

TEXAS VFW

OFFICER TRAINING SEMINAR



July 15-17, 2021

Austin, Texas

2021 OFFICER TRAINING SEMINAR

AGENDA FOR ALL ATTENDEES

RENAISSANCE AUSTIN HOTEL

9721 ARBORETUM Blvd.

Austin, TX 78759

<u>START</u>	<u>END</u>	<u>SUBJECT</u>	<u>LOCATION</u>
Thursday, July 11			
8:00 AM	11:45 AM	Council of Administration Meeting	Brazos Room
11:00 AM	5:00 PM	Registration & Vendor Booths Open	Lobby (Atrium)
1:00 PM	5:00 PM	Post Service Officer Responsibilities	Ball Room
5:30 PM	10:00 PM	Hospitality Open	Glass Oaks
Friday, July 12			
6:30 AM		Coffee and Rolls	Lobby (Atrium)
7:00 AM	Noon	Registration Open	Lobby (Atrium)
8:00 AM	9:00 AM	Opening Seccion	Ball Room
9:00 AM	9:15 AM	Break	Lobby (Atrium)
9:15 AM	10:00 AM	Membership, Recruiting & Retention	Ball Room
10:00 AM	10:15 AM	Break	Lobby (Atrium)
10:15 AM	11:00 PM	Membership, Recruiting & Retention	Ball Room
11:00 AM	12:00 PM	Legislation	Lobby (Atrium)
Noon	1:00 PM	Lunch at Hotel for All Registered	Glass Oaks Room
1:00 PM	2:30 PM	VFW Programs & SOP	Ball Room
2:30 PM	2:45 PM	Break	Lobby (Atrium)
2:45 PM	4:30 PM	SOP & Commanders All State Program	Ball Room
5:00 PM	10:00 PM	Hospitality Open	Glass Oaks
Saturday, July 13			
6:30 AM		Coffee and Rolls	Lobby (Atrium)
7:00 AM	4:00 PM	Registration Open	Lobby (Atrium)
8:00 AM	8:15 AM	Welcome	Ball Room
8:15 AM	10:00 AM	Officers Responsibilities	Ball Room
10:00 AM	10:15 AM	Break	Lobby (Atrium)
10:15 AM	12:00 PM	Officers Responsibilities	Ball Room
12:00 PM	1:00 PM	Lunch at Hotel for All Registered	Glass Oaks Room
1:00 PM	2:00 PM	Post Operations	Ball Room
2:00 PM	2:15 PM	Break	Lobby (Atrium)
2:15 PM	4:00 PM	Post Operations	Ball Room
4:15 PM	4:30 PM	Break	Lobby (Atrium)
4:30 PM	5:00 PM	Q & A with Department Officers	Ball Room
5:00 PM	10:00 PM	Hospitality Open	Glass Oaks
Sunday, July 14			
8:00 AM	HOME	Safe Travels Comrades, Be well	

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SERVICE OFFICER TRAINING

Texas VFW

"NO ONE DOES MORE FOR VETERANS"



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In 2019:

VFW Tops \$9 Billion in Benefits

Texas Veteran's Commission brings in \$4.2 Billion



2



What's new at VA?



3



VETERANS OF FOREIGN WARS

Q & A



4



VETERANS OF FOREIGN WARS

- 2021 William M. Thornberry Defense and Authorization Act
 - New Agent Orange Presumptives!!
- Highlights of the Deborah Sampson Act
 - Establishment of Office of Women's Health
 - Increased Standard of Health Care for Women
- New VA Forms
 - VA Form 20-10206, FOIA/Privacy Act Request
 - VA Form 20-10207, Priority Processing Request
 - VA Form 20-10208, Document Evidence Submission
 - VA Form 21-10210, Lay/Witness Statement
 - VA Form 20-10212, Chapter 31 Request for Assistance



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2021 William M. Thornberry Defense and Authorization Act

What it means for Veterans?

NDAA: 3 new conditions

- Bladder Cancer
- Parkinson's like Symptoms
- Hypothyroidism

***VA still needs to update the regulations on how they will rate the new conditions.



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Deborah Sampson Act

- The Act, named for Deborah Sampson—one of the first American women to serve in combat—seeks to correct what the bill's sponsor described as the "second-class" treatment that the more than two million women veterans in the United States often receive. This Act is a provision of the **Veterans Health Care and Benefits Improvement Act of 2020**.
- Deborah Sampson Gannett** (December 17, 1760 – April 29, 1827), better known as Deborah Sampson, was a Massachusetts woman who disguised herself as a man in order to serve in the Continental Army during the American Revolutionary War. She is one of a small number of women with a documented record of military combat experience in that war. She served 17 months in the army under the name "Robert Shurtleff" (also spelled in various sources as Shurtleffe and Shurtleff) of Uxbridge, Massachusetts, was wounded in 1782, and was honorably discharged at West Point, New York in 1783.



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Establishes the Office of Women's Health

- Headed by the Chief Officer of Women's Health
- Centralize the VA's efforts to evaluate and improve healthcare provided to women by the VA
- Minimum standards of care requires that each VAMC and CBOC have one primary care provider specifically designated for women's health
- Improve counseling programs, newborn and childcare, and emergency transportation for women veterans
- Requires the VA to enter into agreements with public or private entities to provide additional legal services for women veterans. I.e. child support, prevention of eviction and foreclosure, discharge upgrades, financial guardianship, credit counseling, and family reconciliation assistance



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New Forms

- VA Form 20-10206 Freedom of Information Act (FOIA) or Privacy Act (PA) Request
- VA Form 20-10207 Priority Processing Request
- VA Form 20-10208 Document Evidence Submission
- VA Form 21-10210 Lay/Witness Statement
- VA Form 20-10212 Chapter 31 Request for Assistance

Why new forms!? This effectively streamlines processing of claims. Now when this evidence is uploaded to VBMS, there is less chance of it being overlooked. Information sent with cover pages or on VA Form 21-4138's are too generic and can be overlooked.



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Musculoskeletal Changes

- Rating schedule changes effective February 7, 2021
- The National Defense Authorization Act of 2004 established the Veteran's Disability Benefits Commission
- Commission mandated to study compensation system
- Report released by Commission in 2007
 - Rating Schedule inadequate
- VA created a work group
- Published proposals in 2017
- Proposed changes published in Federal Register November 30, 2020



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Debt Management

- Consistent with the Executive Order on "Economic Relief Related to the COVID-19 Pandemic," VA extended suspension of debt collection on new debts incurred after April 1, 2020 through September 30, 2021
- Veterans who had a pre-existing debt (created before April 1, 2020) have been offered a delayed benefit offset on payments due until October 1, 2021 or the option to extend their payment plan terms



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VA UPDATES

Board of Veteran's Appeals (BVA)

- 2020-postponed all hearing
- Focused on decisions
- Virtual Hearings

2021-Focus is on hearings

- Virtual Hearings

BVA Status check line:-1-800-923-8387



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VA updated some of the common forms. VA.GOV has the updated forms and DBQ's.

- 21-22 (POA)
- 526EZ (Claim)
- 527EZ (Pension)
- 0958 (Old NOD-nolonger being used)



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Q & A

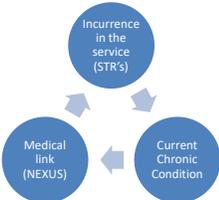
Anything you want us to cover in the future?



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3 things needed for successful grant



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Common reasons claims are denied.

1. No record of an event in the service.
 - Not documented
 - Lost/damaged records
2. No current diagnosis
 - Pre- Diabetic/elevated glucose levels
 - Borderline HTN
 - Enlarged Prostate



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Common reasons claims are denied.

3. No continuity of treatment.
 - Any private records from the time you got out to the time you filed a claim.



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Additional Forms

VA Form 21-0781:

- Post Traumatic Stress Disorder (PTSD) stressor form.
- A statement by the veteran describing the incident(s) that brought on the onset of this mental condition.
 - Who, What, Where, Why, When, & Why.
 - The VA will verify incident(s) with the Joint Service Records Research Center (JRSSC) in order to establish a direct service connection, known as a Nexus.



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VA Form 21-8940

- Total Disability based on Individual Unemployability (TDIU)
- This compensation benefit claim allows VA to pay certain Veterans at the 100% disability rate even though their service-connected disabilities are not rated as 100% disabling.
- Veterans may be eligible for this rating increase if they are either unemployed or unable to maintain substantially gainful employment as a result of their service-connected disability (or disabilities).
 - Substantially gainful employment is simply full-time employment that provides a wage greater than the poverty level.



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- In order to qualify for TDIU, you must meet the following criteria:
 - A 60% or more disability evaluation based on a single service-connected disability; or, a 70% combined disability evaluation based on multiple service-connected disabilities, with at least one disability rated at 40% or more.
 - The VA will consider a veteran's eligibility for TDIU, if there is evidence showing he or she cannot work due to service-connected disabilities.
 - VA reviews all the evidence of record and decides if a Veteran's disability is, by law, severe enough to grant TDIU.



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VA Form 21-2680

- Aid and Attendance (must be filled out by physician)
- Is an increased monthly compensation or pension amount added if you meet one of the following conditions:
 - Require the aid of another person in order to perform personal functions required in everyday living, such as bathing, feeding, dressing, attending to the wants of nature, adjusting prosthetic devices, or protecting yourself from the hazards of your daily environment.
 - You are bedridden, in that your disability or disabilities requires that you remain in bed apart from any prescribed course of convalescence or treatment.
 - You are a patient in a nursing home due to mental or physical incapacity.
 - Your eyesight is limited to a corrected 5/200 visual acuity or less in both eyes; or concentric contraction of the visual field to 5 degrees or less.



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Housebound

- VA Form 21-2680 (Must be completed by physician)
- Is an increased monthly compensation or pension amount added if you are substantially confined to your immediate premises because of permanent disability.
- There are 2 ways Housebound is met:
 - Stand alone, by a physician indicating the nature of total disability severity for the need on the VA Form 21-2680.
 - Administratively, by have a disability rating, single or combined, at 100% with an additional rating, single or combined, at 60%.



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Appeals

- Current process (Legacy-Decisions prior to Feb 19, 2019)
 - NOD
 - SOC
 - SSOC
 - Form 9
- New Process (Appeals Modernization Act or AMA-after Feb 19, 2019)



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Appeals (Legacy)

- If VA made a decision prior to Feb 19, 2019, a letter will be sent to the address on file.
 - 1 year from date of letter to file NOD(VA Form 21-0958)
 - Can only appeal what is on the letter.
 - NOD has 2 routes
 - Traditional
 - DRO



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Appeals

- Time Frames for SOC and SSOC.

60 days from SOC or SSOC to file Form 9.
(Can opt into AMA with SOC or SSOC)
- Form 9 takes AOJ from Regional Office to BVA.



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Appeals (AMA)

- RAMP (No Longer being used)
- If VA made a decision after Feb 19, 2019, we have 3 options:
 - VA Form 20-0995-Supplemental Claim
 - VA Form 20-0996-Higher Level Review
 - VA Form 10-182-Board Appeal (Notice of Disagreement)



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Appeals

Supplemental Claim Lane

- New and relevant evidence
- VA will include any new relevant evidence submitted the last time they made a decision on a claim
- VA can assist you with developing additional evidence



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Higher Level Review Lane

- A higher-level review consists of an entirely new review of your claim by a senior claims adjudicator.
- **NO** additional evidence, VA will only consider what's on file at the time you opt-in.
- VA cannot assist you with developing additional evidence



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If VA denies you, you can opt-in to the other lane or file a NOD to go BVA.

If BVA denies the claim, you reopen the claim with new evidence.
Creating an endless cycle



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Houston Regional Office
6900 Almeda Rd.
Houston, TX 77030
(281) 825-6749
Fax (713)383-2760
Terry.eschenbaugh@va.gov
Terry.eschenbaugh@tvc.Texas.gov



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Waco Regional Office
701 Clay Avenue
Waco, TX 76799
(254) 426-8103
vfw.vbawac@va.gov

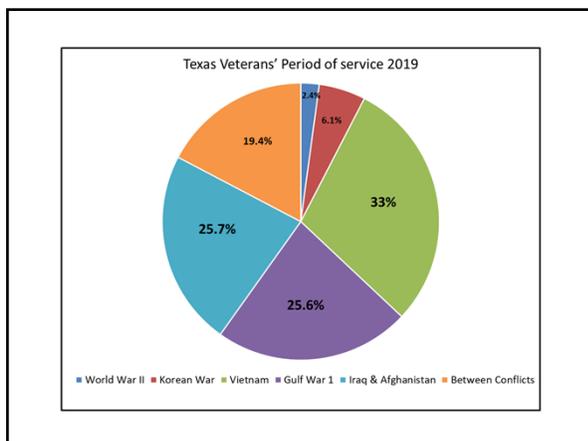


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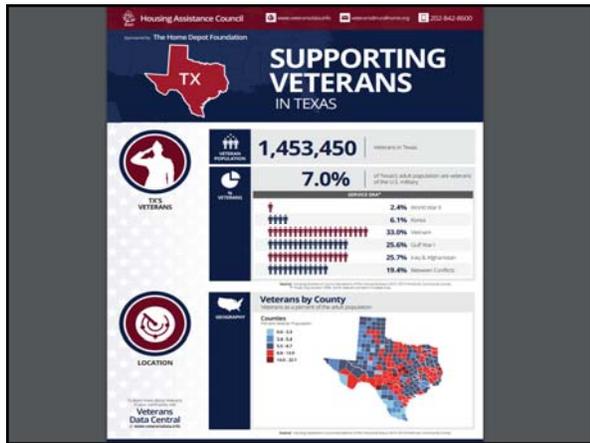
TEXAS VFW

MEMBERSHIP





Approximately **1,171,480** Texas residents served during war!
If only 50% served in combat that is **585,740** comrades!
Our mission statement for 2020-2021 was **65,318**.
Ask yourself the following questions:
Why are they not joining the VFW?
What can we do different?



**RECRUITING NEW MEMBERS
AND RECOVERING FORMER
MEMBERS.**

How you ask?
Its simple.

YOU ASK!

**FROM VFW CURRENT CONFLICTS
STUDY GROUP**

- **WHAT YOUNGER VETERANS ARE LOOKING FOR**
 - A place where they fit in and feel safe
 - Reconnecting with their families
 - Dealing with service related injuries/issues
 - Helping other veterans
 - Getting help with the VA and other agencies
 - Getting advice on School, jobs, and transition to civilian life

CURRENT CONFLICTS STUDY GROUP

- **WHAT THEY ARE NOT GETTING FROM THE VFW**
 - Acceptance of all eligible Veterans
 - Post activities centered around bar not family
 - Support and mentorship, they don't feel accepted or wanted
 - Appealing activities at the Post level no family activities
 - Problem solving venue for issues such as racism or unethical behavior by members is non existent
 - Lack of use of technology to facilitate communications

Recruiting & Retention

A SUCCESSFUL POST WILL HAVE THE FOLLOWING:

- Weekly Social Activity for all.
- Community Activity – One every 2 months.
- Post Publication – Newsletter, email, etc.
- At least one Recruiter.
- At least one Mentor/Greeter.
- An annual plan and multi-year goals.



To be successful at recruiting
you need to have:

1. Enthusiasm	51%
2. Empathy & Understanding	25%
3. Manners & Charm	10%
4. Fun	7%
5. Product Knowledge	7%

Source "The Art of Closing any Deal" by James W. Pickens.

ENTHUSIASM

A positive, enthusiastic attitude is the most important ingredient in recruiting.





The candidate can tell if you are excited about your product or not.

You're a member that has bought the product. Use your reasons for joining and be passionate about them.

EMPATHY & UNDERSTANDING

You too have been;

- Overseas.
- In Harms Way.
- In the Military
- To Boot Camp
- In the Chow Line.
- Etc...



MANNERS & CHARM

- Use everyday words.
- No profanity.
- Neat, professional appearance.
- Say Thank You.
- Use Sir or Ma'am
- No vices. (Tobacco, Phones, Etc)
- Shake Hands.
- Acknowledge and talk to spouse, parent, child and ask if they are a veteran as well.



FUN

- Have fun.
- Tell a joke.
- Share a humorous story.
- Talk about the camaraderie you have with other members.
- Talk about the fun you have while serving the community.
- Talk about the fun activities you and the other members do.





PRODUCT KNOWLEDGE

You must be sold **FIRST**.
You must be **PROUD**.
You must **BELIEVE**.
You must be **SINCERE**.



Recruiting Techniques

- Be yourself.
- Ask qualifying questions.
- Use everyday words.
- Motivation
- Say Thank You

Be Yourself

- Acting or reading off of a script is not advised.
- Develop your own technique.
- Watch & learn from others their techniques and adapt to your own.



Ask Qualifying Questions

- Did you serve?
- Where at overseas?
- Are you a member of the VFW?
- Why not?
- It cost \$45 down and \$xx a month for 11months to be a lifetime member, how would you like to pay: check, cash, or credit card.



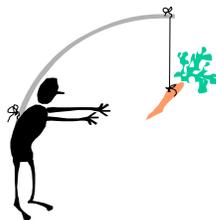
Use everyday words

- The proximity of your personage in/on aquatic and/or land of a country in conflict and demonstration of anti-American values allows for your entry into our association.



Motivation

- Without new members we lose the power to fight for our benefits and rights.
- Without new members your Post will eventually cease to exist.
- Is that what you want?



Say Thank You

- Whether or not the person is eligible for the VFW or even served in the military, say thank you and let them know that you appreciate their service to our country or community or both and that they can still help the Post.



Handling Objections

- Remain Positive and be Polite
- Ask for specifics
- Provide more information
- FEEL FELT FOUND



Remain Positive & Be Polite

- Salesman creed

You will get 1,000 no's before you get one maybe.

You will get 1,000 maybes before you get one yes.

They are not saying NO to you personally. They are saying NO to the way they have been asked. Ask them another way or at another time.



Ask for Specifics

- Knowing what the problem is, means it is halfway solved.
- Not knowing what the problem is means you can not even start to solve it.



Provide More Information

- Once you know what the problem is then you can provide more information about it.
- Know where to get the information if you do not have the answer readily available.



Closing the Sale.

- Ask them to join and hand them an application.
- Help them fill out the application.
- Say Thank You even if they do not sign up.

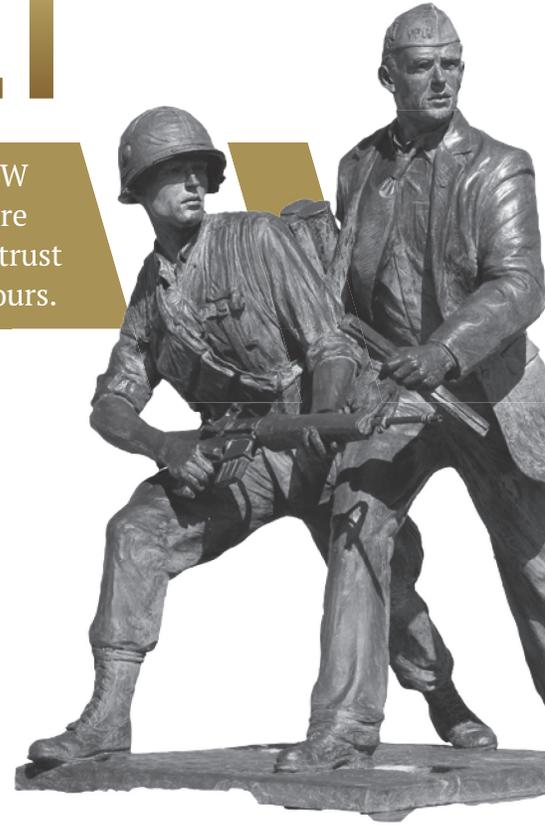




Summary

- Recruiting new members is important to the survival of your Post and protecting out benefits and rights.
- Recruiting new members can be done anywhere at anytime.

As the nation's oldest major war veterans' organization, the VFW has an impeccable and longstanding record of service and stewardship. More than 4.5 million patriotic Americans, both members and non-members, entrust the VFW with financial contributions and dedicate millions of volunteer hours.



YOUR DONATION OF

\$20

ENSURES THE VFW CAN

- Educate** a separating service member about his or her well-earned VA benefits through a private benefits counseling session with a VFW Service Officer.
- Provide** training to 4 VFW Service Officers on signs of emotional suffering so they can better direct veterans to programs and services.
- Help** cover rent, utilities or groceries for a military family struggling with the hardships of war.
- Deliver** 4 morale-boosting “welcome home” celebrations for service members who have returned from combat.

1,900+

Number of VA-accredited VFW representatives across America and abroad, helping veterans fight for the VA benefits they have earned.

61

Number of VFW-SVA Fellows (student veterans) who have traveled to Washington, D.C., to advocate for veterans' rights.

\$9.7 billion+

The total annual amount the VFW helped veterans recoup in VA disability compensation and pension benefits — which includes \$1.4 billion in new benefits paid to veterans in fiscal year 2020.

2.3 million+

Number of service members and their family members hosted at VFW Military Assistance Program (MAP) events since 2005.

23

Number of times the VFW has testified before Congress in the last 12 months alone. The VFW has been instrumental in virtually every major legislative victory for veterans in the 20th and 21st centuries.

\$2.9 million

Amount of scholarships, monetary awards and other incentives the VFW distributes annually to middle and high school students through two major patriotic essay competitions.

\$12.1 million+

Value of financial assistance awarded to military families since 2004 to help cover basic needs in times of crisis. 44% of the funds covered basic housing needs.

\$9.2 million

Amount of scholarships awarded to more than 2,054 veterans and service members through VFW's “Sport Clips Help A Hero Scholarship” since January 2014.

MORE FACTS ABOUT THE VFW



The VFW by the numbers

1.5 million

Number of VFW and VFW Auxiliary members.

6,024

Number of VFW Posts worldwide.



Cutting red tape

110,000+

Number of veterans the VFW assisted in submitting new VA claims in fiscal year 2020.

Nearly 15,000

Number of VA claims filed by the VFW's Pre-Discharge offices in fiscal year 2020 resulting in more than \$138 million in disability compensation.

27

Number of VFW Pre-Discharge offices across the nation, including the military district of Washington, D.C., area.



Helping struggling military families

10,828

Number of grants provided to military families facing financial hardship through *VFW Unmet Needs* since 2004.

\$5,387,846

Amount of grants provided through *VFW Unmet Needs* covering housing for struggling military families since 2004.

3,688

Number of military families who received assistance with housing needs since 2004.



Improving life in America

10.3 million

Number of volunteer hours contributed by VFW members annually.

\$20.8 million

Amount donated annually to local community service projects by VFW members.



1899

Year the VFW started to fight for veterans, service members and their families.



Honoring the fallen

7.3 million

Number of VFW "Buddy"® Poppies distributed by the VFW last year.

\$7.2 million

Amount raised through the VFW "Buddy"® Poppy program for needy veterans last year.



Inspiring patriotism in young people

29,000+

Number of high school students who competed in the 2020–21 VFW Voice of Democracy competition.

84,000+

Number of students who competed in the 2020–21 VFW Patriot's Pen competition.

The fundamental differences between our organization and other veterans organizations, and one in which we take great pride, are our eligibility qualifications. There are three primary requisites for membership in the Veterans of Foreign Wars of the United States: (1) U.S. Citizen or U.S. National (2) Honorable service in the Armed Forces of the United States (3) Service entitling the applicant to the award of a recognized campaign medal or as set forth in the Congressional Charter and By-Laws and Manual of Procedure and Ritual.

Sec. 103 -- ELECTION:

Applications. After the applicant has filled out the application card, it should be provided to the post adjutant or quartermaster, together with the dues (and admission fee, if applicable). A receipt shall be given to the applicant.

An applicant may be recommended after eligibility has been fully determined by the post reviewing committee. With respect to a department member-at-large, the department headquarters is responsible for the eligibility determination.

The original application of every member will be retained on file with the adjutant.

Balloting on Applications. Before voting on the application during a post meeting, the commander shall allow the members present an opportunity to state their objections, if any, to the admission of the applicant. Unless one member present shall request a written ballot, a vote shall be taken and a majority of the votes cast shall decide acceptance or rejection of the application.

Rejection of Applicant. Should an applicant be rejected by the post, the admission fee and dues shall be returned. After one year (12 months), he may again make application, but a person shall not be proposed for membership more than twice in one post. An applicant rejected in one post may apply to another post or become a department member-at-large.

Notification. The member shall be notified of his acceptance and that he is in good standing, subject to the by-laws governing the organization. The member shall receive a membership card and will be eligible to receive a lapel pin.

Obligation. New post members may receive the obligation according to the ritual.

CHECKING ELIGIBILITY: Proof of service to establish eligibility for membership rests with the applicant. The post is responsible for assuring the eligibility of every member accepted to membership. A careful check of eligibility at the time a person joins will save a great deal of trouble and embarrassment later. A veteran who is not accepted for membership because of ineligibility at the time of application is only disappointed. A member who is removed for ineligibility after having paid dues for several years is justifiably angry.

Assuming that a person is a United States citizen or United States national and has an honorable discharge from the U.S. armed forces, it only remains to be proven that the person has earned a recognized campaign medal or badge; served in Korea between June 30, 1949, until present; or earned Hostile Fire or Imminent Danger Pay eligibility. Those people in the armed forces of the United States shall become eligible for membership immediately upon arrival on hostile soil, in hostile waters or the airspace above in the performance of service.

Discharges issued during and immediately after World War II have a section on the back listing the medals and decorations that have been earned. Persons discharged later received a DD-214, "Report of Separation" form, which lists the medals and decorations on the front. Lost separation documents can be replaced by completing and submitting GSA Standard Form 180, "Request Pertaining to Military Records."

There is always a possibility of an omission on the separation documents. If an applicant claims entitlement to a medal, which is not shown on the individual's separation papers, that person may request verification and correction of records by submitting a GSA Standard Form 180.

The GSA Standard Form 180 is available from any office of the Veterans' Affairs or state veterans' departments. The form must be completed and signed by the veteran in order to receive the information requested or authorize the release of the information to the Veterans of Foreign Wars. Request for records can also be obtained through the National Personnel Records Center at www.archives.gov/veterans.

For subsequent service, refer to Sec. 101 of the Manual of Procedure.

ELIGIBILITY REGULATIONS: The following is to be used as a guide in determining eligibility for membership. The following campaign medals and the periods issued have been authorized by the United States of America, and the holder of any such medal or medals is recognized as possessing the campaign medal requisite of eligibility.

VFW ELIGIBILITY INFORMATION

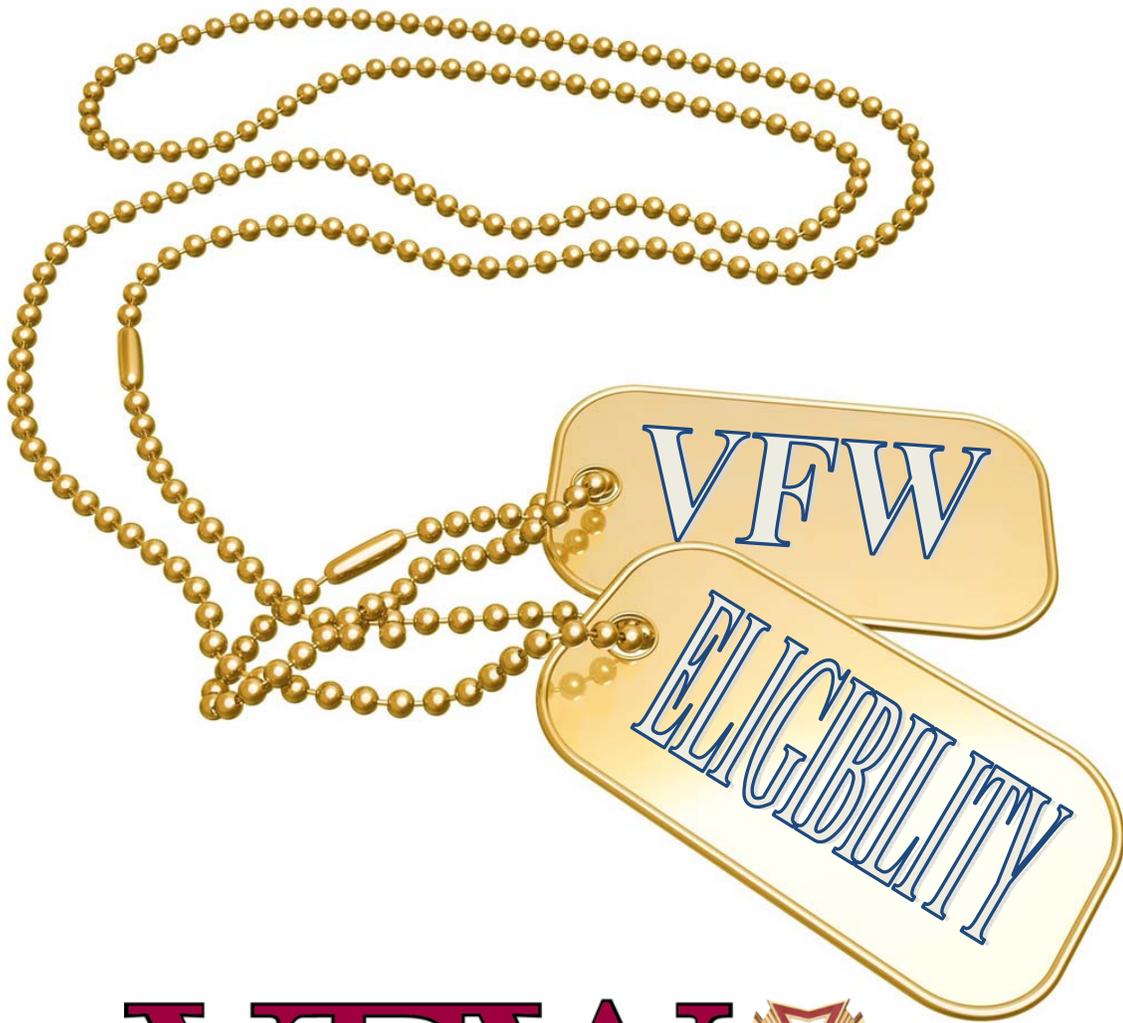
OTS Page 28

Campaign Medals	Military Service	Qualifying Dates	Campaign Medals	Military Service	Qualifying Dates
<u>Expeditionary</u>	Navy - Marine Corps	Feb. 12, 1874 - Open	Japan		Sep. 3, 1945 - Apr. 27, 1952
<u>Spanish Campaign</u>	Army Navy	May 11, 1898 - Aug. 16, 1898 Apr. 20, 1898 - Dec. 10, 1898	<u>Navy Occupation Service Medal</u>		
			Italy		May 8, 1945 - Dec. 15, 1947
<u>Army of Cuba Occupation</u>	Army	Jul. 18, 1898 - May 20, 1902	Trieste		May 8, 1945 - Oct. 26, 1954
<u>Army of Puerto Rico Occupation</u>	Army	Aug. 14, 1898 - Dec. 10, 1898	Germany (<i>except West Berlin</i>)		May 8, 1945 - May 5, 1955
<u>Philippine Campaign</u>	Army Navy	Feb. 4, 1899 - Dec. 31, 1913 Feb. 4, 1899 - Sep. 15, 1906	Austria 1955		May 8, 1945 - Oct. 25,
<u>China Relief Expedition</u>	Army Navy	Jun. 20, 1900 - May 27, 1901 Apr. 5, 1900 - May 27, 1901	Asiatic Pacific		Sep. 2, 1945 - Apr. 27, 1952
<u>Cuban Pacification</u>	Army Navy	Oct. 6, 1906 - Apr. 1, 1909 Sep. 12, 1906 - Apr. 1, 1909	<u>Korean Service Medal</u>		Jun. 27, 1950 - Jul. 27, 1954
<u>Mexican Service</u>	Army Navy	Apr. 12, 1911 - Jun. 16, 1919 Apr. 12, 1914 - Feb. 7, 1917	<u>Navy & Marine Corps Expeditionary Medal</u>		
<u>First Nicaraguan Campaign</u>	Navy	Jul. 29, 1912 - Nov. 14, 1912	Cuban Military Operation		Jan. 3, 1961 - Oct. 23, 1962
<u>Haitian Campaign</u>	Navy	Jul. 9, 1915 - Dec. 6, 1915 Apr. 1, 1919 - Jun. 15, 1920	Thailand Military Operation		May 16, 1962 - Aug. 10, 1962
<u>Dominican Campaign</u>	Navy	May 4, 1916 - Dec. 5, 1916	Iranian, Yemen & Indian Ocean Operation		Dec. 8, 1978 - Jun. 6, 1979 Nov. 21, 1979 - Oct. 20, 1981
<u>World War I Victory</u> (with battle or service clasp incl. Siberia and European Russia)	Army Navy	Apr. 6, 1917 - Apr. 1, 1920 Apr. 6, 1917 - Mar. 30, 1920	Lebanon		Aug. 20, 1982 - May 31, 1983
<u>Army Occup. of Germany</u>	Army	Nov. 12, 1918 - Jul. 11, 1923	Libyan Expedition		Jan. 20, 1986 - Jun. 27, 1986
<u>Second Nicaraguan Campaign</u>	Navy	Aug. 27, 1926 - Jan. 2, 1933	Persian Gulf		Feb. 1, 1987 - Jul. 23, 1987
<u>Yangtze Service</u>	Navy	Sep. 3, 1926 - Oct. 21, 1927 Mar. 1, 1930 - Dec. 31, 1932	Panama (pre and post invasion)		Apr. 1, 1988 - Dec. 19, 1989 Feb. 1, 1990 - Jun. 13, 1990
<u>China Service</u>	Navy	Jul. 7, 1937 - Sep. 7, 1939 Sep. 2, 1945 - Apr. 1, 1957	Operation Sharp Edge - Liberia		Aug. 5, 1990 - Feb. 21, 1991
<u>American Defense Service</u> (with foreign service clasp)	Army - Navy	Sep. 8, 1939 - Dec. 7, 1941	Operation Distant Runner - Rwanda (11th Marine Exped. Unit USS Peleliu)		Apr. 7-18, 1994
<u>European-African- Middle Eastern Campaign</u>	Army - Navy	Dec. 7, 1941 - Nov. 8, 1945	<u>Vietnam Service Medal</u>		Jul. 1, 1958 - Mar. 28, 1973 Apr. 29 - 30, 1975
<u>American Campaign</u> (30 consecutive or 60 non- consecutive days of duty outside continental limits of the U.S.)	Army - Navy	Dec. 7, 1941 - Mar. 2, 1946	<u>Armed Forces Expeditionary Medal</u>		
<u>Asiatic-Pacific Campaign</u>	Army - Navy	Dec. 7, 1941 - Mar. 2, 1946	Lebanon		Jul. 1, 1958 - Nov. 1, 1958
<u>Army of Occupation</u> (30 consecutive days of duty)			Taiwan Straits		Aug. 23, 1958 - Jan. 1, 1959
Italy		May 9, 1945 - Sep. 15, 1947	Quemoy & Matsu Islands		Aug. 23, 1958 - Jun. 1, 1963
Germany (<i>except West Berlin</i>)		May 9, 1945 - May 5, 1955	Vietnam		Jul. 1, 1958 - Jul. 3, 1965
Austria		May 9, 1945 - Jul. 27, 1955	Congo		Jul. 14, 1960 - Sep. 1, 1962
Germany (<i>West Berlin</i>)		May 9, 1945 - Oct. 2, 1990	Laos		Apr. 19, 1961 - Oct. 7, 1962
Korea		Sep. 3, 1945 - Jun. 29, 1949	Berlin		Aug. 14, 1961 - Jun. 1, 1963
			Cuba		Oct. 24, 1962 - Jun. 1, 1963
			Congo		Nov. 23-27, 1964
			Dominican Republic		Apr. 23, 1965 - Sep. 21, 1966
			Korea		Oct. 1, 1966 - Jun. 30, 1974

Campaign Medals	Military Service	Qualifying Dates	Campaign Medals	Military Service	Qualifying Dates
Cambodia		Mar. 29, 1973 - Aug. 15, 1973	Operation Desert Fox - <i>Iraq, Saudi Arabia, Kuwait, Bahrain, Qatar, UAE, Oman, Yemen, Egypt, Jordan, Persian Gulf, Gulf of Oman, USN Red Sea support.</i>		Dec. 16, 1998 - Dec. 22, 1998
Thailand (only those in direct support of Cambodia)		Mar. 29, 1973 - Aug. 15, 1973			
Operation Eagle Pull - Cambodia (includes evacuation)		Apr. 11-13, 1975	Former Republic of Yugoslavia		Jan. 1, 2014 - Open
Operation Frequent Wind - Vietnam (includes evacuation)		Apr. 29-30, 1975	Southwest Asia Service Medal Operation Desert Shield/ Operation Desert Storm (combat areas of operation only)		Aug. 2, 1990 - Nov. 30, 1995
Mayaguez Operation		May 15, 1975			
El Salvador		Jan. 1, 1981 - Feb. 1, 1992	Personnel assigned to support units serving in Israel, Egypt, Turkey, Syria, Jordan.		Jan. 17, 1991 - Apr. 11, 1991
Lebanon		Jun. 1, 1983 - Dec. 1, 1987			
Operation Urgent Fury - Grenada		Oct. 23, 1983 - Nov. 21, 1983	Kosovo Campaign Medal Operation Allied Force - <i>Kosovo Air Campaign</i>		Mar. 24, 1999 - Jun. 10, 1999
Eldorado Canyon - Libya		Apr. 12-17, 1986			
Operation Earnest Will - Persian Gulf (only those participating in, or in direct support)		Jul. 24, 1987 - Aug. 1, 1990	Kosovo Defense Campaign - <i>Ground Action</i>		Jun. 11, 1999 - Dec. 31, 2013
Operation Just Cause - Panama (USS Vreeland & other SVS-designated aircrew mbrs. outside the Conus in direct support)		Dec. 20, 1989 - Jan. 31, 1990	Combat Infantryman Badge & Combat Medical Badge	Army	Dec. 6, 1941 - Open
United Shield - Somalia		Dec. 5, 1992 - Mar. 31, 1995	Air Force Combat Action Medal		Sep. 11, 2001 - Open
Operation Restore Hope - Somalia		Dec. 5, 1992 - Mar. 31, 1995	Combat Action Ribbon	Navy - Marine Coast Guard	Dec. 6, 1941 - Open Dec. 6, 1941 - April 30, 1975
Operation Uphold Democracy - Haiti		Sep. 16, 1994 - Mar. 31, 1995	Coast Guard Combat Action Ribbon	Coast Guard	May 1, 1975 - Open
Operation Joint Endeavor - Bosnia, Croatia, the Adriatic Sea & airspace.		Nov. 20, 1995 - Dec. 19, 1996	Combat Action Badge	Army	Sep. 18, 2001 - Open
Operation Vigilant Sentinel - Iraq, Saudi Arabia, Kuwait, & Persian Gulf.		Dec. 1, 1995 - Feb. 15, 1997	SSBN Deterrent Patrol Insignia	Navy	Jan. 21, 1961 - Open
Operation Southern Watch - Iraq, Saudi Arabia, Kuwait, Persian Gulf, Bahrain, Qatar, UAE, Oman, Gulf of Oman W of 62° E Long., Yemen, Egypt, & Jordan.		Dec. 1, 1995 - Mar. 18, 2003	Korea Duty Service on the Korean Peninsula, its airspace and territorial waters for (30 consecutive or 60 non-consecutive days of duty)		Jun. 30, 1949 - Open
Operation Maritime Intercept - Iraq, Saudi Arabia, Kuwait, Red Sea, Persian Gulf, Gulf of Oman W of 62° E Long., Bahrain, Qatar, UAE, Oman, Yemen, Egypt, & Jordan.		Dec. 1, 1995 - Mar. 18, 2003	Korea Defense Service Medal		Jul. 28, 1954 - Open
Operation Joint Guard - Bosnia, Croatia, Adriatic Sea & airspace.		Dec. 20, 1996 - Jun. 20, 1998	Global War on Terrorism Expeditionary Medal		Sep. 11, 2001 - Open
Operation Northern Watch - Iraq, Saudi Arabia, Kuwait, Persian Gulf W of 56° E Long., and Incirlik AB, Turkey (only pers. TDY to ONW)		Jan. 1, 1997 - Mar. 18, 2003	Afghanistan Campaign Medal		Sep. 11, 2001 - Open
Operation Joint Forge - Bosnia-Herzegovina, Croatia, Adriatic Sea & airspace.		Jun. 20, 1998 - Mar. 23, 1999	Iraq Campaign Medal		Mar. 19, 2003 - Dec. 31, 2011
Operation Desert Thunder - Iraq, Saudi Arabia, Kuwait, Bahrain, Qatar, UAE, Oman, Yemen, Egypt, Jordan, Persian Gulf, Gulf of Oman, Red Sea support.		Nov. 11, 1998 - Dec. 22, 1998	Air Force Expeditionary Service Ribbon with GOLD BORDER		Apr. 2004 - Open
			Inherent Resolve Campaign Medal		June 15, 2014 - Open
			Hostile Fire or Imminent Danger Pay		
<hr/> <p>This information is to be used for guideline purposes only. The separation document or DD 214 MUST reflect campaign medal service to establish eligibility. Service in Korea without the issuance of a campaign medal can be established with additional, support documentation. Hostile Fire or Imminent Danger Pay can be established with pay records.</p>					

TEXAS VFW

A Guide to Determining



By Dan West
VFW Certified National Recruiter

Not everyone who served in the Armed Forces of the United States is eligible for membership in the VFW. The VFW Congressional Charter, issued by the Congress of the United States, as amended, dictates under Section 230103 who is eligible for membership in the Veterans of Foreign Wars. Section 101 of the By-Laws and Manual of Procedure go into further detail on eligibility for VFW membership.

CONGRESSIONAL CHARTER

VETERANS OF FOREIGN WARS OF THE UNITED STATES

Section 230103—Membership.

An individual is eligible for membership in the corporation only if the individual served honorably as a member of the Armed Forces of the United States-

- 1. In a foreign war, insurrection, or expedition in service that-

 - A. Has been recognized as campaign-medal service; and*
 - B. Is governed by the authorization of the award of a campaign badge by the United States Government;**
- 2. on the Korean peninsula or in territorial waters for at least 30 consecutive days, or a total of 60 days, after June 30, 1949; or*
- 3. in an area which entitled the individual to receive special pay for duty subject to hostile fire or imminent danger under section 310 of title 37.*



VETERANS OF FOREIGN WARS OF THE UNITED STATES

BY-LAWS

Sec. 101—Eligibility.

Any citizen of the United States and any United States National may be a member of the Veterans of Foreign Wars of the United States who is serving or has served honorably in the Armed Forces of the United States:

- (1) in a foreign war, insurrection, or expedition, which service has been recognized as campaign medal service and is governed by the authorization of the award of a campaign badge by the Government of the United States; or
- (2) on the Korean peninsula or in territorial waters for not less than 30 consecutive days, or a total of 60 days, after June 30, 1949; or
- (3) while a member of the armed forces serving in an area which entitled the individual to receive special pay for duty subject to hostile fire or imminent danger.

Refer to Section 101 of the Manual of procedure.

VETERANS OF FOREIGN WARS OF THE UNITED STATES
MANUAL OF PROCEDURE
ARTICLE I—MEMBERS

Sec. 101—Eligibility.

The following is to be used as a guide in determining eligibility for membership and is furnished as a matter of information concerning the periods during which campaign and/or service medals were authorized:

Hostilities - Persons in the armed forces of the United States shall become eligible for membership immediately upon arrival on hostile soil, in hostile waters or the airspace above in the performance of service qualifying such persons for membership.

Subsequent service - An applicant for membership who has had honorable campaign service, terminated by a discharge under honorable conditions, but who later reenlisted or returned to active duty and had subsequent service terminated by a discharge other than honorable shall not be considered eligible for membership. A member of the organization who receives a discharge other than honorable for service subsequent to becoming a member shall, upon issuance of a special order, cease to be a member by reason on ineligibility; provided, however, that such member may request in writing that the Commander-in-Chief determine his eligibility and appeal therefrom in accordance with the provisions of Section 108. In the event that such discharge is subsequently changed by appropriate governmental authorities, such former member may apply for membership in accordance with the provisions of this article. Veterans who were originally given a discharge other than honorable for refusal of repatriation shall forever be denied the privilege of membership in this organization, notwithstanding any later change in their status. Any person whose membership has been terminated under the provisions of Article IX of these By-Laws shall not be eligible for membership.



ELIGIBILITY GUIDE

The following is to be used as a guide in determining eligibility for membership and is furnished as a matter of information concerning the periods during which campaign and/or service medals were authorized.

Eligibility for membership in the Veterans of Foreign Wars of the United States is based on honorable service in the Army, Navy, Marine Corps, Air Force, or Coast Guard performed by officers or enlisted personnel who have served in any foreign war, insurrection, or expedition, which service is recognized by the award of a campaign or service medal of the United States, or who served in Korea as outlined in the following guide, or who earned Hostile Fire or Imminent Danger Pay. Persons still serving in the active armed forces may be accepted for membership provided they meet eligibility requirements.

Proof of service to establish eligibility for membership rests with the applicant. The Post is responsible for assuring the eligibility of every member accepted to membership. The Department Headquarters and the National Headquarters are accountable for the eligibility of their respective Members-at-Large.

The following campaign medals have been recognized as meeting campaign medal requirements of membership:

Refer to current edition of the National By-Laws for a complete and up to date list.

It is the responsibility of the applicant to provide “Proof of service to establish eligibility for VFW membership”.

It is the responsibility of the Post to “assure the eligibility of every member accepted to membership.”

Section 902 of the VFW National By-Laws makes it an offense to "...acquiescing in or permitting ineligible persons to become members or officers." What this means is that a person has to be eligible for membership in the VFW before they can become a member and that any member that allows an applicant to become a member without proof of eligibility can have disciplinary action initiated against them for doing so. This is why an Eligibility Review Committee is vital to any Post so that the applicant is properly vetted for membership.

SAMPLE DD-214

Every service member is issued a Military Discharge, the most common form that you will see is known as a DD-214 form. First issued in 1950 they replaced the War Department Adjutant General Office (WD AGO) form and the Naval Personnel (NAVPERS) discharges and the "Notice of Separation from" forms.

The DD-214 form and earlier discharge documents will have all the basic information of the individual. Name, rank, birthdate, dates of service, military occupational specialty, military education, decorations and medals and character of service; everything you need to verify eligibility except for U.S. Citizenship or U.S. National. There are several versions of the DD-214. However, they will all have the same information.

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) [Redacted]
 2. DEPARTMENT, COMPONENT AND BRANCH USMC-11
 3. SOCIAL SECURITY NO. [Redacted]

4. GRADE, RATE OR RANK Sgt
 4.3. PAY GRADE GS-5
 5. DATE OF BIRTH (MM/DD/YYYY) [Redacted]
 6. RESERVE ORIG. TERM, DATE (Year)(Month)(Day) [Redacted]

7. PLACE OF ENTRY INTO ACTIVE DUTY Dallas, TX
 8. STATION WHERE SEPARATED Garland, TX 75042

9. DATES OF ENTRY INTO ACTIVE DUTY
 10. SGLI COVERAGE (None) Amount: \$100,000

11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)
 0311-Riflesman
 10yrs 02mo
 8511-Drill Instructor
 03yrs 02mo
 8563-NCIMS
 02yrs 04mo

12. RECORD OF SERVICE
 a. Date Entered AD This Period 83 10 21
 b. Separation Date This Period 94 11 08
 c. Net Active Service This Period 11 01 17
 d. Total Prior Active Service 00 00 00
 e. Total Prior Inactive Service 00 00 00
 f. Foreign Service 01 06 02
 g. Sea Service 03 09 15
 h. Approximate Average Duty Grade 89 05 01

13. DECORATIONS, MEDALS, CAMPAIGN RIBBONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (List period of service)
 Rifle Expert Badge (6th Awd) Pistol Expert Badge (2nd Awd) Sea Service Deployment Ribbon(w/4*) Letter Of Appreciation(8th Awd) Meritorious Mast (11th Awd) Navy Achievement Medal (w/2*) Good Conduct Medal (w/2*) Combat Action Ribbon (w/2*)

14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)
 SEA DUTY TRNG CRS 84/11, AMPHIB REFRESHER CRS 85/11, BASIC LIFESFT CRS IN CPR 86/04, ADVANCED LIFE SAVING AND WATER SAFETY 87/10, NUCLEAR BTO AND CHEM DEFENSE SCOL 89/09, DRILL INSTR CRS 91/09, PARACBTINSTR OF WATER SAFETY 89/09

15. MEMBER CONTRIBUTED TO POST/STATE SEA (Yes/No) MIL. SERVICE TRAINING OR (Yes/No) 16. DAYS ACCRUED LEAVE PAID (Yr)(Mo)(Day) 01 00 00
 17. MEMBER PARTICIPATED IN EDUCATIONAL ASSISTANCE PROGRAM (Yes/No) 18. MEMBER PARTICIPATED IN POST/STATE SEA (Yes/No) 19. MEMBER PARTICIPATED IN MILITARY SERVICE TRAINING OR (Yes/No)

19. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) 803 Indiana St, San Marcos TX 78666
 20. NEAREST RELATIVE (Name and address - include Zip Code) Sam An SM, [Redacted]

21. MEMBER AUTHORIZED TO SIGN (Typed name, grade, title and signature) R.P. BIEDNARCH 1STLT USMC

22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature)

23. TYPE OF SEPARATION Discharge
 CHARACTER OF SERVICE (Include upgrade) HONORABLE
 24. SEPARATION AUTHORITY 37 USC 1055
 25. NARRATIVE REASON FOR SEPARATION Completion of Required Active Service (USMC) WAS
 26. DATES OF TIME LOST DURING THIS PERIOD N/A
 27. REENTRY CODE EE-1A
 28. MEMBER REQUESTS COPY 4 (Initials) N/A

DD Form 214, NOV 88 578 0102-11-008-5500 Previous editions are obsolete. SERVICE - 2

SAMPLE WD AGO FORM

ENLISTED RECORD AND REPORT OF SEPARATION HONORABLE DISCHARGE

1. LAST NAME FIRST NAME MIDDLE INITIAL [Redacted]
 2. GRADE OR RATE [Redacted]
 3. DATE OF BIRTH (MM/DD/YYYY) [Redacted]

4. PLACE OF ENTRY INTO ACTIVE DUTY Springfield, Mass
 5. DATES OF ENTRY INTO ACTIVE DUTY 10 Nov 43 to 29 Nov 45

6. MILITARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)
 0311-Riflesman
 10 Nov 43 to 29 Nov 45

7. DECORATIONS, MEDALS, CAMPAIGN RIBBONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (List period of service)
 Asiatic Pacific Theater Campaign Ribbon Philippine Liberation Ribbon with One Bronze Service Star Good Conduct Medal Asiatic Pacific Theater Campaign Ribbon Purple Heart 28 Oct 43 28 Oct 43 28 Oct 43 28 Oct 43 28 Oct 43

8. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)
 Springfield High School Class 1-3

9. MEMBER CONTRIBUTED TO POST/STATE SEA (Yes/No) MIL. SERVICE TRAINING OR (Yes/No) 10. DAYS ACCRUED LEAVE PAID (Yr)(Mo)(Day) 01 00 00
 11. MEMBER PARTICIPATED IN EDUCATIONAL ASSISTANCE PROGRAM (Yes/No) 12. MEMBER PARTICIPATED IN POST/STATE SEA (Yes/No) 13. MEMBER PARTICIPATED IN MILITARY SERVICE TRAINING OR (Yes/No)

14. MAILING ADDRESS AFTER SEPARATION (Include Zip Code) [Redacted]
 15. NEAREST RELATIVE (Name and address - include Zip Code) [Redacted]

16. MEMBER AUTHORIZED TO SIGN (Typed name, grade, title and signature) [Redacted]
 17. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) [Redacted]

18. TYPE OF SEPARATION Discharge
 CHARACTER OF SERVICE (Include upgrade) HONORABLE
 19. SEPARATION AUTHORITY 37 USC 1055
 20. NARRATIVE REASON FOR SEPARATION Completion of Required Active Service (USMC) WAS
 21. DATES OF TIME LOST DURING THIS PERIOD N/A
 22. MEMBER REQUESTS COPY 4 (Initials) N/A

98%+ of all membership verifications are done through the examination of an applicant's DD-214. As a result there are members of the VFW who demand a DD-214 to prove eligibility. These Comrades, while they mean well, are wrong as the National VFW By-Laws and Manual of Procedure ask for "Proof of service to determine eligibility..."

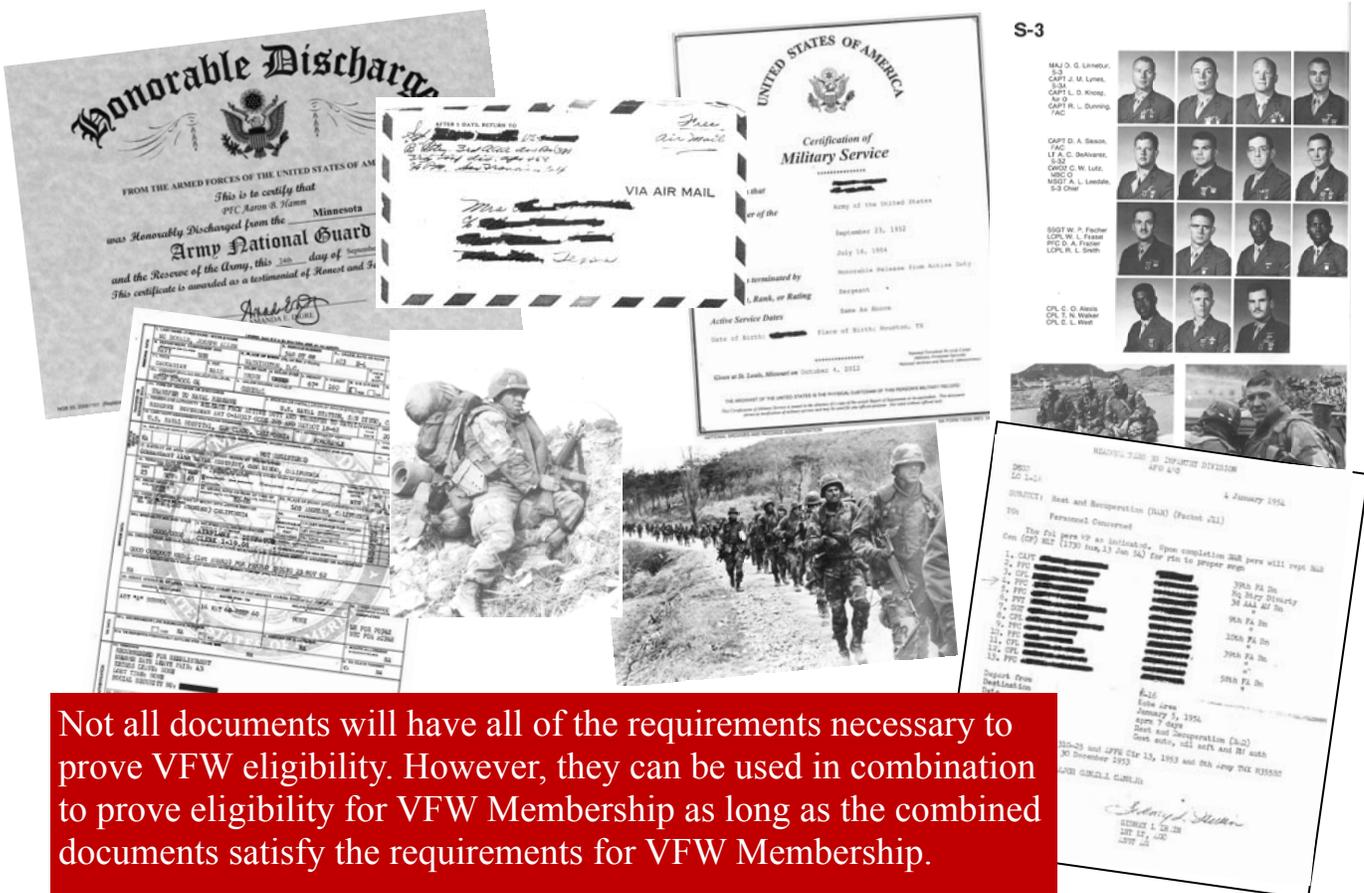
The DD-214 Form is only ONE way of determining eligibility for membership in the VFW.

For applicants and members who have lost, misplaced or had their discharge papers or DD-214 form destroyed they can request one from the National Archives by going online to <http://www.archives.gov/veterans/military-service-records/>. They can also request a copy of their Service Record Book, pay records, medical records, deployment history, etc. They will need to be very specific in their request.

The Post Review Committee will review the applicant's membership application and supporting documents. (The applicant should provide copies, and any originals provided should be copied and originals returned to applicant.)

The review committee must agree that the applicant has provided sufficient documentation that proves 1) Service in the Armed Forces of the United States; 2) their service was honorable; 3) that they served in an area per Section 101 of the VFW National By-Laws and Manual of Procedure; and 4) they have signed their VFW Membership Application attesting to being a citizen of the United States or U.S. National and eligible for VFW membership.

What can be used for proof of eligibility? Of course the individuals DD-214 as previously mentioned can be used. You can also use other military records such as Leave and Earning statements, Rest & Recuperation orders, Deployment History page of the individuals Service Record Book, Medal Citations, Evaluations of Performance and Conduct, Deployment/Cruise Books, photographs, written statements from a VFW member certifying that the applicant served with them as a member of the American military in a theatre of operations that qualifies for a campaign medal, letters/envelopes sent home with FREE where the postage stamp would be as long as the return address shows the applicants name and military return address, military orders, official military correspondence, flight/ship manifests, NA Form 13038 Certificate of Military Service, etc.



Not all documents will have all of the requirements necessary to prove VFW eligibility. However, they can be used in combination to prove eligibility for VFW Membership as long as the combined documents satisfy the requirements for VFW Membership.

What about members of the military still on Active Duty? Section 102 of the VFW National Manual of Procedure covers these and in essence states that a member of the VFW who is, submitting the application shall certify the applicants qualifications based on personal knowledge and will print their name, sign and date the application along with their member number in the recruiter section of the form as certification. The applicant, however, is still required to provide proof of eligibility within a reasonable time. The same proof of eligibility is used as described above. You can also ask that the member provide a written document on unit letterhead signed by the Commanding officer or personnel officer certifying that the applicant has earned a campaign medal, personal decoration denoting combat service, or received Imminent Danger or Hostile Fire pay.



What about a member that transfers from one Post to another, do we still need to verify eligibility if they are already a VFW member in good standing in another VFW Post?

YES. There is no guarantee that the Post the member is transferring from verified eligibility of the member. All persons joining your Post, whether as a new member or a transfer from another Post, must submit a completed application and proof of eligibility and must be accepted by the Post. If the member verified their eligibility once they can do it again.



What about Merchant Marines? Merchant Marines are not eligible for membership in the VFW. While it is true they serve in harm's way and can receive V.A. benefits, Merchant Marines are not considered part of the Armed Forces. This can be a contentious issue with some members and until the Congress of the United States changes the VFW charter, Merchant Marines are not eligible for VFW membership.

What documents cannot be used to determine eligibility?

While there are many documents that can be used to support membership in the VFW there are some that should never be used.

- ▶ Civilian medical records, even those from the V.A.;
- ▶ Published newspaper/video/news stories where the information is provided by the applicant and not independently verified and cites official sources by the author about the applicant;
- ▶ Sworn statements by persons not a member in good standing of the VFW or the applicant themselves.

The [redacted] story

By [redacted] Publisher
Retired Marine [redacted] recently told of his experiences in Vietnam. His mission was secret.

He was a sniper. No one knew where he was. His older brother had joined the Marines before [redacted] was born, and by the time [redacted] joined up, his brother was a staff sergeant. [redacted] recalled how his brother helped him.

"The only people that knew I was over there was my brother and my mother. He was a Sergeant Major. God doesn't tell a Sergeant Major what to do.

"He would get me on a cargo flight to Okinawa (nine hours) so I could call my mother collect. If I called from the Philippines, that would not have worked. I made my call and returned.

"The paper we had was the 'Stars & Stripes' published by the Army. I got off a helicopter in De Nang (Vietnam).

"This reporter from Stars & Stripes ran up to me and took my picture. I said, 'Dude, are you crazy?' I threw his camera on the ground, pulled out my pistol and shot it. I told him 'If you ever take my picture again, I'll kill you.'"

[redacted] was on the last flight out when it all ended.

He recalled the events with much emotion: "We just gave it to 'em. I was on the last helicopter out of Saigon April 30, 1975.

"They couldn't land the helicopters on the ground.

"They landed them on an apartment building by the embassy, loading evacuees and troops.

"Standing on the roof of

that apartment, you could look down the street and whole divisions of North Vietnamese Army were just standing there. Tanks. Everything ... just waiting for us to go.

"We were flying helicopters out of Saigon just as fast as they'd go, loaded with refugees. There were two or three aircraft carriers. As soon as we would land the helicopters, we would unload 10-20 marines, we would push that helicopter overboard, to make room for the next one."

Friday, Nov. 11 is not only Veterans Day, but also [redacted] birthday and his wedding day to his fiancé, [redacted]. The wedding will be held at VFW Post [redacted]

Thank you for your service and for telling your story,



What about falsified documents? With today's technology it is rather easy for a person with dishonest intent to create a fake or altered DD-214. The VFW Post Review Committee is not charged with determining if the documents provided are legitimate or not. They are charged with verifying eligibility of the applicant. If they suspect

the documents are tainted they can ask for more documentation from the applicant.

This falsified DD-214 at first looks genuine, its only after you start looking at it that some discrepancies are discovered.

1. Individual got out in 1987 however this is a DD-214 first used in Nov 1988.
2. The Navy Cross does not have clusters.
3. The Silver Star for Navy personnel does not have clusters.
4. There is no Campaign Medal listed to correspond with awards for valaor.
5. Section 11 for the job the individual had is blank.
6. The "Sea Service Deployment Award" is actually a ribbon.
7. Section 25 Separation Authority says NAVCORSEPMAN which does not exist.
8. Separation code of FGQ1 cannot be found.
9. Rentry code of N/A is also questionable.
10. Rank is wrong for the Navy as a Captian in the Navy is an O-6.
11. Listing of "Balance-File Classified" in the awards section is the biggest Red Flag.

There is enough questionable information on this DD-214 to warrant further information from the applicant and question its validity.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADDED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle) [redacted]		2. DEPARTMENT, COMPONENT AND BRANCH USN-11		3. SOCIAL SECURITY NO. [redacted]	
4. GRADE, RATE OR RANK CAPT		4.D. PAY GRADE O-4		5. DATE OF BIRTH (YYMMDD) [redacted]	
6. RESERVE OBLIG. TERM. DATE Year 87 Month 07 Day 26		7.b. HOME OF RECORD AT TIME OF ENTRY (city and state, or complete address if known) [redacted]			
8.a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND VF-84 MAC-15 ZHAWAS MIRAMAR, CA			8.b. STATION WHERE SEPARATED VF-84 CVR-69 ZHAWAS MIRAMAR, CA		
9. COMMAND TO WHICH TRANSFERRED N/A					
10. PRIMARY SPECIALTY (List number, title and years of months in specialty. List additional specialty numbers and titles involving periods of one or more years.) [redacted]			11. RECORD OF SERVICE		
			10. SELF COVERAGE Amount: \$ 100,000		
			a. Date Entered AD This Period 87 07 31		
			b. Separation Date This Period 87 07 31		
			c. Net Active Service This Period 00 00 00		
			d. Total Prior Active Service 00 00 00		
			e. Total Prior Inactive Service 00 00 00		
			f. Foreign Service 11 02 13		
			g. Sea Service 00 02 01		
			h. Effective Date of Pay Termination 87 07 31		
12. AWARDS, CITATIONS AND DECORATIONS (List number, title and years of months in specialty. List additional specialty numbers and titles involving periods of one or more years.) Purple Heart Bronze Star Silver Star w/Clusters Viet. Cross of Gallantry Viet. Medal of Honor Balance-File Classified					
13. MILITARY EDUCATION (Course title, number of weeks and months) United States Naval Academy Basic CRS Flight Training AVT-30000 Command Management SERK SCOL Naval AVN QA Admin. Naval War College					
14. MEMBER CONTINUED TO POST-VETERAN BENEFITS PROGRAM 15. MEMBER PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION					
16. DAYS ACCRUED LEAVE PAID ELS 7.0 SLS 0.0					
17. REMARKS While a member of the Naval Reserve, you will keep the Director USNR (Toll Free) 1-800-255-5082, or within the State of Hawaii call commercial (913) 236-3108; if AUTOVON is available, call 465-3110 informed of any change of address, marital status, number of dependents, civilian employment, or physical standards.					
19.a. MAILING ADDRESS AFTER SEPARATION (include Zip Code) [redacted]			19.b. NEAREST RELATIVE (Name and address - include Zip Code) [redacted]		
20. MEMBER REQUESTS COPY 4 SENT TO [redacted] OR OF VETERANS [redacted]					
21. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature) J. N. MURRAY WO USNR ADMINISTRATIVE OFF.					
22. SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION Discharge		24. CHARACTER OF SERVICE (include upgrades) Honorable			
25. SEPARATION AUTHORITY NAVCORSEPMAN par 5002		26. SEPARATION CODE FGQ1		27. REENTRY CODE N/A	
28. NARRATIVE REASON FOR SEPARATION Interdepartmental Transfer-File Classified					
29. DATES OF TIME LOST DURING [redacted]					
30. FORM 218 NAVY RR 578 0102-LF 006-5500 Previous editions are obsolete.					

What about a discharge that says “..Under Honorable Conditions”? As long as the discharge denotes “Honorable” or “Under Honorable Conditions” they are eligible for VFW Membership.

The image displays several overlapping military discharge forms. The top form is DD Form 214, NOV 88, with 'Discharge' and 'HONORABLE'. The middle form is DD Form 214, NOV 88, with 'RELIEF FROM ACTIVE DUTY' and 'UNDER HONORABLE CONDITIONS (GENERAL)'. The bottom form is DD Form 214, NOV 88, with 'DISCHARGED' and 'BAD CONDUCT'. A large red arrow points from the text 'Not Eligible' to the 'BAD CONDUCT' entry on the bottom form.

Not Eligible

What about subsequent service? Section 101 of the VFW National Manual of Procedure covers subsequent service.

“Subsequent Service - An applicant for membership who had honorable campaign service, terminated by a discharge under honorable conditions, but who later reenlisted or returned to active duty and had subsequent service terminated by a discharge other than honorable shall not be considered eligible for membership. A member of the organization who receives a discharge other than honorable for service subsequent to becoming a member shall, upon issuance of a special order, cease to be a member by reason of ineligibility; provided, however, that such member may request in writing that the Commander-in-Chief determine his eligibility and appeal therefrom in accordance with the provisions of Section 108. In the event that such discharge is subsequently changed by appropriate governmental authorities, such former member may apply for membership in accordance with the provisions of this Article. Veterans who were originally given a discharge other than honorable for refusal of repatriation shall forever be denied the privilege of membership in this organization, notwithstanding any later change in their status. Any person whose membership has been terminated under the provisions of Article IX of these By-Laws shall not be eligible for membership.”

EXAMPLES

NA Not Applicable

REPORT OF SEPARATION FROM THE ARMED FORCES OF THE UNITED STATES

1. LAST NAME - FIRST NAME - MIDDLE NAME: HONORABLE
 2. GRADE: Cpl
 3. DATE OF SEPARATION: 28 Apr 52
 4. TYPE OF SEPARATION: Rel fr act mil svc

5. QUALIFICATIONS: Sec VI SR615-360-5 SR615-363-5 PETS(See 38)
 6. PLACE OF SEPARATION: Fort Bliss Texas

7. DATE OF BIRTH: 15 Jun 31
 8. PLACE OF BIRTH: Coliad Texas
 9. SEX: Male
 10. RACE: Cau
 11. COLOR: Black
 12. HAIR: Brown
 13. HEIGHT: 67"
 14. WEIGHT: 150

15. RECEIVED: Selective Service Local Board Number: LB #34 Cuero (De Witt) Texas
 16. DATE OF ENTRY INTO ACTIVE SERVICE: 10 Jul 52
 17. HOME ADDRESS AT TIME OF ENTRY INTO ACTIVE SERVICE: Trf to Army Res Texas Mil Dist

18. MEANS OF ENTRY OTHER THAN BY INDUCTION: NA
 19. DATE AND PLACE OF ENTRY INTO ACTIVE SERVICE: 10 Jul 52 San Antonio Texas

20. NET SERVICE COMPLETED FOR PAY PURPOSES EXCLUDING THIS PERIOD: 1 9 19
 21. NET SERVICE COMPLETED FOR PAY PURPOSES THIS PERIOD: 0 0 0
 22. OTHER SERVICE (Last of 16 June 1947 as amended) COMPLETED FOR PAY PURPOSES: 1 9 19
 23. TOTAL NET SERVICE COMPLETED FOR PAY PURPOSES: 2 9 19

24. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED:
 Korean Svc Medal w/2 Bz Svc Stars United Nations Svc Medal
 National Defense Svc Medal Good Conduct Medal GO #109 Hq 4070th SU Pers Cen FBT

25. MOST SIGNIFICANT DUTY ASSIGNMENT: 91st Ord Co APO 234
 26. WOUNDS RECEIVED AS A RESULT OF ACTION WITH ENEMY FORCES: None

27. SERVICE SCHOOLS OF COLLEGE, COLLEGE TRAINING COURSES AND/OR POSTS/SEAS, COURSES SUCCESSFULLY COMPLETED:
 Wheel Veh Mech Ord Sch Jan 53 - Feb 53 Wheel Veh Mech
 None

28. GOVERNMENT INSURANCE INFORMATION:
 28.1. KIND & AMT. OF INSURANCE & MILEY: None-Indemnity
 28.2. TOTAL PAYMENT UPON SEPARATION: \$416.35
 28.3. REMARKS: Blood Group: AB AA-I Score: 81
 No days lost under Sec 6(a) Appendix 2b NCM 1951
 Item #3: Pvt-2 (F) 10 Nov 52
 Item #8: Rel fr act mil svc & trf to Army Res for compl
 8 yrs svc under UMT & Svc Act

29. BENEFITS PREVIOUSLY APPLIED FOR: None
 30. DATES OF LAST CIVILIAN EMPLOYMENT: 1950
 31. MAIN CIVILIAN OCCUPATION: Mechanic
 32. NAME AND ADDRESS OF LAST CIVILIAN EMPLOYER: Coliad Texas

33. UNITED STATES CITIZEN: YES
 34. MARITAL STATUS: Married
 35. NON-SERVICE EDUCATION: 8 1 0
 36. MAJOR COURSE OF FIELD: Academic

37. PERMANENT ADDRESS FOR MAILING PURPOSES AFTER SEPARATION: See Item #20
 38. SIGNATURE OF PERSON BEING SEPARATED: [Signature]

This document (DD-214, July 1952) verifies the individual served in the "Army" and earned the Korean Service Medal for service on the Korean Peninsula and that their service was Honorable. This document meets all requirements for eligibility.

This document (DD-214, Aug 2009) verifies the individual served in the "Army National Guard" and earned the Iraq Campaign Medal and received Imminent Danger Pay and that their service was Honorable. This document meets all requirements for eligibility.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES. THIS IS AN IMPORTANT RECORD. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID.

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (Last, First, Middle): [Redacted]
 2. DEPARTMENT, COMPONENT AND BRANCH: ARMY/ARNGUS
 3. SOCIAL SECURITY NUMBER: [Redacted]

4. GRADE, RATE OR RANK: E05
 5. PAY GRADE: [Redacted]
 6. DATE OF BIRTH (YYYYMMDD): 2010 08 29
 7. PLACE OF ENTRY INTO ACTIVE DUTY: TEMPLE, TEXAS
 8. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD): 00000000

9. COMMAND TO WHICH TRANSFERRED: CO B 538TH BSH PC
 10. STATION WHERE SEPARATED: FORT BLISS, TX 79916-6016

11. PRIMARY SPECIALTY (List number, title and years and months in specialty):
 63B20 WHEELED VEHICLE MECH - 0 YRS 11 MOS// NOTHING FOLLOWS

12. RECORD OF SERVICE:
 a. DATE ENTERED AD THIS PERIOD: 2009 10 01
 b. SEPARATION DATE THIS PERIOD: 2010 08 29
 c. NET ACTIVE SERVICE THIS PERIOD: 0000 10 29
 d. TOTAL PRIOR ACTIVE SERVICE: 0000 00 00
 e. TOTAL PRIOR INACTIVE SERVICE: 0000 00 00
 f. FOREIGN SERVICE: 0000 00 00
 g. SEA SERVICE: 0000 00 00
 h. INITIAL ENTRY TRAINING: 0000 00 00
 i. EFFECTIVE DATE OF PAY GRADE: 2009 02 11

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (List periods of service):
 ARMY COMMENDATION MEDAL//ARMY ACHIEVEMENT MEDAL (2ND AWARD)//ARMY GOOD CONDUCT MEDAL//ARMY RESERVE COMPONENTS ACHIEVEMENT MEDAL (2ND AWARD)//NATIONAL DEFENSE SERVICE MEDAL WITH BRONZE STAR//GLOBAL WAR ON TERRORISM SERVICE MEDAL//IRAQ CAMPAIGN MEDAL W/ CAMPAIGN STAR//RES/CCNY IN BLACK 1B

14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed):
 NONE//NOTHING FOLLOWS

15. COMMISSIONED THROUGH SERVICE ACADEMY: YES X NO
 16. DATES ACCRUED LEAVE: YES X NO
 17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION: YES X NO

18. REMARKS:
 SERVED IN A DESIGNATED IMMINENT DANGER PAY AREA//SERVICE IN KUALA LUMPUR 20091205-20100122//INDIVIDUAL COMPLETED PERIOD FOR WHICH ORDERED TO ACTIVE DUTY FOR PURPOSES OF POST SERVICE BENEFITS AND ENTITLEMENTS//ORDERED TO ACTIVE DUTY IN SUPPORT OF OPERATION IRAQI FREEDOM JAN 10 USC 12302//MEMBER HAS COMPLETED PRIOR FULL TERM OF SERVICE//COMBUSTION OFFICER PROFESSIONAL DEVELOPMENT RIBBON (2ND AWARD)//ARMY SERVICE RIBBON//ARMED FORCES RESERVE MEDAL W/ M DEVICE//DRIVER AND MECHANIC BADGE W/DRIVER-WHEELED VEHICLE (S1) CLASS//DRIVER AND/SEE ATTACHED CONTINUATION SHEET

19. MAILING ADDRESS AFTER SEPARATION (include ZIP Code): [Redacted]
 20. NEAREST RELATIVE (Name and address - include ZIP Code): [Redacted]

21. MEMBER SIGNATURE: [Redacted] 20100728
 22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title, signature): [Redacted] 20100728
 23. DATE (YYYYMMDD): 20100728
 24. OFFICIAL TITLE: ASST TEAM LEAD

25. TYPE OF SEPARATION: RELEASE FROM ACTIVE DUTY
 26. SEPARATION AUTHORITY: AR 635-200, CHAP 4
 27. REENTRY CODE: NA
 28. NARRATIVE REASON FOR SEPARATION: COMPLETION OF REQUIRED ACTIVE SERVICE
 29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD): NONE
 30. MEMBER REQUESTS COPY 4 (Indicate): [Redacted]

SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)
 31. CHARACTER OF SERVICE (include approach): HONORABLE
 32. SEPARATION CODE: MEK
 33. MEMBER REQUESTS COPY 4 (Indicate): [Redacted]

DD FORM 214, AUG 2009 PREVIOUS EDITION IS OBSOLETE. SERVICE - 2

EXAMPLES

This THIS IS AN IMPORTANT RECORD SAFEGUARD IT.

1. LAST NAME - FIRST NAME - MIDDLE NAME
 2. SET
 3. SOCIAL SECURITY NUMBER
 4. DATE OF BIRTH
 5. DEPARTMENT, COMPONENT AND BRANCH OR CLASS
 6. GRADE, RATE OR RATE
 7. DATE OF RANK
 8. YEAR
 9. DAY

USMC-11
 CPL
 E-4
 75
 01

10. SELECTIVE SERVICE NUMBER
 11. HOME OF RECORD AT TIME OF ENTRY INTO ACTIVE SERVICE (Show ZIP Code)
 12. STATION OR INSTALLATION AT WHICH EFFECTED
 13. DATE ENTERED ACTIVE SERVICE (Show BFD, City, State and ZIP Code)

LB656 HOUSTON, TX
 RUC-02206
 Transferred to the Marine Corps Reserve SEPS/DRAFT BRANCH H6HS MCAS EL TORO

14. TYPE OF OPERATION
 15. AUTHORITY AND REASON
 16. CHARACTER OF SERVICE
 17. TYPE OF CERTIFICATE ISSUED
 18. BENEFICIARY CODE

HONORABLE
 N/A

19. LAST DUTY ASSIGNMENT AND WAIVE COMMAND
 20. COMMAND TO WHICH TRANSFERRED
 21. TERMINAL DATE OF SERVICE
 22. PLACE OF ENTRY INTO CURRENT ACTIVE SERVICE (City, State and ZIP Code)

MWHS-3, SCHAF, MCAS, EL TORO, SANTA ANA, CA
 MCRFAA (CODE APR) KSC, MO 64131

23. MONTH
 24. DAY
 25. YEAR

79 07 05
 APRES HOUSTON, TX
 73 07 27

26. PRIMARY SPECIALTY NUMBER AND TITLE
 27. RELATED CIVILIAN OCCUPATION AND S.O.T. NUMBER
 28. RECORD OF SERVICE
 29. NET ACTIVE SERVICE THIS PERIOD
 30. PRIOR ACTIVE SERVICE (A + B)
 31. TOTAL ACTIVE SERVICE
 32. PRIOR INACTIVE SERVICE
 33. TOTAL SERVICE FOR PAY (C + D)
 34. FOREIGN AND/OR SEA SERVICE THIS PERIOD

0431
 Logistics Man
 184,168
 Traffic Manager
 03 00 00
 00 00 00
 03 00 00
 03 00 21
 01 01 22

35. HIGHEST EDUCATION LEVEL SUCCESSFULLY COMPLETED (In Years)
 36. SECONDARY/SCHOOL 12 YRS (1-12 grades) COLLEGE YRS

NONE
 NONE
 12
 NONE

37. THE LAST (Previous 2 Yrs Only)
 38. DAYS ACCRUED LEAVE PAID
 39. SERVICEMAN'S GROUP LIFE INSURANCE COVERAGE
 40. DISABILITY SEVERANCE PAY
 41. RESIDUAL SECURITY INVESTIGATION

NONE
 07.5 Days
 \$20,000
 NONE
 NONE
 ENTNAC
 730830

42. OPERATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED
 National Defense Service Medal Pistol Expert
 Letter of Appreciation Rifle Expert
 Good Conduct Medal

43. REMARKS
 Good Conduct Medal Period Commenced: 760727 (2nd Awd)
 Embarkation Assistants Course
 Participated in Operation Frequent Wind in Evacuation of South Vietnam.
 "Marine requests his copy of DD Form #214 (MC)" *myum*

44. MAILING ADDRESS AFTER SEPARATION (Show BFD, City, County, State, ZIP)
 45. SIGNATURE OF PERSON BEING SEPARATED

SEE ITEM #80
 JOHN S. JOINER CAPT USMC
 AIOC, JOINT RECEIPT CENTER

46. TYPED NAME, GRADE AND TITLE OF AUTHORIZING OFFICER
 47. SIGNATURE OF OFFICER AUTHORIZED TO SIGN

DD FORM 214 MC PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. THIS IS AN IMPORTANT RECORD SAFEGUARD IT. REPORT OF SEPARATION FROM ACTIVE DUTY (1900) INDIV-1

This document (DD-214, Nov 1972) verifies the individual served in the "Marines" and participated in "Operation Frequent Wind in the evacuation of Vietnam" and that their service was Honorable. This document meets all requirements for eligibility.

Section 101 of the VFW National Manual of Procedure lists various "Operations" that qualify an individual for VFW membership.

