-VFW-VETS .

SEND ME THE FOLLOWING QUANTITY OF RED BUDDY POPPIES.

_____ *Buddy Poppies are* ***$75.00 for 500*** $_____
Quantity **(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 By-Laws 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, 2021.** National VFW has authorized the use of "Post Relief Funds" for this donation. As this program is mandatory for every Post/District under State By-Laws, 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

Donation 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.

2021-2022 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, 2021.

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

Donation 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.

2021-2022 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

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 By-Laws require every Post to adhere to all statutory requirements at the federal, state and local levels. As such, a copy of your **2020*** Post IRS Form 990, 990EZ, or 990N needs to be submitted to Department Headquarters **no later than December 31, 2021**.

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 990-EZ. If an organization has gross receipts less than $200,000 and total assets less than $500,000, it may file form 990-EZ. 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 990-T)

An exempt organization may also be required to file Form 990-T 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 990-T 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. 990-T's are not subject to public disclosure.

Internal Revenue Resources
(www.irs.gov)

Department of the Treasury Bureau of Alcohol, Tobacco & Firearms Advisory

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. 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.

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.

POST INSURANCE REQUIREMENTS

POST INSURANCE—**Section 709** of the National By-Laws 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."***

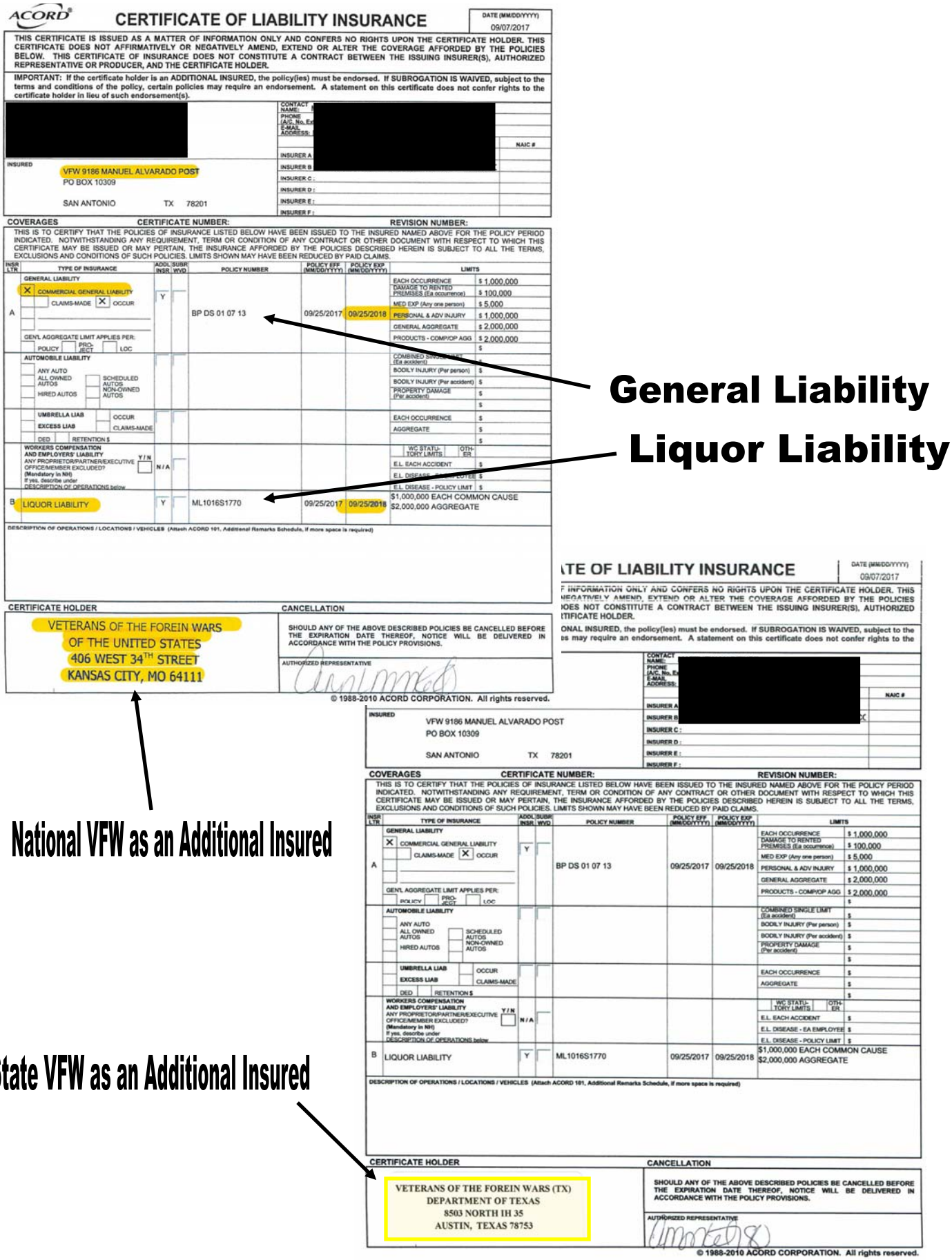
It is also desirable and strongly recommended that Posts not owning property or that operate directly or indirectly a business concern or sponsor/co-sponsor an event be covered by adequate liability insurance as well. If someone suffers an injury at a Post sponsored/co-sponsored event or on the property 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 By-Law, 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, 2021.** For insurance policies expiring on or after September 30, 2021 and June 30, 2022, 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).

