

# TEXAS VFW

COMBAT TESTED - VETERAN APPROVED

## DEPARTMENT OPERATIONS SOP MANUAL



2023-2024





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DEPARTMENT OPERATIONS SOP MANUAL  
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SECTION 1 - INTRODUCTION  
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**DEPARTMENT OF TEXAS  
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SECTION 1.1 – STATE COMMANDER LETTER AND BIO**

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Comrades,

The responsibility of serving as your State Commander is one that I take seriously. I continue to live by three core values: integrity first, service before self, and excellence in all we do. Having said this, we are all equal. We all served this great nation as one. That is why we are:

**Stronger by Being United**

I fully understand the level of commitment placed upon me as your leader.

Integrity is key. Being completely honest and incorruptible is imperative. One must be willing to exercise honesty and accountability to do what is right even when no one is looking. Professional duties take precedence over personal desires. We are expected to have discipline, to follow rules, and to maintain professionalism.

When you are dedicated, you quickly begin to bring excellence into all that you do. Instead of focusing on the areas in which you are already strong in, you train yourself in areas in which you need to improve. **Continual improvement is the goal now and always.**

As the largest and oldest combat veterans' organization, it is crucial to maintain the integrity and uphold the image of the Veterans of Foreign Wars.

This year we are trying something a little different. I am adding some unique incentives to break the monotony.

George Washington once said, *"When you do the common things in life in an uncommon way, you will command the attention of the world."* Is this *not* what we are reaching for?

As you might imagine, your role is crucial in helping us meet and maintain the goals of our department. I'm certain your skill set, and experience will support you within this organization.

I look forward to working alongside you as we accomplish the great work of the VFW in our local communities. Thank you for the many hours of dedicated service that you have and will put into helping us be a successful team. Never forget, "To whom much is given, much will be required." God Bless You, God Bless America and God bless our troops that continue to guard our gates of freedom. I will see you at the top.

Larry Sanders  
State Commander 2023-24  
Dept of Texas





**DEPARTMENT OF TEXAS  
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SECTION 1.1 – STATE COMMANDER LETTER AND BIO**

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**LARRY SANDERS  
STATE COMMANDER  
2023-2024  
Veterans of Foreign Wars  
Department of Texas**



Larry Sanders, a Gold Legacy Life Member of Lytle Memorial VFW Post 12041 in Lytle, Texas, was elected in June 2022 as State Senior Vice Commander at the 102<sup>nd</sup> Department of Texas VFW State Convention held in Durant, Oklahoma.

Comrade Sanders served in the United States Air Force and earned his eligibility for the VFW while assigned to the 7<sup>th</sup> Air Force, serving in the Republic of Vietnam where he was awarded various distinguished Service Medals.

A Veterans of Foreign Wars member since 2004, Comrade Sanders has served many positions with Post, District, Department and National levels.

He has served as Commander for Lytle Post 12041 for nine years. The Post was ranked in the Top 20 in the State 9 consecutive times. He was All-State Co-Captain and has been an All-State Post Commander nine times and All-American Post Commander eight times.

Comrade Sanders served as District 20 Commander and received the Immediate Past District Commander Award.

Comrade Sanders is a recipient of the prestigious J. T. Rutherford Award and received the Peyton Lumpkin Eagle Award. He served as State Chief of Staff, Deputy Chief of Staff and Deputy State Inspector.

Comrade Sanders also served as National Deputy Chief-of-Staff twice; National Aide-de-Camp; National Special Aide-de-Camp; served on the National By-Laws Committee; and is a Life Member of the National Home for Children. He is also a member of the Military Order of the Cootie.

His affiliations in his community include President/Board of Directors, Lytle Chamber of Commerce; Director-Lytle Education Foundation; Finance Chairman, Boy Scouts of America; and Citizen of the Year (twice) for the City of Lytle.

He and his spouse, Polly Sanders, reside in Floresville, Texas.

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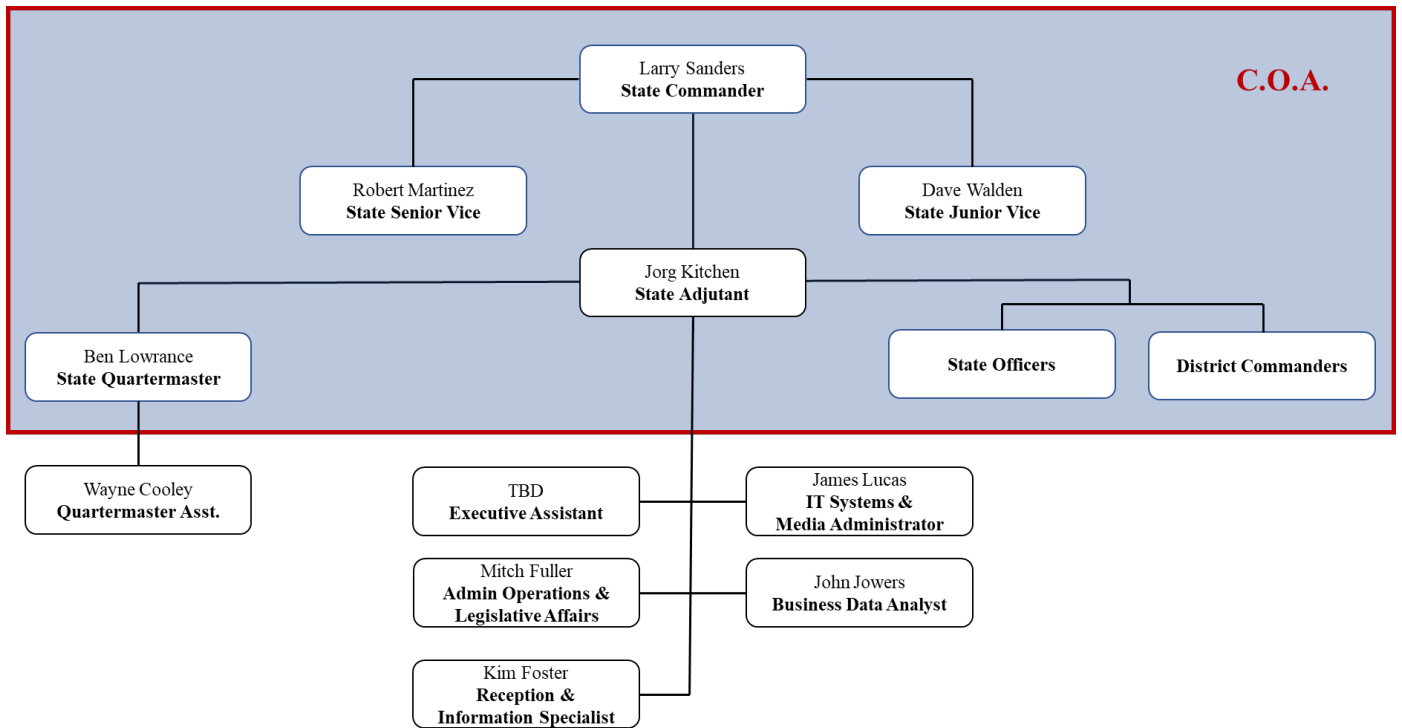
***“NO ONE DOES MORE FOR VETERANS”***

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**DEPARTMENT OF TEXAS  
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SECTION 1.2 – TEXAS VFW ORGANIZATIONAL CHART**

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**DEPARTMENT OF TEXAS  
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SECTION 1.3 - ELECTED AND APPOINTED OFFICERS**

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**ELECTED STATE & NATIONAL OFFICERS**

Larry Sanders	State Commander
Robert Martinez, Jr.	State Senior Vice Commander
Dave Walden	State Junior Vice Commander
Ben Lowrance	State Quartermaster
Larry Velasquez, Jr.	State Judge Advocate
Jerry Greene	State Surgeon
Michael “Foy” Day	State Chaplain
Lynn Toomer	Immediate Past State Commander
Inge Conley	National Council Member

**APPOINTED STATE OFFICERS**

Jorg Kitchen	State Adjutant
Reggie Williams	Chief of Staff
Earl Conley	State Inspector
Natividad "Nate" Lopez Jr.	Deputy State Inspector (8, 9, 10, 25)
Anson Booker	Deputy State Inspector (12, 20, 24, 29)
Roger DeWeese	Deputy State Inspector (2, 4, 16, 19)
Marty Monceballez	Deputy State Inspector (6, 18, 28)
James Briggs	Deputy State Inspector (1, 3, 21, 30)
Joe Ramon	Deputy State Inspector (5, 13, 14, 17)
Lonnie Garza	State Officer of the Day

**MEMBERSHIP**

Frank Torres	Membership & Marketing Chair
Thomas “Bear” Anderson	State Motorcycle Group Chair
Greg Brannan	Training Team Chair
Rose M. Becton	Women Veterans Chair

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**DEPARTMENT OF TEXAS  
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<b>PROGRAMS</b>	
Joel Pipes	State Homeless Veterans Chair
Jack Mageluzzo	State POW/MIA Chair
RG Ruelas	State Buddy Poppy Chair
Bob Gear	Veterans Employment Chair
Tracey Brown Greene	Suicide Prevention Chair
Frank Andrada	VOD/Patriot's Pen Chair
Cecil McConnell	Scouting Chair
Todd Richardson	BBQ Chair
<b>ADMINISTRATIVE</b>	
John Koller	Budget & Finance Chair
Mitch Fuller	National and State Legislative Chair
John Rodriguez	Credentials Chair
Jerry Greene	Hospital/MAP Chair
Ted Johnson	Transition Team Chair
Shenna Lawless	104th State Convention Chair
Lavern Terbl	104th Convention Chair Asst.
Chris Clouser	Commander's Homecoming Chair
James Lucas	Tech/Media Chair
<b>DEPARTMENT OF TEXAS HONOR GUARD</b>	
Kelly Glass	Honor Guard Team Leader
Neil Mala	Honor Guard
Mark Jordan	Honor Guard
Micaela Reyes	Honor Guard
Nola Saldana	Honor Guard

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**DEPARTMENT OF TEXAS  
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<b>District</b>	<b>Commanders Name</b>
District 1 Commander	Robert Rouse
District 2 Commander	Chuck Hill
District 3 Commander	George J. Warringer
District 4 Commander	Edwin "Buddy" Grantham
District 5 Commander	J'Layne M. Vines
District 6 Commander	George Varra
District 8 Commander	Cedrick B. Shells
District 9 Commander	Billie "Bart" J Guthrie
District 10 Commander	Robin A. Johnson
District 12 Commander	Larry Levy
District 13 Commander	Diana Cruz Montoya
District 14 Commander	Gary Land
District 16 Commander	Duane Masteller
District 17 Commander	Marcey J. Phillips
District 18 Commander	Trey Villela
District 19 Commander	Steve Lee
District 20 Commander	Nathan Zuniga
District 21 Commander	Joseph Campbell
District 24 Commander	Edwin Laval Simons
District 25 Commander	Melvin "Mel" R Parker
District 28 Commander	Mitch Fuller
District 29 Commander	Chris Davis
District 30 Commander	Barbara Ampong

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**Texas VFW State Headquarters  
Main Number (512) 834-8535**

Larry Sanders	State Commander		<a href="mailto:larrysan4444@gmail.com">larrysan4444@gmail.com</a>
Robert Martinez	State Senior Vice Commander		<a href="mailto:robertsafd@yahoo.com">robertsafd@yahoo.com</a>
Dave Walden	State Junior Vice Commander		<a href="mailto:dave.walden31@gmail.com">dave.walden31@gmail.com</a>
Jorg Kitchen	State Adjutant	Ext. 104	<a href="mailto:jorg@texasvfw.org">jorg@texasvfw.org</a>
Ben Lowrance	State Quartermaster	Ext. 109	<a href="mailto:ben@texasvfw.org">ben@texasvfw.org</a>
Wayne Cooley	State Assistant Quartermaster	Ext. 105	<a href="mailto:wayne@texasvfw.org">wayne@texasvfw.org</a>
TBD	State Executive Assistant	Ext. 103	<a href="mailto:kate@texasvfw.org">kate@texasvfw.org</a>
Kim Foster	Information Specialist	Ext. 100	<a href="mailto:kim@texasvfw.org">kim@texasvfw.org</a>
John Jowers	Data Management Specialist	Ext. 106	<a href="mailto:john@texasvfw.org">john@texasvfw.org</a>
Mitch Fuller	Admin Ops & Legislative Affairs	Ext. 107	<a href="mailto:mitch@texasvfw.org">mitch@texasvfw.org</a>

**Texas VFW Veteran Service Officers**

Mike Eshenbaugh	Houston VARO	(281) 825-6749	<a href="mailto:terry.eshenbaugh@tvc.texas.gov">terry.eshenbaugh@tvc.texas.gov</a>
Katina Cryer	Waco VARO	(254) 299-9959	<a href="mailto:katina.cryer@tvc.texas.gov">katina.cryer@tvc.texas.gov</a>

**Texas VFW Foundation  
Main Number (512) 291-6850 Fax Number (512) 834-9232**

Elizabeth West	Executive Director	Ext. 200	<a href="mailto:beth@texasvfw.org">beth@texasvfw.org</a>
Miles Nelson	VAP Program Coordinator	Ext. 201	<a href="mailto:miles@texasvfw.org">miles@texasvfw.org</a>
Kristina Ramirez	Administrative Assistant	Ext. 203	<a href="mailto:kristina@texasvfw.org">kristina@texasvfw.org</a>
Tommye Jowers	Administrative Assistant	Ext. 204	<a href="mailto:tommye@texasvfw.org">tommye@texasvfw.org</a>

**Texas VFW Auxiliary State Headquarters  
Main Number (512) 834-9190 Fax Number (512) 834-0747**

Andrea King	State Auxiliary Secretary	Ext. 301	<a href="mailto:secretary@texasvfwaux.org">secretary@texasvfwaux.org</a>
Jo Ella Menn	State Auxiliary Treasurer	Ext. 302	<a href="mailto:treasurer@texasvfwaux.org">treasurer@texasvfwaux.org</a>
Marjorie Menzel	State Assistant Treasurer	Ext. 300	<a href="mailto:assistant@texasvfwaux.org">assistant@texasvfwaux.org</a>

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**National VFW Numbers**

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



**DEPARTMENT OF TEXAS  
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SECTION 1.6 – PAST STATE COMMANDERS & NATIONAL COMMANDER-IN-CHIEFS**

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### **Past Texas/National Commanders-in-Chiefs**

<b>NAME</b>	<b>YEAR</b>
Ted C. Connell	1960-1961
T. C. Selman	1980-1981
James Nier	1996-1997
Glen Gardner, Jr.	2008-2009

### **Current Past Texas VFW State Commanders**

<b>NAME</b>	<b>YEAR</b>	<b>NAME</b>	<b>YEAR</b>
James Nier	1989-1990	Dick Shawver	2020-2021
N.F. "Red" Layne	1997-1998	Norman Macey	2021-2022
Doug Bell	1998-1999	Lynn Toomer	2022-2023
Buddi C. Harlan	2000-2001		
Duane Shriver	2005-2006		
A. R. "Russ" Richar	2006-2007		
Al Cantu, Jr	2007-2008		
Jerry Murphree	2008-2009		
Mike Barber	2009-2010		
Wayne Depute	2010-2011		
John Spahr	2011-2012		
Larry Velasquez	2012-2013		
Sylvia Sanchez	2013-2014		
Joe Hayes	2014-2015		
Dan West	2015-2016		
Peyton Lumpkin	2016-2017		
Inge Conley	2018-2019		
Keith King	2019-2020		



**DEPARTMENT OF TEXAS  
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SECTION 1.7 – MEMORIAL TRIBUTE TO PAST STATE COMMANDERS**

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### Memorial Honor Roll of Deceased Past State Commanders

NAME	YEAR	NAME	YEAR
Dr. R. H. Mcleod	1921-1922	J.T. Rutherford	1950-1951
Pat Kveton	1922-1923	J. Warren Hoyt	1951-1952
Frank G. Harmon	1923-1924	Johnnye U. Foster	1952-1953
Arthur M. Risdon	1924-1925	Juston Morrow	1953-1954
Dan F. Conner	1925-1926	John McKelvey	1954-1955
Thomas L. Manion	1926-1927	Ted C. Connell	1955-1956
Thomas S. Mills	1927-1928	J.W. Cole	1956-1957
C.H. Fitzgerald	1928-1929	T.C. Selman	1957-1958
C.C. Webner	1929-1930	Doyle Willis	1958-1959
E.U. Bradley	1930-1931	Oscar B. Jones	1959-1960
Harry F. Stuckey	1931-1932	Victor L. Afflerbach	1960-1961
Earl Clements	1932-1933	Peter Stack	1961-1962
Eddie A. Heil	1933-1935	Carter Younts	1962-1963
Max C. Walz	1935-1936	James Starkey	1963-1964
E.E. Wiseman	1936-1937	Ed Krenek	1964-1965
Arthur Dodds	1937-1938	L.N. Kirkpatrick	1965-1966
Don Dunlavy	1938-1939	John Paul Keelan	1966-1967
Tom Carter	1940-1941	Harold Rodgers	1967-1968
R.A. Duryea	1941-1943	Cleo Clayton	1968-1969
Dr. D.L. Meyers	1944-1945	Elmer F. Chappell	1969-1970
Horace Shelton	1945-1946	Cliff Teer	1970-1971
J. Henry Perry	1946-1947	Mel Stanley	1971-1972
Roger Q. Evans	1947-1948	Charles Cannon, Jr	1972-1973
S.A. Childress	1948-1949	W. K. Huber	1973-1974
Julian Dickerson	1949-1950	Clyde Hall	1974-1975

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### Memorial Honor Roll of Deceased Past State Commanders

NAME	YEAR	NAME	YEAR
Dave Stein	1975-1976	Ron C. Hornsby	2003-2004
Herman Constable,	1976-1977	John Fair	2004-2005
Manny Rivas	1977-1978		
Robert Speake	1978-1979		
Shelby Surratt	1979-1980		
James P.	1980-1981		
Charles E. Hull	1981-1982		
John F. Simmons	1982-1983		
Emmett Stelzer	1983-1984		
Robert “Tiger”	1984-1985		
Earnest G Mudd	1985-1986		
Allan G. Grice	1986-1987		
Felix Longoria	1987-1988		
George Sparkman	1988-1989		
Charles S. Pearson	1990-1991		
R. Earl Lord	1991-1992		
Donald L.	1992-1993		
F.E. “Gene”	1993-1994		
Chuck E. Sinclair	1994-1995		
Paul H. Duff	1995-1996		
Alexander Vernon	1996-1997		
Jimmie Cantrell	1999-2000		
Buddi C. Harlan	2000-2001		
Danny Henry	2001-2002		
John Knapp	2002-2003		



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SECTION 2.1 – DEFINITIONS AND TERMINOLOGY**

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## **Important Definitions & Information**

### ***PLEASE READ CAREFULLY***

The 2023-2024 VFW Administrative Year brings some changes to Texas VFW Post requirements. You will find that understanding the following definitions is very important when interpreting the instructions in this guide.

**MEMBERSHIP DIVISIONS:** Membership Divisions are based on the total number of members a Post has as reflected on the National MemStats for prior year totals.

**Post Membership Goal:** For contest purposes, the **2023-2024 Post Membership Goal** is the actual number used by National and reflected as membership on the National Status Sheet as of **June 30, 2024**.

**MEMBERSHIP REPORTING DEADLINE AT NATIONAL:** Do not wait until the last minute to send in membership. ***ONLY MEMBERS REPORTED TO AND CREDITED AT NATIONAL HEADQUARTERS IN THE ONLINE MEMBERSHIP SYSTEM (OMS) BY THE DEADLINE DATE WILL COUNT IN ALL CONTESTS.***

**GLOBAL TEXAS CONTESTS DEADLINE:** Unless otherwise specified, the default deadline for all Department of Texas contests is **5:00 p.m. on Monday May 1, 2024**.

**WHERE TO SEND MATERIALS:** With the exception of membership, all other materials for consideration in contests described herein shall be delivered to the Department of Texas Headquarters.

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

**PARCELS:** Parcel items (boxes and items too large or heavy to fit into envelopes) must be delivered via your choice of parcel carrier to **Texas VFW, 8503 IH-35 North, Austin, Texas 78753**. *NOTE: we highly recommend using only FedEx or UPS for this. USPS mail has a history of being lost!*

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

These status sheets are an important tool for assessing membership recruiting and completion of VFW minimum requirements that are mandatory and program objectives for each Post/District and gives a quick snapshot of where each Post/District stands. Status Sheets are available on the Department of Texas VFW web site at: <http://www.txvfw.org/> and will be posted online every Friday, beginning the second week of August 2024.

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**STATUS SHEET REVIEW:** Upon looking at any District or Post Status Sheet, review it carefully and notify Department Headquarters immediately if you have any questions or feel corrections are necessary. Do not wait more than 30 days to notify the Department if there is an error. The Department has deadlines that cannot be changed that it must meet to send reports to VFW National.

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

**DEPARTMENT DEADLINE DATES ARE FOR THE DEPARTMENT ONLY AND ARE SEPARATE FROM NATIONAL DEADLINE DATES**

**IMPORTANT NOTE: THE DEPARTMENT OPERATIONS SOP MANUAL IS A LIVING DOCUMENT AND IS SUBJECT TO CONTINUAL UPDATES AND REVISIONS. THE MOST CURRENT VERSION OF THE DEPARTMENT OPERATION SOP MANUAL CAN BE FOUND ON THE [TXVFW.ORG](http://TXVFW.ORG) WEB PLATFORM.**



**DEPARTMENT OF TEXAS  
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SECTION 2.2 – IMPORTANT DATES AND DEADLINES**

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### Important Dates and Deadlines to Remember for 2023-2024

2023	
Date	July
<b>04-Jul-23</b>	<b>Independence Day VPR</b>
<b>03-Jul-23 - 04-Jul-23</b>	<b>Texas VFW HQ Holiday (Office Closed) - Independence Day</b>
06-Jul-23 - 09-Jul-23	Officer Training Seminar (OTS) Austin, Texas
22-Jul-23 - 27-Jul-23	Phoenix Convention Center, Phoenix, Arizona
<b>27-July-23</b>	<b>Korean Armistice VPR</b>
31-Jul-23	Deadline to receive 4th Quarter Post Trustee Audit at Texas VFW HQ
31-Jul-23	Deadline to receive VPR's for Loyalty Day, VE Day, Memorial Day, D Day, and Flag Day at Texas VFW HQ
Date	August
03-Aug-23	Deadline to receive VPR for Independence Day at Texas VFW HQ
26-Aug-23	Deadline to receive VPR for Korean Armistice at Texas VFW HQ
<b>31-Aug-23</b>	<b>Operation Iraqi Freedom VPR</b>
Date	September
01-Sep-23	Deadline to Register Post and District Quartermaster Blanket Bond or Bond
<b>02-Sep-23</b>	<b>Victory Over Japan VJ Day VPR</b>
<b>04-Sep-23</b>	<b>Texas VFW HQ Holiday (Office Closed) - Labor Day</b>
<b>11-Sep-23</b>	<b>Patriot Day VPR</b>
<b>15-Sep-23</b>	<b>POW/MIA Day VPR</b>
29-Sep-23	VFW Birthday
30-Sep-23	Deadline to receive VPR for Operation Iraqi Freedom at Texas VFW HQ
Date	October
03-Oct-23	Deadline to receive VPR for Victory Over Japan VJ Day at Texas VFW HQ
05-Oct-23 – 07-Oct-23	State Commander Larry Sanders Homecoming in San Antonio, Texas
<b>09-Oct-23</b>	<b>Start of OEF Afghanistan 2001 VPR</b>

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**DEPARTMENT OF TEXAS  
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Date	October
<b>09-Oct-23</b>	<b>Texas VFW HQ Holiday (Office Closed) - Columbus Day</b>
10-Sep-23	Deadline to receive VPR for Patriot Day at Texas VFW HQ
<b>18-Oct-23</b>	<b>Recognition of Women in the Military VPR</b>
20-Oct-23	Deadline to receive VPR for POW/MIA Day at Texas VFW HQ
<b>23-Oct-23</b>	<b>Beirut Bombing VPR</b>
31-Oct-23	Deadline to receive 1st Quarter Post Trustee Audit at Texas VFW HQ
<b>31-Oct-23</b>	<b>Deadline for VOD, Patriot’s Pen, and Teacher entries at Post level</b>
Date	November
08-Nov-23	Deadline to receive VPR for Operation Enduring Freedom at Texas VFW HQ
<b>10-Nov-23</b>	<b>Texas VFW HQ Holiday (Office Closed) - Veterans Day</b>
<b>11-Nov-23</b>	<b>Veterans Day (Required VPR)</b>
<b>15-Nov-23</b>	<b>Deadline for Posts to judge and submit winning VOD, Patriot's Pen entries to District.</b>
17-Nov-23	Deadline to receive VPR for Women in Military Service and Beirut Bombing at Texas VFW HQ
<b>23-Nov-23 - 24-Nov-23</b>	<b>Texas VFW HQ Holiday (Office Closed) - Thanksgiving</b>
Date	December
<b>01-Dec-23</b>	<b>Deadline for District to submit winning Patriot’s Pen, Voice of Democracy entries to Texas VFW HQ.</b>
<b>07-Dec-23</b>	<b>Pearl Harbor Day VPR</b>
09-Dec-23	Deadline to receive VPR for Veterans Day at Texas VFW HQ
<b>25-Dec-23</b>	<b>Texas VFW HQ Holiday (Office Closed) - Christmas</b>
30-Dec-23	Deadline for Posts to order Buddy Poppies, MAP and National Home donations and submission of a copy of your 2021 Post IRS Form 990, 990EZ, or 990N
<b>2024</b>	
Date	January
<b>01-Jan-24</b>	<b>Texas VFW HQ Holiday (Office Closed) – New Year’s Day</b>
05-Jan-24	Deadline to receive VPR for Pearl Harbor Day at Texas VFW HQ