This document (Notice of Separation from U.S. Naval Service) verifies the individual served in the "Navy" and earned the American Area Campaign Medal and Asiatic-Pacific Area Campaign Medal and that their service was Honorable. This document meets all requirements for eligibility.

NOTICE OF SEPARATION FROM U. S. NAVAL SERVICE 1865 A 305345

1. SERIAL OR FILE NO.
 2. NAME (LAST) (FIRST) (MIDDLE)
 3. RATE AND CLASS/ON
 4. RANK AND CLASSIFICATION
 5. PERMANENT ADDRESS FOR MAILING PURPOSES
 6. PLACE OF SEPARATION
 7. CHARACTER OF SEPARATION
 8. ADDRESS FROM WHICH EMPLOYMENT WILL BE SOUGHT

Storekeeper 2c USN-1
 Camp Wallace, Texas
 Honorable
 Same as #4

9. RACE
 10. SEX
 11. MARITAL STATUS
 12. U.S. CITIZEN (YES OR NO)
 13. DATE AND PLACE OF BIRTH

White Male Single Yes
 San Saba, Texas

14. REGISTERED
 15. SELECTIVE SERVICE BOARD OF REGISTRATION
 16. HOME ADDRESS AT TIME OF ENTRY INTO SERVICE
 17. DATE OF ENTRY INTO ACTIVE SERVICE
 18. NET SERVICE (FOR PAY PURPOSES)
 19. PLACE OF ENTRY INTO ACTIVE SERVICE
 20. DATE OF ENTRY INTO ACTIVE SERVICE

Oakland, Calif.
 1-26-43
 3 2 13
 Oakland, Calif.

21. MEANS OF ENTRY (INDICATE BY CHECK IN APPROPRIATE BOX)
 22. DATES HELD
 23. FOREIGN AND/OR SEA SERVICE WORLD WAR II
 24. QUALIFICATION, CERTIFICATE HELD, ETC.
 25. SERVICE (VESSELS AND STATIONS SERVED ON)

See rating description booklet for Storekeeper 2c
 AS;S2c;SK3c;SK2c
 X YES
 NTS San Diego, Calif.
 USS GUADALUPE
 NAVY V5 San Luis Obispo, Calif.
 USS ARDC 7
 Camp Wallace, Texas

26. SERVICE SCHOOLS COMPLETED
 27. WEEKS
 None

28. INTENTION OF VETERAN TO CONTINUE INS.
 29. TOTAL PAYMENT UPON DISCHARGE
 30. TRAVEL OR WELFARE ALLOWANCE
 31. NAME OF DISCHARGING OFFICER
 32. SIGNATURE (BY DIRECTION OF COMMANDING OFFICER)

CONTINUE
 741.04
 106.05
 100.00
 TP (SC) USN

33. REMARKS
 Point system
 29 months sea duty
 Storekeeper 2c
 Good Conduct; WORLD War I Victory
 American Area Campaign
 Asiatic-Pacific Area, 3 clasps;
 LT. CMDR., USNR
 By direction

34. NAME AND ADDRESS OF LAST EMPLOYER
 35. MAIN CIVILIAN OCCUPATION AND U. S. NO.
 36. JOB PREFERENCE (LIST TYPE, LOCALITY, AND GENERAL AREA)
 37. PREFERENCE FOR ADDITIONAL TRAINING (TYPE OF TRAINING)

Richmond #3 Shipyard
 Richmond, Calif.
 FROM: Mar '43
 TO: Jan '43
 Union-selt
 None

38. GENERAL MERCHANDISE ALGERTA, TEXAS
 39. VOCATIONAL OR TRADE COURSES (NATURE AND LENGTH OF COURSE)

None

40. NON-SERVICE ENG. (TYPE, SUCCESS, FULLY COMPLETED)
 41. DEGREE
 42. MAJOR COURSE OR FIELD
 43. HIGHEST EDUCATION LEVEL COMPLETED
 44. OFF DUTY EDUCATIONAL COURSES COMPLETED

None

45. DATE OF SEPARATION
 46. SIGNATURE OF PERSON BEING SEPARATED

8 April 1946

EXAMPLES

INFORMATION RELEASABLE UNDER THE FREEDOM OF INFORMATION ACT

NAME: [REDACTED]

BRANCH OF SERVICE AND SERIAL/SERVICE NUMBER(S):
UNITED STATES ARMY

DATES OF SERVICE:
DECEMBER 2, 1986 - DECEMBER 6, 1986
ACTIVE DUTY: DECEMBER 2, 1986 - JANUARY 11, 1987

DUTY STATUS
DISCHARGE:

RANK/GRADE:
PAT-R(N)

SALARY:
N/A

SOURCE OF COMMISSION:
N/A

PROMOTION SEQUENCE NUMBER:
N/A

ASSIGNMENTS AND GEOGRAPHICAL LOCATIONS:
SEE ATTACHED

MILITARY EDUCATION:
FOOD SERVICE SPECIALIST, 9 WEEKS JUNE 1987

DECORATIONS AND AWARDS:
ARMY SERVICE RIBBON; OVERSEAS SERVICE RIBBON; SHARPSHOOTER BADGE W/ M16 RIFLE BAR; EXPERT BADGE W/ HAND GRENADE BAR; SHARPSHOOTER BADGE W/ .38 CALIBER PISTOL BAR

TRANSCRIPT OF COURT-MARTIAL TRIAL:
NOT IN FILE

PHOTOGRAPH:
NOT IN FILE

PLACE OF ENTRY:
HOUSTON, TEXAS

PLACE OF SEPARATION:
ST. LOUIS, MISSOURI

FOR DECEASED VETERAN ONLY

PLACE OF BIRTH

DATE OF DEATH

LOCATION OF DEATH

PLACE OF BURIAL

NOTE: N/A denotes information is not available in the veteran's records

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

NA FORM 13164 (Rev. 02-02)

This document (NA FORM 13164, issued by the National Archives) verifies the individual served in the “Army”. There is nothing on this document that would verify VFW eligible service or “Honorable” service.

This document (A copy of the applicants Assignments page from their Service Record Book as provided by the National Archives) verifies the individual served in the Army and went to basic training Fort McClellan, Alabama and then after military Occupational Specialty training was deployed overseas to Germany from 6/87—1/89. There is nothing on this document that shows “Honorable” service or VFW eligible serve.

SECTION VII - CURRENT AND PREVIOUS ASSIGNMENTS						
RECORD OF ASSIGNMENTS						
EFFECTIVE DATE	DUTY MOSC	PRINCIPAL DUTY	ORGANIZATION AND STATION OR OVERSEA COUNTRY	REG	REG	CONT
				NO.	NO.	
				DATE	DATE	TYPE
				IN	OUT	REPORT
861207	[REDACTED]	ENL	USAREGSTA FT MCCLIN AL			
861208	[REDACTED]	SEPT	CO A 40TH BN 68TH FT MCCLIN AL			
870605	[REDACTED]	ADV INDIV TRG	FT MCCLIN AL			
870605	[REDACTED]	FOOD SERVICE SPECIALIST	54TH ACS CO GERMANY			
890111	[REDACTED]	RELIEF FROM ACTIVE DUTY USAR CON GS	ST LOUIS MO			

EXAMPLES

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL
 (Reference: Joint Travel Regulations)
 Travel Authorized as Indicated in Items 2 through 21.

1. DATE OF REQUEST: 8 JAN 88

2. NAME (Last, First, Middle Initial): [REDACTED] SSN: [REDACTED]

3. POSITION TITLE AND GRADE OR RATING: MOVEMENT NCOIC, SPC

4. OFFICIAL STATION: 25th ID (L) SCHO BKS, HI 96857

5. ORGANIZATIONAL ELEMENT: CA

6. PHONE NO.: 655-0386

7. TYPE OF ORDERS: CONFIRMATORY TDY

8. SECURITY CLEARANCE: N/A

9. PURPOSE OF TDY: TEAM SPIRIT 88

10. APPROX NO. OF DAYS OF TDY (including travel time): 60-90 DAYS

11. PROCURED OIA (Date): 12 FEB 88

12. ITINERARY: VARIATION AUTHORIZED

FROM SCHO BKS, HI TO REPUBLIC OF KOREA AND RETURN

13. MODE OF TRANSPORTATION: PRIVATELY OWNED CONVEYANCE (Check one)

14. ESTIMATED COST: PER DIEM \$364.00, TRAVEL \$70.00, TOTAL \$434.00

15. ADVANCE AUTHORIZED: \$364.00

16. REMARKS: TDY VOUCHER TO BE FILED WITH FINANCE OFFICE... TRAVEL IS AUTH AS DETERMINED BY THE UNIT COMMANDER... EXPENSES AUTH PER JTF CDR (VOCD 12 FEB 88) USARPAC (APCS) MSG 261105Z FEB 88, SUBJ: TDY STATUS... CIVILIANS DEPLOYED IN SUPPORT OF TEAMSPIRIT IN THE REPUBLIC OF KOREA.

17. AUTHORITY: [REDACTED] FOR: [REDACTED]

18. APPROVING OFFICIAL (Date and Signature): [REDACTED]

19. ACCOUNTING CITATION: 2 03 082 2020 94619 NDD-92-0029

20. ORDER AUTHORITY: [REDACTED] FOR THE COMMANDER SCHO BKS, HI 96857-6000

21. TRAVEL ORDER NUMBER: 9 JAN 88

This document (A copy of the applicants Temporary Duty Assignment orders from their Service Record Book as provided by the National Archives) verifies the individual served in the Army and went to the Korean Peninsula for 60-90 days. There is nothing on this document that shows "Honorable" service.

This document (A copy of the applicants Performance Report from their Service Record Book as provided by the National Archives) verifies the individual served in the Air Force and was stationed on the Korean Peninsula from 8/78-3/79. There is nothing on this document that shows "Honorable" service.

AIRMAN PERFORMANCE REPORT

1. IDENTIFICATION DATA: LAST NAME, FIRST NAME, MIDDLE INITIAL, GRADE, ORGANIZATION, LOCATION, AND COMMAND, REPORT WARRANT OF COMMISSION GRADE AND SSAN, PERIOD OF REPORT & SUPERVISOR, DUTIES, CURRENT DUTY, Sq, Metal Processing Specialist. Welds, cuts, brazes, forges, heat treats, and solders metals in fabrication, repair, and surface treatment of metal parts and components.

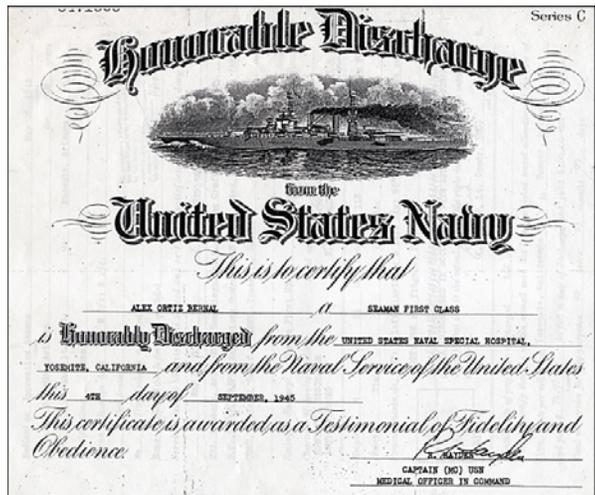
III. PERSONAL QUALITIES: PERFORMANCE OF DUTY, WORKING RELATIONS, LEARNING ABILITY, SELF IMPROVEMENT EFFORTS, ADAPTABILITY TO MILITARY LIFE, HEARING AND BEHAVIOR.

IV. OVERALL EVALUATION: How does he compare with others of his grade and Air Force specialty? Promotion and career potential? (Consider his qualifications in this rating.)

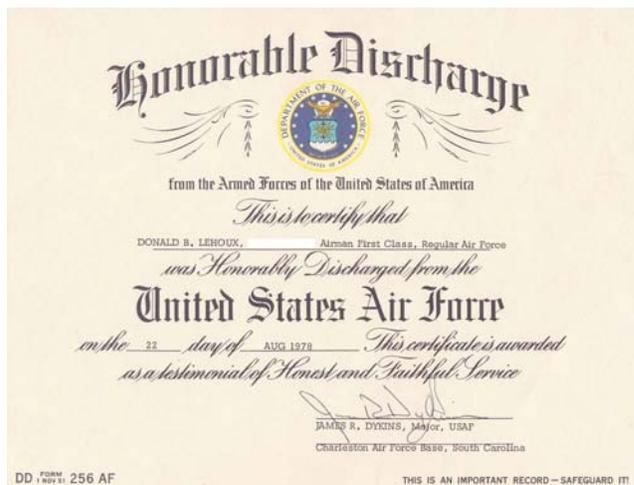
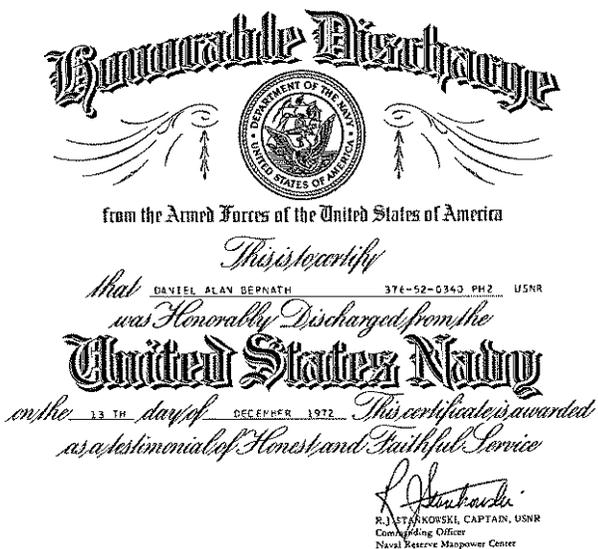
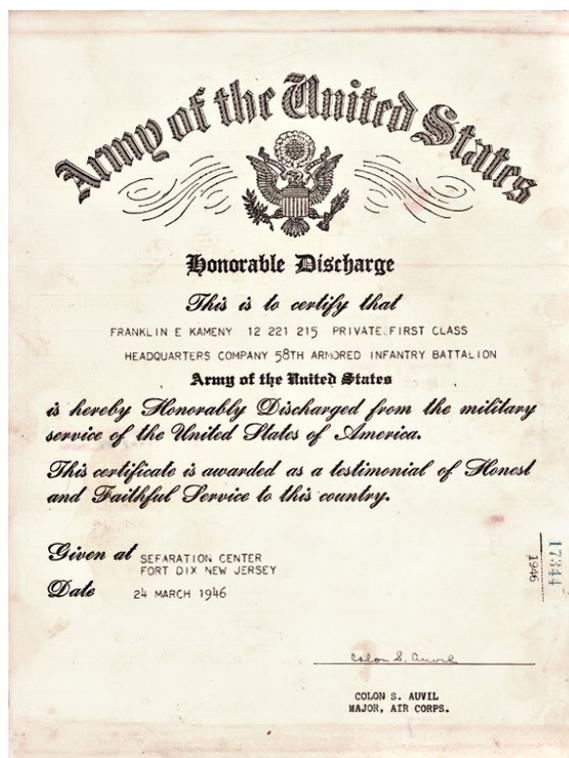
V. REPORTING OFFICIAL: NAME, GRADE, SSAN AND ORGANIZATION, DUTY TITLE, DATE OF REPORT, SIGNATURE, DATE.

VI. INDORSING OFFICIAL: NAME, GRADE, SSAN AND ORGANIZATION, DUTY TITLE, DATE OF REPORT, SIGNATURE, DATE.

EXAMPLES



These are examples of documents that indicate “Honorable” service. Each service branch will have its own and they change from time to time over the years. These documents can be used to verify “Honorable” service. However they do not document VFW eligible service.



EXAMPLES

HEADQUARTERS 3D INFANTRY DIVISION
APO 468

DBSS
LO 1-16

4 January 1954

SUBJECT: Rest and Recuperation (R&R) (Packet #11)

TO: Personnel Concerned

The fol pers WP as indicated. Upon completion R&R pers will rept R&R Cen (CP) NLT (1730 hrs, 13 Jan 54) for rtn to proper orgn

1. CAPT	[REDACTED]	39th FA Bn
2. PFC	[REDACTED]	Hq Btry Divarty
3. CPL	[REDACTED]	3d AAA AF Bn
4. PFC	[REDACTED]	"
5. PFC	[REDACTED]	9th FA Bn
6. PVT	[REDACTED]	"
7. SGT	[REDACTED]	10th FA Bn
8. CPL	[REDACTED]	"
9. PFC	[REDACTED]	39th FA Bn
10. PFC	[REDACTED]	"
11. CPL	[REDACTED]	"
12. CPL	[REDACTED]	58th FA Bn
13. PFC	[REDACTED]	"

Depart from F-16
Destination Kobe Area
Date January 5, 1954
Period aprx 7 days
Purpose Rest and Recuperation (R&R)
Method of tvl Govt auto, mil acct and HF auth

a. Auth: AR 310-25 and AFPE Ctr 13, 1953 and 8th Army TWX H35580
KSS 30 December 1953

BY COMMAND OF MAJOR GENERAL CANHAM:

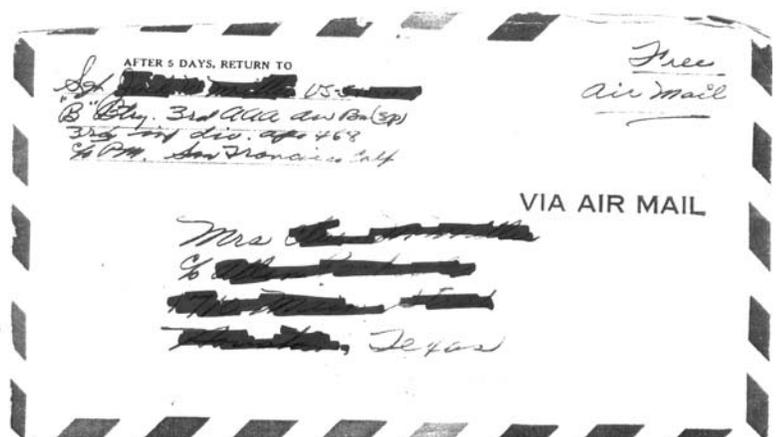
Sidney L. Irwin
SIDNEY L. IRWIN
1ST LT, AGC
ASST AG

This is a copy of "Rest and Recuperation" orders from the 3rd Infantry Division. The APO 468 was the unit designation location of the 3rd Infantry Division when stationed in Korea during the Korean War.

This document proves service in the Army and VFW eligibility. However there is nothing that indicates "Honorable" service. A copy of an "Honorable" discharge along with this document would be deemed sufficient proof for VFW eligibility.

This is a copy of an envelope mailed from a combat zone as the stamp is missing and the word "Free" is written where the stamp would normally go. The return address is a military address.

This document proves service in the Army and VFW eligibility. However, there is nothing that indicates "Honorable" service. A copy of an "Honorable" discharge along with this document would be deemed sufficient proof for VFW eligibility.



EXAMPLES

Photographs can also be used to help verify eligibility. Many times photographs can prove military service and even service in an area recognized for VFW eligibility. Pictures cannot prove "Honorable" service and should not be used exclusively to verify VFW eligibility.

S-3



The world was going down the tubes. They needed a sniper. They found the Mad Brothers!



I'm getting too old for this shit



Three members of C Company, 307th Engineers, stand among some of the 122 and 107mm rockets uncovered by the 3rd Bde, 82nd Abn paratroopers. The engineers are, from left, PFC Louis M. Patrick of Orlando, Fla.; Sp/5 Carlos Sustaita of Hitchcock, Tex.; and Private James Reed of Denver, Colo. Specialist Sustaita is a 20-year old paratrooper, who entered the Army in June of 1967. He was a member of the 82nd Abn Div. at Ft. Bragg, N.C., prior to the 3rd Bde's departure to Vietnam in February of this year. The son of Mr. and Mrs. David Sustaita, 7114 Street, Hitchcock, he attended Ball High School, prior to entering the service.



REAL CASE EXAMPLES



Department of Texas
VETERANS OF FOREIGN WARS
 of the UNITED STATES

8503 N. IH 35
 Austin, Texas 78753
 (512) 834-8535

P.O. Box 14468
 Austin, Texas 78761
 FAX (512) 834-9232

vfw@texasvfw.org

October 23, 2012

To Whom It May Concern:

Subject: VFW Membership Eligibility for [REDACTED] U.S. Army XXX-XX-[REDACTED]

Upon examination of submitted documents to the Department Headquarters it has been determined that [REDACTED] has provided sufficient documentation to prove his eligibility as a member of the Veterans of Foreign Wars.

His eligibility comes from serving as a member of "B" Battery, 3rd Anti-Aircraft Artillery AW Battalion (Self Propelled) with the 3rd Infantry Division from 1953-1954 during the Korean War.

Attached to this letter Mr. [REDACTED] will have a copy of several documents:

1. A letter dated October 8, 2012 from the National Personnel Records Center that his military records "...would have been in the area that suffered the most damage in the fire...and may have been destroyed."
2. Certification of Military Service issued on October 4, 2012 by the National Personnel Records Center showing an Honorable Discharge.
3. A copy of Rest & Recuperation orders from Headquarters 3d Infantry Division, APO 468 dated 4 January 1954 that specifically lists PFC [REDACTED]
4. A copy of Special Order Number 73 from Headquarters 3d Infantry Division, APO 468 dated 20 June 1954 that specifically list Sgt. [REDACTED] and others as having "Eligibility for Departure Far East Command."
5. A copy of two envelopes, marked "Exhibit 1" addressed to a Mrs. [REDACTED] with a military unit return address for [REDACTED] and postage marked as "Free - Air Mail".
6. A copy of the official history of the U.S. Army 3rd Infantry Division History during the Korean War (Exhibit 2) as retrieved from the official website listed on the attachment that shows the 3rd Infantry Division in Korea during the Korean War from September 1950 to October 1954.
7. A copy of the Folger's Coffee (Exhibit 3) publication dated August 1954 that shows a picture of Mr. [REDACTED] and announces his return to the production department "...after serving fourteen and one-half months in Korea."

Please extend every courtesy to Mr. [REDACTED] as a veteran eligible for membership in the Veterans of Foreign Wars and maintain a copy of this documentation as his proof of eligibility in his member file.

Should you have any questions please Department Headquarters.

Sincerely,

Dan West
 State Assistant Adjutant
 Certified National VFW Recruiter

Here are some examples of an actual situation where the applicants DD-214 had been irrevocably destroyed by fire.

After a complete examination of applicants documentation writing a letter for the applicant is helpful, especially if they transfer to another Post.

Make sure the letter lays out the documents used to create a preponderance of evidence that established the basis for eligibility of the applicant for others who might question eligibility.

Many records were destroyed in the fire of July 12, 1973. "The fire destroyed the major portion of records of Army military personnel for the period 1912 through 1959, and records of Air Force personnel with surnames Hubbard through Z for the period 1947 through 1963. Fortunately, there are alternative records sources that often contain information which can be used to reconstruct service record data lost in the fire; however, complete records cannot be reconstructed."

NATIONAL PERSONNEL RECORDS CENTER
 1 ARCHIVES DRIVE ST LOUIS, MO 63128-1002
 www.archives.gov



October 8, 2012

[REDACTED]
 [REDACTED]

RE: Veteran's Name: [REDACTED]
 SSN/SN: *****[REDACTED]
 Request Number: [REDACTED]

Dear Sir or Madam:

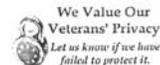
The record needed to answer your inquiry is not in our files. If the record were here on July 12, 1973, it would have been in the area that suffered the most damage in the fire on that date and may have been destroyed. The fire destroyed the major portion of records of Army military personnel for the period 1912 through 1959, and records of Air Force personnel with surnames Hubbard through Z for the period 1947 through 1963. Fortunately, there are alternate records sources that often contain information which can be used to reconstruct service record data lost in the fire; however, complete records cannot be reconstructed.

We are pleased to enclose NA Form 13038, *Certification of Military Service*. This document verifies military service and may be used for any official purpose. A seal has been affixed to this document to attest to its authenticity. The information used to prepare the enclosed NA Form 13038 was obtained from an alternate record source.

If you have questions or comments regarding this response, you may contact us at 314-801-0800 or by mail at the address shown in the letterhead above. If you contact us, please reference the Request Number listed above. If you are a veteran, or a deceased veteran's next of kin, please consider submitting your future requests online by visiting us at <http://vetrecs.archives.gov>.

Sincerely,

JEFFREY TAYLOR
 Archives Technician (4A)



Enclosure(s)

REAL CASE EXAMPLES

Certification of Military Service issued by the National Archives denoting honorable military service in the Army.

Copy of official orders on unit letterhead with signature of authorizing officer listing applicant by name. APO 468 was the location of the unit in Korea.

First page with unit letterhead and special order # not pictured here. This is the second page showing the orders and name of the applicant.



Copies of two envelopes the applicant sent to his wife. Notice the word "Free" where the stamp would go and the return address of the unit while overseas.

Retrieved on 10/22/2012 by Dan West at: <http://www.stewart.army.mil/units/history.asp>

Korean War (1950-1953)

When North Korea invaded the border of South Korea in 1950, the 3rd Infantry Division was one of ten active divisions in the U.S. Army. Manpower shortages resulted in the 30th Infantry Regiment and the 41st Field Artillery loaned out to replace members of other units. The 3rd Infantry Division was brought up to strength with Republic of Korea replacements and the addition of the "Borinqueneers", the 65th Infantry Regiment from Puerto Rico. The division arrived in Korea in September 1950 and joined in the operations in the Hamhung-Hungnam area. On November 23, 1950 China entered the war and the massive strength of the Chinese Army was felt all along the front. The Allies were forced to retreat. From November 30 to December 24, the 3rd Infantry conducted the most massive beachhead evacuation in American military history: 105,000 troops, 100,000 refugees, 17,500 vehicles, and 750,000 tons of cargo. By 1951, elements of the 3rd ID helped recapture Seoul, the Korean capital, and the Chinese were pushed back to the 38th Parallel. As the Chinese tried to recapture the capital, the Seoul of the attack fell on the 3rd Infantry Division's sector and the Marine division became the "Rock of Seoul." Again the Chinese were driven back to the 38th Parallel and the 3rd Infantry Division settled into front-line duty, defending all attempts by the Chinese to seize strategic positions. The war ended in July 1953 and by October 1954 the division returned to Ft. Benning, Georgia.

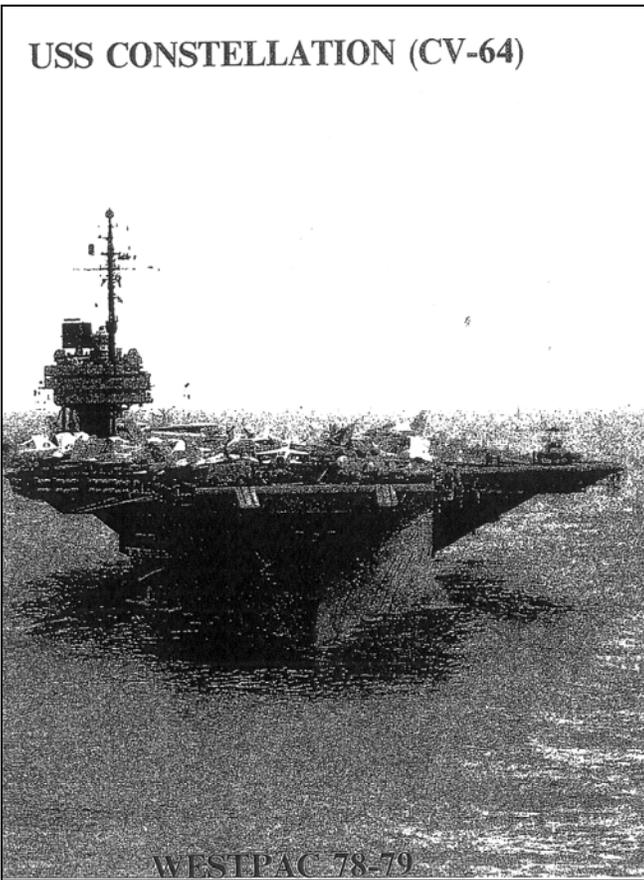
To see the names of the 2,220 Fallen Heroes of the Marine Division from the Korean War click

This is a copy of the unit history from the units official website. Information obtained via the internet needs to be scrutinized as not everything online is accurate.

Many times newspaper clippings can help verify information. This clipping is from the Folger's Corporation from 8/1954

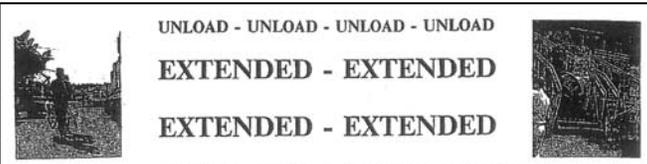
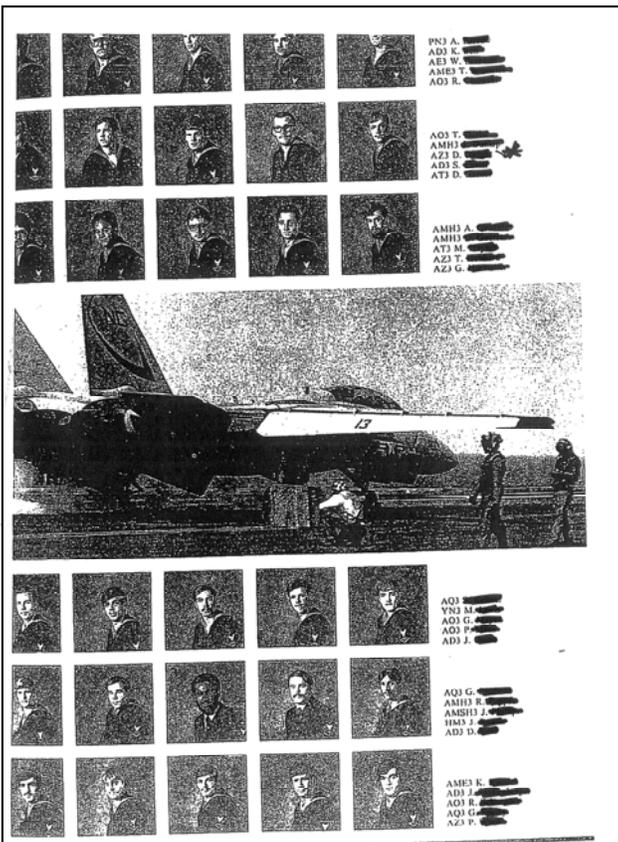
REAL CASE EXAMPLES

USS CONSTELLATION (CV-64)



In this case we used the applicant's copy of his cruise book to help verify eligibility.

The applicant's cruise book proves military service and participation in an area recognized for VFW eligibility.



UNLOAD - UNLOAD - UNLOAD - UNLOAD

EXTENDED - EXTENDED

EXTENDED - EXTENDED

OFFLOAD - OFFLOAD - OFFLOAD - OFFLOAD

At the end of January, Connie was released from MODLOC I, east of Singapore, and returned to Subic Bay for some much needed rest, repair work, and relaxation, including some sports action in the Seventh Fleet competition.

After one more week of refresher operations in February, Connie again returned to Subic on 4 March for the customary "Goin' home" preparations, including one last shopping spree in the "Pearl of the Orient." However, at 1030 on 6 March - less than 24 hours before we were to leave for the States - Captain McCarthy informed the crew that the President, through the Joint Chiefs of Staff, had ordered us to the Gulf of Aden in the Indian Ocean, to demonstrate our nation's concern over the fighting between North and South Yemen and our pledge to assist nations threatened by Communist-backed countries.

Leaves were cancelled, transfers delayed, furniture and other souvenirs were off-loaded and replaced with necessary support materials. In less than 48 hours, the "First Team" of CV-64 and CVW-9 was underway for MODLOC II.

After clearing the Straits of Malacca, the bridge rang up "28 knots", the engineers down below answered the call as usual, and on 16 March, Connie and her escorts arrived on station, having traversed roughly 4000 nautical miles in less than eight days.

While in the Indian Ocean, the CONSTELLATION Task Group never lacked for company. Numerous Soviet vessels cruised by to pay their respects. On three occasions, Soviet long-ranged aircraft were greeted by our F-14 Tomcats and courteously escorted overhead as they came out to look us over.

Tensions between North and South Yemen eased soon after our arrival; the reassurance of United States support had made an impact. As the days of March faded into April, we received the word that the USS RANGER was headed for the Indian Ocean to relieve us. However, our joy was dampened a few days later when word reached us that the RANGER had collided with a Liberian freighter near Singapore. Fortunately, no one was injured, however, the damage suffered by the RANGER was so extensive that she was forced to return to Subic for repairs. Our extension had just been extended!

Within a few days we received good news. The USS MIDWAY had set sail from Japan to take the RANGER'S place as our relief. The CONSTELLATION Task Group set a southerly course towards Diego Garcia, MODLOC III, to obtain much needed supplies, and await the arrival of the MIDWAY.

The change of pace in our operating schedule brought a somewhat relaxed atmosphere. To enhance the relaxed conditions, a boxing smoker was held, a swap meet was staged and the Connie band held a sunset gig on the flight deck. As we crossed latitude 00° 0' the Skull & Crossbones once again flew from the mast, and for the second time this cruise the ship was purged of all pollutants.

Easter Sunday dawned bright and clear and the traditional sunrise service held on the flight deck gave us all new hope.

On 17 April, our prayers were answered. There on our port beam was the MIDWAY, a sight for sore eyes! Throughout the day, helos shuttled personnel and supplies between the two carriers. We really made out well in the trade; we brought the Seventh Fleet Band aboard and we were "headin' home."

As the MIDWAY and her "small boys" faded on the horizon, messages of congratulations for a job well done began pouring in from: JCS, CNO, CINCPAC, CINCPACFLT, COMNAVAIRPAC, and COMSEVENTHFLT. The torch had been passed, Connie was homeward bound!

REAL CASE EXAMPLES

OPNAVNOTE 1650 can be very instrumental in helping to verify VFW eligibility. It lists awards for every unit in the Navy and Marine Corps from 1942-2001 in 1071 pages. A copy can be obtained online.

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
200 NAVY PENTAGON
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

Case frp: Mar 2002
OPNAVNOTE 1650
N09B1
9 Mar 01

OPNAV NOTICE 1650

From: Chief of Naval Operations
To: All Ships and Stations

Subj: MASTER LIST OF UNIT AWARDS AND CAMPAIGN MEDALS

Ref: (a) SECNAVINST 1650.1F

Encl: (1) List of Awards and Abbreviations
(2) Unit Awards/Campaign Medals Awarded to USNS Ships
(3) Unit Awards/Campaign Medals Awarded to USS Ships
(4) Unit Awards/Campaign Medals Awarded to Navy Units
(5) Unit Awards/Campaign Medals Awarded to U.S. Marine Corps Units
(6) Unit Awards/Campaign Medals Awarded to USAF Units
(7) Unit Awards/Campaign Medals Awarded to USA Units
(8) Unit Awards/Campaign Medals Awarded to USCG Units

1. **Purpose.** To provide master list of the ships and units that have been cited for special recognition.

2. **Eligibility.**

a. **Navy awards.** Use 2 digit award code listed in enclosure (1) to determine type of award issued. All personnel permanently attached to or serving with cited units listed enclosures (2) through (8) during the period designated, or any part thereof, are entitled to the award. Eligibility may be established by documentary evidence in service records, such as orders to officer personnel or page four service record entry for enlisted members. Reference (a) sets forth the eligibility criteria for awards and should be used in conjunction with enclosures (2) through (8).

b. Enclosures (2) through (8) do not contain information of the Kuwait Liberation Medals (KLM) and (KLMK). Except for the ships listed below, if a ship or unit is listed for the Southwest Asia Service Medal for the period 1 August 1990 to 31 August 1991 or 17 January to 28 February 1991, they also qualify for the KLM(K) or the KLM, respectively.

USS VIRGINIA (CGN 38)
USS PITTSBURGH (SSN 720)
USS PHILADELPHIA (SSN 690)
USS NEWPORT NEWS (SSN 750)
EOD MOBILE UNIT 6, DET 6
USS MINNEAPOLIS/ST. PAUL (SSN 708)

OPNAVNOTE 1650
9 Mar 01

Joint Meritorious Unit Award. Only those members of the Armed Forces of the United States were present at the time and directly participated in the service or achievement for 30 days or more, the period cited if less than 30 days, are authorized to wear the JMU/A ribbon. Personnel must be cited and/or attached by official orders to the joint unit or task force receiving JMU/A, either as individuals or as members of an assigned or attached unit. Local commanders may cite on an individual basis, the 30-day minimum time requirement for individuals (Reserve personnel in active duty and Temporary Duty and/or Temporary Active Duty personnel), who, in the purview of the commander contributed directly to the achievement cited, and were assigned on official orders to the unit during the approved time frames.

Enclosures (1) through (8) are forwarded for information and use in determining eligibility for awards, campaign and service medals. Personnel Support Detachments and ships/unit personnel are to use these listings to determine eligibility for only those personnel whose records they maintain. Eligibility for retired, discharged or Fleet Reserve personnel must be determined by the Navy or Office, National Personnel Records Center, 9700 Page Avenue, St. Louis, MO 63231-5100 or by Personnel Command.

Consolidated Listing. This constitutes the Navy's consolidated listing of unit awards. The command of the Marine Corps maintains the consolidated listing for Marine units.

G. J. HODGES
Director, Organization & Management
Services Division

Notes:
1. Parts 1 and 2
2. CORPUS PCN 7100000000 and 7100000010

LIST OF AWARDS AND ABBREVIATIONS

LONG FORM

al Reserve Force Letter of Commendation
al Surface Reserve Force Letter of Commendation
Education and Training Letter of Commendation
nt Medal
ion Medal
shed Service Medal
peditionary Medal
vidual Action
vidual Action (With Combat V)
al Achievement Medal
nizational Excellence Award
vice Medal
ke/flight
ervice Ribbon
Unit Award
ion Medal (With Combat V)
shed Service Cross
dal
dal (With Combat V)
nsportation Commendation for Achievement
stimation Medal
istinguished Service Medal
olevement Medal
perations Letter of Commendation
dal
Ribbon
the Marine Corps Certificate of Commendation
it Commendation
ion Medal with Combat Distinguishing Device
guished Service Medal
Service Medal
or Service Medal
Flying Cross (With Combat V)
Flying Cross
Chief, U.S. Naval Forces, Europe Letter of Commendation
ary Service Medal
evement Medal
endation Medal
inguished Service Medal
ervice Medal
standing Unit Award
endation Medal (With Combat V)
e
ng Medal
mmendation Medal (With Combat V)
ervice Medal

LV	Legion of Merit (With Combat V)
MC	Commander, Naval Medical Command Letter of Commendation
ME	Marine Corps Expeditionary Medal
MM	Medal of Honor
MS	Meritorious Service Medal
MR	Defense Meritorious Service Medal
MD	Meritorious Unit Commendation
MA	Navy and Marine Corps Achievement Medal
NB	NASA Medal for Exceptional Bravery
NC	Navy and Marine Corps Commendation Medal
ND	NASA Distinguished Service Medal
NE	Navy "E" Ribbon
NF	NASA Flight Medal
NM	Navy and Marine Corps Medal
NG	NASA Medal for Exceptional Service
NH	Navy Unit Commendation
NV	Navy Achievement Medal (With Combat V)
NX	Navy Cross
OK	Order of Merit
OT	Other
OV	Military Outstanding Volunteer Service Medal
OC	Commander in Chief, U.S. Pacific Fleet Letter of Commendation
PH	Purple Heart
PO	Presidential Unit Citation
RC	Republic of Vietnam Meritorious Unit Citation
RG	Republic of Vietnam Meritorious Unit Citation - Gallantry
RT	Return End of Tour
SA	Southeast Asia Service Medal
SC	Secretary of the Navy Letter of Commendation
SD	Sea Service Deployment Ribbon
SL	Silver Life Saving Medal
SM	Soldiers Medal
SO	Coast Guard SOS Ribbon
SS	Silver Star Medal
TA	Secretary of Treasury Commendation for Achievement
TC	Commander, Naval Telecommunications Command Letter of Commendation
TV	Secretary of Transportation Commendation for Achievement (With Combat V)
UC	Coast Guard Meritorious Team Commendation
VE	Vietnam Service Medal
XX	Letter of Commendation
ZZ	No Award

UNCLASSIFIED

OP-58833 AS OF 29-JAN-01

UNIT AWARDS AND CAMPAIGN PARTICIPATION

SHIP/UNIT NAME	USN SHIPS	AWARD	START-DATE	END-DATE	REMARKS
CONSERVARS AFS 19	VB	14-MAY-1968	07-JUN-1968		
		10-JUN-1969	11-JUL-1969		
		03-AUG-1969	14-AUG-1969		
		20-AUG-1969	10-OCT-1969		
		23-AUG-1970	08-SEP-1970		
		14-SEP-1970	13-OCT-1970		
		26-OCT-1970	09-NOV-1970		
		18-NOV-1970	24-NOV-1970		
CONSERVARS AFS 9	WE	01-JAN-1993	31-DEC-1993		
CONSPANT MCG 427	AR	03-SEP-1958	18-SEP-1958 H		
		29-SEP-1958	11-OCT-1958 H		
		20-OCT-1958	27-OCT-1958 H		
		04-NOV-1958	15-NOV-1958 H		
		19-OCT-1960	10-OCT-1960 G		
		29-NOV-1960	09-DEC-1960 G		
		21-DEC-1960	22-DEC-1960 G		
		10-FEB-1965	23-FEB-1965 I		
		05-MAR-1965	04-APR-1965 I		
		01-JUL-1974	10-JUN-1975		
		01-JUL-1977	31-DEC-1978		
		01-JUL-1980	31-DEC-1981		
		03-NOV-1988	11-JAN-1989		
		24-MAY-1982	09-OCT-1982		
		08-JUL-1984	08-AUG-1984		
		13-SEP-1984	11-OCT-1984		
		21-OCT-1984	12-NOV-1984		
		12-DEC-1984	01-FEB-1987		
		25-NOV-1988	12-JAN-1989		
		09-FEB-1969	28-JAN-1971		
		29-DEC-1970	11-APR-1971		
		04-MAR-1971	11-APR-1971		
		20-APR-1971	03-MAY-1971		
		24-JUL-1987	25-AUG-1987 F		
		01-AUG-1987	18-AUG-1987 F		
CONSTITELLATION CV 64	WE	12-MAR-1979	19-APR-1979 C		
		26-APR-1980	04-AUG-1980 D		
		12-AUG-1980	19-AUG-1980 D		
		24-JUN-1987	23-JUL-1987 G		
		12-MAR-1979	19-APR-1979		
		01-JAN-1984	24-AUG-1985		
		08-OCT-1984	10-MAR-1986		
		01-JAN-1985	10-JUN-1986		
		01-JAN-1989*	31-DEC-1989		
		18-MAY-1967	28-NOV-1967		
		02-JUN-1968	DEC-1968		
		01-APR-1990	31-MAR-1993		

* ONE AWARD FOR MULTIPLE DATES

PAGE 104 UNCLASSIFIED

MARKER CODE	OPERATION	REMARKS CODES
AE	A. BERLIN (14 JUL 61 - 1 JUN 61)	
	B. CORNO (14 JUL 61 - 1 SEP 62 & 23 NOV 64 - 27 NOV 64)	
	C. CUBA (24 OCT 62 - 31 DEC 62)	
	D. DOMINICAN REPUBLIC (18 APR 65 - 21 SEP 64)	
	E. LAOS (19 APR 61 - 7 OCT 62)	
	F. LEBANON (1 JUL 58 - 1 NOV 58)	
	G. GINNY-WATSON (23 JUL 58 - 1 JUN 61)	
	H. TAIWAN STRAITS (23 AUG 50 - 1 JUN 61)	
	I. VIETNAM (1 JUL 58 - 3 JUL 61)	
	II. J. KOREA (1 OCT 66 - 3 JUN 74)	
	K. CAMBODIA (29 MAR 73 - 15 AUG 73) - NO NAVY UNIT ELIGIBLE	
	L. THAILAND (29 MAR 73 - 15 AUG 73) - NO NAVY UNIT ELIGIBLE	
	M. OPERATION EAGLE PULL (11 APR 75 - 11 APR 75)	
	N. OPERATION FREQUENT WIND (29 APR 75 - 30 APR 75)	
	O. HAWAII OPERATION (15 MAY 75)	
	P. GRENADA (23 OCT 83 - 21 NOV 83)	
****	Q. LEBANON (1 JUN 83 - 1 AUG 84) FOR NAVY/MARINE CORPS UNITS (SEE NOTE #5)	
	R. PERSIAN GULF (24 JUL 87 - 1 AUG 80)	
	S. JONT CAISE PARAMA (20 DEC 89 - 31 JAN 90)	
	T. OPERATION RESTORE HOPE SOMALIA (15 DEC 92 - TBD)	
EM	A. CUBA (1 JAN 61 - 23 OCT 62)	
	B. THAILAND (16 MAY 62 - 10 AUG 62)	
	C. IRAN/INDIAN OCEAN (6 DEC 78 - 6 JUN 79)	
	D. IRAN/INDIAN OCEAN (23 NOV 79 - 20 OCT 81)	
	E. LEBANON (20 AUG 82 - 31 MAY 83)	
	F. LIBYA (10 JAN 86 - 27 JUN 86. (AFPM approved for the period 12-17 Apr 1986. An individual may only be authorized one Expeditionary Medal for service in Libya from 26 Jan 1986 through 27 Jun 1986. Personnel who were in the Libyan area during the period 12 through 17 April 1986 may elect which Expeditionary Medal they will receive and wear. Personnel who served in the area before 12 April 86 after 17 April 1986 must be authorized the Navy or Marine Corps Expeditionary Medal.)	
	G. PERSIAN GULF (23 JUL 87 - 1 AUG 80)	
	H. LIBYAN OPERATION SHARIF (15 AUG 86 - 21 FEB 91)	
NEM	1. NEW LIFE/NEW ARRIVAL (1 APR 75 - 1 NOV 75)	
	2. BARY LIFE (4 APR 75 - 9 MAY 75)	
	3. EAGLE PULL (12 APR 75)	
	4. FREQUENT WIND (20-30 APR 75)	
	5. BETHLEHEM ISLAND (1977 - 1980)	
	6. GUNTERMAN HATHOR (14 FEB 76 - 30 JUN 76)	
	7. SHOMOO, NEW YORK (30 JAN 77 - 8 FEB 77)	
	8. SHIP BLOW/IN BLOW II (14 FEB 76 - 26 JAN 78)	
	9. BOAT PEOPLE (21 JUL 78 - 30 JUN 84)	

Once the Post Review Committee has verified eligibility they must sign the back of the member's application stating that they have performed their duties and recommends approval or rejection to the Post membership.

Admission Fee paid \$ _____ Dues paid \$ _____
Date _____ LM Fee Paid \$ _____

The Review Committee has performed its duties and recommends approval or rejection. (Signatures of Committee Below)

Committee Member _____ Committee Member _____
Committee Member _____

Applicant Approved _____ Date Obligated _____ Date _____

PLEASE SEPARATE FORMS BEFORE SIGNING

VFW PLEDGE

I do, of my own free will and accord, solemnly promise and declare that:
I will bear true allegiance -- to the Constitution of the United States of America -- and I will always be loyal thereto.
I do further solemnly promise and declare -- that I will comply with the Congressional Charter -- By-Laws and Ritual of this order -- and I will always be loyal thereto -- that I will never wrong or defraud this organization -- nor a member thereof -- nor permit any wrong to be done to either -- if in my power to prevent it.
I will never propose for membership -- any person not eligible -- nor one whom I know to be unworthy.
I will never make known to anyone -- not authorized to receive it -- any of the work of this order.
Should my affiliation -- with the Veterans of Foreign Wars of the United States -- cease in any way -- I will consider this pledge -- as binding outside of the order -- as though I had remained a member of same.
All this I promise and pledge -- upon the honor of a true comrade -- and a citizen of our great republic.

CERTIFICATION (See Sec. 104 By-Laws)

I attest that I am a citizen of the United States, that my Campaign Service was honorable, that I have never subsequently been discharged from military service under dishonorable conditions. I also certify that (1) I am entitled to a campaign ribbon or medal authorized by the U.S. Government based on my overseas service or; (2) I have served overseas in Korea or; I have received Imminent Danger/Hostile Fire pay. I further attest to the Veterans of Foreign Wars to verify honorable overseas service entitling me to membership.

Date _____
Signature _____

\$1.98 of your membership dues goes towards your VFW magazine subscriptions.

The applicant needs to sign and date the back of the application when they first apply for membership attesting to the fact that they are a U.S. Citizen or U.S. National and eligible for membership in the VFW.

Like any other committee the Post Review Committee must report to the Post Membership for the Post members to make the final decision on the committee's recommendations.

Challenging Eligibility.

Section 108 of the National VFW By-Laws and Manual of Procedure specify that a member who has his VFW eligibility challenged has to be notified within 5 days of the challenge and then they have 15 days to provide that proof to the Post Adjutant. If proof of eligibility cannot be established then the members application and proof of service shall be submitted to the Department Commander for review and disposition.

If the Department Commander cannot establish proof of eligibility then the application and proof of service is "...submitted to the Commander-in-Chief, who shall determine the eligibility of the member."

**For Questions call;
Texas VFW at (512) 834-8535.**



MEMBERSHIP APPLICATION

OTS Page 54

Today's Date _____

Name (First, MI, Last) _____

EMAIL _____

Address (Street) _____

Apt. / Lot # _____

City _____

State _____

Zip _____

MALE

FEMALE

DECLINE

_____ to _____
Dates Of Service (mm / yyyy)

Location of Foreign Service _____

Date Of Birth (mm/dd/yyyy) _____

Phone _____

MILITARY SERVICE

ACTIVE DUTY

VETERAN

NAT. GUARD/RESERVE

BRANCH OF SERVICE

ARMY

NAVY

AIR FORCE

MARINES

COAST GUARD

QUALIFYING FOREIGN SERVICE:

WW II

VIETNAM SERVICE

AFGHANISTAN (2001 - present)

INHERENT RESOLVE (2014 - present)

OCCUPATIONAL SERVICE

DESERT SHIELD/STORM

IRAQ (2003 -2011)

HOSTILE FIRE/IMMINENT DANGER PAY

KOREAN SERVICE (1950-1954)

BOSNIA/KOSOVO

SSBN DETERRENT PATROL INSIGNIA

Location _____

KOREA DUTY (1955 - present)

GLOBAL WAR ON TERRORISM EXPEDITIONARY

EXPEDITIONARY OPERATIONS

Dates _____

Payment Authorization - You may pay by check or credit card. For payments by check, you will receive a yearly statement by mail. For credit card payments, please complete the following:

ANNUAL MEMBER

I authorize the VFW to automatically charge my account \$ _____ on a yearly basis to pay my Annual membership dues.

I authorize the VFW to charge my account a one-time payment of \$ _____

LIFE MEMBER

I authorize the VFW to charge my account a one-time payment of \$ _____

LIFE MEMBER INSTALLMENT PLAN

By entering into the Installment Plan, I authorize the VFW to automatically charge my account \$ _____ to be paid in 11 monthly installment payments after my initial payment of \$45.00. Information about scheduling payments can be found by calling the VFW Member Service Center at 1.833.VFW.VETS. Automatic Payment Plan and Installment options require credit/debit card for processing. By signing this application you acknowledge and agree to the terms and conditions of the Automatic Payment Plan and Installment options, if selected.

Credit Card # _____

(Mastercard, Visa, Discover or Amex only)

EXP. DATE _____ AMOUNT \$ _____ Signature: _____

NEW	Post # _____	FORMER MEMBER # _____
TRANSFER from Post # _____	State _____	to Post # _____
RECRUITER _____	ID# _____	
(Please print)		
QUARTERMASTER _____	(Signature)	

Life Member Options		
AGE as of DECEMBER 31 st	One-Time Payment	\$45 + 11 Payments of
18-30 Years Old	\$425.00	\$38.64
31-40 Years Old	\$410.00	\$37.27
41-50 Years Old	\$375.00	\$34.09
51-60 Years Old	\$335.00	\$30.45
61-70 Years Old	\$290.00	\$26.36
71-80 Years Old	\$225.00	\$20.45
81 Years & Over	\$170.00	\$15.45

Automatic Payment Plan Terms and Conditions: You authorize the VFW to initiate electronic debit entries or affect a charge by any other commercially accepted practice to your account set forth above for the payment of dues reflected on this application. You understand such charges may be made within 2-3 business days of payment due date. For installment payments, charges will be made on or around the 1st or the 15th day of the month. This authorization will remain in full force until VFW has received notification from you of its termination or upon completion of the installment payments. Annual dues are subject to change. By completing this authorization, you acknowledge that you will only receive notice when the payment would differ by more than \$10.00 from the most recent payment. Contact VFW Member Services at 1.833.VFW.VETS (1.833.839.8387) or write VFW Member Services, 406 W. 34th St., Suite 316, Kansas City, MO 64111 to inquire about or cancel a payment, or to report problems such as bank closures, lost or stolen account numbers, closed accounts, or unauthorized transactions. Cancellation requests must be received no later than 11:59 p.m. Central Time ten business days prior to the scheduled payment date. If you are unaware of the charge date for your account, please contact VFW. If a payment is returned by your financial institution (e.g., due to insufficient funds, incorrect account information, closed account, etc.) the VFW will contact you at the address we have on file, explain why the payment could not be processed, and provide alternate payment options. The privilege of making payments under this agreement may be revoked by VFW if any item is not paid upon presentation. You may have additional rights and responsibilities under the Electronic Funds Transfer Act.

Life Membership Installment Plan Terms and Conditions: The VFW life membership installment plan allows any VFW member/applicant to purchase a life membership by making an initial payment of \$45.00 and (11) monthly payments. The member will be issued an annual membership card at the time of enrollment. A permanent life membership card will be issued upon the completion of payments. The life membership fee is determined from the schedule using the applicant's age on December 31 of the year in which the application is submitted. Delinquencies of 31-120 days can be corrected through make up payment(s) or plan end date pushed forward. Member will be dropped from the installment plan after 120 days delinquent and all monthly payments made to date will be applied to future years annual dues.

VFW PLEDGE I do, of my own free will and accord, solemnly promise and declare that:

I will bear true allegiance -- to the Constitution of the United States of America -- and I will always be loyal thereto. I do further solemnly promise and declare -- that I will comply with the Congressional Charter -- By-Laws and Ritual of this order -- and I will always be loyal thereto -- that I will never wrong or defraud this organization -- nor a member thereof -- nor permit any wrong to be done to either -- if in my power to prevent it. I will never propose for membership -- any person not eligible -- nor one whom I know to be unworthy. I will never make known to anyone -- not authorized to receive it -- any of the work of this order. Should my affiliation -- with the Veterans of Foreign Wars of the United States -- cease in any way -- I will consider this pledge -- as binding outside of the order -- as though I had remained a member of same. All this I promise and pledge -- upon the honor of a true comrade -- and a citizen of our great republic.

I ATTEST that I am a citizen or national of the United States, that my Campaign Service was honorable, that I have never subsequently been discharged from military service under dishonorable conditions. I also certify that (1) I am entitled to a campaign ribbon or medal authorized by the U.S. Government based on my overseas service or; (2) I have served overseas in Korea or; I have received Imminent Danger/Hostile Fire pay. I further give authority to the Veterans of Foreign Wars to verify honorable overseas service entitling me to membership.

The review committee has performed its duties and recommends approval, rejection.

Applicant's Signature & Date _____

\$1.98 of your membership dues goes towards your VFW magazine subscription.

Committee Member

Committee Member

Committee Member

VFW National Membership Program



Matthew "Fritz" Mihelcic
Commander-in-Chief

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Membership Mission

To recruit, retain and mentor a stable membership base including all generations of veterans.

To cultivate a membership that is well versed in institutional knowledge and actively involved at all levels of the organization and in the local community. To establish Posts with an established vision of service, leadership and community outreach.

Introduction

Over the past several years, the VFW has been successful in recruiting new members into the organization. The only way to make this success permanent is to retain those members, recover past members, and continue to recruit new veterans into our ranks. To do this, we must improve the way we communicate with our members at all levels of the organization. Posts, Districts, and Departments need to use all methods available to convey information for news and training to our membership; newsletters, emails, social media, and outreach teams are some of the most effective ways to maintain communication with our members. We need to know who our members are and how we can address their needs and concerns. We need to focus on the basic tenets of our organization: to take care of our members, their families, and the veteran community as a whole.

Membership Goals

- 1.** Build a strong organization through recruiting new members while retaining our current membership that creates a solid baseline for the future.
- 2.** Work together to achieve the VFW's goals. The VFW National Headquarters staff is available to assist in coordinating programs, developing membership initiatives and building awareness among our membership and the entire veteran community.

Membership Objectives

- Recruit new and recover unpaid members
- Involve members directly in VFW functions at all levels
- Retain and mentor existing membership
- Develop new Posts and revitalize existing Posts
- Increase Life Membership

- Increase Legacy Life Membership

Membership Resources

In order to assist our Posts, Districts, and Departments in meeting the goals set out by the Commander-in-Chief in this membership program, the National Headquarters has a wealth of resources at your disposal. Many of those are available free of charge to our members.

- Membership materials ranging from applications, recruiting brochures, posters, and benefits brochures can be ordered directly from the Membership Department using the Membership Order Form (located under Membership Quick Links once you log into vfw.org)
- Resources for Post Development, Membership Campaigns, and Mentorship such as training guides, videos, and webinars are available in the Training & Support section on vfw.org
- Promotional tools such as radio spots, sample advertisements, public service announcements, and media kits are all available through the Media Room on vfw.org

See the trend? Just about anything you will need is at vfw.org, check it out.

The VFW National Headquarters staff is ready and trained to answer any questions you may have concerning membership, VFW programs, or other issues. You can contact our **Member Service Center directly at 1.833.VFW.VETS**, or the **Membership Department at 1.888.JOIN.VFW**.

Triple Crown Award

Any commander who achieves All-American at the Post, District and Department level will receive a Triple Crown pin and recognition at the National Convention.

Recruiting Awards

- **5, 10, 15** Corresponding numbered member pin
- **25** Commander-in-Chief membership coin & citation
- **50** VFW CIC Basecamp Backpack
- **75** Commemorative medallion set
- **100** Century cap and citation or \$50 VFW Store credit
- **150** \$250 VFW store gift certificate

Department “100 Percent” Incentive

Any Department that attains 100% in membership by close of business on March 31, 2022 will be entered into a random drawing. The commander plus guest and quartermaster plus guest for the Department that is selected will each receive:

- **\$2500 voucher through Veterans Travel Services (VTS) applied towards airfare, accommodations and transportation for a trip of their choice.**

Early Bird Award—VFW Legislative Conference

The top three Post commanders and quartermasters in each division on Jan. 1, 2022 will receive:

- **A \$1,000 stipend to be used toward attending the VFW Legislative Conference, Washington D.C.**

Department Early Bird Incentive

For every Department that achieves 92% in membership by Jan. 1, 2022; the Department commander will receive:

- **A Henry Golden Boy .22 Caliber Rifle (VFW Tribute edition if available) or a credit voucher of equal value for use with Veterans Travel Services (VTS) or the VFW Store.**

Post Commander and Quartermaster – New & Reinstated Member Award

The top 10 Post commanders and quartermasters in each division who report more than 50 new and reinstated annual members by Jan. 1, 2022 will each be awarded:

- **A travel charger with the official VFW Commander-in-Chief logo.**

Kansas City Spree

The top two Post commanders and the top two District commanders in each division who achieve 100% membership by April 1, 2022 along with their guest will each be awarded:

- **Round-trip airfare to Kansas City, Mo. from the airport nearest the awardee's home.**
- **A fun-filled weekend (May 19-22, 2022) that may include but is not limited to touring, shopping and a complete tour of the VFW National Headquarters.**

100% Post, District & Department

A distinctive streamer will be awarded to every Post, District and State/Department that achieves 100% or greater in membership before July 1, 2022.

100% Commander Drawing

Each Post and District commander that exceeds 100% in membership by June 1, 2022 will receive an entry in this drawing. Twenty Post commanders and 12 District commanders will receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**

Post Commander and Quartermaster Division Challenge

For every 10 new/reinstated members recruited between July 1, 2021 and April 1, 2022 Posts will earn one entry for both Post commander and quartermaster entered into a drawing. One Post per division will receive:

- **A \$1,000 stipend each for commander and quartermaster to be used toward attending the VFW National Convention.**

Legacy Life Membership Acquisition

Each Post that achieves the designated benchmarks of 25, 50 and 75 Legacy Life Members will be awarded:

- **A Legacy Society Post Proclamation.**

Each Post that achieves the distinctive benchmark of 100 Legacy Life members by July 1, 2022, commander or Post representative will receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**
- **Reserved seating at the VFW National Convention joint opening session.**
- **Legacy Society Post Proclamation.**

Elite Recruiter

Any VFW member who signs up 250 or more new and/or reinstated annual members by July 1, 2022, will receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**
- **Distinctive cap, citation, and name badge.**

Recruiter of the Year

The VFW member who signs up the greatest number of new and/or reinstated annual members greater than 250 by July 1, 2022, will receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**
- **Reserved seating at the VFW National Convention joint opening session.**
- **Distinctive cap, citation, and name badge.**
- **Commander-in-Chief's Crystal Eagle.**

New Post Development and Post Revitalization Department Award

- For each new Post the department will receive two entries into a drawing, and one entry for increasing the membership of a Post of 50 members or less to over 50 members by July 1, 2022, the Department selected will receive:

- **\$1000 paid directly to Department.**

All-American Criteria

The All-American program exists to recognize exceptional leadership and teamwork, authentic accomplishment in membership growth and VFW core programs.

All-American Post Criteria

- Membership greater than 100%
- Meet all the following Program Participation Criteria:

- Voice of Democracy - minimum of one entry advanced to District judging (Overseas Post can donate \$75 to National in lieu of entry)
- Patriots Pen - minimum of one entry advanced to District judging (Overseas Post can donate \$75 to National in lieu of entry)
- Hold a fundraiser with the proceeds going to Veterans & Military Support Programs Services, minimum of \$100.
- Partner twice with two separate organizations like Team RWB, Operation Ramp It Up, Operation Gratitude, Team Rubicon, Merging Vets & Players and other VSOs to include our friends at Sport Clips and Burger King. (Submit both online reports through dashboard).
- Create Post social media site or actively maintain existing site.
- 5 New Action Corps Sign-Ups: To sign up: Text "VFW" to "50457" to sign-up 5 previously unsubscribed members or VFW supporters.
- Have a 10% increase in total impact in Community Service. (\$ Donated + Hours = Total Impact) * Baseline has been established within the KPI Tools for Community Service. ***See notes on page 12.**

All-American Post Award

- All Posts that meet the Qualifying Percentage and the program participation criteria will receive an All-American Post Citation, Post Streamer and be recognized in the VFW magazine.

- The Top **25** Posts in each Division will receive:

- Acknowledgment in VFW Magazine
- Acknowledgement during the All-American Awards Ceremony at the National Convention
- All-American Post citation
- All-American Post streamer
- All-American citation - commander
- All-American name badge - commander
- All-American cap (commander only, quartermaster and Post members may purchase "Post Member" cap)
- All-American lapel pin (commander only, quartermaster may purchase pin)
- All-American Team Post Member lapel pin (25 pack)

- The top **five** commanders in each division will also receive:
 - **A \$1,000 stipend to be used toward attending the VFW National Convention.**
 - **Reserved seating at the VFW National Convention joint opening session.**

All-American District Criteria

- Membership greater than 100%
- Finish in top 10 Districts in your division that meet all the following criteria
 - Voice of Democracy - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry*see last page)
 - Patriots Pen - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry*see last page)

All-American District Award

- All-American District streamer
- All-American District citation - commander
- All-American name badge - commander
- All-American cap (commander only, quartermaster may purchase cap)
- All-American lapel pin (commander only, quartermaster may purchase pin)
- The top **two** District commanders in each division will also receive:
 - **A \$1,000 stipend to be used toward attending the VFW National Convention.**
 - **Reserved seating at the VFW National Convention joint opening session.**

All-American Department Criteria

- Membership must be greater than 100%
- Must conduct two Membership recruiting events; one between July 1 and December 31, 2021 and the other between January 1, 2022 and May 1, 2022. A report of these events must be submitted to the Membership Department.
- Conduct a Department Commander's "Good Will Tour" prior to Jan 1, 2022 with a report submitted to the Membership Department.

- **National Legislative Service**
 - Monthly National Legislative Service committee member reports submitted to National Legislative Service in Washington, D.C.
- **National Veterans Services**
- Must have a State/Department service officer and submit his or her name and contact information to National Veterans Services in Washington, D.C. by July 31, 2021
- Monthly activity report from Department Service Officer or designated NVS Committee member to NVS in Washington, D.C.
- **Programs**
 - Voice of Democracy - An entry advanced to National judging
 - Patriot's Pen - An entry advanced to National judging
 - Veterans & Military Support Programs – Must complete a State/Department fundraiser and proceeds donated to Veterans & Military Support Programs, Kansas City, Mo. (*see last page)
 - Must have at least 1 teacher submitted for the Teacher of the Year competition. (No longer three categories, entries can come from K-12).
 - Have a 10% increase in total impact in Community Service.
($\$ \text{ Donated} + \text{Hours} = \text{Total Impact}$) * Baseline has been established within the KPI Tools for Community Service.

All-American Department Award

- All-American Department streamer
- All-American Department citation - commander
- All-American name badge - commander
- All-American cap - commander - *quartermaster may purchase cap*
- All-American lapel pin - commander - *quartermaster may purchase pin*
- \$1,000 stipend to be used toward attending the VFW National Convention
- Reserved seating at the VFW National Convention Joint Opening Session

Conference Membership Award

The State/Department leading each conference will be entrusted with the conference membership colors for the following year. The 2020-2021 Conference winners will return the colors to the membership booth at National Convention in Kansas City, MO no later than COB on Monday after the Joint Opening Session. The 2021-2022 Conference winners will then pick up the colors from the Membership Director at National Convention in July 2022 in Kansas City, MO any time after 0800 on Tuesday at the Membership booth.

The Conference with the highest membership percentage of the four Conferences will have their name and year engraved on a traveling trophy presented by the Commander-in-Chief to the Conference Chairman at the National Convention. The 2021-2022 Conference Chairman will return the trophy to the membership booth at National Convention in Kansas City, M) no later than COB on Saturday to ensure placement of the new nameplate. This trophy will be presented to the 2021-2022 Conference Chairman on stage during the Joint Opening Session**.

Post Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage
1	951+		Over 100%
2	750	950	Over 100%
3	356	749	Over 100%
4	246	355	Over 100%
5	185	245	Over 100%
6	143	184	Over 100%
7	112	142	Over 100%
8	88	111	Over 100%
9	68	87	Over 100%
10	51	67	Over 100%
11	10	50	Over 100%

District Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage	# Eligible
1	5,000	14,000	Over 100%	10
2	3,282	4,999	Over 100%	10
3	2,172	3,281	Over 100%	10
4	1,447	2,171	Over 100%	10
5	906	1,446	Over 100%	10
6	1	905	Over 100%	10

Important Notes

- In order to receive stipends, awardees must be in attendance at designated events
- Only **one** National paid stipend per event (National Convention, legislative Conference, etc.)
- All awards are non-transferable
- **Post/District/Department:** Membership must be greater than 100 percent, which means 100 percent plus one in overall membership.
- **Post member cap,** members must be in the Post during the membership year.
- **5 New Action Corps Sign-Ups:** VFW's strength on Capitol Hill rests with the voices of our members and patriotic supporters. It is vitally important that VFW's National Grassroots Advocacy network remains actively engaged in the fight for veteran's benefits. As a VFW advocate you receive an e-newsletter each week keeping you up to date on current issues facing our service members, veterans, and their families. When it is urgent that Congress hear from their constituents regarding a VFW legislative priority, VFW will release an Action Alert. The Action Alert will provide the necessary information and tools our advocates need in order to ensure their voices are heard.
- The *Department Commander's "Good Will Tour"* is for Department commanders to visit Posts in their Department to get face-to-face time with their Post and District leadership and assist with membership and Programs. For further information about the *Commander's "Good Will Tour"*, please contact the Membership Department by calling **1-888-JOIN-VFW** or by email at membership@vfw.org
- Donations made to replace a Voice of Democracy and Patriot's Pen (By eligible overseas Post). **Do not donate through your Department or by any other means.** Use this link: <https://heroes.vfw.org/page/22948/donate/1>
- Veterans & Military Support Programs Services Donations for Post/District/Department as listed above will only be accepted only through the following link: <https://heroes.vfw.org/page/22950/donate/1>
- ****For the Conference Membership Award traveling trophy, the Conference Chairman will be responsible for the return of the trophy to the Membership Department booth at the National Convention each year**



Membership Applications
This two-part carbonless form is necessary for recruiting and reporting new members.



Women Veterans Brochure
This brochure highlights the benefits that come along with being a VFW member along with personal stories from our female members. Let them know that they served - they belong!



Door Hanger Self-Mailers
These are an exciting way to spread the word about VFW and garner new leads. Includes veterans benefit information, a reply card, and die-cut slots for a Post business card.



VFW Eligibility Fold-Up Poster
This 33" x 22" world map is the perfect addition to membership recruiting booths. Qualifying medals and badges are pictured along with space for your Post contact information.



Membership Recruitment Brochure
With a new and distinctive full-color design and updated information, this brochure is an essential part of any recruiting campaign, with info on the VFW as well as an application.



Priority Goals Brochure
Learn about what the VFW is doing and has accomplished in Washington, to include a list of the many veteran-related bills our influence on Capitol Hill has helped to pass.



Take Pride Flyers
Learn about all the medals which qualify veterans to join the VFW! The flyers include full-color images and the history of all qualifying campaign medals from WWII to the present day.



VFW Table Cover
Bring attention to your recruiting booth with this cloth table drape, available in 6' and 8' sizes. Multiple colors available through the VFW Store at 833.VFW.ETS (833.839.8387) or online at www.vfwstore.org.



Member Benefits Brochure
Show prospective and current members all the amazing benefits that come with their membership. These brochures include info about insurance and other programs for our members.



Legacy Life Brochure
Leave a lasting legacy by upgrading your life membership to a bronze, silver or gold Legacy Life Membership.

RECRUITING AND TRAINING TOOLS (continued)

Order online by logging in to www.vfw.org, going to the **OTS Page 70** **Online Membership System (OMS)** link, and selecting the **Membership Order Form!**

IF YOU'VE EARNED THESE

THEN YOU BELONG HERE

NEW POST FORMING SOON

FOR MORE INFORMATION ABOUT THE VETERANS OF FOREIGN WARS PLEASE CONTACT: _____
AT: _____

VETERANS OF FOREIGN WARS.

“VFW Post Forming Soon” Poster

A glossy, full-color, 33” x 23” poster announcing the formation of a new Post in your area. An up-to-date look and eligibility listing will make your next Post development effort a breeze. It includes space for contact information along with meeting times and locations.

IF YOU'VE EARNED THESE

THEN YOU BELONG HERE

JOIN THE VETERANS OF FOREIGN WARS

FOR MORE INFORMATION ABOUT THE VETERANS OF FOREIGN WARS PLEASE CONTACT: _____
AT: _____

VETERANS OF FOREIGN WARS.

“Join Now” Poster

Like our “VFW Post Forming Soon” Poster, this exciting tool is up-to-date and will make your next recruiting campaign easier than you thought. The poster includes space to add your contact information along with meeting times and locations. Glossy, full-color and 33” x 23”.

Membership Eligibility Sheet

A complete and convenient reference tool. Stay up-to-date in your understanding of eligible qualifying campaign medals. Be sure to order enough for your entire recruiting team.

VETERANS OF FOREIGN WARS ELIGIBILITY WORKSHEET

These are the questions you must answer to determine if you are eligible to join the VFW. An individual must meet all these in order to become a member. They are as follows:

- Citizenship – must be a U.S. citizen or U.S. National.
- Honorable Service – must have served in the Armed Forces of the United States and either received a discharge of Honorable or General Discharge (Honorable Conditions) or be currently serving.
- Service in a war, campaign, or expedition on foreign soil or in hostile waters. This can be proven by any of the following:
 - the authorized campaign medal awarded side for a list of qualifying medals and insignia
 - Receipt of Hostile Fire Pay or Inmate's Danger Pay (awarded by a military pay statement)
 - Service in Korea for 30 consecutive or 60 non-consecutive days

This information is readily available through a veteran's DD-214. If other information is needed for a veteran's DD-214 is not available, they can contact the National Personnel Records Center at 314-501-2800 or online at <http://www.archives.gov/veterans/records>. To request more information:

It is important that we verify the eligibility of every member that signs up for the VFW, and only by working with our files we can be certain the integrity of the organization. If you have questions concerning membership eligibility, please contact the National Headquarters at 1-800-309-1976 or visit us at membership@vfw.org.

For further information on VFW eligibility, please contact Services Staff of the VFW by e-mail at services@vfw.org.

VETERANS OF FOREIGN WARS.



Recruiter Pocket Success Guide

Learn the best methods for recruiting new members! This guide covers topics such as membership eligibility, benefits, veterans service, and VFW programs. It has an easy-to-use back cover flap to hold membership applications, along with pages of useful recruiting tips.



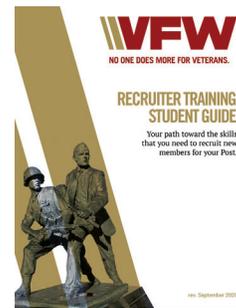
New Post Development guide

A primer for establishing a new VFW Post, this guide includes information on getting a Post Charter, recruiting members, communicating with local city and civic leadership, holding informational meetings, and an explanation of the procedures for new Post formation.



“Membership Campaigning on the Post Level” Booklet

Twenty-four pages, chock-full of information and strategies used in planning and conducting a successful membership campaign. This booklet covers the basics of planning, contact techniques (with scripts) and follow up.



Recruiter Training Student Guide

This educational guide comprises informational material that parallels the instructors guide, along with additional forms relevant to hands-on recruiting. It includes an attractive folder to make a useful “take-away” package for your next recruiter training session.

Ensure that your Post grows by using every available method and product available through the VFW because...

NO ONE DOES MORE FOR VETERANS.



Recruiter Eligibility Pens

When you're out recruiting, you can have the criteria and guidelines for membership eligibility literally at your fingertips! These ball-point pens all contain a pull-out guide to VFW eligibility, including a list of all currently qualifying medals!



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.

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, a Post Commander's Guide, a Post Quartermaster's Guide, a Trustees' Guide, and two copies of the "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.



Mentoring is an opportunity for knowledgeable and long-time members of the VFW to work with a newer member and guide that member to the path of Leadership within our organization.

MENTORING TEXAS VFW



Texas VFW 2015-2016 Mentoring Committee:
Dan West-State Commander
John Spahr – Past State Commander
Chuck Ratliff - Mike Contreras – Rick Ramirez

TEXAS VFW MENTORING PROGRAM

Introduction

Hello and welcome to the world of Mentoring! Mentoring is an opportunity for knowledgeable and long-time members of the VFW to work with a newer member and guide that member to the path of Leadership within our organization. It is a truly rewarding experience for the Mentor and one that will be greatly appreciated by the Protégé.

To begin with, **What is Mentoring?** Mentoring is a collaborative relationship in which a more experienced person or Mentor shares knowledge, perspective, skills and wisdom acquired through the years in order to foster the professional growth and advancement of another person known as the Protégé. Learning is at the core of this relationship. To be successful, mentoring requires active participation, cooperation, and commitment by both the Mentor and the Protégé.

What do Mentors Do?

Mentors are an:

- Advisor/Counselor: acts as a sounding board for the Protégé
- Advocate: offers support, validation, and encouragement
- Coach: helps develop specific skills and competencies, achieve goals, and enhance performance and provides constructive feedback
- Facilitator: helps Protégé discover and achieve their full potential
- Motivator: challenges Protégé to set and achieve goals
- Networker: connects Protégé to experts, mentors and professionals who can assist in developing and advancing their VFW careers
- Role Model: serves as someone who has qualities and skills that Protégé can aspire to have
- Teacher: shares knowledge and skills based on experience

What are the benefits of Mentoring?

For Mentors

- Enhances your coaching, communication, leadership, management and interpersonal skills
- Introduces you to new and different ideas and perspectives
- Keeps you current on emerging issues
- Challenges you to grow and improve
- Renews pride in and purpose of your work in the VFW
- Allows you to reflect on your own professional life
- Expands your professional development network
- Supports and fosters the VFW and your involvement in it
- Allows you to be an important part of the future of the VFW

For Protégés

- Develops and enhances professional skills and competencies
- Provides VFW institutional guidance
- Develops professional contacts
- Promotes VFW satisfaction and success
- Offers a sounding board for ideas and perspectives
- Builds initiative

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- Motivates you to take responsibility for your professional growth
- Builds self-confidence and self-esteem
- Allows you to apply knowledge in a practical, real-world setting
- Provides constructive feedback
- Creates a sense of pride and integrity in your VFW Post/District/State
- Provides an important tool for leadership advancement in the VFW

Please read over the attached materials and begin immediately to implement this program within your post.

Selecting a mentor

There are a number of factors involved in selecting persons who will serve as mentors – each of which is critical to the success of the program.

The prospective Mentor must possess a keen knowledge of the VFW; its history, its purpose, its By-Laws and Rules. Much of this knowledge is attained through long membership and service in the VFW. Mentors should have a background of leadership in the organization at the Post, District or Department level. The experience gained in those years of service will be invaluable in nurturing and educating future leaders of the VFW. Prior to every session with the Protégé, the Mentor should study the subject matter of the upcoming session to make sure he is expert at what will be covered.

The Mentor must also be personable and able to work closely with his/her Protégé. He must possess a positive attitude and be truly interested in the future of his Protégé. He must possess good communications skills and be able to convey information well. Equally important is the ability to listen to the Protégé and not monopolize the conversation.

Accessibility is also critical for a Mentor. There is an investment of time in the program and the Mentor must be able to dedicate sufficient time for meetings with the Protégé. It is suggested that at least two hours per month be allotted for mentoring. Additionally, dependability is a must. If the Mentor makes an appointment with the Protégé, then it must be kept. Recognizing that situations may arise where an appointment must be canceled, the appointment should be rescheduled immediately.

Selecting Protégés

In the selection of Protégés, it is important to restrict the number of Protégés to a manageable size, well within the capabilities of your selected Mentor(s). The program should be restricted to those members who have expressed a desire to move up through the post to Leadership positions.

One way to identify members of your Post who qualify for mentorship is to conduct a Future Leaders' Search. This will be an active search for those who are truly interested in taking a leadership position in the VFW.

To identify those members who display potential, it is suggested that letters be sent out to all new members within the past 6 months advising them of the mentoring opportunity and inviting them to it. If there are other members you feel would possibly like to move up through the

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leadership, feel free to invite them as well. Applications should be sent to each and evaluated when they are returned. A sample application is included in the back of this document.

The individuals who attend the orientation represent your first step in identifying potential leaders by virtue of them taking the time to attend. You will also be able to judge a potential leader by his/her participation in the class – questions asked, comments made, etc.

This is a proven way to not only locate future leaders, but to make them feel they are a valuable part of your Post and of the VFW.

Protégés should be selected based on a number of factors:

- Availability. The Protégé must be able to attend each session with his/her Mentor. At the first meeting, a schedule can be developed that meets the mentor's and Protégé's availability.
- Desire to learn – The Protégé must display a strong desire to learn about the organization and about suggested ways to achieve leadership positions in the VFW.
- Desire to progress in positions – One of the primary purposes of the Mentorship Program is to train and prepare the leaders of tomorrow. The Mentor's efforts must not be wasted on those who have no desire to move up through the leadership ranks in the VFW.
- Reliability – If an appointment is set, it is imperative that both the Mentor and Protégé keep that appointment. Understanding that last minute situations can arise, a trend of missing appointments cannot be tolerated.
- Enthusiasm – The Protégé, like the Mentor, should be excited about having been selected to participate in the program.
- Participation – While going through the Mentor program, the Protégé should make every effort to participate in various Post and District activities, committees, etc.