[redacted]

CONTACT NAME: [redacted]
PHONE (A/C, No, Ext): [redacted]
E-MAIL ADDRESS: [redacted]
NAIC #
INSURER A: [redacted]
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	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
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? Y/N N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
B	LIQUOR LIABILITY	Y		ML1016S1770	09/25/2017	09/25/2018	$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)

CERTIFICATE HOLDER

VETERANS OF THE FOREIN WARS
OF THE UNITED STATES
406 WEST 34TH STREET
KANSAS CITY, MO 64111

CANCELLATION

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

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General Liability

Liquor Liability

National VFW as an Additional Insured

ATE OF LIABILITY INSURANCE
DATE (MM/DD/YYYY) 09/07/2017
F INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS
NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES
DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED
TIFICATE HOLDER.
ONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the
s may require an endorsement. A statement on this certificate does not confer rights to the
CONTACT NAME:
PHONE (A/C, No, E
E-MAIL ADDRESS:
NAIC #
INSURER A
INSURER B
INSURER C:
INSURER D:
INSURER E:
INSURER F:
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.
A GENERAL LIABILITY — COMMERCIAL GENERAL LIABILITY — CLAIMS-MADE X OCCUR — GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC — 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
AUTOMOBILE LIABILITY — ANY AUTO; ALL OWNED AUTOS; SCHEDULED AUTOS; HIRED AUTOS; NON-OWNED AUTOS — COMBINED SINGLE LIMIT (Ea accident); BODILY INJURY (Per person); BODILY INJURY (Per accident); PROPERTY DAMAGE (Per accident)
UMBRELLA LIAB OCCUR; EXCESS LIAB CLAIMS-MADE; DED RETENTION $ — EACH OCCURRENCE; AGGREGATE
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY — ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? Y/N N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below — WC STATU-TORY LIMITS OTH-ER; E.L. EACH ACCIDENT; E.L. DISEASE - EA EMPLOYEE; E.L. DISEASE - POLICY LIMIT
B LIQUOR LIABILITY — Y — ML1016S1770 — 09/25/2017 — 09/25/2018 — $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

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

CANCELLATION

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

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Texas VFW Veteran Project Participation Report for Commemorative Dates

POST # _____ DISTRICT # _____ DATE: _____

☐ July 4 Independence Day	☐ July 27 Korean Armistice	☐ August 31 Operation Iraqi Freedom	☐ September 2 Victory over Japan	☐ September 11 Patriot Day
☐ September 18 POW/MIA Day	☐ September 29 VFW Birthday	☐ October 9 Start of Enduring Freedom Afghanistan 2001	☐ October 18 Recognition of Women in Military Service	☐ November 11 Veterans Day
☐ December 7 Pearl Harbor Day	☐ January 27 Vietnam Peace Accord	☐ February 15 Sinking of U.S.S. Maine	☐ February 28 Operation Desert Storm	☐ March 24 Kosovo Campaign
☐ March 31 Somalia 1995	☐ **May 1 *** **Loyalty Day**	☐ **May 8 *** **Victory over Europe.**	☐ **May 25*** **Memorial Day**	☐ **June 6 *** **D Day**
☐ **June 14 *** **Flag Day**	***Report form for these projects must be submitted prior to July 31, 2021 to count for the 2021-2022 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 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 events that are combined into one dual-purpose ceremony will not all 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
2. **Email**: john@texasvfw.org along with this form:
3. **Mail**: Texas VFW, PO. Box 14468, Austin Texas 78761

