STATE OF VIRGINIA
VETERANS OF FOREIGN WARS AND
ITS LADIES AUXILIARY

Homecoming 2015

BUDDY WEEKLEY
State Commander

ELLEN CARLETON
State President

COME JOIN THE FUN!
SATURDAY, APRIL 18, 2015 5:00 PM – 11:00 PM

WHERE: EAGLES
1230 Old Furnace Road, Harrisonburg, Virginia

RSVP: Tom or Bonnie Snook
540-828-7339 or email snook1249@aol.com
Deadline: April 10, 2015

HOTEL: COMFORT INN
1440 East Market Street, Harrisonburg, VA 22801
Rate: $87 + tax Cutoff date: March 29, 2015
Hotel Reservation call 540-433-6066 Special Code: VFW Homecoming

Any Officer, District, Post or member are encouraged to make a presentation to Buddy as a thank you for serving the Department for the 2014-2015 year. If you are not attending and wish to give a monetary gift, you may send it to Kim DeShano, Adj/QM, Dept. of Virginia, VFW, 403 Lee Jackson Highway, Staunton, VA 24401 earmarked for Homecoming.
GUIDE TO THE GO:

Articles are listed by number not by pages:

1. Commander’s Message
2. District Meetings
3. Awards
5. Delegates to District/Department Convention
6. District Meetings and Convention
7. E-Mail Account Access
8. General Orders
9. Important Dates
10. Leadership Reference Guide
11. Legacy Life Membership
12. Membership
13. Membership Webinar Training
14. National Convention Housing
15. National Convention Registration
16. Partners in Patriotism
17. Post Elections
18. Reporting
19. Resolutions
20. Roster Updates
21. Special Order
22. VFW Program Changes
23. VFW Riders
24. Virginia Veteran

1. COMMANDER’S MESSAGE:

Time is getting shorter day by day. Before we know it, spring will be in the air. Our core programs, Voice of Democracy, Patriot’s Pen and the Teachers of the Year are all completed and I’m proud to say the Department of Virginia, VFW has a lot to be proud of. Our Department has the first place National Teachers of the Year at the K-5 Level and also 9-12 level. This is the first time this has happened for Virginia and it has been sixteen years since another Department has had two Teachers of the Year. Year after year we harp on programs, let this be a lesson for future years. Programs are important and every Post should be doing them.

As for legislative issues, I encourage you to get in touch with your representatives to discuss veterans issues. We will be visiting our legislators in Washington, D. C. the first week of March. We will talk with them about how important our veterans are.

Lastly, membership, membership, membership, without it, nothing you read before this paragraph could or would have happened. Spring is just around the corner, start planning your membership drives at your Post and the District level. I know there are some Posts that are already 100% and even 100% plus, but we still need for your Post to work on membership. Tom Hines is the Membership Chairman and he is ready and willing to help you with membership. His phone no. and address are in the Roster, so give him a call to set something up or contact myself or any of the Line Officers, they will help as well.

We only have a few months left in the 2014-2015 Membership Year, so let’s get busy recruiting and contacting your unpaid members.

Homecoming this year will be held in Harrisonburg on April 18th. For more information, see the flyer with these General Orders.

Yours in Comradeship,
Earle P. (Buddy) Weekley, Jr.
Department Commander
2. DISTRICT MEETINGS:

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<tr>
<th>No.</th>
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<td>11:00 AM</td>
<td>Post 3219, Phoebus, 122 E. Mellen Street, Hampton</td>
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<td>Post 4809, Norfolk, 5728 Bartee Street</td>
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3. AWARDS:

MEMBERSHIP PLAQUES will be presented at the State Convention to the Post with the largest membership increase in each category. The judging will be based on Membership as of May 8, 2015.
Category A – Posts with Membership of 10 thru 75
Category B – Posts with Membership of 76 thru 150
Category C – Posts with Membership of 151 thru 250
Category D – Posts with Membership of 251 thru 500
Category E – Posts with Membership of 501 or more

The minimum Post Membership increase Goal for the 2015 Membership – Awards Program is 20 members.

POST QUOTAS will be the Post Membership listed at National Headquarters on June 30, 2014.

The quota will NOT be reduced because of members who die, move out of the area in which the Post is located, or transfer to another Post.

A NEW POST will be assigned a Membership Quota of 30 members.

**POST AWARDS**

A LIFE MEMBERSHIP INCREASE PLAQUE and $200.00 will be awarded to one Post in each Category A thru E.

Category A – Posts with Membership of 10 thru 75
Category B – Posts with Membership of 76 thru 150
Category C – Posts with Membership of 151 thru 250
Category D – Posts with Membership of 251 thru 500
Category E – Posts with Membership of 501 or more

The Post with the greatest increase in Life Members by the day prior to awards judging will determine the Posts selected (must be at least 3 Members). The plaques will be awarded at the State Convention.

DRAWING FOR $500.00 CASH AWARD – There will be one (1) Post selected for this award. Post must meet their membership quota by the day prior to awards judging to be eligible. Drawing will be held on the day of awards judging.

A MEMBERSHIP RENEWAL PLAQUE – Will be awarded to each Post that renews ALL of the viable annual members on its unpaid list who were Continuous Members in the previous year. (Your deceased members and conversions to Life Membership will not count against your total).

**POST RECOGNITION AWARDS**

A POST MEMBERSHIP BANNER will be awarded to each Post that meets their 2015 Membership by June 30, 2015.

100% plus Post Commander and Quartermaster pins to Posts exceeding 100% by May 8, 2015.

Post Commander and Post Quartermaster Ball Cap to Posts who are 100% in membership by May 8, 2015.

Post with the largest increase of new Legacy Life Members by the day prior to judging will receive a check in the amount of $200.00

**2014-2015 ALL STATE TEAM**

There can be a maximum of 30 Posts on The All-State Team.

The 30 All State Posts will receive an All State Post Banner.

For a Post to be eligible, it must have reached 101% of their Membership Quota by June 30, 2015

The Post Quartermaster must be bonded.

The Post must have been inspected by October 31, 2014.

The Post Commander must attend each District Meeting or have an authorized member attend.

The Post Commander or designated Post Officer must attend a Department or District School of Instruction.
All Audit Reports must be turned into State Headquarters as required by Section 218 of the National By-Laws and Manual of Procedure.

Posts with less than 50 members are not eligible for the All State Team. To be eligible the Post must increase their membership to 50 members. The Post will then be classified as 100%.

The Post must participate in the following programs.

Buddy Poppy Program purchase minimum of 5 poppies per member
Voice of Democracy Program (must submit a student to the District level for District judging)
Patriot’s Pen Program (must submit a student to the District level for District judging)
Teacher of the Year Program (must submit at least one Teacher to the District Level for District judging)
National Military Services (must make a $100.00 donation to National Military Services)
Have a Post Service Officer appointed.

The Post must have submitted the following reports at least once during the first half of the year (May 1 thru October 31) and once during the second half (November 1 thru April 30)

- Hospital Report
- Americanism Report
- Community Activities Report
- Safety Report
- Youth Activities Report

Post must submit a Community Service Record Book for judging by 5pm on May 8, 2015.

Post will receive points for membership – When the Post has completed all the above programs, reports, and submitted Community Service Record Book, one fifth (1/5) of one (1) point will be assigned for each additional member above 101%.

Posts reported in 3 categories of Community Activities to include 1 report in support of homeless veterans, 4 categories of Safety, 8 categories of Americanism and 4 categories of Youth Activities during the reporting period of May 1, 2014 through April 30, 2015 will receive a State Citation.

Posts submitting Hospital Reports for 1st and 2nd reporting periods will receive a State Citation.

**ALL STATE TEAM AWARDS**

The All State Post Commanders that have met all the criteria including membership by May 8, 2015 will receive: A Citation; an All State cap; and an All State pin. A check in the amount of $300.00, to assist in payment of expenses while attending and participating at the State Convention, will be presented. Time of payment will be at the discretion of the Department Commander. The All State Commanders that met the criteria except for membership by May 8, 2015 and meets the membership criteria by June 30, 2015 will receive: A Citation; an All State cap; and an All State pin.

The All State Post Quartermasters that have met all the criteria including membership by May 8, 2015 will receive: A Citation; an All State cap; and an All State pin. A check in the amount of $300.00 to assist in payment of expenses while attending and participating at the State Convention will be presented. Time of payment will be at the discretion of the Department Commander. The All State Quartermasters that met the criteria except for membership by May 8, 2015 and meets the membership criteria by June 30, 2015 will receive: A Citation; an All State cap; and an All State pin.