Beginning the Mentoring Process

Once the Protégé has been selected for the program, the Mentor should immediately schedule a meeting to meet the Protégé and get to know him/her. This first meeting is very important in that it will provide an opportunity for the Mentor to gauge the interest the Protégé has in the organization as well as begin a familiarity between both the Mentor and the Protégé.

The initial meeting will also be needed to arrange for the schedule of future Mentoring sessions. The schedule must be agreed to by both parties to be workable. Make sure that both parties have contact information for the other and advise that, if a meeting date or time needs to be changed; to contact the other as soon as possible so arrangements can be made.

Throughout the year, the Mentor should invite the Protégé to accompany him to the various events in our Department of Texas.

For example, the Protégé should try to accompany the Mentor to any Post or District sponsored Community events and, if possible, should participate in them. Other possibilities include all District Meetings and Schools of Instruction and State events such as the OTS, Mid-Winter Conference and the State Convention. Both Mentor and Protégé should try to also attend a Council of Administration meeting at one of those events.

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Events such as those shown above will allow the Protégé to see first-hand the actual workings of the VFW and will provide an opportunity for the mentor to answer any questions about the events from the Protégé.

Once the initial meeting is held and the schedule is decided, the process actually begins. What follows is a suggested format for the sessions. It will be up to the Mentor to determine what areas need more time or further sessions to adequately educate the Protégé. It will be noted that, while this is designed to be a 24 session program, the Mentor and the Protégé may decide if the full 24 sessions are needed or if more are required.

Session 1

This session should include a Welcome to the Post by the Post Commander and any other officers who can attend. Remember, you are training the Officers of the Future and it's important that all officers and members encourage the Protégé during his Mentoring program.

The first session should also include a Course Overview – a review of the subjects that will be covered. It should also list the intent and goals of the Mentoring Program. This is also a good opportunity to see if there are particular areas that the Protégé would like to have covered. At the end of this session, the date, time and location of the next session should be confirmed.

Session 2

Begin by answering any questions or comments from the previous session. If there is an area the Protégé wants more information on, now is the time to fill that request.

This session will be a familiarization of the VFW. It is suggested that if the required equipment is available, the video “History of the VFW” be shown. This is an excellent introduction to the organization and will instill pride in the Protégé. At this time, a brief review of the purpose of the VFW as well as its mission and goals can be covered. Once again, reaffirm to the Protégé that you are there to provide information on the VFW and he should never hesitate to ask questions or make suggestions on topics he would like covered. End the session by setting up the date, time and location of the next meeting.

Session 3

It is suggested that the program begin with the National organization – this is where the by-laws and overall management of the organization originate, so it is a natural starting point.

A review of the National organization would include the location of the National Headquarters and the Washington office and a description of what goes on in each.

Following that, the individual officers' positions and responsibilities can be detailed including the National Commander, Senior and Junior Vice-Commanders, Adjutant General, the National Store and so on. Again, at the conclusion of the session, verify the time, place and location of the next session.

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Session 4

Begin the session by answering any questions or comments from the Protégé. This session will address the Department of Texas. Areas to include would be: number of members, number of Districts, number of posts, location and contact information for Department Headquarters. Employees in the Department Headquarters should also be identified and a description of their duties given. If practical, a visit to Department Headquarters should be arranged. Finally, a description of the Department Officers and responsibilities. End the session with a verification of the next meeting place and time.

Session 5

After answering any questions or comments from the Protégé, begin to cover the information on the District just as was done with the Department session. Topics to include can be the location of Posts in the District, date and location of District functions and any other pertinent information on the District. If the District Commander is available, this is a good opportunity for him/her to meet the Protégé and welcome him to the organization. Complete the session with an agreement on the next meeting date, time and location.

Session 6

The previous sessions have covered information on National, Department and District. This session will be devoted to the member's actual Post. You should cover those things that are unique to the Post including history, charter, any committees appointed by the Commander for Post activities, membership, etc. Conclude the session by setting the date, time and location for the next session.

Session 7

This session begins your second quarter of the mentoring process. It is a good time to go back and review some of the points covered in the earlier sessions. Also, it is an excellent time to ask the Protégé for feedback on the program. As in every session, an opportunity should be afforded the Protégé to give comments and suggestions and those should be taken with importance. The Mentoring program is a two-way communication between both parties. Use this session to also preview the next quarter of the program and include any other areas that the Protégé wishes to cover.

In every session, attention should also be paid to leadership techniques. As a Mentor, you have a lot of experience in leading our organization and tips and suggestions as well as lessons you have learned in your leadership role can go a long way in helping the young leader. Simply put, you have learned what works and what doesn't work when leading a Post or a District. End the session by confirming the date, time and place for your next mentoring session.

Session 8

This session will begin to cover the Post area and the names and responsibilities of the Post officers. Other areas to include would be Post history, regular Post functions (meeting dates and times), upcoming Post events, etc. Talk a little about the different positions in the Post and what their duties are. As before, end the session with a verification of the next meeting date, place and time.

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Session 9

Begin this session by answering any questions the Protégé may have. Session 8 will begin to cover the By-Laws, Manual of Procedure and Ritual of the VFW, the Department, the District and the Post. Make sure you have a current copy of each. While it would take far too long to cover the National By-Laws, Manual of Procedure and Ritual in detail, attention should be given to those sections which have a significant impact on the leadership of the Post or District. It is suggested that a review of at least the following By-Laws and Manual of Procedure sections be included:

The Congressional Charter (Sections 230101, 230102, 230103)

Article I (Eligibility)

Article II (Sections 201, 202, 203, 211, 215, 216, 219, 220)

Article IV (Sections 403, 415, 416, 417, 420)

Article V (Sections 502, 503, 504, 513, 516, 522)

Article VI (Sections 618, 622)

Article VII (Sections 702, 703, 704, 709, 710, 711, 713, 714, 717)

Article IX (All Sections)

Article XIV

VFW Ritual

At the end of this session, loan the Protégé a copy of the current national By-Laws to study and become familiar with. Make sure you tell him to bring it to the next session. Set the time, place and location of the next session.

Session 10

For this session, the Mentor should have a current copy of the Department and Post By-Laws and a copy of any Post Rules.

As the previous session covered a lot of information, this can be an interactive session where the Protégé is asked to locate specific parts of the By-Laws, Procedure or Ritual. The Mentor should prepare a list of those areas and, using the copy of the VFW By-Laws, the Protégé should be able to locate those areas. Make sure you use this opportunity to clarify or explain the purpose and meaning of particular by-laws to the Protégé.

When that is completed, then cover the Department and Post By-laws and Rules and answer any questions the Protégé may have about those. Then, set the date, time and location of the next session.

Session 11

One of the best ways to become familiar with the administrative workings of the Post is by reviewing the Status Sheet. For this session, the Mentor should have two copies of the most recent Status Sheet – one for himself and one for the Protégé. A column by column review and description will help the Protégé recognize where the programs covered in the last session come into play and will also learn of the other required activities of the Post.

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Session 12

This session will introduce the Protégé to the Auxiliary units of the VFW. If possible, the President of the Ladies Auxiliary and, if applicable, the Men's Auxiliary should be invited to give a description of their respective units. At all times, the Mentor should address the need for cooperation between each unit of the VFW. Each President should give a description of the eligibility requirements as well as what the unit does and how it assists the Post. Additionally, coverage of each unit's programs should be included. As always, confirm the date, time and place of the next session.

Session 13

This will be another review session of the first six months of the Mentoring Program. First, ask the Protégé if there are areas that he would like to have reviewed and cover those in detail. Then, it's time to give a "Mid-Term Exam" to the Protégé. The Mentor should prepare a test covering those areas studied in the previous 12 sessions. The purpose of this test is not to penalize or even grade the Protégé. Indeed, this should be an open book test allowing the Protégé to use all notes he has taken over the past six months. The goal is to gauge the progress of the Protégé and note any areas that need to be covered again.

Session 14

One of the best ways to learn more about the VFW and to become active in it, is by membership on a Post Committee. In this session, Post, District and Department Committees will be covered. If possible, the Post Committee Chairpersons should be present to give a detailed presentation on their respective committee. As with every mentoring session, the Protégé should be encouraged to ask questions or for more information when he/she wishes. Following the descriptions and presentations on the Post Committees, the Protégé should be asked if he would like to participate in any of them. Between the Mentor and the Protégé, at least one committee should be selected.

Session 15-16

These two sessions will cover, in detail, the VFW National Programs. The Mentor should study for these sessions and be able to fully describe and answer questions about these National Programs. Application processes for certain programs (VOD, Patriot's Pen, etc) as shown in the Department SOPs should also be covered

Scholarship Programs

• *Voice of Democracy*

This audio-essay competition annually awards more than \$1.9 million in scholarships to students in grades 9-12. First-place winner receives a \$30,000 scholarship.

• *Patriot's Pen*

More than \$1.1 million is awarded annually to students in grades 6-8 in this essay contest. First-place winner receives \$5,000.

• *Scout of the Year*

Three scholarships are awarded annually to outstanding scouts. First place receives \$5,000, second place receives \$3,000 and third place receives \$1,000.

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Educational Outreach

- ***Educational Brochures***

VFW produces and distributes a flag brochure and poster.

- ***Veterans in the Classroom***

November is officially known as VFW Veterans in the Classroom Month. Members demonstrate flag etiquette and share their wartime experiences with America's youth.

Youth Activities

Locally, VFW Posts sponsor various youth sporting programs such as baseball and ice hockey. In addition many VFW Posts sponsor Boy and Girl Scout troops, Junior Olympics, bike safety, JROTC units, drill teams, color guards and a variety of other programs to build good citizenship and exemplary character in America's youth. The mentor should, at this time, also address any Post or District Youth Programs undertaken by the Post.

Community Volunteerism

Each year, VFW members volunteer more than 11 million hours of service to various community endeavors. For Community Volunteerism, the Mentor should describe the parameters of what constitutes Community Service and what reporting procedures should be used.

- ***Veterans Affairs Voluntary Service***

VFW was a charter member in 1946. VFW volunteers donate millions of hours of service annually at VA medical facilities. If a VA facility is nearby, this would be an excellent opportunity for the Protégé to work with the Commander to establish a VA Facility visit from the Post every month.

Troop Support

- ***Military Assistance Program (MAP)***

The link between the VFW and the military community has provided over 2,200 grants to VFW Departments and Posts for morale-boosting events since 2005, hosting more than 2 million military members and their families at these events. For this area, the Mentor should contact the Department Adjutant/Quartermaster for actual examples of how the MAP has assisted veterans.

- ***Adopt-a-Unit***

More than 2,500 units and ships have been adopted through VFW Posts since 2007. VFW National Headquarters adopted the USS Cole in 2002.

- ***VFW Operation Uplink™***

Introduced in 1996, this program connects active-duty personnel and hospitalized veterans with family members through free phone time and VFW "Free Call Days." Operation Uplink has provided over 7.5 million free connections through FCDs since 2006.

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• *VFW Unmet Needs*

This program administers emergency financial grants to military families to help cover basic expenses like mortgage payments, childcare, food and more. Since 2004, more than 3,600 grants have been issued totaling more than \$5 million.

• *VFW “Sport Clips Help A Hero Scholarship”*

Introduced in 2013, this program awards scholarships of up to \$5,000 to qualifying veterans and service members. The program provided 137 scholarships totaling more than \$580,000.00 for the 2014 school year.

There are additional programs which may be covered as well. All of the above programs are shown on the Post Status Sheet and are requirements of the

Session 17

This session will be on some of the “nuts and bolts” of the operations of the VFW. For example, the Protégé should be asked to approach you as a prospective member of the VFW and “recruit” you. This would include how the Protégé should explain the purpose of the organization, determine the person’s eligibility, be ready to explain the different levels of membership and the costs, etc. By doing so, the Protégé will become familiar with the different aspects that are involved in membership. While it is not the intent to make the Protégé a salesman, he should become familiar with the opportunity and requirements to find and sign up new members.

Session 18

The purpose of the Mentoring Program is to train future leaders. This session will begin to address Leadership styles, procedures, practices and principles. For this session it will be necessary for the Mentor to research general Leadership techniques as well as be prepared to describe what Leadership style he, the Mentor, found most useful and effective in his VFW positions. This is the beginning of the time when the Mentor will actually give life experience to the Protégé with anecdotes, situations and problems. The Mentor can create scenarios and ask the Protégé how he would handle them. In this way, the Mentor can better gauge the leadership qualities of the Protégé. It must be understood that, in most cases, there is no right or wrong answer to many situations but what the person feels would work best for him.

Session 19-20

This session will take place at the Officer Training Seminar. As such, it may be inserted at the appropriate time of the year. Both the Mentor and Protégé should attend the Seminar and attend those sessions that pertain to the successful operation of a Post. The Mentor and Protégé should attend the sessions together. At the end of each day, the mentor and Protégé should review those things learned during the day if there are any questions.

Session 21

Attendance at the State Convention is an excellent learning tool not only for the actual attendance at specific events at the Convention, but for the networking that is available. If at all possible, both the Mentor and the Protégé should attend. The Mentor should introduce the Protégé to key officers and members in the Department and encourage the Protégé to visit with other members to learn new things about the VFW. As with the Officer Training Seminar, this session will occur at the appropriate time during the year.

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Session 22

This session should be spent on a review of what has been learned and a recap of any areas that the Protégé requests.

Session 23

In this, the next to last session of the Mentoring program, the Mentor and Protégé should discuss things learned over the past year. If there are areas that the Protégé wants more information on, this is an excellent opportunity to cover them and review what the Protégé has learned during the year. At this point, the Mentor should also determine the Protégé's plans for his/her future in the VFW.

Session 24

As this is the final session of the mentoring Program, it should be a special occasion. If possible, the meeting should take place away from the Post and may be held over a cup of coffee or a dinner. It is, in effect, the "graduation" of the Protégé and the culmination of a year's effort. By all means, at the next Post meeting, the Mentor should announce that the Protégé has completed the program and appropriate recognition should be given.

Conclusion

This completes the formal Mentoring program. It has, hopefully, been a productive and educational experience for both the Mentor and the Protégé. For the Mentor, it is another opportunity to show his/her expertise on all matters pertaining to our organization as well as the dedication to the VFW and the desire to see it grow and remain viable. For the Protégé, it has given him the tools to move on through the organization and has hopefully spurred an interest to do so.

While the formal program is completed, the Mentor and Protégé should continue to enjoy a good relationship. The Mentor should periodically visit the Protégé and check on his progress and do everything possible to assist.

Now, it is time for the Mentor to select another Protégé and continue the education of our newer members. In doing so, the future of our organization will remain bright with new leadership.

Legislative and Public Affairs 101
2021 Officer Training Seminar

Mitch Fuller
Director of Government and Public Affairs
Department of Texas VFW

Civics Lesson: Know Your Levels of
Government

- Federal— President, Congress (U.S. Senate and U.S. House of Rep.)
 - Texas has 36 members in the U.S. House of Rep. (435 total)
 - Agencies such as the Department of Defense and the VA
- State—Governor, Legislature (Texas Senate and Texas House)
 - Legislature convenes in Regular Session every two years for 140 days
 - Special Sessions called by the Governor for specific issues
 - Texas has 31 State Senators and 150 members in Texas House of Rep.
 - Agencies such as the TX Veterans Commission (TVC), TX Workforce Commission Veterans Land Board (VLB), Adjutant General's Dept./Texas National Guard
- Redistricting will lead to new geographic districts/shapes of U.S. House, Texas Senate, Texas House, Texas Judicial Districts and County Commissioner seats

Civics Lesson: Know Your Levels of
Government

- County—Commissioners Court (County Judge and County Commissioners); County Veterans Service Officer.
- City—City Council (Mayor and City Councilmembers).
- Municipal Utility District (MUD)—Elected Board of Directors.
- Community College District and K-12 School District (ISD or CISD).
- Unincorporated area—County or MUD.

Know Your Elected Officials and Staff

- Attend a City Council meeting and introduce yourself—speak in Citizens Communications at beginning of the agenda (3 mins).
- Visit the office of your Congressman and Legislators.
 - Get to know their staffs; especially district offices far from Capitol.
- Invite elected officials to your Post; some may be eligible for membership in VFW or Auxiliary.
- Conduct VPRs in Public at City or County Parks or Facilities/invite officials.

Tools for Monitoring Legislation

- VFW Action Corps—sign up on National VFW website for weekly updates on national legislation and issues.
- Congress.gov to monitor legislation in Congress.
- Texas Legislature Online (TLO)—sign up for notifications; can set filters about specific policy issues; Senate Bills (SB); House Bills (HB); Senate and House Joint Resolutions (SJR or HJR)—Constitutional Amendments on the ballot for vote of the people; Senate and House Resolutions (e.g. SR 353 honoring 100th Birthday of the Texas VFW).

Anatomy of a Bill

- “There are two things you don’t want to see made—laws and sausage.” Bismarck, 19th century German statesmen.
- “Politics is who gets what, when, and how.” Harold Lasswell, political scientist.
- The legislative process is messy and unpredictable and requires advanced knowledge and skill to maneuver among competing interests.
- State Legislative Session is conducted in a compressed environment in all Sessions and about 75% of bills filed **do not pass; most don’t get a hearing**; the mystery of the House Calendars Committee and Senate Admin. Committee.
- Texas VFW bills: SB 989 (Buckingham)/HB 4155 (Buckley) and SB 1493 (Springer)/HB 4215 (Raymond); Bingo: HB 2204 (Thompson) and HB 2570 (Kuempel).

Bills Supported by Texas VFW Signed into Law

- Texas VFW *Invited, Asked,* or Testified on our own initiative for or on about 30 bills in the 2021 Legislative Session, other than our own bills. Big focus on bills in Senate and House Veterans Affairs Committees. Testified "On" HB 4237/HJR 133 (Casino Gaming)
- Bills we supported signed into law (15):
 - SB 4 (National Anthem), SB 1524 (Apprenticeships for Veterans), HB 1802 (MDMA study/treat PTSD), SB 1524 (Apprenticeships for Veterans) HB 2040/SB 675 ("Veterans Hunting Day Bill"-special open season for birds)**
 - SB 792 (Handicapped parking placard),** HB 33 (post-secondary course credit for MOS), HB 139 (State Occupational Licensing for Veterans and Spouses), HCR 51 (encourage Congress to pass "I Am Vanessa Guillen Act"), SB 611/SJR 35 (surviving spouse property tax exemption), HB 626 (ACE Grants for Non-Profits), HB 1936 (SF License Plate), SB 1093 (expansion of Veterans Treatment Courts), SB 1179 (donation of jury reimbursement to Veteran Treatment Courts), SB 337 (TWC Grants for Veteran Apprenticeships), SB 397 (Borquineer License Plate), SCR 50 (Texas Legislative Medal of Honor for Marcellino Serna), HB 3821 (Veteran Training for mental health providers)

Community Service=Good Public Relations

- Build VFW Awareness by Rewarding Your Community.
 - Programs educate our community about who we are and our legacy of service; reward teachers, first responders, etc.
- Know the VFW Programs and How They Serve our Communities.
- Make Your Community Proud of Your Post.
- All Posts should join their local Chamber of Commerce.
- We all can embarrass the entire Texas VFW with one bad public or social media incident.
- We all represent the VFW to every person we meet; all contact between your Post and the community has a public relations aspect, positive or negative.
- Good PR helps retain members—a happy member is the best PR the VFW can have.

Goal from the State Capitol to City Hall

- The Texas VFW and our Posts are the premier Veteran Service Organization in Texas and in our communities.
- We want to be the go-to resource for everyone and all issues Veteran related in our state and communities.
- Remember that all eyes are on us and you are the representation of the entire VFW.

PUBLIC RELATIONS



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Public Relations Introduction

Public Relations may be the most important task you and your Post will undertake. It occurs every minute of every day. It goes beyond preparing and distributing news releases. It is the underlying element that brings success or failure to your Post. All contact between your Post and the community has a public relations aspect. **Ensuring the community views your Post positively is paramount.**

The community service your Post performs will enhance the Post's reputation as a responsible, caring and energetic community service organization — one that leads by example.

Your PR Strategy

What do you want to accomplish with your PR strategy? Define your objectives. This is the critical first step.

- **Determine your audience.** This includes members, potential members and non-members. Different Post activities appeal to different segments of the community.
- **Define your message.** Sticking to one message is essential. However, your message may be presented in several ways through various outlets. Determine the best outlet for the best results.
- **Develop a strategy.** How can you best accomplish your goals? Look at the dynamics of your community. Build a relationship with the media in your area. Keep an up-to-date list of contacts for each outlet. Become the subject matter experts in your community on patriotic and veterans' issues. Make your Post visible and active on social media. Develop relationships with other local community service organizations.

When evaluating your strategy, you should listen carefully to the feedback from Post members and officers, members of the community and the media. Take this information and fine tune your strategy, if necessary. A good communicator talks and listens.

Suggestions from all sources should be considered. After all, those people see your messages from a different angle, and what might be very clear to you may not be to them. A new point of view may help get the word out more efficiently and effectively.

Development of good public relations takes time and commitment.

Building Media Contacts

As a Post officer, you will have to speak to the media and general public. Therefore, you need to be able to speak clearly and concisely on veterans' issues and VFW programs. Your ability to communicate in both the written and spoken word will benefit the Post and the community.

You should build a good working relationship with members of the media, as well as the leaders of the various VFW programs. The assistance of officers and members is invaluable when gathering information to present to the media. When your information is accurate and of interest to the community, the media will welcome your submissions.

Some basic equipment needed to accomplish this task are a computer, email address, letterhead and a style guide, such as the Associated Press Stylebook.

A camera or smart phone is a great tool when used properly. After all, “a picture is worth a thousand words,” but only when that picture is of good quality and supports your newsworthy story. Avoid taking “grip-and-grin” photos. Additionally, always look for the action shots. Remember, get close, get faces, and get a signed photo release.

Your goals are to develop a public relations strategy and make it work, establish media contacts, and increase the community’s awareness and respect for the VFW.

Building VFW Awareness by Rewarding Your Community

Know the VFW programs and how they serve the community. Our programs are the heart of our organization, beginning with community service. Tell the community about the Post service officer and the free assistance available to any veteran and his or her dependents to gain entitlements.

Our programs can reach people in the community who might not otherwise know veterans or the continuing service they offer to their communities. Through our youth and citizenship education programs we offer valuable and needed information to various groups in the community.

Establish an awards program that relates to VFW programs. Everyone loves praise. Recognition focuses the community spotlight on the individual or group being acknowledged as well as on the VFW. Award your local police, firefighters and EMTs with a certificate of appreciation during a public ceremony. Coordinate this event with a community anniversary or a national observance.

Other organizations or groups that have assisted the VFW in a community service project deserve thanks as well. Host a special event to recognize individuals or groups who further the VFW’s priorities and ideals. Include teachers, public officials, youths and members who have demonstrated support of the VFW’s values.

Deal With Bad Publicity, Don’t Avoid It

Unfavorable publicity needs to be handled promptly and with as accurate information as possible. Here are some tips for dealing with negative publicity:

- **Don’t avoid the media.** Help them get all the facts so the story will be fair and balanced.

- **Do not provide conjecture or speak before you have all the facts.** Stating "We're aware of the situation, and are investigating," can help.
- **Do not place blame.**
- **Do not discuss fault or liability.**
- **Deal with the situation and move on.** Even a bad situation can have positive aspects.

Think of this as a welcome opportunity to present the VFW's programs and projects that help the community. If you have been helpful, the media contacts you make can prove valuable in the future.

Targeting the Media with a Specific Message

Get to know the media in your area. This includes newspapers, both daily and weekly; radio, television and cable television stations; local or regional trade publications; and local and regional magazines.

Your contact list should include: name, title, address, affiliation, phone number, email address, social media handles and publication deadline dates.

Remember: your membership is diverse. Contacting various outlets ensures that your message reaches a wide audience.

Not every message will need to be sent to every contact. A news release announcing teachers and students receiving awards from the VFW would be best sent to the local media outlets as well as the school and any professional publication for teachers. A blood drive held at the Post would have a different list of media contacts. Choose carefully. A constant barrage of unrelated news releases can numb the media to your message.

A 'Thank You' Reaps Rewards

Nothing is more important than saying "thank you." A well-written thank you note to a guest speaker is imperative.

Presentation of a certificate of appreciation to an individual or a group that has assisted with a program goes a long way toward building community relationships. A brief note of thanks to a member of the media for event coverage can help keep the lines of communication open. You also may want to consider writing congratulatory letters to individual Post members when they have accomplished something noteworthy outside of the organization.

Many members belong to various community service organizations. Sending congratulatory letters to elected leaders of other service organizations is a good way to establish a spirit of camaraderie between organizations. After all, we are all trying to better our communities through voluntary public service.

In addition, you can host an annual appreciation event for local law enforcement agencies, community-safety representatives, educators and youths who deserve recognition.

Make Your Community Proud of Your Post

Make your community proud it has a VFW Post. Be the focal point in your community for all patriotic programs. Whether it's parades, school programs or voter registration, make sure the VFW has a visible presence.

Keep the Post home in good shape. Make it attractive and welcoming. Let it be an example of an organization that is proud of its history and working to make the community a better place in which to live. When the Post has a good image, it is easier to get the media involved and excited about VFW-sponsored events.

Finally, remember that you represent the VFW to every person you meet. The impression you make is one the public will associate with the VFW. Make sure it is a positive one.

Keep a Calendar

A calendar of upcoming VFW events can help simplify your job. On your calendar include important national events, anniversaries and observances. To commemorate these dates, you may want to have a letter to the editor ready for possible publication.

Also you might consider hosting an event in observance of these special days. When planning an event, it is important to consult with the local community calendar. Scheduling conflicts can be avoided with some simple checking.

Important Dates to Remember

3rd Monday in Jan. - Martin Luther King, Jr. Day
 Jan. 27 - Signing of Vietnam Peace Accord (1973)
 Jan. 31 - Panama Campaign Ended (1990)
 3rd Monday of Feb. - Presidents' Day
 March 29 - National Vietnam War Veterans Day
 March 31 - Somalia Campaign Ended (1995)
 April 9 - National Former POW/MIA Recognition Day
 April 11 - Persian Gulf War Official Cease-Fire
 May 1 - Loyalty Day
 May 8 - WWII Ends in Europe (V-E Day) (1945)
 May 15 - Peace Officers Memorial Day; Women's Army Corps Founded (1942) 3rd
 Saturday in May - Armed Forces Day
 Last Monday of May - Memorial Day
 June 14 - Flag Day; U.S. Army Founded (1775)
 June 27 - National Post-Traumatic Stress Awareness Day
 July 2 - U.S. Army Air Corps Established (1926)
 July 4 - Independence Day
 July 27 - Korean War Armistice Day
 Aug. 4 - U.S. Coast Guard Established (1790)
 Aug. 14 - Japan Surrendered, Ending WWII (1945); National Navajo Code Talkers Day
 Sept. 2 - V-J Day; Japan Signed Formal Surrender (1945)
 First Monday of Sept. - Labor Day
 Sept. 11 - Patriots Day and National Day of Service and Remembrance

Sept. 14 - VFW Auxiliary Founded (1914)
 Sept. 17 - Constitution and Citizenship Day
 Sept. 18 - U.S. Air Force Established (1947)
 3rd Friday in Sept. - POW/MIA Recognition Day
 Sept. 29 - VFW Founded in 1899
 Oct. 13 - U.S. Navy Established (1775)
 1st Tuesday of Nov. – Election Day
 Nov. 10 - U.S. Marine Corps Established (1775)
 Nov. 11 - Veterans Day; Signing of WWI Armistice (1918)
 Nov. 21 - Grenada Campaign Ended (1983)
 Dec. 7 - National Pearl Harbor Remembrance Day
 Dec. 13 - National Guard Established (1636)
 Dec. 15 - Iraq War Ended (2011)
 Dec. 31 - Official End of WWII (1946); Kosovo Campaign Ended (2013)

News Releases and Promotion

A News Release Must Be Newsworthy

The most fundamental way, although not the only way, to get your message out to the media is through a news release.

An effective news release relates information that is newsworthy. **It should be clear, concise, error-free and answer the "Five Ws" in the first paragraph: who, what, where, when and why.**

Try to keep the news release to one page, two at the most. If more information is needed to better explain your news release (fact sheets, biographies or program information), it can be attached. Be sure the contact person's name, phone number and the date of the release are clearly indicated.

Include quotes from the head of the organization, the Post Commander or the officer responsible for the program. It is best to use quotes that sound natural and express an opinion or position.

Press releases can be written on events, programs, awards, election of VFW officers or national issues. Be sure to highlight the local aspect no matter what the subject. Localization makes for easier placement.

Avoid buzzwords and organizational acronyms. Assume that readers know nothing about the organization — chances are they don't.

As you are writing, think about simplicity. Be brief. Forget flowery adjectives — they will most likely be cut anyway. And don't be insulted if your release is changed or cut, as long as it gets the main points across. The editor's job is to do just that — edit.

Know the media deadlines. Allow enough time for editors to call with questions, but not too much time for the interest to lag.

Make the reporter's job easier by emailing the news release to them. Follow-up with a phone call.

When you have completed your news release, go back over it again. Check that you have answered the "Five Ws" in the first paragraph. Did you give the release a point of local interest? Are the sentences short and clear? Is the release written in a consistent manner? Is it typed and error-free? Nothing is more irritating to an editor than having to rewrite a release.

If a photo is included with the release, be sure to provide the names of everyone in the photo and a brief explanation of the event. Make sure the photo is of good quality and suitable for publication.

Control Interviews with Facts and Research

If reporters call, determine why they are calling and the subject to be discussed. Ask if the reporter is on deadline, and assure the reporter you will call back before the deadline. Remember, you have little control over the interview, but if the reporter asks an off-topic question, bring them back to the agreed topic. Here are tips designed to help as you prepare for the actual interview:

- Jot down likely questions and appropriate answers.
- Know what you want to communicate. Plan to make your points accordingly.
- Do your research. Provide background or expanded information.
- Never lie or mislead a reporter.
- Offer your conclusion first, briefly and directly. Back it with facts.
- Avoid organizational jargon and acronyms.
- Short answers are better than long. Use complete sentences.
- Don't accept a reporter's facts or figures as true; don't respond to a hypothetical situation; and do respond to negative-leading questions with positive statements.
- Keep cool. Don't allow yourself to be provoked.
- Remember when talking to a reporter there is no such thing as "off the record."
- If there are any skeletons in the closet, be prepared for them to come up in the interview.
- Be prepared to state all your positive points completely in response to the first questions asked.
- State clearly when you can release information and why.
- If you don't know the answers, say so, and offer to find out.

The interview will be brief. A reporter has only a few minutes to get your full story. Don't ask to approve the story before it is published or broadcast.

Notifying the Media When the Chief Visits

The VFW National Commander's visit to your area is an important event for several reasons. First, they are the chief spokesman for our organization. They are widely traveled, aware of the concerns of veterans and their families across the nation, and have the responsibility to meet with the president and key congressional members to express the interests and needs of the nation's veterans.

For these reasons, the local media will be interested in their views on veterans' issues, national security and foreign affairs. It benefits the VFW and veterans in general if the Chief's visit is well-covered by the media.

Ahead of the Chief's visit to your Post, VFW National Headquarters will supply a media alert template, bio and suggested interview questions to the Department Commander and Adjutant. If the Department hasn't announced the visit, take the opportunity to publicize the event yourself. Your media plans for the Chief's visit should include:

- **Media Alert.** If your Department has already announced the Chief's visit, ask for a copy. Then, forward it to the news editors in your community. If the Department has not distributed a media alert, write one yourself.
- **Interviews.** Contact your local TV and radio stations in your community and ask if they would like to have the VFW's National Commander as a guest. Of course, be sure the Chief will be in your area long enough to take part in this type of interview. Most Post visits are scheduled for 30 minutes. Such interviews work best at the beginning of a visit or at the end. In any case, coordinate with your Department headquarters to determine what time works best for the Chief's already-established schedule.
- **Interviewees.** The media is there to interview the Chief. Conduct the interview in such a manner so others cannot interrupt. The Chief, the Post/District Commander and the Department Commander are the only VFW members who should attend the interview. Post, District and Department Commanders are there only to provide information on veterans' issues on a local or state level. Do not put the Chief into an interview by themselves where the media are going to concentrate on local veterans' issues. The Chief talks only on relevant national and international issues.
- **News Conference.** Since the amount of time the Chief can spend at a Post is limited, it is usually a good idea to invite the media for a specific time. Then, turn the Chief over to them for a news conference-type interview.
- **Place.** Where you conduct the interview is very important. Do not conduct interviews in the Post canteen. Use your meeting room or an area that is clean and quiet.
- **Time.** The best time to conduct an interview at the Post is as soon as the Chief arrives. Reporters have deadlines to meet and they do not have time to stand around while the Chief visits with members. Get the interview started when they arrive. The Chief can visit with members later. The only exception to this rule is when the Chief will be at the Post for a luncheon or dinner. For these visits, ask the media if they would like to eat with members, listen to the Chief's remarks afterward, and then conduct the interview. Quite often, the Chief's remarks to the group after the meal give the media ideas for questions.

- **Follow-up.** If there are questions that can't be answered during the interview, be sure to get the name and phone number of the reporter, and provide an answer as soon as possible.

Good PR Helps Retain Members

Post officers have an additional responsibility to members of the VFW to ensure that Post activities are enjoyable, interesting and diverse. This promotes membership retention. Members who show pride in the organization and the community service they perform attract potential members.

Remind members to wear VFW-branded apparel. Make sure new members feel welcome and offer them the opportunity to get involved in a VFW program or project that captures their interest. Getting a new member off to a good start, or involving an existing member in a new program, is in everyone's best interest. A happy member is the best PR the VFW can have.

Supporting VFW activities through meaningful PR is the key to supporting members in their efforts to help the community. Members will recognize your contribution to the success of the VFW and its many projects and programs. There is no substitute for teamwork.

Advertising

There are significant differences between public relations and advertising.

With advertising you control the timing and content but not the cost. **In public relations you have no control on the timing or content but pay nothing.** Resources will determine which method you use most frequently.

Talk to local radio and TV stations about advertising or donated public service announcement (PSA) time. The cost of placing a 30-second spot can be minimal depending on your location. Explore these mediums for effectiveness of messaging (how many of your target audience you reach) and cost comparison.

VFW National Headquarters has produced 30 and 60-second videos and radio spots. They publicize the VFW's mission and promote our free assistance programs. Some solicit membership so they cannot be used as PSAs, which are free.

Additionally, if you advertise to solicit members, be mindful of the environment at the Post. Make sure the prospective member feels welcome and respected.

Be Creative with Publicity Options

We have talked about the printed word in the form of a news release and the possibilities available through radio and video, but there are other options to investigate as well.

- **Social media** offers a broad spectrum of free and paid services that are incredibly useful. Social media platforms allow you to connect with people anywhere in the world, almost instantly.
- **Outdoor advertising** ranges from bumper stickers to welcome signs as people drive through your community. Take every opportunity to keep the community aware of the VFW's presence. In this age of mobility it is important to remember that the population in your community can change daily.
- **Exhibits** in shopping areas, community social events and other public forums are excellent ways to bring the VFW story to the community. Information on VFW activities and programs can entice eligible veterans to join the organization and favorably influence others in the community.

Social Media

The Age of Social Media

Simply put, social media allows people to create, share or exchange information, ideas, and pictures/videos in virtual communities and networks.

Establishing a social media presence allows your Post to engage a vast and diverse audience to include members, prospects, donors, potential donors, supporters, etc., while building the VFW's brand and credibility.

Social media is useful to share information about meetings and events, opportunities for support and to strengthen your Post's relationship with your online community. It is a place to share success stories and to ask for support if needed.

There are numerous social media sites available for use. The key is finding the sites that are a good fit for your audience.

When looking into building a profile on a new social media site, be aware of the sites' strengths and weaknesses, the opportunities and the risks.

Using social media can have an extremely positive impact on your Post. Engaging with your audience by posting regularly and being responsive to questions and comments is the key to success!

Dos and Don'ts of Social Media

DO:

- Post regularly.
- Use correct spelling, grammar and punctuation.
- Reply in a timely manner.
- Be customer-service oriented.
- Answer questions.
- Use pictures and videos for eye-catching content.

DON'T:

- Be argumentative when someone disagrees with the VFW's position.
- Share articles from untrusted news sources.
- Keep the password to yourself. Instead, make sure that more than one person has access to the Post's social media accounts
- Post polarizing content. Instead, stay nonpartisan and in line with VFW positions.

Using the Internet for Publicity and Outreach

The internet is a world of endless possibilities. It contains more information than most people will ever need. When researching for the most up-to-date information on a particular topic, it can't be beaten. **It provides you with the opportunity to communicate instantly with VFW members and others who visit your Post's website.**

Your Post's website is a window into the Post's character. A calendar of current activities, showing what, when, where and how to get involved, is an incredibly useful tool. A listing of diverse activities carried out by the Post allows numerous people to find the "perfect fit" for their interests and abilities.

Tell your Post's story.

- Is the VOD program in full swing? If so, what schools are participating? How many students are participating? What are the awards for the top students?
- Did you adopt a local military unit?
- Have you recently recognized local citizens for their efforts to better the community? Seize this opportunity to tell your story on your website.

The prompt placement of news releases on current actions of veterans' legislation, or breaking news on issues of interest to veterans on your Post's website is vital because members need to be aware of current events so they can contact their local, or national elected officials, and voice their opinions.

Numerous issues concerning veterans can be researched on the internet. Find out how your congressional representative or senator voted on a particular bill. Biographical and contact information on that individual is available in an instant. Use this tool to keep yourself and your members informed. The VFW provides a list of current, veteran-related bills before Congress and their current action at <https://votervoice.net/VFW/bills>.

If your community has a website, ask if they will allow a link to the Post's site. This would be an excellent opportunity for nonmembers in the community to become further acquainted with the VFW and the many programs and projects it performs that benefit the community. Be sure to include information on how to join and a local contact at the Post.

If you keep your members informed they will feel connected to the organization and take pride in its accomplishments. Feeling proud and connected may encourage them to become more involved in Post activities. Increased involvement leads to more program participation. It is a win/win situation for the member, the Post and the community.

In addition, it's important for the Post website to continually be updated. A website that isn't being updated or maintained will deter visitors from your site. In this day of "instant access," people demand that information on websites be current. Otherwise you could lose credibility in your community.

VFW Website Solution Program

The VFW Website Solution program is geared to assist Posts and Departments in establishing a viable, easy-to-manage website. The template-based platform offers Posts and Departments an affordable opportunity to stake their claim of the web, making pertinent information easily accessible to members, as well as the public. Further, the website templates being offered adopt a consistent look and feel, working to reinforce the official VFW brand and messaging.

These websites boast many manager-friendly functions, and feature an "integration" component which allows the national website, and Department and Post websites to share information, both manually and automatically. This includes a system which allows the Post to efficiently submit reports directly to the Department. In addition, website developer DrivePath offers each Post and Department ongoing support with each website.

This is a great opportunity for Posts and Departments. Additional details are provided on the following flyer. Apply today at <https://vfwprograms.formstack.com/forms/websolutionapp>!



Additional Resources: From Public Service Announcements (PSAs) and social media guides to sample media alerts and press releases, additional public relations resources are available behind the member login at vfw.org in the Communications & Public Affairs section of Training & Support. Log in at vfw.org, and select the VFW Training & Support link under Member Resources.

**The following pages comprise the
Website Solution Program
flyer and VFW Press Kit.**



WEBSITE SOLUTION PROGRAM

V2.0

by PIXELBIT | DrivePath



The easy-to-use online solution to helping you grow VFW membership.

CONTACT US FOR MORE DETAILS:

248.232.1293

WEBMASTER@VFWNATIONAL.ORG

VALUE

- Our control panel allows you to easily manage the content of your site 24/7. This helps you keep News, Events and resource information current.
- Makes it easier for potential new members to get the info they are looking for regarding membership.

FEATURES

- Sync your Calendar & News with VFW District, Department & National websites.
- Edit all of the content on the site including managing officers / staff via our dedicated control panel.
- Social media integration.
- Editable Photo Gallery, Newsletter Email Engine and more...

NEW FEATURES

- Mobile Friendly Responsive Design.
- Create Pages on the Fly and Control where those pages appear in the dropdown navigation.
- Turn On/Off Modules on every page & rearrange Modules to appear in a specific order.
- Full Screen Calendar - Recurring Events.
- Sliders - You Control!
- Search Engine Optimization built in.
- New Pages - TAPS, HONOR GUARD, M.O.C & More...

1st Year FREE
with VFW National Grant. Ask for Details.

COST

ONLY **\$360⁰⁰** per year*

* Cost Includes one domain and hosting. Additional domains are \$35 each.

* Cost is FREE w/ Site Sponsor Program - Ask for details.





VFW at a Glance

The VFW is a nonprofit veterans service organization comprised of eligible veterans and military service members from the active, Guard and Reserve forces. The VFW and its Auxiliary are dedicated to veterans service, legislative advocacy, and military and community service programs.

Origins

In 1899, the American Veterans of Foreign Service (Columbus, Ohio) and the National Society of the Army of the Philippines (Denver, Colorado) were organized to secure rights and benefits for veterans of the Spanish-American War (1898) and the Philippines War (1899-1902). These two organizations merged in 1914, creating the Veterans of Foreign Wars of the United States. The VFW was chartered by Congress in 1936.

Membership Eligibility

Citizens or nationals of the United States serving honorably in the U.S. Armed Forces in a foreign war or overseas operation recognized by a campaign medal, in Korea after June 30, 1949, and recipients of hostile-fire or imminent danger pay. Veterans of World War II, Korea, Vietnam, Lebanon, Grenada, Panama, Persian Gulf, Somalia, Kosovo, Afghanistan, Iraq and other smaller expeditionary campaigns, as well as occupation duty, qualify.

Partner Organization

A national volunteer service organization, the Auxiliary of the VFW was founded in 1914 and is the backbone of many local VFW volunteer efforts.

Membership Size

More than 1.5 million VFW and Auxiliary members in all 50 states, and many foreign territories.

Organizational Structure

Thousands convene each year at the VFW's national convention to elect officers, adopt resolutions and discuss business affairs. Leading the organization are the elected commander-in-chief, senior vice commander-in-chief and junior vice commander-in-chief. The National Council of Administration serves as the VFW's board of directors.

Over 6,000 Posts worldwide comprise 52 Departments in the 50 states, the Asia/Pacific Areas and Europe. Posts form the basic local chapter.

Priority Issues

- **Budget:** Fully fund programs for veterans, service members and their families.
- **Health Care:** Provide service members and veterans timely access to high-quality health care without increasing cost shares.

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Washington, D.C. 20002

Office 202.543.2239
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info@vfw.org
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- ***Disability Assistance and Memorial Affairs:*** Ensure veterans and their dependents have timely access to earned benefits.
- ***Education, Employment and Transition Assistance:*** Provide veterans the opportunity to succeed after leaving military service.
- ***Military Quality of Life:*** Maintain a quality, comprehensive benefits and retirement package that is the backbone for an all-volunteer force.
- ***National Security, Foreign Affairs and POW/MIA:*** Fully support service members and their mission to fight the war on terrorism, and protect our nation's citizens and interests around the world.

VFW Community Achievements

The VFW takes great pride in its history of service to its communities both stateside and abroad.

Annually, VFW and Auxiliary members donate nearly nine million hours to community service projects, relief efforts and local VA facilities each year.

- 1915 VFW Post 2100 helped sponsor a Boy Scout troop in Everett, Washington
- 1916 First national VFW essay contest held
- 1922 "Buddy"[®] Poppy program began
- 1923 Entered the war on drugs by printing a resolution calling for an international conference
- 1927 Provided \$10,000 to Mississippi Valley flood victims
- 1930 First VFW scholarship award (\$300) goes to a Boy Scout
- 1936 Boy Scout-VFW plan of cooperation was signed
- 1938 Supported the National Foundation for Infantile Paralysis
- 1940 VFW Junior Rifle Clubs are formed with National Rifle Association
- 1942 VFW Aviator Cadet Program began
- 1950 Cooperative disaster-relief plan developed with the Red Cross
- 1952 The Dunn family (Kansas flood victims) won a \$75,000 farm in Washington courtesy of the VFW
- 1953 VFW National Teen-er Baseball: First tournament was held in Hershey Park, Pennsylvania
- 1956 150,000 kids took part in the national VFW marble competition
- 1958 Became full partner with Voice of Democracy (VOD)
- 1959 Minnesota VFW/Auxiliary raised \$325,000 for dedication of the VFW Cancer Research Center at the University of Minnesota (Minneapolis)
- 1961 Assumed primary sponsorship of VOD — within four years 262,000 students participated
- 1962 Lite-a-Bike program: A \$300,000 project with 3-M Co. of St. Paul, Minnesota, provided "Scotchlite" reflector tape — 50,000 VFW members from 4,500 Posts participated
- 1964 VFW/Auxiliary provided nearly \$100,000 to earthquake victims in Anchorage, Alaska
- 1970 Drive-to-Survive program began
- 1973 Drug Awareness program began
- 1979 VFW Political Action Committee formed
- 1980 Minnesota VFW Posts sponsored the U.S. hockey team in the Winter Olympics
- 1983 Agreed to permit the Red Cross to use VFW facilities as shelters and relief centers during national disasters and emergencies
- 1986 Donated \$122,000 to the Statue of Liberty Restoration Fund
- 1990 Provided \$49,000 to California earthquake victims
- 1992 Provided \$197,000 to relieve victims of Hurricane Andrew and other disasters
- 1993 Relief funds totaled \$500,000
- 1995 Youth Essay Contest (7th-8th grades) began

- 1997 "Buddy"® Poppy celebrated 75th anniversary
- 1998 VFW Posts raised \$100,000 for the March of Dimes
- 1999 VOD gave \$2.5 million in scholarship monies to high school students
VFW donated \$50,000 and 25,000 reprints of its war chronology to Vietnam Veterans Memorial's Young American Vietnam War Era Studies Project
- 2000 Distributed 60,000 audio books to armed forces worldwide through *Operation Yarnspinner*
- 2002 Donated \$110,000 to diabetes research
Equally distributed \$120,000 among families of active-duty personnel killed in the Sept. 11, 2001, terrorist attack on the Pentagon
- 2003 Partnered with USA Freedom Corps homefront initiative
- 2004 Established relationships with the National Council for Social Studies (NCCS) and National Association of Secondary School Principals (NASSP)
- 2005 Provided \$560,000 to Gulf Coast veterans after Hurricanes Katrina and Rita
Distributed 5,000 copies of CD entitled, "Vietnam: A Nation Remembers"
Established VFW Military Scholarship program
Expanded Patriot's Pen Essay Competition
- 2007 Radiothon raised nearly \$100,000 for Unmet Needs
- 2010 Donated over \$648,000 toward construction of the Vietnam Veterans Education Center
Increased Voice of Democracy National Scholarships to \$150,000
Provided over \$20,000 to assist service members with family in Haiti following the January earthquake
- 2011 Pledged \$500,000 toward the construction of the Veterans Hall in the National Museum of the United States Army
Provided over \$145,000 in emergency financial relief to military families living in tornado-stricken areas
- 2012 Provided over \$120,000 for Hurricane Sandy victims on the East Coast
- 2013 Provided \$30,000 for the Moore, Oklahoma, tornado victims and over \$30,000 for the flood victims in Colorado
- 2015 Provided \$10,000 to the Pacific Areas for typhoon relief
- 2016 Provided \$25,000 for flood relief in Louisiana
- 2017 Provided \$621,300 in aid for victims of Hurricanes Matthew, Irma, Harvey and Maria, and \$19,000 for victims of the California wildfires
- 2018 Provided \$139,000 in aid for victims of Hurricanes Michael, Irma and Florence, and \$35,000 for wildfires in California and Colorado. Provided \$55,000 for Pacific area victims of Tropical Cyclone Gita, and victims of the Mount Kilauea volcanic eruptions, and \$20,000 for disaster relief efforts in Saipan
- 2019 Provided \$32,182 in aid for victims of Hurricane Florence in North Carolina, and \$15,000 for flood victims in Nebraska
Provided \$20,000 for Pacific area victims of Typhoon Yuta
- 2020 Provided \$30,000 in aid for victims of floods from hurricanes in Louisiana
The VFW and VFW Foundation provided \$400,000 to Posts and Auxiliaries for Community Service Grants

VFW Diverse Endeavors

The VFW honors veterans through memorial fundraising efforts, sponsorship of special events for disabled vets, and by recognizing volunteer service. Donations also help victims of natural disasters and less-fortunate children.

Special Events

- ***“Run for the Wall”***

Supports the annual “Run for the Wall,” a cross country motorcycle ride to the Vietnam Memorial in Washington, D.C. The VFW sponsors refueling for all participating riders during a scheduled stop near the VFW National Headquarters.

Memorials

In fulfilling its pledge to remember the nation’s war dead, the VFW promotes national memorials for veterans of all wars. Additionally, thousands of memorials have been constructed across the nation through local VFW Posts.

- ***National WWI Memorial***

Gave the memorial a \$350,000 grant to help expand the Liberty Memorial Museum, which houses the nation's most comprehensive collection of World War I historical materials. In 2017, the VFW was proud to sponsor the World War I Centennial Commemorative Ceremony at the National World War I Museum and Memorial in Kansas City, Missouri. The VFW donated \$100,000 to preserving the history of the Great War.

- ***WWI Memorial***

Donated \$300,000 to the U.S. World War I Centennial Commission for the creation of the World War I Memorial, in Washington, D.C.

- ***National WWII Memorial***

Reached its five-year fundraising goal of \$6 million for the memorial’s construction in only two years. The donation ranks as the largest from any veterans group, and second overall.

- ***Korean War Memorial***

Members donated \$600,000 toward the construction of the Korean War Memorial. The donation ranked among the highest.

- ***Vietnam Veterans Memorial***

Donated over \$300,000 toward building “The Wall” — all 58,000 Americans who died as a result of the Vietnam War are listed. The VFW was the first major organization to contribute.

- ***Women in Military Service to America Memorial***

Donated \$70,000 toward construction costs.

- ***Disabled Veterans for Life Memorial***

Donated \$100,000 toward construction costs.

- ***Vietnam Veterans Education Center***

Donated over \$648,000 toward the construction of the Education Center.

- ***National Museum of the United States Army***

Donated \$500,000 toward the construction of the Veterans Hall in the museum.

- ***National Desert Storm Memorial***

Donated \$500,000 toward the construction of the National Desert Storm Memorial.

Awards

Outstanding police officers, firefighters, EMTs and other first responders are recognized annually by the VFW for their work in the community.

National Home for Children

Children, youth and family of VFW and Auxiliary members who have nowhere to turn find a safe haven on this 629-acre VFW campus in Eaton Rapids, Michigan. The privately funded facility is a living memorial to VFW and to all veterans.

Legislative Victories

The VFW played an instrumental role in virtually every significant piece of veterans' legislation passed in the 20th century, as well as bills enacted in the 21st century. Note: In each case, this is the year an act was passed or an institution established.

For more information, contact the VFW National Legislative Service at vfwac@vfw.org.

- 1917 War Risk Insurance Act Amendments
- 1918 Vocational Rehabilitation Act (P.L. 178)
- 1919 Census Act Rider on Veterans Preference Discharge Allowance
- 1920 Widows and Orphans Pension Act (Spanish-America War)
- 1921 Veterans Bureau Act
- 1923 Veterans Preference Point System
- 1924 House Committee on Veterans' Affairs
World War Adjusted Compensation Act
- 1925 Senate Subcommittee on Veterans' Affairs
- 1926 Spanish-American War benefits
New Johnson Act (WWI benefits)
- 1930 Veterans Administration (VA) World War Service Disability Pension Act (P.L. 522)
- 1931 Bacharach Amendment (P.L. 743) allows borrowing on WWI bonus certificates
- 1933 Wagner-Peyser Act: Veterans Employment Service
- 1934 Pension for widows of WWI vets
- 1936 VFW congressional charter signed by President Roosevelt
Bonus bonds (\$2.4 billion) to WWI vets redeemable
- 1938 Armistice Day (Nov. 11) legal holiday
- 1940 National Service Life Insurance
Selective Service & Training Act
- 1943 Benefits to WWII veterans (P.L. 10)
Disabled Veterans Rehabilitation Act
- 1944 GI Bill of Rights (P.L. 346)
Veterans Preference Act
- 1946 Veteran Emergency Housing Act
- 1947 Bureau of Veterans Re-employment Rights (BVRR)
- 1950 Vocational Rehabilitation Act
- 1951 Servicemen's Indemnity & Insurance
- 1952 Veterans Readjustment Assistance Act (Korean War GI Bill)
- 1954 Veterans Compensation Act
Nov. 11 declared as Veterans Day (P.L. 380)
- 1962 Veterans Benefits Act (Cold War GI Bill)
- 1966 Veterans Readjustment Benefits Act (P.L. 89-358) (Vietnam War GI Bill)
- 1970 Senate Committee on Veterans' Affairs
- 1972 Vietnam Era Veterans Readjustment Assistance Act

- 1973 Federal court agrees veterans preference applies to state jobs
- 1974 Vietnam Era Veterans Readjustment Assistance Act (vocational rehabilitation)
- 1976 Veterans Education & Employment Assistance Act
- 1977 Post-Vietnam Era Veterans Educational Assistance Act
- 1978 Veterans preference preserved
 - Veterans & Survivors Pension Improvement Act
 - Veterans Day returned to Nov. 11
- 1979 Vietnam Veterans Outreach Program (creates Vet Centers)
- 1980 VFW calls for Agent Orange study
 - Veterans Rehabilitation & Education Amendments
- 1981 Former POW Benefits Act
 - Veterans Health Care, Training & Small Business Loan Act
- 1982 Veterans Employment and Training Service (VETS)
 - Vietnam Veterans Memorial dedicated
- 1983 Emergency Veterans Job-Training Act
- 1984 Montgomery GI Bill Veterans Dioxin & Radiation Exposure Compensation Standards Act (P.L. 98-542): Agent Orange & Atomic Exposure
- 1987 New GI Bill Continuation Act
- 1988 Radiation-Exposed Veterans Compensation Act
 - Department of Veterans Affairs Act
 - Veterans Judicial Review Act
- 1989 VA becomes a Cabinet department Court of Appeals for Veterans Claims
- 1990 Agent Orange service-connection
- 1991 Agent Orange Act (P.L. 102-4)
 - Persian Gulf War Veterans Assistance Act (P.L. 102-25)
- 1992 Veterans Health Care Act
- 1996 Veterans Health Care Eligibility Reform Act
- 1999 Veterans Millennium Health Care and Benefits Act
- 2003 Concurrent receipt for military retirees rated 50% disabled or more
- 2004 Full concurrent receipt for military retirees rated 100% disabled
 - Traumatic Injury Insurance supplemental created
- 2005 Protestors banned from military funerals
 - Stolen Valor Act signed into law
- 2006 VFW calls for VA/military health care system review after Walter Reed outpatient debacle
- 2008 Record VA discretionary budget approved
 - GI Bill for the 21st Century signed into law
- 2009 Advance Appropriations for VA becomes law
- 2010 Family Caregiver Legislation signed into law
 - Ensured all VA and DOD health care programs met minimum health care coverage standards
- 2011 VOW to Hire Heroes Act
 - VFW stopped TRICARE premiums from increasing annually
- 2012 Honoring America's Veterans and Caring for Camp Lejeune Families Act
 - Extended USERRA protections to veterans working for TSA
- 2013 Reinstated military Tuition Assistance programs
 - New Stolen Valor Act signed into law
 - Stopped Creation of Distinguished Warfare Medal (Drone Medal)
- 2014 Veterans Access, Choice and Accountability Act of 2014
 - In-State Tuition for Post-9/11 GI Bill eligible veterans
 - Advance Appropriations for VA Benefits
- 2015 Clay Hunt Suicide Prevention for American Veterans (SAV) Act
 - Eliminated 1 percent COLA reduction penalty on future military retirees
 - Created government match to military Thrift Savings Plan accounts

- 2016 Toxic Exposure Research Act to evaluate impact on descendants
Enhanced fertility treatment and adoption services
- 2017 Forever GI Bill gives veterans a lifetime to use GI Bill benefits
Veterans Appeals Improvement and Modernization Act of 2017
VA Accountability and Whistleblower Protection Act
Global War on Terrorism Memorial
Improved VA hiring and retention authorities
Veterans Choice Program improvements and expansion
Declassifying toxic exposure documents
Prevented significant copayment increases for TRICARE
- 2018 Expanded caregiver benefits to veterans of all eras
Consolidated community care into one improved program
Established a process to evaluate and improve VA facilities to better serve veterans
Defeated proposed cuts to Individual Unemployability
- 2019 Blue Water Navy Vietnam Veterans Act
Elimination of the Widow's Tax
- 2020 Added bladder cancer, hypothyroidism, and parkinsonism to VA's list of presumptive conditions associated with exposure to Agent Orange
Changed the statutory definition of Vietnam veterans to include individuals who served in the Republic of Vietnam from Nov. 1, 1955, to Feb. 27, 1961
Deborah Sampson Act
Elimination of the 12-year limit on using Veteran Readiness and Employment (VR&E) benefits

VFW Programs & Projects

Since its founding, the VFW has been a staple in the community. Troop support, youth activities, volunteering and scholarship programs are a few of the ways the VFW shines in the many communities and cities where Posts are located.

Youth Scholarship Programs

- ***Voice of Democracy***

This audio-essay competition annually awards nearly \$2 million in scholarships to students in grades 9-12. The first place winner receives a \$30,000 scholarship.

- ***Patriot's Pen***

More than \$1.2 million is awarded annually to students in grades 6-8 in this essay contest. The first place winner receives \$5,000.

- ***Scout of the Year***

Three scholarships are awarded annually to outstanding scouts. First place receives \$5,000, second place receives \$3,000 and third place receives \$1,000.

- ***Teacher of the Year***

The VFW annually recognizes one exceptional elementary, junior and high school teacher for their outstanding commitment to teaching Americanism and patriotism to their students. Awards include \$1,000 for professional development, \$1,000 for his/her school, and an all-expense-paid trip to attend the VFW National Convention. In addition, the top 10 high school Teacher of the Year recipients will have an opportunity to attend a graduate level Medal of Honor Character Development program at Freedoms Foundation.

Educational Outreach

- ***Echoes From the Wall***

The VFW partnered with the Vietnam Veterans Memorial Fund to distribute a curriculum, Echoes From the Wall, to 25,000 public and private high schools and donated \$50,000 to the project.

- ***Educational Brochures***

The VFW produces and distributes a flag brochure and poster.

- ***Veterans in the Classroom***

November is officially known as VFW Veterans in the Classroom Month. Members demonstrate flag etiquette and share their wartime experiences with America's youth.

Youth Activities

Locally, VFW Posts sponsor various youth sporting programs such as baseball and ice hockey. In addition, many VFW Posts sponsor Boy and Girl Scout troops, Junior Olympics, bike safety, JROTC units, drill teams, color guards and a variety of other programs to build good citizenship and exemplary character in America's youth.

Community Volunteerism

Each year, VFW members volunteer more than 9 million hours of service to various community endeavors.

- ***Veterans Affairs Voluntary Service***

The VFW was a charter member in 1946. VFW volunteers donate millions of hours of service annually at VA medical facilities.

Troop Support

- ***Military Assistance Program (MAP)***

More than 2.3 million service members and their families have been hosted at morale-boosting events sponsored by the VFW since 2005.

- ***Adopt-a-Unit***

More than 2,900 units and ships have been adopted through VFW Posts since 2007. VFW National Headquarters adopted the USS Cole in 2002.

- ***Care Packages***

Posts across the country show their support of America's military by collecting and distributing much-needed personal items for adopted units.

- ***VFW Unmet Needs***

This program administers emergency financial grants to military families to help cover basic expenses like mortgage payments, childcare, food and more. Since 2004, 10,660 grants have been issued totaling more than \$11.9 million.

- ***VFW's "Sport Clips Help A Hero Scholarship"***

Introduced in 2013, this program awards scholarships of up to \$5,000 to qualifying veterans and service members. The program has provided more than 1,900 scholarships totaling nearly \$8.7 million.

- ***1 Student Veteran***

Enacted in 2013, this program offers direct assistance to student veterans who have questions or are experiencing problems accessing their VA benefits.

VFW Service to Veterans

From lobbying Congress and monitoring the Department of Veterans Affairs to assisting veterans filing claims, the VFW remains a dedicated advocate for America's veterans, service members and their families.

National Veterans Service (NVS)

NVS is responsible for accrediting and training VFW's global network of professional service officers. NVS provides annual training to VFW Service Officers. NVS staff represents veterans at the Board of Veterans Appeals in Washington, D.C. Each year NVS provides \$1.9 million to VFW Departments in support of their veteran service programs.

- ***Department Service Officers (DSOs)***

A global network of highly trained and accredited service officers helps veterans navigate the complicated VA claims process. Department of Veterans Affairs statistics show that for 2020, the VFW helped recoup more than \$9.7 billion in earned benefits. This amount includes \$1.4 billion in new claims, submitted on behalf of more than 110,000 veterans.

- ***Tactical Assessment Center (TAC)***

The VFW's TAC operates a toll-free hotline for veterans with questions or concerns about VA health care and benefits. The number is 1.800.VFW.1899. Veterans can also email vfw@vfw.org.

- ***Health Screenings***

The VFW hosts a health fair at its national convention. Attendees can receive health screenings, eye exams, cholesterol checks, respiratory function testing, blood pressure screening and blood glucose testing. Many lives have been saved thanks to these free screenings.

- ***Pre-Discharge Program***

Introduced in 2001, the VFW's pre-discharge program (formerly known as Benefits Delivery at Discharge) provides claims assistance to separating military personnel on 24 military installations and military populated regions throughout the country.

National Legislative Service

The NLS educates Congress and advocates for policies that improve the lives of veterans, active duty military and their families.

- ***Action Corps***

This grassroots lobbying effort has more than 300,000 volunteer advocates who write, call and visit lawmakers to discuss issues related to veterans. Also, Action Corps members receive the VFW *Action Corps Weekly*, an e-newsletter relating to current legislation and events.

- ***Your Voice on Capitol Hill***

VFW members live in every congressional district. The VFW's membership size and effective advocacy ensures that members of Congress do not ignore the needs and preferences of those who have worn our nation's uniform. The VFW testifies up to 30 times every year before Congress, including before an annual Joint Senate and House Committee on Veterans' Affairs Hearing to consider the VFW's Priority Goals.

National Security and Foreign Affairs

The welfare of active duty, Guard and Reserve personnel and their families is of a prime concern to the VFW.

- ***POW/MIA***

The VFW national officers visit Asian and European countries to meet with host-country officials to stress the importance of conducting MIA investigation and recovery operations, as well as gaining access to documents and archival research facilities.

Employment Services

The VFW is a strong supporter of veterans' preference in government positions. The Washington Office actively works to advance veteran-specific employment legislation.



Post Commander

Texas VFW
Officer Training
Seminar

Post Commander



Duties & Responsibilities found in Section 218 (a) (1) Manual of Procedure

- Make appointments.
- Enforce observance on all laws and usages.
- Decide all questions in your Post subject to appeal under Section 109.
- Preside at and conduct all meetings

APPOINTMENTS



- Immediately appoint your Adjutant, Surgeon, Judge Advocate, Service Officer and other positions as prescribed.
- Be sure to match the person to the job, as it directly impacts your overall performance as Commander.

ENFORCEMENT



- Enforce observance of all laws and usages of the VFW.
- Study and become familiar with the Congressional Charter, National By-Laws, Manual of Procedure and Ritual as well Department, District and Post By-Laws and Roberts Rules of Parliamentary Law.

DECISIONS



- **Decide all questions in your Post subject to appeal under Section 109.**
 - **Committee and Post issues.**
 - **Commander has right to temporally ban a member or guest for a period of 30 days.**
 - **Must report to membership at next meeting and inform members of his/her actions.**
 - **Members can appeal decisions at all levels.**
 - **Non-Members have no rights and have no appeal except to the membership of the Post.**

POST MEETINGS



- **Preside at and conduct all meetings.**
 - Must have monthly meetings
 - 5 members for quorum
 - Must confirm their membership

- **Know in advance what business needs to be addressed.**

- **Be brief and informative.**
 - Use Post Opening Ceremonies, Order of Business and Closing Ceremonies as found in the National Ritual and have Demeter's' Manual on hand.

POST MEETINGS



➤ Enforce Rules of Decorum

- No Profanity
- No Yelling
- No Name Calling
- No Throwing Objects
- No Smoking
- No Alcohol
- No side conversations when others are addressing membership.

POST MEETINGS



➤ Parliamentary Procedure

- Unruly members
 - Give a verbal warning first.
 - Escorted from the room by the officer of the day.
 - Police called if necessary.
 - Disciplinary action initiated.

➤ A Motion & Second to do something illegal.

The Motion is out of order as it proposes the violation of a Governmental law or ordinance.

➤ A Motion & Second to Sell the Post.

Motion is tabled till next meeting so each member of the Post and the State Commander can receive timely notification of the Motion to sell the Post per Section 709 of the National By-Laws.

POST MEETINGS



- **A Motion & Second for a Frivolous Motion or to Adjourn before business is concluded.**

The Motion is ruled out of order for hindering the legitimate purposes of the meeting.

- **A Motion & Second to Initiate Disciplinary Action**
Motion is tabled and Commander will appoint an individual or committee to investigate. The committee will present findings at next Post meeting to members in a written and signed report. Motion is taken off the table and must pass with a 2/3rds majority in order to initiate the Disciplinary Action.

POST MEETINGS



➤ A Motion & Second to surrender the Charter.

Is immediately tabled and the Commander will immediately send a list of all assets and liabilities to the State Commander and the Post shall not dispose of any assets.

Each member and the State Commander must receive written notice at least 20 days prior to the Post vote.

The State Commander will be immediately informed of the outcome of the Post vote.

Pending cancellation of the Charter the Post will not dispose of any assets.

POST MEETINGS



- **Enforce applicable General Rules listed in the Ritual.**
- **Officers are personally responsible for their Rituals. They shall permit only properly authorized persons to read the Ritual.**
- **While the Post is in session, no member will pass between the altar and the commander's station, except as prescribed by the Ritual.**
- **All officers should memorize their parts and practice with co-workers in order to render all ritual work correctly and impressively. See the Foreword.**
- **When addressing the commander all officers salute in a military manner. The commander will return similar salutes. All officers exchange salutes when addressing each other.**

POST MEETINGS



➤ Enforce applicable General Rules listed in the Ritual.

- One rap of the gavel calls attention or seats the body when standing. Two raps of the gavel call everyone to standing attention.
- All Posts should hold a public memorial service for their departed comrades, at least once a year. This may be held as a special ceremony or in conjunction with a public meeting.
- All VFW military formations and procedures shall conform with the current Infantry Drill Regulations, United States Army.
- The military salute shall be given in all ceremonials and meetings when a member wishes to address the commander or presiding officer. The military salute shall also be used in the ceremonial work, as set forth in this Ritual.

POST MEETINGS



➤ Enforce applicable General Rules listed in the Ritual.

- In compliance with directives approved by the Veterans of Foreign Wars 59th National Convention and the VFW National Council of Administration "the Flag of the United States, of appropriate size and attached to a standard, shall be placed upright upon the VFW altar to the left of a Bible—(to the left of the Bible as viewed by one standing before the altar and facing the Commander's station). The POW/MIA flag may be placed to the right of the American Flag. Both the flags and Bible shall be upon a regulation VFW altar cloth.
- (a) All members who are able will stand during the offering of the prayers; (b) members will follow the action of the Chaplain or presiding officer relative to removal of caps during prayers; if uncovering, the hat shall be placed on the extended closed fingers of the right hand in such a way that the Cross of Malta is exposed and held over the heart; (c) official caps will not be worn during luncheons, banquets or other meals; (d) Official caps will be the only head covering allowed to be worn at regular meetings of the Veterans of Foreign Wars of the United States.

OTHER DUTIES



- Approve disbursement of funds approved by the Post or required by National, State, District & Post By-Laws.
- Assure Quartermaster is bonded.
- Ensure all dues, monies and reports are properly forwarded to correct entity.
- Assure Post Trustees have conducted monthly review and quarterly audit and timely submission.
- Attend all District meetings.

IMPORTANT



- Familiarize yourself with the National By-Laws and Manual or Procedure, specifically;
 - Section 109 – Right of Appeal
 - Section 211 – Suspension and revocation of Charter.
 - Section 220 – Vacancies and removal of elective officers or committee members.
 - Section 222 – Delegates.
 - Section 213 – Arrearages, deficiencies and omissions.
 - Section 215 – Eligibility to office.
 - Section 223 – Commemoratives Tributes
 - Article X – Rules of Order
 - Section 709 – Control of Units

IF EVER UNSURE



- Familiarize yourself with the National By-Laws and Manual or Procedure, specifically;
 - Section 109 – Right of Appeal
 - Section 211 – Suspension and revocation of Charter.
 - Section 220 – Vacancies and removal of elective officers or committee members.
 - Section 222 – Delegates.
 - Section 213 – Arrearages, deficiencies and omissions.
 - Section 215 – Eligibility to office.
 - Section 223 – Commemoratives Tributes
 - Article X – Rules of Order
 - Section 709 – Control of Units



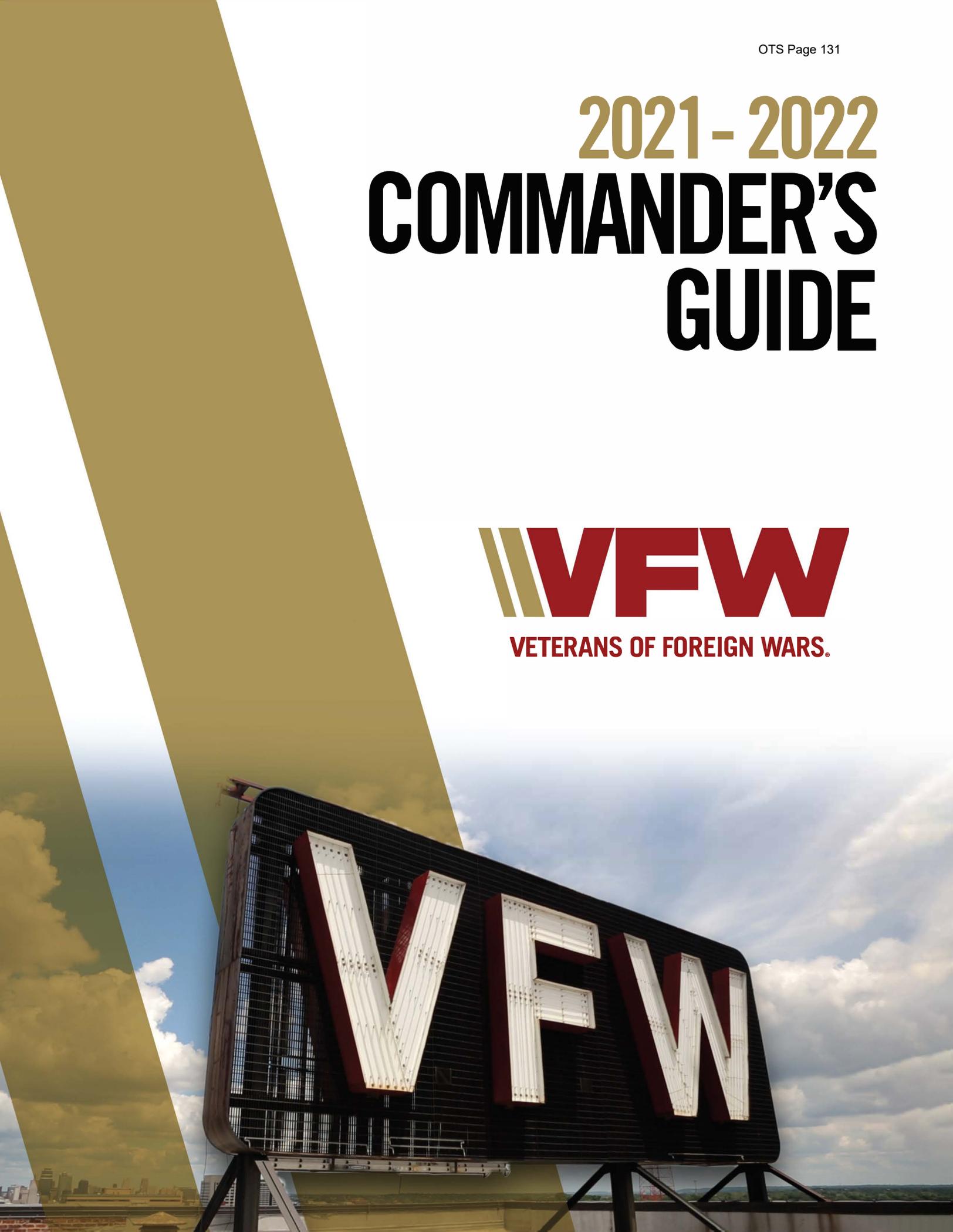
ADDITIONAL RESOURCES

- **Aids to Leadership.**
- **Ten Point Pledge for Commanders.**
- **Leadership can be fun.**
- **Planning a meeting.**
- **Guide to Protocol.**
- **Parliamentary Procedure.**
- **Presiding and Leadership practice.**
- **Disciplinary Action.**
- **Standard Operating procedures for Posts**
- **Post Commanders Discussion Group on Facebook**



QUESTIONS?

2021-2022 COMMANDER'S GUIDE



COMMANDER'S GUIDE

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June 2021

Dear Post Commander,

Congratulations on your election as Commander! This is an important position, one that requires hard work, dedication, and trustworthiness. Your Post is counting on you to fulfill your duties to the benefit of the organization, members and communities. We want to help you be successful.

Whether you are new to the job or have done it before, there is always something you can learn. This guide was created to assist you – no matter what your current level of knowledge and experience may be. This guide is a training tool to educate and assist you in your role.

The enclosed manual is periodically updated. You can find the latest version, as well as other valuable resources, at www.vfw.org by logging in as a member (Login – top bar, right side), and going to “Member/Post Resources – VFW Training & Support.”

Other important resources include the Bylaws, Manual of Procedure, and Ritual. In particular, the Manual of Procedure, Sec 218 (a) (1) outlines the responsibilities of the Post Commander. Learn these well. Each Post is required to maintain a current copy of the Bylaws, Manual of Procedure, and Ritual; current copies are available for purchase from the VFW Store at www.vfwstore.org.

We are here to support you. If you have questions and are unable to find answers with your District or Department, call us at 833.VFW.VETS. Explain to the operator what you need, and they will transfer you to the correct person to answer your questions.

Thank you for taking on this responsibility. It may be challenging at times, but it can also be very rewarding. We wish you well!

Kevin C. Jones
Adjutant General

Debra L. Anderson
Quartermaster General

P.S. Have a suggestion to how we can improve the Commander’s Guide? We want to hear from you! Send an email to info@vfw.org, subject line “Feedback on Commander’s Guide,” with your comments. We are always looking to improve on what we do.

PROGRAMS



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Introduction

The purpose of this document is to help educate all elected and appointed officers of the organization about programs in the organization, from youth programs & scholarships, community service, volunteer recognition, “Buddy”® Poppy, to all programs under the Veterans & Military Support umbrella. Additionally, it will have information concerning U.S. Flag issues and a variety of special projects. Our sole priority is helping your Post, District and Department serve your community and veterans in a meaningful way. For that reason, the VFW National Organization is committed to doing everything possible to serve you and make every opportunity count for you and for the Veterans of Foreign Wars.

The purpose of this section is twofold. First, we want to familiarize you as leaders of your Post, District or Department, with the fundamentals of our VFW programs and activities. As we do that, it is our goal then to encourage you and your existing leaders to participate to build that much needed relationship with your local community. We are convinced that good programs, properly executed, will do more for your Post than anything else you do.

Your programs are often the first impression that the public has of the VFW. Therefore it’s extremely important to be prepared and more importantly appoint the right persons as the program chairman. Your VFW programs are defined under two categories; ***Community Service, Youth Scholarships and Activities*** and ***Veterans & Military Support***. Within the ***Community Service, Youth Scholarships and Activities*** category, we often refer to several program elements as our core programs. These are programs that are executed by the largest number of Posts and have the greatest impact on our organization, our communities and our veterans.

Typically, these core programs are mandated for every Post as part of your Department All State Program and are heavily encouraged and supported by the VFW National organization. These core programs within the ***Community Service, Youth Scholarships and Activities*** include our scholarship programs; Voice of Democracy and Patriot’s Pen, the Smart/Maher VFW National Citizenship Education Teacher of the Year program, Scouting, and “Buddy”® Poppy.

The second group of programs under the ***Community Service, Youth Scholarships and Activities*** umbrella, is called Special Projects and Activities, which cover Americanism, volunteer recognition, community service, awards and recognition and other miscellaneous youth activities. These programs are highly encouraged for all Posts and Departments and will be supported by the national organization upon request.

Before you can effectively execute our VFW programs, you first must know the programs. I recommend to all Post, District or Department officers and chairman, to carefully read the program chairman’s guides to familiarize yourself with the programs that best fit your Post and your available resources. As a VFW leader, you should be able to speak intelligently and authoritatively about all aspects of our great organization.

The best available resource that we have available is our VFW website (vfw.org). I would strongly encourage you as officers and program chairmen to establish a login. Doing so, will provide you access to all the information and materials concerning VFW Programs, but will also allow you to access additional information needed to help you execute your duties and responsibilities as an officer of the organization. Here you will gain access to important items such as National Bylaws, Manual of Procedure & Ritual amendments and National Resolutions to be presented at the National Convention, our monthly National Headquarters Bulletin and General Orders, and several online fillable forms.

However, the most important benefit of having a login is being able to access **MY VFW**, where you'll have access to all materials and information within our **VFW Training & Support** section. This section contains videos, promotional materials, chairman manuals and resources, and much more on all available areas of the organization.

VFW Programs Overview *Community Service, Youth Scholarships and Activities*

Patriot's Pen

Originally created as the Youth Essay Contest, Patriot's Pen asks junior high and middle school students to write a 300-400-word essay on a new patriotic theme each year. Winners receive scholarships and begin by competing at the Post level. Winners proceed to District, Department and finally to the National level where they compete for the \$5,000 first place scholarship. The themes and additional information concerning program execution can be found at vfw.org, behind the login within the **VFW Training & Support** hub, under **Community Service and Youth Programs**.

Voice of Democracy

Similar to Patriot's Pen, is the Voice of Democracy Audio/Essay Contest. Since 1947, the VFW has asked high school students to write and record a 3 – 5 minute essay, again on a patriotic theme selected by the VFW each year. Students may record on an audio CD or flash drive. Like Patriot's Pen, Voice of Democracy winners receive scholarships and other incentives at the Post, District, and Department and finally to the National level where they will compete for the \$30,000 first place scholarship. The Voice of Democracy theme and additional information concerning the execution of the program can be found at vfw.org, behind the login within the **VFW Training & Support** hub, under **Community Service and Youth Programs**.

These two great youth scholarship programs provide over \$3 million in scholarships and incentives every year.

Smart/Maher VFW National Citizenship Education Teacher Award

While you're visiting a school, don't miss the opportunity to mention the Smart/ Maher VFW National Citizenship Education Teacher Award. The VFW wants to identify and recognize America's best educators in one (1) category (K-12) who instill a sense of national pride in students. Teachers who promote civic responsibility, flag etiquette and patriotism are prime candidates. It offers commemorative citations for those worthy teachers and their schools. Posts are encouraged to submit a candidate for these awards to their Department Headquarters by January 1. The Department then selects a single candidate for the award and submits that entry to National Headquarters by February 1. That honor can establish a great relationship that opens the door for all of the VFW and Auxiliary programs. Additional information concerning the execution of the program can be found at vfw.org, behind the login within the ***VFW Training & Support*** hub, under ***Community Service***.

VFW Scouting

The VFW has a long relationship with Scouting. VFW Posts need to consider providing leaders, sponsoring units, offering their facility for meetings and encouraging their involvement in service projects. Posts can benefit from Scouting by having a unit do a flag retirement ceremony, help distribute Buddy Poppies, or help with clean up after events. These are just a few that would provide a benefit and generally can serve your Post. Additional information concerning the execution of the program can be found at vfw.org, behind the login within the ***VFW Training and Support*** hub, under ***Community Service***.