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

DO NOT FAX

Rev. 5-19-2021

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

National VFW By-Laws, 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 By-Laws - 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 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— Patriot's Day.
September, third Friday—POW/MIA Recognition Day.
October 9—Start of Operation Enduring Freedom—Afghanistan 2001.
October 18—Recognition of Women in Military Service
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 By-laws but as important is;

April 21st of each year is the Texas VFW Birthday.
September 29th of each year is the VFW Birthday.

Department VFW Headquarters General Orders #1 for 2020-2021 Year

"Every Post chartered by the Veterans of Foreign Wars of the United States will be expected to participate in the following programs during the 2021-2022 year: Voice of Democracy, Patriots Pen, National Citizenship Education Teacher's Awards, Buddy Poppy and National Military Services. Additionally, it is necessary that all Post and Department Commanders comply with all provisions of the National By-Laws and the Manual of Procedure and Ritual."

SEE PAGES 12 AND 13 FOR DEADLINE DATES

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 stand alone 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 idenify individuals or groups in the picture as each picture is considered for publication in the Texas VFW News 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.

State Commander Special Project is an All-State Requirement

Advertising the event is a job for your Post Publicity Chairman.

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

Do not send copies of speech's, programs, articles, etc. Only send pictures of the VFW members participating in the event and the VPR report form.

SEE PAGES 12 AND 13 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 year begins July 1st and ends June 30th the following year, but the reporting window is narrower. *Reports must be received between May 1 and April 30th 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 Jr. 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 or Jr. Girls.**
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 or Jr. Girls.
    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 or Jr. Girls.
6. Purchasing a replacement flag for the Post.
7. Running an errand for or giving a ride to a VFW, Auxiliaries, or Motorcycle Unit.
8. Honor Guard posting colors at a VFW, Auxiliaries, Motorcycle Unit meeting or ceremony.
9. Giving a certificate to a VFW, Auxiliaries, Motorcycle Unit or member.
10. Donation to a VFW, Auxiliaries, 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 V.A. 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 and April 30.**
DISTRICT#: Indicate the District your Post is located in.

POST#: We need .1 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 project. Do not count mileage used to get to or drive home from project.

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 TRS 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 ha\'e 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 lo 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 sent by the Post Community Service Chairperson only.

Mail to: Department of Texas
VFW, P.O. Box 14468
Austin, Texas 78761

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 to report your Community Service Events as required by the State Commanders Standard Operating Procedures (SOP) reference page 16.

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 I.R.S. guidelines the community service reported by me was conducted by VFW &/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 as safe.

Community Service Questions? Email John at 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 and ask for confirmation.

INSTRUCTIONS FOR PROPERLY SUBMITTING POST ELECTION REPORTS

The 2021-2022Post 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 Officer's, 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: address, date & time.
- Post mailings 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 2021/22 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 on line in the VFW National OMS System. If you do not use Online Reporting then you must complete the enclosed 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.**
- **Handwrite the election report 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 "1st Tuesday", "3rd Wednesday", as appropriate.
- If a meeting is held more than once a month, show "1st and 3rd 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 @ 833-VFW-VETS.

Deadline Date is May 2, 2022

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...
   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 applicabale), 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:
   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...
   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 statues? 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

COPY 1 - DEPARTMENT COPY 2 - DISTRICT COPY 3 - POST REV.20180408

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 by-laws need to have a copy on file that indicates the 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 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, Service Officer, and Guard.

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 by-law 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 By-Laws.

7. The National By-Laws 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 nonprofit 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 By-Laws 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 By- Laws.

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 Section 703 of the National By-Laws.