The All State Commanders and All State Quartermasters that achieved All State status by May 8, 2015 will be individually recognized at the Awards Program during the State Convention. The Remaining All State Commanders and All State Quartermasters will be recognized at their next District Meeting.
From the All State Team, the Post with the highest points in the All State Judging on May 9th will be designated as the Outstanding Post of the Year 2014-2015. The Commander and Quartermaster of this Post will be the Captains of the All State Team.

The Awards and Citation Committee will break all ties and their decision will be final.

2014-2015 ALL STATE DISTRICT COMMANDERS

For a District Commander to qualify, the Commander must meet the following All State District Commanders criteria:

For a District to be eligible it must increase its membership by meeting its assigned membership quota by June 30, 2015

Membership Quota: minimum 101%

All Posts in the District must be inspected by 31 October, 2014.

Post Quartermasters, for all Posts in the District, must be properly bonded.

District Quartermaster must be properly bonded.

All Audit Reports, for the District and all Posts in the District, must be turned in to State Headquarters as required by the National By-Laws and Manual of Procedure.

All Posts in the District must report in these categories: Americanism, Community Activities, Safety, Youth Activities, and Hospital.

All Posts must have purchased Buddy Poppies.

District Commander must attend or have a designated elected district officer attend a State School of Instruction.

District must conduct a District School of Instruction prior or during its first District Meeting. State representative to the first District Meeting must report SOI on the District meeting report.

District must make a donation of at least $250 to National Military Services.

ALL STATE DISTRICT COMMANDERS AWARDS

Each All State District Commander will receive a Citation and an All State District Commander’s cap.

The All State District Commanders that achieved All State status by May 8, 2015 will be individually recognized at the Awards Program during the State Convention. The Remaining All State District Commanders will be recognized at their next District Meeting.

Each All State District Commander will receive a VFW Jacket if all Posts within the District are 100% or more in membership.

INDIVIDUAL MEMBERSHIP AWARDS

All individual recruiting awards will be awarded by using the National Recruiter Reports dated May 1, 2015.

An annual member who recruits 5 New or Reinstated Members will receive:

Annual Dues (National & Department portions) paid, for the current year, by the Department.

Name and membership number entered into a drawing for a Life Membership.

(For each additional 5 members recruited, an additional entry will be made in the Life Membership Drawing).

The drawing for the Life Membership listed above will be conducted on the day of awards judging.

A Life Member who recruits 5 New or Reinstated Members will receive:

Name and membership number entered into a drawing for one level of Legacy Life membership equal to $400.00 or $200.00 if already Bronze, Silver or Gold member.
(For each additional 5 members recruited, an additional entry will be made in the cash award drawing). The drawing for the Legacy Life Membership award listed above will be conducted on the day of awards judging.

All member who recruits 5 New or Reinstated Members will be entered into a drawing for:

Round trip airfare to the 116th National Convention.

Expense check in the amount of $599.00 to help defray expenses

(For each additional 5 members recruited, an additional entry will be made in the drawing). The drawing for this award listed above will be conducted on the day of awards judging.

**Post Commander Membership award:**

Post Commander who has their Post 100% by Dec 31, 2014 will receive a Commanders jacket at the Winter COA meeting in January.

An individual recruiter will also receive for:

- 15 New or Reinstated Members – a Pen and Key Chain Set.
- 25 New or Reinstated Members – a Department Aide-de-Camp Recruiting Award with engraved citation, an official cap and two tickets to the Department Convention Banquet.

**THE SAMUEL B. DeVAUGHAN MEMBERSHIP AWARD** is awarded to the member who recruits the most new and/or reinstated members of the 2014-2015 Membership Year and will receive the following:

- Check in the amount of $300.00 to help defray expenses of the State Convention.
- Department citation.
- Distinctive cap and name badge

**THE GEORGE C. DALBY AWARD** is awarded to any Post member for outstanding participation in VFW programs. Rules for this contest are sent to each Post in the spring. Deadline for submission to State Headquarters is the day prior to awards judging. Post and District Commanders are excluded from this award. This award will be presented at the State Convention.

**THE W. B. SHAFER, JR. MEMBERSHIP AWARD** is awarded to the Post making the greatest percentage gain in membership as shown by the State Membership Report dated the day prior to awards judging. This award will be presented at the State Convention.

**THE RICHARD A. (AL) GUAGER AMERICANISM AWARD** is awarded annually and rules for this contest are sent to each Post in the spring. Deadline for submission to State Headquarters is by the day prior to awards judging. This award will be presented at the State Convention. Posts placing second through ten will receive a Department Citation.

**THE GEORGE E. McCRACKEN HONOR GUARD/COLOR GUARD AWARD** is awarded to the most outstanding Post Honor Guard/Color Guard. Deadline for submission to State Headquarters is by the day prior to awards judging. This award will be presented at the State Convention.

**THE W. I. WOODDELL MEMORIAL POST QUARTERMASTER AWARD** is awarded annually to the Post Quartermaster who has shown outstanding dedication to his Post and the Department. The Post Commander must send in a nominating letter on why the Post Quartermaster should be considered for Quartermaster of the year. Submission must be received the day prior to the awards judging. The recipient is to be selected by a committee headed by the State Quartermaster. The award will consist of a custom-lettered citation, plus a check in the amount of $200.00 from the Department. This award will be presented at the State Convention.

**THE ROBERT H. RINER AWARD** is awarded to the District Commander with the highest percentage gain in membership over last year. Membership gain will be as shown by the State Membership Report dated the day prior to awards judging. This award will be presented at the State Convention.
WILLIAM T. (BILL) ALLEN HOSPITAL AWARD is awarded to Posts for their outstanding reporting in hospital work. Plaques for Categories A-E

Category A – Posts with Membership of 10 thru 75
Category B – Posts with Membership of 76 thru 150
Category C – Posts with Membership of 151 thru 250
Category D – Posts with Membership of 251 thru 500
Category E – Posts with Membership of 501 or more

The winning Posts will be determined by the State Hospital Chairman. These awards will be presented at the State Convention.

SCOUT AWARD The Scout selected for this award will receive a plaque and a check for $500.00. The award will be presented at the State Convention.

This competition is open to any Scout between the ages of 15 and 18 who is still in High School.

Each scout must submit his/her application to a VFW Post for sponsorship. The Post may select an Scout of the Year entry and submit the application to the District Scouting Representative, for judging, no later than March 15, 2015.

Each District may submit one (1) entry to the Department. Entry must be submitted no later than April 1, 2015.

Department judging for this award will be conducted by the Department Scouting Committee. The Department’s winning entry will be submitted to National for judging.

COMMUNITY SERVICE RECORD BOOK should be kept from May 1, 2014 to April 30, 2015 for State judging. Plaques will be awarded to the top three (3) entries. Special Citations will be awarded to the fourth through tenth places; and all other entries not placing in the top ten will receive a citation. The top ten winners will be presented plaques/citations at the State Convention. One award from National will be presented for the top State entry.

In addition to the above awards, all Posts entering a Community Service Record Book will have a chance to win a monetary award in the amount of $200.00 if judged best overall entry in their respective membership category. One (1) check will be issued to each membership category.

Category A – Posts with Membership of 10 thru 75
Category B – Posts with Membership of 76 thru 150
Category C – Posts with Membership of 151 thru 250
Category D – Posts with Membership of 251 thru 500
Category E – Posts with Membership of 501 or more

NOTE: To receive the monetary award for a record book entry in any of the four categories a Post must be 100% in membership.

NOTE: Record Book entries may be used to help break any ties in the All State Team Judging. The amount of effort placed in preparing the entry will be considered.

BUDDY POPPY CITATIONS will be presented to the District Commander whose District purchased the most Buddy Poppies and to the District Commander whose District had 100% participation in the Buddy Poppy Program.

The Post in each District who purchased the most Buddy Poppies will be given a citation.

LOYALTY DAY CITATIONS will be given to District’s and Post’s participating in Loyalty Day Programs.

POST MEN’S AUXILIARY RECOGNITION AWARD

Outstanding Community Service Award will be presented to the Post Men’s Auxiliary who has submitted the most outstanding reports on the following Community Service Activities by May 8, 2015.
A plaque and a check in the amount of $300.00, to assist in payment of expenses while attending the State Awards Ceremony during the State Convention.