VFW "Buddy"® Poppy Program

Our oldest and perhaps most historically significant program is the VFW "Buddy"® Poppy program. It is important that you realize that although Memorial and Veterans Days are particularly important Buddy Poppy events, you should have poppies at every event that involves your Post and the public. Poppies can and should be distributed year-round. I'm sure you know that we never "sell" poppies. We give them away and receive donations. If someone cannot make a donation, don't deny them a poppy. Seeing the red poppy on a lapel or dress brings honor to those we have lost and recognition to the VFW.

Additionally, Section 219 of the National Bylaws and Manual of Procedure, mandates that the net proceeds from the distribution of Buddy Poppies must be credited to the Post Relief Fund. Also listed in section 219 are the purposes which funds can be disbursed from the Post Relief Fund. I would encourage officers at all levels of the organization to familiarize themselves with this section. Additional information concerning the execution of the program can be found at vfw.org, behind the login within the ***VFW Training and Support*** hub, under ***Community Service***.

VFW Recognition Programs

The purpose of the VFW Recognition Program is twofold. First and foremost, as an organization of wartime veterans and their spouses, the VFW and its Auxiliary understand the need to recognize and honor those individuals who have performed above and beyond their peers. Of particular significance are those who, like our members and veterans, have placed the safety and welfare of others above and beyond their own. Secondly, the VFW and its Auxiliary realize the value of these awards to the Post, District, Department and National organization.

It's important that VFW and its Auxiliary leaders, at every level, take advantage of every opportunity to honor worthy individuals and sometimes organizations.

With that in mind, the VFW has established a number of suggested awards. The following are suggested awards:

National Citation of Recognition

These citations are available to recognize Posts or individual Post chairmen who have demonstrated an exceptionally high level of service to their community. The Department Chairmen are given sole responsibility for identifying those Posts and individuals.

Public Servant National Awards (Law Enforcement, Firefighter, Emergency Services)

Each year, the Veterans of Foreign Wars selects emergency medical technicians (services), law enforcement, and firefighter personnel to receive VFW Public Servant Awards. Posts are encouraged to submit a candidate for these awards to their Department Headquarters by Jan. 1. The Department then selects a single candidate for each of the three awards and submits those to the VFW National Headquarters by Feb. 1.

Life Saving Awards

The Safety Chairmen at Posts, Districts and Departments are encouraged to regularly identify and honor individuals throughout the year in their geographic area who have saved a life. The VFW programs department provides the three different life saving citations (Regular, Line of duty and Valor), free of charge, for local presentation.

VFW Special Projects & Youth Activities

Our next level of programs is our special projects. These include Americanism, volunteer recognition, community service, awards and recognition and other youth activities. Equally important among our special projects is community service. Any activity done by a Post or Auxiliary that benefits the community falls under this broad banner and is supported by the VFW National Organization and encouraged for all Posts, Districts and Departments. Recognizing these exceptional efforts is provided in three ways - our

volunteer recognition programs, Outstanding Community Service Posts Awards, and the Outstanding Post Special Project Award.

The Outstanding Community Service Post Awards are given to Posts identified by their Departments for their exceptional response to VFW community service programs. Each Department determines the actual criteria for their Posts. Posts selected for this honor are invited to send a representative to the VFW National Convention for a reception with the VFW Commander-in-Chief. There they will receive a national plaque and a recognition street sign for their community. Deadline for entries in the Outstanding Community Service Post Award is April 30, each year.

Outstanding Post Special Project Awards are given each year to Posts that do a special project outside their normal VFW activities. Posts should submit their entries to their Department for review and endorsement before going to VFW National Headquarters. All submissions receive a certificate, Award of Merit plaque or an Award of Excellence plaque. Those receiving the Award of Excellence will be entered into the Fred C. Hall Memorial Outstanding Post Special Project competition. The Post receiving the Fred C. Hall award receives a plaque at the VFW National Convention and a \$1,000 service scholarship for community projects. The Post Commander (or designated representative) and a guest will receive round-trip airfare, a cash stipend and accommodations to receive the award at the VFW National Convention.

Lastly, another special project is VFW Veterans in the Classroom. In recent years, many teachers have contacted VFW Posts seeking veterans to come into the classroom and share their military experiences. VFW members may also choose to contact local youth groups and schools and express their willingness to share their experiences. VFW National Headquarters has materials available to support this activity. Many veterans have found this to be enjoyable and therapeutic. Few youth programs provide a greater benefit to a Post than involvement with Scouting, Civil Air Patrol, Naval Sea Cadet or JROTC units. These programs annually produce individuals with an appreciation of patriotism, civic responsibility and the likelihood of future military service. VFW Posts need to consider providing leaders, sponsoring units, offering their facility for meetings and encouraging their involvement in service projects. Posts can benefit from Scouting by having a unit do a flag retirement ceremony, helping distribute Buddy Poppies, or helping with clean up after events. In the case of JROTC, the same applies.

Your place may serve as a location for the JROTC Drill team to practice and, just like Scouting, they are an excellent resource for volunteers for Post-sponsored activities.

Posts are encouraged to seek out ways in which they can benefit their community. The VFW encourages any activity that benefits the community, brings recognition to the Post and honors America's veterans and those in uniform. Every program, done by your Post, results in relationships that produce good will. This good will increases public interest in your events, often enhances your fundraising efforts and can produce new members. A Post that has been identified as a community asset through its programs will seldom have a shortage of members or lack of community support. Use your VFW Programs to

establish your Post as a respected community asset. The VFW will then become the organization of choice for all veterans and will reap the rewards of public favor that cannot be purchased.

Helpful Hints for Program Execution

Each time you visit a school, conduct a patriotic event, honor a local hero, serve your community's youth or perform any kind of community service, you are creating an impression of the VFW. Hopefully, that impression is the beginning of a relationship that benefits the community and your Post. The goal of any Post should be to become known as a valuable community resource and not the local "watering hole" in the community. Posts that achieve this status rarely have problems with recruiting or fundraising.

So, how do we get young people involved? First let me say that your scholarship programs, like the "Buddy"® Poppy program, should be a part of everything you do in the community. Buddy Poppies and student entry forms for the scholarships should be present at every event where the public is involved.

We will discuss schools first, but later we will explore a variety of other opportunities to present our scholarship programs.

Contact schools, home school associations and other youth organizations early, preferably in April. This is the time of year when they begin planning for the coming fall. When you visit a school, don't go unannounced, call first to find out with whom you should meet and make an appointment.

Schools are busy places and often a secured environment. Showing up without an appointment almost ensures failure. Call, make an appointment and be on time.

Conduct yourself professionally and you will be treated professionally.

Make sure you have the necessary materials to leave with the teacher, counselor, principal or administrator on everything you will discuss. Show them copies of the various brochures and identify the entry form included. If the opportunity is available, go into the classroom and present the students with the programs that directly impact them. One of the primary purposes of your visit is to leave the impression that your Post is a resource, not only for scholarships, but for veteran's history, patriotic information, and U.S. Flag etiquette. Don't forget to mention that Voice of Democracy and Patriot's Pen are on the National Advisory List of Student Contests and Activities of the National Association of Secondary School Principals.

Your chances for success are increased when you work closely with your Auxiliary counterpart. Make sure that they understand and have materials for all the VFW programs. The most successful Posts are always the ones that work hand-in-hand with their Auxiliary. Like our scholarship programs, the Teacher Awards begin at the Post level. Information and entry forms are on the VFW website at vfw.org.

A key factor in the success of your scholarship and teacher programs is your judging process. The judging sheets are included on the training website. When selecting your judges, make every attempt to find judges from outside the VFW and its Auxiliary. Local military recruiters, educators, media personalities, police officers, firefighters, church pastors and local civic leaders are excellent choices. If possible, make your life easier by using the same judges for all your scholarships and teacher's awards. Cultivate a good relationship with your judges by expressing your gratitude and inviting them when you honor your winners.

As mentioned earlier, when seeking students to participate, don't hesitate to look beyond your schools. These same programs should be presented to the leaders and sponsors of any group that deals with young people. Look around your neighborhood for community centers, athletic teams and leagues, Scout units, churches with large youth groups, home school associations, YMCA's and YWCA's - anywhere there are large groups of young people who may wish to participate.

In recent years, home school programs have produced a number of winning participants. Home school parents and their associations are generally patriotic, have broader latitude for selecting curricula and are always looking for projects that have value beyond the immediate lesson.

Veterans & Military Support Programs

To continue to detail the core programs, as mentioned earlier, Veterans & Military Support is part of the VFW's never-ending obligation to assist members of the active-duty military, National Guard and Reserves, as well as their families. These programs were established to keep the Veterans of Foreign Wars in the forefront of patriotism as the organization and its members find innovative way to show support for America and her armed forces.

The programs under the Veterans & Military Support umbrella consist of: VFW Communication Assistance, Unmet Needs, Military Assistance Program (MAP) and the VFW's "Sport Clips Help a Hero Scholarship" program. Through these programs, the Veterans of Foreign Wars provided assistance and guidance to our subordinate units in their efforts to support our military and their families. From hosting morale boosting events, sponsoring free phone time, providing financial assistance, to providing scholarships to veterans returning to school.

Unmet Needs

Unmet Needs provides financial assistance to service members, veterans, and their families. Created in 2004, Unmet Needs assists military service members, veterans, and their families who are experiencing a financial hardship directly related to their military service. The financial assistance is in the form of a one-time grant. All grants are paid directly to the “creditor” companies (such as the electric company, mortgage company, landlord, etc.) and not to the individual. The funds can be used for rent, car repairs, medical expenses, infant-care items and many other necessities. Each case is reviewed individually and acceptance determined by a committee.

For more information and details about the program, visit vfw.org. Working with a Family Support Center Coordinator, Family Readiness Director or your Department Veterans & Military Support Chairman, you can help get our service members and fellow veterans the assistance they deserve. An important note about this program is the financial grant application is only available online and must be submitted online at www.vfw.org. Applications submitted by U.S. mail, email and fax will not be accepted. Additional information concerning the execution of the program and the application can be found at vfw.org, behind the login within the ***VFW Training and Support*** hub, under ***Veterans & Military Support***.

VFW Military Assistance Program

Another troop support program under the Veterans & Military Support umbrella is the VFW Military Assistance Program. The Military Assistance Program is designed to encourage the link between the VFW and the Military community.

This program promotes VFW member interaction with the local military and opens avenues for National Sponsorships and local level involvement with all branches of service. Within this program are two unique services to help foster the relationship between the Post and the local military community, the Military Assistance Program Grant process and the Adopt-A-Unit program.

The Military Assistance Grant process is intended as financial assistance for Posts, Districts, and Departments to sponsor events for active duty military units, National Guard, and Reserves. These events are most successful when local Posts interact directly with the military unit, involving the Veterans & Military Support Chairmen, National Certified Recruiters, Veterans Service Officers, and your local and Department chain of command.

A Military Assistance Grant application must be submitted to VFW National Headquarters a minimum of two weeks prior to the event. The application must be filled out completely, including a breakdown of the event budget and the VFW involvement with the event. Additional information concerning the execution of the program and the grant application can be found at vfw.org, behind the login within the *VFW Training and Support* hub, under *Veterans & Military Support*.

Another opportunity for Posts to interact with their local military community available within the Military Assistance program is the Adopt-A-Unit program. This program was developed as a means to pledge support of the Post to the service members and families of a unit from the local military community. When a Post “adopts” a unit, you make a commitment to the service members and their families to provide moral and emotional support before, during and after deployment.

Sponsoring a military unit is a great opportunity to get other community activity projects started, such as coordinating with teachers or schools to co-sponsor the unit. Additional information concerning the execution of the Adopt-A-Unit program and the application can be found at vfw.org, behind the login within the *VFW Training and Support* hub, under *Veterans & Military Support*. Please remember that the objective of all Military Assistance Program initiatives is increasing the awareness of the VFW and it does not end when the troops re-deploy home. They and their families continue to need our support and assistance.

VFW's "Sport Clips Help A Hero Scholarship" Program

The last program and the newest program under the Veterans & Military Support umbrella is the VFW's Help a Hero Scholarship program. The VFW's Sport Clips Help a Hero Scholarship helps service members get the education and training needed to begin the next chapter of their life. Each scholarship will provide recipients with up to \$5,000 for tuition and fees to apply toward their education at an accredited post-secondary institution, including universities, colleges, trade schools and apprenticeships, and certification programs.

An important note about this program is the scholarship application is **only available on-line** at vfw.org and **must also be submitted online** using the form at our website. Applications submitted by U.S. mail, email and fax will not be accepted. For the application and more information, visit: vfw.org/assistance/student-veterans-support.

Student Veteran Outreach & Support

Today's veterans can face any number of obstacles while furthering their education. That's why we've teamed up with Student Veterans of America (SVA), to be there for veterans while they pursue their education. Together we're committed to ensuring our nation's veterans succeed in their educational pursuits, community service endeavors, careers and personal lives. Working side by side, SVA Chapters and VFW Posts can help our nation's veterans attain these goals.

The missions and purposes of both organizations share a great deal of synergy. SVA offers peer support for veterans transitioning back to civilian life and academia, frequently after serving one or more deployments overseas. The VFW provides opportunities for camaraderie, community service and veterans advocacy to those who have honorably served in overseas conflicts. While SVA Chapters are unique among veterans groups with their location on campus, VFW Posts are located in the same communities off campus. These two organizations can experience great and mutual success working together through several key avenues of cooperation:

- Shared access to VFW Service Officers to help file disability claims
 - Camaraderie, peer support and mentorship
 - Cooperating on community and veterans service initiatives
 - Conducting joint events, celebrations and recognition ceremonies
 - Fellowship Opportunities
 - Use of VFW facilities
 - Pooling community connections for mutual benefit
 - Combined effort on local, state and national advocacy efforts to attain the best possible outcomes for veterans
 - Access to VFW's Help A Hero scholarships
 - Direct help from VA education benefit specialists through VFW's 1 Student Veteran
- With more than 6,000 VFW Posts and more than 1,500 SVA Chapters, there are many opportunities for cooperation and engagement. What are you waiting for? Find an SVA Chapter near you to get involved today

Student Veteran Demographics

Who Are Student Veterans?

- ✓ 73%-80% of Student Veterans are male; 21-27% are female.
- ✓ With only 10-14% of military personnel being women, female Student Veterans are over represented in postsecondary education.
- ✓ Only 15% of Student Veterans are traditionally aged college students. Most Student Veterans are between the ages of 24 and 40.
- ✓ 47% of Student Veterans have children.
- ✓ 47.3% of Student Veterans are married.
- ✓ 62% of Student Veterans are first-generation students.

The majority of student veterans are enlisted (90.35) and current conflict era. The chart provided below are for reference. More information on Student can be found at studentveterans.org.

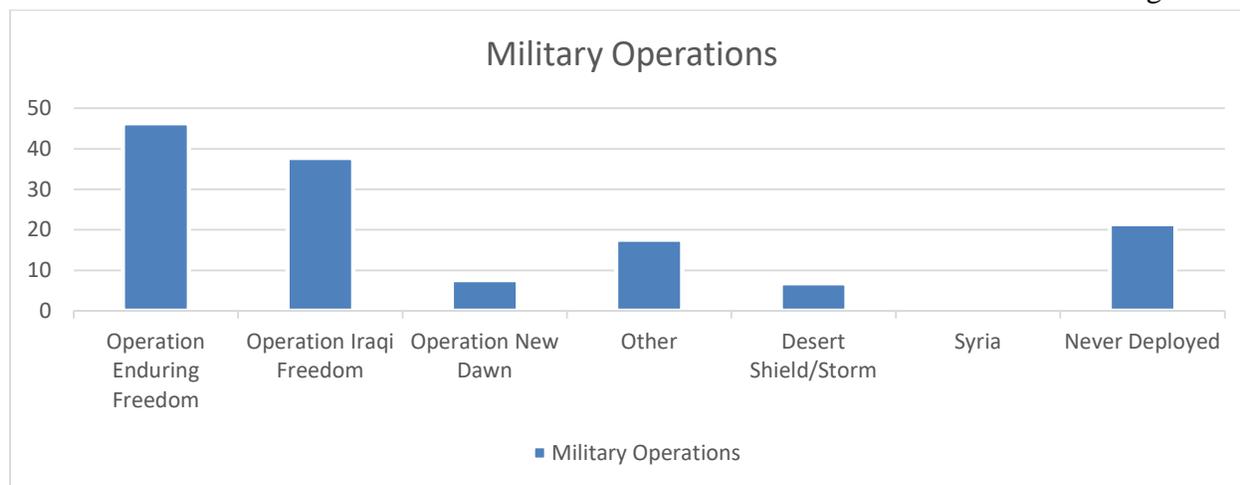


Figure 1: The sum is greater than 100 because many veterans have supported multiple operations over the span of their career.

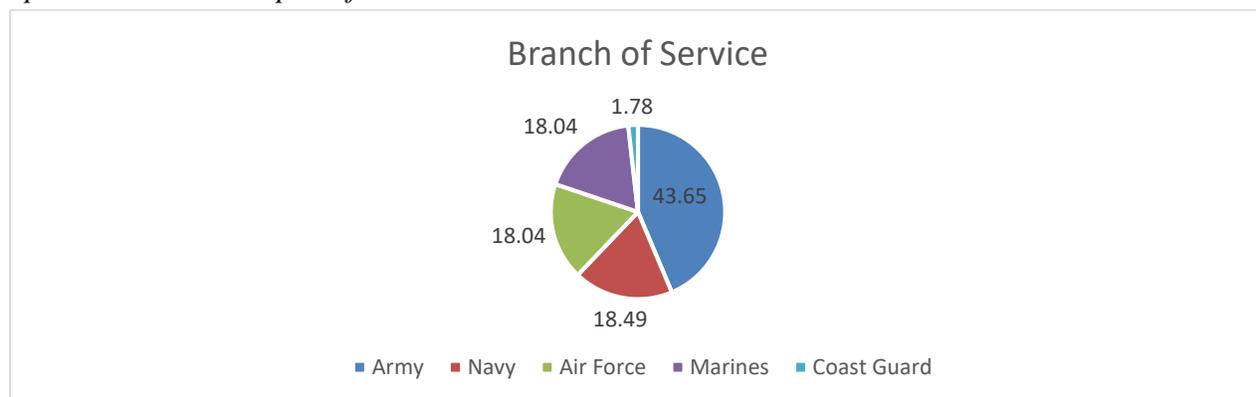


Figure 2: The rank breakdown is 90.35% Enlisted, 1.2% Warrant, and 8.45% Officer

What is VFW Student Veteran Outreach?

The VFW and Student Veterans of America have partnered under the common goal of student veteran success. The intent of the partnership is for departments to build relationships with local chapters through VFW Liaisons. As of May 2019, there are over 1,500 SVA chapters.

What Makes a Good Liaison?

- ✓ Anyone with a passion for student veterans.
- ✓ Someone that is comfortable with Social Media/Communication platforms like Facebook, Twitter, Instagram, texting and emails.
- ✓ Someone willing to stay informed with VFW-SVA initiatives geared towards student.
- ✓ Must be willing to attend events on campus.
- ✓ Focuses on developing relationships, not membership- if you build it, they will come!

Getting Started

Locate your local chapters at studentveterans.org/chapter/directory and contact the POC. It is probably better to reach out to the faculty advisor because there is high student turn over. If the information is not up to date, you can try finding the chapters' social media pages or reaching out to the veteran services office at the educational institution. Not all chapters are called Student Veterans of America, for instance, the University of Kansas was called the Collegiate Veterans Association while other chapters are called simply "Veteran's Club" or "Students Affected by the Military", the latter was open to the spouses and dependent children.

- ✓ Attend SVA events on and off campus.
- ✓ Ask to be added to their mailing list so you can stay up to date.
- ✓ Engage SVA members -- invite them to your Post.
- ✓ Educate student veterans about the VFW.
- ✓ Find out how your Post can help.
- ✓ Most university's or colleges clubs are required to do volunteer work ask for their help.
- ✓ Create a VFW information package for enrollment handouts.

A lot of chapters are light on funds so a liaison can offer to purchase food like pizza for chapter meetings.

VFW Student Veteran Initiatives



- ✓ Scholarships of up to \$5,000
- ✓ Separated with or currently hold a military rank of E-5 or below
- ✓ Demonstrate a need for financial assistance
- ✓ Must be accepted or enrolled in a VA-approved program or school at an accredited post-secondary institution
- ✓ Limited to one per family per semester
- ✓ Applications for the fall semester will be accepted Jan.1 through Apr. 30
- ✓ Applications for the spring semester will be accepted Aug. 1 through Nov. 15
- ✓ Fall semester scholarships will be awarded in August, and spring semester scholarships will be awarded in January
- ✓ Scholarships must be used by the end of the school semester for which the veteran is applying or they will become null and void
- ✓ Be a citizen of the United States

The VFW and one of its major supporters, Sport Clips Haircuts, have again partnered to help our veterans and their families. The VFW's "Sport Clips Help A Hero Scholarship" will provide service members and veterans with the financial assistance they need to complete their educational goals without incurring excessive student loan debt. It's just another way to say "thank you" to those who deserve it the most. vfw.org/Scholarship/



- ✓ Resolution of wrongly denied or delayed educational benefits
- ✓ Provides expert assistance for veterans who need:
- ✓ Guidance in filing for GI Bill benefits
- ✓ Help accessing education benefits
- ✓ Answers to VA benefit questions

Today's veterans can face any number of obstacles while furthering their education. Taking advantage of all the benefits they've earned and DESERVE shouldn't be one of them. That's why the VFW, in conjunction with the Student Veterans of America (SVA), developed the *1 Student Veteran* program. 1 Student Veteran offers direct assistance to student veterans who have questions or are experiencing problems accessing their VA benefits.

Veterans who send a message to 1 Student Veteran (1studentveteran@vfw.org) will receive a reply from a VFW staff member who specializes in student veteran issues within 24 hours or the next business day.

If you have already confirmed your benefit eligibility through the VA's GI Bill Hotline, **888.GI.BILL**, and double-checked your enrollment verification with your school, take the next step and contact 1 Student Veteran today. vfw.org/1StudentVeteran/



In keeping with the VFW's commitment to student veterans' success, every year the VFW teams up with Student Veterans of America (SVA) to host the VFW-SVA Legislative Fellowship program, providing 10 exemplary VFW members who are student veterans the opportunity to make their voices heard on Capitol Hill and in their community.

Candidates will be evaluated based on the following criteria:

- Submission of an essay proposal based on one of four priority issues for the veterans' community
- VFW membership eligibility
- Current enrollment at an accredited college or university
- Any major is eligible to apply and some majors are eligible for academic credit

Student veterans interested in applying must complete an application package that includes an essay proposal on one of four specific legislative issues. The proposal should include a discussion of why the issue is important to the veteran community, and how the fellowship candidate plans to address the issue through federal policy solutions and community-based advocacy. Selected fellows will then be flown to Washington to ensure the veterans' voice is delivered to Capitol Hill alongside 500 fellow veteran advocates as part of the annual VFW Legislative Conference held in March.

VFW-SVA Legislative Fellowship opportunities are open to VFW members in good standing who are currently enrolled as students at accredited colleges and universities approved for GI Bill benefits. Visit vfw.org/eligibility for more information on membership. Student veterans enrolled at colleges and universities with active SVA chapters are also encouraged to apply. Visit studentveterans.org/chapter to find a chapter near you.

For the application essay proposal, applicants must select one of the following veterans' issues to write about:

- Student veteran success on campus and beyond
- Improving veteran's health care and benefits
- Transition from military to civilian life
- Challenges for service members and military families

Expenses covered for the fellowship include airfare, hotel accommodations, local transportation to/from meetings and a per diem allowance to participate in the VFW Legislative Conference.

OFFICER RESPONSIBILITIES - ADMINISTRATIVE POLICY AND PROCEDURE



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Introduction

When the Veterans of Foreign Wars was first organized, it was primarily an association of individual groups all working toward common goals of veterans legislation, veterans benefits, veterans rehabilitation and patriotism. Administration was comparatively simple since the only problems were those of getting information to the members and getting them to agree as to what was to be done.

These **still** are our major goals but the interests of the Veterans of Foreign Wars have broadened and activities on the local Post level have grown far beyond the original purpose.

Youth activities, civic betterment, humanitarian projects, and community service all take a tremendous amount of individual volunteer effort and a lot of money. In the raising of that money and in providing recreation and social activities for our own members our Posts have branched into activities which have multiplied the organization's administrative challenges far beyond what our founders could possibly have dreamed.

These challenges are compounded by the fact that a VFW Post is almost a pure democracy and nearly all of its programs depend upon volunteers. Decisions are made by vote of people who are informed on the subject and are carried out by volunteers. As a result, if there is not a set of hard and fast rules to follow and a clear understanding of fields of responsibility and limits of authority there are going to be misunderstandings and irritations which create dissension and detract from the purpose of the organization.

This problem has been recognized and very sincere efforts have been made (and continue to be made) by the National and Department Organizations to provide rules and guidance for Post Officers and Committee Chairmen in carrying out the duties of their particular field of responsibility.

The **master set of rules** for the guidance of all Post activities is the VFW National Bylaws and Manual of Procedure. The Bylaws are the basic rules and the Manual of Procedure goes into further detail. These govern all activities of the Veterans of Foreign Wars and are inflexible. They are worded very clearly, and they mean just what they say. The Bylaws and Manual of Procedure, along with the VFW Ritual are combined into one document referred to as the Podium Editions (Item #4108) and is available online at vfwstore.org or 833.VFW.VETS (833.839.8387)

Because of the fact that state laws differ and there is a wide variance between Departments in their organizational make-up, most Departments have adopted **Department Bylaws** which apply only to Posts within that Department's jurisdiction. These must not conflict with the National Bylaws nor can they permit anything which is prohibited by the National Bylaws.

In most cases, Department Bylaws deal with policies to be followed at the Department or District level and do not attempt to go into detail in the operation of the Post. They can impose **more** restrictions on Posts but never **less** than are provided in the National Bylaws.

Naturally, a basic set of rules cannot contain much detail nor can it specifically provide for every possible contingency in every Post -- from the little 25 member Post which holds a meeting once a month and lives off its dues -- to the thousand member Post which owns its own home and conducts dozens of activities in as many different fields.

For that reason, **specialized** rules must be formulated and adopted to cover specific activities. The more complicated the activity, the more specific the rules must be.

These rules seek to prevent Posts from falling into the common pitfalls of poor planning, deficit financing, loss of control, and illegal operations.

Since the Bylaws are designed to cover a wide range of operations, they cannot and do not attempt to specifically detail every move of the Post. They are something like a building code. They establish certain minimum requirements but they permit you to build a lot of different kinds of houses.

As a Post grows in size and activity, there are certain steps it either should take or must take to protect itself and its officers and avoid future arguments and misunderstandings which can create problems and dissension.

Incorporation

The first steps that any Post must take before it branches into any type of community project, social activity or financial undertaking is incorporation. Most Posts are already incorporated -- the rest should be.

There are two general sets of rules which cover incorporation of a VFW Post: the laws of the individual state, and the National Bylaws of the Veterans of Foreign Wars (Section 708). To be recognized, your corporation must comply with both and must be submitted to the Commander-in-Chief for review.

In just about every Department, incorporation of a Post is a comparatively simple matter since forms which meet the requirements of state law and the National VFW are available upon request from Department Headquarters. If they are not available, this Headquarters would strongly urge that such forms be prepared, approved by the appropriate state official and the National VFW and reproduced for use by the Posts.

Incorporation is necessary for several purposes. To begin with, in many States, the Post must be incorporated before it can hold property in its own name and before any type of liquor license may be issued to it.

Secondly -- and perhaps just as important to the officers of the Post -- the act of incorporation takes individual responsibility away from the Post Officers and places it upon the Post itself. The individual officers of an incorporated Post cannot be sued for financial obligations of the Post.

It is the general policy of this Headquarters that approval will not be given to separate Holding Corporations or Club Corporations. Some of these have been approved in the past and conceivably will be permitted to exist under that approval, but there will be no more in the future. (Unless changes in laws or regulations make a change in policy necessary.)

There is no particular advantage in the pyramiding of corporations. The Post incorporation is sufficient to protect all its operations -- **if those operations are kept under control of the Post**. The general purpose of a separate Club Corporation or Holding Corporation is to take control **away** from the members of the Post. Usually it has not been done for any dishonest purpose but in the belief that more efficient operation will result from tighter control by a smaller group of people. It is the contention of the Veterans of Foreign Wars that sufficient control may be exercised -- without sacrifice of democratic processes -- by the adoption of Post Bylaws and rules.

An exception to the “no separate corporation” rule may be made in the case of sponsorship of large-scale “one- shot” activities such as an air show, a community celebration, a Department Convention, etc. It is sometimes better in these cases to incorporate the individual activity for ease in obtaining insurance, settling financial obligations, etc. These corporations have a limited existence and are dissolved after their purpose is served.

A standard Articles of Incorporation template is available through the Adjutant General’s Office or can be printed or downloaded from the training and support section of the National Headquarters website.

Post Bylaws

Every Post operating any type of activity -- particularly a Club or Post Home -- should adopt Post Bylaws. Section 202 of the National Manual of Procedure requires that such Bylaws be submitted to the Department Commander and Commander-in-Chief for review.

The **Post Bylaws** can cover the gaps left in the National Bylaws and Department Bylaws and Rules. Where the former are the **building code**, the Post Bylaws are the **house plan**. They show just what you are trying to accomplish.

The National or the Department Organizations can furnish you with a Post By-Law template. However, they are the responsibility of the Post and may be set up in the way best suited to the type of operation contemplated by the Post. They **cannot** permit anything prohibited by National or Department rules, nor can they take away any of the responsibilities or authority of Post Officers. They **can** set up general procedures and policies within the Post.

Post Bylaws may provide for the establishment of certain standing committees within the Post, state how they are to be selected and the limits of their powers and duties; they may give authority for the sponsorship of recurring activities; limit the expenditures of funds; establish the procedure for carrying out certain objectives; and provide for their own amendment.

Generally speaking, they set up the **policies** of the Post and provide for carrying them out. They protect the member against ill-conceived or hasty actions since they generally provide for prior notice and a 2/3 vote for amendment, and they promote a clearer understanding of operating procedures.

Matters of **policy** are covered in the Bylaws; **details of management** of a Post Home or Club are left to the Post Club or Home regulations.

A standard Bylaws template is available through the Adjutant General's Office or can be printed or downloaded from the training and support section of the National Headquarters website.

Officer Responsibility & Limits of Authority

If every Post Officer were familiar with their duties and responsibilities and their limitations -- and carried out their duties to the best of their ability -- there would be very few squabbles within a Post and none which would require outside intervention. The National Manual of Procedure specifically lists certain duties for each officer and, in the normal course of events, this would be sufficient. However, the complex nature of the operation of many Posts makes it necessary that we look beyond a mere listing of duties and fully understand the reasons for the division of authority. In this way we can apply them to the unusual situations which are bound to crop up from time to time.

The **Post meeting** is the center of all Post activities. Every member has a right to attend all meetings and has a voice in their proceedings. It is at the Post meeting that the Post adopts its Bylaws, its Club Regulations, decides its policies, and distributes responsibilities. Within practical limitations, the Post meeting is supreme to the Post Officers, committees and employees. The membership present may overrule decisions of the Post Commander or House Committee; they may approve expenditures, set policies, and delegate authority. The Post meeting cannot take any action contrary to the National or Department Bylaws or rules or in conflict with its own Bylaws.

It is important to understand that there **are** limitations on the authority of the Post. A member has the right to appeal any Post action to the District Commander (Section 109 of the Manual of Procedure), who will determine whether that action was proper. In extreme cases, a member can go to the courts if he/she feels that their rights have been abused by an action of the Post. The Post cannot take **unreasonable** actions at a meeting. For instance, it could not refuse payment of a legitimate bill for an item authorized for purchase at a previous meeting. It cannot direct an officer or member to do anything contrary to VFW regulations or public law. It **cannot** take away any of the authority given to individual officers through the National Bylaws.

Ideally, the Post meeting makes the rules and sets the policy for the Post; other levels of authority carry them out.

The **Post Commander** is the key officer of the Post. They, alone, represent the **judicial** branch of the organization and also have some of the responsibilities of the **executive** branch. They preside at all meetings, enforce the rules, appoint committees not otherwise provided for, and make certain that the other officers and committeemen perform their duties.

Their authority extends to the Post Home or Club to the extent of enforcing the rules of the Post and the National and Department VFW and public laws. They represent the authority of the Post between meetings, and their voice is that of the Post membership. They see that the Post Trustees conduct their audits, that the Post Quartermaster is bonded, and that the House Committee properly supervises the activities of the Post Home.

Their authority also is limited according to the rules of the organization and the bounds of common sense. They are in no sense a dictator. They cannot order nor permit the breaking of laws nor can they supersede the recognized authority of other officers or committees. They cannot, for instance, order the Club Manager to keep the clubrooms open after hours, nor can they direct the Post Quartermaster to pay an unauthorized bill.

The Commander should be familiar with all activities of the Post. They should sit in with the Trustees at their audits or, at least, have a sufficient knowledge of their procedure to know whether they are doing their job. They should attend the meetings of the House Committee, calling to their attention any discrepancies he/she may have observed or complaints they may have received. They must know that when they sign a check, it is in payment of a legitimate expenditure.

The Commander is the arbitrator of arguments and the judge in disputes. As a general rule, their decisions are considered correct until over-ruled by the Post meeting, the District, Department Commander or Commander-in-Chief.

The **Post Quartermaster** has certain definite responsibilities and duties. They are the responsible officer for all Post funds and property and his/her signature validates all checks. They keep the fiscal records for the Post and have the duty of overseeing all financial transactions. They must be bonded to the Post for all funds under their control.

In the case of a large-scale Club operation, it often becomes impractical or impossible for the Post Quartermaster to physically handle all the funds or to personally keep the detailed records of operation. It is not uncommon in these cases to require that the Club Manager or a hired bookkeeper keep a separate set of club books, subject to the control of the Quartermaster and reported to the Quartermaster at regular intervals.

The Quartermaster is the **responsible** Post Officer in financial matters -- not necessarily the Post bookkeeper. In a large corporation the treasurer does not physically handle the bookkeeping obligations but he/she is responsible that they are done properly, efficiently and accurately. This may also be true of the Post Quartermaster, depending upon the Post Bylaws and Club regulations. In any case, they must be familiar with all books of record and are responsible for all required Federal and State reports and payments.

Remember that the Post cannot take away any of the authority of the Post Quartermaster although they may be relieved of some of the **work**.

The Quartermaster only pays bills which are authorized by Post action or under Post rules. They cannot refuse to pay a legitimate and properly authorized bill except for a lack of funds. Neither can they be forced to pay one which is not properly authorized.

Quite often a controversy arises between the Quartermaster and Club Manager as to responsibility for Club funds. Sometimes a fine point arises which must be arbitrated. As a rule of thumb, the Quartermaster keeps their nose out of the cash register except for checking purposes, and the Manager hides no transactions from the Quartermaster. The Quartermaster does have the right, and the duty, to determine that all reports are correct and that all funds are handled properly. They do not have the right to assume managerial responsibilities.

The **Post Trustees** duties are probably the most misunderstood of any of the Post Officers. They are primarily the **watchdogs** of the Post funds. They make certain that no one has their fingers in the till. They audit the Post funds regularly -- at least once each quarter.

While the National Bylaws are silent on this point, it would seem logical that the Trustees also have authority and responsibility concerning the proper handling of funds. It is only reasonable that their authority should not be limited to catching a dishonest person. Equally important should be the prevention of dishonesty. Where funds are guarded carelessly or records are kept inefficiently, the Trustees should call attention to this and make every effort to correct it.

The Trustees duties extend to **every** operation of the Post. Their audits must cover all activities, including the clubrooms, the bar, bingo, or any other source of income or financial transactions. Again, it is not always entirely necessary that the Trustees do their own investigating and conduct their own audits. In most cases, the Trustees are not qualified accountants, particularly where large amounts of cash are involved and the operations are especially complex. Many Posts employ a private firm of accountants for the purpose of an audit. This is to be encouraged rather than discouraged. In these cases, the auditors report to the Trustees and the Trustees make certain that the audit is conducted correctly.

A quarterly audit of all funds and accounts is an absolute necessity. If the Trustees do not function in a proper manner, the Commander may deem it an emergency situation and appoint an auditing committee on his/her own initiative.

Regardless of the size of the Post, a quarterly audit is mandatory. Failure to conduct one may result in the cancellation of the Post Quartermaster bond and will take away all voting privileges at District and Department Conventions.

The Trustees do not have any authority over the management of the Post Home, nor is property held in their name in an incorporated Post. They cannot serve on any committee having to do with the handling of Post funds, and cannot therefore serve as members of the House Committee, Bingo Committee, etc. There is nothing to keep a Trustee from serving as a volunteer worker or in an appointive capacity where Post funds are not handled.

The **House Committee** functions only in a Post which operates a Post Home or Club. This committee may be selected in anyway the Post determines but it is generally considered advisable that it be elected by the Post membership, with the members serving staggered terms, on the order of Post Trustees. This lessens the possibility of one certain group gaining and retaining control of the Club.

The duties of the House Committee should be laid out in the Post Bylaws and/or Club regulations so there is no misunderstanding of their powers and responsibilities. The purpose of the committee is to act on behalf of the Post in making certain that the club is run in an efficient, reputable and legal manner and that the rules of the Veterans of Foreign Wars are adhered to.

It is the general procedure for the House Committee to hire all employees, set their salaries, and issue necessary instructions and orders to the Club Manager. The committee usually meets at least once a month for the purpose of discussing facility problems, taking inventory, studying financial reports, and in general, acting as an advisory, supervisory and disciplinary board. No member of the House Committee should ever be permitted to act as Club Manager or as a paid employee of the Club due to the obvious conflict of interest.

The House Committee is generally given authority to suspend the Club privileges of any member and to establish and enforce, through the Club Manager, rules of decorum and behavior. They usually, also, have the authority to suspend or discharge the Club Manager or any employee for good and sufficient cause. In any disciplinary action, discharge or suspension, there should be provision for an appeal to the Post meeting.

The committee cannot make or enforce any rules contrary to the rules of the Department, public law, or the lawful instructions of the Post. If it is elected from the Post floor, the committee is directly responsible to the Post floor and makes its reports to the Post at meetings. Refusal to comply with the rules and instructions of the Post is grounds for removal of any or all members of the House Committee.

The **Club Manager** is directly responsible to the House Committee for the management of the Post Clubrooms. They have the direct responsibility for supervising employees, enforcing rules, and accounting for receipts and expenditures. They must have enough authority to permit him/her to do so with a reasonable degree of freedom from interference. They must keep the accounts in such a manner as to justify all expenditures and verify all receipts. The Club Manager must make reports to the Post Quartermaster and to the House Committee. They enforce the rules but they do not make them.

The Club Manager keeps all payroll records, recording amount of pay to each individual and withholding the proper amount of Federal and State Income Taxes and FICA Taxes. Either the Club Manager or the Post Quartermaster must make the necessary Federal and State reports and payments for withholding taxes, Social Security and Unemployment Compensation.

The Club Manager has the right to appeal any decision of the House Committee to the Post floor for arbitration. Post members should, however, be cautious in overruling the actions of its own representatives on the House Committee, particularly in the case of frequent appeals. A dishonest Club Manager generally has no problem in bringing in enough friendly votes at a meeting to uphold his appeal.

In summary, it must be remembered that the Veterans of Foreign Wars itself is supreme in any dispute. The Department rules and the Post Bylaws and rules outline the way the Post and the Club must be run. The Post, in **all** cases, is above the Club. The Club is merely an activity of the Post and must be treated as such. **In no case is it a separate entity.**

When a Post is chartered it is granted a license or franchise for the use of the name of the Veterans of Foreign Wars in the carrying out of programs which are assumed to be of value to the entire organization. At any time that a Club or other activity is managed in such a manner as to harm the good name and reputation of the Veterans of Foreign Wars, the right to use the name can be revoked.

As a general rule, the operations of VFW Posts and their Clubrooms in the Departments are a credit to the organization and a source of pride to its membership. Through proper adherence to the rules of the VFW and the duties and responsibilities of our officers, we can avoid the many misunderstandings and bitter arguments which can break the finest Post.

Club Regulations

These, again, are left to the Post for adoption although they must not conflict with the National Bylaws, Department Post Home Rules or Post Bylaws. Suggested forms are available although they are not designed for adoption in their entirety. The variance between Posts makes it impossible to adopt a standard form for all Posts. Some operate entire buildings with activities scheduled every day of the week; others may own or rent very modest quarters and only be open occasionally. Some have a full-time paid staff of employees while others may operate entirely on volunteer help.

The Club regulations cover the details of operation. They outline the responsibilities and limits of authority of the Post membership, the House Committee, the Club Manager, and the guests. They cover opening and closing hours, decorum, enforcement of rules, hiring of paid help, financial authority and keeping of records.

For any Post operating a Club or Post Home, local regulations are a **must**. They will save many hours of argument, and remove most causes for misunderstanding and dissension.

ADMINISTRATIVE POLICY & PROCEDURE

Operation, Management & Control of Clubs and/or Canteens

The purposes of the Veterans of Foreign Wars of the United States are stated within our Congressional Charter. The operation, management and control of clubs and/or canteens were not envisioned in the purposes of our organization. The operation, management and control of clubs and/or canteens are not provided for in our National Bylaws, Manual of Procedure and Ritual.

The first and foremost consideration of Posts shall be to the objects of the VFW which are fraternal, patriotic, historical, charitable, and educational. We must maintain our focus to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead, and to assist their widows and orphans; to maintain true allegiance to the Government of the United States, and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all enemies. VFW clubs and/or canteens shall be of secondary interest and concern and compatible with this stated purpose.

Rules and Regulations and Management Guides for the operation of Post sponsored clubs and/or canteens have been adopted by some Departments in compliance with state and local regulations and the applicable mandates of Section 708 and 709 of our National Bylaws which address incorporation and control of units. Also, many Posts have incorporated the above in their Bylaws or adopted Rules and Regulations for the operation, management and control of their canteens and/or clubs in accordance with the above.

Although differing laws at the local and state levels preclude the promulgation of universally acceptable rules and regulations, certain principles are essential for good management and proper control of Post sponsored clubs and/or canteens and certain policies are mandatory to insure total compliance with the National Bylaws of the Veterans of Foreign Wars both as to incorporation and control of units and to be in keeping with the objectives of the Veterans of Foreign Wars. In adopting rules and regulations for the operation, management and control of clubs and/or canteens, the following provisions of the National Bylaws must be adhered to:

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 insureds, the Veterans of Foreign Wars of the United States and the Department in which such Post is located.

All money, property or assets of any kind or nature, as well as all books and records owned, held or used by any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or in behalf of a Post, shall be the property of the Post and must be placed in the care and custody of the Post Quartermaster.

No Post and no activity, clubroom or holding company or unit sponsored, conducted or operated by, for or on behalf of any Post may own any property jointly or in common with any individual, firm, partnership, association, corporation or other business or charitable entity, except that property may be held jointly or in common a post or unit of a congressionally chartered veterans organization, provided the arrangement allows for the prominent display of the names, trademarks, or service marks of the Veterans of Foreign Wars of the United States and is not contrary to any provision of law or the National Bylaws.

No Post or activity, clubroom, holding company or unit sponsored, conducted or operated by, for or in its behalf, may participate in any arrangement whereby its funds are expended on property held by another entity for the joint use of such Post and other individuals, firms, partnerships, associations, corporations or other business or charitable entities, including veterans organizations, except that such arrangement may be made with a post or unit of a congressional chartered veterans organization, provided the arrangement allows for the prominent display of the names, trademarks, or service marks of the Veterans of Foreign Wars of the United States nor is contrary to any provision of law or the National Bylaws.

Rulings & Appeals

Section 518 of the National Bylaws places, on the Department (State) Commander, the responsibility for deciding all questions of law and usage within their Department, subject to an appeal to the Commander-in-Chief. Where such questions are submitted directly to National Headquarters, it is our policy to refer them back to the Department.

Generally speaking, an appeal cannot be made nor will a ruling be given until after an action has actually taken place. For instance, a member cannot appeal a proposal that has not as yet been acted upon. The decision of a Post Commander can be appealed to the District Commander. If the District Commander upholds the Post action, an appeal may then be made, through channels, to the Department Commander. If the Department Commander upholds the District action, an appeal may then be made, through channels, to the Commander-in-Chief. The right of appeal is covered in section 109 of the National Bylaws and Manual of Procedure.

A Department Commander or Department Adjutant may request information or guidance from the National Headquarters prior to entering into a contemplated action. Such requests will be honored and information provided to the best of our ability.

The Post Judge Advocate, Department Judge Advocate, or Judge Advocate General do not rule - they offer advice when asked to do so by the appropriate Commander. However, if an opinion written by the Judge Advocate in his/her advisory capacity is adopted and promulgated by the Commander, it then becomes the decision of the Commander.

Membership Eligibility

Where copies of separation documents are submitted, they are checked and information given as to whether eligibility is indicated. Where general information is asked, it is provided. We will give any and all assistance to a Post, or to the Department, in determining whether it should accept an applicant as a member.

National Headquarters has no facility for determining the eligibility of an applicant except by a check of the separation documents. We have no access to military records nor do we maintain any type of list of persons who are eligible for membership. Neither can we certify that an applicant is eligible merely because they were previously a member of another Post. All we can provide is general or routine information.

Once the applicant has been accepted as a member, however, the questions no longer are routine.

The procedure in removing ineligibles is covered very specifically in Section 108 of the National Manual of Procedure. There is no short-cut to the procedure.

Members-at-Large

Section 101 of the National Bylaws makes provision for members-at-large for any eligible person by reason of location, current active military service or personal preference who does not wish to affiliate with a local Post. The eligible person may become a Department member-at-large as a matter of personal choice.

Continuity of Membership

National Headquarters cannot provide a Post with a list of its members showing the years in which their dues were recorded. Neither can we check the continuity of membership of an individual. Records are not maintained in a manner which makes it feasible to provide such information.

Complimentary lapel pins recognizing 25 or more years of continuous membership were discontinued several years ago. Where Posts wish to continue to recognize such members, the appropriate pins must be purchased online at vfwstore.org or 833.VFW.VETS (833.839.8387). These pins may be ordered by the Post Quartermaster in the same manner as other merchandise. It is not necessary to provide a list of the recipients or a sworn statement that they have earned the pin if the order is submitted by the Quartermaster or other responsible Post Officer.

National Headquarters Mailing Lists Officer List vs. Member List

National Headquarters maintains an officer mailing list of certain Department Officers and Committee Chairmen, District Officers and Committee Chairmen, and Post Officers and Committee Chairmen.

Every effort is made to keep this list current and correct. Changes and corrections are made daily as information is received. Some Department Adjutants routinely forward such changes. This service is appreciated and encouraged.

A mailing list of all members is also maintained and is constantly being updated. This computerized list is entirely separate from the officer mailing list.

A major source of confusion results from a change of address being submitted without identification of any office the member may hold. In such cases, the address may be changed on the computerized membership list but not on the officer list.

A typical letter may state "I've sent my change of address to you twice and I get my magazine correctly addressed but you keep sending my Post Commander mail to my old address." This will ALWAYS happen if the member does not indicate any office held so that it will be corrected also.

Post Officer mailing list addresses can easily be changed by the Quartermaster using the Online Membership System (OMS) Election Report feature.

Post Election Report

With the increased need for early, accurate information on new Post Officers and the amount of Post dues, a "Post Election Report" form is now being distributed to Post Quartermasters prior to Post elections. These forms are to be completed on-line through the Online Membership System (OMS) immediately following the Post election or a copy can be mailed prior to June 1st to National Headquarters, a copy to the Department, and a copy to the District or County Council. The installing officer is still required to ensure the submission of the Election Report and eligibility of each member, elected or appointed.

Of most importance to National Headquarters are the names and addresses of Post Commanders and Quartermasters and the amount of Post dues. Information regarding Post information such as location, meeting day and time, contact information, and services offered are tracked and used as part of the "Find a Post" feature on the National headquarters website.

Change of Post Name or Location

A Post cannot change its name or location without carrying out the provisions of Sections 205 or 208 of the National Manual of Procedure. We will NOT make such changes on the strength of a phone call, a letter or an email. Bitter experience has taught us that an enterprising or obstinate Post Officer may take it upon himself to make changes which have not been approved by the Post. We must have the properly signed documents on file before the change is recognized. This is true even where the name was incorrectly spelled on the muster report or the location has changed because of annexation or other legal action.

Posts ordering banners with the wrong name, location, or muster date will not receive them until the proper procedure has been followed.

Forms for Change of Name, Correction of Name, Change of Location, and Correction of Location are available without charge from the Adjutant General. Sample copies of the forms can be downloaded or printed in the training and support section of the National Headquarters website.

Change of Meeting Place

The change of a Post meeting place is covered in Section 205 of the National Manual of Procedure. Such a change requires the approval of the Department Commander but not the Commander-in-Chief.

A Post changes its location when it moves into a different political sub-division (from one city to another, from a city into a township, etc.). It changes its meeting place when it moves to another building in the same city-even if that city is as large as Chicago.

A Post could conceivably meet temporarily outside the limits of its chartered location without changing its official location, but the location should be changed when moving to a permanent home elsewhere.

Visitations—National Officers

Invitations to National Officers must be forwarded through channels to the Adjutant General with approval of the Department Commander. This applies to all National Officers, and unless the above is complied with, invitations will not be given consideration

Formation, Chartering & Instituting of VFW Posts

Pertinent points to organizing new VFW Posts (Section 201):

1. Only the Commander-in-Chief can authorize a charter for a new Post.
2. Charter application must contain the names of 25 eligible veterans; 10 must be new members.
3. A member may transfer from one Post to another provided the following conditions are met: 1) completion of the application as prescribed in Section 102 of the Manual of Procedure, 2) signing a Member Declaration, and 3) acceptance by the Post.
4. No new Post shall bear the name of a living person, other than a living Medal of Honor recipient, only after written consent from the recipient has been received, nor adopt a name already adopted by another Post in good standing in the department.
5. A Post shall not be instituted unless 10 or more qualified members are present for the institution.
6. Posts shall be instituted within 60 days of the date the charter is authorized.
7. The charter of a new Post shall remain open for up to 90 days from the date of institution of a Post.
8. The official date of charter for a Post is the date it is instituted.

Procedure in Issuance of New Post Charters

1. A letter is addressed to the Post Quartermaster about two weeks prior to the expiration of the 90-day charter period, informing that the charter period is due to close and instructs them to make up and submit a dues report covering all previously unreported members just as soon as the charter period expires.
2. About one week following the close of the 90-day charter period, an alphabetical print-out of names of members, including transfers, is mailed to the Post Commander and Post Adjutant. A cover letter requests each to certify the list, making such corrections and/or additions as necessary, and return via mail or email.
3. When certification is received, and corrections and/or additions verified, the charter is engrossed and mailed to the Post Commander. If additional names are included, a reasonable time is allowed for reports to clear so that verification can be made. If questions still remain, further correspondence is required.
4. The charter is not engrossed until the certified list is returned and verified from National Headquarters records.

The Department Adjutant receives a copy of all correspondence and is kept informed as to the problems encountered. They are also informed as to any changes in official information and are notified when the charter is mailed.

Some of the problems we have encountered in the issuance of the charters include:

1. **No dues payment reports received until long after the date of institution.** The Post Quartermaster should be assisted in making up the report. This should be ready for submission at the time of institution or immediately thereafter.
2. **Delay in submitting subsequent reports.** For obvious reasons, the Post Quartermaster must be instructed to submit a report at least once a month. Members names cannot be included on the charter if they have not been reported. This includes paid-up members transferring from another Post and transferred life members.

Charter Replacement

A Post having lost, damaged, or destroyed its charter may obtain a replacement from the Adjutant General's Office. This replacement charter will bear the same names as the original although it may be slightly different in appearance. The charge for a replacement charter is \$25.00.

Anniversary Award Certificates

The National VFW issues Anniversary Citations to Posts which have completed 50, 75 or 100 years of continuous existence. These are prepared from records at National Headquarters and are mailed to the Department Headquarters at least two weeks in advance of the anniversary with the request that arrangements be made for presentation.

These certificates are prepared automatically and do not have to be requested.

We have had requests for similar citations for 25th anniversaries, which are available upon request.

Suspension of Post Charter

The Department Commander may suspend the charter of a Post for a period of up to 90 days (and extend an additional 90 days, not to exceed a total of 180 days) for failure to comply with lawful orders and/or for violation of the laws and usages of the organization. The Department Commander must notify the Commander-in-Chief of such action within 48 hours.

Cancellation of Post Charter

Charters of VFW Posts may be cancelled under the provisions outlined in Sections 211 and 212 of the Congressional Charter and Bylaws and Manual of Procedure.

Before cancelling the charter of a Post, under Section 211, Congressional Charter and Bylaws, the Commander-in-Chief will suspend the charter, giving the Post an opportunity to appeal the suspension and possible revocation of charter.

The Commander-in-Chief may declare a Post defunct and its charter forfeited for failing to pay Department and National dues on a minimum of ten members by February 1, under the provision of Section 212 of the National Bylaws.

Voluntary Surrender of Charter

A Post may surrender its charter providing all members in good standing of the Post at the time are notified at least 20 days in advance of the proposed action and the proposition is voted on and approved by a two-thirds (2/3) vote of members present at a designated meeting where such action is considered.

Section 210 of the Congressional Charter and Bylaws and Manual of Procedure covers the requirements for such action.

Post & Member Correspondence

Letters and emails from Post officers or individual members are answered promptly and courteously. If the response requires that a decision be rendered, the letter will be forwarded to the Department Adjutant for the consideration and decision of the Department Commander. Correspondence of a general nature and questions of a routine nature will be answered directly to the individual. Posts should, however, be encouraged to carry on such correspondence with the Department rather than National Headquarters.

Where to Write for Information

In writing to National Headquarters concerning any matter, much time and effort will be saved if each letter covers **only one subject**. When a letter covers several subjects, such as VFW Store orders, Community Activities, Membership Awards, etc., a reply is unnecessarily delayed while the letter passes through the various Departments at National Headquarters for individual answers.

Letters concerning National Security, Legislation or Veterans Service Issues should be addressed to the appropriate Director, VFW Memorial Building, 200 Maryland Avenue, N.W., Washington, D.C. 20002.

Letters covering other programs and activities of the National Organization should be addressed to the Adjutant General, Quartermaster General or the appropriate Director, VFW Building, 406 West 34th Street, Kansas City, Missouri 64111.

Remember, your first source of information should be your Department Commander or Department Adjutant. These Officers are equipped to give you necessary information on most routine issues and common challenges.

PARLIAMMENTARY PROCEDURE



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To Presiding Officers

The presiding officer is the servant of the organization.

All his/her acts at meetings and conventions must have the body's approval, unless a bylaw makes them independent.

Presiding officers who are ignorant of parliamentary law or who defy the body's will or deny to the members the proper exercise of their rights are a sad spectacle before intelligent assemblies and frequently cause discontent and disunity.

Capable presiding officers make good meetings.

Incompetent, abusive or obnoxious presiding officers can be censured; and their tenure of office can be shortened or abolished altogether by a 2/3 vote, and thus they may be legislated out of office at any meeting with prior notice.

You are not expected to know all the law, but you are expected to be able to at least match the members' combined basic knowledge of it.

Introduction

The object of all parliamentary procedure is to get things accomplished in an orderly manner, to take things up one at a time, and dispose of them in the shortest time possible, at the same time in a democratic fashion.

When only the Presiding Officer or Chairman knows Parliamentary Procedure, he/she can use it to their advantage, but when most of the body also understands the rules, the “Floor” actually controls the meeting, and the “Chair” simply directs it.

If you get in the habit of using the right terms, everybody will understand matters more readily. Note the expressions which appear in boldface type throughout this text.

When a meeting is called to order by the **CHAIR, AN AGENDA, OR ORDER OF BUSINESS**, is offered for approval, or should be offered. Once the agenda is approved, the meeting is technically limited to the points included. We usually take care of other matters and “beefs” under the **“GOOD OF THE VFW”**. If no agenda is offered, ask for it. If certain points you are interested in do not appear to be included, rise and either inquire about them or **MOVE** to add them to the agenda.

The business of a meeting is carried forward by **MOTIONS**. The object of all motions is to get things done in an orderly manner, and democratically. A motion is **MADE** from the **DEBATE ON THE QUESTION**.

In actual practice, there is usually some debate before the motion. Debate without a motion often becomes aimless, and should be limited.

In debating, or **SPEAKING ON A MOTION**, no member should be allowed to speak twice before others have had it once. Speaking on a motion is also called **TAKING THE FLOOR**.

Motions must be made on the subject involved, or the **POINT ON THE AGENDA**, which is being taken up. If a motion is made on some other subject, the chair is obliged to rule the maker of the motion **OUT OF ORDER** and **REFER THE QUESTION** to the proper place on the agenda.

Motions must be seconded to be entitled to debate. If the motion is not seconded, the chair is obliged to point out that there has been no second, and proceed with the meeting.

The chair is not supposed to “milk” the membership for a second because he/she wants one, but it is proper to allow enough time for a second, when required.

Debate before a motion has been made can always be stopped by someone **MAKING A MOTION**. Once a motion has been made and seconded, it must be **DISPOSED OF**, either by

being **DEFEATED, PASSED, TABLED, REFERRED, or PLACED IN COMMITTEE**. All of these are covered further in the text.

Except for certain **PRIVILEGED MOTIONS**, which will be explained later also, a motion cannot be placed while there is a **PREVIOUS MOTION** on the floor.

Recognition

In making a motion, or **MOVING**, the member should rise, face the chair, and signal or call for attention in a manner which will not disrupt the meeting. Once **RECOGNIZED** by the chair, the **SPEAKER** should first state his or her name and department, so such information can be **RECORDED IN THE MINUTES**.

In other democratic bodies, it is proper to say “Mr. Chairman,” “Madame Chairman,” etc., but in the VFW, it is more proper to say “My Comrade(s)” or “Comrade Commander”

Once a motion has been **MADE**, it is the duty of the chair to repeat it in order that everyone hears it, and also to **CLARIFY** it, if it was made in confused language.

Before we proceed further with motions, let us remove some of the misunderstanding concerning **WITHDRAWING A MOTION**.

Withdrawing

Before a motion has been **STATED BY THE CHAIR**, its maker has the right to **WITHDRAW** it, or modify the language. But, after it has been stated by the chair, the maker cannot withdraw or modify his/her motion without the **CONSENT OF THE ASSEMBLY**. After a motion has been stated by the chair, it belongs to the assembly.

It is also out of order to ask for the consent of the **SECONDER** to the withdrawal of a motion the seconder can only withdraw their second if the motion has been changed informally after they have seconded it.

It is **IN ORDER** for anyone to ask the maker of a motion to withdraw it, through the chair. But the maker does not have to comply. In brief, once a motion is made, seconded and stated by the chair, it cannot be withdrawn without the chair getting the consent of the assembly (usually by asking if there are any objections to the withdrawal). When a motion has gone that far, it must be disposed of by being tabled, referred, defeated, passed, etc., by vote.

When a motion has been withdrawn, it is treated as though it had never been made, and is not recorded in the minutes. Further, anyone can make the same motion again. The object of withdrawing a motion is to prevent it from being voted on and appearing in the minutes.

Once a motion has been duly made, seconded and is on the floor, it is subject to **AMENDMENT**. (Note: certain motions are not amendable and will be covered later on.)

The object of an amendment is to change or modify the original motion, without destroying the sense of it. For instance, if there was a motion on the floor to hold a picnic, it could be amended to add a date or a place, but it could not be amended to change the affair from a picnic to a bowling match.

Amendments should take the form of: inserting or adding words to the motion; striking out words; substituting words or sentences. The chair is obliged to rule out of order any proposed amendment which would do more than the above, and change the sense of the motion entirely.

In some cases, where a poorly worded motion is made, even the amendment does not make it a complete motion in some of the members' eyes. In such cases, an amendment can be made to the first amendment. This **SECOND DEGREE AMENDMENT** method is sometimes confusing, but it is legitimate, and it is up to the chair to clarify the motion and its amendments.

If it is too complicated for this, the chair can call for or recommend a **SUBSTITUTE MOTION**, with the consent of the assembly, which will tie the loose ends together so that an intelligent vote may be taken. A substitute motion is itself a form of amendment.

Amendments to motions are **DEBATABLE** (that is, can be discussed). Like motions, amendments also require seconding. Discussion on an amendment must be confined to the amendment itself.

In **TAKING THE VOTE**, after debate, the amendment is first voted upon, and then the motion itself is voted upon. Sometimes, the nature of the amendment is such that passing or defeating the amendment **CARRIES** or **DEFEATS** the motion also. In that event, it is not necessary to take a vote on the motion.

Before proceeding into further study on motions, it might be well to give some attention to the **MINUTES**.

The **MINUTES OF A MEETING** are simply a record of the proceedings of that particular meeting. As such, they can only be **ACCEPTED BY THE BODY**. In short, the general membership can only **ACCEPT** minutes of the membership meetings, the executive board can only accept its own minutes, etc. Upon reading of the minutes of a given meeting, they are subject to a motion to accept. Sometimes, **CORRECTIONS** are raised, and then the minutes are **ACCEPTED AS CORRECTED**.

Being simply the record of proceedings, minutes may be corrected at any time, including subsequent meetings.

Minutes shall record all main motions which were not withdrawn, all points of order, all appeals and whether lost or sustained. The makers of motions should be recorded, but not necessarily the seconds.

The date, time, and place of the meeting, as well as the time of adjournment should be in the minutes. Also the results of any **ROLL CALL** votes, and full report of **TELLERS**. (Tellers are members elected or appointed to tally ballot.)

Minutes cannot be **REJECTED**, but they can be **RETURNED FOR CORRECTION**. When the minutes of an executive board meeting are read at a membership meeting, it is only for general information, not acceptance or correction.

However, having been thus advised, the membership can take action at the meeting to censure or approve their board.

This, of course, is done through motions at the proper time on the agenda. The membership should be alerted to do this, and be certain not to allow any top body to exercise undemocratic control.

In connection with minutes, it is important to know that **ACCEPTING A REPORT** is the same as adopting it. **RECEIVING A REPORT** merely allows it to be read to the assembly. Receiving does not mean approving or adopting. Accepting does! In making motions on reports, the assembly should understand the distinction in the above two words.

Deferring

Once a matter has been duly placed on the floor through motion and seconded, it may become necessary to defer or postpone action. This can be done democratically by the assembly in several ways, in addition to withdrawing the motion, which we have already covered.

TABLING: A motion to **TABLE** is a motion to lay aside business in such a manner that it can be **RENEWED** at a later time—either at the same meeting or a later one. A motion to table requires a second. Once seconded, the motion to table cannot be either debated or amended, but **MUST BE PUT TO IMMEDIATE VOTE WITHOUT DISCUSSION**.

When it is desired to resume the matter which was tabled, the correct motion is to **“TAKE FROM THE TABLE.”** This motion must be seconded, and is also not subject to debate or amendment. When a matter is taken from the table, it is taken with all previous actions, amendments, etc., and resumed just as it was when tabled. Tabling a motion or matter does not carry a time limit. That kind of postponement is handled as follows:

- **POSTPONE TO A SET TIME:** When the object is to set a future time at which a matter or motion must be considered, do not move to table. Instead, move to **POSTPONE** to a set time, date, or meeting. A motion to so **POSTPONE CONSIDERATION** requires a second. It **CAN BE DEBATED** before being voted on, and can be amended as to the time.
- **PLACE IN COMMITTEE:** When it is desired to let a few handle a given matter, instead of tying up the whole meeting needlessly, this is done by **COMMITTING** or **PLACING IN COMMITTEE** through a properly worded motion.

- **POSTPONE INDEFINITELY:** A motion to **POSTPONE INDEFINITELY** is really a motion to **KILL** the subject. It must be seconded, can be debated, but cannot be amended.

These motions are dangerous, and must be watched with care when they come up. They can not only help to carry the meeting along—they can also wreck consideration of important subjects.

Appeals to Overrule Chair

The Chairman of a meeting or the “Chair” has certain rights, but they do not include engineering the meeting, or “railroading” certain matters through. A decision of the chair can always be subjected to change through **APPEAL**.

When a member rises to appeal a decision of the chair, their motion can be either to **APPEAL THE DECISION**, or to **OVERRULE THE CHAIR**—they both have the same meaning.

Under such circumstances, the member should state carefully and in understandable language why he/she is making the motion. The motion requires a second.

Technically, the motion to appeal the decision of the chair is debatable when the question involved is the **BUSINESS OF THE HOUSE**, and not debatable otherwise. It is simplest, and perfectly fair, to always handle an appeal without a debate. The decision of the chair stands, until reversed by a majority vote. A tie vote **SUSTAINS THE CHAIR**.

Members should not rise to criticize the chair. If they have an objection to a **RULING**, it should always be handled through an appeal.

A sensible chairman should not take an appeal personally, but should welcome it, since it relieves them of the responsibility and places it upon the assemblage. Sustained, they are that much more confident in their chairmanship.

The chair is supposed to be the “servant of the assembly,” and as such should refrain from discussing questions before the assembly, thus maintaining an impartial attitude.

The chair cannot authorize anyone to act in their place if they are absent from the meeting. If the Bylaws do not cover that contingency, the assembly has the duty to elect an acting chairman.

The Question of Privilege

The **QUESTION OF PRIVILEGE** is often interpreted to mean “I am a privileged person, and have the right to the floor again.” The only privilege involved is the privilege of getting the attention of the chair at once to **ASK A QUESTION, MAKE A POINT OF ORDER**, or draw attention to the pressing business which cannot wait. When rising on a question of privilege, you do not wait for recognition from the chair; you **INTERRUPT** by stating “I rise to a point of inquiry (or order, or procedure).” The chair is **OBLIGED** to recognize you, answering: “state your question.”

- Rising to a “point of procedure” means that you question the procedure the chair is following—you feel they are off the track, acting contrary to **REGULAR PROCEDURE**.
- Rising to a “point of order” usually means that you feel some member of the assembly, rather than the chair is off the track, and you want the chair to take action.
- Rising on other “questions of privilege” usually involves drawing attention to conduct or misconduct of members, comfort of members, conduct of press or guests, etc. All such interruptions are loosely included in the term “question of privilege.”

If the chair sees the point you are making, they state, “the point is well taken,” and follows it. If the chair does not, they state his/her reason, and the way is open or an appeal to be taken, if necessary.

AND THIS IS IMPORTANT! Even though the chair is obliged to recognize the above questions of privilege, the assembly is not. As the book states it, “privilege of assembly outranks personal privilege.” A chronic interrupter can thus be silenced by a proper motion.

While a question of privilege requires no second, gets no debate, and is not amendable, the action desired may be deferred until the speaker is finished, and may also be tabled or postponed indefinitely. In the latter case, the question interrupted is not carried with a tabling or postponement motion.

Renewal & Reconsideration

Much confusion exists as to bringing up a point again, or trying to get a matter reconsidered. There are simple rules covering these things.

Renew a Motion

The object of this action would be to bring up a motion again after it has been defeated. The rule is:

A rejected motion cannot be renewed at the same session. It can be renewed by the same maker at a future session. Further, no motion can be introduced that is so nearly like a rejected motion that it would **PLACE THE SAME QUESTION BEFORE THE HOUSE** a second time. Also, no motion can be introduced which interferes with a motion which has been tabled, postponed, or placed in committee.

Reconsider a Motion

The object of this action would be to bring back a question for more discussion, and obtain a new vote. Such a motion can only be made by a member **WHO VOTED WITH THE PREVAILING SIDE** on the previous vote! Such a motion must receive a second, and can be debated, but not amended.

If reconsideration carries, the result is just as though the original vote had not been taken. Should such motions be brought up, and you feel the reason is a bad one, don't forget to use the "question of privilege."

It is a good thing for the most sincere members of the VFW to know the rules, and thus be prepared to keep the meeting on a true course.

Voting

Voting is normally by voice. If the result is not clear, the chair should ask for a standing vote.

Other methods of voting are: **DIVISION OF THE HOUSE, SECRET BALLOT, or ROLL CALL** of the assembly.

This short course was specifically designed to acquaint members with only the rudiments of parliamentary procedure, and is therefore, brief in coverage.

How To Manipulate Motions For Passage Or Defeat

(Read across the page. Read 1 with 1, 2 with 2, etc.)

To help defeat a motion:

1. Do not second it. Remain silent.
2. Speak against it while it is before the body.
3. Vote against it.
4. Move to postpone it indefinitely to “kill” it.
5. Amend it adversely to encumber it or complicate it.
6. Move to refer it to a committee to delay it.
7. Move to postpone it to the next meeting to delay it.
8. Move to the previous question to shut off debate on its good points.
9. Move to table it.
10. Move to recess to go after more votes.
11. If their motion wins, move to reconsider it.
12. If their successful motion remains unexecuted by a later meeting, then move to rescind it.
13. Move to adjourn, so as to prevent action on their motion at this meeting.
14. Only votes win. Get your voters to the meeting. Urge them to stay to the end and vote as you or another key leader will vote.

To help pass a motion:

1. Second it immediately. Say: “I second it.”
2. Speak in favor of it while it is still before the body.
3. Vote for it.
4. Vote against postponing it to rescue it.
5. Amend it sensibly to perfect it or improve it.
6. Vote against referring it, to achieve action now.
7. Vote down all postponements that delay it.
8. Defeat the previous question so you can continue to debate its meritorious points.
9. Vote against tabling it.
10. Defeat recess so they may not go seeking more votes.
11. Vote against their motion to reconsider your motion.
12. Execute motions promptly, so that they may not be subject to the motion to rescind at any later meeting.
13. Vote down all motions to adjourn, so as to achieve adoption of your motion now.
14. It is votes that win elections and other proceedings at meetings and conventions. Have your supporters there to help you with their votes.

Handy Phrases for Members

- Comrade Commander, or, Mr. President, or, Madam Chairman, etc.
- I doubt the quorum.
- I doubt the vote.
- I move that we ...
- I rise to a point of order.
- I move that we adopt this resolution: Resolved, That ...
- A parliamentary inquiry.
- I move to amend the motion.
- Comrade Commander, will the member yield the floor to me?
- I do not yield, or, I yield to a question only, or, I yield.

Handy Phrases for Presiding Officers

- The meeting will be in order.
- The secretary will read the ...
- The first [or, the next] business in order is...
- The Chair requests order.
- The Chair requests quiet.
- The Chair can recognize only one member at a time; all other members will be seated.
- The Chair now recognizes ...
- For what purpose does the member [delegate] rise?
- State your name, city, etc.
- The motion is [or, is not] in order.
- Do you yield the floor?
- The member will refrain from...
- The Chair wishes to state ...
- Please repeat your motion.
- It is moved and seconded that we ...
- It is moved and seconded to amend the motion by ...
- The ayes have it; the amendment is carried, now, the vote is on the motion as amended.
- Those in favor will say aye. Those opposed will say no. The ayes [or, noes] have it.
- If there is no objection, the Chair will ...

Parliamentary Procedure... at a glance, based in Robert's Rules of Order Newly Revised (RONR). Here are some motions you might make, how to make them, and what to expect of the rules.

	YOU SAY THIS:	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for ..."	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	YES	NO	NO	MAJORITY	NO (1)
END DEBATE AND AMENDMENTS	"I move the previous question"	YES	NO	NO	2/3	YES
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	YES	YES	YES	MAJORITY	YES (2)
AMEND A MOTION	"I move to amend the motion by ..."	YES	YES (3)	YES	MAJORITY	YES
INTRODUCE BUSINESS (MAIN MOTIONS)	"I move that ..."	YES	YES	YES	MAJORITY	YES
PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order"	NO	NO	NO	NO VOTE (4)	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	NO	MAJORITY (5)	YES

Footnotes: (1) Unless vote on question is not yet taken. (2) Unless the committee has already taken up the subject. (3) Only if the motion to be amended is debatable. (4) Except in doubtful cases. (5) A majority vote in negative needed to reverse ruling of chair.

SUSPEND RULES TEMPORARILY	"I move to suspend rules so that ..."	YES	NO	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	NO	NO	NO	2/3 (6)	NO (7)	
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	NO	NO	NO	NO VOTE	NO	
REQUEST INFORMATION	"Point of information"	NO	NO	NO	NO VOTE	NO	
TAKE UP MATTER PREVIOUSLY TABLED	"I move to take from the table ..."	YES	NO	NO	MAJORITY	NO	
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on ..."	YES	(8)	NO	MAJORITY	NO	
ACCEPT REPORTS OF COMMITTEES	"I move to accept the report of committee as read."	YES	YES	YES	MAJORITY	YES	
CLOSE NOMINATIONS OR THE POLLS	"I move that nominations close."	YES	NO	YES	2/3	NO	
POSTPONE INDEFINITELY (TO KILL)	"I move that we postpone the motion to ... indefinitely."	YES	YES	NO	MAJORITY	YES	
REOPEN NOMINATION OR THE POLLS	"I move that nominations be reopened."	YES	NO	YES	MAJORITY	YES	
RESCIND	"I move that we rescind the motion."	YES	YES	YES	2/3	YES	
WITHDRAW A MOTION OR SECOND	"I withdraw my motion."	NO	NO	NO	NO VOTE	NO	

Footnotes: (6) A 2/3 vote in negative needed to prevent consideration of main motion. (7) Only if the main question or motion was not, in fact, considered. (8) Only if motion to be reconsidered is debatable

GUIDE TO PROTOCOL



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Introduction

If you have ever planned a major VFW event, you know the importance of getting all the details in place. Please consider the information contained here first when planning VFW events such as luncheons, banquets or other social functions. There is a great deal to take into consideration when coordinating activities and this guide to protocol will help you every step of the way.

At all levels, protocol is critical to insure that proper relation between VFW officials and the public are conducted with maximum efficiency and without embarrassment to the organization.

Keep in mind that the information contained here should not be considered as complete.

Maintaining an Order of Precedence



One of the cardinal rules of protocol is to observe an order of precedence at VFW functions where officials and their representatives are present. This is important when making seating arrangements or organizing receiving lines.

The order of precedence for dignitaries at all levels (National, Department, District, County Council and Post) is as follows: Commander, Sr. Vice Commander, Jr. Vice Commander, Judge Advocate, Surgeon, Chaplain and Council of Administration.

Should a VFW function include a receiving line, the first person in line should be the program chairman, who introduces each individual coming through the receiving line to the host Commander, or Auxiliary President. The Commander or President, in turn, introduces each person to the guest of honor, who is next in line, with other guests following in their proper order of rank.

A receiving line should have no more than eight people and should be located away from the door by which people enter and leave the room.

Participants in a receiving line or those going through a receiving line should neither smoke nor carry food or beverages.

If the receiving line is held in a room that has a marble, tile or highly polished wood floor, it would be helpful to those people standing in the receiving line to provide a carpet runner on which they can stand.

It also is suggested that you provide chairs or a sofa immediately adjacent to or behind the receiving line for occasional rest periods for the members.

Some functions will require special seating arrangements. To this end, please review the suggested seating arrangements for different types of programs and dinners and choose the one right for you.

Making Proper Introductions



At some point during your event, you will need to formally introduce your guests of honor to the attendees.

As a means of expediting the program, guests who are not seated at the head table can be introduced during the dinner, before the head table is introduced. As another means of saving time, you can introduce people by groups rather than individually (i.e., committee members, officers, past commanders, etc.).

A standard procedure for introducing head table guests is to start at the extreme left end of the head table and introduce each guest by name and title, moving to the next guest and performing the same mission until you have introduced all of the guests to the left of the podium.

Remember there is no need to introduce guests who will be called on to speak or receive an award later in the program. You also can save time by asking the audience to hold their applause until all

of the guests have been introduced and then give them proper recognition at that time.

After you have introduced all of the guests to your left move to the opposite end of the head table and introduce each guest by name and title moving from the farthest guest toward the center of the table, again skipping the introduction of those who will be called on to speak or accept an award later in the program.

In the case of a two-tiered head table, you should introduce the guests who are seated at the lower or secondary head table before you introduce the guests at the top or primary head table.

The event “toastmaster” should be brief, laudatory and to-the-point when introducing a speaker. Introductions should be carefully planned and practiced in advance. The manner in which a speaker is introduced is very important.

The introduction should be approached in the same manner in which you would introduce a friend to a person you know by making them feel comfortable, at ease and known to each other.

Something to keep in mind is that the more important and well-known a speaker is, the shorter an introduction is required.

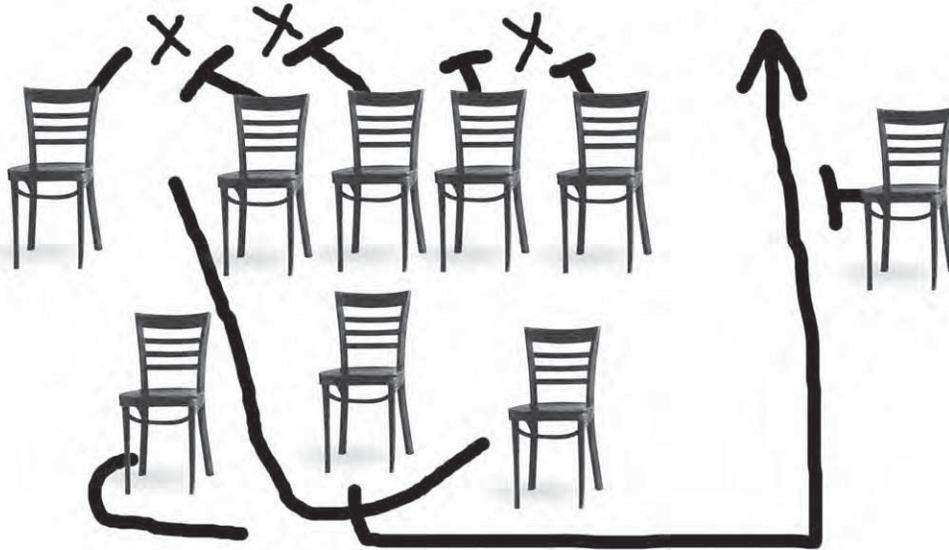
Please remember: There is no excuse for mispronouncing the names and titles of your guests.

Generally speaking, the main speaker should be introduced last. Occasionally, this conventional arrangement should be changed if there are several speakers on the program or numerous awards are to be presented at the event.

If the program does not have a keynote speaker, the guests who are called on to speak should be introduced from the lowest rank to that of the highest official present.

Plan the order of your program early. Discuss it with the people who are involved and remain flexible to changing the program to meet special needs.

Planning the Program



The following are a few suggested hints that may help you in planning your program:

1. Extend written invitations as early as possible to those you wish to invite to a particular program, advising them of the time, date, place, attire and what is expected of them (i.e., principal speaker, greetings, brief remarks, attendance, time allotted, etc.). Be sure to include information as to whether the invitation includes their spouse or other members of the family.
2. Follow up with those speaking at your program with a phone call to make sure they received the invitation. Ask for the number of those who will attend, and get their names.
3. Check back with each speaker a week to 10 days prior to the scheduled event to be sure their plans have not changed and that their guests will be present.
4. Be sure to include the spouses of guests you invite in your seating arrangements for the dinner and program.
5. Remember to give dinner tickets to the speakers and other guests of honor before the event.
6. Assign a host and/or hostess (officers, members, committee, etc.) to each guest you invite to see that your guests are properly met, escorted and introduced to other people. Your guests will appreciate your consideration.
7. Be sure to use name cards and seat your guests at reserved tables near the front so they will not have to fend for themselves in obtaining seats.
8. Notify the media several weeks ahead of your scheduled program. Follow up with a telephone call a few days prior to the event, reminding them of the occasion. Arrange for a photographer (commercial, Post member, etc.) to take pictures of the event.