19. Verify all questions in this section by examining quartermaster records, adjutant records and by-laws. Remember, Section 709 of the National By-Laws 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 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 by-laws may allow for certain expenditures to be paid without a vote on the floor as these are usually reoccurring 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 By-Laws] and used only as stated in Section 704 of the Manual of Procedure.

22. The National By-Laws 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 by-laws. However, if the Post by-laws require the Commander and Quartermaster signatures on checks, they must adhere to the Post by-laws.

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_rev4.09

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 #: (_____) _____

Type of Display Items you currently have: (Tank, Howitzer, Cannons, Pistols…)
If Post has none please state on form.

Item	Serial Number
Ex. M4 Sherman Tank	*126M145*
M101A1 Howitzer	*10677*
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

Post #: _____ City: _____ District #: _____ Date: _____

Physical Location of Ceremonial Rifles:

Address: _____

City: _____ State: _____ Zip Code: _____

Point of Contact:

Name: _____ Telephone #: (_____) _____

If Post has none please state on form.

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

(Please use additional sheets as necessary)

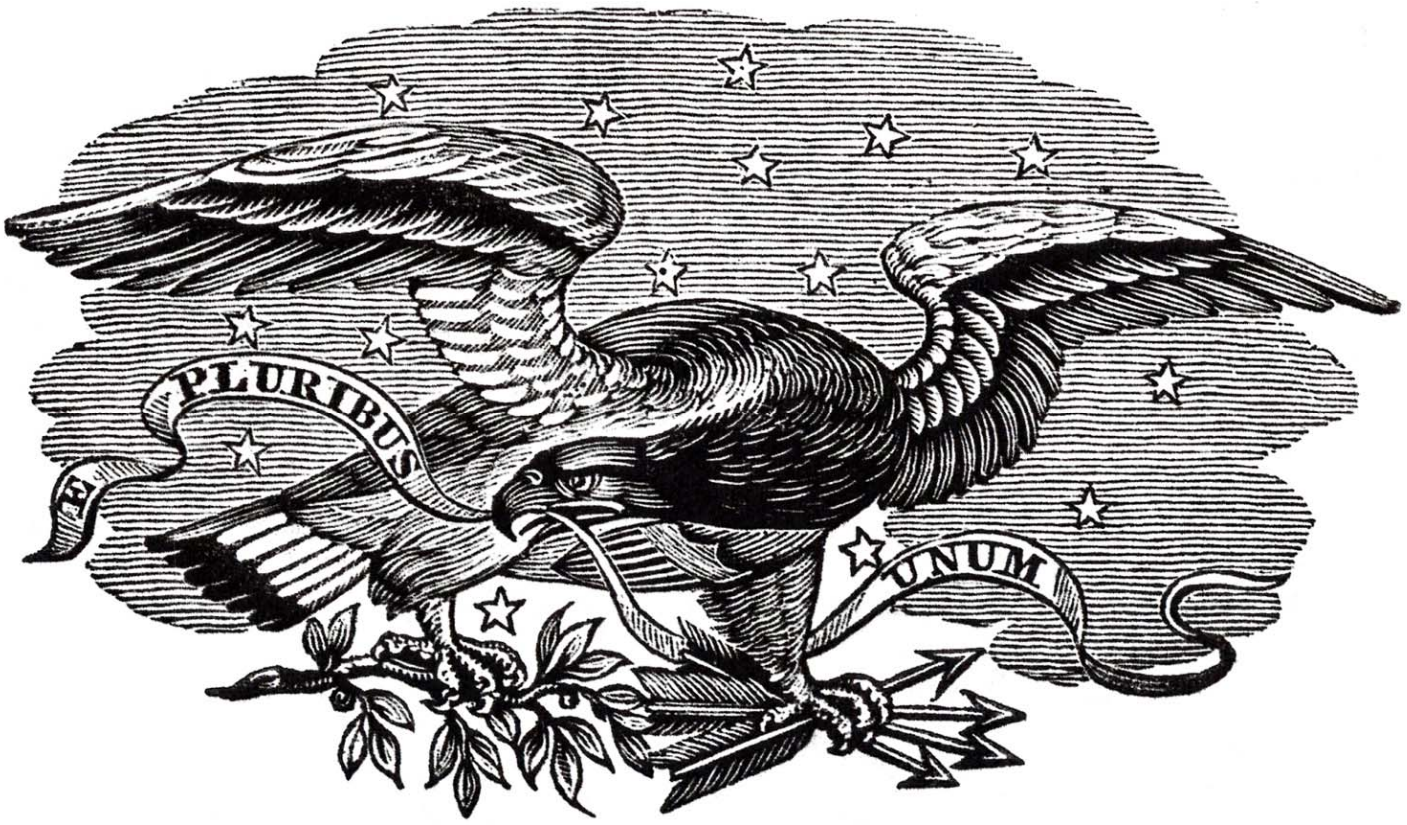
I hereby certify that I have personally accounted for the 100% inventory, as listed above, of all Ceremonial Rifles in our possession.