All judging material must be at State Headquarters by 5:00 P.M. (1700 Hours) on May 8, 2015. (NO EXCEPTIONS!)

4. BY-LAWS AND MANUAL OF PROCEDURE:


5. DELEGATES TO DISTRICT/DEPARTMENT CONVENTION:

Section 222 of the National By-Laws provides that Posts shall elect delegates and alternates to District conventions at a regular meeting of the Post held not less than thirty (30) days prior to the District convention at which District officers are to be elected: one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post at the time of the election.

Delegates and alternates to the Department conventions shall be elected at a regular meeting of the Post held not less than thirty (30) days prior to the Department convention. Posts are entitled to one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post at the time of the election.

6. DISTRICT MEETINGS AND CONVENTION:

Pursuant to Section 403 of the National By-Laws and the Manual of Procedure, each District shall hold an annual District convention for the purpose of electing District officers, such convention to be held not less than ten (10) days nor more than seventy-five (75) days prior to the convening of the Department convention.

Pursuant to Section 403 of the National By-Laws – Regular Meeting, unless otherwise provided for in Department By-Laws, Districts shall hold at least three (3) regular meetings each year for purposes as prescribed in the Manual of Procedure.

Pursuant to Section 403 of the National Manual of Procedure – Regular Meeting, at least one (1) regular meeting shall be held by the District each year for the purpose of promoting schools of instruction for Post officers.

Pursuant to Section 417 of the National Manual of Procedure, District officers shall not assume the duties of their office until the Department Commander is installed.

District officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed in accordance with Section 416 of the Manual of Procedure.

7. E-MAIL ACCOUNT ACCESS:

All email accounts will be reset so the new Officers can take control of their emails as of June 10th. This will be the primary means of sending correspondence from State Headquarters to Post and District Officers.

You will receive all General Orders, special notices and any other documentation that you need via email. This will help cut down on postal expenses and speed up the response time for you receiving the information.

Here are directions for logging into your new account for the first time.
1. Go to Department web site www.vfwva.org
2. Click on Member Tools, VFW webmail.
3. The user name is your email address; put that on the first line (see below for your new address).
4. Your default password will be Virginia1 once you have accessed the mail program you will be asked to change it, it must contain at least one uppercase letter and one number.

For District Officers your address will be cdrdist1@va.vfwwebmail.com or adjdist1@va.vfwwebmail.com or gmdist1@va.vfwwebmail.com for Districts other than the first just replace the 1 with your District #.

For Post Officers your address will be cdrpost176@va.vfwwebmail.com or adjpost176@va.vfwwebmail.com or qmpost176@va.vfwwebmail.com for Post other than 176 just replace the 176 with your Post #.

All Posts should prepare now for the full transition to the computer age. You can always find a library to get online.

8. GENERAL ORDERS:

The cut off for the General Orders is the 20th of the month. No EXCEPTIONS. Subscriptions for hard copy via USPS for General Orders are $24.00 for the year. Please contact State Headquarters for more info.

9. IMPORTANT DATES:

March 1-5, 2015 Legislative Conference, Washington, DC
April 18, 2015 Department Commander and President’s Homecoming, Harrisonburg, VA
June 11-14, 2015 Department Convention, Williamsburg, VA. Room Rate $87.00, cut-off date 5-20-15. Phone 757-220-2250.
July 18-22, 2015 National Convention, Pittsburg, PA
October 2-4, 2015 National C-I-C Homecoming, Pittsburg, PA
November 19-22, 2015 Southern Conference, Savannah, GA

10. LEADERSHIP REFERENCE GUIDE:

Attention Post Commanders and Quartermasters: the VFW Leadership Reference Guide is now available online at the National VFW website (www.vfw.org). You will have to create an account and log on as a VFW member to be able to view or print it.

11. LEGACY LIFE MEMBERSHIP:

Legacy Life Membership: This prestigious program is available to all Life Members. Three levels of membership each offer their own package of exclusive member benefits. Financial contributions to the Legacy Life Member program are tax deductible to the maximum extent allowed by law.

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What will your Legacy be?

12. MEMBERSHIP:

Commanders and Comrades,

We are entering our ninth month of Buddy’s year. The Department has 24 Post that have not recruited a new member or reinstated a member. I would be willing to wager money that the majority of those Posts are the same ones, 23,
that did not help the Department with its membership program last year. It appears that, at this point, we have an additional Post that wants to sit on its A__ _ this year and not do the work for the Department. Commanders of these Posts, you are extremely fortunate that I am not your Department Commander this year. If that were the case, I would not be calling you Commander for the remainder of this year. I am curious; please let the rest of the Department know why you feel that recruiting is not important to your Post. The majority of you have deceased comrades this year, or members that have transferred out of your Post or that have moved out of the area. Here’s a news flash for you, it doesn’t become easier to make a 100% with a smaller quota.

On to a more positive note, Commander Weekley instituted a new Post on January 31st. It is Dinwiddie County Post 12145 and they held their first meeting on February 11th. Fourth District Commander Don Westerlund and I attended that meeting and Commander Brenda Armstrong conducted the meeting as if she had done it many times. I am predicting that she will lead that Post to All State Honors next year. A reminder to all Post that are pursuing All State this year, the Membership criteria deadline has been extended to June 30th. We hope this will help fill the 30 slots that Buddy has allowed for All State for the current year. If you have any questions about the additional slots for All State Honors, contact me or any Line Officer and we will answer them. I encourage all Districts to take a look at their Districts for the possibility of starting a new Post next year. It’s time that Virginia stops using lame excuses and takes advantage of the over 400,000 veterans that are eligible to join our great organization. They will join if you ask them.

The Department will start our Membership Round-Ups this month. This is an effort to help Post reach their potential. We will ASSIST Post personal in the fine art of recruiting, retention, and reinstating. If your Post or District would like to have State Line Officers and State Recruiters help with your efforts, please do not hesitate to call me or State H.Q. for assistance. The Department is closing in on 93% and it will take effort from ALL of our Post if we are to reach our goal of 100% plus 1.

One last thought for our 24 Post Commanders that haven’t started their membership efforts yet. There is an old saying, ITS TIME TO LEAD, FOLLOW, OR GET THE HELL OUT OF THE WAY.

Yours in Comradeship,
Tom Hines-PDC
Membership Chairman

13. MEMBERSHIP WEBINAR TRAINING:

Continuing Membership webinar training will be held on the second Wednesday of each month from 11 a.m. – 12 p.m. CST.

All interested parties are encouraged to participate, and each session will be recorded for those unable to participate live.

14. NATIONAL CONVENTION HOUSING:

116th National Convention Housing will officially open February 16, 2015. Housing reservation information will be located on the convention website accessed through the main VFW website at www.vfw.org. The convention website will also have general convention information including the registration form and links to other convention related information for Pittsburgh – July 18-22, 2015 including a tentative agenda.

15. NATIONAL CONVENTION REGISTRATION:

Section 222 of the Manual of Procedure states each Post will pay, in advance, a national convention registration fee of twenty-five dollars ($25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten dollar ($10) delegate fee provided the Post has paid the mandated $25 advance registration fee. All advance registrations should be mailed to the VFW National Headquarters, 406 West 34th Street, Kansas City, MO 64111, ATTN: Convention Registration or you may register on-line by going to www.vfw.org.

16. PARTNERS IN PATRIOTISM:

Have You Heard About the VFW’s Partners in Patriotism? – Would you like to support the VFW’s life-changing programs for veterans, service members and their families without receiving all of the unwanted mail? The VFW has developed an option that lets you support VFW programs on a monthly, quarterly, or yearly basis, as well as reduce
expenses and eliminate unwanted mail. It is called Partners in Patriotism. As a member of Partners in Patriotism, you choose a set dollar amount for your donation (minimum amount of $10) that is either charged to your credit card or set up as an Electronic Funds Transfer (EFT) from your bank account. If you are interested in joining Partners in Patriotism, you may contact the VFW Development Department Donor Services at 816-756-3390, ext. 6318, or email us at partners@vfw.org with “Partners in Patriotism Application” in the subject line.

17. POST ELECTIONS:

Attention is directed to Section 217 of the National By-Laws and the Manual of Procedure covering the nomination, election and installation of Post Officers. Post Election Report forms are being mailed to Post Quartermasters with instructions that they complete the form online through the Online Membership System (OMS) or they can complete the form and return directly to National Headquarters immediately following the election of Post Officers, by not later than June 1st.