What To Do When The Chief Visits

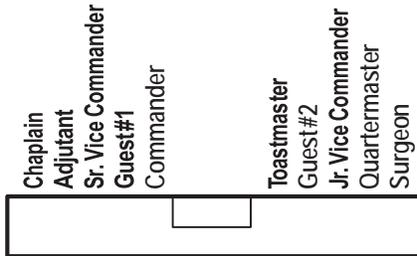


It is a very important occasion when the Commander-in-Chief of the Veterans of Foreign Wars visits a Post. The Chief is the spokesperson for the more than 1 million veterans who served their country during a time of war. Anyone dealing with the Chief's visit has important responsibilities. We suggest that these individuals be familiar with the following guidelines to make their job a little easier and the Chief's visit run as smooth as possible:

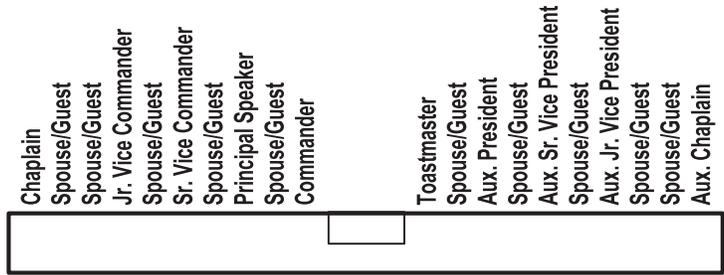
1. Contact your local radio and TV stations as soon as you have the Chief's definite arrival time. Talk shows are sometimes planned well in advance. Public Service time is free, and an interview with the Commander-in-Chief and a local VFW leader might be arranged. It is important that the scheduling does not conflict with other engagements the Chief might have.
2. Arrange a press conference for the Chief. It is usually more convenient to have it in the hotel where the Chief will be staying. A notice of the press conference to all media – newspapers, TV and radio – should be sent at least three days before the event. On the morning of the press conference, call to remind the media of the time and place of the press conference.
3. It is important to remember that the media who attend the press conference are there to interview a national leader of a major veteran's organization, not local VFW members. For that reason, it is important that Post members do not volunteer information. The best arrangement is to leave the Chief alone with the media.
4. Introduce the Commander-in-Chief to the local leaders in your community and invite them to a dinner or event at which the Chief will speak.
5. Once an itinerary has been established, follow it precisely. Make sure the Chief gets to their appointments on time. If a dinner where the Chief is to speak starts at 7 p.m., have everyone seated and start serving the meal exactly at 7 p.m.
6. Ask the Commander-in-Chief if they would like to see the local points of interest or if they have a friend in the community whom they wish to visit. Do your best to accommodate the Chief's requests. Be sure there is a good car available for the Chief at all times, to meet them at their point of arrival, to take them to their point of departure and to take them from place to place in your community. The person who will drive the car must be one who can be relied on for punctuality, courtesy and safe driving.
7. If the Commander-in-Chief is to speak where there is a bar, close the bar a half-hour before the Chief is scheduled to speak and during their talk.
8. Limit receptions before banquets and other events to one hour.
9. Do not plan unrelated activities, such as baseball games or private parties, without first consulting the Commander-in-Chief.

Sample Seating Charts

Adjustments should be made according to ranking VFW and Auxiliary visitors or invited guests.

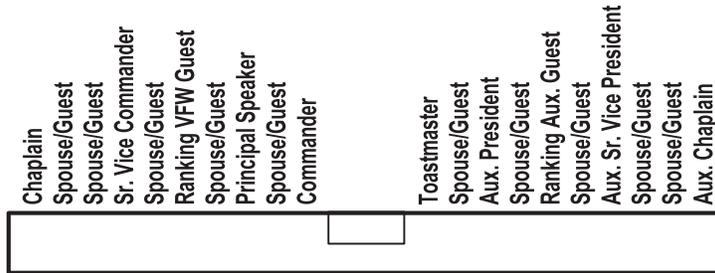


VFW and Auxiliary



VFW & Auxiliary (Two Tier)

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WASHINGTON OFFICE



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Introduction

VFW Washington Office Mission

To prevail upon Congress and the Administration to fulfill our nation's commitment to care and provide for her defenders and their families, and to ensure that the United States of America remains forever vigilant and secure.

Philosophy

The Veterans of Foreign Wars of the United States was founded in 1899 by Soldiers, Sailors and Marines from the Spanish-American War and later, the Philippine Insurrection, who returned home to a government that provided virtually no healthcare or rehabilitation programs for their service-connected wounds, illnesses or injuries. Our forefathers banded together to create an organization to change the way our nation treats those she sends to war, and in 1919, the VFW Washington Office was opened to ensure the veterans' voice was clearly heard on Capitol Hill.

Today, your VFW works with Congress, the Administration, and its agencies and departments to protect and create legislation and programs to enhance the quality of life of 22 million American veterans, 2.2 million active-duty military, Guard and Reserve members, and all their families.

To the VFW, a nation that creates veterans has a sacred obligation to care for them when they return home. Using that as our guiding principle, the VFW Washington Office's philosophy is to:

- Directly assist and help ensure veterans are provided all the care, support and compensation they earned through their honorable service in a prompt and compassionate manner by the Department of Veterans Affairs and other federal organizations.
- Promote legislation in Congress to create and enhance the VFW's pro-veteran, pro-military and national security goals, and to defeat those proposals we deem detrimental to our veteran and military communities.
- Help ensure veteran and military spouse employment opportunities are supported by lawmakers, the private sector, and all concerned government entities through the enhancement of veterans' preference legislation, training, education, and interstate licensing and certification portability programs.
- And to strongly advocate for national security and foreign affairs policies that guarantee our security as a nation, promotes our democratic ideals and interests abroad, seeks the fullest possible accounting of our missing comrades, and backs a strong military that provides for the wellbeing of military service members, retirees and their families.

Continuing Commitment

Since our founding the VFW has helped to create, protect and enhance virtually every quality of life program provided by the Departments of Defense and Veterans Affairs—from improved healthcare and benefits to disability compensation and pensions, military pay raises, new GI Bills, traumatic injury insurance, hazardous substance exposure compensation, family caregiver support, and better services for women veterans, among many others. But more still needs to be done, especially in this era of serious federal budget reductions and cost-shifting proposals.

Of tremendous assistance to our national legislative effort is the grassroots support provided by tens of thousands of VFW Action Corps members who reside in the home states and districts of all 535 members of Congress. So, too, is a strong membership, because on Capitol Hill, membership is the measure of influence and organizational strength.

When the VFW Commander-in-Chief testifies before Congress or meets with the president or other federal officials, it is well understood that he represents the largest organization of combat veterans in the nation, an organization and its Auxiliary with a total membership of more than 1.5 million. And with such influence comes responsibility, and your VFW Washington Office—consisting of National Legislative Service, National Veterans Service, and an Action Corps—is committed to the VFW's principles of serving the nation and those who serve her in uniform, and to help ensure that "No One Does More for Veterans" than our VFW.

National Legislative Service

The VFW National Legislative Service represents the organization before the United States Congress to advance legislation that is beneficial to veterans, our military, and their families and to work toward the defeat of legislation that would harm them.

In our mission we:

- Testify before congressional committees and subcommittees.
- Educate Congress on VFW Priority Goals to advance veteran-friendly policies.
- Secure the introduction and passage of legislation favorable to our membership.

The issues we advance are derived from the resolutions passed at our National Convention. The members of the National Legislative Committee take these resolutions and establish our Priority Goals. These Priority Goals, in turn, become our key issues and let Congress know what we most strongly support. They are our mandates for action.

For the 117th Congress, our Priority Goals focus on:

- Budget
- Veteran's Health Care
- Toxic Exposure
- Concurrent Receipt
- Education, Employment, and Transition Assistance
- Among many others, for a complete list visit: www.vfw.org/advocacy/national-legislative-service.

We encourage all of our members, and ask you to encourage all of your fellow members to become educated on these issues. **You have a strong influence in Washington, and you should to use it.**

VFW Action Corps

Action Corps is the grassroots network of the VFW. Our members and non-member advocates are encouraged to contact their legislators on a wide variety of VFW-supported issues, working hand in hand with National Legislative Service.

Former Speaker of the House Tip O’Neill famously said, “All politics is local.” Your legislators truly care about what you think. They depend upon us for support and votes. It is up to us to educate our legislators so they know what we believe in and what we expect from them.

What Can We Do For You?

- Action Corps members receive the VFW Action Corps Weekly and Action Alerts to keep advocates up to date on federal legislation.
- We assist you, as a VFW leader, by providing materials to help educate your members on the important issues and how to play a larger, more active role in the political process.
- We provide information and resources on how to effectively communicate the VFW’s message to those in Congress.

How You Can Help Us?

- Stay Informed. Know the Issues.
- Participate by responding to action alerts and surveys.
- Be an instructor to your members. Let all your members know about the issues and Action Corps.
- Be an educator to your legislators. Let Congress know our Priority Goals and what we want them to do.
- Encourage others to help. Sign up to be a veterans’ advocate and join Action Corps. If every veterans’ advocate could email, write or call their legislators, we would be an unstoppable force.
- Anyone who cares about veterans can join Action Corps for free. You do not need to be a VFW member. The more advocates we have, the stronger our voice will be on Capitol Hill. Sign up new advocates for Action Corps any chance you get (see next section To Get Involved).

To Get Involved:

Sign up for the Action Corps: visit <https://votervoice.net/VFW/register>

Through Action Corps, you will be able to directly email your legislators. Please be reminded that the majority of information – Action Alerts, email updates and other breaking news – are sent via email. The speed with which legislation now moves requires the kind of instant action that only email can provide.

What's the Best Way to Communicate with Your Legislators?

- **Personal Visits-** This is the most effective way to communicate our message. Legislators make frequent visits to their district offices. Call their local office and ask for an appointment. When meeting, be organized and concise. Feel free to leave a fact sheet or a copy of the VFW Priority Goals for their future reference, which can be found at: vfw.org/advocacy/national-legislative-service.
- **Town Hall Meetings -** Organizing a town hall meeting is an excellent way to get our issues in the forefront and discussed. Congressional leaders and candidates are always looking for places to host events and audiences to speak to. Local VFW Posts are perfect for this type of event. For more information about hosting/planning a town hall event, contact Action Corps at 202.608.8368.
- **Telephone Calls-** A short phone call, especially to the local district office, gives a clear indication of what our members think. Ask to speak to the person who handles veterans' issues and let them know what issue you are calling about, how you feel about it and how it would affect you personally. Five minutes of your time can lead to big results down the road. You can find phone numbers by visiting: <https://votervoice.net/VFW/Address>.
- **Email Messages-** Through Action Corps you can send letters and other information directly to your legislators with just a click of the mouse from your computer. We provide sample letters that you can customize and personalize, and because you are sending from our website, the information sent to the congressional offices identifies you as a constituent – critical in today's high tech world of spam and viruses.
- **Personal Letters-** A brief, clearly organized letter that focuses on one issue and why it's important to you lets them know how their constituents feel. Always be polite and professional. Be sure to specifically ask for a reply in your letter. Custom letterheads, envelopes and business cards with the VFW Logo are available from the VFW Store at 833.VFW.VETS (833.839.8387) or www.vfwstore.org.

When Writing Your Representatives Use This Form:

The Honorable Joe Smith
 United States House of Representatives (or Senate)
 123 Cannon House Office Building
 Washington, DC 20515 (or 20510)

Dear Representative Smith: (or Dear Senator Smith:)

Working with Congressional Staff

When you contact a legislator's office, you will most frequently be working with their staff. Convincing the staff to support our legislative priorities is often as, if not more, important as convincing your legislators themselves. Working and developing a personal relationship with the staff member is the key to accomplishing great things in Washington.

We're Here to Help

As always, we're happy to help you with whatever you need. If you have questions, need information, or need any assistance, just contact us. We'll help you in any way we can. You can call the Action Corps at 202.608.8362 or email us at vfwac@vfw.org.

National Veterans Service

Philosophy

The founding principle of the VFW is to ensure the provision of needed services to veterans by a grateful nation. For more than a century our organization has worked tirelessly to ensure that veterans are provided all the health care and benefits they have earned through their service and sacrifice in defense of our nation in a prompt and compassionate manner by the Department of Veterans Affairs and other federal departments and agencies.

The contents of this section are organized as follows:

- ***VA Health Care***

- ***VA Benefits Delivery***
 - A. VFW Department Service Officers
 - B. VFW “Guide for Post Service Officers”
 - C. VFW Pre-Discharge Claims Program
 - D. VFW Training and Quality Assurance

- ***Post/District Service Officers***

- ***VAVS & Community Volunteer Programs***
 - A. Department of Veterans Affairs Voluntary Service Program (VAVS)
 - B. VFW Community Health Care Volunteer Program

VA Health Care

You may have the opportunity to attend high-level briefings or meetings with VA network or hospital directors and their staff during your year as Commander. We are available to help. At your request, NVS personnel are prepared to brief you over the telephone about VA health care issues. We can also prepare a list of customized questions for you if you know what topics will be discussed. Questions pertaining to the VFW position on VA health care issues or questions pertaining to a problem at a VA medical center should be addressed to James Moss, Assistant Director, Veterans Health Policy, at 202.608.8371 or via email at jmoss@vfw.org.

VA Benefits Delivery

The VFW is dedicated to assisting veterans, their dependents and survivors at the community and national level to ensure that our nation never forgets the sacrifices made by its citizen soldiers. The VFW has played a major role in every legislative measure to establish veterans' benefits which have been enacted into law. However, the most tangible way in which we demonstrate this commitment to service is through the daily efforts of your Department Service Officers (DSO).

A. **Department Service Officers:** A VFW DSO is located in every VA regional office. In many departments, Assistant DSO's and Claims Consultants are found at VA medical centers and other out-based locations. These dedicated individuals are VFW-certified and VA-accredited to ensure veterans and their families receive professional representation in the submission of VA claims. These highly trained individuals stand ready and willing to provide whatever assistance is required. Those who serve in leadership positions are encouraged to meet with their Department Service Officer as a demonstration of interest and support. Get to know what the DSO does for you. More importantly, get to know what they do for others. The National Veterans Service provides support through a comprehensive training program and a communication system that enables the DSOs to provide world-class assistance and representation to those who place their trust in them.

Department Service Officers and their staff assist any veteran who seeks help regardless of whether they are members of the VFW. Consequently, DSOs are often the first contact veterans have with the VFW. Once a DSO has provided a veteran with assistance in applying for VA benefits and entitlements, he/she should consider asking the veteran to join and provide him/her with the benefits of membership with the VFW.

(Actively soliciting VFW membership in a VA building is not permitted. However, we will work with your DSO to provide acceptable methods for obtaining memberships.)

While many service officers are very busy, there may be opportunities to conduct focused outreach to their local Guard and Reserve units, other community organizations, civic groups, religious groups, etc., to ensure that they are aware of the benefits and services to which they are entitled. Outreach can enhance the Department Service Officer's recruiting efforts.

The DSO is further supported by a National Veterans Service (NVS) staff of nine Appeals Consultants and a supervisor who represent individual veterans and other claimants who appeal VA decisions to the VA Board of Veterans Appeals (BVA) in Washington, D.C.

NVS has an Assistant Director and two Special Assistants who are quality assurance specialists who are used to review VFW service offices on a regular basis, as well as to assist new service officers in the weeks or months before they come to NVS training. The ultimate goal of these positions is to ensure the VFW is providing quality claims representation. The Quality Assurance team visits Department Service Offices to review service office practices, provide training, and both share and gather best practices from service officers. Department leaders should contact the Director, NVS to arrange for a site visit to their service office.

The John A. Biederzycki Memorial VFW Accredited Service Representative of the Year Program, established in 2015, is designed to provide annual VFW National recognition to an individual who is accredited by VA to represent claimants on behalf of the VFW before the Department of Veterans Affairs, to include VFW-accredited employees of State veterans' agencies.

B. **VFW “Guide for Post Service Officers”**: Every VFW member involved in service work, at all levels from Post through Department, should have the latest edition of the VFW “Guide for Post Service Officers.” This handbook, published biennially by your VFW National Veterans Service located in our Washington Office, comprehensively summarizes veteran’s benefits and entitlement programs provided by the Department of Veterans Affairs and other federal agencies. It is a handy ready reference useful in assisting and informing veterans of their entitlements under existing law. Questions pertaining to VA benefits should be directed to Mike Figlioli, Deputy Director, National Veterans Service, at 202.608.8373 or via email at mfiglioli@vfw.org.

C. **VFW Pre-Discharge Claims Program**: The VFW plays a critical role in the military’s Transition Assistance Program (TAP) alongside our partners in the departments of Defense, Labor, and Veterans Affairs. TAP is designed to ensure that separating service members – to include members of the Guard and Reserve – and their families receive information and assistance in qualifying for and obtaining VA benefits, VA health care, education, and post-military employment. The VFW’s cadre of highly-trained National Pre-Discharge Claims Representatives offers personal counseling and assistance to service members to submit complete VA claims prior to separation from active duty.

We consistently update the skills of our Pre-Discharge Claims Representatives by providing more than 80 hours of training each year, and giving special attention to emerging issues like post-traumatic stress disorder (PTSD), traumatic brain injuries (TBI), military sexual trauma, and toxic exposure. Our presence on military installations continues to be well received as indicated by our BDD Client Satisfaction Survey, through which more than 99 percent of the VFW’s Pre-Discharge clients report that they would recommend the VFW to a fellow service member. As a result, we have become the service organization of choice by officers and enlisted at the military facilities we cover. It is our goal to increase interest in membership by demonstrating excellence in service work. Currently, we have a supervisor, an assistant supervisor and 24 National Pre-Discharge staff located at:

Marine Corps Base Camp Pendleton, CA	Ft. Bragg, NC
Naval Base San Diego, CA	Ft. Bliss, TX
Ft. Carson, CO	Ft. Hood, TX
Ft. Stewart, GA	VA Regional Office, Salt Lake City, UT
Ft. Riley, KS	Ft. Belvoir, VA
Ft. Campbell, KY	Joint Base Meyer-Henderson Hall, VA
Joint Base Andrews, MD	Marine Corps Base Quantico, VA
Walter Reed National Military Medical Center, Bethesda, MD	Joint Base Lewis-McChord, WA
Nellis AFB, NV	Joint Base Anacostia-Bolling, Washington, DC
Marine Corps Base Camp Lejeune, NC	Ft. Drum, NY
VA Regional Office, Winston-Salem, NC	Naval Station Norfolk, VA
NSA Washington DC	NSA Annapolis, MD
Pentagon, VA (Upon Request)	

Additional information on the Pre-Discharge program can be found at www.vfw.org/pre-discharge. Questions regarding our participation in the Pre-Discharge program should be directed to Gregg Orto, Deputy Director, at 202.608.8375 or via email at gorto@vfw.org.

D. **VFW Training and Quality Assurance:** The National Veterans Service focuses on expanding training initiatives and assessing the true quality and level of skill of VFW accredited service officers. We are responsible for the design and delivery of all training to VFW-accredited representatives who work in VA regional offices. We also perform quality assurance by interacting with your Department Service Office staff and offering advice on more complicated claims issues. NVS periodically reviews the quality of the VA regional office decisions and the level of advocacy provided by VFW. A system has been put in place to evaluate and validate the skill level and quality of advocacy for VFW accredited service officers. Testing is a vital element in that system.

VFW-accredited Department Service Officers are required to attend NVS training twice annually and all other VFW-accredited staff located in a VA regional office are required to attend at least once annually. In order to ensure that training is effective we test all students at the conclusion of training. You will be notified of your service office staff's test scores. We maintain a database of all scores so that we can determine an average grade. This is used to determine progress and/or difficulty in understanding the work. This is vital information we use in the mandatory five-year reaccreditation process. Our commitment to professionalism and quality has produced a higher standard of quality in the everyday work of your service offices. Questions regarding NVS training and quality assurance should be directed to Christopher Macinkowicz, Assistant Director, Training & Quality Assurance, at 202.608.8360 or via email at cmacinkowicz@vfw.org.

Post/District Service Officers

VA is making extensive outreach efforts to veterans. Indeed, veterans can now file a claim for disability compensation directly from their home through the Internet. As a result, it is not unusual for veterans to visit local VFW posts asking for information on veteran's benefits from anyone at the post. That "anyone," of course, should be the Post Service Officer (PSO).

The Post Service Officer is integral to our mission of veterans' representation. Indicative of this is the mandate in the National Veterans Service *Policy and Procedure* that Department Service Officers must provide at least one annual training session for the PSOs in the Department. The "Guide for Post Service Officers" is focused toward educating and providing a handy reference for the Post Service Officer. PSOs should always make a report at every official Post meeting. Department Service Officers should report to their supervisor or Department service committee when Post Service Officer training was completed.

It is important to note that VFW Post and District Service Officers *are not* accredited by the VA. As a consequence, their ability to assist veterans and other claimants prepare claims for submission to VA is limited. Post/District Service Officers should be familiar with the basics of the compensation (for service connected disabilities) and pension (for non-service connected disabilities) program.

However, the PSO should fill out forms for the claimant only when requested. In this capacity, the PSO is not a claims preparer but rather someone who merely records information provided by the claimant. The application should be immediately returned to the veteran to submit through proper channels such as the DSO or a VFW-accredited state or county service officer or direct transmittal to the VA. Under no circumstances should a PSO retain any veteran's personal information for any length of time, as this is a violation of the law. Further, under no circumstances should the PSO provide any personally identifiable information concerning a claimant to any member of the VFW who is not a VFW accredited service officer (e.g., DSO, Assistant DSO or Claims Consultant).

VA Voluntary Service (VAVS) and Community Health Care Volunteer Programs

The VFW conducts a multifaceted volunteer program which includes the Department of Veterans Affairs VAVS Program and our Community Health Care Volunteer Program. Our network of more than 2,406 regularly scheduled and 4,879 Occasional VFW VAVS volunteers provides more than 238,200 hours of service each year to our nation's veterans in federal, state and community hospitals and nursing homes.

A. Department of Veterans Affairs Voluntary Service Program (VAVS): The VAVS program is locally managed by the VFW VAVS Representative who is appointed by the Department Commander for each VA health care facility in your state. They are the cornerstone of our organization's efforts to serve our nation's hospitalized veterans.

The service of volunteers is recognized in the form of certificates and/or lapel pins presented to those who have completed the number of hours prescribed for such awards (see the VFW Volunteer Program manual for further details). VFW members who want to volunteer at a VA health care facility should contact the VFW Representative or VA Volunteer Service Program Manager at the VA health care facility of their choice.

VA has an extensive network of Community Based Outpatient Clinics (CBOC's). Members interested in volunteering at their local CBOC should contact the VAVS Program Manager at the VA hospital which manages the local CBOC.

We urge Department Commanders and their leadership team to encourage their members to recruit new volunteers, and we are developing resources on the VFW national website to better promote the program, such as our web page located at www.vfw.org/VolunteerService.

A volunteer can be nominated for the VAVS National Advisory Committee (NAC) Volunteer of the Year Award. This award recognizes volunteers who have given extraordinary service to our nation's veterans. Two award recipients, one male and one female, are selected each year by the Executive Committee of the VA Voluntary Service National Advisory Committee.

B. VFW Community Health Care Volunteer Program: This program was designed to provide recognition and awards to VFW members who volunteer their time at state, military, or community-based medical care facilities but who are not on official VAVS assignments.

The local coordinator of this program, the Post Hospital Chairman, is responsible for the recruitment and placement of volunteers, maintaining records of hours served by each post volunteer and requesting awards from the Director, NVS, through the State Hospital Chairman. This program should not be confused with the VAVS volunteer program. For more information pertaining to awards, see your VFW Volunteer Program manual.

Questions pertaining to VAVS and Volunteer Programs should be directed to James Moss, Assistant Director, Veterans Health Policy, National Veterans Service, at 202.608.8371 or via email at jmoss@vfw.org.

Guidelines

VFW Accredited Service Representative Of the Year Program

OBJECTIVE:

This program is designed to provide annual VFW National recognition to an individual who is accredited by VA to represent claimants on behalf of the VFW before the Department of Veterans Affairs, to include employees of State veterans agencies, who meets the below criteria.

ELIGIBILITY:

Eligible nominees include:

- Department Service Officers
- Assistant Department Service Officers
- Claims Consultants/Representative/Analysts/Reviewer
- Veterans Service Officers/Representatives

Individuals not eligible for this award are:

- VFW National Staff
- VFW Contractors

- VFW accredited representatives whose primary employer is other than the VFW or a State veteran's agency

SELECTION CRITERIA:

1. Nominees for the annual award must have demonstrated exceptional efforts in assisting veterans and their families during the 12 months preceding the April 30, deadline.
2. A brief summary (no more than 2 pages) submitted to NVS which explains the who, what, when, where, and how the nominee's efforts are considered exemplary. Suggested items for consideration (but not limited to)
 - # of individuals with VFW POAs assisted
 - Community outreach conducted
 - Excellent customer service provided
 - Use of VetraSpec or another electronic claims processing system (specify system)
 - Submission of **TIMELY** monthly reports (if located in a VA regional office)
 - # of VFW members recruited

AWARDS:

Each Department Commander may nominate one eligible individual for this award. The individual who is ultimately chosen as the recipient of the award will be furnished round-trip travel (for the winner and one guest) and two night's hotel accommodations to attend the VFW National Convention where the award will be presented. A stipend in the amount of \$599.00 will also be given to the recipient to cover out-of-pocket expenses incurred in connection with the trip.

Nominations may be sent to the Director, VFW National Veterans Service, either by mail (200 Maryland Ave., NE, Washington, DC 20002 ATTN: Service Officer Award), faxed to 202.547.3196 (ATTN: Service Officer Award), or scanned and emailed to taldana@vfw.org.

Nominations must be received not later than April 30.

GUIDELINES

DEPARTMENT OF VETERANS AFFAIRS VAVS NATIONAL ADVISORY COMMITTEE (NAC) VOLUNTEER OF THE YEAR

OBJECTIVE: The NAC Volunteer of the Year Award Program allows the NAC to honor members who have given extraordinary service to our Nation's veterans.

SELECTION CRITERIA: Nominees for this award must participate in established VAVS assignments, serve as a volunteer and meet one of the following criteria:

- a. Volunteer with hospitalized veterans
- b. Volunteer with veterans at outpatient clinics
- c. Volunteer with veterans in nursing homes
- d. Volunteer with homeless veterans

- e. Volunteer with veterans and veterans groups in the community
- f. Host veterans' functions in the lodge, post, chapter, i.e. Memorial Day, July 4th and Veterans Day observances, etc. that qualify as a VAVS assignment
- g. Host veterans' functions outside the lodge, post, chapter, i.e. fishing trips, day at the races, sporting events, etc. that qualify as a VAVS assignment
- h. Visit veterans confined to their homes as a VAVS assignment
- i. Adopt-A-Veteran

Those eligible for the award are: NAC member organizations (such as the VFW) with emphasis on VAVS Representatives, Deputy Representatives, members who visit the VA medical centers, nursing homes, etc., or work at the lodge, post, or chapter veterans' functions either within or outside the lodge, post or chapter.

Nominees must participate in established VAVS assignments and serve as a regularly scheduled volunteer. There will be two recipients per year; one male and one female.

Nominations must be submitted in narrative format with name and NAC organization in the upper left hand corner.

The narrative is not to exceed 500 words and must be submitted to the Director, National Veterans Service by November 30 of each year. VA staff making recommendations for this award must send the nomination for preliminary judging to the National Representative of the organization to which the nominee is a member. Failure to do so will invalidate the nomination.

The selection committee, with the assistance of the Executive Committee, will select the winners. The awards will be presented at the annual meeting of the NAC.

The male and female winner of the NAC Volunteer of the Year Award each receive an all-expense paid trip to the Annual VAVS National Advisory Committee meeting where they will be given an award.

CEREMONIAL RIFLES, AMMUNITION, AND EQUIPMENT (TACOM)



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POLICY AND INSTRUCTIONS FOR CONDITIONAL DONATION OF MILITARY EQUIPMENT, CEREMONIAL RIFLES AND BLANK AMMUNITION TO VETERANS ORGANIZATIONS

MILITARY EQUIPMENT

Regulations, procedures, and prices for obtaining blank ammunition, surplus rifles, and other military equipment available for donation are subject to change without notice.

Be advised all requests for surplus military equipment must first go through the Veterans of Foreign Wars (VFW) National Headquarters in Kansas City, Missouri to verify the legitimacy of the post making the request.

The VFW National Headquarters is only authorized to handle requests from chartered VFW posts in good standing. Once verification has been made, the VFW National Headquarters sends requests to the appropriate agencies for processing. When requests are made to Congressional offices or other military departments, without the proper verification and endorsement, the acquisition process is significantly delayed. Separate letters must be sent for each type of equipment being requested. If both rifles and ammunition are needed, separate requests should be forwarded to the VFW National Headquarters as two different agencies, the US Army Joint Munitions Command in Rock Island, Illinois and the US Army Tank-Automotive and Armaments Command (TACOM) in Warren, Michigan will be handling the items.

Requests are to be made on post letterhead and contain the following:

Post name and number

Address (not a PO Box number)

Telephone number

Email address

Post Commander, Adjutant or Quartermaster must sign request.

These are requirements set forth in new policies and procedures established by the United States Army. Any correspondence lacking any of these items will be returned to the post causing a delay in processing. Posts are reminded equipment donated by the Department of the Army to VFW posts remain the property of the United States Army. Transfer of any equipment obtained through the Ceremonial Rifle and Static Display Program is unauthorized without the written permission of the U.S. Army Tank-Automotive and Armaments Command (TACOM).

Posts receiving surplus equipment, rifles, static display items, etc. can expect periodic inspections to assure accuracy of information provided by the donor and compliance with the terms of this Conditional Deed of Gift, proper storage and handling, etc. Ceremonial Rifle Inventories are to be completed upon issuance and every three years thereafter; static displays are to be reported via an Annual Certification form with a current photograph upon issuance and every year thereafter. These programs are to be at no cost to the government even though posts may have to pay (or have paid) for handling, shipping, packaging, crating, etc., the items that are "on conditional loan" from the Department of the Army.

For additional information and the respective forms, please visit the Army Donations Program Office (ADPO) website at <https://www.tacom.army.mil/ilsc/donations>.

BLANK AMMUNITION

A written, formal request must be completed and signed by the current Post Commander, Adjutant or Quartermaster, one of who needs to be the contact person. The written request must include that contact person's residential mailing address (street number) and phone number, not the Post's and an email address if

available. Address the request to the Adjutant General, VFW National Headquarters, 406 W. 34th St., Kansas City, MO 64111. The approved request is forwarded by the National Headquarters to the Commander, US Army Joint Munitions Command in Rock Island, Illinois for processing.

The .30 caliber blank ammunition (1,240 rounds) is sent in a metal can in a wooden box. Quantity is limited to two (2) boxes (2,480 rounds total) and is provided free with no shipping charges. Clips are also available and are issued in increments of 25 with a maximum of 100.

Between six (6) to eight (8) weeks after Rock Island processes the request, the blank ammunition is shipped via FEDEX Ground from Lake City Army Ammunition Plant, Independence, Missouri. The recipient will be notified of the tentative ship out date by letter from the US Army Joint Munitions Command in Rock Island, Illinois. Normal FEDEX Ground delivery is Monday thru Friday between 9 a.m. and 5 p.m. Prefer the blank ammunition be shipped to a residence and not to the post. A signature is required upon delivery. If absolutely necessary to be delivered to the post, an Officer's signature is required. Delivery to the post will be addressed on a case-by-case basis with the US Army Joint Munitions Command.

Blank ammunition is authorized for use ONLY in conditionally issued US Army owned ceremonial rifles. Blank ammunition is not authorized to posts who receive rifles through any other source. The use of blank ammunition obtained from sources other than the US Army Joint Munitions Command is prohibited as it may result in damage to the rifles. More importantly, it could cause harm or serious injury to the user.

For additional information and access to the order forms requesting blank ammunition, please visit the Joint Munitions Command (JMC) website at <https://www.jmc.army.mil/ceremonialammo.aspx>.

NOTE: The US Army Joint Munitions Command will contact the ADP office to confirm that the respective post has qualified for US Army owned ceremonial rifles and that the post is up to date on all the mandatory reporting requirements.

RIFLES

Under the provisions of Public Law 1028, Title 10 United States Code (USC) 7683, the Secretary of the Army, under regulations prescribed, may conditionally lend or donate excess M-1 rifles (not more than 15), slings, and cartridge belts to any eligible organization for use by that organization for funeral ceremonies of a member or former member of the U.S. Armed Forces, and for other ceremonial purposes. The Veterans of Foreign Wars (VFW) is only authorized to handle requests from chartered VFW posts in good standing. The Army Donations Program Office (ADPO) at the Detroit Arsenal in Michigan is responsible for the issuance and management of rifles for ceremonial use. Title 10 USC 7683 allows conditions to be imposed on the use of the rifles as may be necessary to ensure security, safety, and accountability. The Secretary of the Army may impose such other conditions as considered appropriate.

A VFW post with more than 15 ceremonial rifles is required to return to the US Army the balance of the rifles in order to be in compliance with federal law. If this situation exists, the VFW post will request disposition instructions from the ADPO. Specific return instructions will be provided from the ADPO to the respective VFW post as no weapons are turned directly into the ADPO. No further ceremonial rifles or ammunition will be issued until the VFW post is compliant.

A VFW post wishing to obtain rifles for ceremonial use should forward its request through the VFW National Headquarters. Address the request to the Adjutant General, VFW National HQ, 406 W. 34th St., Kansas City, MO 64111. The request should be on post letterhead with a street address (not a PO Box number), contact person with telephone number, email address and the number of active organization members. It should be signed by the Post Commander, Adjutant or Quartermaster. State the number of rifles

desired up to a maximum of 15. The request is endorsed by National Headquarters stating that the post is chartered and in good standing and eligible to participate in the ceremonial rifle program, then forwarded to U.S. Army TACOM, 6501 East 11 Mile Road, ATTN: AMTA-LCL-IFD, MS:419D, Detroit Arsenal, MI 48397-5000 for processing. An email address is: usarmy.detroit.tacom.mbx.ilsc-donations@mail.mil. The ADPO may be reached by calling (586) 282-9861. You are required to leave one voice mail message. Due to the high volume of inquiries, allow 30 days for a response. Email requests cannot be processed, as the signed original must be forwarded.

Once the ADPO receives the endorsed request, forwarded by the VFW National Headquarters, processing will begin and an eligibility package will be sent to the post. This package will include the checklist and forms required for completion by the Post Commander, Adjutant or Quartermaster. Return the original forms to the ADPO. Presently it takes approximately ninety days for rifles to be shipped after receipt of the eligibility requirements from the post.

Currently, M1 Garand rifles are available for ceremonial use on a conditional basis. These rifles are shipped from the Civilian Marksmanship Program. Normal Overnight FEDEX Ground delivery will be Monday through Friday between 9:00 am and 5:00 pm. **Ceremonial rifles remain the property of the United States Government. The rifles cannot be loaned, sold, transferred, or given to anyone else without the written approval of the ADPO.** If for any reason the post no longer requires the use of the conditionally loaned rifles, submit a written request to U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND, 6501 East 11 Mile Road, Attn: AMTA-LCL-IFD, MS:419D, Detroit Arsenal, MI 48397-5000. **NEVER** return any weapons to TACOM.

In most cases, the ADPO will request boxes and prepaid shipping labels to assist with the return of rifles. After the rifles are returned, provide a copy of the receipt to the ADPO for validation of the return. Upon request, they will send a letter to absolve the post of the responsibility/accountability for the returned rifles. All blank ammunition must be removed from rifles prior to returning.

If rifles are no longer in the possession of the post, it is a requirement to state what happened to them. Either a notarized statement signed by the commander describing the circumstances surrounding their loss and the action(s) taken to recover the rifles or a police and/or fire report is required. Send this information to the ADPO for review. After review, a determination is made as to the liability for the missing/lost/stolen rifles. The post will be notified if reimbursement costs are required. An inventory is required every three years from the date of issue or upon request. Care and maintenance of the conditionally loaned rifles is the responsibility of the post.

Slings are not provided through the ADPO. The post may order them from commercial resources. Two known sources are: Amherst Arms or Fulton Armory. Contact Amherst-Arms at 941-475-2020 or www.amherst-depot.com or Fulton Armory at 301-490-9485 or www.fulton-armory.com. The Army does not endorse any specific commercial source for rifle accoutrements.

STORAGE AND SECURITY OF CEREMONIAL RIFLES

Storage of the loaned ceremonial rifles is at the discretion of the post, as long as they comply with local/state/federal regulations. Organizations are to provide the storage location of the weapons by submitting a Certificate of Arms Storage form. If the location changes a new form must be resubmitted to the Army Donations Program Office (ADPO). This form must be completed and signed by the Commander, Adjutant or Quartermaster.

DAMAGED OR UNSERVICEABLE M1 RIFLES

If a ceremonial rifle is no longer functioning, the post is required to send the following information to the Army Donations Program Office (ADPO): Model, manufacturer, serial number and a description of the problem(s) with the rifle. Please note that rifles are not replaced for cosmetic reasons.

POLICY AND PROCEDURE FOR ACQUISITION OF COMBAT EQUIPMENT FOR DISPLAY AND MONUMENTAL PURPOSES

The Army Donations Program office (ADPO) may also conditionally provide obsolete or condemned Army combat equipment under the provisions of Public Law 100-456, Title 10 United States Code 2572. Equipment is for static display only and is not in working condition. This program does not have jeeps or vans for driving. Jeeps are no longer available to the public.

All requests for tanks, field artillery pieces, mortars, etc., should be directed to Adjutant General, VFW National Headquarters, 406 W. 34th St., Kansas City, MO 64111. This headquarters is only authorized to process requests from VFW posts. Requests are to be made on post letterhead and contain the following: post name and number, address (not a P.O. Box number), email address, name of contact person with telephone number and number of active organization members in the post. All requests must be signed by the Post Commander, Adjutant or Quartermaster.

Conditional donations of obsolete, condemned combat equipment for display are made at no expense to the government. The costs for **construction of a display site, limited demilitarization and removal of radiological material** (when applicable), release and transportation costs, must be paid by the requesting organization. (Do not prepare a pad until notified in writing by the ADPO.) Once the VFW National Headquarters receives the request for a piece of equipment, it will be verified that the post is chartered, in good standing and eligible to participate in the program. The request is forwarded to the ADPO at TACOM, Detroit Arsenal, Michigan. The VFW National Headquarters does not have any forms or information as to what is available. Once the ADPO receives the request, they prepare an official packet and sends it to the post. The post then reviews all rules, regulations, requirements, and can make a final decision if the equipment is still desired. Unfortunately, at this time, Army equipment is not readily obtainable for use as a conditional static donation. It is recommended your post submit the initial eligibility requirements to the ADPO to remain in an open status for a period of three years. If an asset does not become available within three years, the request is cancelled, and your post will have to reapply.

The post has the responsibility to maintain and display the Army asset in such a way that honors and upholds the image of the United States, our military forces and veterans. The post is required to submit an annual certificate and a photograph of the displayed item on the anniversary date of the conditional issue. In the event your organization no longer has a requirement to display the item, you are required to contact the ADPO for turn-in procedures. Posts are not authorized to loan, sell, transfer, move, abandon or give the asset to any other individual or organization.

TEST YOUR KNOWLEDGE

- 1) It is not necessary to notify TACOM when transferring rifles to another Post.
- True
 False
- 2) How often is it required to turn in the Ceremonial Rifle Inventory to TACOM?
- A. Every year from date of issue
B. Every ten years from date of issue
C. Every three years from date of issue
D. It is not necessary to send an inventory list
- 3) How much blank ammunition is distributed?
- A. As much as you need
B. Six boxes
C. Twelve boxes
D. Two boxes
- 4) Clips are also available through the Joint Munitions Command.
- True
 False
- 5) I can order military jeeps and/or vans to drive in parades.
- True
 False
- 6) Blank ammunition can be ordered for personal rifles.
- True
 False
- 7) What is the procedure if the rifles are no longer in the possession of the Post?
- A. There is no procedure
B. Contact the police/or fire dept. if required
C. Contact TACOM
D. B and C

ANSWER KEY

- 1) **False** - Ceremonial rifles remain the property of the United States Government. The rifles cannot be loaned, sold, transferred or given to anyone else without the written approval of the Army Donations Program office.
- 2) **C** – A triennial certification of ceremonial rifles is due every three years to TACOM from the date the rifles are issued. TACOM will provide the form(s) with instruction at the time of issuance. **Failure to update this form every three years can delay blank ammunition requests.** The same procedure applies to Posts reporting static display equipment only the form/certification and photograph is due every year.
- 3) **D** - .30 blank ammo (1,240 rounds) is sent in 2 metal cans in a wooden box with no shipping charges.
- 4) **True** - Clips are issued in multiples of 25 (100 is the maximum).
- 5) **False** - Equipment is for static display only and not in working condition. Jeeps are no longer available to the public.
- 6) **False** - Blank ammunition is authorized for use in the United States Army issued ceremonial weapons only.
- 7) **D** - If rifles are stolen or in a fire, get a report from the police/fire department and forward to TACOM with a notarized statement signed by the Commander describing the circumstances surrounding their loss. If rifles are lost, send the notarized statement signed by the Commander only.

DISTRICT COMMANDER: LEADERSHIP, DUTIES & RESPONSIBILITIES



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Introduction

Being a member of the VFW means being an agent of change.

But...

To be a leader within the VFW means connecting with those around you; inspiring them with a shared sense of mission; and through education and engagement, mobilizing them in order to accomplish a common goal. As Gen Stanley McChrystal put it,

“I was most reinforced by the understanding that where we were, the status quo was failing, and because it was failing I knew we had to change. But instead of trying to provide an exact path ahead, what I did was I tried to inform and engage the command by saying we have to move in this general direction- help me figure it out. As people did that, we refined the direction we were going, constantly shifting, and it made more people the agents of change.” (Leadership and Development Manual, vfw.org)

There is no one who can have a greater effect on the success or failure of the Posts in a District than the District Commander.

A successful District Commander is enthusiastic, dedicated, well-informed, available, and operates under the guise of 3 motivational elements [The puzzle of motivation, Dan Pink]:

1. **Purpose**: *“A yearning to do what you do in service of something larger than yourself.”* Motivate Posts and their Commanders by helping them define the VFW’s mission in their own words, and in doing so giving them ownership over their mission.
2. **Autonomy**: *“The urge to direct our own lives.”* Motivate Posts and their Commanders by giving them the ability and freedom to accomplish their mission in their own way.
3. **Mastery**: *“The desire to get better and better at something that matters.”* Motivate Posts and their Commanders by encouraging them to get better at accomplishing their mission with engaging and useful Schools of Instruction and educational training.

History of Districts

During the early years of the Veterans of Foreign Wars, Posts were directly responsible to the National Organization. The first mention of a “Department” appears in the National Bylaws following the 1920 National Encampment (National Convention).

Districts appear to have come into existence in an evolutionary process, probably because of the need for an intermediate body between the Post and the Department. The first mention of “Districts” appears in the 1931 Bylaws which provided that District representatives on the Department Council of Administration be elected at the Department Encampment. Districts finally gained a section of their own in the Bylaws following the 1938 National Encampment but were denied any legislative or taxing power. It was only with the complete revision of Bylaws in 1948 that Districts gained full recognition under a special article devoted only to that subject. The Department holds Jurisdiction over Districts and determines its boundaries; however, the Commander-in-Chief issues District Charters.

Districts popularity probably stems from the flexibility of their boundaries to meet specific conditions, plus the fact that the National Bylaws grant them representation on the Department Council of Administration.

Districts have earned a very definite place in the VFW structure. Their size is such as to permit direct supervision of Posts within their jurisdiction. Not the least of their value is the pride, loyalty and comradeship developed among the Posts within their boundaries. Anyone who has attempted to re-district a Department knows of the fierce loyalties of a Post to its District.

Stay Educated and Informed

In order to be able to educate the Posts within the District you must utilize the resources available to stay educated and informed. The following list of VFW resources is not all encompassing, but it's a good start.

- Commander-In-Chief General Orders, National Headquarters Bulletin
- VFW.org and VFW Training and Support
 - The Training and Support section contains a wealth of knowledge and training materials to help you and assist you in Schools of Instruction.
- Department Training Programs
- Department Publications
- Department, District, and Post Bylaws
 - You should know the Department and District Bylaws, and be able to reference each Post's Bylaws within the District.
- VFW Podium Edition (Congressional Charter, Bylaws, Manual of Procedure, and Ritual)
 - The governing rules of our order. Advanced knowledge is imperative in answering questions and, when properly engaged, settling disputes.
- Robert's Rules of Order Newly Revised (RONR)
 - Any procedural matter not covered in the National Bylaws and Manual of Procedure shall be governed by RONR. This manual will aid you in running meetings and, when properly engaged, settling disputes.
- VFW Magazine and National Publications (Checkpoint, Action Corps)

Duties and Obligations

The National Bylaws and Manual of Procedure address the duties and obligations of the District Commander, but in practice of course the District Commander has a great deal of responsibility beyond what is listed in the Manual of Procedure.

The District Commander who properly performs all the duties assigned to him/her is the busiest person in the VFW. In addition to representing their District on the Department Council of Administration, they are expected to maintain constant contact with their Posts, promote the programs of the VFW, help coordinate efforts of the Posts, create enthusiasm, mediate Post squabbles, instruct and advise Post Officers, assist struggling Posts, and organize new Posts. They must also plan and conduct District meetings, organize District functions, carry out membership drives, and keep the Department informed of what they are doing.

All this must be done without permanent office, without a paid staff and, in most cases, without an adequate allowance for expenses.

Only through proper planning and organization, through full use of your subordinate elected and appointed officers, and through a thorough understanding of the rules, regulations and programs of the Veterans of Foreign Wars, can you achieve the goals you have set for yourself as District Commander.

Appointments

Each of your appointments should be carefully considered and based on an individual's qualifications and ability to do the job. Of all of your appointments, the most important is your Adjutant, Chief of Staff, Inspector, and Service Officer.

Your wisdom in selecting an Adjutant can directly affect your accomplishments. His/Her value extends far beyond their ability to record the minutes of District meetings. The Adjutant can aid you with your correspondence, help you arrange your travels, advise you on procedures, plan and arrange your meetings and functions, and provide you with invaluable feedback when you need it.

A Chief of Staff should be a respected Past District or Department Officer with a sharp eye and keen judgement. You can't be everywhere at once, so it is important that you have an available Chief of Staff who can represent you and handle problems in a firm but professional manner.

Inspectors are more than data collectors, they are observers and educators. They are not enforcers, but informed guides who are good listeners and great teachers. An active and engaged Inspector can help you recognize Post issues and identify solutions.

District Service Officers should be well-versed in veteran's resources available in the District and impart that knowledge to Post Service Officers. The Department Service Officer is the only accredited Service Officer who has the training to help veterans file their claims; District and Post Service Officers exist to provide resource information and direct veterans with VA claims issues to the Department Service Officer.

You should appoint a Committee Chairman to match each Department Committee. Each District Chairman will be expected to work with the Department Chairman in the promotion and advancement of their particular activity. This should include, but is not necessarily limited to, "Buddy"® Poppy, Employment, Student Veteran Liaison, Community Activities, Legislative, Membership, National Home, and Youth Activities.

Preparing for District Meetings

Meetings serve a very useful purpose in creating enthusiasm, exchanging ideas, instructing Post Officers in their duties, and familiarizing members with the programs of the VFW.

To accomplish its purpose, a District meeting must be well planned and well carried out. The following reminders may help you in doing so:

1. Set the time, place and date at a previous District meeting. Posts wishing to host the meeting should be required to be present at the previous meeting to confirm their invitation and must be able to assure the members that proper facilities are available and that proper arrangements will be made.
2. If the Auxiliary meets at the same time, notify the President immediately of the decision.
3. Notify the Department Adjutant of your meeting schedule.
4. Notify, by letter, all District Officers and all Post Commanders of the time, place and date of the next meeting.
5. Make certain that District colors, the Bible, flag, gavel, etc. are present at the meeting.
6. Inform your officers of the part they are to play in the program.
7. Any invited guests should be informed of the time which will be allotted to them. Any guests who ask to appear must provide you in advance with an outline of their purpose in appearing.
8. If a Department representative is assigned, discuss their appearance in advance, and tell them what is expected.
9. Obtain all possible information concerning the progress of the Posts from Department Headquarters in advance.
10. Make up your meeting schedule in advance, making note of any particular business to come before the meeting. There is no reason why you cannot have someone primed to make necessary motions.
11. Be prepared to recognize the success of Posts or individuals performing to a higher standard.

Running a District Meeting

The order of business of a District Convention or meeting is outlined in Section 1003 of the National Manual of Procedure. This should be used as a guide but is flexible. You will probably have a Department representative who must be scheduled on the program and worked in somewhere. Don't make them wait until just before the closing ceremonies. You may want to take some action based upon their statements.

Open the meeting on time and keep it moving. If you open the meeting half an hour late, the members will be that much later at the next meeting. Don't let discussions get out of hand. If a matter is brought up which has no place in the meeting, cut off the discussion. Individual Post problems generally have no place on the District floor; these problems are best solved in a private setting rather than open to the opinions of the entire District.

Proper procedure in conducting a District meeting is essential. You are setting an example for the Posts and you cannot expect them to operate any better than you do yourself. Familiarize yourself with parliamentary procedure and with the Bylaws, Manual of Procedure and Ritual of the VFW. The appointment of a well-qualified member as a parliamentarian can help you, but remember that you are running the meeting.

Power & Authority

The National Bylaws charge the District Commander to “enforce strict observance of the laws and usages of this organization,” but this does not mean you should insert yourself into every Post squabble. It does mean you should watch, listen, and be aware of Post conflicts and ready to provide guidance when asked.

When properly engaged in an appeal (Section 109), the District Commander shall investigate the matter and make a determination; otherwise, questions of discipline are not channeled through the District Commander but are handled directly between the Post and the Department.

In order to be properly engaged, the appeal must be submitted by the aggrieved member, must be in writing, must contain the four criteria as outlined in Section 109 of the Manual of Procedure, and must be submitted within thirty (30) days of the appealed action. Your determination on the appeal may be appealed to the next higher authority.

The District Commander should keep the Department Commander aware of matters concerning Posts within their jurisdiction. Quite often, the Department Commander will authorize the District Commander to take actions in his/her behalf. This should be done in writing by Special Order.

The District Commander cannot suspend the charter of a Post nor can he/she authorize the consolidation of a Post or the revocation of its charter. They can, however, make recommendations and should consult the Department Commander when such actions are contemplated.

Working with Posts

Personal contact with your Posts is crucial to keep Posts motivated, clear up misunderstandings, and build trust between Post and District Officers. As District Commander, you should know every Post Commander by their first name and they should be willing and able to come to you for feedback and advice.

A good way to establish contact is by organizing District events that encourage Posts to work with one another. Organizing District membership drives, stand downs, community service events, and fundraising efforts for District Programs are great ways to build camaraderie while displaying the VFW's value to the community.

There's no better way to show that you care like grabbing another District Officer and dropping in on a Post's event to lend a hand. Utilize District Officers, Chairmen, and Past Officers to help Posts with their own membership drives and programs as this encourages participation and helps create an active District.

Hold schools of instruction for Post Officers. If they don't come to the schools, bring the schools to them. Make sure the officers understand their duties and responsibilities. Once they know what they are

to do and how to do it they will become more active. Encourage the Posts and their officers through activity, engagement, and a shared sense of mission.

Post Problems

Even active good Posts develop problems. Sometimes these are such that the Post itself cannot solve them without outside help. Factional disagreements can get out of hand and involve even those members who take no side with either group. A little diplomacy can work wonders, if it is applied before the breach becomes too wide.

Post inspections are the best means of finding out what is going on in a Post. Copies of inspection reports are being provided to District. When you receive your copy of the reports, study them carefully, check any discrepancy, and follow them up to be sure that corrective action has been taken where necessary.

“Post Inspections are on-site interviews between the Inspector and Post leadership where the Inspector acts as an advisor to ensure the Post is operating pursuant to the provisions of the VFW Bylaws and that the Post operates for the purposes defined in our congressional charter. By collecting data, assessing operations, and lending best practices, the Inspector acts as a diligent instructor who imparts knowledge and guidance of Post operations. After inspection, the Inspector brings their findings and recommendations to their Leadership’s attention in order to create a standard for the Post and to ensure a strong foundation for the future.” (Inspector Phase I Trainer Guide, vfw.org)

Such things as illegal operations of Clubs, issuance of social cards to non-members, gambling in Post Clubrooms, etc., are not to be tolerated. Report illegal activities when seen before they get out of hand.

After addressing any issue, it is important to submit a detailed report to your leadership for review. Make sure you follow-up with Post to ensure deficiencies have been addressed in a timely manner.

Post Development

You are in the best position of anyone to know where a new Post can be put in. Keep the Department informed of your intentions and your progress. Contact the Department or National Headquarters for materials.

Don’t hesitate to organize a new Post just because a Post in a neighboring area objects. The extra interest engendered by a new Post will help them, not hurt them.

The institution of a new Post should be as big an event in the District as a new baby in your own family. They Commanders of other Posts should be invited to bring a delegation to the institution. In some Districts, it is customary for each existing Post to present the new Post with a cash donation at the institution. What better way to welcome the new Post into the family?

Don't let a new Post die on the vine. Have someone at each meeting for at least the first six months. Encourage the Post to take an active part in District affairs and make it feel that it belongs. Support this effort even after you leave office and encourage other officers and Past Officers to do the same.

Department Council of Administration

The District Commander serves in a dual capacity. In addition to their other responsibilities, they serve as a member of the Department Council of Administration and, as such, is a high ranking officer of the Department. When they appear at a Post meeting they represent the Department as well as the District. They are expected to uphold the actions of the Department and promote its programs.

The Department Council of Administration is in charge of the working interests of the Department between Conventions. It sets the budget, fixes salaries of the Department employees, audits accounts and disposes of the property of defunct Posts. As a member of the Council, you have a responsibility to the entire Department, not just the District. It is extremely important, therefore, that you be full acquainted with all the workings of the Department – particularly its financial structure.

VFW Training & Support (vfw.org)

The Veterans of Foreign Wars prides itself on the many volunteers who strive to further the purpose of our organization: our success as an organization depends on members like you. It is important that the member Posts of every District take steps to become educated leaders. The first step in developing leaders within our organization is ensuring that training is being received down to the lowest level. VFW Training & Support behind the member login at vfw.org was created to provide resources for training and education. It is up to you not only to access these resources, but utilize them to help create educated leaders within each Post in the District.

13 Steps to Success

For most of us, becoming District Commander took years of preparation by moving up through the chairs of a Post and then the District while chairing certain Committees, but that doesn't mean once you assume District Commander you automatically know what to do.

As a good Commander you must:

1. Remember your role as a leader, mentor, educator, and promoter of the VFW's mission and its programs.

Remember that the future Department and National leaders are coming from your ranks. Conduct your affairs just as though you are educating and mentoring the next Commander-in-Chief.

2. Realize that each Post is different and will often have very different ways of accomplishing our mission; and your role in helping a Post is to provide it with the education and resources to solve its problems and realize its own success.
3. Stay educated and informed so you can educate the Posts within the District.
4. Appoint a Chairman for every VFW program based on their personality and their ability to do the job rather than because you like them.

Make sure each Chairman, like each Post, has the resources and motivation to be successful. A Chairman must know the program, be interested in it, promote it actively, and be able to sell it to others. If the Chairman isn't willing or isn't able to do the job, remove them and appoint a new one.

5. Use your District Officers and delegate responsibility. You can't do everything yourself, which is why it is important to ensure everyone on your team knows their role, is educated, and realizes they are vital to the team's success.
6. Keep in constant contact with each Posts through regular emails, bulletins, telephone calls, personal notes and visits.

Know every Post Commander by first name and familiarize yourself with their interests and backgrounds. Make certain that Posts conduct regular audits, hold regular meetings, conduct membership drives, order and distribute Buddy Poppies, and carry out the VFW's mission and its programs.

7. Visit each Post at least once. There is no substitute for personal contact. The District Commander should be the first person the Post Commander thinks of when help or advice is needed.

The best way to let a Post and its members know that the District cares about their success is by visiting them at a community service event or helping them with a Post function.

8. Ensure District meetings are well planned and well conducted.

A meeting must be interesting and educational or you won't have attendance at the next one. Here is where Post Officers get their direct information and their inspiration. In many cases, these will be the only higher level meetings some of the Post Officers and members will attend during the year. The impression they receive here will determine their attitude toward the entire organization.

9. Schedule and hold Schools of Instruction, whether they are in connection with a regular District meeting or standalone instruction in local areas within the District. If the Posts won't come to you, bring the Schools of Instruction to them. Send out notices well in advance and call the Post Commander ahead of time to remind him/her to be present.

The first step in developing leaders within our organization is ensuring that training is being received down to the lowest level. This means also providing specific training for program Chairmen, Trustees, and even for active leaders in the Post who may not hold an office.

10. Identify, instruct, and educate struggling Posts. Show a concern for their problems, assign a junior or respected past officer to help with their membership drives and program initiatives, suggest programs and methods of carrying them out, encourage other Posts to help their neighbors.

Identifying struggling Posts and knowing where each one struggles is important because they will need much of your attention. Personalized instruction that give guidance on a Post's weak areas are imperative to helping it correct its deficiencies.

11. Organize new Posts or help revitalize an older one with new members. Every District has some areas where the VFW is not represented. New Posts and new members bring new and innovative ways of thinking and energy to our organization.

New Posts increase the diversity of your network, foster new ideas, and can energize a District. New Posts can shift the paradigm and introduce a new model of doing things. New Posts can change the culture of your District.

12. Work with the Auxiliary. An active Auxiliary is great help for a Buddy Poppy drive, Community Activities, Voice of Democracy and many other programs. Treat them as partners – not subordinates.
13. Know your role as a member of the Department Council of Administration.

Among other duties, you are responsible for administering the affairs and transacting the business of the Department between Department Conventions. (Section 522, National Bylaws)

Here are some things you shouldn't do:

1. Don't knock the National Organization, Department, or Past District Officers. You can't keep respect for the District if you make the members feel that the rest of the VFW is bad.

The best way to discourage people within the organization is by telling them their leaders are no good and don't care about them. As District Commander, your main role is as motivator, educator, and mentor – inspire great leaders by being one.

2. Don't embarrass Post Officers. Respect them as you would want to be respected.

Great District Commanders are polite but firm: part of being a leader is having thick skin, patience, and understanding when dealing with difficult people. Be professional, be polite, have character, but speak up and be firm.

3. Don't be afraid to admit you don't know something.

It's okay to say, "I don't know, but I'll find out and get back to you." In fact, people will respect you for it. The District Commander isn't expected to know everything, but they are expected to have the tools and knowledge to find the answer and the character to follow-up.

4. Don't get discouraged.

District Commander is one of the toughest positions in the VFW. The job requires a great amount of knowledge, but even a greater amount of patience and determination. If you get stuck, ask a former District Commander for assistance – you should be able to lean on past District leaders for help.

Conclusion

“Leaders are people who hold a position of power: those who lead inspire. We follow those who lead not because we have to, but because we want to.” – Simon Sinek

As stated in the introduction, leadership is primarily the ability to get people to work together to accomplish a common goal. A good leader must create enthusiasm, provide direction, and encourage initiative. He/She must be able to set goals, plan their accomplishments, and obtain the cooperation of others to achieve them.

Your role as a mentor, educator, and promoter of the VFW’s mission and its programs doesn’t begin and end with Posts. A successful District Commander embraces this role, but a successful District has a Commander who educates and inspires each District officer and Chairman to do the same.

As District Commander, you represent the VFW in the District. The entire organization is judged by your actions, your appearance, and your personality. Likewise, your own membership will be inspired or turned off by the image you convey. It is very important that your personal conduct be above reproach.

Realize that each Post is different, but also realize that each one of the District officers and Chairmen is different as well. You must also provide them with the education and resources to realize their own success. To do this, you must constantly keep yourself educated by utilizing the tools and resources available to you through vfw.org and the Department.

You will be able to better assist the Posts in your District if you make yourself available. Emails, bulletins, and telephone calls are great, but nothing beats personal visits. Before you or another District officer visits a Post, you should educate yourself on their successes and shortcomings; be prepared to congratulate their success and give constructive feedback to help them going forward.

The better you know your District the more likely you will be able to spot communities that are ripe for a new Post. New Posts increase the diversity of your network, foster new ideas, and can energize a District. Your role as their mentor shouldn’t end once your term of office is over.

Plan your travels. Whenever possible, let a Post know when you are coming. Make full use of your subordinate officers. Coordinate their travels with yours. It is inexcusable to have three District Officers at one Post and none at another.

Know your people. Take an interest in their activities. Give credit where it is due. If someone needs a reprimand, do it privately. Don’t embarrass anyone in public. You are working with volunteers. Even if you disagree with their actions or beliefs, give them credit for sincerity. You will get better results with persuasion rather than with coercion. Don’t win an argument at the expense of losing a volunteer.

Finally, your role as Council Member is vital in keeping the Department leadership honest and transparent. Do not take this role lightly; especially, when it comes to the Department’s finances.

Review

Utilize the reading and your experience to answer the following questions. Multiple choice questions have one correct answer.

1. What problems does our organization currently face and how are these problems alleviated by displaying you care about a Post's and its members' success?

2. You should appoint an Officer/Chairman because...
 - a. You cannot find anyone else to do the job.
 - b. They are motivated, informed, and engaged.
 - c. They are your good friend.
 - d. You promised them an appointment.
3. How do you handle difficult and disruptive people?
 - a. Yelling and screaming at them until they're quiet.
 - b. Threatening them, their position, or their Post.
 - c. Politely and professionally speaking to them in a firm manner.
 - d. Cursing them behind their backs with other people.
4. How do you motivate Post Officers and their members?
 - a. Make yourself available as a mentor and educator.
 - b. Be prepared to praise success and provide feedback.
 - c. Remind them of the purpose of our organization.
 - d. Give them the autonomy to accomplish their goals.
 - e. All the above.
5. What are your duties on the Department Council of Administration?
 - a. Approve an annual budget for the Department.
 - b. Assist in Department audits.
 - c. Transact business between Department Conventions.
 - d. All of the above.

- 6. The Department Council of Administration ensures the Department...
 - a. Maintains its fiduciary responsibilities and remains transparent.
 - b. Approves Department Officer compensation.
 - c. Votes to fill elective Department Officer vacancies.
 - d. Makes disposition of all properties in accordance with Sections 210 and 410.
 - e. All of the above.

7. List three things you should do before visiting a Post.

- i. _____
- ii. _____
- iii. _____

8. What are some ways you can establish contact with Posts and encourage their involvement?

9. List three reminders to help you prepare for a District meeting.

- i. _____
- ii. _____
- iii. _____

10. In your own words, what is the District Commander's role?

Thank you for serving our country and thank you for continuing to serve your brothers and sisters through the VFW.

2021 - 2022 TRUSTEE'S GUIDE



June 2021

Dear Post Trustee,

Thank you for taking on the role of Post Trustee. The importance of your role should not be overlooked as your position ensures the Post maintains its fiduciary responsibility to its donors, members, and the community it serves. Lack of Post Trustee oversight could result in a tarnished reputation for your Post and the Veterans of Foreign Wars of the United States, so it is important that you remain both knowledgeable and engaged.

Whether you are new to the job or have done it before, there is always something you can learn. This guide was created to assist you – no matter what your current level of knowledge and experience may be. This guide is a training tool to educate and assist you in your role.

The enclosed guide is periodically updated. You can find the latest version, as well as other valuable resources, at www.vfw.org by logging in as a member (Login – top bar, right side), and going to “Member/Post Resources – VFW Training & Support.”

Other important resources include the Bylaws, Manual of Procedure, and Ritual. In particular, the Manual of Procedure, Sec 218 (a) (11) outlines the responsibilities of the Post Trustee. Learn these well. Each Post is required to maintain a current copy of the Bylaws, Manual of Procedure, and Ritual; current copies are available for purchase from the VFW Store at www.vfwstore.org.

We are here to support you. If you have questions and are unable to find answers with your District or Department, call us at 833.VFW.VETS. Explain to the operator what you need, and they will transfer you to the correct person to answer your questions.

Thank you for taking on this responsibility. It may be challenging at times, but it can also be very rewarding. We wish you well!

Kevin C. Jones
Adjutant General

Debra L. Anderson
Quartermaster General

P.S. Have a suggestion to how we can improve the Trustee’s Guide? We want to hear from you! Send an email to info@vfw.org, subject line “Feedback on Trustee’s Guide,” with your comments. We are always looking to improve on what we do.

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Introduction

The Post Trustee is an elected auditor – a person tasked to routinely examine accounts and accounting records, compare the charges with the vouchers, verify balance sheets and income items, and state the result in order to ensure that all disbursements are in line with the Bylaws and that all disbursements have been made with prior approval of the Post. Trustees play a vital role in ensuring the funds of the Post are audited and accounted for accordingly.

Post Trustees are primarily the *watchdogs* of the Post funds. They make certain no one has their fingers in the till and the assets of the Post are safeguarded and protected.

Equally important should be the prevention of fraud. Where funds are guarded carelessly or poor record keeping is in place, the Trustee should call attention to this and make every effort to correct it. The Trustees' duties extend to all operations of the Post: their audits must cover all activities, including the club rooms, the bar, bingo, or any other source of income or financial transactions.

Post Trustees

- Serve a three-year term.
- Cannot serve on any committee that handles Post funds.
- Exist to hold all parties handling funds accountable.
- Report all audit findings to the Post membership.

Trustees Audits MUST

- Be completed every quarter.
- Extend to every operation of the Post.
- Highlight irregular banking practices.
- Be reported to the Post membership with any found discrepancies.

Trustees Scope

The Trustees do not have any authority over the management of the Post home, nor is property held in their name in an incorporated Post. They cannot serve on any committee having to do with the handling of Post funds, and cannot therefore serve as members of the House Committee, bingo committee, etc. There is nothing to keep a Trustee from serving as a volunteer worker or in an appointive capacity where Post funds are not handled.

They are elected to three-year terms to make certain that they do not all represent one "clique" which might happen to gain control for one year.

Use of Paid Accountants

Many Posts employ a private firm of accountants for the purpose of an audit. This is to be encouraged rather than discouraged as an audit by a certified public accountant will usually pay for itself in the improvements which will result. In these cases, the auditor reports to the Trustees and the Trustees make certain that the audit is conducted correctly.

Regardless of the size of the Post, a quarterly audit is mandatory. Failure to conduct one may result in the cancellation of the Post Quartermaster bond and will take away all voting privileges at Conventions. If the Trustees do not function in a proper manner, the Commander may deem it an emergency situation and appoint an auditing committee on their own initiative.

If You See Something, Say Something!

The purpose of the audit is twofold. It will reveal a shortage before it gets too large, and is the most successful preventative of fraud. Remember, when conducting an audit, you are an independent reviewer and nobody's friend! Review all transactions with suspicion and give no one the benefit of the doubt. You can be friends again later, but right now you believe only what can be proven.

Report It!

If the books are not kept in an efficient manner; if they cannot be audited because of lack of records; or if you find definite discrepancies, report it to the Post. Don't just sit back and refuse to sign the audit. ***If the Post fails to act in order to correct deficiencies, immediately inform the Department for further guidance.***

Remember - the Trustees do not tell the Post or the Quartermaster how to run their business, they just make certain that everything is on the up-and-up.

A number of dishonest Post Quartermasters tried these angles:

1. Deposited only a portion of the proceeds of special events.
2. Made check stubs payable to someone else and the checks to himself/herself.
3. Secured a personal loan with a Post check.
4. Made up fake bank statements.
5. Staged a fake break-in.
6. Collected membership dues or cash for a raffle but did not turn them in.
7. Cashed Post bonds and pocketed the money.
8. Paid their personal credit cards with the Post's funds.
9. Paid personal expenses with the Post checking account or credit card.

Some items that should be spot-checked in the audit include:

1. Balance the monthly books to check accuracy.
2. Reconcile the books with the bank statement(s).
3. Count the cash on hand.
4. Actually view and count bonds and other investments.
5. Compare the cancelled checks with:
 - a. Check stubs.
 - b. Cash book entries.
 - c. Bank statements.
 - d. Vouchers and bills.
6. Confirm the bank balance with the bank.
7. Check payments for unusual items against Adjutant minutes to determine authority for payment.
8. Check official receipts against book entries.
9. Check stubs of membership receipts against total membership as shown by

books and by Quartermaster's copy of dues transmittals.

10. Where committees have handled special events, determine just how much money was turned in and check it against entries.
11. Watch very closely any bills paid by cash, or income not covered by receipts.
12. Review all disbursements a Quartermaster makes to himself/herself.
13. Identify general ledger accounts with substantial changes in value since the last review was performed and investigate.
14. Review payroll to ensure employees are paid the appropriate salary for the actual hours worked.
15. If applicable, review all expenses charged to Post debit/credit cards.

Watch for the following danger signals between audits:

1. Stalling in getting books ready for audit.
2. Slowness in paying bills of the Post.
3. Delay in making deposits.
4. Large amounts carried as "cash on hand."
5. Checks made out to others than the person to whom indebted.
6. Checks made out to others than payee.
7. Complaints by members of non-receipt of the *VFW* magazine or other publication.
8. Checks which have not cleared the bank at the time of the audit.
9. Lifestyle changes of the Post Quartermaster.
10. An honest person can slip if they need the money badly enough. A sudden air of prosperity is sometimes an indication of dishonesty.

It is up to the Trustees and the Commander to check on the honesty of any person handling Post funds. YOU do the checking and YOU form your conclusions and act accordingly. Do not convey your suspicions to others until you are certain. Do nothing which may hurt the reputation of an innocent person. Do not cover up for anyone.

Club Funds

Clubs are specialized businesses and require more specific safeguards than Posts which do not have clubs. Besides the mere question of honesty, problems of management, governmental regulations, state law, etc., must be considered with additional opportunity as club managers/workers have thought up new angles to steal funds.

Some peculiarities include:

1. Padded inventory of liquor on hand.
2. Bad or fictitious checks carried as "cash on hand."
3. Leakage of petty cash.
4. Padded payrolls.
5. Bootlegging on the side.
6. Kickbacks from suppliers.
7. Gambling operations on the side.

A complete audit of club operations and standard items listed under Post audits must be accomplished with the aid of the following information:

1. A regular monthly inventory of stock (taken by the House Committee).
2. Dated cash register tapes for each day.
3. A day sheet on bar sales for each day.
4. Check stubs, cancelled checks and bank statements.
5. Receipts for all bills paid by cash.
6. Records of all stock purchases.
7. Accounting of income from all non-bar sources.
8. Completed federal and state payroll tax forms.
9. Payroll records.
10. All licenses and permits required.
11. All bills and vouchers.
12. A list of unpaid bills.
13. Any other records found to be necessary. In completing the audit:
 - a. Compute gross profit by comparing gross sales with cost of merchandise sold. If this varies more than a few percent from month to month, find out why.
 - b. Check all payments and income in the same manner as for Post audits.

- c. Check the accuracy of the inventory.
- d. Insist on seeing any bad checks, and then check them out.
- e. Check cash register tape against recorded daily receipts. Don't expect them to always be exactly the same.
- f. Check that proper amounts of state, federal and Social Security withholding taxes are deducted from employees' salaries and that it is turned in on proper forms at the proper time. Don't permit employees to be paid without proper deductions.
- g. Determine that all necessary licenses and permits are taken out.
- h. Check the income from cigarette machines, jukeboxes, etc., with similar receipts from similar businesses. There's a lot of room for leakage here.
- i. Make certain that the Post is adequately insured.
- j. Check with liquor and beer distributors to determine that all current bills are paid.

Remember that a club manager is in a bad spot. Everyone is suspicious of him/her because he/she does handle quite a bit of cash that is not their own. The best favor you can do them is CHECK EVERYTHING and do it regularly. His/her best protection is the general knowledge that he/she is being watched.

On the other hand, there are again a few danger signals to watch for, both from the standpoint of their honesty and the way they are running the club:

1. An exceptionally large inventory may mean that it is padded to account for missing funds. Make sure that what is carried as liquor is liquor.
2. An exceptionally large number of bad checks may mean that they are fakes to cover a shortage of cash.
3. Cash register tapes that always equal the amount they are supposed to show either means an impossibly accurate bartender or a little juggling to make them come out equal.
4. Watch for large variations in the gross profit each month.
5. Talk to the local police officers to find if they have had complaints of being open after hours, sale of liquor by the bottle, gambling on the premises, etc. They will be the first persons to know of any irregularities.

For the protection of the Post, the club manager and other employees handling funds should be bonded. Employee theft or dishonesty insurance may add

additional protection; however, it is not a substitute for a Post Quartermaster bond as required by VFW National Bylaws.

Trustees' Report of Audit Form

It is the responsibility of the Trustees to ensure the Trustees' Report of Audit form is properly completed. The top of the form identifies the Post, its location and the quarter being audited. Below is an explanation of each block:

- #1-8 **FUNDS:** Listed are those funds most likely to be carried by a VFW Post, District or County Council. Any special funds may be added in the blank spaces. A "fund" is an account which normally has both income and expenditures. In most cases, just about all of your miscellaneous expenditures (community service, youth activities, expenses, etc.) are chargeable to your general fund and most miscellaneous income (proceeds from fundraising activities, dues, etc.) are credited to your general fund.
- #9 **NET CASH BALANCES AT BEGINNING OF QUARTER:** The figures in this column are obtained from different funds as listed in your ledger. The individual items in this column as well as the total at the bottom of the column should be the same as the ending balances of the previous quarter.
- #10 **RECEIPTS DURING QUARTER:** The figures in this column are obtained by adding the amount shown in your ledger for the three months. This should include items transferred into a fund from another fund during the quarter.
- #11 **EXPENDITURES DURING QUARTER:** The figures in this column are obtained by adding the expenditures for each month. Include items transferred out of another fund during the quarter.
- #12 **NET CASH BALANCE AT END OF QUARTER:** The figures in this column are obtained by adding items 9 & 10 and subtracting items 11.
- #13 **TOTALS:** The figures in this line are obtained by adding the totals of items 9 & 10 and subtracting item 11 – you should arrive at the same by adding item 14.
- #14 **TOTALS:** Total should equal item 9 plus item 10 minus item 11.

#15 **OPERATIONS:** Answer questions as applicable.

#16 **RECONCILIATION OF CASH & INVESTMENTS:**

Ending Balance Per Bank Statement	Enter ending balance shown on bank statement.
Less: Outstanding Checks	Total checks written on or before the date of the bank statement that are not on the bank statement.
Plus: Deposits in Transit	Total deposits made on or before the date of the bank statement that are not on the bank statement.
Account Balance	Subtract outstanding checks and add deposits in transit from the ending balance per the bank statement. This should agree with the balance in your checkbook/ledger.
Savings Account Balance	Enter balances of any savings accounts.
Cash on Hand	Amount of money on hand that has not been included in "Outstanding Deposits" above.
Total Cash	Add all amounts in this column.
Bonds and Other Investments	Enter cost value of bonds and other investments.
Total Cash and Other Investments	Add Bonds & Other Investments line to Total Cash line. This figure should be the same as the amount in Box 14.

#17 **TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT:**

Enter the date the audit is prepared, the Post name and number and the quarter for which the audit is prepared.

The Post Commander and Trustees must sign the audit prior to submittal to the Department.

Enter the name of the Post Quartermaster, the name of the bonding company, the amount of the bond and the expiration date of the bond.

Remember, it is the duty of the Post Trustees to conduct the quarterly audits. It is the duty of the Commander to see that audits are made.

The completed form, with the signature of the Post Trustees to attest to its accuracy, together with the signature of the Post Commander, should be forwarded to the Department Quartermaster. The Post Trustees should also sign the General Ledger at the ending point of the current audit period.

Trustees' Report of Audit Example

Reviewing the training material titled "Quartermaster Guide to Financial Reporting" located in the VFW's Training & Support section of vfw.org can provide valuable insight to the "Uniform System of Post Records/Accounts."

If you do not understand your duties as a Post Trustee, ask for assistance from other Trustees or see if your District or Department offer specialized training or schools of instruction.

The following is an example of a properly completed Trustees' Report of Audit form:



TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of 14001
 (District/County Council/Post No.)
 Department of XX for the Fiscal Quarter ending June 30, 20 XX

FISCAL QUARTERS: Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct. 1 to Dec. 31

FUNDS:	Net Cash Balances at Beginning of 9. Quarter		Receipts During Quarter 10.		Expenditures During Quarter 11.		Net Cash Balances at End of Quarter 12.	
1. National and Department Dues (Per Capita Tax)	\$	00	\$	558 00	\$	558 00	\$	00
2. Admission or Application Fees (Department)		00		00		00		00
3. Post General Fund		1341 32		3828 16		2416 42		2753 06
4. Post Relief Fund (Poppy Profits, Donations, etc.)		134 89		2424 54		546 00		2013 43
5. Post Home or Building Fund (Including Savings but Not Real Estate)		710 00		555 00		125 46		1139 54
6. Post Canteen or Club Fund		4900 00		2863 41		1314 89		6448 52
7. Other								
Life Membership		00		265 00		265 00		00
8. Bonds and Investments Not Credited to Funds		20000 00		16 88		00		20016 88
13. TOTALS:	\$	27086 21	\$	10510 99	\$	5225 77	14. \$	32371 43

15. OPERATIONS	
Have required payroll deductions been made?	Yes
Have payments been made to the proper State and Federal agencies this quarter?	Yes
Have sales taxes been collected and paid?	Yes
Are club employees bonded?	Yes
Amount of outstanding bills	\$ 0
Value of Real Estate	\$ 250,000
Amount of liability insurance	\$ 1,000,000
Owed on Mortgages and Loans	\$ 0
Value of Personal Property	\$ 50,000
Amount of Property Insurance	\$ 300,000

16. RECONCILIATION OF CASH & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	\$ 12782.21
Less: Outstanding Checks	427.66
Plus: Deposits in Transit	0
Account Balance	12354.55
Other Checking Accounts (if applicable)	
Ending Balance Per Bank Statement	\$ 0
Less: Outstanding Checks	0
Plus: Deposits in Transit	0
Account Balance	0
Savings Account Balance	0
Cash on Hand	0
Total Cash	0
Bonds and Other Investments	20,016.88
Total Cash and Investments	\$ 32371.43

17. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date July 15, 20 XX

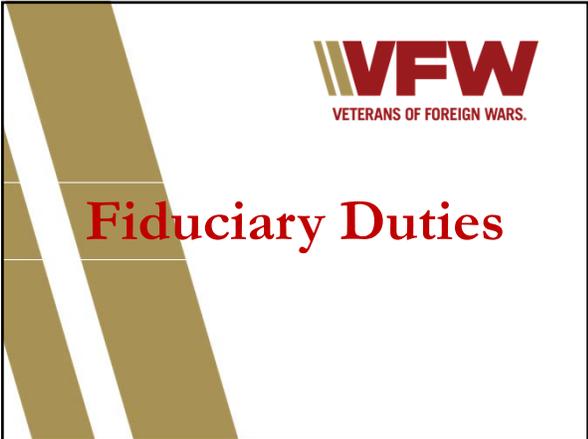
This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of 14001
 (District/County Council/Post No.)
 for the Fiscal Quarter ending June 30 in accordance of the National Bylaws and that this Report is a true and correct statement thereof 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 Joe Honest (Name) Signed Dottie Best Trustee
 Signed Sammy Ducan Trustee
Gordtown, USA (Address) Signed Adam Furst Trustee

This is to certify that the Office of the Quartermaster is bonded with ABC BONDING CO. in the amount of \$ 50,000 until September 30, 20 XX, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: Ken Price Commander

NOTE: Forward Original (Blue) Copy to your Department Quartermaster - See instructions on reverse side of both Yellow and Blue Copies.



Fiduciary Duties 

- The concepts of Fiduciary Duty is a requirement for those involved with a non-profit organization, such as the VFW.
- As VFW officers and members, you are a fiduciary and certain duties are imposed by law.

Fiduciary Duties 

- Fiduciary from the Latin fides – Faith – A fiduciary must always act in good faith in his/her relation to the organization.
- Officers and Members have an obligation to act primarily in the interest of the organization rather than personal interests or the interests of a particular constituency.
- Three Specific Duties: Care; Loyalty; Obedience (or Fidelity to Purpose).
- Comprise the legal doctrine of the Business Judgment Rule.

3


VETERANS OF FOREIGN WARS.