***“NO ONE DOES MORE FOR VETERANS”***



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 2.2 – IMPORTANT DATES AND DEADLINES**

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Date	January
<b>15-Jan-24</b>	<b>Texas VFW HQ Holiday (Office Closed) – Martin Luther King Day</b>
16-Jan-24 – 21-Jan-24	Texas VFW Mid-Winter Conference, Corpus Christi, Texas
<b>27-Jan-24</b>	<b>Vietnam Peace Accord VPR</b>
31-Jan-24	Deadline to receive 2nd Quarter Post Trustee Audit at Texas VFW HQ
Date	February
<b>15-Feb-24</b>	<b>Sinking of the USS Maine VPR</b>
<b>19-Feb-24</b>	<b>Texas VFW HQ Holiday (Office Closed) – Presidents’ Day</b>
24-Feb-24	Deadline to receive VPR for Vietnam Peace Accord at Texas VFW HQ
<b>28-Feb-24</b>	<b>Operation Desert Storm VPR</b>
Date	March
01-Mar-24	Deadline to submit Eagle Scout of the Year entries to Post
01-Mar-24	Deadline to qualify for National Community Activity Citation by reporting 70 different Community. Activity projects on VFW Community Service Activity Report Form
01-Mar-24	Deadline to qualify for National Youth Citation by reporting 30 different Youth Projects
01-Mar-24	Deadline to qualify for National Americanism Citation by reporting 45 different Americanism Projects
16-Mar-24	Deadline to submit Post Publication to Texas VFW HQ for Publication Award
16-Mar-24	Deadline to receive VPR for USS Maine at Texas VFW HQ
<b>24-Mar-24</b>	<b>Kosovo Campaign VPR</b>
<b>29-Mar-24</b>	<b>National Vietnam Memorial Day VPR</b>
29-Mar-24	Deadline to receive VPR for Operation Desert Storm at Texas VFW HQ
<b>31-Mar-24</b>	<b>Somalia 1995 VPR</b>
Date	April
03-Apr-24	Deadline to submit Scout of the Year entries to Texas VFW HQ
10-Apr-24	Deadline to receive Community Service Record book at Texas VFW HQ
24-Apr-24	Deadline to receive VPR for Kosovo Campaign at Texas VFW HQ
28-Apr-24	Deadline to receive 3rd Quarter Post Audit at Texas VFW HQ

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Date	April
28-Apr-24	Deadline to receive VPR for Somalia and Vietnam Memorial Day at Texas VFW HQ
Date	May <span style="float: right;">NOTE: All VPR's from May to June roll over into the new VFW Year</span>
<b>01-May-24</b>	<b>Loyalty Day (Required VPR)</b>
01-May-24	Deadline to submit Election Reports in OMS
01-May-24	Deadline to submit All-State Forms to Texas VFW HQ
01-May-24	Deadline for ALL AWARDS with deadlines not specified otherwise to Texas VFW HQ
<b>08-May-24</b>	<b>Victory Over Europe VE Day VPR</b>
<b>27-May-24</b>	<b>Texas VFW HQ Holiday (Office Closed) - Memorial Day</b>
<b>27-May-24</b>	<b>Memorial Day (Required VPR)</b>
Date	June
04-Jun-24 – 09-Jun-24	Texas VFW State Convention, Dallas, Texas
06-Jun-24	D Day VPR
<b>14-Jun-24</b>	<b>Flag Day (Required VPR)</b>
<b>19-Jun-24</b>	<b>Texas VFW HQ Holiday (Office Closed) - Juneteenth</b>
30-Jun-24	Deadline to submit All-American

**NOTES & LEGEND:**

- All VPR's are in **Bold Red**
- All required VPR's are in **Bold Red** and highlighted in yellow
- All Texas VFW HQ Holidays are in **Bold Purple** and the Office is Closed on these dates
- All VOD, Patriot's Pen, and Teacher Entry due dates are highlighted in Green
- All VPR's from May and June roll over into the new VFW Year

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**DEPARTMENT OF TEXAS  
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SECTION 2.3 – STATUS SHEET GUIDANCE**

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## STATUS SHEETS

Status (Stat) Sheets are used to measure what a Post or District has achieved and what they still need to accomplish through the fraternal year. The information on our Status Sheets provide Key Performance Indicators (KPI) to help us measure our progress for various items through the VFW year.

The following Status Sheet Legend is provided for reference:

X = COMPLETED	R = RETURNED FOR CORRECTION
L = LATE	E = EXTENSION OF 990
P = PICTURE ISSUE	PL = PICTURE ISSUE AND LATE
S = SUBMITTED	<b>SU = SUSPENDED POST</b>

An “**X**” indicates that a Post or District has completed an item by the established deadline date.

An “**L**” indicates that the Post or District submitted an item after the deadline date for which it was due.

A “**P**” indicates that the Picture submitted for an item was not accepted because it did not meet the criteria for pictures or was not received. (See Section 3.7 Veteran Participation Reports for photographic criteria)

An “**S**” indicates that an item has been submitted and received but has not been reviewed.

An “**R**” indicates that an item is under review, and that it has been returned for needed corrections. In this case, Department Staff may contact you to resolve the issue. If someone from Department Staff does not contact you then please reach out to Texas VFW Headquarters using the Contact Form on the Texas VFW Website. Once the Department has received the correction for an item, then the Status Sheet will be updated with an “**X**”.

An “**E**” indicates that the Post Insurance has lapsed and/or the Post has filed for an extension on their IRS 990.

A “**PL**” indicates that an item was received after the deadline date and the picture for the project was not received or not accepted.

An “**RL**” indicates that an item is under review and/or has been returned and that it was submitted after the established deadline date. Once the Department has received the correction for an item, then the Status Sheet will be updated with an “**L**” to indicate that it has been resolved however it is still late.

An “**SU**” indicates that a Post is on suspension.

If you have submitted an item for the Status Sheet that has not been updated after two (2) weeks, please contact Department to ensure it has been received.

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**DEPARTMENT OF TEXAS**  
**DEPARTMENT OPERATIONS SOP MANUAL**  
**SECTION 2.4 – COMMANDER AND QUARTERMASTER RESOURCES**

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## Commander & Quartermaster Resources

### Forms and printed materials to help you become a successful VFW Leader

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

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

<https://www.texasvfw.org/sop-training-materials-resources>

### Form Submission Notifications - Texas VFW Reporting

The Department has been working diligently to update and transition to more automated processes through the website and other internal systems. In doing so, form submission notifications will now be sent via system generated emails. It's important to understand that this recent change uses different domain email accounts from @texasvfw.org. If you are not receiving emails, this may be due to your email provider quarantining or sending the email to a Junk or Spam folder. Below is a list of email accounts our systems use to manage processes. Please add them as a Safe Sender rule.

- [reports@texasvfw.org](mailto:reports@texasvfw.org) – Email is used to contact the Department for questions and concerns regarding
- [sql@texasvfw.org](mailto:sql@texasvfw.org) – Forms will send new system generated emails using this account.
  - These emails show a display name of Texas VFW Reporting.
- [noreply@123formbuilder.com](mailto:noreply@123formbuilder.com) – This is the legacy website form notification email.

Please note that system generated emails are sent through internal systems and evaluated. It could take several minutes before receiving your email confirmation. After a website form is submitted, the webpage will display we received your submission. Based on your device and browser, you may need to scroll up to see the page message.



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## **Facebook**

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

<https://www.facebook.com/TexasVFW/>

For the latest up-to-date information and correspondence from Department and National, check the ADMIN section of the Department website daily at the link below.

<https://www.texasvfw.org/admin>

## **VFW POST DISCUSSION GROUP**

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

<https://www.facebook.com/groups/115680641786613>

## **Texas VFW Magazine & Feature Articles**

The Department of Texas publishes the Texas VFW Magazine now in a digital format. You can find these Editions and other digital publications on our ISSUU channel below.

<https://issuu.com/texasvfw>

The Department wants to hear from you and your amazing efforts in the community, advocacy contributions and with veteran business relations. Our *Boots On The Ground* segment of the magazine will feature members, Posts and Districts that have submitted articles and media using the Texas VFW Digital Media Entry form. The form is located at the bottom of the

Another way to get featured is within the VPR and Community Service submission forms. By simply selecting the applicable check boxes in the form for website, social media and/or magazine, our system will notify us to review the content for considerations. While not all content submissions can be utilized, the Department wants to ensure showcase the VFW efforts across the entire state.

Please email [media@texasvfw.org](mailto:media@texasvfw.org) if you have any questions regarding magazine submissions.

## **Digital & Social Media Management**

Please reference Section 2.5 in General Information – A Guide to Social & Digital Media for additional information and resources to better help your Post and members.



**DEPARTMENT OF TEXAS**  
**DEPARTMENT OPERATIONS SOP MANUAL**  
**SECTION 2.5 – GUIDE TO DIGITAL AND SOCIAL MEDIA**

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## Department of Texas VFW -A Guide to Digital & Social Media

The staff at the Department has been working throughout the 2022-2023 term to restructure how our website, social media and other digital content (such as the Texas VFW Magazine) has been publicized. In addition, the Department has made great strides on the backend systems to begin implementing changes within the Texas VFW digital ecosystem. This is simply stating, we are re-establishing communications mechanisms, website functionality, internal systems, reporting and various social media channels (i.e. Facebook, LinkedIn, Instagram, Vimeo, etc.) to better benefit the District, Post and Member levels.

### Texas VFW Website

Department Website -<https://www.texasvfw.org/>

The Department website during the 2023-2024 term will be restructured as newer systems and internal processes are transitioned. The goal is to provide a more fluid member experience and professional appearance to showcase new functionality and content. Below are some of the most notable areas that will see changes.

- Post & District Content Sharing (social media/website)
- Revamped District & Post Reports
- Member Portal & Forums (new)
- Digital Form Submissions
- Digital Event Tickets
- Online Education & Certification Paths (new)
- And more to be announced...

Expect to be informed of ongoing changes being made.

### Digital Flyers & Media Resources

With websites and social media, the importance of digital flyers and other image related media is important to configure and present in a higher quality. There are various media and mobile applications available to help ease the burden and streamline getting your content distributed.

**Adobe Photoshop or Illustrator** is a commonly used program for small to large companies. This typically requires a semi-technical mindset when dealing with image creation or manipulation. However, there are better budget alternatives.



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### **Google Business Listing**

Register your business location here: <https://www.google.com/business/>

If you do a simple google search for your Post, what information shows up if any? If nothing is being found or looks invalid or outdated, it's recommended to create or update your Google Business Listing. This will also help with the Post being found across the web and on social media.

Note: A Gmail account is required to complete this process. Ensure more than one person can log into this account for administrative needs.

### **Utilizing Social Media**

Social media platforms are one of the most important personal and business tools to utilize for marketing and engaging your member base. Showcase your content at the District and Post levels to drive engagement and increase membership recruiting across the state.

Remember to tag other relevant pages and accounts to increase your page reach, followers and sharing. Don't forget to hashtag your posts to maximize the impact of your content distribution and get more followers.

Please understand not all social media platforms have the same hashtags. Incorporating different hashtags and relevant seasonal or holiday with your post will go a long way and increase engagement over time.

#### **Examples (Facebook/Instagram):**

#texasvfw #vfw #vfwsalute #stillserving #NoOneDoesMoreForVeterans

### **Building Up Your Profile**

When starting new or wanting to re-engage a new audience, the following can be done to boost your presence:

- Have page/group admins or moderators send invites to join or like your Page or Group
- Send out routine/scheduled posts to engage your following. This could be a VPR, Community Impact post, Event, etc.
- Always engage and manage post comments through response or emoji selection.
- Make Stories

Always make sure you read through social media platform guidelines and rules. The wrong content or being reported to the platform, can have an impact to your page status long-term.



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Management Tip:

Make sure to stay tuned into your social channels consistently to prevent spamming, political views and unwanted product sale posts. In addition, each platform will use algorithms to sort through, publicize and make decisions. Staying engaged in your channel(s) is the best approach to simple social media management.

## Where to Find Texas VFW Social Media Channels



<https://www.facebook.com/TexasVFW/>

Facebook is still the main “Go To” social media platform for pages and groups. Following, Liking, Sharing and Engaging content is the best free marketing anyone can do. Connecting with other VFW Posts, Districts and State channels will help drive new awareness and should provide more recruitment opportunities.

The Department channels are always looking to share and feature Post, District or Strategic Partners that support veterans, veterans causes and stories, and other relevant VFW business.



<https://www.linkedin.com/company/texas-vfw/>

LinkedIn isn’t just about looking for a job or connecting with co-workers, it’s also a tool to connect businesses, causes and other professional networks together. Showcase how you are making an impact to your community, your public events and honoring of military milestones.



<https://www.instagram.com/vfwtexas/>

While Instagram is not utilized to the same degree as other social media platforms, it is another great way to increase your business, community and member presence. Typically, you see the most influencers market here because the content is not “policed” the same.

## Facebook Business Suite

To help streamline social media posts, you can use Facebook Business Suite to connect with your Instagram account to publish posts at the same time. Using this feature, you still may want to go back and edit/tag applicable parties or add hashtags within comments. Account names can differ from Facebook so do your due diligence to ensure the proper account is associated on the Instagram platform.



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### **YouTube & Vimeo Video Hosting**

Some businesses elect to use video sharing from content they make. YouTube is the easiest option to share to a social channel, embed into a website or assist with expanding your reach of followers/viewers. Vimeo is a comparable video hosting platform that is licensed based where businesses can control more of the securities and functionality of their video.

### **Curate Content To Be Found**

You don't have a media or technology specialist to create engaging content. The simplest and most real content that is day-to-day typically performs better for small to mid-sized businesses. Showing your presence is the most critical part to leveraging forms of digital marketing.

### **Understanding Search Engines**

Search Engine Optimization (SEO) has evolved significantly over the past 20 years. It now heavily relies on a full suite of an ecosystem. This is simply meaning SEO algorithms look for business profiles, websites, social media channels and how they all intertwine together. The VFW has a very unique opportunity because we have channels from National all the way down to the Post. Search Engines utilize what is called Big Data which looks at even the most minute level of information down to a comment or using an emoji. Simple references, tags, hashtags, and key words are all ways that content get analyzed and even ranked based on searches and digital traffic.





**DEPARTMENT OF TEXAS  
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SECTION 2.6 – VFW OFFICER ESSENTIALS**

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## **VFW ESSENTIALS for all VFW OFFICERS**

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

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

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

### **Official VFW Name Badge 1816**

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

### **Business Cards 4220**

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

### **Custom Printed Stationery 4307**

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

### **VFW Special Printed Envelopes 4308**

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



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

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

**VFW Regulation Pin's**

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

**Texas VFW Store**

Department of Texas specific brand-named merchandise such as shirts, pins, and other miscellaneous items can be found for purchase at: <https://www.texasvfw.org/vfw-store>.



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## VFW CITATIONS FOR POST RECOGNITION

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

<b>Item</b>	<b>Award Type</b>	<b>Quantity</b>	<b>Price</b>
4387	JROTC Citation	1 Each	\$8.00
1229	JROTC Medal, Silver or Bronze	1 Each	\$13.95
4395	Civil Air Patrol NCO Citation	1 Each	\$8.00
1209	Civil Air Patrol NCO Medal	1 Each	\$13.95
4394	Civil Air Patrol Officer Certificate	1 Each	\$8.00
1208	Civil Air Patrol Officer Medal	1 Each	\$13.95
4393	Naval Sea Cadet Citation	1 Each	\$8.00
1207	Naval Sea Cadet Medal	1 Each	\$13.95
4366	Eagle Scout Certificate	1 Each	\$7.00
4385	Patriotic Citizen Award Citation	1 Each	\$1.25
4321	National Volunteer Recognition Certificate	1 Each	\$1.25
4383	Individual Appreciation Certificate	1 Each	\$7.00
4384	Individual Patriotic Appreciation Certificate	1 Each	\$7.00
4350	Honor Certificates for School Pupils	1 Each	\$1.00
4388	Americanism Award Citation	1 Each	\$1.25
4361	Loyalty Day Award Citation	1 Each	\$1.25
P1304	Bronze Citizenship Medal, with engraving	1 Each	\$16.95
P1320	Personalized Commendation Medal, with engraving	1 Each	\$40.00
4354	General All-Purpose Citation	1 Each	\$1.50
4364	Blank Certificate, Vertical	1 Each	\$1.25
4365	Blank Certificate, Horizontal	1 Each	\$1.25
T4399	Presentation Citation Folders (Top Fold)	1 Each	\$2.50
S4399	Presentation Citation Folders (Side Fold)	1 Each	\$2.50

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**DEPARTMENT OF TEXAS  
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## **The DO’S and DON’TS of Political Activities as a VFW Member**

### **DO’S**

- Attend candidate town hall meetings and other events to ask candidates where they stand on our issues.
- Set up voter registration drives / Get Out the Vote campaigns on the local levels.
- Provide carpool service on Election Day to help the elderly and disabled get to the voting booths.
- Support and work for your favorite candidates as an individual voting constituent.
- Wear your VFW cap at public events such as School Board meetings, City Council Meetings, town halls, rallies, forums, or debates.
- As an individual, you can like the Facebook page or follow the social media account of a political party or candidate.

### **DON’TS**

- Don’t endorse candidates on behalf of the VFW National Organization, Department, District, or Post.
- Don’t wear your VFW cap when actively campaigning for a candidate, such as soliciting donations or knocking on doors asking people to pledge their vote for a candidate.
- Don’t criticize a political party, partisan political candidate, group or cause on your social media page or publicly.
- Post content for or make direct links to a political party, partisan political candidate, group, or cause.
- Fundraise or solicit support for a partisan cause including "liking," "retweeting," "sharing" or forwarding invites to these online sources (similar to distributing campaign material)



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- 3.1 [Post Minimum Requirements](#)
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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 3.1 – POST MINIMUM REQUIREMENTS**

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**POST MINIMUM REQUIREMENTS CHECKLIST**  
**As required by Department or National Bylaws:**

**AUDITS:** All four (4) Trustees' Reports of Audit must have been received at Department. Each audit must be received within 30 days following the end of the observed Quarter and must be completed in full and signed by all three (3) Post Trustees, Quartermaster and Commander.

**QUARTERMASTER BONDING:** Post Quartermaster must be bonded through Department or proof of local bonding submitted to Department *by September 1, 2023*.

**IRS 990 FORM:** Must submit copy of 2022 IRS Form 990 to Department Headquarters *no later than December 31, 2023 (or submit an IRS approved extension)*.

**INSURANCE:** For Posts owning property or operating a business enterprise. A Post must submit a copy of their current Certificate of General Liability Insurance and Liquor Liability Insurance Policy if the Post has a Canteen Policy showing Department and National VFW as additional insured to Department Headquarters *by September 30, 2023*, and as renewed to Department Headquarters.

**POST COMMUNITY SERVICE PROJECTS:** TWENTY (20) Community Service Projects must be completed and reported to Department of Texas Headquarters. *Report must be submitted within 30 days of the event to receive credit.*

**YOUTH PROJECTS:** SIX (6) youth projects reported. *Report must be submitted within 30 days of the event to receive credit.*

**AMERICANISM PROJECTS:** NINE (9) Americanism projects reported *Report must be submitted within 30 days of event to receive credit.*

**MAP PARTICIPATION:** Military Assistance Program (MAP) minimum donation according to Post Membership Division as listed must be received at Department *by December 31, 2023*. Contributions to National VFW do not count. National VFW has its own donation to National Military Services (NMS) to qualify for the National All-American program. **Do not confuse the two requirements.**

POST MEMBERSHIP			
Divisions & Required MAP Donation			
1	951+		\$200.00
2	750	950	\$200.00
3	356	749	\$175.00
4	246	355	\$150.00
5	185	245	\$125.00
6	143	184	\$125.00
7	112	142	\$85.00
8	88	111	\$50.00
9	68	87	\$50.00
10	51	67	\$35.00
11	10	50	\$35.00



**DEPARTMENT OF TEXAS  
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- NATIONAL HOME:** A National Home donation of \$25 must be received at Department Headquarters *by December 31, 2023*. Contributions to National VFW do not count.
- VETERAN PARTICIPATION REPORTS (VPR):** See Section 3.7 for reporting guidelines on these projects. As per Section 223 of the National Manual of Procedure, completion and proper reporting of the mandatory four (4) VPR's are required for every Post. These four (4) shall be Loyalty Day, Flag Day, Memorial Day, and Veterans Day.
- BUDDY POPPY:** A minimum order of 500 must be received at the Department *by December 31, 2023*. Posts must pay for their Buddy Poppies within 30 days of the date of the order. *Please note that Buddy Poppy Orders have increased in price to \$150 for a box of 500.*
- DISTRICT MEETING PARTICIPATION:** Post Commander or designee must attend and represent the Post at all properly called District meetings, training sessions and Conventions.
- STATE DELEGATE CREDENTIALS PAYMENT:** *All State Delegate Credentials must be paid* to cast Post delegate votes in ballots at the Annual State Convention no later than 15 days prior to the State Convention (June 15, 2024).
- POST INSPECTION:** District is required to conduct a formal inspection of the Post operations to ensure compliance with all VFW rules and Federal, State, and local laws and report findings to State Commander. Inspections of Post will not commence until such time as the Post has completed the Quartermaster Bonding and as listed above. See Section 4.8 for a detailed list of Inspection Items.
- POST ELECTION REPORT:** Submit Post Report of Election of Post Officers for 2023-24 prior to the State Convention by **June 1, 2024**.

**District Commanders have been directed to complete all Post Inspections for all VFW Posts by December 31, 2023.**



DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 3.2 – QUARTERMASTER BLANKET BOND

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## Introduction to Quartermaster Bonding Types

Department of Texas VFW is offering the Quartermaster Bond through Travelers Casualty & Surety Company of America and Blanket Bonding through Tallman Insurance Agency and CNA Surety Company. Section 703 of our National Bylaws requires that *“Each officer accountable for funds or property pursuant to any provision of these Bylaws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, they may be accountable. The bond premium shall be paid from the funds of the Veterans of Foreign Wars of the United States, Department, District, County Council or Post, as the case may be, to which each officer is accountable.”*

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

Section 3.2 and Section 3.3 pertain to the two types of bonding types with the bonding fees. Bonding Forms are in Appendix A.5 and A.6 behind Section 3.10. To take advantage of these coverages, please wait until after the 2023 State Convention. All you need to do is determine what amount of bond is necessary, fill out the appropriate application and mail it with a check for the annual premium to Texas VFW, P.O. Box 14468, Austin, Texas 78761.

**Please note that the deadline for bonding is September 1, 2023. After this date, you will be delinquent and not in compliance with the VFW Bylaws.**

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

**IMPORTANT NOTE: You are only required to purchase either a Quartermaster Blanket Bond or a Quartermaster Bond but not both! You only need one type based on your Post needs.**





DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 3.2 – QUARTERMASTER BLANKET BOND

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**BLANKET BONDING**  
**SEPTEMBER 1, 2023 TO AUGUST 31, 2024**  
**Class A - No Deductible**

Dear Comrade Commander:

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

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

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

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

**THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2023 TO AUGUST 31, 2024.**

The funds of your Post are protected only for that year. Premium for the following year will be **due September 1, 2023.**

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

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

**DEADLINE FOR BONDING IS SEPTEMBER 1, 2023**  
**AFTER THIS DATE YOU WILL BE DELINQUENT AND**  
**NOT IN COMPLIANCE WITH THE VFW BYLAWS**  
**COVERAGE OF THE POLICY REQUIRE THAT:**

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***“NO ONE DOES MORE FOR VETERANS”***

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 3.2 – QUARTERMASTER BLANKET BOND**

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

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

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

**NOTE: [Blanket Bond Form is located on the Texas VFW Website and can be completed online with payment.](#)**



DEPARTMENT OF TEXAS  
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SECTION 3.3 – QUARTERMASTER BOND

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**QUARTERMASTER CRIME COVERAGE  
SEPTEMBER 1, 2023 TO AUGUST 31, 2024  
TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA**

Dear Comrade Commander:

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

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

This bond is being provided to Posts and Districts that would like to bond the Quartermaster and only bond the Quartermaster. If you need to bond any other officers you will need will need to use the Blanket Bond form but the minimum for blanket bond is \$25K. The accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Travelers Casualty & Surety Company of America. The Post/District is covered in the amount of limit requested.