18. REPORTING:

Comrades to view whether your Post has submitted an Audit Report, Americanism, Community Service, Safety, Youth or Hospital report you will have to visit the Department website (www.vfwva.org).

The website is updated daily. If you have any questions please call State Headquarters.

There will be no form for Homeless when reporting for assistance to a homeless veteran please put it on a Community Activity report under aid to others.

19. RESOLUTIONS:

It is the time of year to begin thinking about any changes you would like to see concerning the operation of the VFW at the Department and National levels. All changes must be presented in the form of a resolution and be submitted to the Department for consideration at the Department Convention.

If a Post wishes to make a resolution or by-law change, it is not necessary that a draft of the proposed new text be submitted through your District. However, by obtaining the support of the other Posts within your District you can reinforce your Post's position.

The Resolutions Committee consists of Rick Raskin, Post 7589--Chair; Tom Ferguson, Post 2239; Ron Link, Post 7589; and Harold Sayles, Post 10654.

Any member of the committee can assist you in drafting your resolution. Please see additional information in these General Orders or ask any member of the Resolutions Committee about your thoughts.

We encourage everyone to have any proposed resolutions and by-laws changes submitted by 15 May 2015. Resolutions may be submitted at the Department Convention up until 1700 hrs the evening prior to scheduled voting. However, since those resolutions will not be included in the abstract document they may not receive due attention by the Convention Delegates.

Please send all resolutions to Department Headquarters either via U.S. mail or electronically via e-mail.

Rick Raskin
Chair, Resolutions Committee

20. ROSTER UPDATES:

New Quartermaster
VFW Post 993
Jennifer Neathery
90 Farragut Street
Portsmouth, VA 23702
757-339-6861

New Jr. Vice Commander
VFW Post 1444
Beverly White
1750 Victoria Street
Salem, VA 24153
540-345-2853
21. SPECIAL ORDER:

Upon recommendation of the Commander, Department of Virginia, and in accordance with the provisions of Section 211 of the National By-Laws, the charter of Chincoteague Memorial Post 8629, Chincoteague, Virginia mustered October 29, 1946, is hereby cancelled and the Post declared defunct.

By order of
John W. Stroud
Commander-in-Chief

22. VFW PROGRAM CHANGES:

At the Jr. Vice Commanders/Quartermaster’s Conference recently held in Kansas City, we announced some changes that affect our VFW programs. These changes take effect March 1. The first change is the changing of the National Team Scouter title to Department Scouting Chairman. This positions this chairmanship in-line with all other programmatic chairmanships and eliminates any confusion that may have been associated with “National” in the old title.

Additionally, as a result of National Military Service no longer being a directorate and now a classification of programs, we’re renaming that classification of programs from National Military Services to Veterans & Military Support Programs. We believe the new classification will better resonate with our Posts and also the public. Those programs under Veterans & Military Support classification have not changed. They still consist of; Unmet Needs; Operation Uplink; VFW Sport Clip’s Help A Hero Scholarship program; and the Military Assistance Program. There will be more details to follow concerning the 3-year appointment and whether there will be a Veterans & Military Support Committee. Equally important to note, this change will not affect those persons currently appointed this year as part of the National Military Services Committee.

Lastly, a couple changes were made to the Smart/Maher VFW National Citizenship Education Teacher Award program. We are now allowing past state winners who were not selected as a National winner to be eligible for the program. Furthermore, we are changing the deadline date for this program for nominations to the Post from November 1 to February 15, with Department winners to National now April 5. Here are the following deadlines for this program:

*February 15 - Teacher nominations to the Post
February 28 – Completion of Post judging
March 15 – Completion of District judging
March 30 – Completion of Department judging
*April 5 – Department winners to National
*April 15 – Department reports to National

* Required deadline. All other deadlines are suggested, and can be internally set at the discretion of the Department leadership.
We ask for your assistance in making these changes known to your Posts.
Please let me know if you have any questions.
Thank you for your continued support of our VFW programs.

Kevin C. Jones
Director, VFW Programs/NMS

23. VFW RIDERS:

Comrades,

This July the VFW Riders of Virginia are going to ride to the VFW National Convention in Pittsburg. My name is Shep Shepherd and I’m the VFW Riders Department of Virginia Chairman. Our goal is to raise monies to carry to the VFW National Convention parade prior to the start of the Convention and present a check from the Posts of Virginia and the VFW Riders Virginia to the VFW Commander in Chief. I am asking for donations from you to help us raise money for the Howard E Vander Clute Jr. Memorial Motorcycle Ride.

The monies raised this year will go to help our veterans through the National Military Services program (NMS). Last year with slightly more than 70 riders they raised more than $23,000. This year with your help and monies raised by the VFW Riders Virginia we are hoping to double last year’s numbers.

Thank you Comrades for all you do for our veterans.

Please send your donations to Kim Deshano, Department of Virginia Quartermaster. Earmark your donations VFW Riders Virginia Howard Vander Clute Memorial Ride

Shep
William J Shepherd
VFW Riders Virginia Chairman

24. VIRGINIA VETERAN:

The next edition of Virginia Veteran will be published electronically in April. Copies will be emailed to all Virginia officers so that they may be distributed locally. Also, the paper will be posted on the Department website www.vfwva.org.

The deadline for articles to be included in the next edition is March 31, 2015.

Articles may be emailed to gm7589@verizon.net or physically mailed to: VFW Post 7589, PO Box 10206, Manassas, VA 20108-0668.

This is YOUR newspaper and we want to showcase all of the great work we are doing in Virginia.

Rick Raskin
Editor

Official: By Order of:  
Kim A. DeShano Earle P. Weekley Jr.
State Adjutant State Commander
PREPARING A RESOLUTION TO BE CONSIDERED BY THE NATIONAL CONVENTION

The policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Most such resolutions originate at the Post level and are passed through the District and Department before being acted upon at a National Convention. Many times, an otherwise worthy idea gets nowhere merely because it is not correctly presented.

A resolution contains two separate parts; a statement of the problem to be solved, and the proposed solution to the problem. The problem is outlined in the "WHEREAS" clauses, and the proposed solution is given in the "RESOLVED" section.

The "RESOLVED" section of a resolution should be complete in itself without depending on the "WHEREAS" clauses to give it meaning.

EXAMPLE:

WHEREAS, the rising cost of living has created an intense hardship on those disabled veterans whose only income is a meager pension check; now, therefore

BE IT RESOLVED, that we petition Congress to enact legislation which would provide a substantial increase in non-service connected pension rates.

(Note: The "RESOLVED" section has a proposed solution that makes sense and can stand alone without the "WHEREAS" clause giving it meaning.)

A resolution may deal with a local problem. It needs no action on a level higher than that of the Post. If the problem concerns an area larger than that served by the Post, it should, after Post approval, be presented before the District or County Council. All resolutions of statewide, regional or national concern must be acted upon by the Department Convention. Those resolutions approved by a Department Convention, which affect persons or matters outside the state boundaries, must be forwarded to the National Convention for final disposition.

When submitting a resolution to the Department Convention, a notation on the bottom should show the previous action taken, such as, approval by Post and, if applicable, by the District. A Post or District submitting a resolution to its Department Convention must follow guidelines established by the Department, which may require submitting the resolution to the Department Adjutant prior to the convening of the convention.

Resolutions not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

Resolutions approved by a Department Convention, which affect matters outside state boundaries, must be forwarded by the Department Adjutant to the National Convention for final disposition. Approved resolutions should be sent to national headquarters at the close of the department convention. The Adjutant General requests all resolutions be forwarded to National Headquarters on or before the first working day of July. A resolution disapproved by the Department Convention or not acted upon by the Department Convention will not be considered by the National Convention.

Resolutions may also be originated by Department officers or by the Department Convention itself and acted upon by the Department Convention. A National Officer may originate a resolution concerning National affairs and submit it directly to the National Convention without Department action. Likewise, a National Convention Committee may originate a resolution and present it for approval during the National Convention.