Business Judgment Rule

- Applies to the “business” of decision-making by nonprofit associations.
- Related to all three fiduciary duties.
- It is based on the presumption that in making a decision affecting the association, the members of the members have acted on an **informed basis, in good faith, and in the honest belief that the action taken was in the best interests of the association.**
- If all three aspects of this presumption are correct, any “business” decision made by the members is accorded a high degree of respect.


VETERANS OF FOREIGN WARS.

Duty of Care

- Duty to Exercise Due Diligence in managing the organization’s affairs.
- Three Elements:
 1. **Must act in Good Faith – Intellectual Honesty – Can’t ignore or hide important facts – Duty to Inquire.**
 2. **Must act with the same care that an ordinarily prudent person would use in a similar position under similar circumstances.**
 3. **Must act in what you reasonably believe is the organization’s interest.**

5


VETERANS OF FOREIGN WARS.

Practical Steps to Satisfy Duty of Care

- Retain Competent Help.
 - You don’t have to be an expert in everything, so rely on others.
- Rely on Management.
 - Get recommendations from HQ staff.
- Use Committees.
 - Allow committees to gather information and make recommendations.
- Create a Record of the decision-making process.
 - Detailed minutes of meetings can be helpful.
- Promote open debate and record dissent.
 - Let the minutes reflect dissenting views.

6


VETERANS OF FOREIGN WARS.

Duty of Loyalty

- Act with undivided loyalty to the organization and in the organization's interest rather than any personal interest or interest of some other person or organization.
- Prohibits Conflict of Interest.
- Absolute Duty to Disclose Financial Benefit from a transaction.
 - Sitting quietly and/or abstaining is not enough.**
- Best to avoid even the perception of impropriety.

7


VETERANS OF FOREIGN WARS.

Practical Steps to Satisfy Duty of Loyalty

- What's in it for me?
 - **Consider if you (or someone you know) will personally benefit from a decision.**
- Disclose potential conflicts of interest.
 - **Is your gain a loss to the organization?**
- Abstain from votes if there could be a conflict.
 - **If the conflict is strong enough to influence you, or may reasonably appear to look that way, abstain.**
- Seek counsel.
 - **Getting legal advice can be helpful and demonstrates good faith in resolving the conflict.**

8


VETERANS OF FOREIGN WARS.

Duty of Obedience

- An officer and all members have a duty to assure that the organization is operated:
 - **To fulfill its Mission.**
 - **In accordance with all federal & state laws.**
 - **In compliance with all VFW By Laws.**
- Duties are imposed individually and collectively and you can be held personally liable.

9

Practical Steps to Satisfy Duty of Obedience 

- **Review Charter and By-Laws.**
 - **Have a thorough understanding of our general purpose.**
- **Consider whether proposal is consistent with our Purpose.**
 - **The activity should be covered by at least one of the seven stated purposes in Title 36 USC § 230102. (VFW Congressional Charter)**
- **Annually Review Activities.**
 - **Each year, review activities for conformity with our mission and objectives.**

10

Fiduciary Duties Conclusion 

➤ **Common Sense Rule – In accepting a position of leadership we understand that:**

- **We must always be thinking about, and focusing on, priorities of the VFW, and not that of ourselves or another organization.**
- **We must represent the VFW in a favorable light.**
- **We must use good judgment in handling the VFW's business.**
- **We must act in the interests of the VFW as a whole and not our own self interests.**
- **We must follow the rules if we expect others to follow the rules.**

11



QUESTIONS?

CROSS OF MALTA AND LOGO USAGE



Cross of Malta



The Veterans of Foreign Wars of the United States adopted for its official seal, the Cross of Malta, which has a heritage of honor, duty, sacrifice and courage that dates back to the 11th century.

Each design aspect of VFW's Cross of Malta symbolizes something special. The Great Seal of the U.S. contains a modified scroll from "E Pluribus Unum" (Out of many, one) to "Pro Deo Pro Patria" (For God For Country) together with the cross and radiating rays symbolize the character, vows and purposes

distinguishing VFW as an order of warriors who have traveled far from home to defend sacred principles.

Its eight points represent the beatitudes prescribed in the Sermon on the Mount: Blessed are the poor in spirit, the meek, the pure, the merciful, the peacemakers; blessed are they who mourn, seek righteousness and are persecuted for righteousness' sake.

VFW added the sun's rays between the eight points and the cross. These emphasize the vigor and warmth with which the present-day brotherhood is pledged to defend the nation and to extend its mercy. Superimposed over the cross is the American eagle—the sacred symbol of a proud nation and people. While the Maltese Cross has religious origins and was used by the crusading Knights of St. John as a battle standard centuries ago, it is equally relevant today as a symbol of all those battling for noble ideals.

Usage of the VFW Cross of Malta is for special and distinguished situations, and for official items to include:

- VFW uniform cap and pins
- Flags
- Awards
- Official executive correspondence
- Select signage
- Select VFW Store items

VFW Logo



The official logo of the Veterans of Foreign Wars of the United States was approved by the National Council of Administration in August of 2018 and publicly unveiled November 6, 2018. The logo includes an artistic representation of service stripes, easily recognizable insignia indicative of military service. Worn on most service uniforms, they denote length of service. As such, the first and leaner of the two service stripes represents our steadfast entry into our second century of service to America's veterans, service members and their families. The second, broader stripe represents our first storied century of service, spanning back to 1899.

The bold letters and sharp angles of this text represent the strength and stability of our organization, and the clarity with which we work to fulfill our mission.

The use of vibrant red represents the danger our members have faced, the bloodshed they experienced and the energy with which our organization operates. The gallant gold represents our members' achievements, acts of valor and the unique VFW eligibility status they've earned. Further, it epitomizes our gold standard of service.

The custom upper case letters were especially designed with an extended width to symbolize an organization that is well established. Combined with a tight letter spacing, these letters visually build a solid and confident block that reflects the unified culture of our organization. In addition to the direct metaphor of the stripes, the visual progression leading to the build of the letter "V" represents our sustained and forward movement into achieving the VFW's mission. In order to bring the acronym and title together, the gold stripes and the "V" from "VETERANS" have been carefully drawn to align on the same axis, emphasizing the element of continuity.

Trademark Protection

The Cross of Malta trademark was issued June 9, 1931, and the Veterans of Foreign Wars of the United States has applied to register the new official logo. Pursuant U.S.C. Title 36, Chapter 7A, Sections 111-120, the Veterans of Foreign Wars of the United States has the exclusive right to the use of its name and the sole exclusive right to the use of the emblem and badges adopted by the corporation. Additionally, the Veterans of Foreign Wars of the United States has registered, or applied to register, the precise logos appearing on VFW merchandise with the United States Patent and Trademark Office. Finally, it is a federal offense to use the name or emblems of a federally chartered veterans organization. See Federal Criminal Code, U.S.C.A., Title 18, Section 705.

The 115th National Convention approved a change to the National Bylaws clarifying the approval necessary for the use of the name “Veterans of Foreign Wars of the United States,” and any associated logos or emblems. While the VFW’s name, emblem and other marks continue to be protected by law, the Bylaws (Sec. 801, 803, 804, and 805) now specifically require written consent by the VFW’s Quartermaster General for the manufacture and use of those marks.

Departments and Posts are authorized to use the VFW name, logo, or emblem for printed or digital use for VFW activities, such as the creation of brochures for membership drives, Post events and other community outreach efforts, and do not need to submit a request form. Current logos for non-commercial use may be obtained from the VFW Communications Department by emailing Communications@vfw.org.

The VFW Store and its licensed vendors are the only authorized sources to use the VFW name, logo, and Cross of Malta on apparel, caps, and other merchandise. The first line of contact for merchandise is the VFW Store. The VFW Store can assist with certain custom items even though they are not in the catalog. Visit the VFW Store online at www.vfwstore.org or call 1-833-VFW-VETS (1-833-839-8387).

If the requesting items cannot be procured by the VFW Store or its licensed vendors, and a third party vendor is desired, complete the attached form in its entirety and submit to the Quartermaster General’s Office (qmgeneral@vfw.org) prior to production. Please allow ample time to process your request.

The right to use the VFW marks is the “exclusive right” of the Veterans of Foreign Wars of the United States and is not transferable. This means that any authorizations to use the VFW marks can only be granted by written approval by VFW’s Quartermaster General. For instance, if a VFW Post wants to use the VFW name on a website, it may continue to do so through the use of the materials provided by the VFW communications department. If, however, a VFW Post wants to partner with a business and that business wants to use the name “VFW” on advertising, then permission to use the VFW name must come from the Quartermaster General. If the Quartermaster General has not granted written permission to use our name or marks, then it is a violation of law.

VFW Trademark Authorization Request



Date: _____

Instructions:

- Departments and Posts are authorized to use the VFW name, logos, or emblems for printed or digital use for VFW activities, such as the creation of brochures for membership drives, Post events and other community outreach efforts, and do not need to submit this form. Current logos for non-commercial use may be obtained from the VFW Communications Department by emailing Communications@vfw.org.
- The VFW STORE and its licensed vendors are the only authorized sources to use the VFW name and Cross of Malta on apparel, caps and other merchandise. Your first line of contact for merchandise is the VFW STORE. The VFW STORE can assist with certain custom items even though they are not in the catalog. Visit the VFW STORE online at www.vfwstore.org or call toll free 1.833.VFW.VETS (1.833.839.8387). If the VFW STORE is unable to assist, you may use this form to request authorization to use a third party vendor.
- If requesting items that cannot be produced by the VFW STORE or its Licensed Vendors, complete this form in its entirety and submit to the Quartermaster General's Office prior to production. Please allow ample time to process your request.

I request written permission to use the following logo, emblem and/or name exclusively for the purpose listed below:

- | | |
|---|---|
| <input type="checkbox"/> 'VFW' Logo – Veterans of Foreign Wars (see above) | <input type="checkbox"/> 'VFW' Logo – No One Does More For Veterans |
| <input type="checkbox"/> 'Veterans of Foreign Wars of the United States' Name | <input type="checkbox"/> 'Veterans of Foreign Wars' Name |
| <input type="checkbox"/> VFW Cross of Malta | <input type="checkbox"/> Other: _____ |

Item and Reason for Use: _____

When: _____

Where: _____

Quantity: _____

Use of Proceeds: _____

Color Version (1 color, 2 color, full color): _____

File Format (jpg, tif, pdf): _____

VFW Information

Dept/District/Conference/Post

Contact Name and Title

Address, City, State & Zip

Email

Phone Number

Producing Company Information

Company Name

Contact Name

Address, City, State & Zip

Email

Phone Number

I understand that any use of the VFW logo, emblem and/or VFW name requires prior written permission from the Quartermaster General of the Veterans of Foreign Wars of the United States. I understand that the use of the VFW logo, emblem and VFW name are the exclusive rights of the Veterans of Foreign Wars of the United States and any unauthorized use is a violation of federal law. I understand that the authorization, if given, may not be transferred and is subject to revocation at any time.

Signature

Printed Name & Title

Please return completed form to:
Quartermaster General
VFW National Headquarters
406 West 34th Street, 11th Floor
Kansas City, MO 64111
E-mail: qmgeneral@vfw.org
Fax: (816) 968-1189

Office Use Only
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date _____
State _____



VFW Auxiliary Trademark Authorization Request

Date: _____

Instructions:

- Departments and Auxiliaries are authorized to use the Auxiliary name, logos, or emblems for printed or digital use for Auxiliary activities, such as the creation of brochures for membership drives, Auxiliary events and other community outreach efforts, and do not need to submit this form. Current logos for non-commercial use may be obtained from the VFW Auxiliary at mzinn-sanchez@vfwauxiliary.org.
- The VFW STORE and its licensed vendors are the only authorized sources to use the VFW Auxiliary name and emblem on apparel, caps and other merchandise. Your first line of contact for merchandise is the VFW STORE. The VFW STORE can assist with certain custom items even though they are not in the catalog. Visit the VFW STORE online at www.vfwstore.org or call toll free 1.833.VFW.VETS (1.833.839.8387). If the VFW STORE is unable to assist, you may use this form to request authorization to use a third party vendor.
- If requesting items that cannot be produced by the VFW STORE or its Licensed Vendors, complete this form in its entirety and submit to the Quartermaster General's Office prior to production. Please allow ample time to process your request.

I request written permission to use the following emblem and/or name exclusively for the purpose listed below:

- 'Veterans of Foreign Wars of the United States Auxiliary' Name
- Veterans of Foreign Wars of the United States Auxiliary Cross of Malta
- Other: _____

Item and Reason for Use: _____

When: _____

Where: _____

Quantity: _____

Use of Proceeds: _____

Color Version (1 color, 2 color, full color): _____

File Format (jpg, tif, pdf): _____

VFW Information

Producing Company Information

Dept/District/Conference/Aux _____

Company Name _____

Contact Name and Title _____

Contact Name _____

Address, City, State & Zip _____

Address, City, State & Zip _____

Email _____

Email _____

Phone Number _____

Phone Number _____

I understand that any use of the VFW Auxiliary Emblem and/or VFW Auxiliary name requires prior written permission from the Quartermaster General of the Veterans of Foreign Wars of the United States. I understand that the use of the VFW Auxiliary Emblem and VFW Auxiliary name are the exclusive rights of the Veterans of Foreign Wars of the United States and any unauthorized use is a violation of federal law. I understand that the authorization, if given, may not be transferred and is subject to revocation at any time.

Signature _____

Please return completed form to:

Quartermaster General
VFW National Headquarters
406 West 34th Street, 11th Floor
Kansas City, MO 64111
E-mail: qmgeneral@vfw.org
Fax: (816) 968-1189

Printed Name & Title _____

Office Use Only
Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date _____
State _____



Meeting Minutes

Texas VFW Training Program Series

Why Meeting Minutes Matter?




- Meeting minutes are important because they capture essential information of a meeting such as date, time, attendees and decisions made.
- They remind and inform members of what happened at the last meeting so everyone is clear as to what happened.

Purpose of Minutes



- To demonstrate that legal requirements have been met.
- Provides an official record of what was done, not what was said.
- Refresh memory of those at last meeting.
- Inform those not present at last meeting.
- Historical purposes of acts and accomplishments.

Minutes are required



Documentation and recordkeeping is mandated by law.

- Part of the Governing Documents of the Post.
 - Mandated by the Texas Business Organizations Code;
 - Permanent record of the Post and are subject to inspection by the Internal Revenue Service (IRS) during an Audit and are essential in documenting the actions of the Post in meeting the purposes of the VFW as listed in the VFW Congressional Charter, Section 230102.
- National VFW By-Laws and Manual of Procedure;
 - Meeting minutes are used to verify the actions of the Post in legal and VFW procedural issues contained within the Post, District, Department and National By-Laws.

What Meeting Minutes Do



- Assist with Planning.
- Tracking Progress.
- Resolving Disputes.
- Sharing Information.
- Minutes provide evidence that documents activity.
- Increases transparency in the Post.

Meeting Minutes Essentials



- Minutes DO NOT have to contain everything that takes place at a meeting.
- Minutes record what is done, not what is said.
- Must be legible.
- Should be concise.
- Must be accurate.

Meeting Minutes Essentials



Minutes will document the following;

- What Kind of Meeting (Regular, Special)
- Name of the Post/District/Committee.
- Date, Start & End Time and Location.
- Presence of a Quorum.
- List of officers present/absent.
- Action taken on minutes of last meeting (Read and Approved).

Meeting Minutes Essentials



Minutes will document the following;

- Names of members proposed for acceptance as members into the post and outcome of the Post decision.
- Reports of all officer and committees.
- All Main motions and resolutions, whether adopted or lost, but not those withdrawn, and any and all other motions such as postpone, table, refer, etc. that were adopted as well as the person making the motion and what the outcome was. (Pass, Fail, Postpone, etc.)
- All required previous notices, such as notice to rescind, to reconsider, to amend the bylaws at the next meeting, all proper points of order and appeals, and all votes taken by hand or rising, ballot, or roll call.
- Any other action or proceeding worthy of record.

The Minutes of the previous meeting have been read, what happens now?



Minutes can be acted on in one of three ways.

1. They are read and approved as read either by silent consent or by vote of the members present that create a quorum.
2. They are read and corrected, and approved as corrected.
3. Their reading is dispensed with.

Important Information



Slender

- An Adjutant can be sued for slander for recording in the minutes such word “liar,” “thief,” etc., uttered by members in the heat of debate. Defamatory or scandalous charges or derogatory remarks uttered in the course of debate should not be recorded, but formal charges during disciplinary proceedings are recorded.

Important Information



Guardianship and Disposition of Minutes

- In the absence of express authority the Adjutant should never exhibit the minutes to a nonmember. The members of the Post have the right to inspect at reasonable hours, or order to be inspected, all such records, minutes, papers, etc.

Important Information



Ownership

Official books, papers, records, minutes and VFW property belong to the VFW, not to the officers or members charged with there keeping, and it is the duty of such member or outgoing officer to surrender the same to his successor promptly and peaceably.

Important Information



Amending/Correcting Adopted Minutes

If a set of minutes has been voted as accepted either by silent consent or by formal vote, and it is afterward desired to correct or amend the minutes during the same meeting that they were adopted in requires a majority vote.

To amend or correct minutes in subsequent sessions requires a 2/3rds majority vote.

Important Information



Motions not seconded or withdrawn are not recorded in the minutes. The members refusal to second a motion implies forbiddance to record it.

A withdrawn motion is one that should not have happened and does not need to be recorded, since the member making the motion withdraws it from the meeting.

Important Information



Recording the Vote:

All votes should be recorded as such.

“12 Yes, 18 No,” or

“19 voted in the affirmative, 8 in the negative” or

“a voice vote was taken and the majority adopted (or defeated) the motion.”


Texas

Important Information

The Adjutant may rise to read the minutes but is not required to.

The minutes must be read distinctly, clearly and audibly for all members in the room to hear.


Texas

Important Information

Signature Required

Once adopted by the membership all meeting minutes must bear the signature of the Post Adjutant attesting the minutes as official.

Example. "These Post minutes for the October 12, 2019 members meeting were approved on November, 15, 2019 at the regular Post meeting by the members present representing a quorum.

Attested to by: Joe Adjutant, VFW Post 0000"


Texas

Important Information

SAMPLE

Post 0000 Meeting Minutes

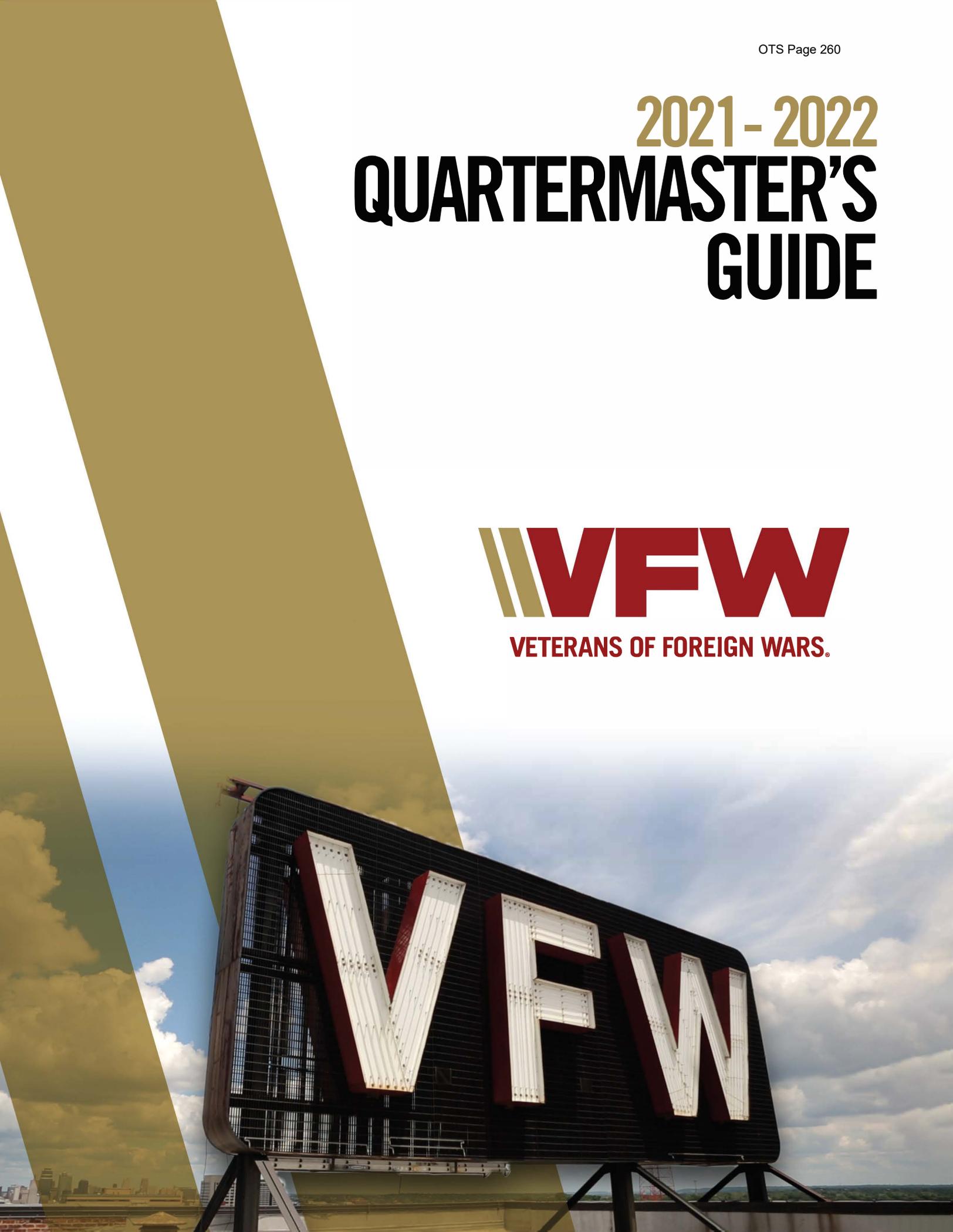
At a regular meeting of Post 0000, held at the Post home, on Tuesday, October 12, 2019, at 7:05 p.m., a quorum being present, the minutes of the last meeting were read and approved. The Quartermaster gave his report (copy attached) and reported \$500.00 in Wells Fargo Bank as of this meeting, with all bills paid to date. The following committee reports were submitted: House, Range, POW/MIA, Centers, Service Officer and Community Service. Under unfinished business, the motion to buy a new air conditioner postponed from the last meeting was considered and, after considerable debate, a voice vote was taken and the majority defeated the motion. Under New Business, on motion of Joe Member, duly seconded by Fred Conrade, it was voted to organize a bowling team with 12, yes, 3, no. Under Good of the Order it was announced that the County had a transportation program to aid veterans in getting to their V.A. appointments. The meeting was adjourned at 8:12 p.m.

Respectfully Submitted,
Johnny Grant, Post Adjutant.

These Post minutes for the October 12, 1995 members meeting were approved on _____, ____ 2019 at the regular Post meeting by the members present representing a quorum.

Attested to by: _____, Post Adjutant.

2021 - 2022 QUARTERMASTER'S GUIDE



QUARTERMASTER'S GUIDE

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Cross of Malta and Logo Usage	Page 78

June 2021

Dear Post Quartermaster,

Congratulations on your election as Quartermaster! This is an important position, one that requires hard work, dedication, and trustworthiness. Your Post is counting on you to fulfill your duties to the benefit of the organization, members and communities. We want to help you be successful.

Whether you are new to the job or have done it before, there is always something you can learn. This guide was created to assist you – no matter what your current level of knowledge and experience may be. This guide is a training tool to educate and assist you in your role.

The enclosed guide is periodically updated. You can find the latest version, as well as other valuable resources, at www.vfw.org by logging in as a member (Login – top bar, right side), and going to “Member/Post Resources – VFW Training & Support.”

Other important resources include the Bylaws, Manual of Procedure, and Ritual. In particular, the Manual of Procedure, Sec 218 (a) (5) outlines the responsibilities of the Post Quartermaster. Learn these well. Each Post is required to maintain a current copy of the Bylaws, Manual of Procedure, and Ritual; current copies are available for purchase from the VFW Store at www.vfwstore.org.

We are here to support you. If you have questions and are unable to find answers with your District or Department, call us at 833.VFW.VETS. Explain to the operator what you need, and they will transfer you to the correct person to answer your questions.

Thank you for taking on this responsibility. It may be challenging at times, but it can also be very rewarding. We wish you well!

Kevin C. Jones
Adjutant General

Debra L. Anderson
Quartermaster General

P. S. Have a suggestion to how we can improve the Quartermaster’s Guide? We want to hear from you! Send an email to info@vfw.org, subject line “Feedback on Quartermaster’s Guide,” with your comments. We are always looking to improve on what we do.

INTRODUCTION



Veterans of Foreign Wars of the United States



A Message to Post Adjutants and Post Quartermasters

The Veterans of Foreign Wars is respected and effective because it is a grassroots organization, built from the bottom up by members demonstrating every day their commitment to their fellow veterans, community and country. The cornerstone and foundation of the Veterans of Foreign Wars are the Post. That is where the energy and impetus for our state and national efforts are generated and where so much of the real work is done. Without the effort by the officers and members at Posts around our great country and the world, little would be accomplished.

The members of your Post have selected you for a very important role in maintaining the continuing effectiveness of the grassroots efforts in your community. You now have the responsibility, and also the opportunity, to reward them for the trust they have placed in you. If you perform your duties well, the members of your Post, as well as the entire community, will benefit.

You have been tasked with advancing the interests of the Post and the purpose of this Manual is to help you understand and perform your important duties in fulfillment of this mandate. It will hopefully be a blueprint you can use to operate efficiently and effectively.

Please always remember that the offices of the Post Adjutant and Post Quartermaster are the most critical in the Post and you will have the personal satisfaction of knowing you have contributed to the success of your Post, Department and the National Organization as the result of your care and attention to detail.

And, certainly, if you have an idea that you think will be better than our present methods, let us hear about it! You do the work. If changes can be made without harm to accepted practices, we want to know about them.

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The Post Quartermaster

The Post Quartermaster is the chief financial officer of the Post. The Quartermaster is the custodian of all Post property and the officer responsible for safeguarding Post funds and property. The Quartermaster is accountable to the Post, Department and the National Organization for all of the monies, securities, vouchers and property of the Post. The Quartermaster is the only one authorized under the Bylaws, to receive, handle, and account for funds of the Post. As Quartermaster, you may authorize a person to disburse funds on your behalf; however, they must be bonded. There are no exceptions to this rule!

No committee, holding company, canteen manager, group or individual in the Post or in any way connected with the Post's activities, can take this authority and responsibility from the Post Quartermaster. All funds, monies or property accumulated under the name of the Veterans of Foreign Wars for the Post, regardless of the nature of the activity which accumulates them, are the property of the Post and are subject only to disposition by Post action. No Post member can mandate the expenditure of funds or disposition of Post property unless properly authorized by the Post and executed by the Quartermaster or the Quartermaster's authorized person.

Qualifications of a Post Quartermaster

A major factor in the success or failure of a Post is the ability and efficiency of the Quartermaster.

The National Bylaws are more explicit on the duties of the Post Quartermaster than those for any other office. The Quartermaster is the custodian of the money and property of the Post, the guardian of its finances and the keeper of the financial records. The Quartermaster also plays an important role in collecting and processing dues.

The Quartermaster is meant to be, and must be, more than a bookkeeper, although maintaining adequate financial records is very important. The Quartermaster generally knows more about the Post than any other individual and **MUST BE** dependable, honest and capable.

In Post meetings, the Chaplain prays that we may "live lives of stainless integrity." This petition applies to all Post Officers, but especially the Post Quartermaster. You must keep an accurate account of your stewardship. You must be everything the finest VFW character should be and with it all . . . be the hardest worker in the Post.

Duties of the Post Quartermaster

The duties of the Quartermaster are set forth in Section 218 (a) (5) of the Manual of Procedure.

Among the duties of a Post Quartermaster, the Quartermaster shall:

- a) Qualify and secure a bond in a sum at least equal to the amount of the liquid assets for which they may be accountable in accordance with Section 703.
- b) Collect all monies due the Post, giving receipt therefore, and have charge of the funds, securities and other property of the Post, all of which shall be placed in their care. They shall be the accountable officer of the Post and the Treasurer of all committees handling funds.
- c) Disburse funds as properly authorized by the Post using accepted banking practices. Unless otherwise provided for in Post Bylaws, all disbursements of Post funds shall bear the signature of the Quartermaster or other person(s) authorized by the Quartermaster. Such other authorized person(s) shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which they may be accountable in accordance with Section 703.
- d) Receive annual membership dues (admission fees if applicable) and Life membership fees and forward the Department and National dues and Life membership fees immediately to National Headquarters as prescribed in Section 104.
- e) Provide the Post Trustees with all records, files and statements required or necessary for the preparation of the Post Trustees Quarterly Report of Audit.
- f) Maintain a relief fund as prescribed in Section 704 of the Bylaws and Manual of Procedure.
- g) Reconcile and verify all transactions listed on all bank statements to assure the accuracy of Post records. The books and records of the Quartermaster shall be maintained in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities.
- h) Provide access and transfer to their successor in office or anyone designated by higher authority, without delay, all books, records, papers, monies, securities and other property of the Post in their possession or under their control.
- i) Comply with, and perform all duties required of them by the laws and usages of this organization, applicable Bylaws and orders from lawful authority and perform such other duties as are incident to such office.
- j) Report on transactions concerning receipts and expenditures, for any given period, at a regular or special meeting of the Post.
- k) File appropriate forms as required by Federal, State and Local Statutes or regulations.

Control of Clubroom Funds

Any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of a Post, County Council, District or Department shall be at all times under the direct control of such Post, County Council, District or Department and all funds derived there from shall be at all times under the direct control of such Post, County Council, District or Department.

All money, property or assets of any kind or nature, as well as all books and records, owned, held or used by any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or in behalf of a Post, County Council, District or Department shall be the property of such Post, County Council, District or Department and must be placed in the care and custody of the respective Quartermaster. Such money, property, assets, books and records shall be subject to the same rules and under the same procedure as any other Post, County Council, District or Department money, property, assets, books and records.

Title to all real property of unincorporated Posts, County Councils and Districts shall be taken in the name of the regularly elected Trustees of said units, and their successors in office, to be held, used and enjoyed in trust for its members. When the laws of the respective states shall require the delivery of a bill of sale to establish ownership of property, such bills of sale shall also be made to the Trustees of said units, and their successors in office, in trust for the members thereof.

In addition to other legal requirements under existing local laws or Department Bylaws, no Post, County Council, District, or any holding company or corporation subordinate thereto, shall purchase, sell or otherwise transfer title or any interest in any real estate unless written notice of such proposal has first been given to each member of said unit ten (10) days prior to such regular or special meeting at which the proposal is to be considered, and then only by two-thirds (2/3) vote of approval of those members present and voting at such regular or special meeting. In addition, at least thirty (30) days prior to such meeting, notice shall be provided to the Department Commander who shall review any sale, purchase, transfer or encumbrance to determine whether such transaction serves the purposes of the Veterans of Foreign Wars of the United States as prescribed in the Congressional Charter. Failure to comply with these provisions shall nullify said transaction.

When properly approved by the members of the Post, the Commander and Quartermaster shall be authorized to sign such legal documents required to sell or purchase real property.

Insurance

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 insureds, the Veterans of Foreign Wars of the United States and the Department in which such Post is located.

Taking Over as Quartermaster

Before a new Post Quartermaster takes up the duties, the previous Quartermaster must be given a “clean slate” by the Post Trustees or auditors. Never, under any circumstances, accept the responsibility for Post funds before this is done. You want to avoid picking up a headache from someone else. Remember, you are bonded, and, once you take over officially, you will be the person “in the middle” if the deck has not been cleared beforehand.

Before you undertake any business as the new Post Quartermaster, check with the bank in which Post funds are deposited to satisfy yourself the funds are correct and in order. Be sure that proper signature cards are on file with the bank with specimen signatures of all persons authorized to make and endorse checks on behalf of the Post. When new officers are elected the new signatures must be provided to the bank.

You should deposit money and draw checks for disbursements for authorized Post expenses. A Quartermaster should make deposits at regular intervals, rather than letting checks and money accumulate. Get them in the bank as soon as possible. In making deposits it is a better practice to put what you have received into the bank in the same physical form in which you received it. Coins and bills should be deposited as such and checks and negotiable paper must be deposited in the same manner. By putting your receipts in the bank in the same form in which they appear in your ledger, the deposit slips can be easily checked against your ledger for verification and errors can be more easily located. No checks or other negotiable paper received by the Post Quartermaster should be endorsed to a third party or cashed. They should be deposited to the Post account. No bills should be paid in cash. All disbursements should be by check only. This assures an adequate, accurate record.

Clear & Accessible Records

Financial record keeping should include complete and clear documentation of all financial transactions. It cannot be reiterated enough the importance of being prudent in the financial record keeping of your Post, as it can determine the survival or failure of the Post. Every financial transaction must be documented, so it can be easily traced in the event of an audit or inquiry.

Authority to Disburse

A Quartermaster may NOT disburse the funds of the Post without receiving proper authority from that Post by action on the floor at a regular or special meeting and the approval of the Post Commander. The Uniform System of Records and Accounts provides for a voucher which must be used. This simply means an approved paper voucher/order must be made for presentation to the Post for consideration of payment. Bills are presented to the Post for action before they are paid, except where circumstances do not permit a prior presentation. The bills must be clearly explained and in detail so every Post member will know the situation when called upon to vote. When the Post votes approval, the Post Adjutant prepares the voucher/order, has it properly signed by the person so designated and presents it to the Post Quartermaster for payment. Unless this is done, the Quartermaster is without authority to pay. When approved by the Post and properly signed by the Post Commander, it is the authority for the Post Quartermaster to disburse funds in the amount designated on that voucher/order.

The returned check properly endorsed is proof the money has been paid. In this manner, the Quartermaster has authority to pay and also proof that payment has been made. Vouchers/Orders must be carefully and permanently filed, and cashed checks accounted for properly, audited and filed for future reference, with correct notations in your books. This is what is known as a clear record and, as a good Quartermaster, you should never operate any other way.

Vouchers/Orders

The initial voucher/order must be self-explanatory and show clearly to whom the money is to be paid, how much is to be paid and for what, set forth in detail. It must also carry the correct signatures as required by the Bylaws and the Post. If the payment is reimbursement for expenditures already made, the voucher/order must be supported by the receipted bills made in detail. If it is for a bill being presented for payment, the itemized bill must accompany the voucher/order and remain a part of that voucher/order in the permanent file.

Always keep this in mind. You can never have too much proof for the proper receipt and disbursement of funds, because doubt can attach to any person, despite a record of probity and honesty. A Quartermaster may, with or without cause, be called upon at any time to account for stewardship. Never honor a voucher marked "miscellaneous expense." If such expense cannot be detailed and itemized for Post approval, you are not required to make that disbursement.

Financial Report

The Post Quartermaster makes a report to the Post on its finances at each meeting. This report is taken directly from the records. It is made out on Financial Statement Form (Form #4208) and it must be accurate and current.

Action on the Quartermaster's Report

All financial transactions and the final action of the Post must be recorded in the minutes by the Post Adjutant. The Post Quartermaster should insist action be taken by the Post to accept (or accept, subject to change or audit) the Quartermaster's report, and should see to it that it is recorded in the minutes. This is important because it is the Post's official record showing the Quartermaster has brought the report before the Post. Keep in mind, Comrade Quartermaster, you are bonded and should a discrepancy appear which needs action by the bonding company, the records will be called for to see if the Post has exercised due care and diligence in protecting the bonding company from improper practices and fund handling.

Suggested motions:

- a) If the Quartermaster records have been audited by the Post Trustees: "Comrade Commander, I move to accept the Quartermaster's report as presented."
- b) The Quartermaster records have not been audited by the Post Trustees: "Comrade Commander, I move to accept the Quartermaster's report subject to audit."

Bonds

All Posts are required by the Bylaws (Section 703) to have each officer accountable for funds or property bonded in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, the Quartermaster may be accountable. Failure to comply with this provision of the Bylaws is a dangerous practice because the Post will be without the protection a bond affords. A bond is like fire insurance, you hope you never need it but, if you do and do not have it, you could have serious financial problems.

Many Departments have arrangements with a bonding company. If you are unsure of the status of bonding for your Post or whether state arrangements have been made, please contact your Department Headquarters for advice and information.

Most insurers issue what are called schedule bonds, meaning the office is bonded, not the individual. Of course, the individual must be legally holding office to be covered, but the bond does not change nor is it invalidated by a change of Quartermaster during the bond period.

Bonds do not cover money lost through burglary, careless handling, losing it, mysterious disappearance or mismanagement.

The bond does not take the place of insurance in any way. It pays only for loss due to fraud or dishonest acts of the person bonded.

All bonding companies require reasonable care on the part of the insured. Regular audits and controls on the individual are presumed to be part of the agreement. Experience reveals that defalcation occurs when the Trustees do not conduct regular audits and do not take the precaution of obtaining an occasional monthly statement direct from the bank or fail to verify the books against the records. The Post Quartermaster should not prepare the quarterly audit for the Trustees because it could result in a contested claim on the grounds that the audits were not conducted by the Trustees. To protect the Post, the Trustees must play an active part in the auditing procedure.

A bond is one of those things that isn't reviewed until there is trouble, and then it can be too late. Be sure the bond is large enough to provide full protection. Learn the limits and conditions of bond coverage, so that there won't be any surprises.

Document Retention

The following list has been compiled in response to requests from Posts that have asked how long to retain certain files and records. Please keep in mind that this list does not have the effect of law, and a judicious amount of common sense should be used when applying it to your Post.

<u><i>Record Name</i></u>	<u><i>Retention Period</i></u>
Accounts payable invoices	7 years
Accounts payable ledger	7 years
Accounts receivable ledger	7 years
Annual financial reports	Permanent
Annuity & deferred payment plans	Continuing record
Audit reports, annual	10 years
Audit reports, periodic	2 years
Audit work papers	5 years
Balance sheets	5 years
Bank deposit slips	5 years
Bank statements	5 years
Bills of lading	2 years
Bonds - Fidelity	3 years after termination
Bonds - Surety	3 years after termination
Budgets	5 years
Bylaws	Until superseded
Cancelled checks	7 years
Cash receipt records	7 years
Certified annual financial statements	Permanent
Community activity reports	3 years
Contracts	7 years after termination
Correspondence, executive	10 years
Correspondence, general	3 years
Depreciation schedules	Permanent
Election of Officer Reports	5 years
Employee records	4 years after termination
Employee contracts	7 years after termination
Employee withholding records	7 years
Employee accident reports	30 years after settlement
Employee insurance records	11 years after termination
Employee termination	7 years
Entertainment, gift & gratuity records	3 years
Expense vouchers	7 years

<u>Record Name</u>	<u>Retention Period</u>
Fidelity bonds	3 years after termination
Financial reports, periodic	2 years
Financial reports, annual	Permanent
Freight bills	3 years
Freight claims	2 years
Garnishments	7 years after termination
General ledger	Permanent
Income statements, annual	Permanent
Income statements, periodic	2 years
Incorporation papers	Permanent
Inspection reports	3 years
Insurance records, general	4 years after Policy expiration
Inventory records	Permanent
Labor Cost Records	3 years
Lease Records	3 years after termination
Membership Applications	Permanent (<i>see note 1</i>)
Membership Rosters	5 years
Minutes of Post Meetings	5 years (<i>see note 2</i>)
Payroll register	7 years
Periodic financial reports	2 years
Petty cash records	3 years
Property records	Permanent
Quartermaster reports	5 years (<i>see note 3</i>)
Shipping & Receiving documents	2 years
Tax records	Permanent

Note 1: Membership applications should be retained as a permanent record to aid in establishing length of membership, original eligibility, and other items of historical value.

Note 2: In some instances, it may be advisable to retain the minutes of Post meetings when those minutes contain policy decisions. Normally, however, those policy decisions would have been incorporated into the Post Bylaws, and the minutes would only be of minor historical significance.

Note 3: Monthly Quartermaster reports usually prove to be "dead files" once the quarterly and annual audit reports are completed. However, it is recommended that they be retained for a period of five years, should a detailed reconstruction of the Post's financial situation be required by an auditor or the IRS.

Obviously, the foregoing list is not all-encompassing, nor is it intended to be. A good rule of thumb in determining what files and records to keep is that if the file or record has no financial or historical significance, then it is probably time to dispose of it.

Statement of Policy Operation, Management & Control of Clubs and/or Canteens

The operation, management and control of clubs and/or canteens were not envisioned in the purposes of our organization as described above both in our Congressional Charter, National Bylaws, Manual of Procedure and Ritual. The first and foremost consideration of Posts shall be to the objects of the VFW listed above. VFW clubs and/or canteens should be of secondary interest and concern and compatible with our stated purposes.

Some state departments have adopted or recommended rules and regulations or management guides for the operation of Post-sponsored clubs and/or canteens in compliance with state and local regulations and the applicable provisions of Sections 708 and 709 of the National Bylaws, which address incorporation and control of units. Also, many Posts have incorporated those rules and regulations or guides in their Bylaws or adopted rules and regulations for the operation, management and control of their canteens and/or clubs in accordance with them.

Differing laws at the state and local levels preclude the promulgation of universally accepted rules and regulations. The operation, management and control of any club or canteen, or any other facility operated by a Post, is wholly within the authority of the Post. It is the Post's responsibility to see that its club, canteen or other facility is operated in a way that benefits its members and does not harm the reputation of the Post and those members.

In adopting rules and regulations for the operation, management and control of clubs and/or canteens, Posts must adhere to the following PROVISIONS of Section 709 of the National Bylaws:

ANY ACTIVITY, CLUBROOM, HOLDING COMPANY OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR IN BEHALF OF A POST, INCORPORATED SEPARATELY FROM THE POST OR UNINCORPORATED, SHALL BE AT ALL TIMES UNDER THE DIRECT CONTROL OF THE POST AND ALL FUNDS DERIVED THEREFROM SHALL BE AT ALL TIMES UNDER THE DIRECT CONTROL OF THE POST.

ALL MONEY, PROPERTY OR ASSETS OF EVERY KIND AND NATURE, AS WELL AS ALL BOOKS AND RECORDS OWNED, HELD OR USED, BY ANY SUCH ACTIVITY, CLUBROOM, HOLDING COMPANY OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR IN BEHALF OF A POST SHALL BE THE PROPERTY OF THE POST AND MUST BE PLACED IN THE CARE AND CUSTODY OF THE POST QUARTERMASTER.

NO POST AND NO ACTIVITY, CLUBROOM OR HOLDING COMPANY OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF ANY POST MAY OWN ANY PROPERTY JOINTLY OR IN COMMON WITH ANY INDIVIDUAL, FIRM, PARTNERSHIP, ASSOCIATION, CORPORATION OR OTHER BUSINESS OR

CHARITABLE ENTITY, EXCEPT THAT PROPERTY MAY BE HELD JOINTLY OR IN COMMON A POST OR UNIT OF A CONGRESSIONALLY CHARTERED VETERANS ORGANIZATION, PROVIDED THE ARRANGEMENT ALLOWS FOR THE PROMINENT DISPLAY OF THE NAMES, TRADEMARKS, OR SERVICE MARKS OF THE VETERANS OF FOREIGN WARS OF THE UNITED STATES AND IS NOT CONTRARY TO ANY PROVISION OF LAW OR THESE BYLAWS.

NO POST OR ACTIVITY, CLUBROOM, HOLDING COMPANY OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR IN ITS BEHALF, MAY PARTICIPATE IN ANY ARRANGEMENT WHEREBY ITS FUNDS ARE EXPENDED ON PROPERTY HELD BY ANOTHER ENTITY FOR THE JOINT USE OF SUCH POST AND OTHER INDIVIDUALS, FIRMS, PARTNERSHIPS, ASSOCIATIONS, CORPORATIONS OR OTHER BUSINESS OR CHARITABLE ENTITIES, INCLUDING VETERANS ORGANIZATIONS, EXCEPT THAT SUCH ARRANGEMENT MAY BE MADE WITH A POST OR UNIT OF A CONGRESSIONAL CHARTERED VETERANS ORGANIZATION, PROVIDED THE ARRANGEMENT ALLOWS FOR THE PROMINENT DISPLAY OF THE NAMES, TRADEMARKS, OR SERVICE MARKS OF THE VETERANS OF FOREIGN WARS OF THE UNITED STATES NOR IS CONTRARY TO ANY PROVISION OF LAW OR THESE BYLAWS.

“Buddy”[®] Poppy

Every Post should participate in the Buddy Poppy program at least once a year, even if your Post has NEVER distributed poppies. You will not fulfill your duty and responsibility as Post Quartermaster unless you assist your Commander in conducting a Buddy Poppy program during your respective terms in office.

Where to Order Buddy Poppies

All Buddy Poppies and allied materials, advertising, promotional and worker’s supplies are obtained by the Post through its own Department (state) Headquarters. If you have not received order forms and a list of available material and prices, contact your Department Quartermaster.

IT IS SUGGESTED THAT ALL ORDERS BE PLACED WITH YOUR DEPARTMENT HEADQUARTERS 6-8 WEEKS PRIOR TO ANTICIPATED PROGRAM DATE.

How Many Buddy Poppies to Order

When placing your order for Buddy Poppies, plan for “the best possible campaign” and requisition an additional five hundred (500). Additional poppies will be required during the year for remembrances, displays, table decorations and many other uses. The total distribution will depend upon the number of recruited workers. Don’t forget to take into account any requirements for the All State Commander contests.

What the Buddy Poppy Program Means to the VFW

The purchase price paid for Buddy Poppies by your Post includes many items in addition to the cost of the poppy itself. Since the program varies in different Departments, exact figures cannot be given for each state. The amounts shown below reflect the minimum distributed to each for every 1,000 Buddy Poppies distributed:

\$10.00 to the VFW National Rehabilitation Service

\$10.00 to the VFW National Home, Eaton Rapids, Michigan

\$15.00 to your own Department Rehabilitation Service

How to Use Buddy Poppy Proceeds

Your Post proceeds must be used for “the assistance of needy veterans and members of the Armed Forces and their dependents, surviving spouses and orphans.” No Buddy Poppy funds can be used for any other purpose. Net proceeds must be put in the Post Relief Fund. Adherence is mandatory as provided in Section 219, VFW, the Manual of Procedure states:

The Quartermaster of the Post will be the custodian of the relief fund and will expend monies there from, as directed by the Post, for the following purposes:

- a) Aid, assistance, relief, and comfort of needy or disabled veterans or members of the Armed Forces and their dependents, and the surviving spouses and orphans of deceased veterans.
- b) Maintenance and expansion of the VFW National Home for Children and other facilities devoted exclusively to the benefit and welfare of the dependents, surviving spouse, and orphans of disabled, needy or deceased veterans or members of the Armed Forces.
- c) Necessary expenses in providing entertainment, care, and assistance to hospitalized veterans or members of the Armed Forces.
- d) Veterans rehabilitation, welfare and service work.
- e) To perpetuate the memory of deceased veterans and members of the Armed Forces and to comfort their survivors.
- f) To foster true patriotism through historical and educational programs.
- g) Remission of dues of sick, needy or disabled members.
- h) Necessary expenses to support the relief fund such as the purchase of Buddy Poppies.

Relief funds may be invested in approved securities but shall not be loaned to the Post or other units, or transferred from the relief fund in any manner or under any guise, except that relief funds may be transferred to the general fund for remission of dues of sick, needy or disabled members.

Benefit Information

All new and reinstated members recruited during this year will receive member benefit information once their dues have been received at National Headquarters. If you need additional member benefit information, please visit vfw.org/join/member-benefits.

Your help in publicizing VFW Member Benefits will help the Veterans of Foreign Wars have another successful membership year.

Important Note: VFW members in good standing are insured under the \$1,000/\$1,500 Personal Accident Plan (benefits reduce at ages 70 and 75). Benefits are payable in the event of a covered accidental death or dismemberment. Accidental loss of life payment is payable to the estate of the insured member, unless a beneficiary designation form is on file at the insurance company.

Emblem and Supply Department VFW Store

Through the Emblem and Supply Department, the VFW Store offers virtually everything you need to conduct Post business - supplies, recruiting items, business cards, uniform caps, awards, emblematic merchandise, to name a few. Additionally, the VFW Store offers a wide variety of other products for Posts and members such as personalized apparel (shirts, jackets, and caps), military items, jewelry, gift items, as well as flags and patriotic items.

The VFW Store offers high quality, affordable products and when you buy from the VFW Store your money stays in the VFW and all levels benefit:

- a) Per Section 715 of the VFW Bylaws, 10% of net profits are rebated back to the Departments each year.
- b) Auxiliary to the VFW, National Headquarters receives a percentage.
- c) The remainder goes to VFW Programs that assist veterans, military personnel, and their families.

A new VFW Store catalog is mailed annually in August to each Post Quartermaster and Commander, as well as to members who have purchased in the prior year.

Convenient Ordering

- a) Online: vfwstore.org
- b) Toll free: 833.VFW.VETS (833.839.8387)
- c) Fax: 816.968.1115 (credit card orders only)
- d) Mail order form

VFW Store has convenient payment methods: Check, Money Order, and accepts MasterCard, Visa, American Express, or Discover Card.

If you don't see what you are looking for in the VFW Store catalog or online, please call 833.VFW.VETS.

There is a continual effort to develop new products that meet the needs of the VFW Departments, Posts and Members. We value and welcome your suggestions and feedback. If you have a suggestion for new products, please contact Hank Ellis at hank@vfw.org or 816.968.1194.

Use of the Trademarked VFW Emblem

The VFW logo is trademarked and owned by the National Organization of the Veterans Foreign Wars of the United States, with exclusive rights to manufacture the logo reserved by the National Organization, except by written permission from the Quartermaster General. To request permission to use the logo, contact qmgeneral@vfw.org

NO POST, DISTRICT, COUNTY COUNCIL, STATE or AUXILIARY, including MEMBERS and OFFICERS, has authority to grant the right to manufacture, reproduce, or use the logo or name, to include VFW or Veterans of Foreign Wars.

The **VFW STORE** and its licensed vendors, listed online at vfwstore.org, are the **ONLY AUTHORIZED SOURCES** to produce merchandise with the VFW name, logo, and/or Cross of Malta.

Special Purchases/Quantity Discounts

Products are not limited to what you see in the VFW Store catalog or online. We specialize in finding custom/quantity products at very competitive prices. If your Post needs shirts, merchandise for special events, youth sponsorships item, etc. and you want to add your Post information to it, contact Kim Winston, Custom Consultant, at kwinston@vfw.org or 816.968.1181.

Discount For New Life Members

New Life Members are eligible for a 10% discount on products for **personal** use from the VFW Store for one year from their Life membership date. Certain restrictions apply including:

- a) **Personal Use** does not include Post Supplies, Bylaws, citations, trophies and plaques. No Post checks.
- b) Discount must be requested at the time of order and cannot be used with other discounts, or applied to prior purchases, tax or shipping/handling charges.
- c) Membership Number required on all orders requesting this discount.
- d) Online orders, use promo code: **NEWLIFEMEMBER**

Discount For Legacy Life members (personal use only) – a-c above applies. Online orders, use promo codes: **GOLD, SILVER** or **BRONZE**

Discount with Perpetual Post Charter

Posts receiving a new Perpetual Charter will receive a 10% discount certificate on one order from the VFW Store. Certain restrictions apply including:

- a) Original certificate must accompany the order.
- b) Discount certificate valid for one year from the date issued.
- c) Discount may not be used with other discount offers, coupons or gift certificates, nor applied to prior purchases, account payments, sales and/or use tax or shipping/handling charges.

Any questions regarding the VFW Emblem and Supply Department/VFW Store, contact Hank Ellis at hank@vfw.org or call 816.968.1194.

Quartermaster Supplies Quick Reference List

Item #4108	Podium Edition; Congressional Charter, Bylaws, Manual of Procedure, Ritual.
Item #4204	Receipts, Expenditure and Distribution Ledger
Item #4200	Miscellaneous Receipt Forms
Item #4201	Membership Record Forms
Item #4205	Post Minutes Book
Item #4214	Trustees Report of Audit Form
Item #4208	Financial Statement Form (monthly detail of receipts and disbursements)
Item #4211	Draft Book (voucher/payment order)

FINANCIAL REPORTING



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Financial Reporting

The Uniform System of Post Records and Accounts is a system that has been in use for many years by many VFW Posts with exceptional results. This system is the preferred method of record keeping; however, as technology continues to develop, many VFW Post are transitioning electronic-based methods utilizing differing types of accounting software.

Quartermasters utilizing these methods must ensure that the basic principles of the Uniform System of Post Records and Accounts are not lost and that all electronic records are routinely backed-up.

Uniform System Ledger of Post Records & Accounts

The Receipts, Expenditure and Distribution Ledger (Item #4204); better known as the Post Ledger or Quartermaster's Ledger, is the most important financial record of the Post. It provides a means of maintaining uniform records of the financial transactions of the Post. When properly used, it is simple to maintain. It provides an easily understood record of the Post's financial condition and enables quick and accurate audits of the Post funds. The balance shown in the ledger at the end of the month must be in agreement with the bank statement(s), checkbook(s) and with the receipt book and vouchers/orders.

The ledger contains various rows and columns for specific entry; each row represents a specific transaction and explains the when, who, why, how of each receipt and disbursement. It further explains, in detail, how each is distributed throughout the Post's funds.

The first four column headings of our ledger are:

DATE: Represents the day and month the transaction was entered.

FROM OR TO: Represents the individual, group, or corporation to which the transaction is associated with.

REASON: Represents the transactions purpose such as donation, mortgage, or member dues.

RECEIPT OR CHECK NO.: Represents how the transaction was sent or received. This may be a check number, transaction number, receipt number.

The next column heading of the ledger is **CASH AND BANK** and has a subheading of **RECEIVED** and **EXPENDED**. **CASH AND BANK** represents the amount of the transaction. Thus the total amount received is entered in the **RECEIVED** portion of the **CASH AND BANK** column and the total amount expended is entered in the **EXPENDED** portion of the **CASH AND BANK** column.

The next column headings of our ledger contain **NATIONAL AND DEPARTMENT DUES, APPLICATION FEES, and POST GENERAL FUND, and POST DUES RESERVE FUND*** (additional blank columns exist to allow for extra funds as required). These columns represent how transactions listed in the **CASH AND BANK** column are distributed between Post funds. Each heading is again separated into two columns titled **RECEIVED** and **EXPENDED** and are recorded as appropriate.

Each column is totaled at the bottom of the page, showing the amounts of all receipts and expenditures and the funds balance (net). This allows for the Quartermaster, at a regular Post meeting, to give a no frills financial report.

**Note: The Post Dues Reserve Fund is no longer required; however, as many Posts still utilize this fund it has been retained on the ledger form.*

The illustration of the ledger (example 1) will give you a general knowledge in making entries. The entries on the illustrated ledger are the most common ones used by the majority of Posts. Larger Posts or those with club facilities may have many more entries. The ledger should be balanced at the end of each page and at the end of the month. This will assist the Post Trustees in auditing the books.

1. Top line shows amount of cash in the bank brought over from the previous month and the breakdown of the money into different funds. Entries in the left columns (date) is self-explanatory. The next two columns require that the Quartermaster show from whom the money was received or to whom money was paid and the reason it was received or paid.
2. Dues receipts often cause problems for a new Quartermaster. The full amount for National and Department dues is entered under this heading. The National Bylaws state that not less than one-half of the Post's part of the dues will be placed in the Dues Reserve Fund, and that no expenditures will be paid from this fund. The Dues Reserve Fund will be transferred to the General Fund on July 1.
3. The Ledger sheet is closed out at the end of each month. This is done by adding each column and entering the figure at the end of each column. Subtracting expenditures in each fund from the received column will provide the net in each fund. The total of the net figures in each fund should be the same figure as shown in the **CASH AND BANK** column.
4. If the figure shown under **CASH AND BANK** is the same as shown in your checkbook stub and the bank statement, your books are in order.

It is important that the Post Quartermaster's records are neat and in order at all times, and that all bills and receipts are filed by month. It is also advisable if the Post uses a large checkbook, that the returned cashed checks be attached in the checkbook to the corresponding check stub.

Miscellaneous Receipt Form

(Example 2)

Each Post Quartermaster should be equipped with the forms and records incident to the office. One form being the Miscellaneous Receipts Form (Item #4200.)

It is of the utmost importance that proper receipts are issued for ALL money received including donations and dues.

	Veterans of Foreign Wars of the U.S. POST NO. <u>14001</u> MISCELLANEOUS RECEIPT NO. 221 DATE <u>4/02</u> 20 <u>XX</u>		
RECEIVED FROM <u>Adam Furst</u> <u>5901 Here St.</u> <small>NAME ADDRESS</small>			
TEL. NO. <u>382-5264</u> <u>Gordtown, USA</u>			
AMOUNT <u>\$43.00</u> FOR <u>Continuous Dues</u>			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">AUDITED</td> </tr> <tr> <td style="padding: 2px;">POSTED PAGE</td> </tr> </table>	AUDITED	POSTED PAGE	NOTE: THIS RECEIPT DOES NOT TAKE THE PLACE OF AN OFFICIAL MEMBERSHIP CARD.
AUDITED			
POSTED PAGE			
<u>Joe Honest</u> QUARTERMASTER			

Example 2

Monthly Financial Statement Quartermaster's Detail of Receipts & Disbursements

(Example 3)

The Detail of Receipts and Disbursements (Item #4208) is not intended to replace the Receipts, Expenditure and Distribution Ledger. It is a form designed to assist Post Quartermasters in the listing of Receipts and Disbursements between and during Post meetings for the purpose of providing Post Trustees and the Post Adjutant with a continuous record of the financial operation of the Post.

All receipts and disbursements must be itemized in detail. Once completed the original (and copies) must be turned over to the Post Trustees for examination and audit. The Post Trustees:

1. Must ascertain if all receipts and disbursements have been properly listed and that properly approved vouchers/orders are in evidence to cover and authorize all disbursements.
2. Ensure all checks are properly signed (countersigned by the Post Commander if required by the Post Bylaws.)
3. Must satisfy themselves that the receipts of the previous meeting have been properly deposited in the bank by examining the bank receipted deposit slip.
4. Upon examination and audit of the statement, if found to be correct, they should so certify by placing their signatures thereon.

Distribution of this form is as follows: The triplicate or yellow copy should be given to the Post Adjutant so the information appearing thereon may be included in the minutes of the meeting. The original or white copy should be returned to the Post Quartermaster in exchange for the duplicate or blue copy. The duplicate or blue copy should be retained by the Trustees to verify and assist them in their quarterly audit of the Quartermaster's books.

Section 218 of the Manual of Procedure mandates Post Trustees to make quarterly audits of certain records and to submit proper reports thereof. Any negligence on their part in complying will make them (Trustees) individually and collectively liable for any loss the Post may suffer. Although the Trustees may not actually misuse Post funds, they do become, in case of loss, accessory to the act by reason of not performing their duties as prescribed by law and in accordance with their obligation. Keep in mind that bonding company liability is contingent with the compliance of VFW Bylaws by Post officers.

More efficient, capable and loyal Post Trustees will reduce the number of claims to the bonding company.

An honest, accountable officer never has to be forced to render a report and always welcomes an inspection of his records.

Authority to Disburse

A Quartermaster may NOT disburse the funds of the Post without receiving proper authority from that Post by action on the floor at a regular or special meeting and the approval of the Post Commander. The Uniform System of Records and Accounts provides for a voucher which must be used. This simply means an approved paper voucher/order must be made for presentation to the Post for consideration of payment. Bills are presented to the Post for action before they are paid, except where circumstances do not permit a prior presentation. The bills must be clearly explained and in detail so every Post member will know the situation when called upon to vote. When the Post votes approval, the Post Adjutant prepares the voucher/order, has it properly signed by the person so designated and presents it to the Post Quartermaster for payment. Unless this is done, the Quartermaster is without authority to pay. When approved by the Post and properly signed by the Post Commander, it is the authority for the Post Quartermaster to disburse funds in the amount designated on that voucher/order.

The returned check properly endorsed is proof the money has been paid. In this manner, the Quartermaster has authority to pay and also proof that payment has been made. Vouchers/Orders must be carefully and permanently filed, and cashed checks accounted for properly, audited and filed for future reference, with correct notations in your books. This is what is known as a clear record and, as a good Quartermaster, you should never operate any other way.

Vouchers/Orders

The initial voucher/order must be self-explanatory and show clearly to whom the money is to be paid, how much is to be paid and for what, set forth in detail. It must also carry the correct signatures as required by the Bylaws and the Post. If the payment is reimbursement for expenditures already made, the voucher/order must be supported by the receipted bills made in detail. If it is for a bill being presented for payment, the itemized bill must accompany the voucher/order and remain a part of that voucher/order in the permanent file.

Always keep this in mind. You can never have too much proof for the proper receipt and disbursement of funds, because doubt can attach to any person, despite a record of probity and honesty. A Quartermaster may, with or without cause, be called upon at any time to account for stewardship. Never honor a voucher marked "miscellaneous expense." If such expense cannot be detailed and itemized for Post approval, you are not required to make that disbursement.

The VFW Draft Book (Item #4211) is a great way to control the voucher and payment order process.

POST NO. <u>14001</u> DRAFT NO. <u>63</u> <u>April 7</u> 20 <u>XX</u> TO <u>City Power and Light</u> FOR <u>electric bill</u>	POST NO. <u>14001</u> DRAFT NO. <u>63</u> VETERANS OF FOREIGN WARS OF THE UNITED STATES TO THE QUARTERMASTER  PAY TO THE ORDER OF <u>April 7</u> 20 <u>XX</u> <u>City Power and Light</u> THE SUM OF <u>Ninety-four and 53/100</u> \$ <u>94.53</u> FOR <u>electric bill</u> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <u>Ken Price</u> TRUSTEE COMMANDER </div> <div style="width: 45%; text-align: right;"> <u>M. Manner</u> TRUSTEE ADJUTANT </div> </div>
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Post Trustees' Report of Audit

The preparation and completion of the Post Trustees' Report of Audit (Item #4214) at the end of each quarter is the duty and responsibility of the Post Trustees. In those instances, where, upon recommendation of the Post Trustees and authorization by the Post, qualified accountants are engaged to perform the quarterly audit, it continues to be the duty and responsibility of the Post Trustees to submit the Post Trustees' Report of Audit as set forth in the Bylaws. As Quartermaster you must insist on its completion.



TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of 14001
 (District/County Council/Post No.)
 Department of XX for the Fiscal Quarter ending June 30, 20 XX

FISCAL QUARTERS: Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct. 1 to Dec. 31

FUNDS:	Net Cash Balances at Beginning of 9. Quarter		Receipts During Quarter 10.		Expenditures During Quarter 11.		Net Cash Balances at End of Quarter 12.	
1. National and Department Dues (Per Capita Tax)	\$	00	\$	558 00	\$	558 00	\$	00
2. Admission or Application Fees (Department)		00		00		00		00
3. Post General Fund		1341 32		3828 16		2416 42		2753 06
4. Post Relief Fund (Poppy Profits, Donations, etc.)		134 89		2424 54		546 00		2013 43
5. Post Home or Building Fund (Including Savings but Not Real Estate)		710 00		555 00		125 46		1139 54
6. Post Canteen or Club Fund		4900 00		2863 41		1314 89		6448 52
7. Other								
Life Membership		00		265 00		265 00		00
8. Bonds and Investments Not Credited to Funds		20000 00		16 88		00		20016 88
13. TOTALS:	\$	27086 21	\$	10510 99	\$	5225 77	14. \$	32371 43

15. OPERATIONS	
Have required payroll deductions been made?	<u>Yes</u>
Have payments been made to the proper State and Federal agencies this quarter?	<u>Yes</u>
Have sales taxes been collected and paid?	<u>Yes</u>
Are club employees bonded?	<u>Yes</u>
Amount of outstanding bills	\$ <u>0</u>
Value of Real Estate	\$ <u>250,000</u>
Amount of liability insurance	\$ <u>1,000,000</u>
Owed on Mortgages and Loans	\$ <u>0</u>
Value of Personal Property	\$ <u>50,000</u>
Amount of Property Insurance	\$ <u>300,000</u>

16. RECONCILIATION OF CASH & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	\$ <u>12782.21</u>
Less: Outstanding Checks	<u>427.66</u>
Plus: Deposits in Transit	<u>0</u>
Account Balance	<u>12354.55</u>
Other Checking Accounts (if applicable)	
Ending Balance Per Bank Statement	\$ <u>0</u>
Less: Outstanding Checks	<u>0</u>
Plus: Deposits in Transit	<u>0</u>
Account Balance	<u>0</u>
Savings Account Balance	<u>0</u>
Cash on Hand	<u>0</u>
Total Cash	<u>0</u>
Bonds and Other Investments	<u>20,016.88</u>
Total Cash and Investments	<u>\$ 32371.43</u>

17. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date July 15, 20 XX

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of 14001
 (District/County Council/Post No.)
 for the Fiscal Quarter ending June 30 in accordance of the National Bylaws and that 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 Joe Honest (Name) Signed Dottie Best Trustee
 Signed Sammy Ducan Trustee
Gordtown, USA (Address) Signed Adam Furst Trustee

This is to certify that the Office of the Quartermaster is bonded with ABC BONDING CO. in the amount of \$ 50,000 until September 30, 20 XX, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: Ken Price Commander

NOTE: Forward Original (Blue) Copy to your Department Quartermaster - See instructions on reverse side of both Yellow and Blue Copies.

Trustees' Report of Audit Form

It is the responsibility of the Trustees to ensure the Trustees' Report of Audit form is properly completed. The top of the form identifies the Post, its location and the quarter being audited. Below is an explanation of each block:

- #1-8 **FUNDS:** Listed are those funds most likely to be carried by a VFW Post, District or County Council. Any special funds may be added in the blank spaces. A "fund" is an account which normally has both income and expenditures. In most cases, just about all of your miscellaneous expenditures (community service, youth activities, expenses, etc.) are chargeable to your general fund and most miscellaneous income (proceeds from fund-raising activities, dues, etc.) are credited to your general fund.
- #9 **NET CASH BALANCES AT BEGINNING OF QUARTER:** The figures in this column are obtained from different funds as listed in your ledger. The individual items in this column as well as the total at the bottom of the column should be the same as the ending balances of the previous quarter.
- #10 **RECEIPTS DURING QUARTER:** The figures in this column are obtained by adding the amount shown in your ledger for the three months. This should include items transferred into a fund from another fund during the quarter.
- #11 **EXPENDITURES DURING QUARTER:** The figures in this column are obtained by adding the expenditures for each month. Include items transferred out of another fund during the quarter.
- #12 **NET CASH BALANCE AT END OF QUARTER:** The figures in this column are obtained by adding items 9 & 10 and subtracting items 11.
- #13 **TOTALS:** The figures in this line are obtained by adding the totals of items 9 & 10 and subtracting item 11 – you should arrive at the same by adding item 14.
- #14 **TOTALS:** Total should equal item 9 plus item 10 minus item 11.
- #15 **OPERATIONS:** Answer questions as applicable.
- #16 **RECONCILIATION OF CASH & INVESTMENTS**

Ending Balance Per Bank Statement

Enter ending balance shown on bank statement.

Less: Outstanding Checks	Total checks written on or before the date of the bank statement that are not on the bank statement.
Plus: Deposits in Transit	Total deposits made on or before the date of the bank statement that are not on the bank statement.
Account Balance	Subtract outstanding checks and add deposits in transit from the ending balance per the bank statement. This should agree with the balance in your checkbook/ledger.
Savings Account Balance	Enter balances of any savings accounts.
Cash on Hand	Amount of money on hand that has not been included in "Outstanding Deposits" above.
Total Cash	Add all amounts in this column.
Bonds and Other Investments	Enter cost value of bonds and other investments.
Total Cash and Other Investments	Add Bonds & Other Investments line to Total Cash line. This figure should be the same as the amount in Box 14.

#17 **TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT:** Enter the date the audit is prepared, the Post name and number and the quarter for which the audit is prepared. The Post Commander and Trustees must sign the Audit prior to submittal to the Department. Enter the name of the Post Quartermaster, the name of the bonding company, the amount of the bond and the expiration date of the bond.

Remember, it is the duty of the Post Trustees to conduct the quarterly audits. It is the duty of the Commander to see that audits are made.

The completed form, with the signature of the Post Trustees to attest to its accuracy, together with the signature of the Post Commander, should be forwarded to the Department Quartermaster. The Post Trustees should also sign the General Ledger at the ending point of the current audit period.

FEDERAL TAX INFORMATION



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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.

Congress established several categories of organizations that are exempt from federal income taxes. Those categories are usually referred to by the sections of the **Internal Revenue Code (IRC)** that grant tax exempt status. The more common ones are:

- ***Section 501(c)(3)**: charitable, educational, and religious organizations;
- ***Section 501(c)(4)**: social welfare organizations;
- ***Section 501(c)(7)**: social clubs.

Veterans of Foreign Wars National Headquarters has obtained its exemption under a special veterans service organization provision, Section 501(c)(19). The National Headquarters exemption does not cover other units. In most cases, the Department Headquarters has obtained a “group exemption” (discussed below) that covers Posts in the Department.

If your Post is not covered under a Group Exemption and has not applied for and been granted a separate exemption, you are urged to do so. To obtain a separate exemption, a Post must file an **IRS Form 1024**. A Form 1024 can be obtained by downloading from the IRS website at irs.gov. VFW Posts should be eligible for exemption under section 501(c)(19), provided they have properly requested this exemption. Exemption under Section 501(c)(19) offers the most flexibility, because the exemption offers the broadest exempt purposes. Section 501(c)(19) status may be the only exemption available if your Post operates a canteen. It is highly recommended that you seek exemption under 501(c)(19). To obtain additional information concerning procuring and maintaining tax exempt status for your Post, review IRS Publication 557, “Tax Exempt Status for Your Organization”, or contact your local Internal Revenue Service office. It is also strongly recommended that you consult with an accountant, attorney or other tax professional for advice concerning the appropriate exemption and compliance with IRS requirements.

Group (“Blanket”) Exemptions

You should check with your Department Headquarters to see if it has been issued a group exemption letter that covers your Post. If it has, you are not required to file a separate application for exemption on Form 1024 unless your Post no longer wants to be included in the group exemption letter or is no longer eligible for exemption under the statutory section upon which the group exemption was issued. In addition, a Post that fails to file form 990 for three consecutive years will have its tax exemption revoked by the IRS. If this occurs, the Post can no longer be covered under a group exemption and must individually file Form 1024 to reapply for tax exemption. However, to be included in a group exemption, each Post must authorize the Department Headquarters to include it in the group. The authorization must be signed by a duly authorized officer of the Post and retained by the Department Headquarters for which the group exemption is in effect.

To maintain a group exemption, the Department Headquarters must submit annually to the Internal Revenue Center with which it files its information returns the following information:

- 1) Data regarding all changes in purpose, character or method of operation of the Posts included in the group exemption:
- 2) Lists of the Posts fitting the following three categories:
 - a) Posts that have changed their names or addresses during the year,
 - b) Posts no longer to be included in the group exemption, and
 - c) Posts to be added to the group exemption because they are newly formed or because they have recently authorized the Department Headquarters to include them.
- 3) Information required to be submitted by the Department Headquarters on behalf of Posts to be included in the initial group exemption is required for the new Posts to be added to the exemption.

Submission of this information does not relieve the Department Headquarters or any Posts from supplying any additional information which the IRS requires in order to determine whether the conditions for continuing the exemption are being met. Additionally, inclusion in a group exemption does not relieve the Post of any obligation it has to file income and payroll tax returns or pay taxes. Most Departments have obtained a group exemption under Section 501(c)(19). As the result of some recent IRS recommendations, those Departments that have group exemptions under Section 501(c)(4) are in the process of submitting applications for group exemption under Section 501(c)(19). You may be asked to provide information to support that application. Failure to provide that information may result in your Post losing its group exemption and require that you file for a separate exemption

Return of Organization Exempt From Income Tax (Form 990)

Organizations exempt from income tax under Section 501(c) of the Internal Revenue Code are generally required to file Form 990 by the 15th day of the fifth month following the close of their accounting fiscal year. If the organization's annual gross receipts are normally more than \$50,000, the organization must file Form 990 or 990-EZ. Small tax-exempt organizations whose annual gross receipts are normally \$50,000 or less are required to electronically submit Form 990-N, also known as the e-Postcard. There is no penalty assessment for late filling the e-Postcard, but an organization that fails to file required information returns for three consecutive years will automatically lose its tax-exempt status. The revocation of the organization's tax exempt status will not take place until the filing due date of the third year. In the event that an organization loses its tax exemption for failure to file for three consecutive years, the organization can no longer be covered under a group exemption, and must individually file Form 1024 and reapply for tax exemption.

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.

Gambling/Bingo

The Internal Revenue Service has been very active in recent years with respect to gambling activity by tax exempt organizations. This includes such things as pull tabs, machines, raffles, etc. Such activities may be subject to Unrelated Business Income Tax (UBIT) and may also be subject to the Federal Wagering Excise Tax and Federal Occupational Tax. The rules with respect to gaming income are also complicated and you should consult IRS Publication 3079 for details. You should also consult a professional tax advisor.

The Internal Revenue Code (IRC) contains a specific provision exempting Bingo proceeds from unrelated business income tax where state and local law permits such games to be carried on by nonprofit organizations and these organizations do not compete with taxable entities. This exception applies to bingo games even though they are regularly carried on with paid workers.

Section 513 (f) of the IRC (defining unrelated trade or business) specifically provides:

(f) CERTAIN BINGO GAMES. -

- (1) In general, the term ‘unrelated trade or business’ does not include any trade or business which consists of conducting bingo games.
- (2) Bingo Game Defined. -For purposes of paragraph (1), the term ‘bingo game’ means any game of bingo-
 - (A) of a type in which usually -
 - (i) the wagers are placed,
 - (ii) the winners are determined, and
 - (iii) the distribution of prizes or other property entry is made in the presence of all persons placing wagers in such game,
 - (B) the conducting of which is not an activity ordinarily carried out on a commercial basis, and
 - (C) the conducting of which does not violate any state or local law.

The Internal Revenue Service has taken the position that the Bingo exemption applies only to regular Bingo and does not apply to “instant” bingo, pull tabs or other gaming, even if it is conducted during a Bingo session.

**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 veterans 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.

Warnings for VFW Posts

- a) Don't assume your Post is exempt. Check with your Department to see if they have your Post under a group exemption. If not, obtain your own exemption.
- b) Know which section of the Internal Revenue Code your Post is exempt under and know what the requirements are to maintain the exemption.
- c) Remember that Auxiliaries are separate organizations. They may not be exempt under the Post exemption. If a Post has "social members," the Post is not in compliance with the Bylaws and the Post may not be in compliance with the requirements for exemption under 501(c)(19). Member documentation (such as member applications) should be maintained and up-to-date.
- d) Non reporting and non-payment of payroll taxes for Post employees not only puts your Post at risk with the IRS, but also puts the individual Post officers at risk.
- e) Become acquainted with what constitutes Unrelated Business Income and ensure it is reported properly and taxes are paid if required.

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.

Form 1099-Misc and Form 1099-NEC

Form 1099-Misc and Form 1099-NEC are used to report miscellaneous income for individuals and companies that have been paid \$600 or more in non-employee compensation during a calendar year. Do not send a Form 1099 to an employee. Employee compensation is reported on Form W-2. Form 1099-Misc must be submitted to the payee by January 31 of the following year, and it must be filed with the Internal Revenue Service (IRS) by February 28 if you file paper files, and by March 31 if you file electronically. Form 1099-NEC must be submitted to both the payee and the IRS by January 31 of the following year.

Form 1099-NEC was created in 2020, and is now used to report payments to independent contractors for services performed.

Form 1099-Misc is used to report other miscellaneous non-employee payments. Examples of payments that must be reported on 1099-Misc include:

- Rents
- Prizes and awards
- Payments made to an attorney, but not for the attorney's services, for example, as in a settlement agreement. (Form 1099-NEC is used to report the payment for attorney's services)

Examples of payments that typically don't require reporting on one of the 1099 forms include:

- Payments to corporations. There are exceptions for medical care, and legal and attorney fees.
- Payments for merchandise.
- Payments to government agency or tax-exempt organizations.
- Scholarships and fellowships.
- Reimbursements made to employees under an accountable plan. The requirements of an accountable plan require that the payee must:
 - o Establish the business purpose for the expenses.
 - o Substantiate or document the expense claimed within a reasonable time period.
 - o Return to the payor any amounts in excess of the substantiated expenses within a reasonable time period.

You need to be sure to obtain the Taxpayer Identification Number (TIN) from company or individual performing the service. This could be an Employee Identification Number (EIN) or a Social Security Number (SSN) depending on type of company performing the service. It is recommended that you obtain the TIN before you make any payments to the contractor. Have them fill out Form W-9 before they begin their work.

The IRS can apply significant penalties for not filing or late filing. The penalty is \$50 per form for each form that is not filed at all. If the IRS can show "intentional disregard" of the filing requirements or the accuracy of the information, the minimum penalty is \$100 per 1099-Misc form.

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 irs.gov/pub/irs-pdf/p3386.pdf



Annual Form 990 Filing Requirements for Tax-Exempt Organizations

OTS Page 305

Forms 990, 990-EZ, 990-PF, 990-BL and 990-N (e-Postcard)

A tax-exempt organization must file an annual information return or notice with the IRS, unless an exception applies. Annual information returns for most types of organizations include Form 990, Form 990-EZ or Form 990-PF. Small organizations may be eligible to file Form 990-N (e-Postcard), an annual notice. An organization must meet its filing requirement to keep its tax-exempt status. Some organizations are not required to file an annual return or notice. See "Who Must File" and "Organizations Not Required to File Form 990 or 990-EZ" in the Form 990 Instructions for more detailed information.

Which Form to File

The general rules are:

Form 990, Return of Organization Exempt from Income Tax

An organization must file Form 990, if it is:

- An organization with **either**:
 - ▶ gross receipts of \$200,000 or more, or
 - ▶ total assets of \$500,000 or more.
- A sponsoring organization of one or more donor-advised funds.
- A controlling organization described in Internal Revenue Code Section 512(b)(13).
- An organization that operates one or more hospital facilities.
- A nonprofit health insurance issuer described in Code Section 501(c)(29).
- A central or parent organization filing a group return on behalf of subordinate organizations under a group exemption.

Form 990-EZ, Short Form Return of Organization Exempt From Income Tax

Unless required to file Form 990, an organization may file Form 990-EZ, if its:

- Annual gross receipts are less than \$200,000, and
- Total assets at the end of its tax year are less than \$500,000.

Form 990-N (e-Postcard)

An organization, whose annual gross receipts are normally \$50,000 or less, may file Form 990-N. Organizations that **cannot** file Form 990-N, even if their gross receipts are normally \$50,000 or less, and **must** file either Form 990 or 990-EZ include:

- A Section 509(a)(3) supporting organization, unless it supports a Section 501(c)(3) religious organization and its gross receipts are not more than \$5,000.
- A foreign organization or U.S. Possessions organization that engaged in significant activity within the United States (other than investment activity) and which claims U.S. tax exemption or is recognized by the IRS as tax exempt.
- A Section 501(c)(23) Pre-1880 Armed Forces organization.
- A Section 501(c)(24) ERISA section 4049 trust.

Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

Every private foundation must file Form 990-PF annually, regardless of its revenues or assets.

Form 990-BL, Information and Initial Excise Tax Return for Black Lung Benefit Trusts and Certain Related Persons

A black lung trust (described in Section 501(c)(21)) must file Form 990-BL if its gross receipts are normally more than \$50,000. If gross receipts are normally \$50,000 or less, it may file Form 990-N (e-Postcard).

Form 1065, U.S. Return of Partnership Income

A Section 501(d) religious and apostolic organization files Form 1065.

When to File Form 990 Returns

An annual information return or notice is due by the 15th day of the fifth month following the end of an organization's tax year. For example, an organization, with a tax year ending on December 31, must file its return or notice on or before May 15.

An organization may request an automatic three-month extension of time to file Form 990, Form 990-EZ, Form 990-PF or Form 990-BL. An organization may also request an additional three-month extension; however, the organization must show reasonable cause for the additional time requested. For tax years beginning in 2016, an organization can request an automatic six-month extension to file these returns. Use Form 8868, Application for Extension of Time to File an Exempt Organization Return, to request extensions.