**The maximum amount for QM Bond is \$25,000. Any amount greater than \$25,000 must be processed as a Blanket Bond.**

**POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE. DEADLINE FOR BONDING IS SEPTEMBER 1, 2023 - AFTER THIS DATE, YOU WILL BE DELINQUENT AND NOT IN COMPLIANCE WITH THE VFW BYLAWS.**

**THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2023 TO AUGUST 31, 2024.** The funds of your Post are protected only for that year. Premium for the following year will be **due by September 1, 2023.**

**NOTES:**

- **Your Post only needs either the QM Bond or Blanket Bond not both.**
- **[Bond Form is in Appendix A.6 behind Section 3.10](#)**

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***“NO ONE DOES MORE FOR VETERANS”***

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**DEPARTMENT OF TEXAS  
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SECTION 3.3 – QUARTERMASTER BOND**

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<b>QUARTERMASTER BOND RATES</b>	
<b>Minimum Bond Rates</b>	<b>Rate</b>
\$3,000.00	\$25.50
\$4,000.00	\$29.00
\$5,000.00	\$32.50
\$6,000.00	\$36.00
\$7,000.00	\$39.50
\$8,000.00	\$43.00
\$9,000.00	\$46.50
\$10,000.00	\$50.00
\$11,000.00	\$53.50
\$12,000.00	\$57.00
\$13,000.00	\$60.50
\$14,000.00	\$64.00
\$15,000.00	\$67.50
\$16,000.00	\$71.00
\$17,000.00	\$74.50
\$18,000.00	\$78.00
\$19,000.00	\$81.50
\$20,000.00	\$85.00
\$21,000.00	\$88.50
\$22,000.00	\$92.00
\$23,000.00	\$95.50
\$24,000.00	\$99.00
\$25,000.00	\$102.50



**DEPARTMENT OF TEXAS  
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SECTION 3.4 – IRS 990 GENERAL INFORMATION**

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## IRS 990 FORM

### Federal Tax Information Income Tax Issues for Exempt Organizations

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

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

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

*National Bylaws require every Post to adhere to all statutory requirements at the federal, state and local levels. As such, a copy of your 2022 Post IRS Form 990, 990EZ, or 990N needs to be submitted to Department Headquarters no later than December 31, 2023.*

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

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

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

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



**DEPARTMENT OF TEXAS  
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SECTION 3.4 – IRS 990 GENERAL INFORMATION**

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

An exempt organization may also be required to file Form 990T if the organization’s gross income from business unrelated to the organization’s exempt purposes is \$1,000 or more. The obligation to file Form 990T is in addition to the obligation to file an Informational Return (Form 990).

Unrelated business income tax (UBIT) is defined as gross income derived by an organization from any unrelated trade or business regularly carried on by it, and not substantially related to its exempt purposes. While the IRS considers many factors in determining whether the activity is unrelated trade or business, an important factor is the degree to which the activity unfairly competes with taxable businesses.

Generally, the tax applied to unrelated business income does not apply to: a) Dividends; b) Interest; c) Royalties; d) Rents (other than certain rents on property acquired with borrowed funds); e) Gains from sales of assets; and f) Member’s dues. The rules applicable to unrelated business income can be complicated, depending upon the nature and extent of your Post’s activities.

If you are unsure about your Post’s obligation to file a 990T or report certain types of income, you are encouraged to consult with a tax professional concerning these important issues. 990T’s are not subject to public disclosure.

### **Internal Revenue Resources ([www.irs.gov](http://www.irs.gov))**

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

If your Post operates a canteen or otherwise sells alcoholic beverages on a regular basis, the Post may be required to pay a federal Special Occupational Tax of \$250 and obtain a Special Tax Stamp on or before July 1st. Failure to pay the tax could result in a substantial fine.

The law requires every retail dealer in liquors, other than a limited retail dealer, to file a special tax return (ATF Form 5630.5) and pay the special tax to the Bureau of Alcohol, Tobacco and Firearms. The term “limited retail dealer” includes a veteran’s organization making sales of distilled spirits, wine or beer on the occasion of any kind of entertainment, dance, picnic, bazaar or festival held by it, if the organization is not otherwise engaged in business as a dealer.

The ATF generally takes the position that a “limited retail dealer” is one that occasionally serves alcoholic beverages in connection with an event but that a regularly conducted clubroom would not qualify. Title 27 CFR, part 194 contains the complete regulations concerning this tax. ATF has published a booklet, ATF P 5170.2, which addresses this issue. The booklet can be obtained from the District Director (Regulatory Enforcement), Bureau of Alcohol, Tobacco and Firearms for your region.



**DEPARTMENT OF TEXAS  
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SECTION 3.4 – IRS 990 GENERAL INFORMATION**

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## **Payroll Taxes**

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

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

In an effort to ensure that the correct person is contacted when resolving a tax matter, the IRS imposes a requirement to report a change in the identity of the “responsible party” for any entity that has an Employer Identification Number. An organization must report a change in its “responsible party” to the IRS on Form 8822-B within 60 days of the change.

The IRS instructions define a “responsible party” as the person who has a level of control over, or entitlement to, the funds or assets in the entity, that as a practical manner, enable the individual, directly or indirectly to control, manage or direct the entity and the disposition of its funds and assets. You will also use Form 8822-B to notify the IRS if you change the business mailing address or physical business location. The form and instructions can be found on the IRS website at [irs.gov](https://www.irs.gov).

## **IRS Publication 3386**

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



DEPARTMENT OF TEXAS  
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SECTION 3.5 – IRS 990 HOW TO CHANGE ACCOUNTING PERIOD

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## Exempt Organizations Annual Reporting Requirements-Filing Procedures: Change in Accounting Period

### How do I change my accounting period, and how does it affect when my returns are due?

An organization may change its accounting period by filing a return for the short tax period that results from the change. A "short tax period" is an accounting period of less than 12 months, and usually occurs when an organization starts operations, changes its accounting period or terminates.

For example: In the year it was created, "Organization EO" adopts a calendar year accounting period. In Year 4, it decides to change its accounting period to a fiscal year ending September 30. It may change its accounting period by filing a short tax period return for the year beginning January 1 and ending September 30, Year 4. It **must** write "Change in Accounting Period" at the top of this short Year 4 return. Organization EO's next return would cover the period beginning October 1, Year 4 and ending September 30, Year 5.

If the organization has already changed its accounting period within the last 10 calendar years, it must use [Form 1128, Application to Adopt, Change, or Retain a Tax Year](#), to change its accounting period. [Form 1128 instructions](#) explain how to complete and submit the request. A user fee no longer applies to a request for an accounting period change. The most up to date information may be found at [Revenue Procedure 2020-5](#) (updated annually; see Section 14 and Appendix A - Schedule of User Fees).

Please note that an organization may not change its accounting period by filing a Form 990-N for the short tax period. The organization must either file a Form 990-EZ or Form 990 or use Form 1128.





DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 3.6 – POST INSURANCE REQUIREMENTS

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## POST INSURANCE REQUIREMENTS

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

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

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

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

A copy of the Post Insurance, if required as described above, must be sent to Department Headquarters by **September 30, 2023**. For insurance policies expiring on or after September 30, 2023 and June 30, 2024, a copy of the insurance renewal must be sent within 30 days of renewal date.

**NOTE: ONLY AN ACORD FORM CERTIFICATE OF INSURANCE (COI) WILL BE ACCEPTED BY TEXAS VFW HQ AND NEW POLICY MUST BE RECEIVED PRIOR TO EXPIRATION!**



VETERANS OF FOREIGN WARS

DEPARTMENT OF TEXAS
DEPARTMENT OPERATIONS SOP MANUAL
SECTION 3.6 - POST INSURANCE REQUIREMENTS

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EXAMPLE OF POST CERTIFICATE OF LIABILITY INSURANCE

ACORD CERTIFICATE OF LIABILITY INSURANCE form with handwritten annotations: 'General Liability', 'Liquor Liability', 'National VFW as an Additional Insured', 'State VFW as an Additional Insured'. Includes sections for insured information, coverages, and cancellation.

NO ONE DOES MORE FOR VETERANS



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 3.7 – VETERAN PARTICIPATION REPORTS (VPR)**

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

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

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

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

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

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

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

**THE DATES**

- January 27 - Signing of the Vietnam Peace Accord in 1973. February 15—Sinking of U.S.S. Maine, 1898.
- February 28 - Liberation of Kuwait—Operation Desert Storm 1991. March 24—Start of the Kosovo Campaign 1999.
- March 29 - Vietnam Memorial Day.
- March 31 - End of Operation Restore Hope—Somalia 1995. May 1—Loyalty Day, annually.
- May 8 - VE Day: German unconditional surrender signed, 1945. May 30—Memorial Day.
- June 6 - D Day: Allied invasion of Europe, 1944. June 14—Flag Day.
- July 4 - Independence Day.
- July 27 - Signing of the Korean Armistice in 1953. August 31—End of Operation Iraqi Freedom 2010.
- September 2 - VJ Day: Japan surrendered, 1945, ending World War II fighting. September 11— Patriots Day.
- September, third Friday - POW/MIA Recognition Day.



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 3.7 – VETERAN PARTICIPATION REPORTS (VPR)**

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October 9 - Start of Operation Enduring Freedom—Afghanistan 2001. October 18—Recognition of Women in Military Service.

October 23 - Beirut Bombing.

November 11 - Signing World War I Armistice, 1918. Veterans Day. December 7—Pearl Harbor Day, since 1941.

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

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

September 29th of each year is the VFW Birthday.

## **VPR REQUIREMENTS**

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

## **SUBMITTING VPR'S**

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

1. **Website:** [texasvfw.org/submit-VPR's](https://texasvfw.org/submit-VPR's)
2. **Email:** [john@texasvfw.org](mailto:john@texasvfw.org), along with this form

Once accepted, this VPR will automatically be credited as an Americanism activity under Community Service for the Post.

**Do not send copies of speeches, programs, articles, etc.**

Refer to [Section 2.2 Important Dates and Deadlines](#) for VPR dates and deadlines which are in **Bold Red**.



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### **Veteran Project Participation Rules & Guidelines**

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

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

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

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

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

**Photographic documentation of Post members conducting/participating in project is a Requirement:** Event must be documented by photographs and 1 or 2 photographs must be submitted with the VPR. Someone at the Post needs to be designated as the photographer at the event to take pictures. Pictures must show VFW Members wearing VFW regalia in the form of VFW hats, caps, shirts, jackets, holding banners that say VFW,



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etc. Not every person needs to be wearing something that says VFW, however, the picture alone without captions needs to say VFW. Please identify individuals or groups in the picture as each picture is considered for publication in the Texas VFW E-News Publication or on the Texas VFW Website and/or Facebook Page.

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

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

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

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





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## COMMUNITY SERVICE GUIDELINES

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

<p><b>Examples:</b> The following are a few examples of program/projects for a Post. This list of suggested activities is by no means a complete list of projects that can be accomplished. Its sole purpose is to stimulate ideas and provide guidelines in your search for projects to perform.</p> <p><b>Veteran Service</b> Veteran Participation Reports Buddy Poppy program Homeless veteran program Military support activities Burial &amp; Honor Guard Details VA Hospital activities Financial/equipment support of veteran programs or entities</p>	<p><b>Youth Service</b> Conduct a Voice of Democracy program Conduct a Patriot’s Pen program Conduct a Patriotic Art program Sponsor and support of a Scouting or youth unit Conduct a Scout of the Year program Sponsorship of a youth sporting team Sponsor a youth event: Easter egg hunt Bike safety program Halloween party Christmas party Veterans in classroom Flag etiquette instruction Support of a Junior ROTC unit</p>
<p><b>Community Service</b> Sponsorship of: Blood drive Food drive Recycling program Food distribution programs Safety program Flag details for public events Get Out the Vote program Financial/equipment support of public programs or entities</p>	<p><b>Americanism Guidelines</b> For credit in Americanism, a project must be of a patriotic nature. We’re looking for things like flag presentations, parades, presentation of patriotic literature, patriotic ceremonies in schools or youth groups, and public observances of National holidays. Each project must benefit the greater community not just the Post or Auxiliary. Fundraising projects, even those whose proceeds are earmarked for Americanism programs, are not in themselves creditable Americanism projects. However, the project that receives the funds, when complete and if it meets the Americanism criteria, can qualify for an Americanism credit.</p>

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

1. Any project for yourself or member of the VFW, Auxiliaries, Motorcycle Unit.
2. Reciting the Pledge to the Flag at a Post monthly meeting.
3. Sending a “Get Well” card to a member of the VFW, Auxiliaries, Motorcycle Unit.
  - a. Shopping for the “Get Well” card above
  - b. Post office visit to mail the “Get Well” card above
  - c. Providing the car to deliver the “Get Well” card above

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**“NO ONE DOES MORE FOR VETERANS”**

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4. Any activity that is obviously within the scope of another previously reported project (example, see 3a, 3b, 3c above).
5. A flag raising ceremony at the Post, unless attended by persons outside the VFW, Auxiliaries, Motorcycle Unit.
6. Purchasing a replacement flag for the Post.
7. Running an errand for or giving a ride to a member of the VFW, Auxiliary, or Motorcycle Unit.
8. Honor Guard posting colors at a VFW, Auxiliary, Motorcycle Unit meeting or ceremony.
9. Giving a certificate to a VFW, Auxiliary, Motorcycle Unit or member.
10. Donation to a VFW, Auxiliary, Motorcycle Unit or member.
11. Fundraising projects, even those whose proceeds are earmarked for community service projects.

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

**Important Note:**

Each Post can have their non-profit status revoked by the IRS if they “Fail to maintain adequate records to accurately report your exempt purpose and activities that supports your exemption under code section 501(c)(19).”

The first item the IRS will ask for during an audit is evidence of Community Service. All Community Service items should be recorded in the Post meeting minutes, which is the second item the IRS will ask for.

Those Posts that have maintained a properly organized and complete Community Service Record Book and produced it for the IRS during an audit have never had an issue in verification of fulfilling the objectives of their charter from the National VFW.

Each Post should maintain a Community Service Record Book for the purpose of verification to the IRS that the Post is fulfilling the objectives of its charter. These books can also be used very effectively in recruiting and maintaining a history of Post activities year after year as a historical record.





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**Community Service Activity Report Form  
INSTRUCTION SHEET**

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

**Please fill out these forms as completely as possible before sending them to Department Headquarters.**  
**REPORTING YEAR:** Reports to be credited must have been completed between **May 1st and April 30th.**  
**DISTRICT#:** Indicate the District your Post is located in.

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

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

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

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

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

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

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

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

**MEETING RECORD:** It is very important that you fill in all spaces at the bottom of the form. These numbers are kept at Department Headquarters and will be reported to National once a year as required by the National organization.

The **IRS** will use your meeting minutes to verify you meet the standards of Community Service for non-profit organizations. To remain within the spirit and intent of the VFW Charter, a Post is granted through the VFW **51% of monetary donations should be to VFW programs.**

Important Note: Each Post can have their non-profit status revoked by the IRS if they "**Fail to maintain adequate records to accurately report your exempt purpose and activities that supports your exemption under code section 501 (c)(19).**"

The first item the IRS will ask for during an audit is evidence of Community Service. All Community Service items should be recorded in the Post meeting minutes, which is the second item the IRS will ask for.



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Those Posts that have maintained a properly organized and complete Community Service Record Book and produced it for the IRS during an audit have never had an issue in verification of fulfilling the objectives of their charter from the National VFW.

Therefore, it is strongly recommended that each Post maintain a Community Service Record Book for the purpose of verification to the IRS that the Post is fulfilling the objectives of its charter. These books can also be used very effectively in recruiting and maintaining a history of Post activities year after year as a historical record.

The District Commander, or his designee, during his annual inspection of the Post will ask to see this book from the previous year.

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

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

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

### Online Reporting of Community Service

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

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

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

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

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



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SECTION 3.9 – POST ELECTION REPORTS

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

The 2023-2024 Post Election Report is to be completed by the Post Adjutant or Post Quarter-master during or immediately following the election meeting.

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

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

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

### **ONLINE ELECTION REPORT**

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

1. Go to <http://vfw.org> if you have used Post Query before, log in. If you have not and you are the current Quartermaster of record, click on "First Login" and follow the online instructions to set up a new password.
2. After successfully logging into Post Query, click the "Post Election Report" link in the middle of the page.
3. Next, you will enter the membership card number for each elected position.
4. Once entered, you will click on the "Submit" button; names associated with the card numbers will appear in their respective elected positions, once verified, click "Load Form;" and a partially completed election report form will appear with the elected officer's information.
5. If any of the information is incorrect or incomplete, simply click on the area and make the necessary changes. This includes information such as: Officer information, Post meeting location or time, Post mailing address, Federal Employment Identification Number (EIN), Post email and Website address, etc. (You must have Adobe Acrobat Reader to view the form. It may be downloaded and installed at: <http://adobe.com/products.acrobat.readstep2.html>.)
6. After you have verified your Post information is correct, click on "Print" to print a copy of the completed report.

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***"NO ONE DOES MORE FOR VETERANS"***

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7. The report is now ready to be transmitted; click “SUBMIT TO NATIONAL” button.

Once the “SUBMIT TO NATIONAL” button has been selected, a confirmation of its receipt will appear on the screen. An autogenerated confirmation of the change in officers will be sent to the Post’s V-mail account and Texas VFW Headquarters the next business day.

## **ELECTION REPORT**

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

### **THINGS TO REMEMBER**

**If you use the online Election Report, National VFW will send an autogenerated copy of the report to Texas VFW Headquarters and you have completed the submission process.**

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

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

**Deadline Date for submission of Election Reports is May 1, 2024**



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SECTION 4 – DISTRICT OPERATIONS  
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- 4.2 [Quartermaster Blanket Bonding and Rates](#)
- 4.3 [Quartermaster Bond and Rates](#)
- 4.4 [IRS 990](#)
- 4.5 [IRS 990 How to Change Accounting Period](#)
- 4.6 [District Patriots Pen](#)
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**DEPARTMENT OF TEXAS  
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SECTION 4.1 – DISTRICT MINIMUM REQUIREMENTS**

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**DISTRICT MINIMUM REQUIREMENTS CHECKLIST**  
**As required by Department or National Bylaws:**

**AUDITS:** All four (4) Trustees' Reports of Audit must have been received at Department. Each audit must be received within 30 days following the end of the observed Quarter and must be completed in full and signed by all three (3) District Trustees, Quartermaster and Commander.

**QUARTERMASTER BONDING:** District Quartermaster must be bonded through Department or proof of local bonding submitted to Department *by September 1, 2023*.

**IRS 990 FORM:** Must submit copy of 2022 IRS Form 990 to Department Headquarters *no later than December 31, 2023 (or submit an IRS approved extension)*.

**MAP PARTICIPATION:** Military Assistance Program (MAP) minimum donation according to Post Membership Division as listed must be received at Department *by December 31, 2023*. Contributions to National VFW do not count. National VFW has its own donation to National Military Services (NMS) to qualify for the National All-American program. **Do not confuse the two requirements.**

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

**NATIONAL HOME:** A National Home donation of \$25 must be received at Department Headquarters *by December 31, 2023*. Contributions to National VFW do not count.

**DISTRICT MEETINGS:** District Commander must have 4 District Meetings comprised of 1 Training Meeting, 2 Regular Meetings, and 1 District Convention.

**DISTRICT INSPECTION:** District is required to be inspected annually by a VFW Department of Texas Representative who will conduct a formal inspection of District Operations to ensure compliance with all VFW rules and Federal, State, and local laws and report findings to State Commander. Inspections of a District will not commence until such time as the District has obtained the Quartermaster Bonding and as listed above. **See Section 4.8 for a detailed list of Inspection Items.**



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**DISTRICT ELECTION REPORT:** Submit District Report of Election of District Officers for 2023-24 prior to the State Convention by **June 1, 2024**.



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SECTION 4.2 – DISTRICT QUARTERMASTER BLANKET BOND**

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### **Introduction to Quartermaster Bonding Types**

Department of Texas VFW is offering the Quartermaster Bond through Travelers Casualty & Surety Company of America and Blanket Bonding through Tallman Insurance Agency and CNA Surety Company. Section 703 of our National Bylaws requires that *“Each officer accountable for funds or property pursuant to any provision of these Bylaws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, they may be accountable. The bond premium shall be paid from the funds of the Veterans of Foreign Wars of the United States, Department, District, County Council or Post, as the case may be, to which each officer is accountable.”*

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

Section 4.2 and Section 4.3 pertain to the two types of bonding types with the bonding fees. Bonding Forms are in Appendix A Section 4.12. To take advantage of these coverages, please wait until after the 2023 State Convention. All you need to do is determine what amount of bond is necessary, fill out the appropriate application and mail it with a check for the annual premium to Texas VFW, P.O. Box 14468, Austin, Texas 78761.

**Please note that the deadline for bonding is September 1, 2023. After this date, you will be delinquent and not in compliance with the VFW Bylaws.**

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

**IMPORTANT NOTE: You are only required to purchase either a Quartermaster Blanket Bond or a Quartermaster Bond but not both! You only need one type based on your District needs.**





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**BLANKET BONDING**  
**SEPTEMBER 1, 2023 TO AUGUST 31, 2024**  
**Class A - No Deductible**

Dear Comrade Commander:

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

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

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

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

**THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2023 TO AUGUST 31, 2024.**

The funds of your District are protected only for that year. Premium for the following year will be **due September 1, 2023.**

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

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

**DEADLINE FOR BONDING IS SEPTEMBER 1, 2023**  
**AFTER THIS DATE YOU WILL BE DELINQUENT AND**  
**NOT IN COMPLIANCE WITH THE VFW BYLAWS**  
**COVERAGE OF THE POLICY REQUIRE THAT:**

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***“NO ONE DOES MORE FOR VETERANS”***

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

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

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

**NOTE: [Blanket Bond Form is located on the Texas VFW Website and can be completed online with payment.](#)**

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DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.3 – DISTRICT QUARTERMASTER BOND

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**QUARTERMASTER CRIME COVERAGE  
SEPTEMBER 1, 2023 TO AUGUST 31, 2024  
TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA**

Dear Comrade Commander:

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

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

This bond is being provided to Posts and Districts that would like to bond the Quartermaster and only bond the Quartermaster. If you need to bond any other officers you will need will need to use the Blanket Bond form but the minimum for blanket bond is \$25K. The accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Travelers Casualty & Surety Company of America. The Post/District is covered in the amount of limit requested.

**The maximum amount for QM Bond is \$25,000. Any amount greater than \$25,000 must be processed as a Blanket Bond.**

**POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE. DEADLINE FOR BONDING IS SEPTEMBER 1, 2023 - AFTER THIS DATE, YOU WILL BE DELINQUENT AND NOT IN COMPLIANCE WITH THE VFW BYLAWS.**

**THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2023 TO AUGUST 31, 2024.** The funds of your Post are protected only for that year. Premium for the following year will be **due by September 1, 2023.**

**NOTES:**

- **Your District only needs either the QM Bond or Blanket Bond not both.**
- **[Bond Form is in Appendix A behind Section 4.12](#)**

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***“NO ONE DOES MORE FOR VETERANS”***

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.3 – DISTRICT QUARTERMASTER BOND**

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<b>QUARTERMASTER BOND RATES</b>	
<b>Minimum Bond Rates</b>	<b>Rate</b>
\$3,000.00	\$25.50
\$4,000.00	\$29.00
\$5,000.00	\$32.50
\$6,000.00	\$36.00
\$7,000.00	\$39.50
\$8,000.00	\$43.00
\$9,000.00	\$46.50
\$10,000.00	\$50.00
\$11,000.00	\$53.50
\$12,000.00	\$57.00
\$13,000.00	\$60.50
\$14,000.00	\$64.00
\$15,000.00	\$67.50
\$16,000.00	\$71.00
\$17,000.00	\$74.50
\$18,000.00	\$78.00
\$19,000.00	\$81.50
\$20,000.00	\$85.00
\$21,000.00	\$88.50
\$22,000.00	\$92.00
\$23,000.00	\$95.50
\$24,000.00	\$99.00
\$25,000.00	\$102.50

**NOTE:** [Bond Form is located on the Texas VFW Website and can be completed online with payment.](#)

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***“NO ONE DOES MORE FOR VETERANS”***

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DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.4 – DISTRICT IRS 990

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## IRS 990 FORM

### Federal Tax Information Income Tax Issues for Exempt Organizations

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

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

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

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

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

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

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

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



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.4 – DISTRICT IRS 990**

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

An exempt organization may also be required to file Form 990T if the organization’s gross income from business unrelated to the organization’s exempt purposes is \$1,000 or more. The obligation to file Form 990T is in addition to the obligation to file an Informational Return (Form 990).

Unrelated business income tax (UBIT) is defined as gross income derived by an organization from any unrelated trade or business regularly carried on by it, and not substantially related to its exempt purposes. While the IRS considers many factors in determining whether the activity is unrelated trade or business, an important factor is the degree to which the activity unfairly competes with taxable businesses.

Generally, the tax applied to unrelated business income does not apply to: a) Dividends; b) Interest; c) Royalties; d) Rents (other than certain rents on property acquired with borrowed funds); e) Gains from sales of assets; and f) Member’s dues. The rules applicable to unrelated business income can be complicated, depending upon the nature and extent of your Post’s activities.

If you are unsure about your Post’s obligation to file a 990T or report certain types of income, you are encouraged to consult with a tax professional concerning these important issues. 990T’s are not subject to public disclosure.