Policy set by the National Convention is binding upon all subordinate units of the Veterans of Foreign Wars. No Post or Department is permitted to take any individual action or espouse any cause contrary to the National By-Laws or to the actions of the National Convention except that it may propose changes in policy by the preparation of a resolution for consideration as outlined herein.
PREPARING PROPOSED AMENDMENT TO THE NATIONAL BY-LAWS, MANUAL OF PROCEDURE OR RITUAL

By-Laws: Any member in good standing, a Post, a District, or a Department, may propose an amendment to the National By-Laws; provided, however, before consideration at the National Convention, the proposed amendment must be approved by a Department Convention. Immediately following a Department Convention, the proposed amendment(s) must be forwarded to National Headquarters.

Manual of Procedure and Ritual: Any Post, District, or Department may propose an amendment to the Manual of Procedure or Ritual; provided, however, before consideration at the National Convention, the proposed amendment must have been forwarded, through channel and have been properly approved. In order to meet National By-Law/Manual of Procedure Article XIV requirements, to provide 15 day notice to all Posts of all amendments, the Adjutant General requests all amendments be forwarded to National Headquarters on or before the first working day of July.

By-Law, Manual of Procedure or Ritual changes not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.

A proposed change to the National By-Laws, Manual of Procedure or Ritual must be submitted as such, not as a resolution. Proposed amendments must be definite and specific as to the verbiage to be deleted or added. Use of the most recent amended copy of the National By-Laws, Manual of Procedure and Ritual is encouraged, as proposed changes considered by convention delegates cannot be amended on the floor.

EXAMPLE 1:

Proposed Amendment to National By-Laws proposed by Department of ______.

Section 202 - By-Laws

Amend Section 202, National By-Laws, by deleting the words "two-thirds (2/3)" in the first sentence of paragraph one, and inserting, in lieu thereof, the following: "majority".

EXAMPLE 2:

Proposed Amendment to National Manual of Procedure proposed by Department of ______.

Section 518- Officers: Duties and Obligations.

Amend Section 518, Manual of Procedure, by deleting paragraph (a) (1) d. in its entirety and inserting, in lieu thereof, the following: "Plan and organize all social functions."

EXAMPLE 3:

Proposed Amendment to National Ritual proposed by Department of ______.

Amend the Ritual by deleting on page 48, in the last sentence of the Member's Obligation, the words "and a citizen of our great republic." Further amend by placing a period after the word "comrade" in the same sentence.

If you require help composing a proposed change to the Bylaws, Manual of Procedure or Ritual, please contact Administrative Operations at National Headquarters for advice and assistance in properly preparing a proposed amendment to be voted upon by your department convention.
Dear Post Quartermaster:

Enclosed with this letter is the very important Post Election Report, which must be completed and immediately filed with VFW National Headquarters following your annual Post election in April. Although it is the responsibility of the Post Commander under Section 218(a)(1)(i) of the National Manual of Procedure to ensure the filing of the report for the ensuing year, you as Post Quartermaster have access to the membership and Post records which are needed to properly render the report. We are therefore requesting you complete the form online and ensure its accuracy. It is important that a Post Election Report be completed online even if there are no changes in the elected and appointed officers for the ensuing year.

To continue our commitment to better use our financial resources, I am encouraging every Post to file their report using the Online Membership System (OMS). This enhanced system allows you as Quartermaster an opportunity to efficiently and effectively report the Post’s newly elected officers.

Once you’ve successfully entered the new data and transmit, a copy of the election report will be sent to the email address of the person completing the form and also a copy to your Department Headquarters.

Please be reminded that Section 211 of the National By-Laws stipulates authority to the Commander-in-Chief, to suspend and eventually revoke a Post Charter for failure to submit a properly completed Post Election Report to this Headquarters by June 1.

You will also find enclosed the National Convention Post Registration invoice, which must be completed and filed in advance of the National Convention. Recent changes in Section 222 of the Veterans of Foreign Wars By-Laws require each Post to pay in advance a National Convention registration fee of $25, this shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a $10 delegate fee. Each Post is encouraged to register at least one delegate and one alternate for every thirty members or fraction thereof.

Like the Post Election Report, the National Convention Post and Delegate registration process is available to Quartermasters through the Online Membership System (OMS). Only a Post Quartermaster can register a Post and its delegates online. Members accessing the convention website will only be able to register as attendees.

For your convenience, we are providing complete instructions on how to accomplish these two very important processes, as well as the OMS alternative methods.

I appreciate your cooperation on these matters.

Sincerely,

John E. Hamilton  
Adjutant General

JEH:dep
Enclosures
INSTRUCTIONS FOR PROPERLY SUBMITTING POST ELECTION REPORTS

The 2015-16 Post Election Report is to be completed by the outgoing Post Quartermaster during or immediately following the election meeting.

Information you will need to properly file your report:

- Elected Post officers membership information to include current contact information and membership number
- Post meeting information to include address, day and time. The day should be shown as “First Tuesday,” “Third Wednesday,” as appropriate. If a meeting is held more than once a month, show as “First and Third Monday,” “Every Friday,” as appropriate. Time should be shown as “11:00 am,” “7:30 pm,” as appropriate
- Post mailing address, Post email and website information
- Post Federal Employer Identification Number (EIN)
- Current Post dues amount
- Commander’s named appointments for Adjutant, Judge Advocate, Surgeon and Service Officer

ONLINE ELECTION REPORT

Online reporting is the required method of submitting the Post’s 2015-16 Election Report. As Post Quartermaster, you will log into www.vfw.org and access the “Online Membership System” (OMS) under “Post Quartermaster Tools & Resources,” click on “Post Election Report”; you are now ready to use the newly enhanced reporting procedure. Follow the step by step process, verify your summary, make any necessary corrections and submit. This is a 5-7 minute process for the average user.

Quartermasters who need assistance setting up their OMS account should view the following link to access training materials http://www.vfw.org/oms/TrainingMaterials.aspx

Department Quartermasters have access to OMS and have the ability to enter Post Election results for a Post. Please utilize this resource if you do not have access to OMS.

In addition to the annual Election Report, this system will be utilized to make officer changes during the administrative year.

MAIL-IN OR FAXED ELECTION REPORT

Although a return, postage paid envelope has been included in this year’s mailing, we ask that you make every attempt to use the online reporting method. **Do not mail or fax your report if you have utilized the online reporting method.** Your report can be submitted by mailing one copy to the Adjutant General in the enclosed envelope or fax to 816-968-1149.

This will be the last year that we will provide a postage paid envelope.

NOTIFICATION

Changes in Post Officers will also be acknowledged by email to the Post’s V-mail account.

Post Quartermaster’s will receive a “Post Record Acknowledgement” via USPS. This card is used to show the reported change of the Post Commander, Post Quartermaster and/or Post Dues Amount. Only return this card to correct erroneous information. Corrections can also be made by accessing the OMS.

National Headquarters will be providing Post and officer information to the Department Headquarters.

Questions regarding the Post Election Report can be answered by calling 816-756-3390 ext. 299.
## 2015-2016 POST ELECTION REPORT

**DATE OF ELECTION:**

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**POST WEBSITE**

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### COMMANDER

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### 3 YEAR TRUSTEE

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### SERVICE OFFICER (APPOINTED)

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VFW FORM POST ELECTION REPORT REV 01.05.2015
INSTRUCTIONS FOR PROPERLY SUBMITTING
POST CONVENTION REGISTRATION, DElegates, Alternates AND ATTENDEES

NATIONAL BY-LAW - SECTION 222

Delegate strength shall be one for every thirty (30) members or fraction thereof in good standing. Delegates and alternates shall be elected in accordance with the Manual of Procedure.

Each Post will pay, in advance, a national convention registration fee of twenty-five dollars ($25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten dollar ($10) delegate fee.

ONLINE

Online submission is the most preferred method of submitting the National Convention-Post & Delegate registration fee(s). As Post Quartermaster, you will log into www.vfw.org and access the “Online Membership System” (OMS) under “Post Quartermaster Tools & Resources,” click on “Post & Delegate Registration” link. This is a 3-6 minute process for the average user. Please have the membership number available of all delegates, alternates and attendees you are registering.

Only the Post Quartermaster, utilizing this system, can register the Post’s Delegates online. Members accessing the National Convention website are registered as attendees only.

The Post registration fee of $25 must be remitted prior to the convention; Post delegates will not be able to register their credentials unless this fee is paid.

MAIL-IN OR FAX

Enclosed with this notification is an invoice in the amount of $25. Quartermasters may fill out and return this invoice using the enclosed pre-addressed, postage paid envelope. This form must be signed by the Adjutant or Quartermaster. The Post registration fee of $25 must be remitted prior to the convention; Post delegates will not be able to register their credentials unless this fee is paid. When using the enclosed form you are required to include the membership number, name and address of all delegates, alternates and attendees you are registering.