An organization's obligation to file a return or notice begins when it is legally formed. Before an organization submits its application for tax-exempt status or while the application is pending with the IRS, it must file a required return or notice by the filing due date.

How to File

- **Form 990, Form 990-EZ, Form 990-PF or Form 990-BL** can be filed electronically or in paper form. Paper forms should be mailed to the address provided in the instructions.
- **Form 990-N (e-Postcard)** must be filed online using the Form 990-N Electronic Filing System (e-Postcard).

Consequences of Not Filing

The tax-exempt status of an organization that does not file a required return or notice for three consecutive years will be automatically revoked as of the due date of the third unfiled return. Revoked organizations must file Form 1120, U.S. Corporation Income Tax Return, or a Form 1041, U.S. Income Tax Return for Estates and Trusts, and may need to pay income taxes. An automatically revoked organization may apply to reinstate its exempt status using the procedures explained in Revenue Procedure 2014-11.

An organization that does not meet its Form 990 or Form 990-EZ filing requirement may have to pay a penalty for each day the return is late. The amount of the penalty depends on the size of the organization. See Form 990 Instructions or Form 990-EZ Instructions, "Failure-to-File Penalties" for additional information.

Other Forms May Be Required

An exempt organization may be required to file other forms or notices depending on its activities. For example, an organization with employees is required to file Form 941, Employer's Quarterly Federal Tax Return, and an organization with unrelated business income may need to file Form 990-T, Exempt Organization Business Income Tax Return. See Form 990 Instructions, Appendix H, or 990-EZ Instructions, Appendix F for more information.

More Information

IRS Charities/Non-Profit Web page

Free e-Newsletter

Sign up and stay informed of the latest IRS news for exempt organizations

StayExempt.irs.gov

Interactive web-based workshops and mini-courses for exempt organizations

Life Cycle

Explains how to establish and maintain an exempt organization

Toll-free Customer Account Services

877-829-5500

MEMBER SERVICES



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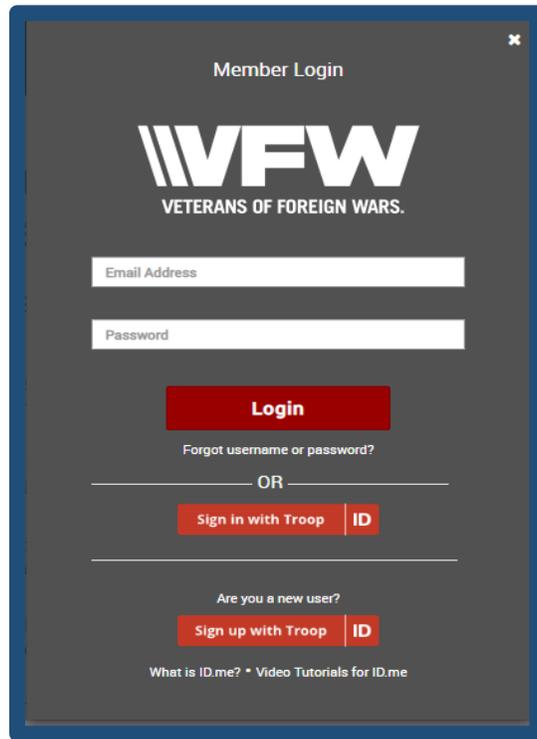
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The image is a screenshot of the VFW (Veterans of Foreign Wars) website. At the top, the VFW logo is on the left, and a navigation menu includes 'Find a Post', 'About Us', 'Our Allies', 'Contact Us', 'FAQ', 'VFW Store', 'Renew', and 'Login'. Below the navigation, there are links for 'Join', 'Assistance', 'Advocacy', 'Media & Events', 'Community', and a red 'Donate' button. The main content area features a large banner with the text 'Keep VFW Programs Strong!' and 'Your contribution today supports life-changing programs that help veterans, service members and their families.' with a 'Donate Now' button. Below this is a testimonial section with the headline 'NO ONE DOES MORE FOR VETERANS.' and a sub-headline 'Veteran Can Hear Family Conversations Thanks to NVS'. The background of the testimonial shows a woman in a dark shirt sitting at a desk with a computer, talking to a man in a military uniform.

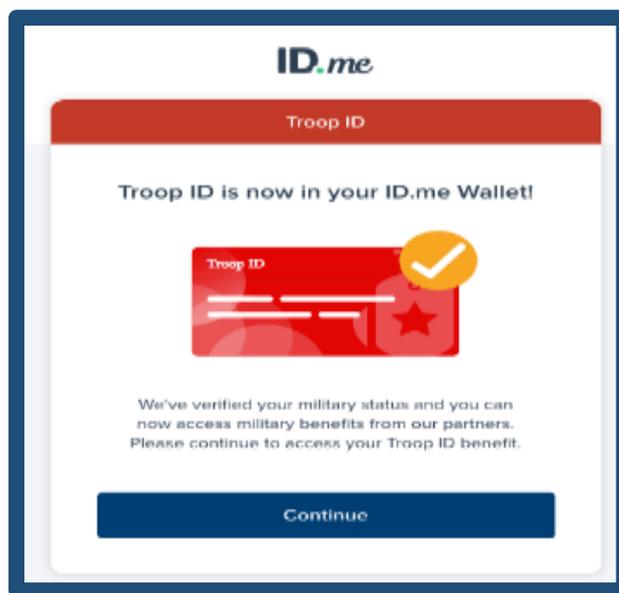
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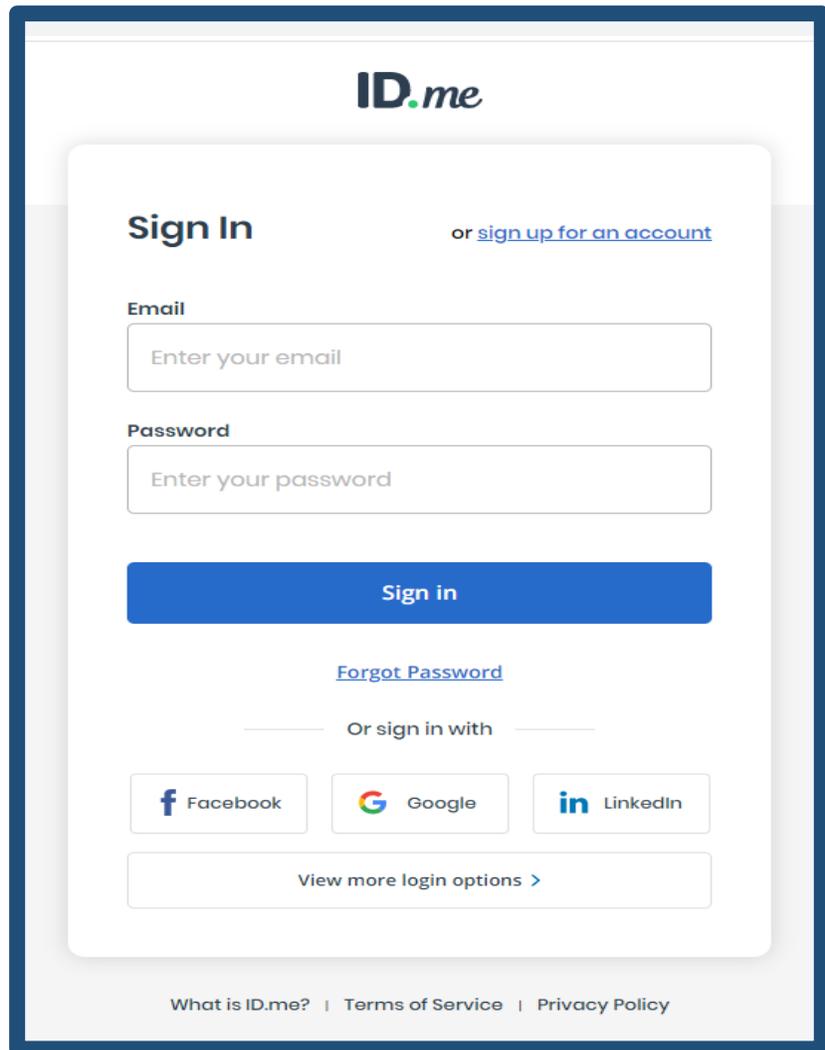


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A newly appointed Quartermaster utilizing the ID.me login will not be required to request a pin number for account recognition.

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WFW VETERANS OF FOREIGN WARS

Find a Post About Us Contact Us FAQ Logout Hello, Norman

My VFW Assistance Advocacy News & Publications Community **Donate**

Personal Services Reporting MenStats National Convention Online Documents

Quartermaster Account

We have identified this account as belonging to a Quartermaster. To receive full access to the Quartermaster tools, you must first verify your account information. Please choose an option below to continue.

[Request a new Quartermaster PIN number](#)
[Skip this step for now](#)

• Á Chmgt {qw} cxg'tgs wguvgf "{qwt'pgy 'S wct vgt o cuvg 'RKP 'pwo dgt." {qw'y kn'tgegkxg'c'o guuci g'ucv'pi 'y cv' {qwt'tgs wguvj cu'dggp'uweeguuhwn{ 'r tqeguvgf "cpf "{qwt'pgy 'RKP 'pwo dgt'y kn'dg'o clrgf "vq" {qw'y kj kp'32" dwukpguu'f c {u0"

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Personal Services Reporting MenStats National Convention Online Documents

Quartermaster Account

Your request has been successfully processed and your Quartermaster PIN number will be mailed to you via U.S. mail within 10 days. To continue using the Online Membership System, please [click here](#).

• Á Vj g'mcu'lvgr 'kp'ugw'kpi 'wr "{qwt'S wct vgt o cuvg 'QO U'ceeqpvy kn'dg'vq'xgtkh{ "{qwt'S wct vgt o cuvg 'RKP 'pwo dgt0"

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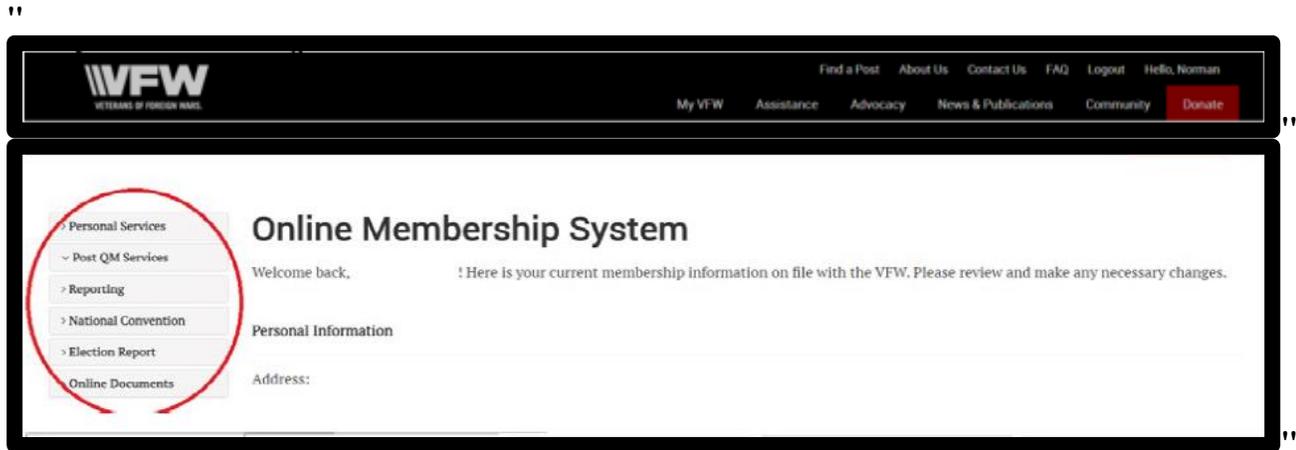
Personal Services Reporting MenStats National Convention Online Documents

Verify Your Quartermaster Account

Your Quartermaster PIN Number

[Click to Verify Your Account](#)

•Á Chgt "{qw} cxg'xgtkhgf "{qwt"RKP "pwo dgt."QO U'y kn'tght guj "cpf "r tqxkf g" {qw'y kj "{qwt" S wctvgtto cuvgt"VqquOP qvg<RKP "pwo dgt"ku"qpnf "wugf "qpeg0' "

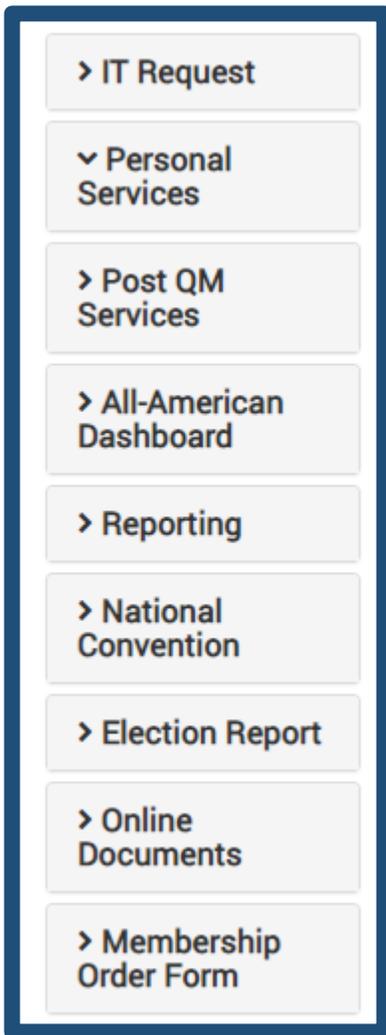


P cxli cvlpi 'vj g'QO U<C'Dt lgh'Qxgt xlgv 0'

[qwt"Qprkpg'O go dgtuj kr "U{uvg0 "Rtqhkrg'y kn'ugt'xg'cu" {qwt "egpvtcni'qec'vqp'hqt "cni'Rgtuqpcni'cpf "Rquv" S wctvgtto cuvgt"Ugtxklegu0Qvj gt 'vj cp'O go dgtuj kr "S wleniNlpmi."y j lej "r tqxkf gu'o cp { 'uj qtvewu'y kj kp'vj g" QO U.'vj g'QO U'r tqxkf gu'cp"gcuf { "r qtvcnhqt 'h'pf lpi "cni'qh" {qwt 'tguqwtegu'lp" c"egpvtcni'qec'vqp0Chgt "{qw'uki p" kp.'uetqnl'f qy p"vq'O go dgtuj kr 'S wleniNlpmi'cpf "erleniqp"Qprkpg'O go dgtuj kr "U{uvg0 0[qwt "o go dgtuj kr " r tqhkrg'y kn'cr r gct0' "



Qp'vj g'ghm'j cpf "ukf g'qh'vj g'r ci g'y kn'dg'c"i gpgtcr'kv'qh'o gpw'qr vqpu0Kp'vj g'uetggpuj qv'dgmjy "ku'c"dtlgh' tgxkgy "qh'gcej "o gpw'qr vqpp."cpf "vj g'ugt'xklegu'vj g { 'r tqxkf g0' "



- Á **KV'T gs wguv'**cmjy u{"qw'v'q"uwo k'tgs wguv'hqt"o go dgtuj kr 'lphqto cvkqp" ppy "cxckrdng'lp'yj g'QO U" "
- Á **Rgt uqpcnUgt xlegu'**cmjy u{"qw'v'q"o cpci g"qwt"ceeqwpv"etgcvg"c'r c{o gpv" r tqhkg."qt'wr f cvg"eqpcev'lphqto cvkqp"cu'pggf gf O" "
- Á **Rquv'S O 'Ugt xlegu'**ku'yj g'egpvcnr' qkp'v'hqt"cm'o go dgt'tgur qpukdkkkgu" gzenwuxg'vq"qwt'r qukskqpO" "
- Á **Vj g'cmCo gt lecp'F cuj dqctf** "ecp'dg"ceeguugf "yj tqwi j "QO U"qt" O go dgtuj kr 'S wleniNkpmO'Vtcklpi "tguqwtegu'hqt'yj g'f cuj dqctf 'y kn'cnuq" dg'cxckrdng'j gt gO" "
- Á **Tgr qt v'pi** <Cm'tgr qt v'pi "hpev'kpu'y kn'dg"cxckrdng'lp'yj ku"o gpw." kpenf lpi "Rquv'S wgt {"cpf "O go ucvuO" "
- Á **P cvlqpcnEqpxgpvlqp**<Tgi kntcvkqp'hqt'j qvukpi "ku"cxckrdng'lp'O ctej O' F grgi cvg'tgi kntcvkqp."j qy gxgt. "ku'pqv'cxckrdng'wpvki'gctn{ "Cr tkO" "
- Á **Ggevlqp 'Tgr qt v'**Uwo k'cm'qhlhgt"ej cpi g'tgs wguv'yj tqwi j "yj ku'hqto O" "
- Á **Qpnlpg'F qewo gpvu**<XHY "Vtcklpi "cpf "Uwr r qtv."cpf "F qewo gpv" Tgr quksqt { O" "
- Á **O go dgtuj kr 'Qt f gt 'Hqt o** <Rrcg'qtf gtu'hqt'pgy "o go dgtuj kr 'hqt o u'j gt gO" "

KV'T gs wguv'

Cp{ "tgs wguv'hqt"lphqto cvkqp"pqv'qdvkpcdng'yj tqwi j "yj g'ewtgpv'QO U'o wuv'dg'uwo kwgf "yj tqwi j "yj g'KV" Tgs wguv'o gpw'qp"qwt'r tqhkgO"

"

IT Request

An IT Request is an *inquiry for information* that you cannot obtain through the current OMS services. For example; branch of service for your members, date of birth (month and day), when a member became life or what conflict was a member in. *Be advised that we may not have this information for all members.*

FOR QUESTIONS REGARDING YOUR MEMBERSHIP OR TO REPORT AN ERROR WITH THE SITE PLEASE USE THE [CONTACT US PAGE](#).

I have read the above and agree to use the IT Request for information inquiries only.

"

Tgs wguu'cr r tqr tkvg'hqt 'y ku'qr vkqp'kpenwf g'f gegcugf 'o go dgtu'htqo 'r t gxlkqwu'o go dgtuj kr '{ gctu.'f cvg'qh' dktj 'hqt'o go dgtu.'cpf 'dtcpej 'qh'ugt xleg'kphqto cvkqp0'

"

Ej cpi g'Eqpvcv'kphqto cvkqp0

Ej cpi g'"{ qwt'j qo g'cf f tguu.'go cki'cpf 'r j qpg'pwo dgt'qp'tgeqtf 'd { 'ugrgev'kpi 'y g'Ej cpi g'Eqpvcv'kphqto cvkqp' qv vkqp'kp'Rgtuqpcn'Ugt xlegu0Qpeg'wr f cvgf.'{ qwt'pgy 'eqpvcv'kphqto cvkqp'y kni'cr r gct'y g'pgz'v'ko g'"{ qw'uki p" kp'v'q'y g'QO U'

"

Contact Information

Home Address Snowbird Address

Address

406 W 34th St Ste 200

City State

Kansas City

MO

Zip Code

64111-2736

Email Address

Phone Number - -

PLEASE NOTE: The email above is for contact purposes and will not affect your current OMS login. If you want to change the email you use to login, click the link on the left titled 'Manage Account'.

"

Rrgcug'pqvg'y cv'wr f cvkpi '{ qwt'eqpvcv'go cki'cf f tguu'y kni'p'qv'chgev'"{ qwt'QO U'Uki p'k0Vq'ej cpi g'"{ qwt'uki p" kp'kphqto cvkqp.'ugrgev'O cpci g'Ceeqwpv'k'"{ qwt'ni'kp'kphqto cvkqp'ku'p'qv'cuuqekcvf'y kj 'k'k' g'0k'k' g'wugtu." j qy gxgt.'o wuv'uki p'kp'cv'y cmg'k'k' g'v'q'wr f cvg'y gk'r'gtuqpcn'ni'kp'kphqto cvkqp0'

"

Rc { o gpv'Rt qhkg' "Hqt 'Rgt uqpcn'ht 'Rquv'Rwt r qugu"

Cu'Rquv'S wctvgo cuvgt.'{ qw'ecp'ej qqug'v'q'wug'"{ qwt'r c { o gpv'r tqhkg'hqt'qpg'qh'y q'r wtr qugu'<r'gtuqpcn'f wgu' qt'Rquv'r c { o gpv'kphqto cvkqp0k'"{ qw'ej qqug'v'q'wug'"{ qwt'r tqhkg'hqt'Rquv'f wgu.'{ qwt'r quv'kphqto cvkqp'y kni' cwqo cvkcm' 'cr r gct'cu'c'r c { o gpv'qr vkqp'y j gp'r tqegu'kpi 'o go dgtu0'

Vq'dgi kp'y g'r tqegu'qh'etgcvkpi "c'r c { o gpv'r tqhkg.'hqm'y 'y g'kputwv'kpu'dgmy 0'

- Á I q'v'q'xhy Qti "cpf "erem'iqp'Nqi kp'kp'y g'wr r gt'tki j v'j cpf "uetggp0'
- Á Qp'y g'O go dgt 'Nqi kp'uetggp'v'r g'kp'"{ qwt'wugtpco g'cpf 'r cuuy qtf 0k'"{ qw'j cxg'cp'k'k' g' ceeqwpv.'ugrgev'Ui p'kp'y kj 'Vt qqr 'k'v'q'uki p'kp0'"
- Á Once you're signed in, scroll down to O go dgtuj kr 'S wleniNlpmu'cpf "erem'iqp'Qp'kpg' O go dgtuj kr 'U' ugo 0' qwt'QO U'r tqhkg'y kni'cr r gct0'
- Á Qp'y g'rgm'j cpf "ukf g'qh'y g'r ci g.'ugrgev'Rgt uqpcn'Ugt xlegu'cpf "erem'iqp'Rc { o gpv'Rt qhkg'0Vj g' hqm'y kpi "uetggp'y kni'cr r gct0'

- **Á** UgrgeV**F gdlw'b** { 'dcpnlceeqwpv'qt'Ej cti g'b { 'etgf kwf gdlw'ectf "v" gptqm" { qwt'r c { o gpv' kphqto cvkqp0Vj g' **Cwwq'Rc** { 'hwpevkp'ku'cxckrdng'kh' { qw'ej qqug'vq' gptqm" { qwt'r c { o gpv'r tqhkg'hqt" rgtuqpcn'cwqo cvke. 'o qpj n' { r c { o gpw0Vj ku' hgcwtg'ku'dguv'wugf 'hqt" c' **Nhg'O go dgt' Kpuwmo gpv' Rrcp** 'r c { o gpw'qt" { gctn' . "CpwwndO go dgtuj k' 'tgpgy cni0
 "
 "

Payment Profile

Please choose a payment option below:

Debit my bank account

Charge my credit/debit card

Credit Card Number Expiration Date

October
▼

2020
▼

Edit

Save

Cancel

- **Á** **Rrcug'pqv** <Ur cegu'dgy ggp'f ki ku'o wuv'dg'ng'h'qw'y j gp'v' r kpi 'kp" { qwt'dcpnlqt"etgf k'ectf " pwo dgt0Vj g'hckwtg'vq"o cng'y ku'cev'kqp'y knj kpf gt'y g'r tqeguulpi "qh'r c { o gpw0
 "
 "
 "
 "
 "

Renew Annual Members

Single Renewal: \$40.00

To renew dues for a single annual member for the full post dues amount using the *member's credit card*, click [here](#).

Multiple Renewals: \$29.50 (each)

To renew dues for one or more annual members using the *post credit card or payment profile*, choose the years in which to display unpaid members below.

Display unpaid members for the following years:

2017 & Prior 2018 2019 2020 2021

[Get Unpaid Members](#)

Cm'tgpgy cnu'made by a member's cash payment, or the post itself, 'kpenf kpi 'ukpi rg'o go dgt'tgpgy cnu.'o wuv' dg'o cf g'yj tqwi j 'yj g'O wnk'rg'Tgpgy cnu'qr vlp0Ukpeg'yj g'r quv'ku'eqxgtkpi 'yj g'r quv'hggu'qh'yj gug'o go dgtu." yj g'r quv'hgg'co qwpv'ku'pqv'ecre'wrc'v'f 'kp'yj g'hgg'kuv'f 'dgrny 0Qpn' 'yj g'f wgu'uj ctg'vq'XHY 'P cvkqpcn'cpf 'yj g' Ucv'ctg'dgkpi 'uwo kv'f O'

Nkngy kug.'o go dgtu'y j q'r c { 'yj gk'f wgu'f ktge'v' 'v'q'yj g'r quv'y kn'cnu'q'dg'r tqeguugf 'w'pf gt '**O wnk'rg'Tgpgy cnu'** k'p'yj ku'uegpctkq.'qpn' 'yj g'f wgu'qy gf 'v'q'XHY 'P cvkqpcn'cpf 'yj g'Ucv'ctg'dgkpi 'r tqeguugf 'j gtg='yj g'r quv'j cu' crtgc'f { 'tgegk'x'gf 'yj g'r quv'f wgu'ht'qo 'yj g'o go dgt O'

Dgrny 'ku'c'r tqeguukpi 'gzco r rg'hqt'dqy 'uegpctkqu O'

Gzco r rg'<Ucv'ctg'*& 072+! 'P cvkqpcn'43072+?'852022"

Vq'r wni'wr 'yj g'o go dgtu'y j q'pggf 'v'q'tgpgy . 'Ugrge'v'yj g' { gct'kp'y j kej 'yj g'o go dgt 'y kn'g'zr ktg.'cpf 'yj gp'erken'q'p'I gv' Wpr c'k' O go dgtu'v'q'dt'kpi 'wr 'yj g'rkuv O'

Rquv'S O 'Ugt xlegu'<Vt cpuhgt 'O go dgt u'

P qv'v'q'dg'eqphwugf 'y kj 'yj g'P gy 'O go dgt 'Hqt o . 'yj g'Vt cpuhgt 't'O go dgt 'hwpe'v'k'p'cm'y u' { qw'v'q't'cpuhgt " dqy 'r c { kpi 'cpf 'pqp/r c { kpi 'o go dgtu'k'p'v'q' { qwt'r quv O' "

Notifications 1

- > IT Request
- > Personal Services
- > Post QM Services
 - New Member Prospects
 - Renew Members
 - Transfer Member
 - Decease a Member
 - Request Duplicate Card

Transfer a Member

Non-Paying Transfer
 Paying Transfer

ENTER A MEMBER'S LAST NAME OR CURRENT POST

Last Name: OR Current Post:

AND

Card Number:

Lookup

Post/Regular Life Conversion The member's last name or Post number, and their current membership number. If you need assistance, call 30 550 XHY (800) 30 550 5; 0 5: 9-0

Regular Life Conversion

The member's age as of Dec. 31 of the calendar year in which the application is made will determine the fee.

ATTAINED AGE BY DEC 31	LIFE MEMBER FEES
Through Age 30	\$425.00
31-40	\$410.00
41-50	\$375.00
51-60	\$335.00
61-70	\$290.00
71-80	\$225.00
81+	\$170.00

The Regular Life Conversion fee is based on the member's age as of Dec. 31 of the calendar year in which the application is made.

Convert Member to Life

ENTER A MEMBER NAME:

OR

ENTER A CARD NUMBER:

Search for Member

All you need is your member's card number to proceed. Once the member's name and membership information is pulled up, you'll be provided with the option to pay for the upgrade through the Post, or current member's payment information. "

Cnuq. 'y g'Eqpxgtv'q'Nkg'qr vkp'r tqxkf gu'y g'o go dgt'y g'ej qlkg'dgwy ggp'r c { kpi 'hqt'c'hwm'Lkg"
o go dgtuj kr. "qt'gptqmkpi 'kp'y g'Lkg'b go dgtuj kr 'kpuvmo gpv'r rcp'0Cp'go ckl'cf f tgu'o wu'dg'r tqxkf gf 'hqt"
y g'o go dgt. "uq'y cv'y g'Lkg'b go dgt 'kpuvmo gpv'ci t ggo gpv'tgcej gu'y gkt 'kpdqz0'

Nkg'O go dgtuj kr 'Kpuvmo gpv'Rcp''

Vj g'Lkg'o go dgtuj kr 'kpuvmo gpv'r rcp'cmqy u'c'pgy 'o go dgt. "qt'ewttgpv'cppwcn'o go dgt 'v'q'qdvckp'c"
Lkg'o go dgtuj kr "d { 'r c { kpi 'k'kpuvmo gpw0''

C'r tqur gevkg'o go dgt "qt'c'ewttgpv'cppwcn'o go dgt'ecp'lqkp'y ku'r rcp.'cv'cp { 'vko g'qh'y g' { gct. "d { 'o cnkpi 'cp"
kpkcnr c { o gpv'qh'&67020This \$45.00 keeps the member in good standing during the installment period and
is not deducted from the Life membership fee. 'Chgt'y g'kpkcnr c { o gpv'y g'o go dgt'y knj cxg'33'o qpvy n' "
r c { o gpv'tgo clkpi 0''

Y j kg'r c { kpi 'qp'y g'kpuvmo gpv'r rcp. 'y g'o go dgt'y kn'tgekg'cp'cppwcn'o go dgtuj kr 'ectf 0Qpeg'y g"
Lkg'o go dgtuj kr 'ku'r ckl 'kp'hwm'y g'o go dgt'y kn'dg'kuwgf 'y gkt'Lkg'o go dgtuj kr 'ectf 0'

P gy 'o go dgtu'r tqeguugf 'hqt'y g'kkg'o go dgt'kpuvmo gpv'r rcp'd { 'y g'S O 'y tqwi j 'QO U'y kn'tgekg'cp'go ckl'
y cv'tgs wkt gu'y go 'v'eqo r rvg'y g'gptqmo gpv'r tqegu0''

Cp'gzkukpi 'o go dgt'y j q'ku'r tqeguugf 'hqt'kpuvmo gpv'd { 'y g'S O 'y tqwi j 'QO U'y kn'dg'ugpv'cp'go ckl'v'
eqo r rvg'y g'gptqmo gpv'r tqegu0''k'v'y g'o go dgt'hcku'v'ceegr v'y gug'v'gto u'y g'qtf gt'f qgu'pqv'r tqegu0''

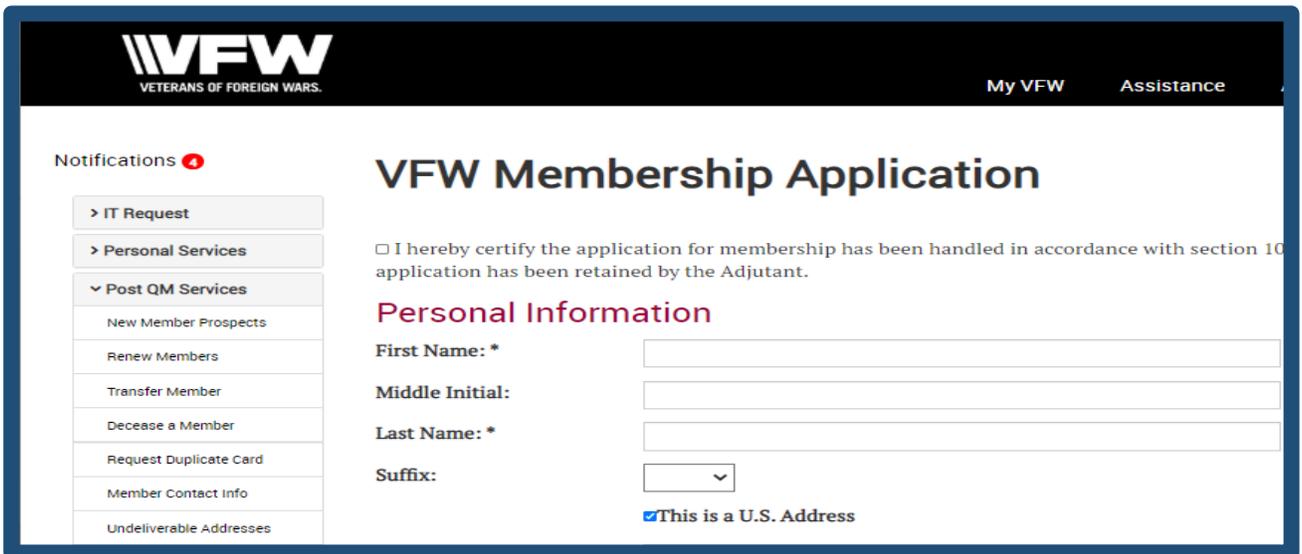
- **Online Enrollment (Personal OMS):** In order to enroll in the Life member Installment Plan, a member must create an ID.me account at www.vfw.org. Once the OMS account is created, the member will enroll by selecting the Upgrade to Life link in Membership Quick Links. However, the members who choose to enroll in Auto Pay must setup a Payment Profile through the "Personal Services" menu of their OMS profile (refer to page 9).

Member Service Center: Members without an OMS account may speak with an MSC Advisor to complete enrollment. Our advisors can be reached by calling Member Services at 833.VFW.VETS (833.839.8387). Once this member completes enrollment with Member Services, an Authorization Agreement for Auto Pay will be sent to them by mail.

- **Á Uwdo k'cp' Cwj qt k'cvkpp'Ci t ggo gpv'hqt 'Cwq'Rc { 'Hqto +O go dgtu'y j q'ej qqug'v'gptqm'd { "**
o ckl'y knj cxg'v'q'uwdo k'cp' Cwj qt k'cvkpp'Ci t ggo gpv'hqt 'Cwq'Rc { o gpv'hqto 'v'XHY 'P cvkpcn'
J gcf s wctvgtu0'Vj ku'hqto 'ecp'dg'hqwpf 'kp'y g'O go dgt' ('Qhleg'Vtclkpi .Hqto u'c'pf 'Vgo r rvgu'
ugekqp'qh'XHY 'Vtclkpi 'c'pf 'Uwr r qt v0''

Qprkg'P gy 'O go dgt 'Hqto '*P gy 'O go dgt 'Cr r rdecvkpp+'

- **Á P gy 'o go dgt'cr r rdecvkppu'ecp'dg'f qy pmcf gf 'c'pf 'b ckrf 'kp. "qt'uwdo kwgf 'y tqwi j 'y g'QO U'kp'Rquv'
S O 'Ugtxlegu0'Vq'ceegu'y g'P gy 'O go dgt'qprkg. 'ugrgev'Rquv'S O 'Ugtxlegu'c'pf 'erken'qp'y g'P gy "
O go dgt 'Hqto 'qr vkp'cv'y g'dqvqo 'qh'y g'o gpv'hku0'Qp'y g'pgz v'r ci g. 'y g'XHY 'O go dgtuj kr "
Cr r rdecvkpp'y kn'cr r gct0''**



"

- This feature will allow you to submit your complete member application through the OMS. You'll be able to track the status of your application and receive notifications when it's ready for review.
- The application process is streamlined and user-friendly, making it easy for you to complete your application online.

Tgr qt vlpj <C'Dt lghOxgt xley "

O O L Q p r k g - " y g O q p v j n { O c k p v g p e g " l q w t p c n k u c t e j k x g f " c p f " e q p v k p u " v j g h e u v 3 4 " o q p v j u " q h t g r q t v u 0 V j k u " t g r q t v r t q x k f g u " v j g ' s w c t v g t o c u v g t " y k j " 5 " r l g e g u " q h l p h q t o c v k p p <

- 30"Ap{ 'o c k p v g p e g " f p p g " q p " { q w " o g o d g t u " f w t k p i " v j g " u r g e k k g f " r g t k q f . "
- 40" T j g ' e q w p v " q h ' c p p w c n i o g o d g t u " r t q e g u g f " f w t k p i " v j k u " v k o g . "
- 50" T j g ' t g o k w c p e g " c o q w p v f w g " v q " v j g " R q u v r g t " o g o d g t " c p f " v q v c r o }

N k h g " O g o d g t " R c { q w " - " v j g " N k h g " O g o d g t " R c { q w " t g r q t v " k u " c t e j k x g f " c p f " e q p v k p u " r c { q w " l p h q t o c v k p p " h q t " u g x g t c n { g c t u 0 V j k u " t g r q t v f g v c k u " v j g " R q u v r c { q w " d { " r n p " v r g . " o g o d g t u j k r " p w o d g t " c p f " p c o g . " r c { o g p v " c o q w p v r g t " o g o d g t " c p f " v q v c r o }

N g i c e { " N k h g " O g o d g t " R c { q w " / " v j g " N g i c e { " N k h g " O g o d g t " R c { q w " t g r q t v " k u " c t e j k x g f " c p f " e q p v k p u " r c { q w " l p h q t o c v k p p " h q t " u g x g t c n { g c t u 0 V j k u " t g r q t v f g v c k u " v j g " R q u v r c { q w " d { " N g i c e { " r g x g n " o g o d g t u j k r " p w o d g t " c p f " p c o g . " r c { o g p v " c o q w p v r g t " o g o d g t " c p f " v q v c r o }

O g o U c w u " * O g o d g t u j k r " U c v k u k e u " / " v j g " O g o U c w u " t g r q t v " t g r t g u g p w " v j g " p w o g t k e " e q w p v " q h " c m " r c { o g p w " r t q e g u g f " c p f " e t g f k g f " v q " { q w " R q u v . " F k u t l e v " q t " F g r c t v o g p v h q t " v j g " e w t t g p v f w g u " { g c t 0 " C " O g o d g t " t c p u h g t " y k m " d g " e q w p v g f " y k j " v j g " r t g x k q u " r q u v " h v j g { " j c x g " d g g p " c " o g o d g t " h q t " r g u u " v j c p " c " { g c t 0 " " "

Rquv'S wgt { "

Eqpukf gt 'Rquv'S wgt { "v'dg" { qwt "o quv'tguqwt eghwv'vqnl'p'wr mcf kpi "ur gekhe'O go dgtuj kr 'Tgr qt w'lp'tgcn'ko g0 Rquv'S wgt { "i gpgtcvgu'tgr qt w'lp'vj tgg"o ckp'ecvgi qt lgu<O go ucv'Eqwpw. "Rquv'Eqwpw'cpf "Wpr ckl 0'Dgny "ku'c" dtlgh'f guetkr vqp'qh'gcej "ecvgi qt { <

Vj g'O go ucv'Eqwpw'cmny u'vj g'S wctvgt o cvgt "v'tgeqpekg"vj g'vqcn'eqwpv'etgf kvgf "v'vj g'Rquv'0'Vj ku'ku' cej kxgf "d { "erlenkpi "gcej "dnwg'pwo gtle "vqcn'uj qy p"dgnry "gcej "eqno p"j gcf kpi 0'

- 30. Vj g'Rquv'Eqwpw'ku'c'ewtt gpv'tgi kvgt "qh'cevkg'Rquv'o go dgtu'0'Vj ku'tgr qt v'f qgu'pqv'rkuv'f gegcugf " o go dgtu'qt "ecpegmf "o go dgtuj kr u'0Cp { "qh'vj gug'eqwf "j cxg'r ckl "f wgu'dggp"etgf kvgf "v" { qwt "Rquv'hqt" vj g'ewtt gpv'f wgu" { gct "r tkqt "v'vj gk "kpcevkc vqp0'
- 40. Vj g"Wpr ckl "ugevqp"dtgcmu" { qwt "wpr ckl "o go dgtuj kr "f qy p"d { "rgpi vj "qh'ko g"cpf "tghngew'f gegcugf " o go dgtu'0'

"

Post Report Terminology								
Memstats Counts (paid for 2020)								
Life	New	Reinstate	Continuous	Total	Prior Year	Percent		
90	1	0	20	111	117	94.87%		
Post Counts (members in good standing)								
Life	New	Reinstate	Continuous	Expiring	Cont. Trans.	Non-Pay Trans.	Installment	Total
89	0	0	20	1	0	0	1	111
Unpaid								
Unpaid 1 Year	Unpaid 2 Years	Total Unpaid		Complete Roster			Deceased	
10	3	13		124			52	

"

Ej qqg'vj g'uwdecvgi qt { "qh'o go dgtuj kr " { qw'y cpv'v' "i gpgtcvg" c'tgr qt v'hqt. "cpf "erlen'qp'vj g'vqcn'pwo dgt "qh" o go dgtu'tgr tgugpvf "d { "vj g'dnwg'pwo dgt "hqt "kpucpeg "Wpr ckl "3" [gct+0C"o go dgtuj kr "tquvgt "y kn'cr r gct " dgnry "vj g'vj tgg"o go dgtuj kr "tqy u'0'

Each member's name, membership number, mailing address and contact information will appear in the new list. The member's membership type will display as Annual, Life or Continuous (for "eqp'v'p'w'w'c'ppwcn" o go dgtu'0'0 ckpi "cf f tguugu'vj cv'ctg" w'p'f g'kxg'ctdng'y kn'cr r gct "kp'tgf. "r tqxkf kpi " { qw'c"ueqr g'qh'y j kej " o go dgtu'p'ggf "v'dg"eqpcev'f "hqt "cf f tguu'xgt "k'cev'k'p'0"

Vq'o cng'hwt vj gt "cf lwuo gpw'v'vj g'tgr qt v' "erlen'vj g'f qy pmcf "qr vqp'v'f qy pmcf "vj g'tgr qt v'kp'v'cp'gzegn' ur tgc'f uj gg'0'Vj g'f qy pmcf "h'p'ev'k'p'cnuq'r tqxkf gu'vj g'cd'rk { "v'g'zr qt v'qt "uj ctg'vj g'tquvgt "kp'c'r f h'h'qto cv' J qy gxgt. "h" { qw'r tghgt "v'r tkp'v'vj g'tgr qt v'cu'f kur n' { gf. "erlen'vj g'r tkp'v'qr vqp'kp'uv'gcf 0'

Ceeqwpv'kpi "Tgr qt v

Please note that the Post member report only reflects active membership from the past two membership years. Members who have been lapsed for more than two years can be found in the " Member Contact Information", "Find Unpaid Members" and "Renew Member" selections in Post QM Services. A deceased membership report for prior years must be submitted as an IT request.

Grgewkp'Tgr qt v'Hkdpj "

Vj g'uwdo kuukqp'qh'yj g'r quv'grgewkp'tgr qt v'qhhkcm{ 'tgeqi pk gu'yj g'tcpuhgt'qh'r qy gtu'qh'yj g'r tgxkqwu'qh'legt" vj'vj g'uweeguut. 'kpenf kpi 'yj g's wctvgtu cuvgt0Y kj qw'vj g'uwdo kuukqp'qh'yj ku'f qewo gpv.'yj g'tgegpv'grgewkp'qh' pgy 'qh'legtuy kn'pqv'dg'qh'kcm{ 'tgeqi pk gf 'd{ "XHY 'P cvkqpcn'J gcf s wctvgtu0"

Vj g'gculguv'y c{ "v'uwdo k'vj ku'f qewo gpv'ku'vj tqwi j 'yj g'grgewkp'tgr qt v'hwpev'kp'cxckrdrg'vj tqwi j "{ qwt'QO U' r tqh'kg'qp'vj g'qprkpg'o go dgtuj kr "u{u'go 0"

- Á Ugrgev'vj g'\$Grgewkp'Tgr qt v'\$'o gpw"qp'vj g'rglw'cpf 'erlen'qp"\$Rquv'Grgewkp'Tgr qt v'Hkdpj \$0"
- Á Ugrgev'vj g'eattgevtgr qt v'gct'cpf "J k'I q0Vj g'hqmqy kpi 'uetggp'y kn'cr r gct0'

Election Report

[PRINT THIS REPORT](#)

Post Information

Post Name: Post #: Date of Election:

Post Meeting Place	Post Home Information
Meeting Night(s) <input type="text"/> Meeting Time <input type="text"/> Building Name <input type="text"/> Address <input type="text"/> City, State, Zip <input type="text"/> Country <input type="text"/>	<input checked="" type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> No Post Home <input type="checkbox"/> Clubroom/Canteen <input type="checkbox"/> Provide Hall Rentals <input checked="" type="checkbox"/> Provide Military Funeral Honors

- Á Complete the form."
- Á "Eheck the "I certify" box at the bottom of yow'uetggp'cpf 'erlen'vj g'qp'vj g'Uwdo k'v'q'P cvkqpcn' dwwqp0'

O go dgtuj kr 'Qtf gt 'Hqt o u'

Vj g'O go dgtuj kr 'Qtf gt 'Hqt o u'qr vqp'qhhtu'c'eqpxgpkp'cpf 'utgco rkp'gf 'cr r tqcej 'hqt' b cnkpi 'dwm' r wtej cugu'qh'Rquv'ksgtcwgt0O go dgtuj kr 'C r r nkc vqpu.'XHY 'Hcev'Uj ggu.'dtqej wtgu'cpf 'qj' gt 'tgetkwo gpv' r wdrkcvqpu'ecp'cm'dg'r tqeguugf 'kp'qpg'qtf gt0'

Membership Order

Ship To:

This is a U.S. Address

Name

Address

City, State, Zip

Country

Phone

Department

District

Post

Email

Check One: Member

NOTE: If you order applications only, the shipping is free.

Your Order:

Use the dropdown list to select from a list of available items, and type the quantity you would like in the textbox below.

Choose an Item

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

Additional Information

Other items such as [Tablecloths](#), [Post Charter Kit](#), [Post Starter Kit](#), and [VFW Recruiting Kit](#) can be purchased at www.vfwstore.org.

O cmg'wtg'y cv'cm'tgrxcpv'uj kr r kpi 'kphqto cvqp'ku'gpvgtgf 'kp0Qpeg' {qw'ctg'tgcf { 'v'ej gem'qw.'ugrgev'y g' r tqf wev'r g'cpf 's wcpkv' 'qh'y g'kgo " {qw'y cpv'uj kr r gf 0Ugrgev' Cf f 'v' {qw'qtf gt'v' f kur r { 'y g'kgo u'

Items	Price	Pkg Qty
Membership Application	\$0.00	25
<input type="button" value="Remove"/>		
Subtotal: \$0.00		
Shipping Cost: \$0.00		
<hr style="border-top: 1px dashed black;"/>		
Order Total: \$0.00		
<input type="button" value="SubmitOrder"/>		

ErkenTgo qxg'v'f grvg'cp { 'kgo u'pq'np'gt'y cpvgf 'kp'y g'qtf gt0K' {qw'ctg'tgcf { 'v'uj kr " {qw'qtf gt.'erken' y g'Uwdo k'Qtf gt'qr vqp'v'ugpf 'kp' {qw'tgs wgu0'

"

"

XHY 'Vtclpki 'cpf 'Uwr rqt v0



Vj g"XHY "Vtclpki "cpf "Uwr rqt v0" ci g"qhhtu"cy kf g"tcpi g"qh'tguqtegu"kp'tgetwko gpv" f qewo gpvcvkp"cpf " eqo o wplk{ "qwtgcej 0Vj g'tguqtegu'r tqxkf gf "qp"vj ku'r ci g'hcm'y kj kp"ukz"o cklp"ecvgi qt ku0"

- **Á O go dgt '('Qhleg'Vtclpki .Hqt o u'cpf 'Vgo r rvgu**<Vj ku'r ci g"qhhtu"o quv"qh'yj g'tgrgxcpv" f qewo gpvcvkp"pggf gf "hqt"s wqtwo u."tgr qt vki "cpf "qhleg"tgrvgf "vtclpki "o cvgtknu0"
- **Á Eqo o wplk{ 'Ugt xleg'([qwj 'Rt qi tco u** Information regarding Patriot's Pen, Buddy Poppy and Xqleg"qh" F go qetce{ "y kn'dg'hqwpf "kp"vj ku'hqecvkp0Rtqi tco "tgrvgf "r tqo qvqpcn'o cvgtknu"cuq" cxckcdng0"
- **Á O go dgt uj kr 'Tget wskpi 'cpf 'Tgvvpvkp**<Tgetwko gpv"cpf "tgvvpvkp"ku"ng{ "vq"vj g"j gcnj "qh"{qwt" r quv"cpf "vj g"XHY "cv'rcti g00 go dgtuj kr "cr r rncvkvpu."vtclpki "xkf gqu"cpf "y gdkpctu."cpf "qvj gt" tgetwskpi "vqnu"y kn'dg'hqwpf "qp"vj ku'r ci g0"
- **Á Eqo o wplecvkpu('Rwdle'CHck u**<O cng{"qwt"xqleg"j getf "d{ "vntpi "cf xcpvci g"qh'yj g"o gf kc" vtclpki "cuukvpeg"r tqxkf gf 0RUCu."y gdkug"cpf "uqekno" gf kc"i wkf gu."cpf "r tguu'tgrgcug"vgo r rvgu"y kn' dg'hqwpf "j gt g0"
- **Á Rqu'Ugt xleg'Qhlegu**<Vj g"XHY "r tlf gu"kuugn"kp"j grr kpi "qwt"xgw"pcxki cvg"vj tqwi j "vj g"kvko kf cvkpi " dwtgcetce{ "qh'yj g"XC0[qwt"Rqu'Ugt xleg'Qhleg"y kn'hkp{ "cm"qh'yj g'tguqtegu"pggf gf "hqt"pcxki cvkpi " vj g'tgf "vcr g"qh'yj g"XC"Erko u'r tqegu0Cnuq"cxckcdng"kp"vj ku'ugevkp"ku"qwt"J kr "Rqengv"Vtclpki " Ugtku0"
- **Á Xgvtcpu('O hskct{ 'Uwr rqt v.** VFW liason's and chairmen will find a decent, general overview of vj g"cuukvpeg"r tqi tco u"qhhtgf "d{ "vj g"XHY 0Kphqt o cvkq"tgi ctf kpi "Wpo gvP"ggf u."vj g"O krkct{ " Assistance Program, and Sport's Clips Help A Hero Scj qm'tuj kr "y kn'dg'hqwpf "kp"vj ku'ctgc."kpenw kpi " tgrgxcpv'r tqo qvqpcn'o cvgtknu0"
- **Á XHY 'F gr ct vo gpv'Tguqtegu**<Hwpf tclukpi "tguqtegu."kpenw kpi "o cklpki u."cf f "ikemu."y kn'dg'hqwpf " vj tqwi j "vj ku'hkpn0"

In the event you need to mail membership applications to National Headquarters, the following section will assist you.

XHY 'O go dgtuj kr 'Hqt o 'Kpht o c'vqp0'

VFW MEMBERSHIP APPLICATION		NATIONAL COPY	MEMBERSHIP TYPE (choose one)	
PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.		ver. 1/20		
NAME FIRST MIDDLE LAST		<input type="checkbox"/> ANNUAL MEMBER Payment Authorization You may pay by check or credit card. For payments by check, you will receive a yearly statement by mail. For credit card payments, please complete the following: <input type="checkbox"/> I authorize the VFW to automatically charge my account \$ _____ on a yearly basis to pay my Annual membership dues. <input type="checkbox"/> I authorize the VFW to charge my account a one-time payment of \$ _____		
ADDRESS _____		<input type="checkbox"/> LIFE MEMBER <input type="checkbox"/> I authorize the VFW to charge my account for a one-time payment of \$ _____		
CITY STATE ZIP		<input type="checkbox"/> LIFE MEMBER INSTALLMENT PLAN <input type="checkbox"/> I authorize the VFW to automatically charge my account \$ _____ to be paid in 11 monthly installment payments after my initial payment of \$45.00. Information about scheduling payments can be found by calling the VFW Member Service Center at 1.833.VFW.VETS.		
EMAIL _____		QUARTERMASTER - PLEASE FILL OUT <input type="checkbox"/> NEW Post No. _____ <input type="checkbox"/> FORMER MEMBER ID No. _____ <input type="checkbox"/> TRANSFER From Post No. _____ to Post No. _____ (transfer complies with Sec. 107)		
DATE OF BIRTH _____ GENDER: (M) (F)		RECRUITER (please print) name _____ member no. _____ QUARTERMASTER: signature _____ member no. _____		
PHONE _____ SSN (optional) _____		AMEX _____ DISCOVER _____ VISA _____ MASTERCARD _____ Exp. Date _____ AMOUNT: \$ _____		
BRANCH OF SERVICE <input type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINES <input type="checkbox"/> COAST GUARD		SIGNATURE: _____		
QUALIFYING CAMPAIGN MEDAL(s) and/or SERVICE _____				
DATES OF SERVICE: _____				
LOCATION OF QUALIFYING FOREIGN SERVICE: _____				

Please see reverse for terms and conditions of Automatic Payment and Installment Life Plans.

Gz'vc'eqr kgu'qh'yj gug'hqto u'o c { 'cnuq'dg'tgs wguv'f'htqo '{qwt'F gr ctvo gpv'qt'yj g'XHY 'O go dgtuj kr " F gr ctvo gpv'0'

- Á Vj g'vqr 'eqr { 'qh'yj g'o go dgtuj kr "cr r r'ecv'kp'ku'hqt'P c'v'qpcn'J gcf s wct'vgtu'wug'cpf "uj qwf "cee'qo r cp { " yj g'Rquv'S wct'vgtu'cugt'Vt'cpuo kwcn'Uwo o ct { 'Hqt o "RS O V/23-0"
- Á A temporary receipt (which is found on the Post's copy) is given to the member. "
- Á T'gv'ckp'uge'qpf 'eqr { 'qh'yj g'o go dgtuj kr "cr r r'ecv'kp'hqto 'hqt' '{qwt'Rquv't'ge'qtf u0"
- Á C'ppwcn'O go dgtuj kr "cr r r'ecv'kp'hqto u'hqty ctf gf 'y kj "c'Rquv'ej gen'uj qwf "qpn' {k'penw'f g'yj g'P c'v'qpcn' cpf 'F gr ctvo gpv'f wgu'co qwp'0'Vj g'Rquv'uj qwf 't'gv'ckp'ku'r qt'v'kq'qh'yj g'f wgu'r c { o gpv'0"
- Á F q'pqv'hqty ctf 'pgy "o go dgt'cf o ku'kq'p'hgg'v'q'P c'v'qpcn'J gcf s wct'vgtu'0'Vj g'Rquv'S wct'vgtu'cugt'uj qwf " v'cpuo k'yj g'cf o ku'kq'p'hgg'v'q'yj gk'F gr ctvo gpv'J gcf s wct'vgtu'0'
- Á N'kg'O go dgtuj kr "cr r r'ecv'kp'hqto u'o wuv'dg'hqty ctf gf 'y kj 'yj g'hwn'ico qwpv'qh'yj g'N'kg'O go dgtuj kr 0' Rquv'f wgu'y kn'dg'f kudwtugf "ch'gt'r t'qegu'kpi 0'

Rt'kqt'v'q'uwdo k'v'kpi . 'r'nguc'g'puwt'g'yj ku'hqto 'ku'uki pgf 'd { 'yj g'S wct'vgtu'cugt'0'k'k'ku'w'puki pgf . 'k'y kn'pqv'dg'r t'qegu'gf " dw't'gwt'pgf "v'yj g'Rquv'0"

For our members' convenience, acceptable methods of payment are checks, money qtf'gtu.'Co g't'k'ecp'G'zr t'guu." F'k'ue'q'x'gt.'O'cugt'E'ctf "cpf 'X'kuc'et'gf k'ect'f u'0'Y g't'ge'qo o gpf 'yj cv' { qwf q'pqv'o cki'ecuj 0'

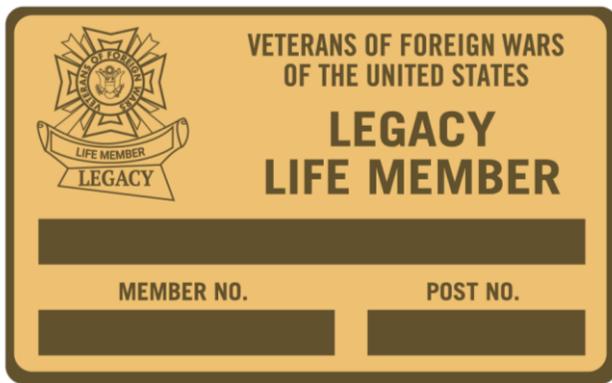
Ngi ce { 'O go dgtuj kr <'Cr r r'ecv'kp' "

Vj g'Ngi ce { 'o go dgtuj kr "r tqi tco "gpc'drgu'XHY "L'kg'o go dgtu'v'q'ng'cx'g'c'r'c'v'kpi "ko r t'gu'kq'p'qp'qwt'i t'gcv' qti c'pk' c'v'qpcn'0' q'w'o c { 'cnuq'r w'ej cug'c'O go q't'kcn'Ngi ce { 'k'p'yj g'p'co g'qh'c'f'g'eg'cug'f "XHY "o go dgt'v'q'j gr " h'w'wt'g'i g'p'gt'c'v'k'p'u'np'qy "cpf 't'go go dgt'v'yj gk'ucet'h'kg'cpf "eq'p'v'k'w'k'p'u'0'Vj g'o go dgtuj kr "y kn'g'p'f qy " additional income, made in the member's name, that y kn'r tq'x'kf g'c'uc'drg'h'k'p'c'p'ek'n'h'q'w'p'f c'v'k'p'hqt' '{qwt' Rquv'cpf "XHY "q'x'gt'cn'0"

Vj g'O go q't'kcn'Ngi ce { 'qr'v'k'p'cm'y u'hqt'c'Ngi ce { 'o go dgtuj kr "v'dg'r w'ej cug'f "k'p'yj g'p'co g'qh'c'f'g'eg'cug'f " c'ppwcn'qt' "L'kg'o go dgt'0'F'g'eg'cug'f "Ngi ce { 'o go dgtu'ecp'cnuq'j c'x'g'yj gk'ng'x'gn'qh'Ngi ce { 'o go dgtuj kr " w'r i t'cf gf . 'cu'h'q'pi "cu'yj gk'gz'k'v'kpi "Ngi ce { 'o go dgtuj kr "j cf "pqv'd'ggp'r c'k' "q'w'cu'c'q'p'g'w'o g'g'p'f qy o gpv'0"

Vq'r wtej cug'c'O go qtkcn'Ngi ce{"o go dgtuj kr . 'r c { o gpv'o wuv'dg'ugpv'kp'hwn'hqt'vj g'f gukt gf 'Ngi ce{ 'rgxgri' *vj gtg'ku'pq'kpucmo gpv'qr vq'p'hqt'O go qtkcn'Ngi ce{"o go dgtuj kr +0"

In addition to the member's information as requested on the Legacy membership form, it is also required that y g'tgegkxg'vj g'pco g'cpf "cf f tguu'qh'vj g'r gtuqp'y j q'y kn'dg't gegkx'pi 'vj g'Ngi ce{ 'hkv.'cu'y gm'cu'vj g'r gtuqp"vq" dg'tgeqi pk' gf "cu'r wtej culpi "vj g'o go dgtuj kr 0'Vj g'hwn'Ngi ce{ 'hkv.'kpenw'kpi "cp"cf f k'kqpcn'egt'v'k'ecv'qh" tgeqi p'k'v'v'q'vj g'r wtej culpi 'r ctv'y kj "gpi t'cxgf 'Ngi ce{ 'Nkg'ectf . 'y kn'dg'ugpv'q'w'v'q'vj g'cf f tguu'vj cv'ku'r tqxkf gf 0'



..

Ngi ce{ 'Nkg'O go dgtuj kr 'Cr r d'ecv'kq'

- Á Ugrgevt'qo 'vj tgg'ecv'gi qtkgu'qh'o go dgtuj kr <I qrf . 'Ukr'gt'qt'Dtqp| g."gcej 'q'h'gt'kpi 'ku'qy p'r cen'ci g'qh' gzenwuk'g'dgpghku'OC'Lkg'o go dgt'ecp'wr i tcf g'v'q'cpqj gt'rgxgri'cv'cp{ 'vko g'd{ 'r c { kpi 'vj g' f k'ht'gpeg'kp'equv'dgy ggp'vj g'y q'rgxgn'0'

Plated Engraved Legacy Life Card*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lapel Pin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hat Pin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distinctive VFW Store Line for Legacy Life members*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Framed Legacy Life membership Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Recognition on Internet & Convention Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Legacy Life Plaque	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hat Patch*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personalized Brick at Centennial Plaza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VFW Store Discounts (for personal use only) *	5%	10%	15%
Increased Level of No-Cost AD&D Insurance *	\$2000	\$3500	\$5000
Annual Endowment: Post	\$6	\$12	\$18
Annual Endowment: Department	\$6	\$12	\$18

..



Have you considered going on-line to process your VFW membership? Visit <https://vfw.org> to find out about the many on-line functions available to Post Quartermasters.

This form is to be used to transmit dues on cardstock members only. New members must be transmitted by completion of a Membership Application. Transfer requests must be accompanied by a completed MCR form, signed by the Post Quartermaster.

Post Number _____
 Dept _____

Post Continuous Member Transmittal Form

Membership Number	Member Name	Address Change complete only if address differs from what is currently on file				Dues Amount	Receipter Card Number	Receipter Name
		Street Address	City	State	Zip			
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Total Amount Being Remitted \$

Member Change Request Form

The Member Change Request Form (MCR) should be used to report changes for both annual and Life members. Before the form is sent in, make sure that all of the following is submitted.

1. Report name and address changes. Note: Change of a member's address to the Post address is NOT acceptable. Legal name changes must be accompanied by a copy of the court decree.
2. Report a members' death.
3. Request Life, continuous or non-paying Post transfers. Transfer requests require the Quartermaster signature. *If no signature or improper signature is received, it will be returned to the Post.*
4. Request replacement Life or annual membership cards.

VFW Annual/Life Member Change Request Form

Annual Member
 Life Member

Replacement Card
 Post Transfer

Old Post No. _____
 New Post No. _____

Report Death _____
 Accidental Death _____
(SOURCE OF INFORMATION)

Member No. _____ Location _____ (CITY/STATE)
 Post AD&D Insurance

Member Name _____

Old Address _____
(STREET, CITY, STATE, ZIP)

New Address _____
(STREET, CITY, STATE, ZIP)



VETERANS OF FOREIGN WARS.

I certify that information submitted for the named member is correct to the best of my knowledge. I further certify that in the case of transfer, I will keep on file indefinitely form PT/MD (Post Transfer/Member Declaration) properly signed by the member and that the member was accepted by the Post under provisions of Sec. 107 national bylaws.

Post Quartermaster (Please Sign) _____ Phone No. () _____

FOR YOUR CONVENIENCE THERE ARE INSTRUCTIONS ON THE BACK OF THIS FORM

VFW FORM MCR 03/05

Post Quartermaster Transmittal Summary Form (PQMT01)

This form is a tool to assist a Post Quartermaster in correctly balancing a membership transmittal. Before the form is sent in, make sure that all of the following is submitted.

VFW POST QUARTERMASTER TRANSMITTAL SUMMARY FORM
 www.vfw.org **This form must be used for the transmittal of dues and accompanied by Renewal Forms, Annual and/or Life Membership applications.**

Department _____ Post No. _____ Membership Year _____ Post Check No. _____

Send only the National and Department portion of the dues for annual members.

Continuous	No. of Members _____	\$ Dues Amount (National and Dept. portion only) _____	\$ Total _____
	X	=	
New & Reinstated	No. of Members _____	\$ Dues Amount (National and Dept. portion only) _____	\$ Total _____
	X	=	
Life Members	No. of Members _____	\$ Life Member Fees _____	
		=	

TOTAL AMOUNT THIS TRANSMITTAL \$ _____

()
 Daytime Phone No. _____
 Post E-mail Address _____
 Date _____
 Quartermaster Signature _____

PQMT-01
REV 0104

- Indicate your Post number and Department on the form.
- Record the number of members being submitted and multiply the dues amount for the total.
- In the event there are questions or processing issues regarding the transmittal, please provide a valid phone number and email address so you may be reached. Include the top copy of the form with your membership transmittal and payment.
- The 2nd copy should be retained for the Post records.

Authorization Agreement for Automatic Deposits (ACH Credits)

The ACH Authorization Agreement grants the VFW permission to send your Post’s share of member dues directly to the Post banking account. Any reported changes to banking information must also be submitted through this document. Also, don’t forget to include a copy of a voided or cancelled check with your documentation. Special requests for this document can be made by emailing us at MSC@vfw.org.

FOR DIRECT DEPOSIT, PLEASE MAIL OR FAX THE BELOW COMPLETED FORM TO:

VFW NATIONAL HEADQUARTERS
 ACCOUNTING DEPT
 406 W. 34TH ST., SUITE 1100
 KANSAS CITY, MISSOURI 64111



VETERANS OF FOREIGN WARS

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

Attention Quartermasters
 An email notification will be sent to the Post's V-mail account after each ACH Deposit has been transmitted providing the date of deposit and amount. If your Post would like to also receive an email message to a different email account, please provide below.

VFW DEPT OR _____ TAX ID _____
 VFW POST/AUX NAME _____ NUMBER _____

I (we) hereby authorize Veterans of Foreign Wars of the United States, hereinafter called VFW of US, to initiate credit entries and to initiate, if necessary, debit* entries and adjustments for any credit entries in error to our Checking or Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit* the same to such account.

DEPOSITORY/BANK

NAME _____
 BRANCH _____
 CITY _____
 STATE _____ ZIP _____



Routing # Account #

ROUTING NO. _____ ACCOUNT NO. _____

This authority is to remain in full force and effect until VFW of US has received written notification from me (or either of us) of its termination in such time and in such manner as to afford VFW of US and Depository a reasonable opportunity to act on it.

POST QUARTERMASTER

NAME _____
 DAYTIME PHONE NUMBER _____
 E-MAIL ADDRESS _____
 DATE _____ SIGNATURE _____

Be advised, it takes approximately 1 week to process, therefore, it is important to return this form as soon as possible.

FOR DIRECT DEPOSIT, PLEASE MAIL OR FAX THIS COMPLETED FORM TO:
 VFW NATIONAL HEADQUARTERS
 ACCOUNTING DEPT
 ATTN: DONALD HOLLAND
 406 W. 34TH ST., SUITE 1100
 KANSAS CITY, MISSOURI 64111816-756-3390 Ext 6230 / FAX 816-968-1137

PLEASE ATTACH VOID OR CANCELLED CHECK HERE

*Debits will only be initiated to correct an error. Under no circumstances will the Debit exceed the error amount. Application will not be processed if there is no void check or deposit slip attached.

Important Information

- Monthly cut-off is completed the last business day of each month. All in house dues renewal payments are processed. Since new, reinstated and transfer members may take up to 10 business days for processing, those not completed will be rolled into the next cut-off period. Payments received after those dates are rolled into the next month.
- Annual Dues - payments are made to Posts by electronic deposit only. These are paid monthly for annual memberships.
- Life membership – payments are made 3 times each membership year in September, January and July. These payments are only made to Posts by electronic deposit.
- Life and annual membership cards are mailed directly to the member. If a member's address is listed at VFW National Headquarters as undeliverable, no membership card will be printed. If a membership card is returned by the Post Office as undeliverable, the member's information will show on the online Post Query in red.

- Duplicate payments for annual dues, received from the member or the Post, will be processed and extend the membership “Paid Thru Date.”
- To replace a lost or damaged annual or Life member card, you may go online to the VFW website at vfw.org or call us.
- Aluminum life member cards are available for VFW Life members only and may be purchased through the VFW Store. Personal and Post information is engraved, rather than stamped and is included in the price of the card. Caution: These cards can set off metal detection alarms. Be sure to include your name, life membership number and your VFW Post number. Life membership will be verified prior to production of this card. The cost is \$10 plus S&H. To purchase an aluminum life member card, call us at 833.VFW.VETS (833.839.8387) or order online at vfwstore.org.
- Life member installment enrollees whose account goes past 120 days without payment will be removed from the installment plan. Previous payments will be left on the members account to be applied towards future annual dues.
- A Quartermaster has both the fiduciary and ethical obligation to the Post, Department and National organization to insure every deceased member (annual and Life) is purged from the Post or department roster in a timely manner.

Note: Change of a member’s address to the Post address is not accepted.

VMAIL

National Headquarters offers a method of communication called VMAIL. This service provides email capability designed “For exclusive use of the VFW.” There is no cost and it is easy and safe to use.

VMAIL is an electronic email system designed specifically for the exclusive use of VFW posts, departments and National, which makes it safe from spam, viruses and the other plagues of an open system. VMAIL can revolutionize the way we communicate in our organization. To obtain your user name and password, contact the Member Service Center.

Probably not every Post has a computer with an internet connection but there is a member of every Post who does and would be willing to use that connection to share information distributed through VMAIL. Follow the simple instructions below to access VMAIL.

Access VMAIL through OMS

- Login to your online account
- Scroll down to Membership Quick Links.
- Click on Online Membership System. Your OMS profile (Welcome Screen) will appear.
- Scroll down and click the blue script next to VMAIL above username and password.
- Under this script, you will find your user name and password.

Contact Information

If you need further assistance with OMS and Dues Processing, please contact us at:

VFW National Headquarters

Member Service Center

406 W. 34th Street, Suite 316

Kansas City, MO 64111

Toll-free number: 1.833.VFW.VETS (1.833.839.8387)

Email: msc@vfw.org



NO ONE DOES MORE FOR VETERANS.

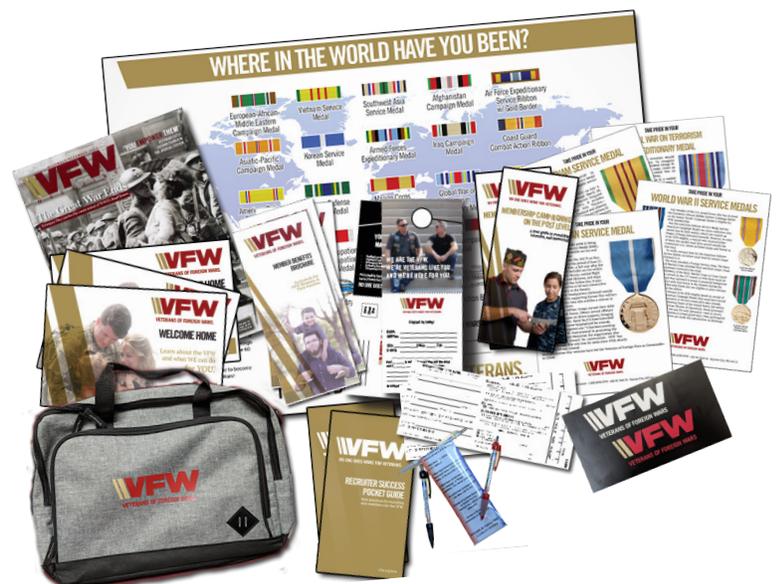
RECRUITING JUST GOT EASIER

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

Order online by logging into www.vfw.org





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.

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, a Post Commander's Guide, a Post Quartermaster's Guide, a Trustees' Guide, and two copies of the "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.



30 DAY
TEMPORARY **CARD**



Member Name _____

MEMBER NUMBER

Valid Until _____
30 days from approval

Post Quartermaster: _____
print/signature

VFW Post: _____

30 DAY
TEMPORARY **CARD**



Member Name _____

MEMBER NUMBER

Valid Until _____
30 days from approval

Post Quartermaster: _____
print/signature

VFW Post: _____

30 DAY
TEMPORARY **CARD**



Member Name _____

MEMBER NUMBER

Valid Until _____
30 days from approval

Post Quartermaster: _____
print/signature

VFW Post: _____

30 DAY
TEMPORARY **CARD**



Member Name _____

MEMBER NUMBER

Valid Until _____
30 days from approval

Post Quartermaster: _____
print/signature

VFW Post: _____

30 DAY
TEMPORARY **CARD**



Member Name _____

MEMBER NUMBER

Valid Until _____
30 days from approval

Post Quartermaster: _____
print/signature

VFW Post: _____

30 DAY
TEMPORARY **CARD**



Member Name _____

MEMBER NUMBER

Valid Until _____
30 days from approval

Post Quartermaster: _____
print/signature

VFW Post: _____

30 DAY
TEMPORARY **CARD**



Member Name _____

MEMBER NUMBER

Valid Until _____
30 days from approval

Post Quartermaster: _____
print/signature

VFW Post: _____

30 DAY
TEMPORARY **CARD**



Member Name _____

MEMBER NUMBER

Valid Until _____
30 days from approval

Post Quartermaster: _____
print/signature

VFW Post: _____

30 DAY
TEMPORARY **CARD**



Member Name _____

MEMBER NUMBER

Valid Until _____
30 days from approval

Post Quartermaster: _____
print/signature

VFW Post: _____

30 DAY
TEMPORARY **CARD**



Member Name _____

MEMBER NUMBER

Valid Until _____
30 days from approval

Post Quartermaster: _____
print/signature

VFW Post: _____

VFW EDUCATION & TRAINING SERIES

Ceremonial Rifles, Ammunition & Military Equipment



Policy and Instructions for
Conditional Donation

Test Your Knowledge



POLICY AND INSTRUCTIONS FOR CONDITIONAL DONATION OF MILITARY EQUIPMENT, CEREMONIAL RIFLES AND BLANK AMMUNITION TO VETERANS ORGANIZATIONS

Regulations, procedures, and prices for obtaining blank ammunition, surplus rifles, and other military equipment available for donation are subject to change without notice.

Be advised all requests for surplus military equipment must first go through the Kansas City, MO National Headquarters office to verify the legitimacy of the post making the request.

The VFW National Headquarters is only authorized to handle requests from chartered Veterans of Foreign Wars posts in good standing. Once verification has been made, the VFW National Headquarters sends requests to the appropriate agencies for processing. When requests are made to Congressional offices or other military departments, without the proper verification and endorsement, the acquisition process is greatly slowed down. Separate letters must be sent for each type of equipment being requested. If both rifles and ammunition are needed, separate requests should be forwarded to the VFW National Headquarters as two different agencies, the Joint Munitions Command in Rock Island, IL and the US Army TACOM Life-Cycle Management Command in Warren, MI will be handling the items.

Requests are to be made on post letterhead and contain the following:

- Post name and number
- Address (not a PO Box number)
- Post commander, Adjutant or Quartermaster must sign request.

These are requirements set forth in new policies and procedures established by the Army. Any correspondence lacking any of these items will be returned to the post causing a delay in processing. Posts are reminded equipment donated by the Department of the Army to Veterans of Foreign Wars posts remain the property of the United States Army. Transfer of any equipment obtained through the Ceremonial Rifle and Static Display Program is unauthorized without the written permission of the **United States Army TACOM Life Cycle Management Command (TACOM)**.

Posts receiving surplus equipment, rifles, static display items, etc. can expect periodic (ceremonial rifle inventories are conducted at the time of issue and every three years or as requested; static displays are conducted at the time of issue and every year or as requested) inspections to assure accuracy of information provided by the donor and compliance with the terms of this Conditional Deed of Gift, proper storage and handling, etc. This program is at no cost to the government, and even though posts may have to pay (or have paid) for handling, shipping, packaging, crating, etc., the items are really just **“on conditional loan”** from the Department of the Army.

BLANK AMMUNITION

A written, formal request must be completed and signed by the current Post Commander, Adjutant or Quartermaster, one of who needs to be the contact person. Include that contact person's residential mailing address (street number) and phone number, not the Post's and an email address if available. Address the request to the Adjutant General, VFW National Headquarters, 406 W. 34th St., Kansas City, MO 64111. The approved request is forwarded by National Headquarters to the Commander, US Army Joint Munitions Command in Rock Island, IL for processing.

The .30 blank ammo (1,240 rounds) is sent in 2 metal cans in a wooden box. The quantity is limited to two boxes and provided free with no shipping charges. Clips are also available. They are issued in multiples of 25 (100 is the maximum).

Between 6-8 weeks after Rock Island processes the request, the ammo is shipped FEDEX Ground from Lake City Army Ammunition Plant, Independence, MO. The recipient will be notified of the tentative ship out date by letter from the US Army Joint Munitions Command in Rock Island, IL. Normal FEDEX Ground delivery is between 9 a.m. to 5 p.m. Monday thru Friday. Prefer the ammunition be shipped to a residence and not to the post. A signature is required upon delivery. If absolutely necessary to be delivered to the post, an Officer's signature is required. This will be addressed on a case-by-case basis.

Blank ammunition is authorized for use in United States Army issued ceremonial weapons ONLY. Ammo is not authorized to posts who receive rifles through any other source. The use of ammo obtained from sources other than the US Army Joint Munitions Command is prohibited as it may

result in damage to the rifles. More importantly, it could cause harm or serious injury to the user.

NOTE: US Army Joint Munitions Command will contact TACOM Army Donations Office to confirm that the organization's rifles are from the program and all records are current.

RIFLES

Under the provisions of Title 10 United States Code (USC) 4683, the Secretary of the Army, under regulations prescribed, may conditionally lend or donate excess M-1 rifles (not more than 15), slings, and cartridge belts to any eligible organization for use by that organization for funeral ceremonies of a member or former member of the armed forces, and for other ceremonial purposes. The Veterans of Foreign Wars is only authorized to handle requests from chartered VFW posts in good standing. The Army Donations Program Office in Warren, MI is responsible for issuing and management of rifles for ceremonial use. Title 10 USC 4683 allows conditions to be imposed on the use of the rifles as may be necessary to ensure security, safety, and accountability. The Secretary may impose such other conditions as considered appropriate.

A Veterans of Foreign Wars post with more than 15 ceremonial rifles is required to return to the US Army the balance of the rifles in order to be in compliance with federal law. If this situation exists, the Veterans of Foreign Wars post will request disposition instructions from the Army Donations Program. No further ceremonial rifles or ammunition will be issued until the Veterans of Foreign Wars post is compliant.

A Veterans of Foreign Wars post wishing to obtain rifles for ceremonial use should forward its request through the VFW National Headquarters. Address the request to the Adjutant General, VFW National HQ, 406 W. 34th St., Kansas City, MO 64111. The request should be on post letterhead with a street address (not a PO Box number), contact person with telephone number, and the number of active organization members. It should be signed by the Post Commander, Adjutant or Quartermaster. State the number of rifles desired up to a maximum of 15. The request is endorsed by National Headquarters stating that the post is chartered and in good standing and eligible to participate in the ceremonial rifle program, then forwarded to US Army TACOM Life Cycle Management Command, Attn: **AMSTA-LCL-IWD**, M/S: 419D, 6501 East 11 Mile Road, Warren, MI 48397-5000 for processing.

An email address is: usarmy.detroit.tacom.mbx.ilsc-donations@mail.mil. The Donations office may be reached by calling (586) 467-6302. Email requests cannot be processed, as the signed original must be forwarded.

Once TACOM receives the endorsed request, forwarded by the VFW National Headquarters Office, processing will begin and an eligibility package will be sent to the post. This package will include the checklist and forms required for completion by the Post Commander, Adjutant or Quartermaster. Return the original forms to TACOM. Presently it takes approximately ninety days for rifles to be shipped after receipt of the eligibility requirements from the post.

Currently, M1 Garand rifles are available for ceremonial use on a conditional basis. These rifles are shipped from the Civilian Marksmanship Program. Normal Overnight FEDEX Ground delivery will be Monday through Friday between 9:00 am and 5:00 pm. **Ceremonial rifles remain the property of the United States Government. The rifles cannot be loaned, sold, transferred, or given to anyone else without the written approval of the Army Donations Program office.** If for any reason the post no longer requires the use of the conditionally loaned rifles, submit a written request to the US Army TACOM Life Cycle Management Command, 6501 East 11 Mile Rd., Attn: **AMSTA-ICL-IWD** , M/S:419D, Warren, MI 48397-5000. **NEVER** return any weapons to TACOM.

In most cases, the Army Donations Program Office will have prepaid shipping labels provided to assist with the return of rifles. After the returned rifles are received, provide a copy of the receipt to TACOM for validation of the return. In turn, they will send a letter to absolve the post of the responsibility/accountability for the returned rifles.

If rifles are no longer in the possession of the post, it is a requirement to state what happened to them. Either a notarized statement signed by the commander describing the circumstances surrounding their loss and the action(s) taken to recover the rifles or a police and/or fire report is required. Send this information to TACOM for review. After review, a determination is made as to the liability for the missing/lost/stolen rifles. The post will be notified if reimbursement costs are required. A triennial inventory is required once every three years or upon request from the date of issue. Care and maintenance of the conditionally loaned rifles is the responsibility of the post.

Slings are not provided through the Donations Program Group Office. The post may order from Amherst Arms or Fulton Armory: **Amherst Arms**, PO Box 1457, Englewood, FL 34295. Their telephone number is: 1-941-475-2020. The address for **Fulton Armory** is: 8725 Bollman Place # 1, Savage, MD 20763. Their telephone number is 1-301-490-9485. The Army does not endorse any specific commercial source for rifle accoutrements.