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



2021-2022
PATRIOT'S PEN CONTEST

WHO CAN ENTER: The Patriot's Pen program is open to students in grades 6-8 (**on the Oct. 31 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 2021-2022 program is **October 31, 2021**. Official applications can be ordered in bulk quantity through the VFW store at www.vfwstore.org and individual applications can be downloaded at www.vfw.org.

THE THEME: For 2021-2022 is: **"How can I be a good American?"**

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 deadline**.

DEADLINE: Student entries must be received at the Post level no later than **October 31, 2021.**

JUDGING: Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chairman no later than **November 15, 2021**.

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

Deliver your Post winners along with all requested forms to your District Chairman by the deadline date of **November 15, 2021.**

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, 2021**.

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

The Department of Texas Veterans of Foreign Wars and its Auxiliary will present Patriot's Pen cash awards for the top three. Last year these scholarships totaled over $2,500 with the 1st Place winner receiving a $1,500 check.

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

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

VETERANS OF FOREIGN WARS.

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):	

Judge's Signature

Date and location of judging

2021-2022 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, 2020. 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, 2020. ☐

FRAUD ALERT: Most people are not aware how the accuracy of correct re porting 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 By-Laws and IRS regulations

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

School Name	# of Participating Students	# of Post Winners Advanced	Award 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 Awards	Total amount of Expense

GRAND TOTAL OF POST MONEY Total of Post Scholarship and Additional Expense	$

2021-2022
VOICE OF DEMOCRACY

WHO CAN ENTER:

The Voice of Democracy Program is open to students in grades 9-12 (**on the Nov. 1 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 2021-2022 program is October 31, 2021. Official applications can be ordered in bulk quantity through the VFW store at www.vfwstore.org and individual applications can be downloaded at www.vfw.org.

THE THEME: For 2021-2022 is **"America: Where do we go from here?"**

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 deadline**. **Audio Tapes are no longer accepted.**

DEADLINE: Student entries must be received at the Post level **no later than October 31, 2021**.

JUDGING: Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chairman **no later than November 15, 2021**.

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

DELIVER: Your Post VOD winners along with all requested forms on the following pages to your District Chairman **by the deadline date of November 15, 2021**.

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, 2021**.

The top Ten District winners will be invited to the Mid-Winter Conference in Austin to receive their scholarship. **Not all District winners will go to Austin, 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 $92,500 with the 1st 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 at Department Headquarters.

VETERANS OF FOREIGN WARS.

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

2021-2022 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, 2020. 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, 2020.

FRAUD ALERT: Most people are not aware how the accuracy of correct re porting 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 By-Laws and IRS regulations

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

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

GRAND TOTAL OF POST MONEY 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 nonmember VFW volunteer.

NOTE: Use the VFW National Hospital Volunteer Recognition Program to recognize hospital volunteer service. Contact your Department Hospital Chairman 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 nonmembers 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 nonmember veterans.