DEFINITIONS

Delegate- Member (in good standing) of the Post elected to represent the Post in all business activity at the National Convention. Delegates elected under Section 222 of the National By-Laws and Manual of Procedure shall not be considered instructed and may exercise full authority in the duty performed.

Alternate- Member (in good standing) of the Post elected to represent the Post in all business activity at the National Convention in the event the elected delegate cannot attend. Alternates not fulfilling the role as “delegate” are considered “attendees.”

Attendee- Any member in good standing may register for the National Convention. Registering for the National Convention is another way a member can show support for VFW programs. The $10 registration fee entitles the member to a convention packet which may be picked up at the convention.

NOTIFICATION

Post Quartermasters will receive letter confirmation that the Post is registered.

Delegates, alternates and attendees will receive a confirmation letter. Included in this letter will be a request for emergency contact information. We are asking all to fill-out and bring this form with them to convention; this is voluntary, but recommended.

All notification will be sent USPS, 3-5 days after processing.

Any change to a delegate’s status shall be reported to the Quartermaster General.
**National Convention - Post & Delegate Registration**

Section 222 of the National By-Laws states "Each Post will pay, in advance, a national convention registration fee of twenty-five dollars ($25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten dollar ($10) delegate fee." Each Post is encouraged to register at least one (1) delegate and one (1) alternate for every thirty (30) members or fraction thereof. Delegates and alternates shall be elected in accordance with the Manual of Procedure.

Any member in good standing may register for the National Convention. Registering for the National Convention is another way a member can show support for VFW programs. The ten dollar ($10) registration fee entitles the member to a convention packet which may be picked up at the convention.

Please type or print each member's information below and designate as delegate, alternate or attendee. (Any change to a delegate's status shall be reported to the Quartermaster General)

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<tr>
<th>Registration Type</th>
<th>Membership Number</th>
<th>Member Name</th>
<th>Member Address</th>
<th>E-Mail</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Registration Fee w/ Delegate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>25.00</td>
</tr>
</tbody>
</table>

Choose only one registration type per line.

Packets not picked up at the convention will not be mailed unless a request is received in writing within 60 days of the close of the convention.

Post Registration Fee with one (1) Delegate 25.00

Add $10.00 each additional Delegate/Alternate/Attendee

TOTAL ENCLOSED

Signature of Adjutant or Quartermaster: ________________________________

Post # __________________________

O CHECK/MONEY ORDER  O VISA  O MASTER CARD  O DISCOVER  O AMERICAN EXPRESS

Card Number: ________________________________

Expiration Date: ________________________________

Card Holders Name: ________________________________

Mail completed form to:
VFW Convention Registration
406 W. 34th St.
Kansas City, MO 64111
TO: POST ADJUTANT

FROM: National Convention Office, VFW

SUBJECT: ROOM RESERVATIONS FOR NATIONAL CONVENTION

Reservations for the 116th VFW National Convention open in February.

All members of your Post who desire to make room reservations for the convention are directed to use one of the following procedures:

1) Telephone: 412-316-0316 9 am – 5 pm EST, M-F
   Domestic and International

2) Fax: 412-201-5706 (do not mail after faxing)

3) Mail: Visit Pittsburgh Housing
   120 Fifth Avenue Ste. 2800
   Pittsburgh, PA  15222
   Email: housing@visitspittsburgh.com

4) Internet: Visit the VFW website at www.vfw.org to access an online registration form.

In order to take advantage of the special convention rates, be sure to book your reservation by Friday, June 12, 2015. All reservations require a valid credit card or check deposit for guarantee at time of confirming reservations. Reservations received without a valid guarantee will be returned and will not be processed. If you choose to guarantee with a check deposit, please include it with your housing request form and mail to the address provided above. Credit card is the preferred method for guarantee. All check deposits must be in the amount of $175.00 and made payable to: VisitPittsburgh or to your assigned hotel.

This housing procedure gives our membership the most efficient and effective method of making and ensuring room reservations in Pittsburgh.

The enclosed housing form may be duplicated, as needed.
116th VFW National Convention 2015
July 18 - 22, 2015 · Pittsburgh, PA
Official Hotel Reservation Form

INSTRUCTIONS
Reservations can be made in one of the following ways:

INTERNET: Visit the VFW web site at www.vfw.org.

TELEPHONE: (412) 325-0316 Domestic and Int'l
9:00 a.m. to 5:00 p.m. EST, M-F

FAX: 412-201-5706

MAIL:
VisitPittsburgh Housing
120 Fifth Avenue, Suite 2800
Pittsburgh, PA 15222

EMAIL: housing@visitpittsburgh.com

DEADLINE
Reservations must be made by phone, fax, mail or internet by
Friday, June 12, 2015. Reservations received after this date will be subject
space and rate availability.

CONFIRMATIONS
VisitPittsburgh Housing will send an
e-mail confirmation of your reservation.
Please review all information for
accuracy. If you do not receive a
confirmation or have questions, contact
VisitPittsburgh Housing by email or phone. Your hotel will also send
an official confirmation by July 4,
2015.

TAX RATE and REQUESTS
All rates are per room and are subject
to a combined hotel occupancy
and sales tax of 14%. While special
requests cannot be guaranteed, hotels
will do their best to honor requests.
Hotels will assign specific rooms upon check-in, based on availability.

ROOM DEPOSIT REQUIRED:
Reservations will not be accepted
without a deposit. Room Deposits will
be accepted in the form of a valid
credit card (proforma) with signature
authorizing the credit card guarantee
to be charged for the deposit. If the
decline the credit card is denied, we
reserve the right to release your
reservation. Room Deposits will be
accepted by check made payable to
VisitPittsburgh in the amount of
$75.00 until June 12, 2015.

CANCELLATION POLICY
Cancellations after June 12, 2015 will
be subject to a $25.00 service fee.
One night’s room and tax will be
forthelike if cancellation
occurs within seventy-two (72) hours
prior to the attendee arrival date and
will be charged by your hotel.

GUEST INFORMATION (PLEASE PRINT)
FOR BEST AVAILABILITY, AND IMMEDIATE CONFIRMATION, MAKE YOUR RESERVATION VIA
INTERNET (www.vfw.org) OR BY PHONE AT (412-325-0316)

Arrival Date ____________ Departure Date ____________

First Name ___________________________ Last Name ___________________________

E-mail Address: ___________________________

Daytime Phone: ___________________________ Fax: ___________________________

Company: ___________________________

Address: ___________________________

Address 2: ___________________________

City/State/Province ___________________________

Zip/Postal Code, Country ___________________________

HOTEL SELECTION
Each state/department has been assigned a hotel with an allocation of rooms. In the event the
allotment has been filled, a room will be reserved at another VFW hotel based on your preference of rates
or proximity and availability.

If hotel assignment is sold out, which is more important? (check one) □ Room Rate □ Location

State you reside in: ___________________________

Room Type Requested: □ One Bed □ Two Beds

(Submit one room request per form. Should additional forms be needed, please make copies.)

List all room occupants:

__________________________

__________________________

__________________________

□ Check here if you have special needs and specify below.

Special requests:

NOTE: All hotels are non-smoking properties. All have designated outdoor smoking areas.

DEPOSIT INFORMATION
All reservations requests must be accompanied by a credit card guarantee or check for one night’s deposit. Forms
received without a valid guarantee/deposit will not be processed. Check deposits must be mailed with a completed
housing form.

□ Visa □ American Express □ Discover □ MasterCard

Card Number ___________________________ Exp. Date ___________________________

Name on Credit Card ___________________________

Address, City, State, Zip ___________________________

Cardholder’s Signature* ___________________________

* I hereby authorize the participating hotel to charge a deposit of $175.00 to my credit card on or just after June 12, 2015
and authorize the participating hotel to keep one nights room and tax charge if I fail to cancel my reservation 72 hours prior
to my arrival date.