### **Internal Revenue Resources ([www.irs.gov](http://www.irs.gov))**

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

If your Post operates a canteen or otherwise sells alcoholic beverages on a regular basis, the Post may be required to pay a federal Special Occupational Tax of \$250 and obtain a Special Tax Stamp on or before July 1st. Failure to pay the tax could result in a substantial fine.

The law requires every retail dealer in liquors, other than a limited retail dealer, to file a special tax return (ATF Form 5630.5) and pay the special tax to the Bureau of Alcohol, Tobacco and Firearms. The term “limited retail dealer” includes a veteran’s organization making sales of distilled spirits, wine or beer on the occasion of any kind of entertainment, dance, picnic, bazaar or festival held by it, if the organization is not otherwise engaged in business as a dealer.

The ATF generally takes the position that a “limited retail dealer” is one that occasionally serves alcoholic beverages in connection with an event but that a regularly conducted clubroom would not qualify. Title 27 CFR, part 194 contains the complete regulations concerning this tax. ATF has published a booklet, ATF P 5170.2, which addresses this issue. The booklet can be obtained from the District Director (Regulatory Enforcement), Bureau of Alcohol, Tobacco and Firearms for your region.



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.4 – DISTRICT IRS 990**

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## **Payroll Taxes**

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

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

In an effort to ensure that the correct person is contacted when resolving a tax matter, the IRS imposes a requirement to report a change in the identity of the “responsible party” for any entity that has an Employer Identification Number. An organization must report a change in its “responsible party” to the IRS on Form 8822-B within 60 days of the change.

The IRS instructions define a “responsible party” as the person who has a level of control over, or entitlement to, the funds or assets in the entity, that as a practical manner, enable the individual, directly or indirectly to control, manage or direct the entity and the disposition of its funds and assets. You will also use Form 8822-B to notify the IRS if you change the business mailing address or physical business location. The form and instructions can be found on the IRS website at [irs.gov](https://www.irs.gov).

## **IRS Publication 3386**

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



DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.5 – DISTRICT IRS 990 HOW TO CHANGE ACCOUNTING PERIOD

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## Exempt Organizations Annual Reporting Requirements-Filing Procedures: Change in Accounting Period

### How do I change my accounting period, and how does it affect when my returns are due?

An organization may change its accounting period by filing a return for the short tax period that results from the change. A "short tax period" is an accounting period of less than 12 months, and usually occurs when an organization starts operations, changes its accounting period or terminates.

For example: In the year it was created, "Organization EO" adopts a calendar year accounting period. In Year 4, it decides to change its accounting period to a fiscal year ending September 30. It may change its accounting period by filing a short tax period return for the year beginning January 1 and ending September 30, Year 4. It **must** write "Change in Accounting Period" at the top of this short Year 4 return. Organization EO's next return would cover the period beginning October 1, Year 4 and ending September 30, Year 5.

If the organization has already changed its accounting period within the last 10 calendar years, it must use [Form 1128, Application to Adopt, Change, or Retain a Tax Year](#), to change its accounting period. [Form 1128 instructions](#) explain how to complete and submit the request. A user fee no longer applies to a request for an accounting period change. The most up to date information may be found at [Revenue Procedure 2020-5](#) (updated annually; see Section 14 and Appendix A - Schedule of User Fees).

Please note that an organization may not change its accounting period by filing a Form 990-N for the short tax period. The organization must either file a Form 990-EZ or Form 990 or use Form 1128.





DEPARTMENT OF TEXAS  
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SECTION 4.6 – DISTRICT PATRIOTS PEN

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## DISTRICT PATRIOTS PEN GUIDELINES

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

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

#### DISTRICT PARTICIPATION SUMMARY REPORT FORM

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

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

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

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

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

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

#### GRAND TOTALS SECTION

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

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

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

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

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

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

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.6 – DISTRICT PATRIOTS PEN**

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**SIGNATURES**

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

**DISTRICT CHAIR: The District Chair needs to ensure the following items are sent to the Department VOD, PP, and Teacher of the Year Chair:**

- The District winner’s materials need to be forwarded to the State Chair (immediately after the District judging is complete) are:
- The completed and signed Post Summary Report Form for every Post in the District that legitimately participated in the PP Program.
- District winner’s original entry form with all signatures.
- District winner’s essay.
- Good quality head and shoulders 5x7 or 8x10 color photograph. (Color Copies or Low-Grade Computer Printouts Will Not Be Accepted).
- The completed and signed District Summary Report Form.

NOTE: Department is not responsible for student travel to and from the Texas VFW Mid-Winter Conference.

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

**DEADLINE TO BE RECEIVED AT DEPARTMENT HEADQUARTERS IS DECEMBER 1, 2023**



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.7 – DISTRICT VOICE OF DEMOCRACY**

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## DISTRICT VOICE OF DEMOCRACY GUIDELINES

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

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

#### DISTRICT PARTICIPATION SUMMARY REPORT FORM

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

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

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

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

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

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

#### GRAND TOTALS SECTION

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

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

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

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

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

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

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***“NO ONE DOES MORE FOR VETERANS”***

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**DEPARTMENT OF TEXAS  
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SECTION 4.7 – DISTRICT VOICE OF DEMOCRACY**

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**SIGNATURES**

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

**DISTRICT CHAIR: The District Chair needs to ensure the following items are sent to the Department VOD, PP, and Teacher of the Year Chair:**

- The District winner’s materials need to be forwarded to the State Chair (immediately after the District judging is complete) are:
- The completed and signed Post Summary Report Form for every Post in the District that legitimately participated in the VOD Program.
- District winner’s original entry form with all signatures.
- District winner’s essay.
- Good quality head and shoulders 5x7 or 8x10 color photograph. (Color Copies or Low-Grade Computer Printouts Will Not Be Accepted).
- The completed and signed District Summary Report Form.
- Additionally, VOD Student Travel Form and Student’s Social Security Number will need to be provided to Department Headquarters by January 12, 2024, if your District winner is selected as one of the Top Ten in State competition. Social Security Number is used as an identifier for scholarship payments.

NOTE: Department is not responsible for student travel to and from the Texas VFW Mid-Winter Conference.

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

**DEADLINE TO BE RECEIVED AT DEPARTMENT HEADQUARTERS IS DECEMBER 1, 2023**



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.8 – DISTRICT TEACHER OF THE YEAR**

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## DISTRICT TEACHER OF THE YEAR GUIDELINES

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

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

#### DISTRICT PARTICIPATION SUMMARY REPORT FORM

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

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

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

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

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

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

#### GRAND TOTALS SECTION

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

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

**TOTAL NUMBER OF TEACHERS ADVANCED:** Add up all of the Post winners advanced to District judging from each Post. A Post may submit one (1) Teacher for each Grade Level of K-5, 6-8, and 9-12.

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

**MONETARY VALUE OF DISTRICT CONTRIBUTIONS DISTRICT SCHOLARSHIPS:** Amount that the District gave in awards to the District winner(s).

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

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**DEPARTMENT OF TEXAS  
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**SIGNATURES**

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

**DISTRICT CHAIR: The District Chair needs to ensure the following items are sent to the Department VOD, PP, and Teacher of the Year Chair:**

- The District winner’s materials need to be forwarded to the State Chair (immediately after the District judging is complete) are:
- The completed and signed Post Summary Report Form for every Post in the District.
- District winner’s original entry form with all signatures.
- Teacher Advancement Form with all signatures from Post and District.
- Good quality head and shoulders 5x7 or 8x10 color photograph. (Color Copies or Low-Grade Computer Printouts Will Not Be Accepted).
- The completed and signed District Summary Report Form.

NOTE: Department is not responsible for award winners travel to and from the Texas VFW Mid-Winter Conference.

**Each District may submit only (1) winner per grade category of K-5, 6-8, and 9-12.**

**DEADLINE TO BE RECEIVED AT DEPARTMENT HEADQUARTERS IS DECEMBER 1, 2023**



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.9 – DISTRICT POST INSPECTIONS**

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## **INSTRUCTIONS FOR COMPLETING A POST INSPECTION**

District Commanders or their designated or appointed Inspector shall inspect each Post in their District annually and submit copies of the Post Inspection Report to Department on or before December 31 each year. A Post cannot be inspected until that Post has obtained their current Quartermaster Blanket Bond or Quartermaster Bond that is due on September 1 each year.

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

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

### **Question Specific Reminders**

1. Posts that have adopted additional Bylaws need to have a copy on file that indicates the National Commander-in-Chief has reviewed for compliance. Verify date of review.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the National Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, and the name of the incorporated unit. All Posts should be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, and Service Officer.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected at the time officers of the Post were elected. This can be done by checking the meeting minutes for the month.
5. Self-explanatory. Any "NO" answer in this section may be a Bylaw violation. In addition, item 5f, is verifying the information is present for each officer; you are not verifying the officer is eligible, however, if it is not readily apparent that the officer is eligible this should be mentioned on the Inspection Report.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National Bylaws.
7. The National Bylaws state every Post must hold at least one regular meeting per month.
8. Verify, using meeting minutes, that all Committee reports are read and approved. This item includes any activity, canteen, clubroom, bingo, etc.
9. Activity reports assist the Post when their non-profit status is being questioned.
10. Verify, using meeting minutes, that the Post planned to properly observe Memorial Day, Veterans Day, Flag Day, and Loyalty Day.
11. Section 1101 and 1301 of the National Bylaws discusses the formation and control of Auxiliaries.

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.9 – DISTRICT POST INSPECTIONS**

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12. Distribution of the VFW Buddy Poppy helps raise monies for the Post’s Relief Fund.
13. Self-explanatory.
14. Monthly review of Post receipts and expenditures by the Trustees is required in the National Bylaws.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, etc. Post Trustees must complete this audit no later than the month following the last day of each Quarterly period. Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD’s, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which he is accountable and to which he has access.
17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Sectional 703 of the National Bylaws.
19. Verify all questions in this section by examining Quartermaster records, Adjutant records and Bylaws. Remember, Section 709 of the National Bylaws further require that the Post Quartermaster have custody of all funds of the subordinate unit and subject to the same rules and regulation as Post funds.  

The Internal Revenue Service (IRS) requires all VFW Posts to file annually a Form 990 “Exemption from Corporate Income Tax” form. A Post may also have to file a Form 990T and pay certain taxes if it has non-related business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing.
20. Expenditure of funds requires a vote on the Post floor and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post Bylaws may allow for certain expenditures to be paid without a vote on the floor as these are usually recurring bills. If a Post Commander is not approving expenditures he is violating the trust placed in him and is not controlling the expenditure of Post monies.
21. Buddy Poppy distribution net receipts are to be credited to the Relief Fund only [Section 218(a)(5)(g) of the National Bylaws] and used only as stated in Section 704 of the Manual of Procedure.
22. The National Bylaws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National Bylaws. However, if the Post Bylaws require the Commander and Quartermaster signatures on checks, they must adhere to the Post Bylaws.
23. Checks shall never be “pre-signed” by any officer.
24. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark “N/A” if the amount is zero. Title holder may be a bank or lender. If the property is totally





**DEPARTMENT OF TEXAS  
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SECTION 4.9 – DISTRICT POST INSPECTIONS**

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paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.

25. It is desirable that the Post be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem. Any Post owning property and/or operating any facility must maintain General Liability insurance, including, if necessary or appropriate, Liquor Liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing policies.
26. Each Department will adopt a document Retention Policy which complies with Federal and state law.
27. Every Post is required to have a Federal Employee Identification number.
28. Departments may require additional forms for inspecting licensed operations.



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 4.10 – DISTRICT ELECTION REPORTS**

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## INSTRUCTIONS FOR SUBMITTING DISTRICT ELECTION REPORTS

The 2023/2024 District Election Report is to be completed by the outgoing District Adjutant or District Quartermaster during or immediately following the election meeting at <https://www.vfw.org/> in the OMS System.

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

- District Officers Membership Information to include current personal contact information, membership number, and cap size.
- District website and email information if the District has one or both.
- District Federal Employer Identification Number (EIN).

District Commander’s named appointments for Adjutant, Service Officer and other offices. It is necessary that the District use this form in reporting its officers for the 2023/2024 VFW Administrative Year. All Election Reports should be completed online at <https://www.vfw.org/> in the OMS System. You should see the screen below once you have logged in and selected Election Reports in the OMS Menu:

If there are any questions regarding the District Election Report email the Department at [reports@texasvfw.org](mailto:reports@texasvfw.org).

**Deadline Date is June 1, 2024**

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***“NO ONE DOES MORE FOR VETERANS”***

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 5 – VFW PROGRAMS  
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- 5.5 [State and National Buddy Poppy Contest](#)
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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 5.1 – PATRIOTS PEN PROGRAM**

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## **2023-2024 PATRIOT’S PEN CONTEST**

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

**HOW TO ENTER:** The deadline for submissions for the 2023-2024 program is October 31, 2023. Official applications can be ordered in bulk quantity through the VFW store at [www.vfwstore.org](http://www.vfwstore.org) and individual applications can be downloaded at [www.vfw.org](http://www.vfw.org).

**THE THEME:** For 2023-2024 is: **“How Are You Inspired by America?”**

Students can ask a teacher or youth group leader to supervise their progress in the competition. Then students can contact a local participating VFW Post and establish a contact person who is a member of that Post or its Auxiliary.

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

**DEADLINES:** Student entries must be received at the Post level no later than **October 31, 2023**.

**JUDGING:** Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chair no later than **November 15, 2023**.

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

Deliver your Post winners along with all requested forms to your District Chair by the deadline date of **November 15, 2023**.

Districts will conduct judging of Post winners and submit one District winner and all Post and District report forms to Department Headquarters no later than **December 1, 2023**.

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

The Department of Texas Veterans of Foreign Wars and its Auxiliaries will present Patriot’s Pen cash awards for the top three. Last year, these scholarships totaled over \$86,785 with the 1st Place winner receiving a \$1,000 check.

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

**NOTE:** Any District, Post, Auxiliary or individual wishing to sponsor a Patriot’s Pen scholarship should contact Kate Thomas, Executive Assistant, at Department Headquarters at [kate@texasvfw.org](mailto:kate@texasvfw.org).

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**DEPARTMENT OF TEXAS  
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SECTION 5.2 – VOICE OF DEMOCRACY PROGRAM**

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## 2023-2024 VOICE OF DEMOCRACY

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

**HOW TO ENTER:** The deadline for submissions for the 2023-2024 program is **October 31, 2023**. Official applications can be ordered in bulk quantity through the VFW store at [www.vfwstore.org](http://www.vfwstore.org) and individual applications can be downloaded at [www.vfw.org](http://www.vfw.org).

**THE THEME:** For 2023-2024 is “**What Are the Greatest Attributes of Our Democracy?**”

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

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

**DEADLINES:** Student entries must be received at the Post level no later than **October 31, 2023**.

**JUDGING:** Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chair no later than **November 15, 2023**.

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

**DELIVER:** Your Post VOD winners along with all requested forms on the following pages to your District Chair by the deadline date of **November 15, 2023**.

**DISTRICTS:** Will conduct judging of Post winners and submit one District winner and all Post and District report forms to Department Headquarters no later than **December 1, 2023**.

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

The Department of Texas Veterans of Foreign Wars and its Auxiliaries presented scholarships last year totaling over \$208,023 with the 1st Place winner receiving a \$10,000 Scholarship from the Texas VFW Foundation.

**NOTE:** Any District, Post, or individual wishing to sponsor a Voice of Democracy scholarship should contact Kate Thomas, Executive Assistant, at Department Headquarters at [kate@texasvfw.org](mailto:kate@texasvfw.org).

**Add note about poaching and crossing boundaries as well as Posts sharing VOD, PP, or TOY with a Post that participated but could not get any applicants.**

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DEPARTMENT OF TEXAS  
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SECTION 5.3 – TEACHER OF THE YEAR PROGRAM

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## 2023-2024 CITIZENSHIP TEACHER OF THE YEAR

### WHO IS ELIGIBLE?

1. Teachers who promote civic responsibility, flag etiquette and patriotism are prime candidates for this award. For example, do you know a teacher who plans field trips to city hall or organizes community volunteer projects? Maybe you know an instructor who invites veterans into the classroom to discuss their military experiences. Perhaps you are familiar with a teacher who fosters the development of democratic values and beliefs through special projects. If you know of such a teacher, honor him or her today.
2. All current certified/licensed teachers in grades K-12 are eligible. Previous national winners are ineligible. Nominations can be submitted by themselves, fellow teachers, supervisors, family members or other interested individuals.

### HOW TO ENTER:

Official applications can be ordered in bulk quantity through the VFW store at [www.vfwstore.org](http://www.vfwstore.org) and individual applications can be downloaded at [www.vfw.org](http://www.vfw.org).

In 350 words or less, describe why you feel your nominee is deserving of the award. Be sure to describe the teacher's innovative teaching and resource development methods, as well as his or her dedication to education.

Nominations can be submitted by fellow teachers, supervisors, or other interested individuals. Nominations submitted by relatives or self are not eligible.

All Post-level nominees should provide a one-page resume as a minimum or up to five pages as a maximum of documentation of their teaching experience (for example: references, news articles, etc.) and a head-and-shoulder photo of themselves, if available. These items will be forwarded on to the Department with the winning teacher entry form.

**DEADLINES:** Nominations must be received at the Post level no later than **October 31, 2023**.

**JUDGING:** Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chairman no later than **November 15, 2023**.

**DELIVER:** Your Post selection (no more than one for each grade level) along with all requested forms on the following pages to your District Chairman by the deadline date of **November 15, 2023**.

**DISTRICTS:** Will conduct judging of Post winners and submit no more than one District winner for each category and all Post and District report forms to Department Headquarters no later than **December 1, 2023**.

The State winner will be invited to the Mid-Winter Conference at the Omni Corpus Christi Hotel in Corpus Christi, Texas, to receive their award and cash honorarium.

**NOTE:** Any District, Post, Auxiliary or individual wishing to sponsor a Citizenship Teacher Honorarium should contact Kate Thomas, Executive Assistant, at Department Headquarters at [kate@texasvfw.org](mailto:kate@texasvfw.org).

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 5.4 – NATIONAL VFW VOLUNTEER RECOGNITION PROGRAM**

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## NATIONAL VOLUNTEER RECOGNITION

### VA Volunteer Service History and Information

For more than 118 years, ensuring veterans receive the care and benefits they deserve has been one of our top priorities. Since the VA's Voluntary Service (VAVS) program's inception in 1946, our members and supporters have been volunteering their time at VA medical facilities nationwide, donating hundreds of thousands of service hours annually and providing much needed support and companionship to our nation's heroes and their families.

Making the decision to volunteer and donate your personal time to our nation's heroes while they are receiving care at a VA facility is an amazing way to give back and thank those who have sacrificed so much for our freedom.

Everyone can help make a difference to a veteran and volunteering through our service program makes it easy!

The VFW VA Voluntary Service program offers a unique level of support and experience that only an organization with a strong service history like ours can provide. From experienced VFW mentors with a clear understanding of VA infrastructure and providing the support you need, to national recognition for volunteer accomplishments and dedication, we're here to ensure sure you get the most out of your volunteer service experience.

With over 6,000 regular volunteers at over 150 health care facilities, our volunteer representatives perform a vital role at VA health care facilities nationwide. We can help identify volunteer opportunities that align with your interests, such as sports and recreation, social work, arts and music, personal assistance, writing, chapel services, companionship, transportation, and escort services and so much more.

Locate and reach out to your local volunteer representative and get involved with the VFW's VA Voluntary Service program today.

Additional Volunteer Resources and Additional information about VA Voluntary Service can be found at <https://www.vfw.org/community/community-initiatives/volunteer-service>.

For more information, contact the VFW's VA Volunteer Services Representative James Moss at [jmoss@vfw.org](mailto:jmoss@vfw.org).





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**National Volunteer Recognition Program**

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

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

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

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

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

**Eligibility**

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

**One of A Kind**

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

**Non-Member Awards**

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





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SECTION 5.4 – NATIONAL VFW VOLUNTEER RECOGNITION PROGRAM**

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**Procedure**

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

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



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 5.5 – STATE AND NATIONAL BUDDY POPPY CONTEST**

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**VETERANS OF FOREIGN WARS OF THE UNITED STATES  
PROGRAMS DEPARTMENT**

NATIONAL CONVENTION “BUDDY”® POPPY DISPLAY CONTEST

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

**RULES**

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

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

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

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

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

**CATEGORY 3. Artistic or Decorative Use of Poppies** (Post Home displays, table center- pieces, corsages, pictures, plaques, models, scenes, hats, novelty pieces, etc.)

- a) Any display not meeting the qualifications for Categories 1 or 2 shall automatically be entered in Category 3.
- b) At least one (1) of the poppies used in the display must be in its original form and color, with a label attached.

2) Departments purchasing over 250,000 poppies will be allowed two (2) displays in each of the three Categories for the National Display Contest ... all others will be allowed one (1) display in each of the three (3) categories, no deviations.

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SECTION 5.5 – STATE AND NATIONAL BUDDY POPPY CONTEST**

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- 3) The National Programs Committee shall have no responsibility for setting up, taking down or returning displays.
- 4) Displays shall be set up in space provided in the convention facility. Prior to setting up the display, the responsible person must register with the Buddy Poppy desk and complete an entry form (unless one was forwarded earlier, approved by Department) which will show the category of competition, the number of poppies used, the purpose of the display, the Post and/or Auxiliary number and location, and the name of the person who will dismantle and remove the display at the close of the convention. (Please be advised, all displays must be removed by 4:00 p.m. on Tuesday or it will be disposed of by convention center personnel.)
- 5) Displays may or may not be accompanied by a white card, not to exceed 4 inches by 6 inches in size, on which is lettered in black ink an explanation of the theme for the display or other information of interest to the viewers or the judges.
- 6) Post name, number, city, or state (including the shape of your state) may not be visible on the displays. Failure to comply will result in disqualification.
- 7) (NEW) Any use of non-VFW trademarks or copyrighted material on your display is prohibited. These include but are not limited to names, logos, audio/visual graphics, images and/or props. The Buddy Poppy logo and name is authorized but use of any other trademark or copyrighted material will disqualify the entry from being displayed or judged.

### **JUDGING**

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

### **PRIZES**

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

### **NOTE**

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



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SECTION 5.5 – STATE AND NATIONAL BUDDY POPPY CONTEST**

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

(Revised 11/14/2018)



DEPARTMENT OF TEXAS  
 DEPARTMENT OPERATIONS SOP MANUAL  
 SECTION 5.6 – VFW MEMBERSHIP RECRUITING PROGRAM

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**NO ONE DOES MORE FOR VETERANS.**

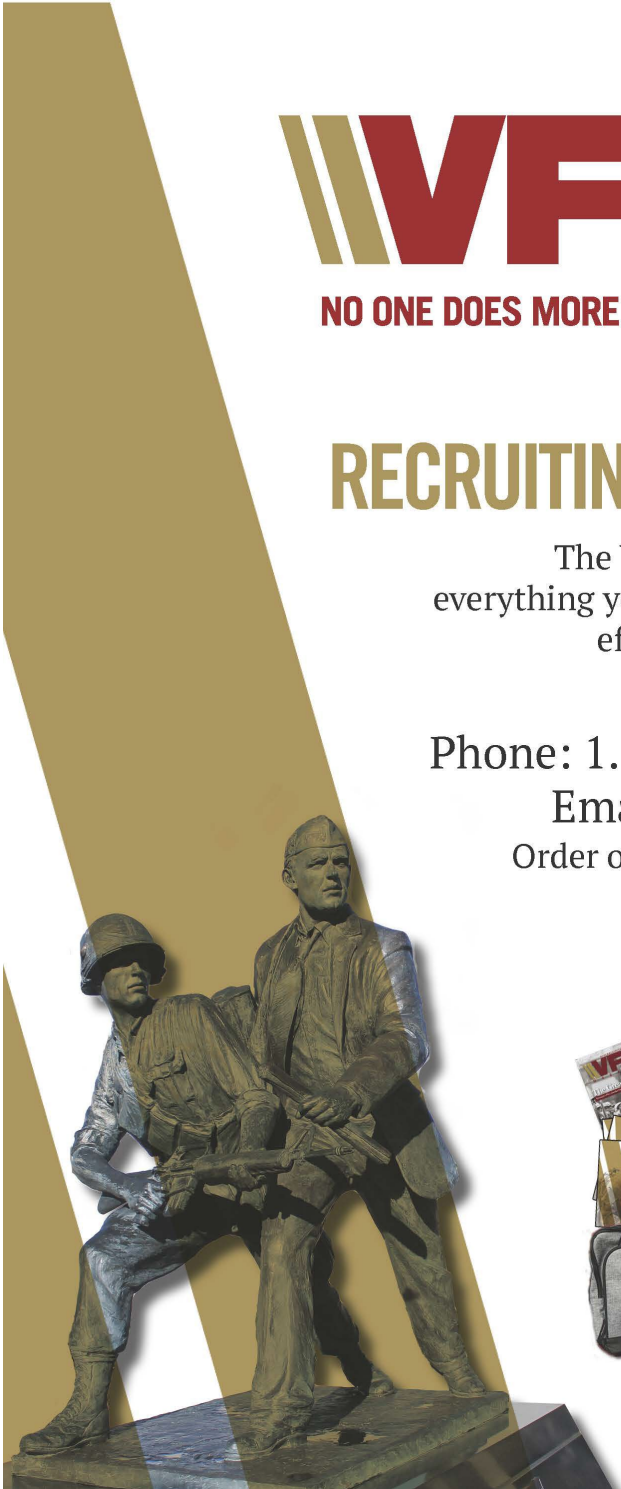
## RECRUITING JUST GOT EASIER

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

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

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

Order online by logging into [www.vfw.org](http://www.vfw.org)



rev. April 2021

***“NO ONE DOES MORE FOR VETERANS”***



**DEPARTMENT OF TEXAS  
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# RECRUITING AND TRA

**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.VETS (833.839.8387) or online at [www.vfwstore.org](http://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.