One Of A Kind
Only one award of a kind 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 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 National Headquarters in Kansas City, MO., 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

NATIONAL VOLUNTEER RECOGNITION REQUEST FORM

This form will certify the following is entitled to a VFW National Community Service Volunteer Award for service as a VFW representative volunteering at a community service organization other than the VFW or other Veterans Service Organization. A pin will be issued for his/her volunteer work with a community volunteer service organization. ***(For Hospital Volunteer Recognition Awards, please contact your Department Hospital Chairman.)***

Name: _____

VFW/Aux. Card No. (indicate if non-member _____ Hours Served: _____

Post # _____ Award Issued: _____
(National Use Only)

*** Awards for 1,000 hours or more may be the accumulation of volunteer service hours from up to three community service organizations.**

Community Service Organization _____

Signed by: _____ Phone #_____

Community Service Organization _____

Signed by: _____ Phone #_____

Community Service Organization _____

Signed by: _____ Phone #_____

Post Commanders Signature _____ Date: _____

Dept. Adjutant's Signature _____ Date: _____

MAIL AWARD TO:

Post Commander's Name: _____

Address: _____

Phone # must be filled in for Delivery: _____

Please send this form to Department Headquarters by May 1, 2021:

Texas VFW
PO Box 14468
Austin, TX 78761

VETERANS OF FOREIGN WARS OF THE UNITED STATES
PROGRAM DEPARTMENT
"BUDDY" POPPY PROGRAM

NATIONAL CONVENTION "BUDDY" POPPY DISPLAY CONTEST

These guidelines have been designed to place emphasis on the purpose and effectiveness of the display. It is suggested and recommended that Department (State) contest rule be established in a like form. (Please be advised, as there are no longer Jr. Girls Units or Sons of the VFW =, Category 4 has been removed).

RULES

(1) Display will be presented and judged in three (3) categories:

CATEGORY 1. Public promotion of Poppy Campaign (Window, booth, parade, poste display, campaign promotion, etc.)

(a) Display must be designed for public exposure and must bear a message soliciting a donation for and wearing the VFW "Buddy" Poppy.

(b) At least (1) of the Poppies used in the display must be in it's original form and color, with label attached.

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

(a) Display must be designed to honor the dead, to inspire devotion to God and Country, or Dramatize the activities supported by the "Buddy" Poppy.

(b) At least (1) of the Poppies used in the display must be in it's original form and color, with label attached.

Category 3. ARTISTIC OR DECORATIVE USE OF POPPIES (Post Home Display, Table centerpieces, corsages, pictures, plaques, models, scenes, hats, novelty pieces, etc.)

(a) Any display not meeting the qualifications for Category 1 or 2 shall automatically be entered in Category 3.

(b) At least (1) of the Poppies used in the display must be in it's 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 (1) display in each of the three (3) categories, no deviation.

(3) The National Program Committee shall have no responsibility in setting up, taking down or returning displays.

(4) Displays shall be set up in a 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 from (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 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) Display 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 theme for the display or other information of interest to the viewer or the judge.

(6) Post name, number, city or state (including the shape of your state) may **not** be visible on the display. Failure to comply will result in disqualification.

JUDGING

Judging of displays will be on the basis of effective, purpose, clarity of theme, stability, originality, beauty and number of Poppies used. Where a sample of a large number of identical items (such as a corsage or wreath) is entered, full credit shall be given to the total number of Poppies used. Judging will be completed by Monday evening and the winning displays will have the appropriate ribbons on the display on Tuesday morning.

PRIZES

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

NOTE

The Department Adjutant will have to notify the Program Director, in writing, by **July 1** of the Posts that will represent the Department for 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 Program Committee cannot guarantee against theft of personal items placed on the displays. The exhibit 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 display. Thank you and good luck!

(**Revised 6/13/2016**)

VFW

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

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.

Membership Department

406 W. 34th Street
Kansas City, MO 64111
Tel: (816) 756-3390
Fax: (816) 968-2728
Email at membership@vfw.org

ORDER FORM
Revised: 15 January 2019
**Previous editions are obsolete!*

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

DATE: _____

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

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				
** 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!

VETERANS OF FOREIGN WARS.

VFW Store

34th Street - Kansas City, Missouri 64111
Website - www.vfwstore.org
Customer Call Center -1-833-VFW-VETS - **Fax** - 816-968-1196

For Office Use Only	
Order #	
Date	
Name	
CCB	
Check Amt.	
Cash	

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.	
Total Amount $	

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.

MasterCard VISA DISCOVER AMERICAN EXPRESS

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. _____

Revised 12/2018

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.