□ Check deposit of $175 enclosed and made payable to VisitPittsburgh Housing Mail check with completed housing form to: VisitPittsburgh Housing, 120 Fifth Avenue Place, Suite 2800, Pittsburgh, PA 15222. Must be received no later than June 12, 2015.
# 2015 DEPARTMENT HOTEL ASSIGNMENTS

<table>
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| Marriott City Center    |                                |
|-------------------------|                                |
| Illinois                |                                |
| Indiana                 |                                |
| Michigan                |                                |
| Ohio                    |                                |
| Minnesota               |                                |
DOWNTOWN PITTSBURGH HOTELS

1. Courtyard by Marriott
2. Doubletree by Hilton Hotel & Suites
3. Hampton Inn & Suites Downtown
4. Marriott Pittsburgh City Center
5. Omni William Penn Hotel
6. Westin Convention Center Hotel
7. Wyndham Grand Pittsburgh Downtown (HQ Hotel)

VisitPITTSBURGH Welcome Center
VFW 116th National Convention
Pittsburgh, Pennsylvania
David L. Lawrence Convention Center
Tentative – July 18-22, 2015

All meetings are held in the convention center unless otherwise noted.
Times for various functions are subject to change.
Meeting rooms will be posted closer to conference dates and are subject to change.

Saturday, July 18, 2015

8:00 a.m.-4:00 p.m. VFW Health Fair
8:00 a.m.-4:00 p.m. VFW/Registration/Exhibits
8:00 a.m. National Veterans Service Advisory Committee
10:30 a.m. Budget and Finance Committee
12:00 p.m. Vander Clute Memorial Ride - Check Presentation
1:30 p.m.-3:30 pm. National Council of Administration Meeting
4:00 p.m. – 6:00 p.m. Conference Meetings
6:00 p.m. Catholic Mass
7:00 p.m. Veterans Service Resolutions Committee (for Chairmen)

Sunday, July 19, 2014

7:00 a.m. Gold Star Families Reception
7:00 a.m. Catholic Mass
7:00 a.m. Protestant Service
8:00 a.m.-4:00 p.m. VFW Health Fair
8:00 a.m.-4:00 p.m. VFW Registration/Exhibits
8:30 a.m. Memorial Service
10:00 a.m.-Noon Membership Workshop
10:00 a.m. – 11:00 a.m. NMS Committee Meeting
10:00 a.m. – Noon Veterans Benefits Forum
10:00 a.m. – Noon National Legislative Service Meeting
1:00 p.m. – 4:00 p.m. VFW Programs Workshop

Committee Meetings:
1:45 p.m. Resolutions Committees
2:00 p.m. National By-Laws, Manual of Procedure and Ritual

Resolutions Committees:
2:00 p.m. Finance and Internal Organization (200 series)
2:00 p.m. General Resolutions (300 Series)
2:00 p.m. National Security and Foreign Affairs (400 series)
Sunday, July 19, 2015 (cont.)

2:00 p.m.  National Veterans Service Resolutions (600 series)
          Sub-committee I – Health
          Sub-committee II– Benefits
          Sub-committee III–Economic Opportunities/Other

Monday, July 20, 2015

8:00 a.m.-4:00 p.m.  VFW Health Fair
8:00 a.m.-4:00 p.m.  VFW Registration/Exhibits
8:00 a.m.-12:00 p.m.  Joint Opening Session
1:00-4:00 p.m.  Business Session
1:30 p.m. – 2:30 p.m.  National Outstanding Community Service Post
                      Reception

Tuesday, July 21, 2015

6:30 a.m.-8:00 a.m.  Chaplains Workshop
8:00 a.m.-4:00 p.m.  VFW Health Fair
8:00 a.m.-4:00 p.m.  VFW Registration/Exhibits
8:00 a.m.-11:30 a.m.  VFW Business Session
11:30 a.m.-1:30 p.m.  Incoming CIC (Dept. Cmdrs.) Luncheon by invitation
11:30 a.m.-1:30 p.m.  All-American Commanders Lunch
1:00 p.m.-2:30 p.m.  SVC/SVP Luncheon by invitation
1:00-2:30 p.m.  JVC/JVP Luncheon by invitation
2:00 p.m. – 3:00 p.m.  Communications & Public Affairs Workshop
2:00 p.m. – 3:00 p.m.  Workshops
3:00 p.m.-5:00 p.m.  National Home
6:30 p.m.  Patriotic Celebration

Wednesday, July 22, 2015

8:00 a.m.  Business Session /Nomination/Election/Installation of
          Officers
11:00 a.m.  National Council of Administration (immediately following
          installation)
4:00 p.m.-6:00 p.m.  Commander-in-Chief’s and National President’s Reception
                      (Ticketed Event)

Updated: 11/4/2014 1:18 PM
Sponsorship Form

2015 Howard E. Vander Clute, Jr.
Memorial Motorcycle Ride

Final Stop: Pittsburgh, PA – July 18, 2015

YES, Count me in! While I am unable to participate in the ride, I would like to join other comrades and friends in honoring the memory of Past Commander-in-Chief/Past Adjutant General Howard E. Vander Clute, Jr. and helping the troops.

☐ SERVICE BRANCH SPONSORSHIP (________) $ 100.00
☐ COMMANDER'S SPONSORSHIP $ 50.00
☐ SGT. MAJOR'S SPONSORSHIP $ 25.00
☐ OTHER $_______

SPONSOR A RIDER:
Rider’s Name __________________________________________
Your Name ____________________________________________
Your address __________________________________________
City/State/Zip _________________________________________
E-mail __________________________________ Phone __________

PAYMENT: Circle one - Mastercard  Visa  Discover  Amex  Check Enclosed
Card Number ___________________________________ Expiration Date ______
Name on Card ______________________________________

If paying by check, make your gift payable to VFW – National Military Services. Your completed form, along with donation, should be returned to: Kevin Jones, VFW National Headquarters, 406 West 34th St., Kansas City, MO 64111.
Thank you and if you have questions, please call (816) 968-1116.

Signature ____________________________________________ Date _____________

All net proceeds from the Ride will be donated to VFW National Military Services for support of the military and their families.
Commanders Club Luncheon

ATTENTION: ALL PAST AND PRESENT COMMANDERS

You are invited to attend the Annual Commanders Club Luncheon to be held on Friday, June 12, 2015, at the Fort MacGruder in Williamsburg from 11:30 am to 2:00 pm.

Commanders, please pass this information on to your Comrades.

COST: $44.00 (includes tax & gratuity)

MENU:
- Mixed Greens Salad with assorted dressings
- Prime Rib of Beef au Jus with horseradish sauce
- Oven Roasted Potatoes
- Seasonal Vegetables
- Oven Fresh Rolls with Butter
- Bread Pudding with Custard Sauce
- Coffee, Decaffeinated Coffee, Herbal and Iced Teas, Ice Water

MAKE CHECK PAYABLE TO: Commanders Club

MAIL CHECK TO: Earle P. Weekley, Jr.
Commanders Club Treasurer
595 Bowman Road
Dayton, VA 22821

DEADLINE: May 30, 2015
PRE-REGISTRATION FOR MEAL IS REQUIRED.
PAYMENT MUST BE RECEIVED BY May 30th, NO EXCEPTIONS.
NO MEALS WILL BE AVAILABLE UNLESS PRE-REGISTERED.

REMEMBER: You can become a LIFE MEMBER for $30.00; ANNUAL DUES are $10.00.
All dues can be sent to Earle P. Weekley, Jr. at the above address.

Tom Ferguson, President
Buddy Weekley, Luncheon Chairman

----------
Please send the form below along with your check to assure accuracy.