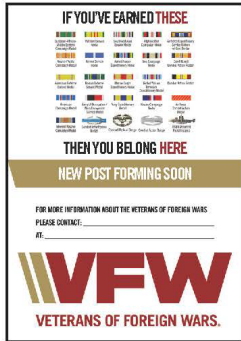
VETERANS OF FOREIGN WARS.

# DEPARTMENT OF TEXAS DEPARTMENT OPERATIONS SOP MANUAL SECTION 5.6 – VFW MEMBERSHIP RECRUITING PROGRAM

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## INING TOOLS

Order online by logging in to [www.vfw.org](http://www.vfw.org), going to the [Online Membership System \(OMS\)](#) link, and selecting the [Membership Order Form!](#)



### “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.



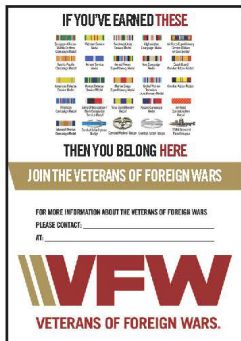
### Recruiter Pocket Success Guide

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.



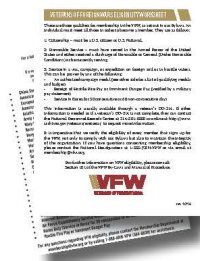
### “Join Now” Poster

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 Campaigning on the Post Level” Booklet

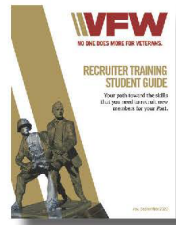
Twenty-four pages, chock-full of information and strategies used in planning and conducting a successful membership campaign. This booklet covers the basics of planning, contact techniques (with scripts) and follow up.



### 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.



### 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!

**“NO ONE DOES MORE FOR VETERANS”**





**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 5.6 – VFW MEMBERSHIP RECRUITING PROGRAM**

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**AVAILABLE IN THE VFW STORE**



**VFW RECRUITING KIT**

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

**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](http://www.vfwstore.org).



VETERANS OF FOREIGN WARS.

DEPARTMENT OF TEXAS
DEPARTMENT OPERATIONS SOP MANUAL
SECTION 5.7 – LEGACY LIFE MEMBERSHIP PROGRAM

Table with 4 columns: Document No. HQ/OSOPM, Rev No. 00, Issue Date: 6/30/2023, Page 1 of 2

VFW LEGACY LIFE MEMBERSHIP PROGRAM

TERMS AND CONDITIONS
You must be a current Life member of the VFW, or if purchasing a Memorial Legacy, the veteran in whose name it is purchased must be a deceased member of the VFW.
Instructions:
1. Complete the acceptance form.
2. Check the level: Bronze, Silver or Gold. You may upgrade your Legacy level at any time by paying the difference to your desired level.
3. If purchasing a Memorial Legacy, ensure that the name and member number are those of the veteran in whose name the Memorial Legacy is being purchased.
4. Payment options: check, money order or credit card - payment in full.
5. Installment option: Purchase an Installment Legacy Life Membership by making four equal payments. The first payment must accompany this form and be equal to 1/4 of the level being purchased (Bronze \$100, Silver \$200 and Gold \$300). You must provide a credit card number to make installment payments, and you acknowledge that the subsequent installment payments will be billed by National Headquarters quarterly. Memorial Legacies must use the payment in full option.
6. Choose the endowment:
a. One-time endowment payment: Upon your death, the principal amount of your Legacy will be paid in equal amounts to your Post, Department and the National organization, as applicable.
b. Annual endowment: The Legacy level payment will continue annually after your death. Memorial Legacies must be purchased as an Annual endowment.
7. Enclose check or credit card information for payment. If choosing the installment payment option, a credit card must be provided.
8. Mail the acceptance form, along with a check, money order or credit card information to the Veterans of Foreign Wars National Headquarters at the address located below.

Member Incentives

Table with 4 columns: Incentive, Bronze (\$400), Silver (\$800), Gold (\$1200). Rows include: Plated Engraved Legacy Life Card\*, Legacy Life Lapel Pin\*, Legacy Life Hat Pin\*, Distinctive VFW Store items for Legacy Life Members\*, Legacy Life Membership Certificate, Member Recognition on Internet & Convention Program, Legacy Hat Patch\*, Personalized Brick at Centennial Plaza\*, VFW Store Discounts (personal use only)\*, Annual Endowment to Post, Annual Endowment to Department.

\* does not apply to Memorial Legacies



NO ONE DOES MORE FOR VETERANS.

Veterans of Foreign Wars
Member Service Center
406 W. 34th Street
Kansas City, MO 64111 - 2778

Revised 1/2023

Leave your Legacy
TODAY!



“NO ONE DOES MORE FOR VETERANS”



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 5.7 – LEGACY LIFE MEMBERSHIP PROGRAM**

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**Legacy Life membership enables VFW Life members to leave a lasting impression on our great organization.**

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

Three prestigious levels of Legacy Life membership are available: Gold, Silver, and Bronze. Each level offers generous benefits reserved exclusively for Legacy Life members.

Once your Legacy Life membership begins, an annual endowment in your name will be made to your Post, Department and the national organization. This endowment begins at \$6 at the Bronze level, increasing to \$12 at Silver and \$18 at Gold. You will feel confident knowing your contributions to our organization are not only helping today’s veterans but the veterans of tomorrow.

Simply fill out the attached acceptance form and return it to the address provided. For any questions regarding Legacy Life membership, please contact the VFW Member Service Center at 1.833.VFW.VETS (1.833.839.8387). We will gladly provide you with more information on this prestigious and rewarding membership.

—◆—  
*“Legacy Life membership seems like the next step in doing my duty to my fellow veterans.”*  
—◆—



Whether we have served our country or have had a loved one in uniform, we all know the dedication and commitment that comes with military service.

Help us ensure that the tradition of selfless service lasts forever.

Leave a Legacy today.

**Honor a veteran with a Memorial Legacy.**

You can ensure that future generations know and remember the sacrifice and contributions of a veteran who has passed away by establishing a Memorial Legacy in their name.

At the same levels - Gold, Silver, or Bronze - you can establish a Memorial Legacy in the name of any deceased Annual or Life VFW member. An annual endowment will be made to the Post, Department, and the national organization in their memory.

In addition to establishing this endowment in their honor, you will receive a special certificate memorializing the veteran, to display and commemorate their life and their service to our great nation.







**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 5.8 – VFW SCOUT OF THE YEAR PROGRAM**

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## VFW SCOUT OF THE YEAR AWARD

### WHAT IS THE SCOUT OF THE YEAR PROGRAM?

Annually, the Veterans of Foreign Wars of the United States recognizes individuals who are: Eagle Scouts, Girl Scout Gold Award recipients, Venture Summit Award recipients and/or Sea Scout Quartermasters who have risen above their peers in exemplifying the qualities of that rank.

### WHO IS ELIGIBLE?

To be eligible for the award, the candidate must:

- Be the recipient of the Eagle Scout Award, Girl Scout Gold Award, Venture Summit Award or Sea Scout Quartermaster Award.
- Be a registered, active member of a Boy or Girl Scout Troop, Venturing Crew or Sea Scout Ship at the time the above reward was received.
- Have demonstrated exemplary citizenship in school, Scouting and community.

Prior National Scout of the Year winners are ineligible. There is no minimum age requirement for applicants if all other eligibility criteria have been met. The maximum age requirement for applicants is 18 years old. If an applicant reaches their 18th birthday during the nomination year, they remain eligible as long as they are still in high school at the time of the submission deadline. A Scout may enter through only one VFW Post. A local Post can be identified by zip code at [vfw.org/FindaPost](http://vfw.org/FindaPost).

### WHAT ARE THE DEADLINES?

- Deadline for entry to VFW Post is **March 1**.
- One candidate with full entry criteria must be submitted by a VFW Post to the next level of judging by **April 1**. The VFW Department Scouting Chairman can provide this information.
- The Department winner must be selected and submitted by their Department (Scouting chairman to the VFW National Headquarters by **May 1**).



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 5.9 – VFW PUBLIC SAFETY AWARD PROGRAM**

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## **PUBLIC SAFETY AWARDS FOR LAW ENFORCEMENT, FIRE, EMS, & DISPATCHER**

Each Post from the Department of Texas Veterans of Foreign Wars will select an Emergency Services (EMS) Person, a Law Enforcement Officer, and a Firefighter to receive a letter of recognition from the Department of Texas VFW State Commander for their work in the Community. Each winner will have their letter of recognition presented at their respective VFW Post.

### **SELECTION CRITERIA**

Winners for Public Safety Awards are selected based on:

- Recognition by one’s colleagues and/or the citizens served.
- Consistent excellence in the performance of one’s duties.
- Consistent dedication to one’s official responsibilities over a period of years and continuous growth in responsibilities and skills within one's position.

### **SUBMISSION OF ENTIRIES**

All entries will be submitted directly to the Post Chair by the Post for judging. Only one person will be eligible to compete in each category. Entries combining Firefighter and Paramedic will be disqualified. Deadline for receipt of entries to Department of Texas Headquarters is **March 1, 2024**.

All entries must contain the following documentation:

- A nomination letter containing the candidate’s name, title, address, telephone and identifying the award for which the individual should be considered.
- One page listing the candidate’s accomplishments and awards in their field.
- Good quality head and shoulders (5 x 7 or 8 x 10) color photograph.

**NOTE:** please do not send color copies or low-grade computer printouts because these will not be accepted.

**DEADLINE:** From Post to Department no later than **March 1, 2024**.



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SECTION 5.10 – STATE AWARDS PROGRAM

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## STATE AWARDS FOR INDIVIDUALS

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

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

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

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

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

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

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

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



**DEPARTMENT OF TEXAS  
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SECTION 5.10 – STATE AWARDS PROGRAM**

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

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

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

**REMINDER:** All deadlines in this SOP (unless stated otherwise) are **May 1, 2024**.



**DEPARTMENT OF TEXAS  
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SECTION 5.10 – STATE AWARDS PROGRAM**

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## **STATE AWARDS ENTRY CRITERIA**

Each year, the Department of Texas Veterans of Foreign Wars (VFW) selects a winner for the below State level awards based on nominations. All entries must be submitted directly to Department Headquarters. Only one person will be eligible to compete in each category. Deadline for receipt of entries at Department of Texas Headquarters is **May 1, 2024**.

State winners shall receive a special recognition plaque. To receive the award, winners must attend the State Convention Banquet.

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

- State Award Nomination Form (located in Appendix A behind Section 5.10).
- Nomination letter on Post/District letterhead containing the candidate’s name, title, address, telephone and identifying the award for which the individual should be considered.
- One page essay of 350 words or less describing why the candidate should be considered for the award.

(You may include other documentation such as photos and letters, cancelled checks, etc.)

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

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

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

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

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

**Outstanding Auxiliary Member Award:** For Auxiliary members

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

**Do Not send nominations prior to April 1, 2024!**

**DEADLINE: May 1, 2024**

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***“NO ONE DOES MORE FOR VETERANS”***

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6 – TEXAS VFW ALL-STATE PROGRAM  
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- 6.2 [Post All-State Requirements](#)
- 6.3 [Points Composition and Criteria](#)
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- 6.5 [Post and District Commanders 102%+ Membership Incentive](#)
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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6.1 – MEMBERSHIP MISSION & GOALS**

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## Membership Mission & Goals

Our mission this year is to continue to grow our present organization and work together for a stronger future by focusing on the following areas (**ARRC**):

1. **A**ctively recruit new members.
2. **R**einstate former members.
3. **R**etain existing members.
4. **C**onvert Annual Members to Life and Life Members to Legacy Life

### State Membership Goals

1. Achieve 102% for Membership.
2. Membership goal of **1800** members over the National VFW goal for Texas.
3. Add 150+ Life Members.
4. Add another 75 Legacy Life Members.
5. Recruit 1200 new/reinstate members.
6. Conduct two (2) Membership Recruiting events.
7. Add one (1) new Post and/or increase three (3) Posts to over 25 members each.
8. Conduct 2 (two) State Commander special project events.

### District Membership Goals

1. Achieve 102% for Membership.
2. Membership goal of 75 members over last year's total membership.
3. Maintain minimum membership of **750** members within the District.
4. Add or convert 20 Annual Members to Life Members within the District.
5. Convert six (6) Life Members to any level of Legacy Life within the District.
6. Assist each District Post with recruiting efforts using District resources and recruiters.
7. Attend 1 adjacent District's Meeting & share best practices for membership recruiting.

### Post Membership Goals

1. Achieve 102% for Membership.
2. Membership goal of 5% over last year's total membership.
3. Retain 75% of Annual Members.
4. Convert three (3) or more current Annual Members to Life Members.
5. Convert one (1) or more current Life Members to any level of Legacy Life.
6. Conduct A Post Goals Meeting by **September 30, 2023**.



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6.2 – POST ALL-STATE REQUIREMENTS**

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### **Post All-State Requirements**

This is for those Posts who want to be competitive and recognized with widespread respect, admiration, and prominence based on their achievements that qualify them as the best in the State and represent the Texas VFW in the general public and at the National Level as an All-State Post.

Posts in the Top Three (3) of their Membership Division as of **May 1, 2024**, will receive All-State recognition items for free. Posts qualifying for All-State but did not finish in the Top Three (3) of their Membership Division on **May 1, 2024**, will be recognized as an All- State Post.

However, they will have the option of purchasing the All-State Recognition items for an additional fee, if they so desire, that will be presented at the 2024 Officer Training Seminar (OTS).

The following is a list of goals and objectives that each Post must have credit for on **May 1, 2024**, to receive All-State recognition at the State Convention.

- **Minimum Mandatory Requirements:** Each Post must complete all minimum mandatory requirements as listed in Section 3.1 of the Department Operations SOP Manual.
- **Program Participation:** Must be credited with participation in the Voice of Democracy, Patriot’s Pen, and Teacher of the Year programs.
- **Donation to the Military Assistance Program (MAP).**
- **Donation to the Texas VFW Foundation:** A minimum donation of \$75.00 to the Texas VFW Foundation.
- **Veteran Participation Reports (VPR’s):** Twelve (12) VPR’s are required for All- State which include following four (4) are mandatory VPR’s as per Section 223 of the National Bylaws, Memorial Day, Veterans Day, Flag Day, and Loyalty Day. Timelines for project completion and reporting are strictly enforced.
- **Membership:** Each Post must have reached their membership of 102% ending on May 1, 2024, (these are the requirements).
- **Exclusion Rule:** Failure to attain Post membership of 102% on or before June 30, 2024, or timely completion of any program at the Post level by **May 1, 2024**, will disqualify a Post from competing in the All-State Post competition.
- **All-American Post:** Please refer to National Membership Program for Post All-American requirements.
- **Post Incentive:** Post leading in each Division in membership by **December 31, 2023**, National Early Bird will receive two (2) VIP tickets to attend the Mid-Winter Awards Banquet.
- **Post Incentive:** Post leading in each Division in membership by **May 1, 2024**, will receive Two (2) VIP tickets to attend the State Convention Banquet.
- **Digital Sign:** have Post Meeting or Special Post Events displayed on any digital sign.
- **Points Composition:** See Section 6.3 for points composition and criteria.



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6.3 – POINTS COMPOSITION**

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**POINTS COMPOSITION AND CRITERIA**

The various ways to obtain points for the All-State Program are listed below. Points will be displayed for a Post; however, rankings will not begin for a Post until the 100%+ membership quota is achieved. Membership includes **ARRC** (See Section 6.1)

**NOTE: No points will be credited until a Post achieves 100%+for membership.**

ITEM	POINTS
<b>Retain 70%:</b> A Post will receive (10) points for achieving 70% retention of Annual members.	10
<b>100%+:</b> A Post will receive (30) points if membership quota is met by November 30, 2023	30
<b>100%+:</b> A Post will receive (25) points if membership quota is met by December 31, 2023	25
<b>100%+:</b> A Post will receive (15) points if membership quota is met by February 28, 2024	15
<b>102%+ additional points by Division:</b> A Post will receive additional points by division as follows:	<b>Division</b> <b>Total Membership</b>
	1    951+
<b>Division 1</b>	2    750    950
<b>Division 2</b>	3    356    749
<b>Division 3</b>	4    246    355
<b>Division 4</b>	5    185    245
<b>Division 5</b>	6    143    184
<b>Division 6-11</b>	7    112    142
	8    88    111
	9    68    87
	10    51    67
	11    10    50
<b>Life Member:</b> A Post will receive (1) point for each new Life Member a Post has been credited for by National on the National Status Sheet known as MEMSTATS from <b>July 1, 2023</b> , to <b>May 1, 2024</b> .	1
<b>Bronze Legacy Member:</b> A Post will receive points for the number of new Bronze Legacy members a Post has been credited for by National on the National Status sheet known as MEMSTATS from <b>July 1, 2023</b> to <b>May 1, 2024</b> . <i>New Memorial Legacy Life members will count as well.</i>	5

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6.3 – POINTS COMPOSITION**

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<b>Silver Legacy Member:</b> A Post will receive points for the number of new Silver Legacy members a Post has been credited for by National on the National Status sheet known as MEMSTATS from <b>July 1, 2023</b> to <b>May 1, 2024</b> . <i>New Memorial Legacy Life members will count as well.</i>	10
<b>Gold Legacy Member:</b> A Post will receive points for the number of new Gold Legacy members a Post has been credited for by National on the National Status sheet known as MEMSTATS from <b>July 1, 2023</b> to <b>May 1, 2024</b> . <i>New Memorial Legacy Life members will count as well.</i>	15
<b>12 VPR’S:</b> Complete the 4 Mandatory VPR’s and an additional 8 VPR’s of your choice for a total of 12 VPR’s. A Post will receive (2) points for each additional VPR completed over 12.	24
<b>Buddy Poppy Distribution:</b> A Post will receive (10) points for completing an annual Buddy Poppy Distribution event.	10
<b>Community Service Reports (CSRs):</b> A Post will receive (5) points for every 10 CSRs for a total of (100) points for completing 200 CSRs. NOTE: One photo must be submitted for every 10 CSRs. 100 CSRs = 10 photos and 200 CSRs = 20 photos.	100
<b>Community Service Book Submission:</b> A Post will receive (25) points for submission of their Community Service Book highlighting key achievements and impact on the local community.	25
<b>VFW Scholarship Program Participation (Voice of Democracy, Patriots Pen, &amp; Teacher):</b> A Post will receive (15) points each for participation in the VFW Voice of Democracy, Patriots Pen, and Teacher of the Year Program for a total of (45) points.	45
<b>News Publication Submission:</b> A Post will receive (25) points for submission of a newsletter to the Texas VFW Magazine or for submission of a news article to a local news media source.	25
<b>Texas VFW Foundation Donation:</b> A Post will receive (10) points for donating \$25.00 to the Texas VFW Foundation.	10
<b>Public Safety:</b> A Post will receive (10) points for each for submission of a Law Enforcement, Firefighter, EMT, or Dispatcher nomination for a total of 40 points.	40
<b>Medical Hero:</b> A Post will receive (10) points	10
<b>Stand Down:</b> A Post will receive (15) points for conducting a Post Stand Down for Suicide Prevention Awareness training.	15
<b>Recruiting Event # 1:</b> Conduct a recruiting event between <b>July 1, 2023</b> , and <b>December 31, 2023</b> , for extra points.	15

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6.3 – POINTS COMPOSITION**

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<b>Recruiting Event # 2:</b> Conduct a recruiting event between <b>January 1, 2024, and May 31, 2024,</b> for extra points.	15
<b>Social Media:</b> A Post will receive (15) points each for establishing or already having established a Facebook Page and Website.	30
<b>City Digital Sign Advertisement:</b> A Post will receive (40) points for coordinating with their city to have Post Meeting or Special Post Events displayed on the City’s digital sign.	40
<b>Operating or Assisting a Food Bank:</b> A Post will receive (15) points for either operating or assisting with Food Bank distributions.	15
<b>Participating in the VFW Scout Awards Program:</b> A Post will receive (10) points for submitting a Scout of the Year nomination packet to Texas VFW Department HQ by <b>April 1, 2024.</b>	10
<b>Meeting with Mayor or City Manager:</b> A Post will receive (15) points for having a meeting with the City Mayor or City Manager in their city to discuss how the VFW can assist them in the community. Proof of the meeting must be submitted on Post Meeting Minutes and a photo wearing the Official VFW cover with the Mayor or City Manager.	15
<b>Attend a City Council or School Board Meeting:</b> A Post will receive (15) points for attending a City Council Meeting or School Board Meeting. Proof of attendance must be submitted on Post Meeting Minutes and a photo wearing the Official VFW cover at the City Council Meeting or School Board Meeting.	15
<b>Texas VFW Member of the Year:</b> A Post will receive (20) points for submitting the name of a Post Member, excluding leadership, who has contributed above and beyond with outstanding service to the Post and community. A letter detailing service and achievements must be submitted for consideration.	20
<b>Attend and participate in CAP Awards Ceremony:</b> A Post will receive (20) points for attending and participating in a CAP Awards Ceremony. Proof of participation must be submitted on Post Meeting Minutes and a photo wearing the Official VFW cover at the CAP Awards Ceremony.	20
<b>VFW Officer OTS Attendance:</b> A Post will receive points for Officer attendance at OTS as follows: Commander (20), SVC (15), JVC (10), QM (15) for a total of (60) points.	60
<b>POW/MIA:</b> A Post will receive (10) points for appointing a POW/MIA Chair and for the POW/MIA Chair setting up a POW/MIA Table and performing a Missing Man Ceremony at a local business, event, or Church.	10

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6.4 – POST ALL-STATE BUDDY POPPY & MAP REQUIREMENTS**

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**POST ALL-STATE BUDDY POPPY REQUIREMENTS**

**CHANGE TO BUDDY POPPY ORDERS**

This year, State Commander Larry Sanders has decided that the Buddy Poppy requirement is as follows. Per the Bylaws of the Department of Texas Veterans of Foreign Wars amended June 19, 2020. Article XVII POST Sec. (e) (7) Minimum Requirements. Order and pay for at the minimum, 500 Buddy Poppy’s by December 31, 2023, Section 3.1 Page 2.

**MILITARY ASSISTANCE PROGRAM (MAP)**

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

The Department Quartermaster has established an account for the MAP program. This requirement is scalable based on Post size according to their respective Membership Division and must be made no later than December 31, 2023. National VFW has authorized the use of “Post Relief Funds” for this donation. *As this program is mandatory for every Post/District under State Bylaws, approval from the Post/District to disburse funds is not required.*

**POST AND DISTRICT COMMANDER**

ALL-STATE CRITERIA	
Membership Division	MAP Donation
1	\$200
2	\$200
3	\$175
4	\$150
5	\$125
6	\$125
7	\$85
8	\$50
9	\$50
10	\$35
11	\$35



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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6.6 – POST & DISTRICT COMMANDERS 102% MEMBERSHIP INCENTIVE**

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### MEMBERSHIP INCENTIVES

State Commander Larry Sanders is recognizing those Post Commanders that lead their post to **102%** attainment in membership goal by **June 30, 2024**, with this K-Bar such as the one pictured below. Only one per member.



#### District Commander 102%+ Membership Incentive

State Commander Larry Sanders is recognizing those District Commanders who attain All-State in District membership by **June 30, 2024**, with this NCO Saber. Only one per member.



**Mack Johnson District Commander Membership Distinction Award**  
Any District that has all Posts within the District at **102%+** by **June 30, 2024**, will receive special recognition WWI Trench Knife.





**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6.6 – RECRUITING INCENTIVES**

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**RECRUITER INCENTIVES FROM STATE COMMANDER**

State Commander Larry Sanders is recognizing those recruiters credited with recruiting fifteen (15) new and/or reinstated\* members as verified by the National Membership Recruiting reports by **June 30, 2024**, only one per member while supplies last.

*\*Reinstated means a member of the VFW who has had their membership lapse for a period of two years and one day or more.*

**15 MEMBERS Bayonet**





**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6.7 – DISTRICT ALL-STATE REQUIREMENTS**

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## DISTRICT ALL-STATE REQUIREMENTS

This is for those Districts who want to be recognized with widespread respect, admiration, and prominence based on their achievements that qualify them as the best in the State and represent the Texas VFW in the general public and at the National Level as an All-State District.

The top qualifying District in each Membership Division **May 1, 2024** will receive All-State recognition items at no cost.

Districts qualifying for All-State and not finishing as the top District in their respective membership Division on **May 1, 2024** will still be recognized as an All-State District. However, they will have the option of purchasing the All-State Recognition items for an additional fee if they so desire. It will be presented at the State Convention.