LEGACY LIFE MEMBER INCENTIVES & BENEFITS	BRONZE $400	SILVER $800	GOLD $1,200
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: (See Terms and Conditions - Item No. 5)

◯ Continue the Annual Endowment

◯ 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:

1. Complete the acceptance form.
2. Check the level: Bronze, Silver or Gold. You may upgrade your Legacy level at any time by paying the difference to your desired level.
3. 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.
4. Payment options: check or credit card - payment in full.
5. 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.
6. Choose the endowment:
   a. 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.
   b. Annual Endowment: the Legacy level payment will continue annually after your death. Memorial Legacies must be purchased as an Annual Endowment.
7. Enclose check, money order or credit card information for payment.
8. 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 below.

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. 34th 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.)

Post Commander Incentive: Every Post Commander that has 100% membership plus one member over by June 30, 2022 will receive a custom made Texas VFW Auto Knife Substitutions may occur if supply is exhausted .

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 30th.

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 & Quartermasters can receive the following during the State Convention: an **All-State cap**, a **lapel pin**, and a distinctive **medal**.

REMINDER: All deadlines in this S.O.P. (unless stated otherwise) are May 2, 2022.

STATE AWARDS ENTRY CRITERIA

Each year, the Department of Texas and the Veterans of Foreign Wars 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 4, 2022**.

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
- 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, 2022.

DEADLINE: May 2, 2022.

2021-2022
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's Name (print): _____

Commanders Phone #: (_____) _____

Do not send nominations prior to April 1, 2022.

Must be received (not postmarked) at Department no later than 5:00 PM - May 2, 2022.

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 and would like a Department Representative, 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 sent 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 Wyonda at Department Headquarters**.**

This request form should be sent to Department Headquarters, P. O. 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 1st.** 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 or Texas VFW, P.O. Box 14468, Austin, Texas 78761

District Commander Signature: _____

ADDITIONAL DISTRICT REQUIREMENTS

See page 27 for Trustee's Report of Audit form.

See pages 28-32 for Quartermaster Bonding information and forms.

See page 35 for Texas VFW MAP donation form.

See page 36 for Texas VFW National Home "Texas House" Donation Form.

See page 37 for information on Internal Revenue Service Return of Organization Exempt From Income Tax Form 990.

DISTRICT MEMBERSHIP DIVISIONS and Military Assistance Program 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**

VETERANS OF FOREIGN WARS OF THE UNITED STATES

DISTRICT INSPECTION FORM

DISTRICT #	DEPARTMENT	INSPECTION DATE

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:
   a) BALANCE OF ALL CHECKING ACCOUNTS $_____
   b) BALANCE OF ALL SAVINGS ACCOUNTS $_____
   c) BALANCE OF ALL CD & 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 TOTAL OF ALL ACCOUNTS (e)? YES NO
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 STATUES? 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

COPY 1 - DEPARTMENT COPY 2 - DISTRICT

REV. 4-09

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 OMS System.

Some of the things you will need:

- District Officers Membership Information to include current 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 administrative year. Please type or print legibly all information requested for each office filled. 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 (512) 834-8535.

Deadline Date is June 1, 2022

State Commander Shawver 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 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 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 Chairman: The District winner's materials that need to be forwarded to the State Chairman (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 5 x 7 or 8 x 10 color photograph . Emphasis 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 winner.

VETERANS OF FOREIGN WARS.

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):												

Judge's Signature

Date and location of judging

2021-2022 DISTRICT PATRIOT'S PEN PARTICIPATION SUMMARY REPORT

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 By-Laws and IRS regulations

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 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, 2021**. 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, 2021.

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'. 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 Chairman: The District winner's materials that need to be forwarded to the State Chairman (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 5 x 7 or 8 x 10 color photograph . Emphasis 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, 2022 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 travel to and from Austin Doubletree Hotel.

Each District may submit only one winner.

VETERANS OF FOREIGN WARS.

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

2021-2022 DISTRICT VOICE OF DEMOCRACY PARTICIPATION SUMMARY REPORT

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*

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

FRAUD ALERT: Most people are not aware how the accuracy of correct re- porting 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 By-Laws and IRS regulations

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, 2021. 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, 2021.

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 $2,500.00 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, Hurricane Harvey, 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 recurring donation to.

Send your donation of any amount to:

Texas VFW Foundation

P.O. Box 14468

Austin, Texas 78761

or go online to

www.texasvfwfoundation.org

for more information.