STORAGE AND SECURITY OF CEREMONIAL RIFLES

Storage of the ceremonial rifles is at the discretion of the post as long as they comply with local/state/federal regulations. Organization provides storage location on completed Certificate of Arms Storage form submitted and on file. If there is a change, notify TACOM in writing.

DAMAGED OR UNSERVICEABLE M1 RIFLES

If M1 Garand rifles are no longer functioning, the post is required to have a licensed gun dealer or an armorer certify the serviceability of each weapon in question. The post must provide a report by model, manufacturer, and serial number detailing what is wrong with each rifle and how much it costs to fix it with respect to shooting blank ammunition.

TACOM will determine if the cost to repair exceeds the cost to refurbish and ship replacement rifles to the post. If it does not, the post is required to pay for the repair costs.

POLICY AND PROCEDURE FOR ACQUISITION OF COMBAT EQUIPMENT FOR DISPLAY AND MONUMENTAL PURPOSES

The Army Donations Program office may also conditionally provide obsolete or condemned Army combat equipment under the provisions of Public Law 100-456, Title 10 United States Code 2572. Equipment is for static display only and is not in working condition. This program does not have jeeps or vans for driving. Jeeps are no longer available to the public.

All requests for tanks, field artillery pieces, mortars, etc., should be directed to Adjutant General, VFW National Headquarters, 406 W. 34th St., Kansas City, MO 64111. This headquarters is only authorized to process requests from Veterans of Foreign Wars posts. Requests are to be made on post letterhead and contain the following: post name and number, address (not a P.O. Box number), name of contact person with telephone number and number of

active organization members in the post. All requests must be signed by the Post Commander, Adjutant or Quartermaster.

Conditional donations of obsolete, condemned combat equipment for display are made at no expense to the government. The costs for **construction of a display site (Do not prepare a pad until notified in writing by the donations office), limited demilitarization and removal of radiological material when** applicable, release and transportation costs, must be paid by the requesting organization. Once the VFW National Headquarters receives the request for a piece of equipment, it will be verified that the post is chartered, in good standing and eligible to participate in the program. The request is forwarded to the **Army Donations Program office at TACOM in Warren, MI**. The VFW National Headquarters does not have any forms or information as to what is available. Once TACOM receives the request, they prepare an official packet and send it to the post. The post then reviews all rules, regulations, requirements, and can then make a final decision if the equipment is still desired. Unfortunately, at this time, Army equipment is not readily obtainable for use as a conditional static donation. It is recommended your post submit the initial eligibility requirements to the donations office to remain in an open status for a period of three years. If an asset does not become available within three years, the request is cancelled and your VFW Post will have to reapply.

The post has the responsibility to maintain and display the Army asset in such a way that honors and upholds the image of the United States, our military forces and the veterans. The post is required to submit an annual certificate and a photograph of the displayed item on the anniversary date of the conditional issue. In the event your organization no longer has a requirement to display the item, you are required to contact the donations office for turn in procedures. Posts are not authorized to loan, sell, transfer, move, abandon or give the asset to any other individual or organization.

TEST YOUR KNOWLEDGE

1) It is not necessary to notify TACOM when transferring rifles to another Post.

True
 False

2) How often is it required to turn in the Ceremonial Rifle Inventory to TACOM?

- A. Every year from date of issue
- B. Every ten years from date of issue
- C. Every three years from date of issue
- D. It is not necessary to send an inventory list

3) How much blank ammunition is distributed?

- A. As much as you need
- B. Six boxes
- C. Twelve boxes
- D. Two boxes

4) Clips are also available through the Joint Munitions Command.

True
 False

5) I can order military jeeps and/or vans to drive in parades.

True
 False

6) Blank ammunition can be ordered for personal rifles.

True
 False

7) What is the procedure if the rifles are no longer in the possession of the Post?

- A. There is no procedure
- B. Contact the police/or fire dept. if required
- C. Contact TACOM
- D. B and C

ANSWER KEY

- 1) **False** - Ceremonial rifles remain the property of the United States Government. The rifles cannot be loaned, sold, transferred or given to anyone else without the written approval of the Army Donations Program office.
- 2) **C** – A triennial certification of ceremonial rifles is due every three years to TACOM from the date the rifles are issued. TACOM will provide the form(s) with instruction at the time of issuance. **Failure to update this form every three years can delay blank ammunition requests.** The same procedure applies to posts reporting static display equipment only the form/certification and photograph is due every year.
- 3) **D** - .30 blank ammo (1,240 rounds) is sent in 2 metal cans in a wooden box with no shipping charges.
- 4) **True** - Clips are issued in multiples of 25 (100 is the maximum).
- 5) **False** - Equipment is for static display only and not in working condition. Jeeps are no longer available to the public.
- 6) **False** - Blank ammunition is authorized for use in the United States Army issued ceremonial weapons only.
- 7) **D** - If rifles are stolen or in a fire, get a report from the police/fire department and forward to TACOM with a notarized statement signed by the Commander describing the circumstances surrounding their loss. If rifles are lost, send the notarized statement signed by the Commander only.

2021-2022 Theme

“America: Where do we go from here?”

Student Entry Deadline: October 31, 2021

Patriotic Audio Essay Competition Grand Prize: \$30,000 Award

What is the Voice of Democracy Program?

Since 1947, the Voice of Democracy has been the Veterans of Foreign Wars' (VFW's) premier scholarship program. Each year, nearly 57,000 high school students compete for more than \$2 million in scholarships and incentives. Students compete by writing and recording an audio essay on an annual patriotic theme. This year's theme is, **America: Where do we go from here?**

Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, state and national level. Department (State) winners receive an all-expense-paid trip to Washington, to tour the city, be honored by the VFW and its Auxiliary and receive their portion of \$154,000 in national awards, the top scholarship being \$30,000.

The Rules

Who can enter?

The Voice of Democracy is open to students in grades 9-12 by the Oct. 31 deadline who are enrolled in a public private or parochial high school or home study program in the United States, its territories and possessions; or dependents of U.S. military or civilian personnel in overseas schools. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application for which has not been denied) and intends to become a U.S. citizen at the earliest opportunity allowed by law. Foreign exchange students, students age 20 or over, previous Voice of Democracy first place state winners, GED or Adult Education Students are ineligible.

What do I need to enter?

Record your original 3-5 minute (+ or - 5 seconds max.) audio essay and submit the recording, typed essay and completed entry form to your school/group competition or local VFW Post for judging. In addition you can submit your emailed entry form, essay, and audio file to the VFW Post upon approval. You must be the sole author of your essay. The recording must be in your own voice and in English. Hearing/speech impaired students should email the Voice of Democracy National Office at youthscholarships@vfw.org for special instructions. No music, singing, poetry or sound effects are allowed. The body of the essay must not identify you in any way, (including, but not limited to, your name, school, city, state, race or national origin) although the recording and typed essay should be labeled with your name, to show ownership. You may enter only one competition at one Post (if otherwise eligible) per year. At any time during the contest, additional participant personal information could be requested by the VFW, including but not limited to a photograph, SSN or biographical information.

2021-2022 Official Entry Form Voice of Democracy Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

() _____
Phone

_____ Email

Date of Birth (mm/dd/yy)

Grade in School

Age

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

(required even if student is 18 or over)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

() _____

Parent/Guardian's Daytime Phone

Parent/Guardian's Email

Participant Agreement for Students Advancing to National Level

If selected as a first-place state winner, I have the consent of my parent/guardian and school to attend the Voice of Democracy National Finals in Washington, D.C, as a guest of the VFW National Organization. In consideration for permission to participate in the National Voice of Democracy Competition ("Competition") I do hereby, for myself, for my heirs, executors, administrators and assignees, waive, release and discharge all rights and claims which I have or which may hereafter accrue against the Veterans of Foreign Wars of the United States (VFW) and/or the Departments (state organizations) of the Veterans of Foreign Wars and their respective officers, agents, successors and assigns from any damages which may be sustained by me in connection with my participation in or association with the Competition and/or arising out of any travel related to the Competition. In the event of sickness, accident or injury in connection with the Competition, I consent to and accept the services of a duly licensed medical, surgical or dental specialist selected on my behalf and for such treatments, as they may deem necessary. I understand that VFW will not be liable for such treatment. I further understand that the Veterans of Foreign Wars of the United States retains non-exclusive rights to use my audio file, essay, name and likeness in the promotion and execution of the organization's programs and activities.

2021-2022 Theme

“America: Where do we go from here?”

Student Entry Deadline: October 31, 2021

I Have Read and Understand the Rules and Participant Agreement (On Opposite Side)

I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once yearly if otherwise eligible. I understand that if it is found that I have entered any other Post's competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant Date

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post Level Voice of Democracy Competition.

Post Commander's/Chairman's Signature Post #

VFW Auxiliary President's/Chairman's Signature (if applicable)

Post Address

City, State, Zip

VFW Post Email

No. of students participating

No. of winners advanced to District

Amt. of Post/Aux. scholarship awards \$

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$

To Be Completed by the VFW District

I certify that the student named in the previous section is the duly selected winner of the Voice of Democracy Contest District Competition and is our sole entry into the Departments.

District Chairman's Signature Dist. #

Address

City, State, Zip

() _____
Phone Email

To Be Completed by the VFW Department Chairman

I certify that the student named in the previous section is the duly selected first-place winner of the Voice of Democracy Department Competition, is our sole entry into the National Judging.

Department Chairman's Signature

() _____
Daytime Phone Email

The winner has been will be (check one) notified that they are the first-place Department winner on _____.

Where Do I Submit My Entry?

OTS Page 347

All entries begin at the local VFW Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the local VFW Post. Individual students may submit their entry directly to the Post. This VFW Post should be within your local area and within your U.S. state of residence. Entries sent to VFW National will be returned. One winner for every 15 entries from each Post advances to District and one District winner advances to the state (Department) competition. If you need help finding a participating VFW Post in your area, follow these instructions: First, visit this website [vfw.org/FindaPost](http://www.vfw.org/FindaPost) to "Find A VFW Post." Be sure this Post is within the state you reside in. If you do not have success in finding a Post, or if you have trouble getting in touch with them, you can contact your VFW Department (state) office to see if they can offer any information or assistance. You can visit this link <https://www.vfw.org/ContactUs/> and look for "Find a State Contact" to get your VFW state office's phone number and email. If you still need assistance, please email us at VFW National Headquarters at youthscholarships@vfw.org

What Is the Deadline for My Entry?

All entries competing at the Post level must be in the hands of that VFW Post by midnight, **Oct. 31, 2021**. It is the responsibility of the student to meet this deadline by submitting their entry to the proper location by ensuring it is a participating Post.

What Are the Judging Criteria?

Originality is worth 30 points:

Treatment of the theme should show imagination and human interest.

Content is worth 35 points:

Clearly express your ideas in an organized manner. Fully develop your theme and use transitions to move smoothly from one idea to another.

Delivery is worth 35 points:

Speak in a clear and credible manner.

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.



For assistance contact:
816.756.3390 ext. 6155
Email: youthscholarships@vfw.org

Revised 4/2021

LOCAL VFW POST INFORMATION:

CONTACT: _____

PHONE: _____ **BEST TIME TO CALL:** _____

ALTERNATE CONTACT: _____

PHONE: _____ **BEST TIME TO CALL:** _____

2021-2022 Theme "How Can I Be A Good American?"

Student Entry Deadline: October 31, 2021

Patriotic Essay Writing Competition Grand Prize: \$5,000 Award

What Is Patriot's Pen?

Conducted nationwide, this VFW-sponsored youth essay competition gives students an opportunity to write essays expressing their views on an annual patriotic theme. We invite you to join the more than 138,000 students who participated last year in this contest. The national winners will receive at least \$500. The first place national award is currently \$5,000.

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.

Big National Prizes

National awards total: \$55,000

Prizes include the various amounts listed below:

1st: \$5,000	7th: \$1,750
2nd: \$4,000	8-10th: \$1,500
3rd: \$3,500	11-12th: \$1,250
4th: \$2,750	13-23rd: \$1,000
5th: \$2,500	24-25th: \$750
6th: \$2,000	26-53rd: \$500

The Internal Revenue Service requires that any recipient that receives more than \$599 award should receive a Form 1099, identifying the proceeds as taxable. This may require the winner to provide their social security number.

How Does the Contest Work?

All entries begin at the Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the local VFW Post competition. Individual students may submit their entry directly to the Post. This participating Post should be within your local area and within your U.S. state of residence.

The contest consists of four levels. The first level (entry) is sponsored by local VFW Posts. Post winners advance, one for every 15 entries, to the VFW District (regional) level where the one first-place winner is advanced to the VFW Department (state) level. The one first-place winner at the Department level is then advanced into the VFW national competition. The winner from each Department (state) then competes for the national prizes.

Who Can Enter?

Patriot's Pen is open to 6th-, 7th- and 8th-grade students enrolled by the Oct. 31 deadline in public, private or parochial schools in the U.S., its territories or its possessions. Home-schooled students also are eligible. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application for which has not been denied) and intends to become a U.S. citizen at the earliest opportunity allowed by law. Dependents of U.S. military or civilian personnel in overseas schools can participate, too. (Foreign exchange students and former winners that placed in the National contest are excluded from the contest.)

2021-2022 Official Entry Form Patriot's Pen Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

()

Phone

Email

Date of Birth (mm/dd/yy)

Grade in School

Age

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

()

Parent/Guardian's Daytime Phone

Parent/Guardian's Email

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post Level Patriot's Pen Competition.

Post Commander's/Chairman's Signature

Post #

VFW Auxiliary President's/Chairman's Signature (if applicable)

Post Address

City, State, Zip

VFW Post Email

No. of students participating

No. of winners advanced to District

Amt. of Post/Aux. scholarship awards \$

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$

2021-2022 Theme

"How Can I Be A Good American?"

Student Entry Deadline: October 31, 2021

I Have Read and Understand the Contest Rules

I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once yearly if otherwise eligible. I understand that if it is found that I have entered any other Post's competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant _____ Date _____

To Be Completed by the VFW District

I certify that the student named in the previous section is the duly selected winner of the Patriot's Pen Contest District Competition and is our sole entry into the Departments.

District Chairman's Signature _____ Dist. # _____

Address _____

City, State, Zip _____

() _____

Phone _____ Email _____

To Be Completed by the VFW Department Chairman

I certify that the student named in the previous section is the duly selected first-place winner of the Patriot's Pen Department Competition and is our sole entry into the National Judging.

Department Chairman's Signature _____

() _____

Daytime Phone _____ Email _____

The winner has been will be (check one) notified that they are the first-place Department winner on _____ .

How Am I Judged?

You will be judged on how well you understand, develop and present the theme. A positive approach is recommended to express your viewpoint.

Knowledge of the theme is worth 30 points:

You must show a thorough knowledge of the theme in your work. Demonstrate you have researched the issue extensively.

Theme development is worth 35 points:

Answer all relevant facts about the theme such as the who, what, where, when and why. Relate the theme to your own experiences.

Clarity of ideas is worth 35 points:

Write your essay in an easy-to-understand format. Leave your reader with a clear understanding of your explanation of the theme.

How Do I Get Started?

- Ask a teacher or youth group/club adult leader to supervise the Patriot's Pen writing competition.
- Contact a local VFW Post within your local area within your state and indicate your interest in participating.
- Establish a contact person who is a member of that VFW Post or its Auxiliary.
- Make sure that your essay is submitted to the VFW Post before the contest deadline of Oct. 31, 2021. You can submit your essay and entry form electronically (by email) upon the Post's approval. Entries sent to VFW National directly will be returned.

What Are the Rules?

- Essay length: 300-400 typewritten words (OTSP Page 5, 1000 words max).
- You must write your own essay.
- All essays should be typed in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (Essays under or over these word amounts will be eliminated. Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count. At any time during the contest additional participant personal information (i.e. SSN, photo, etc.) could be requested by the VFW.

In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on your essay. The entry form is your essay's cover sheet. Secure the Official Student Entry Form with a staple or other fastener on top of your essay. Contestants are allowed to enter only once each year if otherwise eligible (one Post competition). Contestants found in violation of this rule will face elimination from the competition and will be required to return any and all prize money awarded or received.

The essay must be a contestant's original work and a product of the contestant's own thinking. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's. Contestants will be judged on the basis of their essay alone and are not required to present the essay orally. All essays become the property of the Veterans of Foreign Wars. The VFW retain non-exclusive rights to use your essay and likeness in the promotion and execution of the organization's programs and activities.

Deadline Information

To qualify, all entries must be submitted to a sponsoring local VFW Post by midnight October 31, 2021.

Note:

If you need help finding a participating VFW Post in your area, follow these instructions:

First, visit vfw.org/FindaPost to "Find A VFW Post." Be sure this post is within the state you reside in.

If you need assistance, please email us at the VFW National Headquarters at youthscholarships@vfw.org.



For assistance contact:
816.756.3390 ext. 6155
Email: youthscholarships@vfw.org

Revised 4/2021

LOCAL VFW POST INFORMATION:

CONTACT: _____

PHONE: _____ BEST TIME TO CALL: _____

ALTERNATE CONTACT: _____

PHONE: _____ BEST TIME TO CALL: _____



PUBLIC SERVANT AWARD CITATIONS FOR EMERGENCY MEDICAL TECHNICIANS, LAW ENFORCEMENT PERSONNEL AND FIREFIGHTERS

Each year, the Veterans of Foreign Wars selects emergency medical technicians, law enforcement and firefighter personnel to receive VFW Public Servant Awards. Post Safety Chairmen are encouraged to submit a candidate for these awards to their **Department Headquarters by Jan. 1**. The Department must select a single candidate for each of the three awards and submit those to **VFW National Headquarters by Feb. 1**.

NOTE: The only item the National VFW Programs Department requires is the “VFW Department Public Servant Award Citation Request Form” which is now available on the VFW website. You can locate this form by logging in to vfw.org and searching under “My VFW” in the Training & Support section.

VFW National Emergency Medical Technician Public Servant Citation:

Any individual, who actively gives emergency medical treatment, provides rescue service or civil disaster assistance as a member of any public or volunteer company organized to give emergency medical care, provide rescue and civil disaster assistance to our nation’s citizens.

VFW National Law Enforcement Public Servant Citation:

Any individual who serves in a municipal, county, state or federal unit tasked with enforcement of the laws pertaining to their area of responsibility. This award does not apply to individual employed by private companies or security services.

VFW National Firefighters Public Servant Citation: Any individual who actively fights fires as a member of any public or volunteer company organized to fight fires and give assistance to our nation’s citizens.

Criteria for these awards – Candidates must have demonstrated:

- 1) Recognition by their colleagues or those they serve.
- 2) Consistent excellence in the performance of their duties.
- 3) Consistent dedication to their official responsibilities over a period of years and continuous growth in responsibilities and skills within their profession.

Documentation required for all Candidates:

- 1) Nomination letter containing the candidate’s name, title, address, telephone and identifying the award for which the individual should be considered.
 - a. Include justification outlining background in field, accomplishments and awards.

Note NEW (not required) One (1) page VFW Public Servant Award Citation Post Entry Form is now available on the VFW website. You can locate this form by logging in to vfw.org and searching under “My VFW” in the Training & Support section.

If you have any questions contact Tammy Beauchamp at 816.756.3390 Ext. 6287, e-mail tbeauchamp@vfw.org.

NATIONAL HEADQUARTERS

406 W. 34th Street
Kansas City, MO 64111

Office 816.756.3390
Fax 816.968.1157

WASHINGTON OFFICE

200 Maryland Ave., N.E.
Washington, D.C. 20002

Office 202.543.2239
Fax 202.543.6719

info@vfw.org
www.vfw.org



VFW Public Servant Award Citation Post Entry Form

NOTE: VFW Point of Contact should fill out their section below prior to distributing this form.
This will provide individuals from outside of the VFW with the needed information to submit their packets successfully.

To be filled out by VFW representative

Sponsoring VFW Post #:

Sponsoring District #:

Date of Presentation: MM/DD/YY (if available)

VFW Post POC

Full Name:

Phone:

Email:

Address: (where to mail entry)

City:

State:

Zip:

Individual Submitting Nomination

Full Name:

Phone:

Email:

Nominee Information

Choose appropriate citation: (EMT, Firefighter or Law Enforcement)

Full Name: (please list as you wish it stated on the citation)

Occupation Title: (if any) (please list as you wish it stated on the citation)

Employer Name: (please list as you wish it stated on the citation)

Address of Employer:

City:

State:

Zip:

Employer Phone:

Employer Email: (if available)

Please complete this form and submit to your local VFW Post using the information provided above. Ensure to include all required documentation that is outlined on the instructions sheet provided with this form. All post entries must be received by their **Department Headquarters no later than January 1st**. If you have any questions, please feel free to contact Tammy Beauchamp at 816-756-3390 x 6287, e-mail tbeauchamp@vfw.org

VFW ANNUAL/LIFE MEMBER CHANGE REQUEST FORM

Annual Member Replacement Card Old Post No. _____ Report Death _____
 Life Member Post Transfer New Post No. _____ Accidental Death _____ (Source of Information)
Member No. _____ Location _____ Post AD&D Insurance _____
(CITY/STATE)

Member Name _____

Old Address _____
(STREET, CITY, STATE, ZIP)

New Address _____
(STREET, CITY, STATE, ZIP)



I certify that information submitted for the named member is correct to the best of my knowledge. I further certify that in the case of transfer, I will keep on file indefinitely form PT/MD (Post Transfer/Member Declaration), properly signed by the member and that the member was accepted by the Post under provisions of Sec. 107 national bylaws.

Post Quartermaster (Please Sign) _____ Phone No. () _____

FOR YOUR CONVENIENCE THERE ARE INSTRUCTIONS ON THE BACK OF THIS FORM

VFW FORM MCR 03/05

VFW ANNUAL/LIFE MEMBER CHANGE REQUEST FORM

Annual Member Replacement Card Old Post No. _____ Report Death _____
 Life Member Post Transfer New Post No. _____ Accidental Death _____ (Source of Information)
Member No. _____ Location _____ Post AD&D Insurance _____
(CITY/STATE)

Member Name _____

Old Address _____
(STREET, CITY, STATE, ZIP)

New Address _____
(STREET, CITY, STATE, ZIP)



I certify that information submitted for the named member is correct to the best of my knowledge. I further certify that in the case of transfer, I will keep on file indefinitely form PT/MD (Post Transfer/Member Declaration), properly signed by the member and that the member was accepted by the Post under provisions of Sec. 107 national bylaws.

Post Quartermaster (Please Sign) _____ Phone No. () _____

FOR YOUR CONVENIENCE THERE ARE INSTRUCTIONS ON THE BACK OF THIS FORM

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Annual Member Replacement Card Old Post No. _____ Report Death _____
 Life Member Post Transfer New Post No. _____ Accidental Death _____ (Source of Information)
Member No. _____ Location _____ Post AD&D Insurance _____
(CITY/STATE)

Member Name _____

Old Address _____
(STREET, CITY, STATE, ZIP)

New Address _____
(STREET, CITY, STATE, ZIP)



I certify that information submitted for the named member is correct to the best of my knowledge. I further certify that in the case of transfer, I will keep on file indefinitely form PT/MD (Post Transfer/Member Declaration), properly signed by the member and that the member was accepted by the Post under provisions of Sec. 107 national bylaws.

Post Quartermaster (Please Sign) _____ Phone No. () _____

FOR YOUR CONVENIENCE THERE ARE INSTRUCTIONS ON THE BACK OF THIS FORM

VFW FORM MCR 03/05

Instructions for use of this form (form MCR)

1. Please type or print. Use one form per member.
2. Member's old address is required for address changes and transfers.
3. Transfers: Life and Non-pay Annual
 - a. Form PT/MD should be signed by the member and kept on file at the Post.
 - b. Member must be accepted by transfer under Sec. 107. of national bylaws.
4. DO NOT SEND CASH WITH THIS FORM.
5. Standard life membership card replaced at no cost.
6. Post Quartermaster must sign this form where indicated. Please include phone number.

**Mail completed form to:
VFW National Headquarters
Data Entry Department
406 W. 34th St., Suite 316
Kansas City, MO 64111**

Attach VFW Magazine label here for
any address change (if available).
Please do not staple or paper clip.
Thank You.

Instructions for use of this form (form MCR)

1. Please type or print. Use one form per member.
2. Member's old address is required for address changes and transfers.
3. Transfers: Life and Non-pay Annual
 - a. Form PT/MD should be signed by the member and kept on file at the Post.
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Data Entry Department
406 W. 34th St., Suite 316
Kansas City, MO 64111**

Attach VFW Magazine label here for
any address change (if available).
Please do not staple or paper clip.
Thank You.



Have you considered going on-line to process your VFW membership? Visit <https://emem.vfw.org> to find out about the many on-line functions available to Post Quartermasters.

This form is to be used to transmit dues on continuous members only.
New members must be transmitted by completion of a Membership Application.
Transfer requests must be accompanied by a completed MCR form, signed by the Post Quartermaster.

Post Continuous Member Transmittal Form

Post Number _____
Dept. _____

	Membership Number	Member Name	Address Change (complete only if address differs from what is currently on file)			Dues Amount	Recruiter Card Number	Recruiter Name
			Street Address	City	State			
1						\$		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Total Amount Being Remitted \$



Fiduciary Duties

Texas VFW
Officer Training
Seminar

Fiduciary Duties

- The concepts of Fiduciary Duty is a requirement for those involved with a non-profit organization, such as the VFW.
- As VFW officers and members, you are a fiduciary and certain duties are imposed by law.

Fiduciary Duties

- Fiduciary from the Latin fides – Faith – A fiduciary must always act in good faith in his/her relation to the organization.
- Officers and Members have an obligation to act primarily in the interest of the organization rather than personal interests or the interests of a particular constituency.
- Three Specific Duties: Care; Loyalty; Obedience (or Fidelity to Purpose).
- Comprise the legal doctrine of the Business Judgment Rule.

Business Judgment Rule

- Applies to the “business” of decision-making by nonprofit associations.
- Related to all three fiduciary duties.
- It is based on the presumption that in making a decision affecting the association, the members of the members have acted on an informed basis, in good faith, and in the honest belief that the action taken was in the best interests of the association.
- If all three aspects of this presumption are correct, any “business” decision made by the members is accorded a high degree of respect.

Duty of Care

- Duty to Exercise Due Diligence in managing the organization’s affairs.
- Three Elements:
 1. Must act in Good Faith – Intellectual Honesty – Can’t ignore or hide important facts – Duty to Inquire.
 2. Must act with the same care that an ordinarily prudent person would use in a similar position under similar circumstances.
 3. Must act in what you reasonably believe is the organization’s interest.

Practical Steps to Satisfy Duty of Care

- Retain Competent Help.
 - You don’t have to be an expert in everything, so rely on others.
- Rely on Management.
 - Get recommendations from HQ staff.
- Use Committees.
 - Allow committees to gather information and make recommendations.
- Create a Record of the decision-making process.
 - Detailed minutes of meetings can be helpful.
- Promote open debate and record dissent.
 - Let the minutes reflect dissenting views.

Duty of Loyalty

- Act with undivided loyalty to the organization and in the organization's interest rather than any personal interest or interest of some other person or organization.
- Prohibits Conflict of Interest.
- Absolute Duty to Disclose Financial Benefit from a transaction.
 - Sitting quietly and/or abstaining is not enough.
- Best to avoid even the perception of impropriety.

Practical Steps to Satisfy Duty of Loyalty

- What's in it for me?
 - Consider if you (or someone you know) will personally benefit from a decision.
- Disclose potential conflicts of interest.
 - Is your gain a loss to the organization?
- Abstain from votes if there could be a conflict.
 - If the conflict is strong enough to influence you, or may reasonably appear to look that way, abstain.
- Seek counsel.
 - Getting legal advice can be helpful and demonstrates good faith in resolving the conflict.

Duty of Obedience

- An officer and all members have a duty to assure that the organization is operated:
 - To fulfill its Mission.
 - In accordance with all federal & state laws.
 - In compliance with all VFW By Laws.
- Duties are imposed individually and collectively and you can be held personally liable.

Practical Steps to Satisfy Duty of Obedience

- **Review Charter and By-Laws.**
 - **Have a thorough understanding of our general purpose.**
- **Consider whether proposal is consistent with our Purpose.**
 - **The activity should be covered by at least one of the seven stated purposes in Title 36 USC § 230102. (VFW Congressional Charter)**
- **Annually Review Activities.**
 - **Each year, review activities for conformity with our mission and objectives.**

Fiduciary Duties Conclusion

- **Common Sense Rule – In accepting a position of leadership we understand that:**
 - **We must always be thinking about, and focusing on, priorities of the VFW, and not that of ourselves or another organization.**
 - **We must represent the VFW in a favorable light.**
 - **We must use good judgment in handling the VFW's business.**
 - **We must act in the interests of the VFW as a whole and not our own self interests.**
 - **We must follow the rules if we expect others to follow the rules.**

Guide to Protocol



DISTRIBUTED BY VETERANS OF FOREIGN WARS NATIONAL HEADQUARTERS
406 W. 34TH ST. KANSAS CITY, MO 64111 • (816) 756-3390



If you have ever planned a major VFW event, you know the importance of getting all the details in place. Please consider the information contained here first when planning VFW events such as luncheons, banquets or other social functions. There is a great deal to take into consideration when coordinating activities, and this guide to protocol will help you every step of the way.

At all levels, protocol is critical to insure that proper relations between VFW officials and the public are conducted with maximum efficiency and without embarrassment to the organization.

Keep in mind that the information contained here should not be considered as complete.

We hope you find these guidelines helpful and wish you success.

Maintaining an Order of Precedence



One of the cardinal rules of protocol is to observe an order of precedence at VFW functions where officials and their representatives are present. This is important when making seating arrangements or organizing receiving lines.

The order of precedence for dignitaries at all levels (National, Department, District, County Council and Post) is as follows: Commander, Sr. Vice Commander, Jr. Vice Commander, Judge Advocate, Surgeon, Chaplain and Council of Administration.

Should a VFW function include a receiving line, the first person in line should be the program chairman, who introduces each individual coming through the receiving line to the host Commander, or Ladies Auxiliary President. The Commander or President, in turn, introduces each person to the guest of honor, who is next in line, with other guests following in their proper order of rank.

A receiving line should have no more than eight people and should be located away from the door by which people enter and leave the room.

Participants in a receiving line or those going through a receiving line should neither smoke nor carry food or beverages.

If the receiving line is held in a room that has a marble, tile or highly polished wood floor, it would be helpful to those people standing in the receiving line to provide a carpet runner on which they can stand.

It also is suggested that you provide chairs or a sofa immediately adjacent to or behind the receiving line for occasional rest periods for the members.

Some functions will require special seating arrangements. To this end, please review the suggested seating arrangements for different types of programs and dinners and choose the one right for you.

Making Proper Introductions



At some point during your event, you will need to formally introduce your guests of honor to the attendees.

As a means of expediting the program, guests who are not seated at the head table can be introduced during the dinner, before the head table is introduced. As another means of saving time, you can introduce people by groups rather than individually (i.e., committee members, officers, past commanders, etc.).

A standard procedure for introducing head table guests is to start at the extreme left end of the head table and introduce each guest by name and title, moving to the next guest and performing the same mission until you have introduced all of the guests to the left of the podium.

Remember there is no need to introduce guests who will be called on to speak or receive an award later in the program. You also can save time by asking the audience to hold their applause until all of the guests have been introduced and then give them proper recognition at that time.

After you have introduced all of the guests to your left move to the opposite end of the head table and introduce each guest by name and title moving from the farthest guest toward the center of the table, again skipping the introduction of those who will be called on to speak or accept an award later in the program.

In the case of a two-tiered head table, you should introduce the guests who are seated at the lower, or secondary head table before you introduce the guests at the top or primary head table.

The event “toastmaster” should be brief, laudatory and to-the-point when introducing a speaker. Introductions should be carefully planned and practiced in advance. The manner in which a speaker is introduced is very important.

The introduction should be approached in the same manner in which you would introduce a friend to a person you know by making them feel comfortable, at ease and known to each other.

Something to keep in mind is that the more important and well-known a speaker is, the shorter an introduction is required.

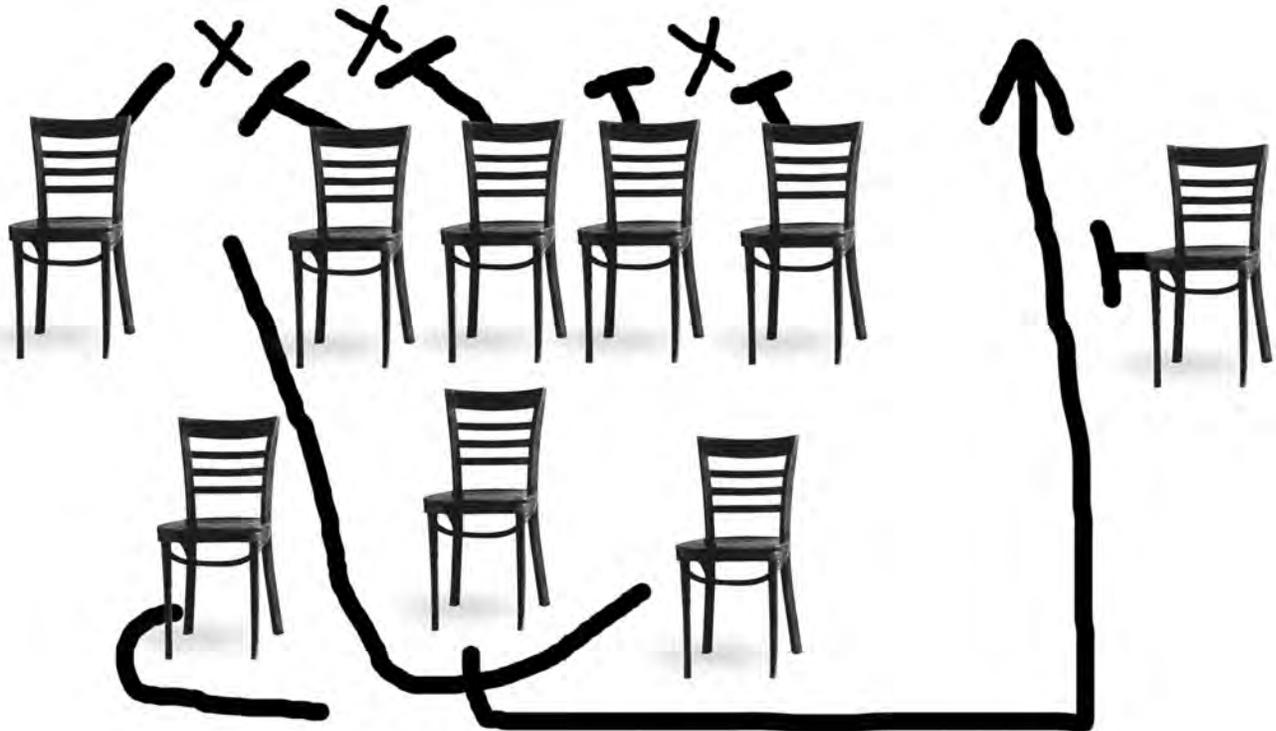
Please remember: There is no excuse for mispronouncing the names and titles of your guests.

Generally speaking, the main speaker should be introduced last. Occasionally, this conventional arrangement should be changed if there are several speakers on the program or numerous awards are to be presented at the event.

If the program does not have a keynote speaker, the guests who are called on to speak should be introduced from the lowest rank to that of the highest official present.

Plan the order of your program early. Discuss it with the people who are involved and remain flexible to changing the program to meet special needs.

Planning the Program



The following are a few suggested hints that may help you in planning your program:

- Extend written invitations as early as possible to those you wish to invite to a particular program, advising them of the time, date, place, attire and what is expected of them (i.e., principal speaker, greetings, brief remarks, attendance, time allotted, etc.). Be sure to include information as to whether the invitation includes their spouse or other members of the family.
- Follow up with those speaking at your program with a phone call to make sure they received the invitation. Ask for the number of those who will attend, and get their names.
- Check back with each speaker a week to 10 days prior to the scheduled event to be sure their plans have not changed and that their guests will be present.
- Be sure to include the spouses of guests you invite in your seating arrangements for the dinner and program.
- Remember to give dinner tickets to the speakers and other guests of honor before the event.
- Assign a host and/or hostess (officers, members, committee, etc.) to each guest you invite to see that your guests are properly met, escorted and introduced to other people. Your guests will appreciate your consideration.
- Be sure to use name cards and seat your guests at reserved tables near the front so they will not have to fend for themselves in obtaining seats.
- Notify the media several weeks ahead of your scheduled program. Follow up with a telephone call a few days prior to the event, reminding them of the occasion. Arrange for a photographer (commercial, Post member, etc.) to take pictures of the event.

What to Do When the Chief Visits



It is a very important occasion when the Commander-In-Chief of the Veterans of Foreign Wars visits a Post.

He is the chief spokesman for some 1.8 million overseas veterans who served their country during a time of war. Anyone dealing with the Chief's visit has important responsibilities to him. We suggest that these individuals be familiar with the following guidelines to make their job a little easier and the Chief's visit run as smooth as possible.

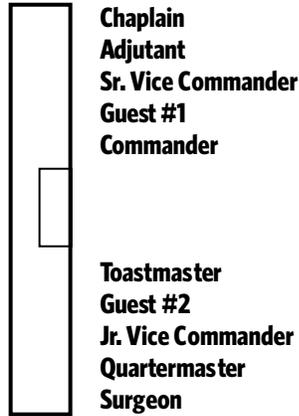
- Contact your local radio and TV stations as soon as you have the Chief's definite arrival time. Talk shows are sometimes planned well in advance. Public Service time is free, and an interview with the Commander-in-Chief and a local VFW leader might be arranged. It is important that the scheduling does not conflict with other engagements the Chief might have.
- Arrange a press conference for the Chief. It is usually more convenient to have it in the hotel where he will be staying. A notice of the press conference to all media — newspapers, TV and radio — should be sent at least three days before the event. On the morning of the press conference, call to remind the media of the time and place of the press conference.
- It is important to remember that the media who attend the press conference are there to interview a national leader of a major veterans organization, not local VFW members. For that reason, it is important that Post members do not volunteer information. The best arrangement is to leave the Chief alone with the media.
- Introduce the Commander-in-Chief to the local leaders in your community and invite them to a dinner or event at which the Chief will speak.
- Once an itinerary has been established, follow it precisely. Make sure the Chief gets to his appointments on time. If a dinner where the Chief is to speak starts at 7 p.m., have everyone seated and start serving the meal exactly at 7 p.m.
- Ask the Commander-in-Chief if he would like to see the local points of interest, or if he has a friend in the community whom he wishes to visit. Do your best to accommodate his requests. Be sure there is a good car available for him at all times, to meet him at his point of arrival, to take him to his point of departure and to take him from place to place in your community. The person who will drive the car must be one who can be relied on for punctuality, courtesy and safe driving.
- If the Commander-in-Chief is to speak where there is a bar, close the bar a half-hour before he is scheduled to speak and during his talk.
- Limit receptions before banquets and other events to one hour.
- Do not plan unrelated activities, such as baseball games or private parties, without first consulting the Commander-in-Chief.

Sample Seating Charts

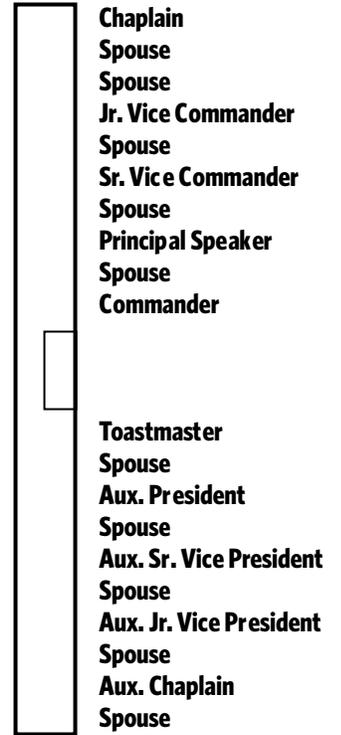
Adjustments should be made according to ranking VFW and Auxiliary visitors or invited guests.



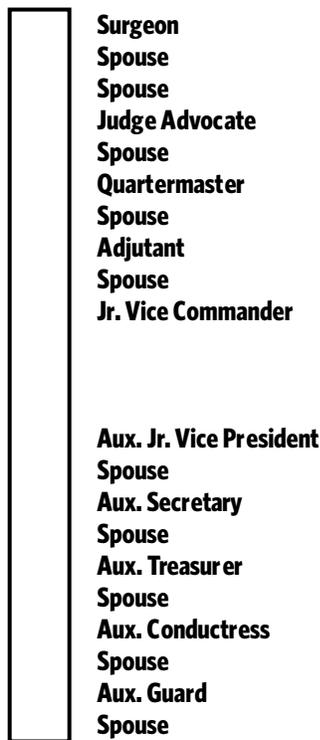
VFW Only



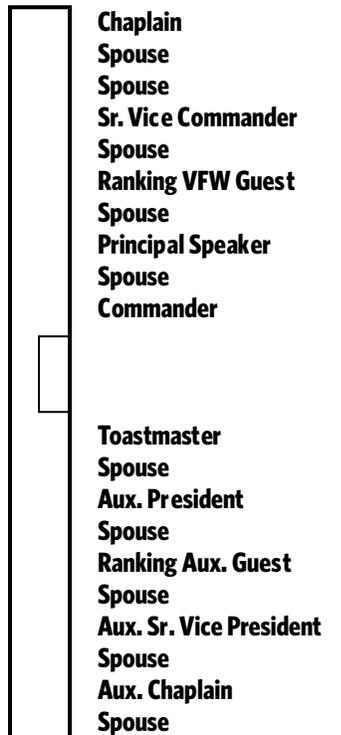
VFW and Auxiliary



Two Tier (Lower)



Two Tier (Upper)





LIFE MEMBERSHIP INSTALLMENT PLAN

FEE SCHEDULE

Age By 12/31*	Full Fee	12-month Plan
		\$35, plus
		11 pymts
< = 30	\$425.00	\$38.64
31-40	\$410.00	\$37.27
41-50	\$375.00	\$34.09
51-60	\$335.00	\$30.45
61-70	\$290.00	\$26.36
71-80	\$225.00	\$20.45
81 +	\$170.00	\$15.45

*The fee is determined using the applicant's age as of Dec. 31 of the calendar year in which the application is submitted.

LEGACY LIFE INSTALLMENT PLAN

	Total	4 Payments of
Bronze	\$400	\$100
Silver	\$800	\$200
Gold	\$1200	\$300

SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

[1] The initial payment will be drawn upon receipt of this authorization by the VFW. For the LM installment Plan, future items shall be drawn on the 1st or 15th of each month starting 15-30 days after receipt of this authorization. For annual dues, future payments shall be drawn annually on September 1. Legacy Life payments are drawn quarterly on the 1st or 15th of the month starting 60-90 days after receipt of this authorization.

[2] If the regular payments set forth on the Payment Schedule should vary in amount, you are entitled to notice at least 10 days before each payment of when it will be made and how much it will be. However, by executing this agreement, you choose to instead get this notice only when the payment would differ by more than \$10.00 from the most recent payment. Annual dues are subject to change. Please see your Post regarding changes.

[3] You may have additional rights and responsibilities under the Electronic Funds Transfer Act, and you should refer to the EFT Act for details. Information is also available at www.emem.vfw.org under "Authorization Agreement Terms & Conditions."

[4] The VFW can terminate this agreement at any time.

Veterans of Foreign Wars
P.O. Box 119028
Kansas City, MO 64171-9028
(800) 963-3180



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MAKE YOUR
DUES PAYMENTS
TO THE VFW

**SIMPLE,
CONVENIENT
& SAFE**

WITH...**AUTOMATIC PAYMENTS**

USE THIS AUTHORIZATION AGREEMENT
FOR AUTOMATIC PAYMENTS. YOU CAN
ALSO FILL THIS OUT ONLINE AT
WWW.EMEM.VFW.ORG.

MEMBER INFORMATION

Name: _____
Address: _____

Phone: _____
Email: _____
Member #: _____
Post #: _____ Date of Birth _____

PROGRAM

- Annual Renewal* - bill me once a year on September 1 for the upcoming calendar year.
- Life Member Installment Plan* - bill me once a month for: (see reverse side for payment amounts)
 - 12 month plan
- Legacy Life Installment Plan** - bill me quarterly. See Legacy enrollment form for level (Gold, Silver, Bronze).

* For new enrollments, include the VFW Membership Application with this Automatic Payment enrollment.
** For Legacy Life, include the Legacy Life Acceptance Form.

CHECKING/SAVINGS ACCOUNT AUTHORIZATION

BANKING INFORMATION

Name of Bank: _____
City, State, Zip: _____

Bank Routing No.: _____
Bank Account No.: _____

ACCOUNT TYPE

- checking (include a voided check)
- savings (include a deposit ticket)

I hereby authorize the VFW to deduct payments from my bank account for the program indicated. I understand that each transaction will appear on my regular bank statement. This authority will remain in full force and effect until the VFW has received written notification from me of its termination in such a manner and in such a manner as to afford the VFW a reasonable opportunity to act on it or upon completion of the installment program. I understand that I am solely responsible for assuring that my account has sufficient funds, that any cancellation notice must be provided in sufficient time to process the cancellation, and that any concerns or disputes regarding a charge will be submitted in writing within 90 days of the transaction or such dispute will be considered waived.

Signature: _____
Date: _____

CREDIT CARD AUTHORIZATION

CREDIT CARD INFORMATION

Visa
 Mastercard
 American Express
 Discover
Card Acct. #: _____
Expiration Date: _____
Signature: _____

I hereby authorize the VFW to charge my credit card account for the program indicated. I understand that each transaction will appear on my regular credit card statement. This authority will remain in full force and effect until the VFW has received written notification from me of its termination in such a time and in such a manner as to afford the VFW a reasonable opportunity to act on it or upon completion of the installment program. I understand that I am solely responsible for assuring that my account has sufficient limits, that any cancellation notice must be provided in sufficient time to process the cancellation, and that any concerns or disputes regarding a charge will be submitted in writing within 90 days of the transaction or such dispute will be considered waived.

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MAKE YOUR
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**SIMPLE,
CONVENIENT
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WITH...**AUTOMATIC PAYMENTS**

USE THIS AUTHORIZATION AGREEMENT
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ALSO FILL THIS OUT ONLINE AT
WWW.EMEM.VFW.ORG.

MEMBER INFORMATION

Name: _____
Address: _____

Phone: _____
Email: _____
Member #: _____
Post #: _____ Date of Birth _____

PROGRAM

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BANKING INFORMATION

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City, State, Zip: _____

Bank Routing No.: _____
Bank Account No.: _____

ACCOUNT TYPE

- checking (include a voided check)
- savings (include a deposit ticket)

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Signature: _____
Date: _____

VFW EDUCATION & TRAINING SERIES

Parliamentary Procedure - 101



VETERANS OF FOREIGN WARS

NO ONE DOES MORE FOR VETERANS.

Parliamentary Procedure

The object of all parliamentary procedure is to get things accomplished in an orderly manner, to take things up one at a time, and dispose of them in the shortest time possible, at the same time in a democratic fashion.

When only the Presiding Officer or Chairman knows Parliamentary Procedure, he can use it to his advantage, but when most of the body also understands the rules, the “Floor” actually controls the meeting, and the “Chair” simply directs it.

If you get in the habit of using the right terms, everybody will understand matters more readily. Note the expressions which appear in boldface type throughout this text.

When a meeting is called to order by the **CHAIR, AN AGENDA, OR ORDER OF BUSINESS**, is offered for approval, or should be offered. Once the agenda is approved, the meeting is technically limited to the **POINTS** included. We usually take care of other matters and “beefs” under the “**GOOD OF THE VFW**”. If no agenda is offered, ask for it. If certain points you are interested in do not appear to be included, rise and either inquire about them or **MOVE** to add them to the agenda.

The business of a meeting is carried forward by **MOTIONS**. The object of all motions is to get things done in an orderly manner, and democratically. A motion is **MADE** from the **DEBATE ON THE QUESTION**.

In actual practice, there is usually some debate before the motion. Debate without a motion often becomes aimless, and should be limited.

In debating, or **SPEAKING ON A MOTION**, no member should be allowed to speak twice before others have had it once. Speaking on a motion is also called **TAKING THE FLOOR**.



Motions must be made on the subject involved, or the **POINT ON THE AGENDA**, which is being taken up. If a motion is made on some other subject, the chair is obliged to rule the maker of the motion **OUT OF ORDER** and **REFER THE QUESTION** to the proper place on the agenda.

Motions must be seconded to be entitled to debate. If the motion is not seconded, the chair is obliged to point out that there has been no second, and proceed with the meeting.

The chair is not supposed to “milk” the membership for a second because he/she wants one, but it is proper to allow enough time for a second, when required.

Debate before a motion has been made can always be stopped by someone **MAKING A MOTION**. Once a motion has been made and seconded, it must be **DISPOSED OF**, either by being **DEFEATED, PASSED, TABLED, REFERRED, or PLACED IN COMMITTEE**. All of these are covered further in the text.

Except for certain **PRIVILEGED MOTIONS**, which will be explained later also, a motion cannot be placed while there is a **PREVIOUS MOTION** on the floor.

Recognition

In making a motion, or **MOVING**, the member should rise, face the chair, and signal or call for attention in a manner which will not disrupt the meeting. Once **RECOGNIZED** by the chair, the **SPEAKER** should first state his or her name and department, so such information can be **RECORDED IN THE MINUTES**.

In other democratic bodies, it is proper to say “Mr. Chairman,” “Madame Chairman,” etc., but in the VFW, it is more proper to say “My Comrade(s)” or “Comrade Commander”



Once a motion has been **MADE**, it is the duty of the chair to repeat it in order that everyone hears it, and also to **CLARIFY** it, if it was made in confused language.

Before we proceed further with motions, let us remove some of the misunderstanding concerning **WITHDRAWING A MOTION**.

Withdrawing

Before a motion has been **STATED BY THE CHAIR**, its maker has the right to **WITHDRAW** it, or modify the language. But, after it has been stated by the chair, the maker cannot withdraw or modify his/her motion without the **CONSENT OF THE ASSEMBLY**. After a motion has been stated by the chair, it belongs to the assembly.

It is also out of order to ask for the consent of the **SECONDER** to the withdrawal of a motion the seconder can only withdraw their second if the motion has been changed informally after they have seconded it.

It is **IN ORDER** for anyone to ask the maker of a motion to withdraw it, through the chair. But the maker does not have to comply. In brief, once a motion is made, seconded and stated by the chair, it cannot be withdrawn without the chair getting the consent of the assembly (usually by asking if there are any objections to the withdrawal). When a motion has gone that far, it must be disposed of by being tabled, referred, defeated, passed, etc., by vote.

When a motion has been withdrawn, it is treated as though it had never been made, and is not recorded in the minutes. Further, anyone can make the same motion again. The object of withdrawing a motion is to prevent it from being voted on and appearing in the minutes.

Once a motion has been duly made, seconded and is on the floor, it is subject to **AMENDMENT**. (Note: certain motions are not amendable and will be covered later on.)



The object of an amendment is to change or modify the original motion, without destroying the sense of it. For instance, if there was a motion on the floor to hold a picnic, it could be amended to add a date or a place, but it could not be amended to change the affair from a picnic to a bowling match.

Amendments should take the form of: inserting or adding words to the motion; striking out words; substituting words or sentences. The chair is obliged to rule out of order any proposed amendment which would do more than the above, and change the sense of the motion entirely.

In some cases, where a poorly worded motion is made, even the amendment does not make it a complete motion in some of the members' eyes. In such cases, an amendment can be made to the first amendment. This **SECOND DEGREE AMENDMENT** method is sometimes confusing, but it is legitimate, and it is up to the chair to clarify the motion and its amendments.

If it is too complicated for this, the chair can call for or recommend a **SUBSTITUTE MOTION**, with the consent of the assembly, which will tie the loose ends together so that an intelligent vote may be taken. A substitute motion is itself a form of amendment.

Amendments to motions are **DEBATABLE** (that is, can be discussed). Like motions, amendments also require seconding. Discussion on an amendment must be confined to the amendment itself.

In **TAKING THE VOTE**, after debate, the amendment is first voted upon, and then the motion itself is voted upon. Sometimes, the nature of the amendment is such that passing or defeating the amendment **CARRIES** or **DEFEATS** the motion also. In that event, it is not necessary to take a vote on the motion.

Before proceeding into further study on motions, it might be well to give some attention to the **MINUTES**.



The **MINUTES OF A MEETING** are simply a record of the proceedings of that particular meeting. As such, they can only be **ACCEPTED BY THE BODY**. In short, the general membership can only **ACCEPT** minutes of the membership meetings, the executive board can only accept its own minutes, etc. Upon reading of the minutes of a given meeting, they are subject to a motion to accept. Sometimes, **CORRECTIONS** are raised, and then the minutes are **ACCEPTED AS CORRECTED**.

Being simply the record of proceedings, minutes may be corrected at any time, including subsequent meetings.

Minutes shall record all main motions which were not withdrawn, all points of order, all appeals and whether lost or sustained. The makers of motions should be recorded, but not necessarily the seconders.

The date, time, and place of the meeting, as well as the time of adjournment should be in the minutes. Also the results of any **ROLL CALL** votes, and full report of **TELLERS**. (Tellers are members elected or appointed to tally ballot.)

Minutes cannot be **REJECTED**, but they can be **RETURNED FOR CORRECTION**. When the minutes of an executive board meeting are read at a membership meeting, it is only for general information, not acceptance or correction.

However, having been thus advised, the membership can take action at the meeting to censure or approve their board.

This, of course, is done through motions at the proper time on the agenda. The membership should be alerted to do this, and be certain not to allow any top body to exercise undemocratic control.

In connection with minutes, it is important to know that **ACCEPTING A REPORT** is the same as adopting it. **RECEIVING A REPORT** merely allows it to be read to the assembly. Receiving does not mean approving or adopting. Accepting does! In making motions on reports, the assembly should understand the distinction in the above two words.



Deferring

Once a matter has been duly placed on the floor through motion and seconded, it may become necessary to defer or postpone action. This can be done democratically by the assembly in several ways, in addition to withdrawing the motion, which we have already covered.

TABLING: A motion to **TABLE** is a motion to lay aside business in such a manner that it can be **RENEWED** at a later time—either at the same meeting or a later one. A motion to table requires a second. Once seconded, the motion to table cannot be either debated or amended, but **MUST BE PUT TO IMMEDIATE VOTE WITHOUT DISCUSSION.**

When it is desired to resume the matter which was tabled, the correct motion is to “**TAKE FROM THE TABLE.**” This motion must be seconded, and is also not subject to debate or amendment. When a matter is taken from the table, it is taken with all previous actions, amendments, etc., and resumed just as it was when tabled. Tabling a motion or matter does not carry a time limit. That kind of postponement is handled as follows:

- **POSTPONE TO A SET TIME:** When the object is to set a future time at which a matter or motion must be considered, do not move to table. Instead, move to **POSTPONE** to a set time, date, or meeting. A motion to so **POSTPONE CONSIDERATION** requires a second. It **CAN BE DEBATED** before being voted on, and can be amended as to the time.
- **PLACE IN COMMITTEE:** When it is desired to let a few handle a given matter, instead of tying up the whole meeting needlessly, this is done by **COMMITTING** or **PLACING IN COMMITTEE** through a properly worded motion.
- **POSTPONE INDEFINITELY:** A motion to **POSTPONE INDEFINITELY** is really a motion to **KILL** the subject. It must be seconded, can be debated, but cannot be amended.

These motions are dangerous, and must be watched with care when they come up. They can not only help to carry the meeting along—they can also wreck consideration of important subjects.



Appeals to Overrule Chair

The Chairman of a meeting or the “Chair” has certain rights, but they do not include engineering the meeting, or “railroading” certain matters through. A decision of the chair can always be subjected to change through **APPEAL**.

When a member rises to appeal a decision of the chair, their motion can be either to **APPEAL THE DECISION**, or to **OVERRIDE THE CHAIR**—they both have the same meaning.

Under such circumstances, the member should state carefully and in understandable language why he/she is making the motion. The motion requires a second.

Technically, the motion to appeal the decision of the chair is debatable when the question involved is the **BUSINESS OF THE HOUSE**, and not debatable otherwise. It is simplest, and perfectly fair, to always handle an appeal without a debate. The decision of the chair stands, until reversed by a majority vote. A tie vote **SUSTAINS THE CHAIR**.

Members should not rise to criticize the chair. If they have an objection to a **RULING**, it should always be handled through an appeal.

A sensible chairman should not take an appeal personally, but should welcome it, since it relieves them of the responsibility and places it upon the assemblage. Sustained, they are that much more confident in their chairmanship.

The chair is supposed to be the “servant of the assembly,” and as such should refrain from discussing questions before the assembly, thus maintaining an impartial attitude.

The chair cannot authorize anyone to act in their place if they are absent from the meeting. If the By-Laws do not cover that contingency, the assembly has the duty to elect an acting chairman.



The Question of Privilege

The **QUESTION OF PRIVILEGE** is often interpreted to mean “I am a privileged person, and have the right to the floor again.” The only privilege involved is the privilege of getting the attention of the chair at once to **ASK A QUESTION, MAKE A POINT OF ORDER**, or draw attention to the pressing business which cannot wait. When rising on a question of privilege, you do not wait for recognition from the chair; you **INTERRUPT** by stating “I rise to a point of inquiry (or order, or procedure).” The chair is **OBLIGED** to recognize you, answering: “state your question.”

- Rising to a “point of procedure” means that you question the procedure the chair is following—you feel they are off the track, acting contrary to **REGULAR PROCEDURE**.
- Rising to a “point of order” usually means that you feel some member of the assembly, rather than the chair is off the track, and you want the chair to take action.
- Rising on other “questions of privilege” usually involves drawing attention to conduct or misconduct of members, comfort of members, conduct of press or guests, etc. All such interruptions are loosely included in the term “question of privilege.”

If the chair sees the point you are making, they state, “the point is well taken,” and follows it. If the chair does not, they state his/her reason, and the way is open or an appeal to be taken, if necessary.

AND THIS IS IMPORTANT! Even though the chair is obliged to recognize the above questions of privilege, the assembly is not. As the book states it, “privilege of assembly out-ranks personal privilege.” A chronic interrupter can thus be silenced by a proper motion.

While a question of privilege requires no second, gets no debate, and is not amendable, the action desired may be deferred until the speaker is finished, and may also be tabled or postponed indefinitely. In the latter case, the question interrupted is not carried with a tabling or postponement motion.



Renewal & Reconsideration

Much confusion exists as to bringing up a point again, or trying to get a matter reconsidered. There are simple rules covering these things.

Renew a Motion

The object of this action would be to bring up a motion again after it has been defeated. The rule is:

A rejected motion cannot be renewed at the same session. It can be renewed by the same maker at a future session. Further, no motion can be introduced that is so nearly like a rejected motion that it would **PLACE THE SAME QUESTION BEFORE THE HOUSE** a second time. Also, no motion can be introduced which interferes with a motion which has been tabled, postponed, or placed in committee.

Reconsider a Motion

The object of this action would be to bring back a question for more discussion, and obtain a new vote. Such a motion can only be made by a member **WHO VOTED WITH THE PREVAILING SIDE** on the previous vote! Such a motion must receive a second, and can be debated, but not amended.

If reconsideration carries, the result is just as though the original vote had not been taken.

Should such motions be brought up, and you feel the reason is a bad one, don't forget to use the "question of privilege."

It is a good thing for the most sincere members of the VFW to know the rules, and thus be prepared to keep the meeting on a true course.

Voting

Voting is normally by voice. If the result is not clear, the chair should ask for a standing vote.

Other methods of voting are: **DIVISION OF THE HOUSE, SECRET BALLOT**, or **ROLL CALL** of the assembly.

This short course was specifically designed to acquaint members with only the rudiments of parliamentary procedure, and is therefore, brief in coverage.



How To Manipulate Motions For Passage Or Defeat

(Read across the page. Read 1 with 1, 2 with 2, etc.)

To help defeat a motion:

1. Do not second it. Remain silent.
2. Speak against it while it is before the body.
3. Vote against it.
4. Move to postpone it indefinitely to “kill” it.
5. Amend it adversely to encumber it or complicate it.
6. Move to refer it to a committee to delay it.
7. Move to postpone it to the next meeting to delay it.
8. Move to the previous question to shut off debate on its good points.
9. Move to table it.
10. Move to recess to go after more votes.
11. If their motion wins, move to reconsider it.
12. If their successful motion remains unexecuted by a later meeting, then move to rescind it.
13. Move to adjourn, so as to prevent action on their motion at this meeting.
14. Only votes win. Get your voters to the meeting. Urge them to stay to the end and vote as you or another key leader will vote.

To help pass a motion:

1. Second it immediately. Say: “I second it.”
2. Speak in favor of it while it is still before the body.
3. Vote for it.
4. Vote against postponing it to rescue it.
5. Amend it sensibly to perfect it or improve it.
6. Vote against referring it, to achieve action now.
7. Vote down all postponements that delay it.
8. Defeat the previous question so you can continue to debate its meritorious points.
9. Vote against tabling it.
10. Defeat recess so they may not go seeking more votes.
11. Vote against their motion to reconsider your motion.
12. Execute motions promptly, so that they may not be subject to the motion to rescind at any later meeting.
13. Vote down all motions to adjourn, so as to achieve adoption of your motion now.
14. It is votes that win elections and other proceedings at meetings and conventions. Have your supporters there to help you with their votes.



To Presiding Officers

The presiding officer is the servant of the organization.

All his/her acts at meetings and conventions must have the body's approval, unless a by-law makes them independent.

Presiding officers who are ignorant of parliamentary law or who defy the body's will or deny to the members the proper exercise of their rights are a sad spectacle before intelligent assemblies and frequently cause discontent and disunity.

Capable presiding officers make good meetings.

Incompetent, abusive or obnoxious presiding officers can be censured; and their tenure of office can be shortened or abolished altogether by a 2/3 vote, and thus they may be legislated out of office at any meeting with prior notice.

You are not expected to know all the law, but you are expected to be able to at least match the members' combined basic knowledge of it.

Handy Phrases for Members

- Comrade Commander, or, Mr. President, or, Madam Chairman, etc.
- I doubt the quorum.
- I doubt the vote.
- I move that we ...
- I rise to a point of order.
- I move that we adopt this resolution: Resolved, That ...
- A parliamentary inquiry.
- I move to amend the motion.
- Comrade Commander, will the member yield the floor to me?
- I do not yield, or, I yield to a question only, or, I yield.



Handy Phrases for Presiding Officers

- The meeting will be in order.
- The secretary will read the ...
- The first [or, the next] business in order is...
- The Chair requests order.
- The Chair requests quiet.
- The Chair can recognize only one member at a time; all other members will be seated.
- The Chair now recognizes ...
- For what purpose does the member [delegate] rise?
- State your name, city, etc.
- The motion is [or, is not] in order.
- Do you yield the floor?
- The member will refrain from...
- The Chair wishes to state ...
- Please repeat your motion.
- It is moved and seconded that we ...
- It is moved and seconded to amend the motion by ...
- The ayes have it; the amendment is carried, now, the vote is on the motion as amended.
- Those in favor will say aye. Those opposed will say no. The ayes [or, noes] have it.
- If there is no objection, the Chair will ...



Parliamentary Procedure... at a glance, from Demeter’s Manual of Parliamentary Law and Order. Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	“I move that we adjourn”	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	“I move that we recess for ...”	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	“I rise to a question of privilege”	NO	NO	NO	NO VOTE	NO
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	“I move to table the motion”	YES	NO	NO	MAJORITY	NO (1)
END DEBATE AND AMENDMENTS	“I move the previous question”	YES	NO	NO	2/3	YES
POSTPONE DISCUSSION FOR A CERTAIN TIME	“I move to postpone the discussion until...”	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	“I move to refer the matter to committee”	YES	YES	YES	MAJORITY	YES (2)
AMEND A MOTION	“I move to amend the motion by ...”	YES	YES (3)	YES	MAJORITY	YES
INTRODUCE BUSINESS (MAIN MOTIONS)	“I move that ...”	YES	YES	YES	MAJORITY	YES
PROTEST BREACH OF RULES OR CONDUCT	“I rise to a point of order”	NO	NO	NO	NO VOTE (4)	NO
VOTE ON A RULING OF THE CHAIR	“I appeal from the chair’s decision”	YES	YES	NO	MAJORITY (5)	YES

Footnotes: (1) Unless vote on question is not yet taken. (2) Unless the committee has already taken up the subject. (3) Only if the motion to be amended is debatable. (4) Except in doubtful cases. (5) A majority vote in negative needed to reverse ruling of chair.



SUSPEND RULES TEMPORARILY	"I move to suspend rules so that ..."	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	NO	NO	NO	2/3 (6)	NO (7)
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	NO	NO	NO	NO VOTE	NO
TAKE UP MATTER PREVIOUSLY TABLED	"I move to take from the table ..."	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on ..."	YES	(8)	NO	MAJORITY	NO
ACCEPT REPORTS OF COMMITTEES	"I move to accept the report of committee as read."	YES	YES	YES	MAJORITY	YES
CLOSE NOMINATIONS OR THE POLLS	"I move that nominations close."	YES	NO	YES	2/3	NO
POSTPONE INDEFINITELY (TO KILL)	"I move that we postpone the motion to ... indefinitely."	YES	YES	NO	MAJORITY	YES
REOPEN NOMINATION OR THE POLLS	"I move that nominations be reopened."	YES	NO	YES	MAJORITY	YES
RESCIND	"I move that we rescind the motion."	YES	YES	YES	2/3	YES
WITHDRAW A MOTION OR SECOND	"I withdraw my motion."	NO	NO	NO	NO VOTE	NO

Footnotes: (6) A 2/3 vote in negative needed to prevent consideration of main motion. (7) Only if the main question or motion was not, in fact, considered. (8) Only if motion to be reconsidered is debatable

Demeter's Manual of Parliamentary Law and Procedure (#4105) is available from the VFW Store at 800-821-2606 or www.vfwstore.org



VFW Post Transfer - Member Declaration

"I hereby certify that it is my desire to transfer my VFW Membership
from VFW Post No. _____ located in _____,
to VFW Post No. _____ located in _____.

I further certify that I am not indebted to my former post, be it through oral or written commitment or otherwise, and that, to the best of my knowledge, no written charges have been preferred against me by my former post, and I understand that any such indebtedness or charge which may be disclosed any time hereafter will render this transfer null and void."

Member's Name: _____ Date: _____
Member's Signature: _____

To Post Quartermaster: Retain this completed card at the post indefinitely. DO NOT FORWARD to National.

VFW Form PT-MD (03/06)

VFW Post Transfer - Member Declaration

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VFW Form PT-MD (03/06)



Post Commander

Texas VFW
Officer Training
Seminar

Post Commander

Duties & Responsibilities found in
Section 218 (a) (1) Manual of Procedure

- Make appointments.
- Enforce observance on all laws and usages.
- Decide all questions in your Post subject to appeal under Section 109.
- Preside at and conduct all meetings

APPOINTMENTS

- Immediately appoint your Adjutant, Surgeon, Judge Advocate, Service Officer and other positions as prescribed.
- Be sure to match the person to the job, as it directly impacts your overall performance as Commander.

ENFORCEMENT

- Enforce observance of all laws and usages of the VFW.

- Study and become familiar with the Congressional Charter, National By-Laws, Manual of Procedure and Ritual as well Department, District and Post By-Laws and Demeter's Manual of Parliamentary Law.

DECISIONS

- Decide all questions in your Post subject to appeal under Section 109.
 - Committee and Post issues.
 - Commander has right to temporarily ban a member or guest for a period of 30 days.
 - Must report to membership at next meeting and inform members of his/her actions.
 - Members can appeal decisions at all levels.
 - Non-Members have no rights and have no appeal except to the membership of the Post.

POST MEETINGS

- Preside at and conduct all meetings.
 - Must have monthly meetings
 - 5 members for quorum
 - Must confirm their membership

- Know in advance what business needs to be addressed.

- Be brief and informative.
 - Use Post Opening Ceremonies, Order of Business and Closing Ceremonies as found in the National Ritual and have Demeter's' Manual on hand.

POST MEETINGS

➤ **Enforce Rules of Decorum**

- No Profanity
- No Yelling
- No Name Calling
- No Throwing Objects
- No Smoking
- No Alcohol
- No side conversations when others are addressing membership.

POST MEETINGS

➤ **Parliamentary Procedure**

- Unruly members
 - Give a verbal warning first.
 - Escorted from the room by the officer of the day.
 - Police called if necessary.
 - Disciplinary action initiated.

➤ **A Motion & Second to do something illegal.**

The Motion is out of order as it proposes the violation of a Governmental law or ordinance.

➤ **A Motion & Second to Sell the Post.**

Motion is tabled till next meeting so each member of the Post and the State Commander can receive timely notification of the Motion to sell the Post per Section 709 of the National By-Laws.

POST MEETINGS

➤ **A Motion & Second for a Frivolous Motion or to Adjourn before business is concluded.**

The Motion is ruled out of order for hindering the legitimate purposes of the meeting.

➤ **A Motion & Second to Initiate Disciplinary Action**

Motion is tabled and Commander will appoint an individual or committee to investigate. The committee will present findings to Post members in a written and signed report. Motion is taken off the table and must pass with a 2/3rds majority in order to initiate the Disciplinary Action.

POST MEETINGS

➤ **A Motion & Second to surrender the Charter.**

Is immediately tabled and the Commander will immediately send a list of all assets and liabilities to the State Commander and the Post shall not dispose of any assets.

Each member and the State Commander must receive written notice at least 20 days prior to the Post vote.

The State Commander will be immediately informed of the outcome of the Post vote.

Pending cancellation of the Charter the Post will not dispose of any assets.

POST MEETINGS

➤ **Enforce applicable General Rules listed in the Ritual.**

- Officers are personally responsible for their Rituals. They shall permit only properly authorized persons to read the Ritual.
- While the Post is in session, no member will pass between the altar and the commander's station, except as prescribed by the Ritual.
- All officers should memorize their parts and practice with co-workers in order to render all ritual work correctly and impressively. See the Foreword.
- When addressing the commander all officers salute in a military manner. The commander will return similar salutes. All officers exchange salutes when addressing each other.

POST MEETINGS

➤ **Enforce applicable General Rules listed in the Ritual.**

- One rap of the gavel calls attention or seats the body when standing. Two raps of the gavel call everyone to standing attention.
- All Posts should hold a public memorial service for their departed comrades, at least once a year. This may be held as a special ceremony or in conjunction with a public meeting.
- All VFW military formations and procedures shall conform with the current Infantry Drill Regulations, United States Army.
- The military salute shall be given in all ceremonials and meetings when a member wishes to address the commander or presiding officer. The military salute shall also be used in the ceremonial work, as set forth in this Ritual.

POST MEETINGS

➤ Enforce applicable General Rules listed in the Ritual.

- In compliance with directives approved by the Veterans of Foreign Wars 59th National Convention and the VFW National Council of Administration "the Flag of the United States, of appropriate size and attached to a standard, shall be placed upright upon the VFW altar to the left of a Bible—to the left of the Bible as viewed by one standing before the altar and facing the Commander's station). The POW/MIA flag may be placed to the right of the American Flag. Both the flags and Bible shall be upon a regulation VFW altar cloth.
- (a) All members who are able will stand during the offering of the prayers; (b) members will follow the action of the Chaplain or presiding officer relative to removal of caps during prayers; if uncovering, the hat shall be placed on the extended closed fingers of the right hand in such a way that the Cross of Malta is exposed and held over the heart; (c) official caps will not be worn during luncheons, banquets or other meals; (d) Official caps will be the only head covering allowed to be worn at regular meetings of the Veterans of Foreign Wars of the United States.

OTHER DUTIES

- Approve disbursement of funds approved by the Post or required by National, State, District & Post By-Laws.
- Assure Quartermaster is bonded.
- Ensure all dues, monies and reports are properly forwarded to correct entity.
- Assure Post Trustees have conducted monthly review and quarterly audit and timely submission.
- Attend all District meetings.

IMPORTANT

- Familiarize yourself with the National By-Laws and Manual or Procedure, specifically;
 - Section 109 – Right of Appeal
 - Section 211 – Suspension and revocation of Charter.
 - Section 220 – Vacancies and removal of elective officers or committee members.
 - Section 222 – Delegates.
 - Section 213 – Arrearages, deficiencies and omissions.
 - Section 215 – Eligibility to office.
 - Section 223 – Commemoratives Tributes
 - Article X – Rules of Order

IF EVER UNSURE

OF PROCEDURES OR ACTIONS;

1. Study the By-Laws
2. Discuss with Post Officers.
3. Discuss with Past Post Commanders.
4. Discuss with Post Commanders from other Posts.
5. Discuss with District Commander and/or District Officers.
6. Discuss with State Headquarters Staff
7. Discuss with State Adjutant
8. Discuss with State Commander and/or Department officers.

ADDITIONAL RESOURCES

- Aids to Leadership.
- Ten Point Pledge for Commanders.
- Leadership can be fun.
- Planning a meeting.
- Guide to Protocol.
- Parliamentary Procedure.
- Presiding and Leadership practice.
- Disciplinary Action.
- Standard Operating procedures for Posts
- Post Commanders Discussion Group on Facebook

Amendments and Resolutions



Preparing Amendments to the National By-Laws, Manual of Procedure, or Ritual

Preparing a Resolution to be Considered by the National Convention

Test Your Knowledge



**PREPARING A PROPOSED AMENDMENT
TO THE NATIONAL BY-LAWS, MANUAL OF PROCEDURE OR RITUAL**

By-Laws: Any member in good standing, a Post, a District, or a Department, may propose an amendment to the National By-Laws; provided, however, before consideration at the National Convention, the proposed amendment must be approved by a Department Convention. Immediately following a Department Convention, the proposed amendment(s) must be forwarded to National Headquarters.

Manual of Procedure and Ritual: Any Post, District, or Department may propose an amendment to the Manual of Procedure or Ritual; provided, however, before consideration at the National Convention, the proposed amendment must have been forwarded, through channels and have been properly approved.

In order to meet National By-Law/Manual of Procedure Article XIV requirements, to provide fifteen (15) day notice to all Posts of all amendments, the Adjutant General requests all amendments be forwarded to National Headquarters no later than five (5) working days following the close of the Department Convention.

By-Law, Manual of Procedure or Ritual changes not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

A proposed change to the National By-Laws, Manual of Procedure or Ritual must be submitted as such, not as a resolution. Proposed amendments must be definite and specific as to the verbiage to be deleted or added. Use of the most recent amended copy of the National By-Laws, Manual of Procedure and Ritual is encouraged, as proposed changes considered by Convention delegates cannot be amended on the floor.

EXAMPLE 1

Proposed Amendment to National By-Laws proposed by Department of _____.

Section 202 – By-Laws.

Amend Section 202, National By-Laws, by deleting the words “two-thirds (2/3)” in the first sentence of paragraph one, and inserting, in lieu thereof, the following:

“majority”.

EXAMPLE 2

Proposed Amendment to National Manual of Procedure proposed by Department of _____.

Section 518 – Officers: Duties and Obligations.

Amend Section 518, Manual of Procedure, by deleting paragraph (a) (1) d. in its entirety and inserting, in lieu thereof, the following:

“Plan and organize all social functions.”

EXAMPLE 3

Proposed Amendment to National Ritual proposed by Department of _____.

Amend the Ritual by deleting on page 48, in the last sentence of the Member’s Obligation, the words “and a citizen of our great republic.”

Further amend by placing a period after the word “comrade” in the same sentence.

If you require help composing a proposed change to the Bylaws, Manual of Procedure or Ritual, please contact Administrative Operations at National Headquarters for advice and assistance in properly preparing a proposed amendment to be voted upon by your department convention.



PREPARING A RESOLUTION TO BE CONSIDERED BY THE NATIONAL CONVENTION

The policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Most such resolutions originate at the Post level and are passed through the District and Department before being acted upon at a National Convention. Many times, an otherwise worthy idea gets nowhere merely because it is not correctly presented.

A resolution contains two separate parts; a statement of the problem to be solved, and the proposed solution to the problem. The problem is outlined in the “*WHEREAS*” clauses, and the proposed solution is given in the “*RESOLVED*” section.

The “*RESOLVED*” section of a resolution should be complete in itself without depending on the “*WHEREAS*” clauses to give it meaning.

EXAMPLE

WHEREAS, the rising cost of living has created an intense hardship on those disabled veterans whose only income is a meager pension check; now, therefore

BE IT RESOLVED, that we petition Congress to enact legislation which would provide a substantial increase in non-service connected pension rates.

If a resolution deals with a local problem, it needs no action on a level higher than that of the Post. If the problem concerns an area larger than that served by the Post, it should, after Post approval, be presented before the District or County Council. All resolutions of statewide, regional or national concern must be acted upon by the Department Convention. Those resolutions approved by a Department Convention, which affect persons or matters outside the state boundaries, must be forwarded to the National Convention for final disposition.

When submitting a resolution to the Department Convention, a notation on the bottom should show the previous action taken, such as, approval by Post and, if applicable, by the District. A Post or District submitting a resolution to its Department Convention must follow guidelines established by the Department, which may require submitting the resolution to the Department Adjutant prior to the convening of the convention.

Resolutions not in proper form, with unclear meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

Resolutions approved by a Department Convention, which affect matters outside state boundaries, must be forwarded by the Department Adjutant to the National Convention for final disposition. Approved resolutions should be sent to National Headquarters at the close of the Department Convention. The Adjutant General requests all resolutions be forwarded to National Headquarters no later than five (5) working days following the close of the Department Convention. A resolution disapproved by the Department Convention or not acted upon by the Department Convention will not be considered by the National Convention.

Resolutions may also be originated by Department officers or by the Department Convention itself and acted upon by the Department Convention. A National Officer may originate a resolution concerning National affairs and submit it directly to the National Convention without Department action. Likewise, a National Convention Committee may originate a resolution and present it for approval during the National Convention.

Policy set by the National Convention is binding upon all subordinate units of the Veterans of Foreign Wars. No Post or Department is permitted to take any individual action or espouse any cause contrary to the National By-Laws or to the actions of the National Convention except that it may propose changes in policy by the preparation of a resolution for consideration as outlined herein.



TEST YOUR KNOWLEDGE

- 1) Any member in good standing may propose a National By-Law, Manual of Procedure, or Ritual amendment directly to the National Convention delegates.

 True
 False
- 2) Article XIV of the National By-Laws and Manual of Procedure require the Adjutant General to provide ___ day notice to all Posts on any proposed amendment to be decided by the delegates of the National Convention.

A. 10
B. 15
C. 20
D. 30
- 3) National By-Law, Manual of Procedure, or Ritual amendments are submitted to the Adjutant General in the form of a resolution.

 True
 False
- 4) A resolution adopted by the National Convention sets policy which is binding for all subordinate units of the Veterans of Foreign Wars of the United States.

 True
 False
- 5) In a resolution the “WHEREAS” represents the issue and the “BE IT RESOLVE” proposes the solution.

 True
 False
- 6) Resolutions approved by a Department Convention that affect matters outside its geographical boundary must be forwarded to the National Convention for final disposition.

 True
 False

1) False – An amendment must be approved by a Department Convention (or be submitted by a National Officer) before it can be considered by the National Convention; 2) 15 days; 3) False, the amendment must be specific; 4) True; 5) True; 6) True





VFW POST QUARTERMASTER TRANSMITTAL SUMMARY FORM

www.vfw.org

This form must be used for the transmittal of dues and accompanied by Renewal Forms, Annual and/or Life Membership applications.

Department _____

Post No. _____

Membership Year _____

Post Check No. _____

Send only the National and Department portion of the dues for annual members.

Continuous No. of Members _____ X \$ Dues Amount (National and Dept. portion only) _____ = \$ Total _____

New & Reinstated No. of Members _____ X \$ Dues Amount (National and Dept. portion only) _____ = \$ Total _____

Life Members No. of Members _____ = \$ Life Member Fees _____

TOTAL AMOUNT THIS TRANSMITTAL \$

PQMT-01 REV.0204

()
Daytime Phone No.
Post E-mail Address
Date
Quartermaster Signature



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