The following is a list of objectives that each District must have credit for on **May 1, 2024**, to receive All-State recognition at the State Convention.

- **MINIMUM MANDATORY REQUIREMENTS:** *Each District must timely complete all Quartermaster Bonding, IRS 990, MAP Contribution, Texas House Contribution, District and Post Inspections completed by December 31, 2024, and the 2023-2024 Election Report at the end of the fraternal year. District Audits are required when conducting a District Meeting/Convention and must be submitted within 30 days.*
- **THIS ENSUING YEAR 2023-2024:** It is highly encouraged that all District Commanders appoint the following: a Membership Chair, a Homeless Chair, and a Legislative Chair. Make sure that your Chair is listed on your District Election Report.
- **PROGRAM PARTICIPATION:** Must be credited with participation in the Voice of Democracy, Patriot’s Pen, Teacher of the Year, and Scout of the Year programs.
- **DONATION TO THE MILITARY ASSISTANCE PROGRAM:** See chart on next page.
- **DONATION TO THE TEXAS VFW FOUNDATION:** A minimum donation of **\$25.00** to the Texas VFW Foundation.
- **MEMBERSHIP:** Membership Goal as outlined on page 2 Line # 1.
- **ENTRY FORM:** For public recognition at the Annual State Convention Banquet as an All-State District you must complete and submit the All-State District Entry Form to Department by **May 10, 2024**, to receive any recognition items.
- **MEMBERSHIP PERCENTAGE:** The top District with the highest Membership Percentage in each Membership Division on **May 1, 2024** will receive All-State recognition items at no cost.

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 6.7 – DISTRICT ALL-STATE REQUIREMENTS**

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- **DISTRICTS QUALIFYING FOR ALL-STATE BUT NOT FINISHING AS THE TOP DISTRICT OF THEIR RESPECTIVE MEMBERSHIP DIVISION:** They will still be recognized as an All-State District. However, they have the option of purchasing the All-State Recognition items for an additional fee if they so desire.
- **TIEBREAKER:** In the unlikely event of a tie in the final Order of Parade, the District Commander having the greatest percentage of new Gold Legacy Life members in the District will be declared the winner.
- **EXCLUSION RULE:** Failure to attain District membership goal of **102%** on or before June 30, 2023, or timely completion of any program at the District level by **May 1, 2024**, will disqualify a District from competing in the All-State District competition.

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

**ALL-AMERICAN DISTRICT:** Please refer to National Membership Program for All-District American requirements.



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
SECTION 7 – VFW ALL-AMERICAN PROGRAM  
CONTENTS**

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7.1 [VFW All-American Program](#)

# VFW National Membership Program

**MEET THE CHALLENGE**



**2023-2024**

**Duane T. Sarmiento**  
**Commander-in-Chief**

Updated: April 10, 2023

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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**

Today, the Veterans of Foreign Wars is 124 years old. During those years, we have had WWI, WWII, Korean, Vietnam, and other veterans joining en masse. Today, however, we have lost many of these honorable men and women. As history has proven, the Post-9/11 veterans will join our organization like others have when they are ready, however usually not until their kids grow or their retirements are in place.

We must not stereotype any of our future members regardless of sex, color, or personal beliefs. If a member qualifies, bring them in. 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. There are still many veterans eligible to join and at all ages. However, our focus needs to be on our Post-9/11 veterans, for they will be our future.

You might ask, how do we build our organization? It's simple, leadership by example. If you are a Commander of a Post, District, Department, or the National Commander, then get out there and recruit members yourself and show your team that if you can do it, so can they. A good way to do this is to improve the way we communicate with our members at all levels of the organization. Posts, Districts, Departments, and our National Officers need to use all methods available to convey information for news and training to our membership through newsletters, emails, social media, recruiting booths and outreach teams.

We need to know who our members are and how we can address their needs and concerns. It's time to step it up and recruit Post-9/11 veterans. Each of us needs to do our part and recruit at least one new member. Think about it. If we all recruit one each, we would show substantial growth in membership in just one year.

## **Membership Goals**

1. Build a strong organization through recruiting new members while retaining our current membership, creating a solid baseline for the future.
2. Work together to achieve 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**

- Achieve 102% in Membership
- For everyone to recruit at least one new member and then mentor that member.
- Increase membership drives and/or events.
- Develop new Posts and/or revitalize existing Posts.
- Increase Life Membership and 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](http://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](http://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](http://vfw.org)

See the trend? Just about anything you will need is at [vfw.org](http://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**

- **1,5, 10, 15** Corresponding numbered member pin
- **25** CIC coin and Citation
- **50** National Aide-De-Camp cap and Citation
- **75** CIC Medallion Set
- **100** Century cap **or** \$50 VFW Store credit & Citation
- **150** CIC Custom Desk Name Plate

### **Department “102 Percent” Incentive**

Any Department that attains 102% in membership by close of business on June 30th, 2024, will be entered into a random drawing. The commander and quartermaster 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, 2024, will receive:

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

### **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/or reinstated members by Jan. 1, 2024, will each be awarded:

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

### **Meeting the Challenge Award**

The top two Post commanders and the top two District commanders in each division who achieve 102% membership by April 1, 2024, will each be awarded:

- **Five-night hotel accommodation at the National Convention.**

### **102% Post, District & Department**

A distinctive streamer will be awarded to every Post, District and State/Department that achieves 102% or greater in membership before July 1, 2024.

### **102% Commander Drawing**

Each Post and District commander that exceeds 102% in membership by June 1, 2024, will receive an entry in this drawing. Twenty Post commanders and Twelve 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, 2023, and April 1, 2024, 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, 2024, 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.**

### **Top Department Recruiter**

The top Recruiter in every Department on July 1, 2024, will receive:

- **Engraved Navy Cutlass**

**Note:** Minimum of 25 new/reinstated members required to win this award.

### **Elite Recruiter**

Any VFW member who signs up 250 or more new and/or reinstated members by July 1, 2024, 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 members greater than 250 by July 1, 2024, 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 chartered, and/or revitalized, the Department Quartermaster will receive:
  - **A \$250 credit from the VFW Store to be used towards necessary materials for the new Post.**

## **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 must be at least 102%
- Must conduct two Membership recruiting events, submit reports through All-American Dashboard
- Post-Election Report must be submitted to National Headquarters
- Meet all the following Program Participation Criteria:
  - Voice of Democracy - minimum of one entry advanced to District judging (Overseas Post can donate \$100 to National in lieu of entry)
  - Patriots Pen - minimum of one entry advanced to District judging (Overseas Post can donate \$100 to National in lieu of entry)
  - Hold a fundraiser with the proceeds going to Veterans & Military Support Programs Services, minimum of \$100.
  - National Citizenship Education Teachers Award – one entry advanced to Department judging (Overseas Post donate \$100 to National in lieu of entry)
  - A Post must submit a community service report quarterly to their department for submission to the All-American Dashboard. The quarters are July-Sept, Oct-Dec, Jan-March, and April-June.
  - Buddy Poppy- Purchase Three per member in the Post

### **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 must be at least 102%
- Conduct two Membership recruiting events, submit report through the dashboard.
- District-Election Report must be submitted to National Headquarters.
- Meet all the following Program Participation criteria:
  - Voice of Democracy - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry)
  - Patriots Pen - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry\*see last page)
  - National Citizenship Education Teachers Award – one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry)

### **All-American District Award**

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

- The Top **15** Districts in each Division will receive:

- 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 at least 102%.
- Must conduct two Membership recruiting events, report of these events must be submitted through the All-American dashboard.
- Conduct a Department Commander’s “Official Visit or Round Up” prior to Jan 1, 2024, with a report submitted through the All-American dashboard.

### **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, 2023.
- Department Service Officer successfully completes NVS training requirements with a passing grade.
- Department Service Officer or appropriate designee reports hosting Post Service Officer training to NVS. Reports due by 30 June 2024.

### **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 State/Department fundraiser and proceeds donated to Veterans & Military Support Programs, Kansas City, Mo. (see last page)
- Must have at least One teacher submitted for the Teacher of the Year competition. (One entry from one of the three categories).
- Must enter one Employer of the Year Nomination (see last page)
- Must enter one JROTC Cadet of the Year Nomination (see last page)

- Must enter one VFW Member of the Year Nomination (see last Page)

### 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 Conference with the highest membership percentage of the four Conferences will receive a \$1500 award and 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 2023-2024 Conference Chairman will return the trophy to the membership booth at National Convention in Louisville, KY no later than COB on Saturday to ensure placement of the new nameplate. This trophy will be presented to the 2023-2024 Conference Chairman on stage during the Joint Opening Session\*\*.

### Post Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage
<b>1</b>	951+		102%
<b>2</b>	750	950	102%
<b>3</b>	356	749	102%
<b>4</b>	246	355	102%
<b>5</b>	185	245	102%
<b>6</b>	143	184	102%
<b>7</b>	112	142	102%
<b>8</b>	88	111	102%
<b>9</b>	68	87	102%
<b>10</b>	51	67	102%
<b>11</b>	10	50	102%

## District Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage
1	5,000	14,000	102%
2	3,282	4,999	102%
3	2,172	3,281	102%
4	1,447	2,171	102%
5	906	1,446	102%
6	1	905	102%

### Important Notes

- Awards are transferable inside the Post, Districts or Department.
- **Post/District/Department:** Membership must be at least 102 percent.
- **Post member cap,** any member in a Post that achieves All-American status can purchase a “Post Member” cap. Those members must be in the Post during the membership year.
- The *Department Commander’s “Official Visit or Round Up”* 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 “Official Visit or Round Up”*, please contact the Membership Department by calling **1.888.JOIN.VFW** or email [membership@vfw.org](mailto:membership@vfw.org)
- Donations made to replace Voice of Democracy and Patriot’s Pen (By eligible overseas Post). **Do not donate through your Department or by any other means.** Use the dashboard for your donation.
- Veterans & Military Support Programs Services Donations for Post/District/Department as listed above will only be accepted only through the following link: Use the dashboard for online donation.
- **\*\*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.**
- Employer of the Year nomination link:  
[https://VFWPrograms.formstack.com/forms/vfw\\_employer\\_of\\_the\\_year\\_award](https://VFWPrograms.formstack.com/forms/vfw_employer_of_the_year_award)
- JROTC Cadet of the Year nomination link:  
[https://VFWPrograms.formstack.com/forms/vfw\\_jrotc\\_cadet\\_of\\_the\\_year\\_award](https://VFWPrograms.formstack.com/forms/vfw_jrotc_cadet_of_the_year_award)
- VFW Member of the Year nomination link:  
[https://VFWPrograms.formstack.com/forms/vfw\\_member\\_of\\_the\\_year\\_award](https://VFWPrograms.formstack.com/forms/vfw_member_of_the_year_award)
- **Department “102 Percent” Incentive, NOTE: Reimbursement for travel expenses paid by the VFW will be reported to the Internal Revenue Service on Form 1099 if the total of payments made to you during any calendar year equals \$600.00 or more. Travel expenses paid for a guest or spouse for the award will also be reported to the IRS.** The reimbursement you receive from the VFW will be deemed by the IRS to be taxable income. Since the circumstances of each individual are different, it is recommended that you consult your tax advisor to determine the effect these payments may have on your personal tax situation. It is your responsibility to keep receipts and other records as you and your accountant and/or tax advisor deem necessary in order to document your expenditures.

## Recruiter Awards

### CIC Membership Awards



Aide-de-Camp Cap and Century Recruiter Cap



1-, 5-, 10-, and 15-member Recruiting Pins  
Commander-in-Chief's Pin and Coin



Engraved Navy Cutlass



CIC logo power bank



Recruiter Of The Year – Crystal Eagle trophy



CIC Desk Name Plate (Award winners name with CIC logo and slogan )





CIC Medallion Set with SVC and JVC Coins

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All-American Awards







**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
APPENDIX A  
POST FORMS**

<b>Document No. HQ/OSOPM</b>	<b>Rev No. 00</b>	<b>Issue Date: 6/30/2023</b>	<b>Page 1 of 1</b>
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	<b>POST FORMS</b>
A.1	Quartermaster Receipts and Disbursements Form
A.2	Post Trustee’s Report of Audit Form
A.3	Quartermaster Blanket Bonding Form
A.4	Quartermaster Bonding Form
A.5	Military Assistance Program (MAP) Form
A.6	VFW National Home for Children – Texas House Donation Form
A.7	Legacy Buddy Poppy Order Form
A.8	Post Inspection Form
A.9	Static Display of Military Equipment Inventory Form
A.10	Ceremonial Rifles Inventory Form
A.11	Post Patriot’s Pen Summary Report Form
A.12	Post Voice of Democracy Summary Report Form
A.13	Post Teacher of the Year Summary Report Form
A.14	Post Teacher of the Year Advancement Form
A.15	Texas VFW Foundation Donation Form



QUARTERMASTER'S

QUARTERMASTER'S COPY

DETAIL OF RECEIPTS AND DISBURSEMENTS

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

For Period of \_\_\_\_\_ to \_\_\_\_\_ Meeting of \_\_\_\_\_

RECEIPT NO.	RECEIPTS (DETAIL EACH)	VOUCHER NO.	DISBURSEMENTS (DETAIL EACH)
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20			TOTAL DISBURSEMENTS
			\$ 0.00
21			<p><b>This is to certify that this report has been audited and found correct.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Trustees</p>
22			
23			
24			
25			
	TOTAL RECEIPTS	\$ 0.00	

STATEMENT OF FUNDS DISTRIBUTION OF RECEIPTS, DISBURSEMENTS & CASH BALANCES	CASH BALANCE LAST REPORT	RECEIPTS FOR THE PERIOD	DISBURSEMENTS FOR THE PERIOD	CASH BALANCE THIS PERIOD
Post General Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Post Relief Fund (See Sec. 218, Manual of Procedure)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Post Home or Building Fund (Including Savings)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other Fund 1-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other Fund 2 -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other Fund 3 -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other Fund 4 -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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

## DISTRICTS TRUSTEE'S REPORT OF AUDIT

Of the Books and Records of the Quartermaster and Adjutant of \_\_\_\_\_  
(District Number)

Department of Texas for the Fiscal Ending Month \_\_\_\_\_ Year \_\_\_\_\_  
 Department of Texas for the Fiscal Beginning Month: \_\_\_\_\_

FUNDS as recorded in ledger	10. Net Cash Balances at Beginning of Month	11. Receipts During Report Period	12. Expenditures During Rpt Period	13. Net Cash Balance at End of Period
1. National and Department Dues (Per Capita Tax)				
2. Admission or Application Fees (Department)				
3. District General Fund				
4. District Relief Fund (Poppy Profits, Donations, etc.)				
5. Other				
6.				
7.				
8.				
9. Bonds and Investments Not Credited to Funds				
<b>14. Totals</b>				<b>15.</b>

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

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

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

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

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

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

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

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

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

**NOTE: Forward Original Copy to your Department Quartermaster.**

**BLANKET BONDING**  
**SEPTEMBER 1, 2023 TO AUGUST 31, 2024**  
**Class A—No Deductible**

Dear Comrade Commander:

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

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

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

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

**THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2023 TO AUGUST 31, 2024.**  
The funds of your Post are protected only for that year. Premium for the following year will be **due September 1, 2023.**

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

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

**DEADLINE FOR BONDING IS SEPTEMBER 1, 2023**  
**AFTER THIS DATE YOU WILL BE DELINQUENT AND**  
**NOT IN COMPLIANCE WITH THE VFW By-laws.**

**BLANKET BONDING SEPTEMBER 1, 2023 TO AUGUST 31,  
2024 Class A—No Deductible**

**BLANKET BOND QUESTIONNAIRE**

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

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

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

DISTRICT \_\_\_\_\_

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

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

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

For the position of  Quartermaster,  Commander,  Assistant Quartermaster,   
Bingo Chair,  Canteen Manager,  Substitution, \_\_\_\_\_ Chk Amt \_\_\_\_\_

**NOTE: Must enter position name for the "Substitution".**

For the fiscal year from September 1, 2023 through August 31, 2024.

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

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

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

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

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

If not, are the bank statements reviewed quarterly by the trustees while doing the  
quarterly audits? YES  NO

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

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

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

## COVERAGE OF THE POLICY REQUIRE THAT:

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

## BLANKET BOND RATES

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

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



**QUARTERMASTER CRIME COVERAGE  
SEPTEMBER 1, 2023 TO AUGUST 31, 2024  
TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA**

Dear Comrade Commander:

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

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

This bond is being provided to Posts and Districts that would like to bond the Quartermaster and only bond the Quartermaster. If you need to bond any other officers you will need will need to use the Blanket Bond form but the minimum for blanket bond is \$25K. The accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Travelers Casualty & Surety Company of America. The Post/District is covered in the amount of limit requested.

**The maximum amount for QM Bond is \$25,000. Any amount greater than \$25,000 must be processed as a Blanket Bond.**

**POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE. DEADLINE FOR BONDING IS SEPTEMBER 1, 2023 - AFTER THIS DATE, YOU WILL BE DELINQUENT AND NOT IN COMPLIANCE WITH THE VFW BYLAWS.**

**THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2023 TO AUGUST 31, 2024.** The funds of your Post are protected only for that year. Premium for the following year will be **due by September 1, 2023.**

**NOTE: Your post only needs either the QM Bond or Blanket Bond not both.**

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

**QUARTERMASTER BOND QUESTIONNAIRE**

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

POST NUMBER: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ CHECK AMT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_, TX, ZIP \_\_\_\_\_

I hereby apply for a Quartermaster "A1 Crime Coverage" in the amount of \$ \_\_\_\_\_

Check #: \_\_\_\_\_ for the fiscal year from September 1, 2023 through August 31, 2024. Post

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

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

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

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

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

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

## **QUARTERMASTER BOND RATES**

<b>Minimum Bond Rates</b>	<b>Rate</b>
\$3,000.00	\$25.50
\$4,000.00	\$29.00
\$5,000.00	\$32.50
\$6,000.00	\$36.00
\$7,000.00	\$39.50
\$8,000.00	\$43.00
\$9,000.00	\$46.50
\$10,000.00	\$50.00
\$11,000.00	\$53.50
\$12,000.00	\$57.00
\$13,000.00	\$60.50
\$14,000.00	\$64.00
\$15,000.00	\$67.50
\$16,000.00	\$71.00
\$17,000.00	\$74.50
\$18,000.00	\$78.00
\$19,000.00	\$81.50
\$20,000.00	\$85.00
\$21,000.00	\$88.50
\$22,000.00	\$92.00
\$23,000.00	\$95.50
\$24,000.00	\$99.00
\$25,000.00	\$102.50

# 2023-2024 TEXAS VFW "MAP" Donation

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

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

## ALL CHECKS MUST BE MADE PAYABLE TO "TEXAS VFW"

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

The Department Quartermaster has established an account for the MAP program. Starting this year this requirement is scalable based on Post size according to their respective membership division **and must be made no later than December 31, 2023**. National VFW has authorized the use of "Post Relief Funds" for this donation. As this program is mandatory for every Post/District under State Bylaws, approval from the Post/District to disburse funds is not required

POST MEMBERSHIP			
Divisions & Required MAP Donation			
1	951+		\$200.00
2	750	950	\$200.00
3	356	749	\$175.00
4	246	355	\$150.00
5	185	245	\$125.00
6	143	184	\$125.00
7	112	142	\$85.00
8	88	111	\$50.00
9	68	87	\$50.00
10	51	67	\$35.00
11	10	50	\$35.00

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

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

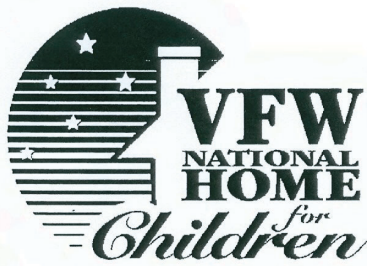
*Donations sent directly to the National VFW or National Military Services for All-American will not be credited for Texas VFW purposes.*

Send this form and contribution to:

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



MILITARY ASSISTANCE PROGRAM



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

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

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

**Payment must be made no later than December 31, 2023.**

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

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

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

**ALL CHECKS MUST BE MADE PAYABLE TO "TEXAS VFW"**

**2023-2024 TEXAS VFW “Texas House” Donation**

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

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

Minimum donation is \$25.00

Send this form and contribution to:

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



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
APPENDIX A  
LEGACY BUDDY POPPY ORDER FORM**

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**2023-2024 LEGACY BUDDY POPPY ORDER FORM**

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

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

<b>Box Qty</b>		<i>Buddy Poppies are \$150.00 for 500 (1 Box) and Shipping &amp; Handling are not included. Please see chart below for Shipping and Handling fees and add this to the order.</i>	<b>Amount:</b>	\$
			<b>Shipping:</b>	\$
			<b>Total:</b>	\$0

PAYMENT ENCLOSED (Check One)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	CHECK #	
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Ship to Address <b>(Cannot Ship to a P.O. Box)</b>		<table border="1"> <tr><th align="center" colspan="2">SHIPPING &amp; HANDLING</th></tr> <tr><td>Up to \$10.00 .....</td><td>Add \$4.00</td></tr> <tr><td>\$10.01 to \$25.00 .....</td><td>\$7.00</td></tr> <tr><td>\$25.01 to \$50.00 .....</td><td>\$9.00</td></tr> <tr><td>\$50.01 to \$75.00 .....</td><td>\$12.00</td></tr> <tr><td>\$75.01 to \$100.00 .....</td><td>\$15.00</td></tr> <tr><td>\$100.01 to \$200.00 .....</td><td>\$17.00</td></tr> <tr><td>\$200.01 to \$300.00 .....</td><td>\$19.00</td></tr> <tr><td>\$300.01 &amp; Over .....</td><td>\$24.00</td></tr> <tr><td colspan="2">Prices effective through 8-31-23</td></tr> </table>	SHIPPING & HANDLING		Up to \$10.00 .....	Add \$4.00	\$10.01 to \$25.00 .....	\$7.00	\$25.01 to \$50.00 .....	\$9.00	\$50.01 to \$75.00 .....	\$12.00	\$75.01 to \$100.00 .....	\$15.00	\$100.01 to \$200.00 .....	\$17.00	\$200.01 to \$300.00 .....	\$19.00	\$300.01 & Over .....	\$24.00	Prices effective through 8-31-23	
SHIPPING & HANDLING																						
Up to \$10.00 .....	Add \$4.00																					
\$10.01 to \$25.00 .....	\$7.00																					
\$25.01 to \$50.00 .....	\$9.00																					
\$50.01 to \$75.00 .....	\$12.00																					
\$75.01 to \$100.00 .....	\$15.00																					
\$100.01 to \$200.00 .....	\$17.00																					
\$200.01 to \$300.00 .....	\$19.00																					
\$300.01 & Over .....	\$24.00																					
Prices effective through 8-31-23																						
Name:																						
Street Address:																						
City:																						
Zip:																						
Contact Phone:																						
Email:																						

**Buddy Poppy Distribution Date**

<input type="checkbox"/>	Veterans Day	<input type="checkbox"/>	Memorial Day	<input type="checkbox"/>	Other Date:	
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**Please allow 6-8 weeks to process order.**

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

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

<b>SIGNED:</b>		<b>TITLE:</b>	
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***“NO ONE DOES MORE FOR VETERANS”***

### INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted. The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job. Do not limit your comments when reporting deficiencies; it may be necessary to attach an additional comment sheet.

#### Question Specific Reminders

1. Bylaws of the organization (all levels) should be readily available to all members. Posts that have adopted Bylaws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review. If out of date, suggest an internal review. If a Post has not adopted Bylaws it should have on file an indexed book of approved resolutions/motions that are in effect.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, the name of the incorporated unit, and that the registered agent and officers (if applicable) have been updated to correspond with the previous election of officers. In some states this must be done annually, in others only when the registered agent changes (this is commonly known as the Annual Report). All Posts must be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, Service Officer, and Guard.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected in accordance with Section 222 of the National Bylaws/Manual of Procedure. This can be done by checking the meeting minutes.
5. Any "NO" answer in this section indicates a neglect in duties and responsibilities as prescribed in Section 218 of the Manual of Procedure.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National Bylaws. In addition, ensure proper usage of Sections 106 and 107 of the Manual of Procedure for all former and/or transferring members.
7. The National Bylaws, Section 203, states every Post shall hold at least one regular meeting per month.
8. Verify, using meeting minutes, that committee reports are given, discussed and accepted. This includes activities like the canteen, bingo, honor guard, riders groups, community service, etc.
9. Activity reports assist the Post when their non-profit status is being questioned by the IRS and further indicate whether or not they are upholding Section 230102 of the Congressional Charter, the purposes of our organization.
10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day and Loyalty Day.
11. Section 1101 of the National Bylaws discusses the formation and governing of the Auxiliary.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.
13. Although subjective, Posts need to be continually encouraged to develop programs for membership recruiting and retention.
14. Monthly review of Post receipts and expenditures by the Trustees is required in Section 218 the National Manual of Procedure.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, honor guard, riders groups, etc., Post Trustees must complete this audit not later than the month following the last day of each quarterly period (e.g. August 1, November 1, February 1 and May 1). Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which they are accountable, and to which they have access.
17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Section 703 of the National Bylaws.
19. Verify all questions in this section by examining Quartermaster records, Adjutant records and Bylaws.  

Remember, Section 709 of the National Bylaws further require that the Post Quartermaster have custody of all funds of activity/subordinate unit and subject to the same Rules and Regulation as Post Funds.

The Internal Revenue Service requires all VFW Posts to file annually a Form 990 "Tax Exempt Organizations Tax Form". A Post may also have to file a Form 990T and pay certain taxes if it has nonrelated business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing. Verify Tax Exempt Status via [www.irs.gov](http://www.irs.gov) "Tax Exempt Organization Search".
20. Every Post is required to have a Federal Employer Identification number.
21. Expenditure of funds requires a vote on the Post floor, and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post Bylaws may allow for certain expenditures to be paid without a vote on the floor, these are usually recurring bills. If a Post Commander is not approving all expenditures, it's violating the duties and responsibilities of the office.
22. Buddy Poppy distribution net receipts must be credited to the Post Relief Fund. Section 219 of the National Bylaws mandates that a Relief Fund will be established and maintained. Distribution of these funds are restricted and must only be used for the purposes stated in Section 219 of the Manual of Procedure.
23. The National Bylaws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National Bylaws. However, if the Post Bylaws require the Commander and Quartermaster signatures on checks, they must adhere to the Post Bylaws.
24. Checks shall never be "pre-signed" by any officer and is not considered an acceptable banking practice.
25. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark "N/A" if the amount is zero. Title holder may be a bank or lender, if the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.
26. It is desirable that all Posts be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity, a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem.  

Any Post owning property and/or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing the applicable policy.
27. Each Department must adopt a document retention policy which complies with federal and state law and ensure its use by each Post within its jurisdiction.
28. Departments may require additional forms for inspecting licensed operations (e.g. Clubroom, Gaming, etc.).

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

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

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

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

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

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



### **INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT**

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted. The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job. Do not limit your comments when reporting deficiencies; it may be necessary to attach an additional comment sheet.

#### **Question Specific Reminders**

1. Bylaws of the organization (all levels) should be readily available to all members. Posts that have adopted Bylaws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review. If out of date, suggest an internal review. If a Post has not adopted Bylaws it should have on file an indexed book of approved resolutions/motions that are in effect.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, the name of the incorporated unit, and that the registered agent and officers (if applicable) have been updated to correspond with the previous election of officers. In some states this must be done annually, in others only when the registered agent changes (this is commonly known as the Annual Report). All Posts must be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, Service Officer, and Guard.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected in accordance with Section 222 of the National Bylaws/Manual of Procedure. This can be done by checking the meeting minutes.
5. Any "NO" answer in this section indicates a neglect in duties and responsibilities as prescribed in Section 218 of the Manual of Procedure.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National Bylaws. In addition, ensure proper usage of Sections 106 and 107 of the Manual of Procedure for all former and/or transferring members.
7. The National Bylaws, Section 203, states every Post shall hold at least one regular meeting per month.
8. Verify, using meeting minutes, that committee reports are given, discussed and accepted. This includes activities like the canteen, bingo, honor guard, riders groups, community service, etc.
9. Activity reports assist the Post when their non-profit status is being questioned by the IRS and further indicate whether or not they are upholding Section 230102 of the Congressional Charter, the purposes of our organization.
10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day and Loyalty Day.
11. Section 1101 of the National Bylaws discusses the formation and governing of the Auxiliary.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.
13. Although subjective, Posts need to be continually encouraged to develop programs for membership recruiting and retention.
14. Monthly review of Post receipts and expenditures by the Trustees is required in Section 218 the National Manual of Procedure.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, honor guard, riders groups, etc., Post Trustees must complete this audit not later than the month following the last day of each quarterly period (e.g. August 1, November 1, February 1 and May 1). Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which they are accountable, and to which they have access.
17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Section 703 of the National Bylaws.
19. Verify all questions in this section by examining Quartermaster records, Adjutant records and Bylaws.  
Remember, Section 709 of the National Bylaws further require that the Post Quartermaster have custody of all funds of activity/subordinate unit and subject to the same Rules and Regulation as Post Funds.  
The Internal Revenue Service requires all VFW Posts to file annually a Form 990 "Tax Exempt Organizations Tax Form". A Post may also have to file a Form 990T and pay certain taxes if it has nonrelated business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing. Verify Tax Exempt Status via [www.irs.gov](http://www.irs.gov) "Tax Exempt Organization Search".
20. Every Post is required to have a Federal Employer Identification number.
21. Expenditure of funds requires a vote on the Post floor, and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post Bylaws may allow for certain expenditures to be paid without a vote on the floor, these are usually reoccurring bills. If a Post Commander is not approving all expenditures, it's violating the duties and responsibilities of the office.
22. Buddy Poppy distribution net receipts must be credited to the Post Relief Fund. Section 219 of the National Bylaws mandates that a Relief Fund will be established and maintained. Distribution of these funds are restricted and must only be used for the purposes stated in Section 219 of the Manual of Procedure.
23. The National Bylaws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National Bylaws. However, if the Post Bylaws require the Commander and Quartermaster signatures on checks, they must adhere to the Post Bylaws.
24. Checks shall never be "pre-signed" by any officer and is not considered an acceptable banking practice.
25. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark "N/A" if the amount is zero. Title holder may be a bank or lender, if the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.
26. It is desirable that all Posts be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity, a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem.  
Any Post owning property and/or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing the applicable policy.
27. Each Department must adopt a document retention policy which complies with federal and state law and ensure its use by each Post within its jurisdiction.
28. Departments may require additional forms for inspecting licensed operations (e.g. Clubroom, Gaming, etc.).

# TEXAS VFW POST BUSINESS OPERATIONS INSPECTION FORM

POST #	DISTRICT #	LOCATION	INSPECTION DATE

## CANTEEN/CLUBROOM OPERATIONS

Texas Alcohol and Beverage Commission (TABC) license/permit #:	Expiration Date:
	Type of License:
Texas Alcohol and Beverage Commission (TABC) license/permit #:	Expiration Date:
	Type of License:
Texas Alcohol and Beverage Commission (TABC) license/permit #:	Expiration Date:
	Type of License:
Name of Canteen Manager:	Name of House/Canteen Chair

## BINGO OPERATIONS

Texas Lottery Commission License #:	Expiration Date:
Name of Bingo Chair?	Does the Post participate in unit Bingo?
Are all workers registered? <div style="text-align: center;">Select Yes or No</div>	Date last quarterly report filed with Lottery Commission?
Total amount of prizes last quarter?	Total amount of donations last quarter?

## WORKFORCE

Post Employer Identification Number (EIN):	Does the Post have 1099 Contract Labor Employees?
Does the Post have on file an Immigration & Naturalization Form I-9 for each employee?	Does the Post have an Internal Revenue Service Form W-4 for each employee?
Date of last Internal Revenue Service (IRS) 941 Deposit?	Amount of Last Deposit?
Date of last Texas Workforce Commission State Unemployment Tax?	Total Amount Paid?
Date of last Internal Revenue Service (IRS) form 940 payment?	Total amount paid?

**TEXAS VFW POST BUSINESS OPERATIONS  
INSPECTION FORM**

**FUNDRAISING ACTIVITIES**

Buddy Poppies <input type="checkbox"/> Y <input type="checkbox"/> N	Tournaments (Golf, Pool, dart, etc.) <input type="checkbox"/> Y <input type="checkbox"/> N	Hall Rentals <input type="checkbox"/> Y <input type="checkbox"/> N	Karaoke <input type="checkbox"/> Y <input type="checkbox"/> N
Dances <input type="checkbox"/> Y <input type="checkbox"/> N	Live or recorded music <input type="checkbox"/> Y <input type="checkbox"/> N	Food/beverage events <input type="checkbox"/> Y <input type="checkbox"/> N	Kitchen Rentals <input type="checkbox"/> Y <input type="checkbox"/> N
Commercial Kitchen <input type="checkbox"/> Y <input type="checkbox"/> N	Texas Department of Health permit #		Expiration date:
Housing Rentals <input type="checkbox"/> Y <input type="checkbox"/> N	RV Spot Rentals <input type="checkbox"/> Y <input type="checkbox"/> N	Thrift/Variety Store <input type="checkbox"/> Y <input type="checkbox"/> N	Flea Markets <input type="checkbox"/> Y <input type="checkbox"/> N
Pool Tables <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor	Shuffleboard <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor
Juke Box <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor	Darts <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor
Eight Liners <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor	Sweepstakes <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor
Video Poker <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor	Video/Pin Ball <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Vendor

**REGULATORY FEES AND TAXES**

Texas Sales and Use Tax #:	Date of Issue?	Payments are made? <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
Date of Last Payment?	Amount of last payment?	
Date of last TABC Mixed Beverage Sales Tax Payment?	Amount of last payment?	
Date of Last TABC Mixed Beverage Gross Receipts Tax Payment?	Amount of last payment?	
American Society of Composers, Authors and Publishers (ASCAP) & BMI International (BMI) for any of the following; (Juke Box, Live Music, Disc Jockey Services, Audio Systems, Karaoke, etc.)		
Date of last payment?	Amount of last payment?	
Inspector Comments		
POST COMMANDER: _____		The Inspector shall provide a copy of each inspection to the Post Commander, District Commander and State Inspector. <b>POST WILL PRESENT TO MEMBERSHIP AT NEXT REGULAR MEETING AND MAINTAIN IN POST FILE AS A PERMANENT RECORD</b>
INSPECTOR: _____		

## **INSTRUCTIONS FOR COMPLETING THE POST BUSINESS OPERATIONS INSPECTION REPORT**

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

The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post.

### **CANTEEN/CLUBROOM OPERATIONS**

1. List the Texas Alcohol and Beverage Commission (TABC) license Number and expiration date from the posted TABC license. Most Posts will only have one license, there are Posts that have two or more and those need to be listed as well.
2. Name of Canteen Manager and name of House or Canteen Committee Chairman.

### **BINGO OPERATIONS**

1. List the Texas Lottery Commission License Number and expiration date from the Posted license if the Post conducts Bingo Operations.
2. Name of Bingo Chair, participation in unit Bingo and all workers registered are self explanatory.
3. List date of last quarterly report filed with Lottery Commission by looking at the report that was filed.
4. List total amount of prizes and donations from this report.

### **WORKFORCE**

1. List the Post Federal Employer Identification Number (EIN or FEIN) from the IRS document that assigned the Post the number or recent 990.
2. List the Post response to 1099 Contract Labor as a yes or no as well as the questions on the INS Form I-9 and IRS Form W-4.
3. List date and amount of last IRS 941 Deposit by looking at the Deposit Receipt.
4. List date of the last TWC payment and amount by looking at the receipt or check stub.

### **FUNDRAISING ACTIVITIES**

1. Answer Yes or No to each section by circling the answer given to you by the Post Commander or Post Quartermaster.
2. If the Post has a Commercial Kitchen then list the Texas Department of Health Permit Number and expiration date.
3. For those questions that ask for a vendor list the name of the vendor for the item, if the Post owns the item then list Post as the vendor.

# INSTRUCTIONS FOR COMPLETING THE POST BUSINESS OPERATIONS INSPECTION REPORT

## REGULATORY FEES AND TAXES

1. List the Texas Sales and Use Tax Number from the posted document and its date of issue.
2. Circle how often state sales tax is paid by the Post.
3. List the Date of last payment and amount from the Sales and Use Tax report filed by the Post.
4. As of Jan. 1, 2014, a mixed beverage sales tax is imposed on each mixed beverage (distilled spirits, beer, ale and wine) sold, prepared or served by a mixed beverage permittee in Texas. Mixed beverage sales tax is also due on each nonalcoholic beverage and on ice sold, prepared or served to be mixed with an alcoholic beverage and consumed on the premises of the mixed beverage permittee. The mixed beverage sales tax is in addition to mixed beverage gross receipts tax imposed on the mixed beverage permittee. List the date and amount of this tax from the last report.
5. A gross receipts tax is imposed on the amount received from the sale, preparation or service of mixed beverages and from the sale, preparation or service of ice or nonalcoholic beverages that are sold, prepared or served for the purpose of being mixed with an alcoholic beverage and consumed on the premises of the mixed beverage permittee. The mixed beverage gross receipts tax is in addition to the mixed beverage sales tax imposed on the sale or service of alcoholic beverages, ice or mixers. List the date and amount of this tax from the last report.
6. List the last date and amount of all BMI and ASCAP Payments that the Post has made.
7. Inspector Comments is where the Inspector will list any additional items of concern, recommendation, etc that he or she feels is warranted from the inspection that the State Inspector and State Commander should know about.
8. Inspector and Post Commander signatures are required, a copy should be left with the Post and the original sent to Department Headquarters by mail, fax or email attention State Inspector.

### **Mail**

Texas VFW  
P.O. Box 14468  
Austin, Texas 78761  
Attn: State Inspector

### **Fax**

(512) 834-9232

### **E-Mail**

reports@texasvfw.org

# Static Display of Military Equipment Inventory

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

**Physical Location of Static Display:**

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

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

**Point of Contact:**

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

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

(Use additional sheets as necessary)

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

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

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

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

**TACOM Contact Information for questions regarding equipment issues:**

U.S. Army Tank-automotive and Armaments Command (TACOM)  
 ATTN: AMTA-LCL-IFD, MS 419D  
 6501 East 11 Mile Road  
 Detroit Arsenal, MI 48397-5000

Telephone: (586) 282-9861  
 Email: [usarmy.detroit.tacom.mbx.ilsc-donations@army.mil](mailto:usarmy.detroit.tacom.mbx.ilsc-donations@army.mil)

# Ceremonial Rifle Inventory

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

## Physical Location of Ceremonial Rifles:

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

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

### Point of Contact:

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

*If Post has none please state on form.*

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

(Please use additional sheets as necessary)

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

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

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

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

**TACOM Contact Information for questions regarding rifle issues:**

U.S. Army Tank-automotive and Armaments Command (TACOM)  
 ATTN: AMTA-LCL-IFD, MS 419D  
 6501 East 11 Mile Road  
 Detroit Arsenal, MI 48397-5000

Telephone: (586) 282-9861  
 Email: [usarmy.detroit.tacom.mbx.ilsc-donations@army.mil](mailto:usarmy.detroit.tacom.mbx.ilsc-donations@army.mil)









# Smart/Maher VFW National Citizenship Education Teacher Winner Advancement Form

(attach to original Post entry documentation for each winning teacher)

Nominee's Full Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name of School: \_\_\_\_\_ School's Phone: \_\_\_\_\_

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

## **Post Section**

I certify that the teacher named above is the duly selected post winner of the National Citizenship Education Teacher Award Program in his/her grade level category and is our Post's authorized entry into the District finals.

Signature of Post/Auxiliary Chairman: \_\_\_\_\_ VFW Post No: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Post Commander: \_\_\_\_\_ VFW Post No: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature of Auxiliary President: \_\_\_\_\_ Auxiliary No: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## **District Section**

I certify that the teacher named above is the duly selected District winner of the National Citizenship Education Teacher Award Program in his/her grade level category and is our District's authorized entry into the Department finals.

Signature of District Chair: \_\_\_\_\_ District No: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of District Commander: \_\_\_\_\_ District No: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature of District Auxiliary President: \_\_\_\_\_ District No: \_\_\_\_\_ Phone: \_\_\_\_\_

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



# 2023-2024 Texas VFW Foundation Donation

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

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

Minimum for Honor Roll is \$35.00

For All-State - \$75.00

Make checks payable to "Texas VFW Foundation"

Send this form and donation to:

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





**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
APPENDIX B  
DISTRICT FORMS**

<b>Document No. HQ/OSOPM</b>	<b>Rev No. 00</b>	<b>Issue Date: 6/30/2023</b>	<b>Page 1 of 1</b>
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	<b>DISTRICT FORMS</b>
B.1	Quartermaster Receipts and Disbursements Form
B.2	District Trustee’s Report of Audit Form
B.3	Quartermaster Blanket Bonding Form
B.4	Quartermaster Bonding Form
B.5	Military Assistance Program (MAP) Form
B.6	VFW National Home for Children – Texas House Donation Form
B.7	District Meeting Request Form
B.8	District Inspection Form
B.9	District Report of Training Form
B.10	District Patriot's Pen Summary Report Form
B.11	District Voice of Democracy Summary Report Form
B.12	District Teacher of the Year Summary Report Form
B.13	District Teacher of the Year Advancement Form
B.14	Texas VFW Foundation Donation Form



QUARTERMASTER'S

QUARTERMASTER'S COPY

DETAIL OF RECEIPTS AND DISBURSEMENTS

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

For Period of \_\_\_\_\_ to \_\_\_\_\_ Meeting of \_\_\_\_\_

RECEIPT NO.	RECEIPTS (DETAIL EACH)	VOUCHER NO.	DISBURSEMENTS (DETAIL EACH)
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
11		11	
12		12	
13		13	
14		14	
15		15	
16		16	
17		17	
18		18	
19		19	
20			TOTAL DISBURSEMENTS
21			\$ 0.00
22			<p><b>This is to certify that this report has been audited and found correct.</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Trustees</p>
23			
24			
25			
	TOTAL RECEIPTS	\$ 0.00	

STATEMENT OF FUNDS DISTRIBUTION OF RECEIPTS, DISBURSEMENTS & CASH BALANCES	CASH BALANCE LAST REPORT	RECEIPTS FOR THE PERIOD	DISBURSEMENTS FOR THE PERIOD	CASH BALANCE THIS PERIOD
Post General Fund	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Post Relief Fund (See Sec. 218, Manual of Procedure)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Post Home or Building Fund (Including Savings)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other Fund 1-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other Fund 2 -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other Fund 3 -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Other Fund 4 -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTALS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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



## DISTRICTS TRUSTEE'S REPORT OF AUDIT

Of the Books and Records of the Quartermaster and Adjutant of \_\_\_\_\_  
(District Number)

Department of Texas for the Fiscal Ending Month \_\_\_\_\_ Year \_\_\_\_\_  
 Department of Texas for the Fiscal Beginning Month: \_\_\_\_\_

FUNDS as recorded in ledger	10. Net Cash Balances at Beginning of Month	11. Receipts During Report Period	12. Expenditures During Rpt Period	13. Net Cash Balance at End of Period
1. National and Department Dues (Per Capita Tax)				
2. Admission or Application Fees (Department)				
3. District General Fund				
4. District Relief Fund (Poppy Profits, Donations, etc.)				
5. Other				
6.				
7.				
8.				
9. Bonds and Investments Not Credited to Funds				
<b>14. Totals</b>				<b>15.</b>

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

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

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

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

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

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

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

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

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

**NOTE: Forward Original Copy to your Department Quartermaster.**

**BLANKET BONDING**  
**SEPTEMBER 1, 2023 TO AUGUST 31, 2024**  
**Class A—No Deductible**

Dear Comrade Commander:

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

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

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

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

**THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2023 TO AUGUST 31, 2024.**  
The funds of your Post are protected only for that year. Premium for the following year will be **due September 1, 2023.**

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

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

**DEADLINE FOR BONDING IS SEPTEMBER 1, 2023**  
**AFTER THIS DATE YOU WILL BE DELINQUENT AND**  
**NOT IN COMPLIANCE WITH THE VFW By-laws.**

**BLANKET BONDING SEPTEMBER 1, 2023 TO AUGUST 31,  
2024 Class A—No Deductible**

**BLANKET BOND QUESTIONNAIRE**

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

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

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

DISTRICT \_\_\_\_\_

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

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

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

For the position of  Quartermaster,  Commander,  Assistant Quartermaster,   
Bingo Chair,  Canteen Manager,  Substitution, \_\_\_\_\_ Chk Amt \_\_\_\_\_

**NOTE: Must enter position name for the "Substitution".**

For the fiscal year from September 1, 2023 through August 31, 2024.

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

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

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

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

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

If not, are the bank statements reviewed quarterly by the trustees while doing the  
quarterly audits? YES  NO

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

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

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

## COVERAGE OF THE POLICY REQUIRE THAT:

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

## BLANKET BOND RATES

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

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

**QUARTERMASTER CRIME COVERAGE  
SEPTEMBER 1, 2023 TO AUGUST 31, 2024  
TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA**

Dear Comrade Commander:

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

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

This bond is being provided to Posts and Districts that would like to bond the Quartermaster and only bond the Quartermaster. If you need to bond any other officers you will need will need to use the Blanket Bond form but the minimum for blanket bond is \$25K. The accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Travelers Casualty & Surety Company of America. The Post/District is covered in the amount of limit requested.

**The maximum amount for QM Bond is \$25,000. Any amount greater than \$25,000 must be processed as a Blanket Bond.**

**POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE. DEADLINE FOR BONDING IS SEPTEMBER 1, 2023 - AFTER THIS DATE, YOU WILL BE DELINQUENT AND NOT IN COMPLIANCE WITH THE VFW BYLAWS.**

**THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2023 TO AUGUST 31, 2024.** The funds of your Post are protected only for that year. Premium for the following year will be **due by September 1, 2023.**

**NOTE: Your post only needs either the QM Bond or Blanket Bond not both.**

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

**QUARTERMASTER BOND QUESTIONNAIRE**

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

POST NUMBER: \_\_\_\_\_ DISTRICT: - \_\_\_\_\_ CHECK AMT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_, TX, ZIP \_\_\_\_\_

I hereby apply for a Quartermaster "A1 Crime Coverage" in the amount of \$ - \_\_\_\_\_

Check #: \_\_\_\_\_ for the fiscal year from September 1, 2023 through August 31, 2024. Post

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

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

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

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

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

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

## **QUARTERMASTER BOND RATES**

<b>Minimum Bond Rates</b>	<b>Rate</b>
\$3,000.00	\$25.50
\$4,000.00	\$29.00
\$5,000.00	\$32.50
\$6,000.00	\$36.00
\$7,000.00	\$39.50
\$8,000.00	\$43.00
\$9,000.00	\$46.50
\$10,000.00	\$50.00
\$11,000.00	\$53.50
\$12,000.00	\$57.00
\$13,000.00	\$60.50
\$14,000.00	\$64.00
\$15,000.00	\$67.50
\$16,000.00	\$71.00
\$17,000.00	\$74.50
\$18,000.00	\$78.00
\$19,000.00	\$81.50
\$20,000.00	\$85.00
\$21,000.00	\$88.50
\$22,000.00	\$92.00
\$23,000.00	\$95.50
\$24,000.00	\$99.00
\$25,000.00	\$102.50

# 2023-2024 TEXAS VFW "MAP" Donation

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

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

## ALL CHECKS MUST BE MADE PAYABLE TO "TEXAS VFW"

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

The Department Quartermaster has established an account for the MAP program. Starting this year this requirement is scalable based on Post size according to their respective membership division **and must be made no later than December 31, 2023**. National VFW has authorized the use of "Post Relief Funds" for this donation. As this program is mandatory for every Post/District under State Bylaws, approval from the Post/District to disburse funds is not required

POST MEMBERSHIP			
Divisions & Required MAP Donation			
1	951+		\$200.00
2	750	950	\$200.00
3	356	749	\$175.00
4	246	355	\$150.00
5	185	245	\$125.00
6	143	184	\$125.00
7	112	142	\$85.00
8	88	111	\$50.00
9	68	87	\$50.00
10	51	67	\$35.00
11	10	50	\$35.00

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

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

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

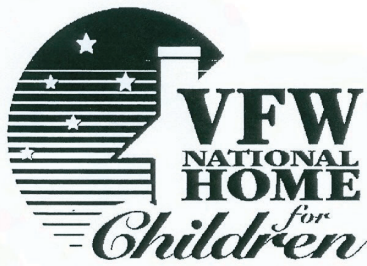
Send this form and contribution to:

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



MILITARY ASSISTANCE PROGRAM





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

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

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

**Payment must be made no later than December 31, 2023.**

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

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

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

**ALL CHECKS MUST BE MADE PAYABLE TO "TEXAS VFW"**

**2023-2024 TEXAS VFW “Texas House” Donation**

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

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

Minimum donation is \$25.00

Send this form and contribution to:

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

# DISTRICT MEETING REPRESENTATIVE REQUEST

VFW District #: \_\_\_\_\_

## MEETING 1

Check One:  Training  Meeting  Convention

Date of Meeting (Month & Day): \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

Host Post: \_\_\_\_\_ Host Post City: \_\_\_\_\_

Host Post Address: \_\_\_\_\_

Host Post Contact Person: \_\_\_\_\_ Host Post Phone Number: \_\_\_\_\_

## MEETING 2

Check One:  Training  Meeting  Convention

Date of Meeting (Month & Day): \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

Host Post: \_\_\_\_\_ Host Post City: \_\_\_\_\_

Host Post Address: \_\_\_\_\_

Host Post Contact Person: \_\_\_\_\_ Host Post Phone Number: \_\_\_\_\_

## MEETING 3

Check One:  Training  Meeting  Convention

Date of Meeting (Month & Day): \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

Host Post: \_\_\_\_\_ Host Post City: \_\_\_\_\_

Host Post Address: \_\_\_\_\_

Host Post Contact Person: \_\_\_\_\_ Host Post Phone Number: \_\_\_\_\_

## MEETING 4

Check One:  Training  Meeting  Convention

Date of Meeting (Month & Day): \_\_\_\_\_ Time of Meeting: \_\_\_\_\_

Host Post: \_\_\_\_\_ Host Post City: \_\_\_\_\_

Host Post Address: \_\_\_\_\_

Host Post Contact Person: \_\_\_\_\_ Host Post Phone Number: \_\_\_\_\_

## CHOICES FOR DEPARTMENT REPRESENTATIVE (List up to 4 preferences, if any)

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

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

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

Fourth Choice: \_\_\_\_\_

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

Any changes **MUST** also be submitted by the District Commander.

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

*All assignments will be made by the Department Commander with consideration being given to the date request was received at Department Headquarters.*

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

**FORM MUST BE RECEIVED AT THE BEGINNING OF THE VFW YEAR EACH JULY**

Send forms to Department Adjutant, at the Department of Texas VFW HQs  
in Austin. Return scanned form by email to: [jorg@texasvfw.org](mailto:jorg@texasvfw.org)

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

DISTRICT #	DEPARTMENT	INSPECTION DATE
1) HAS THE DISTRICT ADOPTED ADDITIONAL BY-LAWS IN ACCORDANCE WITH SECTION 402 OF THE NATIONAL BY-LAWS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____		
2) IS THE DISTRICT INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BY-LAWS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____		
b) DATE FILED WITH APPROPRIATE STATE OFFICIALS: _____		
c) NAME OF INCORPORATED UNIT: _____		
3) NUMBER OF POSTS IN THE DISTRICT: _____		
4) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 416 OF THE NATIONAL BY-LAWS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
5) DOES THE DISTRICT ADJUTANT... a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
b) MAINTAIN A FILE OF DISTRICT MEETING MINUTES AFTER CORRECTION AND APPROVAL?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
c) MAINTAIN A FILE OF CURRENT ORDERS OR CIRCULARS ISSUED FROM HIGH AUTHORITY?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
d) MAINTAIN A CORRESPONDENCE FILE?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
e) MAINTAIN A FILE CONTAINING PROOF OF ELIGIBILITY SUBMITTED BY OFFICERS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
f) MAINTAIN A CURRENT COPY OF DISTRICT, DEPARTMENT, AND NATIONAL BY-LAWS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
6) DOES THE DISTRICT MEET IN ACCORDANCE WITH SECTION 403 OF THE NATIONAL BY-LAWS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
a) DATE OF LAST SCHOOL OF INSTRUCTION: _____		
7) ARE ALL COMMITTEE REPORTS READ AT DISTRICT MEETINGS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
8) ARE PROGRAM REPORTS SUBMITTED IN ACCORDANCE WITH DEPARTMENT BY-LAWS & GUIDELINES?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
a) DATE OF LAST REPORT SUBMISSION: _____		
9) DOES VOTING PROCEDURE CONFORM TO SECTION 421 OF THE NATIONAL BY-LAWS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
10) ARE DISTRICT FUNDRAISING ACTIVITIES CONDUCTED IN ACCORDANCE WITH SECTION 414 OF THE NATIONAL BY-LAWS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
11) DOES THE DISTRICT HAVE A LADIES AUXILIARY? .....		<input type="checkbox"/> YES <input type="checkbox"/> NO
a) IS THERE PROPER COOPERATION BETWEEN THE DISTRICT AND ITS AUXILIARY UNIT?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
12) DO THE TRUSTEES, IN ACCORDANCE WITH SECTION 418(a)(7)(a), AUDIT ALL BOOKS AND RECORDS OF THE DISTRICT QUARTERMASTER, DISTRICT ADJUTANT AND ANY ACTIVITY, OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF THE DISTRICT?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
a) DATE OF LAST AUDIT: _____		
13) DISTRICT FUNDS: a) BALANCE OF ALL CHECKING ACCOUNTS \$ _____		
b) BALANCE OF ALL SAVINGS ACCOUNTS \$ _____		
c) BALANCE OF ALL CD & BOND ACCOUNTS \$ _____		
d) ALL OTHER ACCOUNT TYPES \$ _____		
e) TOTAL OF ALL ACCOUNTS \$ _____		
f) AMOUNT OF QUARTERMASTER BOND \$ _____		
g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
14) NAME OF BONDING COMPANY: _____ EXPIRATION DATE OF BOND: _____		
15) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BY-LAWS).....		<input type="checkbox"/> YES <input type="checkbox"/> NO
16) DOES THE DISTRICT QUARTERMASTER... a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
b) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
c) REPORT ON TRANSACTIONS CONCERNING RECEIPTS AND EXPENDITURES AT DISTRICT MEETINGS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
d) COLLECT ANNUAL DISTRICT DUES?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
e) AMOUNT PER MEMBER PER POST: _____		
f) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUES?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
g) DATE OF LAST IRS FORM 990 FILING: _____ IS THE 990 FILING AVAILABLE FOR PUBLIC INSPECTION?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
17) ARE SIGNATURES AUTHORIZING THE DISBURSEMENT OF FUNDS DONE IN ACCORDANCE WITH DISTRICT BY-LAWS?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
18) ARE CHECKS PRE-SIGNED BY ANY AUTHORIZED OFFICER?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
19) ARE ALL EXPENDITURES VOTED ON BY THE GOVERNING BODY (AS DEFINED IN SECTION 404 & 421 OF THE NATIONAL BY-LAWS) AND APPROVED BY THE DISTRICT COMMANDER?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
20) DOES THE DISTRICT OWN REAL PROPERTY?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
a) APPRAISED VALUE: \$ _____ MONTHLY PAYMENT: \$ _____ AMOUNT OWED: \$ _____		
b) TITLE HOLDER: _____		
21) DOES THE DISTRICT CARRY ALL PROPER TYPES OF INSURANCE?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL INSURED'S?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
22) DOES THE DISTRICT RETAIN DOCUMENTS IN ACCORDANCE WITH THE DEPARTMENT'S DOCUMENT RETENTION POLICY?.....		<input type="checkbox"/> YES <input type="checkbox"/> NO
23) DISTRICT FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN): _____		

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

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

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

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



## INSTRUCTIONS FOR COMPLETING THE DISTRICT INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted. The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the District. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job.

### Question Specific Reminders

1. Districts that have adopted additional by-laws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review.
2. Districts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, and the name of the incorporated unit. All Districts should be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, Service Officer, Inspector, and Guard.
4. Self-explanatory. Any "NO" answer in this section may be a By-Law violation. In addition, item 5f, verifying the information is present for each officer, you are not verifying the officer is eligible.
5. Verify all.
6. The National By-Laws state every District must hold an annual convention and three (3) meetings per year, at least one (1) will be for the purpose of a school of instruction, unless otherwise provided for in the Department By-Laws.
7. Verify, using meeting minutes, that all committee reports are read and approved.
8. Self-explanatory.
9. Only members of the governing body have a vote at a District Convention and/or meeting.
10. Reference Section 414 of the National By-Laws and Manual of Procedure.
11. Self-explanatory.
12. Reference Section 418(a)(7) of the Manual of Procedure.
13. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the District Commander and Trustees. The District Quartermaster must be bonded in a sum equal to the liquid assets for which he is accountable, and to which he has access.
14. Verify bonding company and expiration date by viewing a copy of the certificate.
15. Reference Section 703 of the National By-Laws.

16. Verify all questions in this section by examining quartermaster records, adjutant records and by-laws.

Remember, Section 709 of the National By-Laws further require that the District Quartermaster have custody of all funds of the subordinate unit and subject to the same Rules and Regulation as District Funds.

The Internal Revenue Service requires all VFW Districts to file annually a form 990 "Exemption from Corporate Income Tax" form. A District may also have to file a Form 990T and pay certain taxes if it has nonrelated business income. Failure to file the forms, when required to do so, can result in severe fine and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing.

17. The National By-Laws state the District Quartermaster will disburse funds using acceptable banking practices. The District Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the Nation By-laws. However, if the District by-laws require the Commander and Quartermaster signatures on checks, they must adhere to the District By-Law.

18. Checks shall never be "pre-signed" by any officer.

19. Expenditure of funds requires a vote and approval by the District Commander before a Quartermaster can proceed with the disbursement. If a District Commander is not approving expenditures, he is violating the trust placed in him and is not controlling the expenditure of District monies.

20. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary, mark "N/A" if the amount is zero. Title holder may be a bank or lender, if the property is totally paid for, enter location and holder of the deed.

21. It is desirable that the District be covered by adequate liability insurance. If someone suffers an injury on District property or at a District sponsored activity, a subsequent lawsuit may subject all the assets of the District and its members to a judgment. The District officers should be reminded of this potential problem.

Any District owning property and/or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the District is located. Verify by viewing policy(s).

22. Each Department will adopt a document retention policy which complies with federal and state law.

23. Every District is required to have a Federal Employee Identification number.

# DISTRICT REPORT OF TRAINING

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

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

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

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

List of attendees:

<b>Print Name</b>	<b>Signature</b>	<b>Position</b>	<b>Post #</b>

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

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



# 2023-2024 DISTRICT PATRIOT'S PEN PARTICIPATION SUMMARY REPORT

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

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

<b>GRAND TOTALS FOR POST COMPETITION:</b>					
# of Posts	# of Auxiliaries	Total # of Students	Total # of Winners	Amount of Scholarships	Amount of Expense
				\$	\$

<b>MONETARY VALUE OF DISTRICT CONTRIBUTIONS</b>	
District Scholarships	District Additional Expense
\$	\$

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

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

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

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

## CHECKLIST

Items to send with this report to Department HQ.

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

All items on this list must be submitted with this report to Department HQ by deadline of **December 1, 2023**. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post and/or the District.

Send entire package to your Department Headquarters.

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

**Must be received by deadline of 5:00 PM December 1, 2023.**

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



# 2023-2024 DISTRICT VOICE OF DEMOCRACY PARTICIPATION SUMMARY REPORT

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

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

## GRAND TOTALS FOR POST COMPETITION:

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

## MONETARY VALUE OF DISTRICT CONTRIBUTIONS

District Scholarships	District Additional expense
\$	\$

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

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

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

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

## CHECKLIST

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

- Completed and Signed Post Summary Report from all Posts that Participated.
- District winner's original entry form with all signatures.
- District winner's essay and digital audio recording (MP3) of essay.
- Color photograph 5 x 7 or 8 x 10, No computer printouts
- This page completed with all signatures.**

All items on this list must be submitted with this report to Department HQ by deadline of December 1, 2023. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post and/or the District.  
 Send entire package to your Department Headquarters.

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

**Must be received by deadline of 5:00 PM December 1, 2023.**

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

**2023-2024 DISTRICT CITIZENSHIP TEACHER PARTICIPATION SUMMARY REPORT**

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

GRAND TOTALS FOR POST COMPETITION:				
# of Posts	# of Auxiliaries	Total # of Schools	Number Nominated	amount of Additional \$ spent
				\$ _____
				\$ _____

MONETARY VALUE OF DISTRICT CONTRIBUTIONS	
District Awards	District Additional Expense
\$ _____	\$ _____

The VFW Posts and Auxiliaries identified in this report participated in the VFW annual Citizenship Teacher Program.

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

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

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

**CHECKLIST**

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

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

All items on this list must be submitted with this report to Department HQ by deadline of December 1, 2023. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post and/or the District.

Send entire package to your Department Headquarters.

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

**Must be received by deadline of 5:00 PM December 1, 2023.**

Post #	Does Post have an Auxiliary (Yes or No)	# of Participating	# of Post nominated	Award Amount	Additional money spent
12345	Yes	12	1	\$100	\$14.95

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

# Smart/Maher VFW National Citizenship Education Teacher Winner Advancement Form

(attach to original Post entry documentation for each winning teacher)

Nominee's Full Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Name of School: \_\_\_\_\_ School's Phone: \_\_\_\_\_

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

## **Post Section**

I certify that the teacher named above is the duly selected post winner of the National Citizenship Education Teacher Award Program in his/her grade level category and is our Post's authorized entry into the District finals.

Signature of Post/Auxiliary Chairman: \_\_\_\_\_ VFW Post No: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Post Commander: \_\_\_\_\_ VFW Post No: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature of Auxiliary President: \_\_\_\_\_ Auxiliary No: \_\_\_\_\_ Phone: \_\_\_\_\_

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

## **District Section**

I certify that the teacher named above is the duly selected District winner of the National Citizenship Education Teacher Award Program in his/her grade level category and is our District's authorized entry into the Department finals.

Signature of District Chair: \_\_\_\_\_ District No: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of District Commander: \_\_\_\_\_ District No: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature of District Auxiliary President: \_\_\_\_\_ District No: \_\_\_\_\_ Phone: \_\_\_\_\_

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

# 2023-2024 Texas VFW Foundation Donation

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

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

Minimum for Honor Roll is \$35.00

For All-State - \$75.00

Make checks payable to "Texas VFW Foundation"

Send this form and donation to:

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





**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
APPENDIX C  
VFW PROGRAM FORMS**

Document No. HQ/OSOPM	Rev No. 00	Issue Date: 6/30/2023	Page 1 of 1
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	<b>VFW PROGRAM FORMS</b>
C.1	VFW VAVS Pin Request Form
C.2	National VFW Volunteer (VAVS) Recognition Form
C.3	VFW Public Safety Award Program
C.4	State Awards Program Forms



VETERANS OF FOREIGN WARS OF THE UNITED STATES

www.vfw.org | info@vfw.org

## VFW VAVS Volunteer Program pin request form

### Department of \_\_\_\_\_

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

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

Name of Facility: \_\_\_\_\_

Signed by: \_\_\_\_\_ Voluntary Service Program Manager

Signed by: \_\_\_\_\_ VAVS Representative/Associate

**MAIL AWARDS TO:**

NAME: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

PHONE (MUST HAVE): \_\_\_\_\_

SIGNED BY: \_\_\_\_\_

DEPARTMENT COMMANDER OR ADJUTANT

Appendix B

**NO ONE DOES MORE FOR VETERANS.**

## INSTRUCTIONS FOR VAVS PINS:

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

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



# NATIONAL VOLUNTEER RECOGNITION

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

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

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

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

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

## Eligibility

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

## One Of A Kind

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

## Non-Member Awards

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

## Procedure

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

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

# NATIONAL VOLUNTEER RECOGNITION REQUEST FORM

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

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

VFW/Aux. Card No. (indicate if non-member \_\_\_\_\_) Hours Served: \_\_\_\_\_

Post # \_\_\_\_\_ Award Issued: \_\_\_\_\_  
(National Use Only)

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

**Community Service Organization** \_\_\_\_\_

Signed by: \_\_\_\_\_ Phone # \_\_\_\_\_

**Community Service Organization** \_\_\_\_\_

Signed by: \_\_\_\_\_ Phone # \_\_\_\_\_

**Community Service Organization** \_\_\_\_\_

Signed by: \_\_\_\_\_ Phone # \_\_\_\_\_

<p><b>Post Commanders Signature</b> _____ <b>Date:</b> _____</p>
--

Dept. Adjutant's Signature \_\_\_\_\_ **Date:** \_\_\_\_\_

## MAIL AWARD TO:

Post Commander's Name: \_\_\_\_\_

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

Phone # must be filled in for Delivery: \_\_\_\_\_

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

**Texas VFW  
PO Box 14468  
Austin, TX 78761**



## 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 #:

### VFW Post POC

Full Name:   
Phone:  Email:   
Address:   
City:  State:  Zip:

### Individual Submitting Nomination

Full Name:   
Phone:  Email:

### Nominee Information

Choose appropriate citation:   
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 winning 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](mailto:tbeauchamp@vfw.org)

# 2023-2024

## STATE AWARD NOMINATION FORM

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

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

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

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

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

Nominated for: (Please Check One)

- Past District Commander Award
- Outstanding Chaplain Award
- Outstanding Quartermaster Award
- Outstanding Service Officer Award
- Outstanding Auxiliary Member Award
- POW/MIA Award

Commander Name: \_\_\_\_\_ Commander Phone: \_\_\_\_\_

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

**Once you have been the recipient of a State Award you are no longer eligible to be nominated for that award a subsequent time.**

**Do not send nominations prior to April 1, 2024,**

**Must be received (not postmarked) at Department no later than 3:00 PM May 1, 2024,**

MAIL TO:  
TEXAS VFW  
P.O. BOX 14468  
AUSTIN, TX 78761



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
APPENDIX D  
TEXAS VFW ALL-STATE PROGRAM FORMS**

<b>Document No. HQ/OSOPM</b>	<b>Rev No. 00</b>	<b>Issue Date: 6/30/2023</b>	<b>Page 1 of 1</b>
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	<b>POST ALL-STATE ONLINE FORMS</b>
D.1	Post All-State Entry Form
D.2	Medical Hero Nomination Form
D.3	Post Stand Down Form
D.4	Recruiting Event #1 Form
D.5	Recruiting Event #2 Form
	<b>DISTRICT ALL-STATE ONLINE FORMS</b>
D.6	District All-State Entry Form



**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
APPENDIX D  
POST ALL-STATE ENTRY FORM**

<b>Document No. HQ/OSOPM</b>	<b>Rev No. 00</b>	<b>Issue Date: 6/30/2023</b>	<b>Page 1 of 1</b>
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**POST ALL-STATE ENTRY FORM**

My Post has met all the eligibility criteria for All-State recognition.

**Post Leadership Information**

Post #:	District #:	Post Division #:	City:
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**Commander:**

Life Member:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Legacy:	<input type="checkbox"/>	Bronze	<input type="checkbox"/>	Silver	<input type="checkbox"/>	Gold	Cap Size:	
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**Quartermaster:**

Life Member:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Legacy:	<input type="checkbox"/>	Bronze	<input type="checkbox"/>	Silver	<input type="checkbox"/>	Gold	Cap Size:	
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**Our Post is** (mark one of the boxes below)

- One of the top four (4) Posts of our State Membership Division and will receive the recognition items at no cost.
- Not in the top four (4) of our State Membership Division however, we qualify for All-State, and we are purchasing the following recognition items for presentation at the State Convention. Our payment is enclosed. *NOTE: Items will not be ordered until payment is received.*

Please indicate which items you would like and send payment for the items you have selected if your Post is not one of the top five (5) Posts in your respective membership division.

<input type="checkbox"/>	\$35.00—Post All-State Plaque		
<input type="checkbox"/>	\$75.00—Commanders All-State VFW Overseas Cap*		
<input type="checkbox"/>	\$75.00—Quartermasters All-State VFW Overseas Cap*		
<input type="checkbox"/>	\$25.00—Commanders All-State Lapel Pin		
<input type="checkbox"/>	\$25.00—Quartermasters All-State Lapel Pin		
<input type="checkbox"/>	\$25.00—Commanders All-State Recognition Medal		
<input type="checkbox"/>	\$25.00—Quartermasters All-State Recognition Medal	<b>TOTAL:</b>	<b>Check#</b>

By my signature below, I confirm that all the above information, INCLUDING CAP SIZE, is true and accurate to the best of my knowledge. I understand that caps will NOT be re-ordered or otherwise replaced if the sizes reported on this form are incorrect. I also understand that the Post must pay in advance for the recognition items that have been checked unless the Post is ranked in the top four (4) of their respective membership division on Monday, May 1, 2024.

**Post Commander or Post Quartermaster Signature:**

**THIS FORM MUST BE IN DEPARTMENT HEADQUARTERS AFTER MAY 1, 2024, AND BEFORE CLOSE OF BUSINESS MAY 10, 2024, FOR PUBLIC RECOGNITION AT THE STATE CONVENTION.**

\*We order VFW All-State Overseas Caps from National Emblem & Supply, and they can take an average of 6-8 weeks or longer for delivery and may not be available for presentation at the State Convention.

# Texas VFW Medical Hero



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

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

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

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

Nominee's Name: \_\_\_\_\_

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

Hospital or Clinic Address:  
\_\_\_\_\_



**Purpose:** The Texas VFW Medical Hero State Commander Certificate of Recognition is presented to a physician or nurse who has exemplified themselves in a professional and positive manner to achieve a common goal of excellence in patient care.

**Eligibility:** Any physician or registered nurse with privileges at your local Clinic or Hospital for a minimum of one year.

**Award Presentation:** The recipient will be presented Certificate of Recognition at your local VFW Post by the Post or District Commander VFW Post.

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## VFW DEPARTMENT OF TEXAS

8503 North Interstate Highway 35 Office 512.834.8535  
Austin, Texas 78753 Fax 512.834.9232

vfw@texasvfw.org  
www.texasvfw.org

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# VFW POST STAND DOWNFORM



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

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

Number of VFW members present?	
Number of Auxiliary members present?	

Please describe what topics were discussed at the stand down. Who lead the discussion group and what action will be taken for the prosperity and future of the post success. Attach additional sheets as necessary.

Post Commander: \_\_\_\_\_ Print Name: \_\_\_\_\_

Summary & Outcome

(Signature)

**DEADLINE: SEPTEMBER 30, 2023**

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## VFW DEPARTMENT OF TEXAS

8503 North Interstate Highway 35 Office 512.834.8535  
Austin, Texas 78753 Fax 512.834.9232

vfw@texasvfw.org  
www.texasvfw.org

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# Post Recruiting Event Reporting Form # 1



Name: \_\_\_\_\_ Post # \_\_\_\_\_

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

Address of Recruiting event: \_\_\_\_\_

Number of new annual members recruited?	
Number of New Life Members recruited?	
Number of post members recruiting at the event attended or worked by you?	
How far in advance was the event planned?	
Number of training sessions that took place before the recruiting event.	
Amount of money spent to conduct recruiting event.	
Number of hours spent to conduct recruiting activities for recruiting event.	

Please give a brief summary below describing who, what, when, where, why, and how for each recruiting day that you had.

Date	Event, Location, Summary & Outcome	Time & Expenses

Post Commander: \_\_\_\_\_ Print Name: \_\_\_\_\_

(Signature)

**DEADLINE: DECEMBER 31, 2023**

## VFW DEPARTMENT OF TEXAS

8503 North Interstate Highway 35 Office 512.834.8535  
 Austin, Texas 78753 Fax 512.834.9232

vfw@texasvfw.org  
 www.texasvfw.org

# Post Recruiting Event Reporting Form # 2



Name: \_\_\_\_\_ Post # \_\_\_\_\_

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

Address of Recruiting event: \_\_\_\_\_

Number of new annual members recruited?	
Number of New Life Members recruited?	
Number of post members recruiting at the event attended or worked by you?	
How far in advance was the event planned?	
Number of training sessions that took place before the recruiting event.	
Amount of money spent to conduct recruiting event.	
Number of hours spent to conduct recruiting activities for recruiting event.	

Please give a brief summary below describing who, what, when, where, why, and how for each recruiting day that you had.

Date	Event, Location, Summary & Outcome	Time & Expenses

Post Commander: \_\_\_\_\_ Print Name: \_\_\_\_\_

(Signature)

**DEADLINE: JUNE 30, 2024**

## VFW DEPARTMENT OF TEXAS

8503 North Interstate Highway 35 Office 512.834.8535  
 Austin, Texas 78753 Fax 512.834.9232

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**DEPARTMENT OF TEXAS  
DEPARTMENT OPERATIONS SOP MANUAL  
APPENDIX D  
DISTRICT ALL-STATE ENTRY FORM**

<b>Document No. HQ/OSOPM</b>	<b>Rev No. 00</b>	<b>Issue Date: 6/30/2023</b>	<b>Page 1 of 1</b>
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**DISTRICT ALL-STATE ENTRY FORM**

My Post has met all the eligibility criteria for All-State recognition.

**District Leadership Information**

District #:  Division #:

**Commander:**  Post #:

Life Member:  Yes  No Legacy:  Bronze  Silver  Gold Cap Size:

**Quartermaster:**  Post #:

Life Member:  Yes  No Legacy:  Bronze  Silver  Gold Cap Size:

**Our District is** (mark one of the boxes below)

- One of the top District in our State Membership Division and will receive the recognition items at no cost.
- Not in the top District in our State Membership Division however, we qualify for All-State, and we are purchasing the following recognition items for presentation at the State Convention. Our payment is enclosed. *NOTE: Items will not be ordered until payment is received.*

Please indicate which items you would like and send payment for the items you have selected if your District is not the top District in your respective State Membership Division.

- \$75.00 - Commanders All-State VFW Overseas Cap\*
- \$75.00 - Quartermasters All-State VFW Overseas Cap\*
- \$25.00 - Commanders All-State Lapel Pin
- \$25.00 - Commanders All-State Recognition Medal
- \$100.00 - 2 Tickets for State Convention Awards Banquet

**TOTAL:**  **Check#**

By my signature below, I confirm that all the above information, INCLUDING CAP SIZE, is true and accurate to the best of my knowledge. I understand that caps will NOT be re-ordered or otherwise replaced if the sizes reported on this form are incorrect. I also understand that the District must pay in advance for the recognition items that have been checked unless the District is ranked as the top District of our respective membership division on Monday, May 1, 2024.

**District Commander or Quartermaster Signature:**

**THIS FORM MUST BE IN DEPARTMENT HEADQUARTERS AFTER MAY 1, 2024, AND BEFORE CLOSE OF BUSINESS MAY 10, 2024, FOR PUBLIC RECOGNITION AT THE STATE CONVENTION.**

\*We order VFW All-State Overseas Caps from National Emblem & Supply, and they can take an average of 6-8 weeks or longer for delivery and may not be available for presentation at the State Convention.