Post No. ________  Amount Enclosed _________

Name of each person attending luncheon (please print clearly)

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE JOINED</th>
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Annual Dues for ____________________________________________
Life Member Dues for _________________________________________
### 93rd ANNUAL CONVENTION
DEPARTMENT OF VIRGINIA
VETERANS OF FOREIGN WARS OF THE UNITED STATES
FORT MAGRUDER HOTEL AND CONFERENCE CENTER, WILLIAMSBURG, VIRGINIA
JUNE 11 – 14, 2015

Eugene Chavis               Kathy Goodall  
Convention Chairman         Convention Vice Chairman  
Tentative Subject to Change

### Thursday, June 11, 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:30 AM</td>
<td>REGISTRATION, MOC</td>
<td>CLARA BARTON</td>
</tr>
<tr>
<td>11:00 AM</td>
<td>COUNCIL OF ADMINISTRATION MEETING</td>
<td>EARLY’S</td>
</tr>
<tr>
<td>NOON</td>
<td>REGISTRATION, VFW</td>
<td>CLARA BARTON</td>
</tr>
<tr>
<td>2:30 PM</td>
<td>JOINT MEMORIAL SERVICES</td>
<td>RICHMOND HALL</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>JOINT PRESENTATION OF AWARDS</td>
<td>RICHMOND HALL</td>
</tr>
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### Friday, June 12, 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>8:00 AM</td>
<td>REGISTRATION, VFW</td>
<td>CLARA BARTON</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>JOINT OPENING SESSION</td>
<td>HILLS &amp; MCCLELLANS</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>REGISTRATION, MOC</td>
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</tr>
<tr>
<td>11:30 AM</td>
<td>COMMANDERS CLUB LUNCHEON</td>
<td>EMORYS</td>
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<tr>
<td>2:30 PM</td>
<td>BUSINESS SESSION (NOMINATION OF STATE OFFICERS)</td>
<td>PETERSBURG HALL</td>
</tr>
<tr>
<td>5:30 PM</td>
<td>COOTIE GRAND SCRATCH</td>
<td>EMORYS</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>COOTIE DANCE – DJ</td>
<td>RICHMOND HALL</td>
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### Saturday, June 13, 2015

<table>
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<tr>
<th>Time</th>
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<th>Location</th>
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<tbody>
<tr>
<td>7:30 AM</td>
<td>PAST STATE COMMANDERS/PRESIDENTS BREAKFAST</td>
<td>STUARTS</td>
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<tr>
<td>9:00 AM</td>
<td>REGISTRATION, VFW</td>
<td>CLARA BARTON</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>BUSINESS SESSION</td>
<td>PETERSBURG HALL</td>
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<tr>
<td>1:00 PM</td>
<td>BUSINESS SESSION (ELECTION &amp; INSTALLATION OF OFFICERS)</td>
<td>PETERSBURG HALL</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>VFW RIDERS MEETING</td>
<td>TBD</td>
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<td>3:00 PM</td>
<td>MENS AUX MEETING</td>
<td>TBD</td>
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<tr>
<td>6:00 PM</td>
<td>RECEPTION/ DANCE – DJ</td>
<td>PETERSBURG HALL</td>
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### Sunday, June 14, 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:00 AM</td>
<td>JOINT DEVOTIONAL SERVICE</td>
<td>EMORYS</td>
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<tr>
<td>9:30 AM</td>
<td>NEW DISTRICT COMMANDERS SCHOOL</td>
<td>PETERSBURG HALL</td>
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<tr>
<td>12:00 PM</td>
<td>COUNCIL MEETING IMMEDIATELY FOLLOWING CLOSE OF CONVENTION</td>
<td>PETERSBURG HALL</td>
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Registration $5.00 (All VFW members are required to register)
FRIDAY COOTIE DANCE: $10.00 per person

**SATURDAY RECEPTION/DANCE WILL BE FREE TO ALL ATTENDING THE STATE CONVENTION**

Bottles will be permitted in the ballroom during Fridays dance. The hotel will furnish ice and mix.

**HOSPITALITY ROOMS**
State – Kearney’s **Second District – Room 467**
Tenth District - Room 367 **Cooties – 269 & 271**
There will be a Post somewhere that will be recognized for their efforts in Americanism.

How will this recognition be earned? By participating in the Americanism Program and by being the “Outstanding” Americanism Post in the Department. From the entries received the Post selected number one will receive a trophy at Department Convention. The Post placing second through ten will receive a Department Citation.

The rules governing this completion are relatively simple.

1. To qualify a winner at the Department level, the Post must be selected by the Department’s Awards Committee.

2. The entry must include the name and address of the person to whom the entry is to be returned.

3. Selection by the Department shall be based on Americanism projects performed during May 1, 2014 - April 30, 2015.

4. For the Post to qualify as an entrant, it must be reported in Americanism for the current year.

5. In order for the judges to have something on which to base their decision, some form of substantiating data (newspaper clippings, photographs, correspondence, etc..) must accompany each entry. All substantiating data should be organized into a record book format.

You should record the following programs and any other Americanism Projects completed in your entry.

Independence Day
Parades
Loyalty Day
Legislative Program
Buddy Poppy Education Program
Flag Presentation
Voice of Democracy

POW/MIA Program
Veterans Day
Memorial Day Services
Other Patriotic Holidays
Citizenship Education Programs
Flag Day

Post and District Americanism Chairmen have to begin their program early because the Department entry must be received at Department Headquarters no later than May 8, 2015.

For further information contact your Department Chairman.
OUTSTANDING COMMUNITY SERVICE POST

RECORD BOOK
ENTRY FORM

1. This form must be filled in and attached to the inside cover of the Community Activities Record Book that your Post enters in the Department Community activities Record Book Contest.

2. Be sure to provide the name, address and zip code of the person to whom the Record Book should be returned following the judging.

3. This form must be signed by the Post Commander

CATEGORIES FOR RECORDING PROJECTS

The Community Activities Program is divided into seven general categories:

1. Community Involvement
2. Cooperation with other organizations
3. Aide to others
4. School and Church Assistance
5. Safety
6. Americanism
7. Youth and Voice of Democracy

Post No. ___________________ City ________________________ State ___________________

Total Projects Since 5/1/14 Total Hours (Volunteered) Total Funds Used/Donated
__________________                              __________________

Total Post Members as of 4/1/15 Total Auxiliary Members as of 4/1/15 City Population
___________________      _____________________    __________

COMMUNITY ACTIVITIES CHAIRMEN

Post _______________________________________________ Auxiliary ______________________________

(Name of Chairman)                                            (Name of Chairman)

JUDGES, NOTE THE FOLLOWING LEADING PROJECTS

Page ___________, ____________________________________________________________________
Page ___________, ____________________________________________________________________
Page ___________, ____________________________________________________________________
Page ___________, ____________________________________________________________________

RETURN RECORD BOOK TO:
Name_________________________________________
Address_______________________________________
City __________________State __________Zip ________

Signature - Post Commander __________________________________________________________
Post Commander's Name (Print)_______________________________________________________
Address
City __________________________ State ________________________ Zip____________________
COMMUNITY ACTIVITIES RECORD BOOK GUIDELINES

1. Record books should contain community service projects that are completed during the period May 1, through April 30.

2. FASTENER and COVER: If books have metal posts, steel is preferable to brass or aluminum. If covers have decals, place self-adhesive clear plastic over the decals so they will not be damaged during shipping and handling. Please use superior quality page dividers and index tabbing; the extensive handling that the record books experience must be considered.

3. CLIPPINGS AND PHOTOGRAPHS: Show dates and captions. Include supporting information.

4. ACCOUNTING OF EXPENSES: In a brief statement show how money was spent for each category (one or two pages at the most for each category).

5. ARRANGEMENT OF BOOK: Enter each project by category. (Chronological or month by month listing makes your entry more difficult for the judges to evaluate.)

6. ENTRY FORM: Complete and fasten inside front cover of volume one.

7. MAIL OR SHIP RECORD BOOK ENTRY FOR THE DEPARTMENT CONTEST to your Department Headquarters or the address they designate.

8. Avoid non-community service related items in your record book entry. Pictures of Post Officers, installation of officers, meeting, etc., will not be credited.

(This material should be assembled in a separate section and kept by the Post until the record book is returned after the competition, then it can be added to the record book for permanent reference).

PREPARING A RECORD BOOK

Posts and Auxiliaries carry on many projects which are of public service. The best way to tell the story of your Post and Auxiliary's work in the community is through a Community Activity record book that contains evidence of the many projects and programs your Post and Auxiliary perform.

The contents of your record book should be arranged and in such detail that it tells the story of each project, clearly and completely, to those who may read and judge it.

Posts and Auxiliaries should combine their community activity programs into one book or one set of books the Post and its Auxiliary are judged as a unit.

When making up a record book it is advisable to group your projects and programs into one of the seven categories. If a project qualifies for more than one category, select and list it under one category. It will be given credit, regardless of whether it is listed under the proper category.

For example:
Lite-a-Bike could be listed under categories five or seven.

Do not duplicate your efforts by placing them in each of the categories.

Remember, when compiling your community service record book you are telling a story of your work to judges who generally are not familiar with your efforts or community. The easier it is for the judges to read the facts, the easier it is for them to evaluate your work.

Some Community Activity record book entries have an additional index for each category which lists the subgroups within the categories. Some entries have an index only in the front of volume one.

Remember, also if you enter your record book in other competitions, the judges will be less likely to know about the VFW Community Activities Program. Just like composing a good letter, let your record book present the story so there will be no misunderstanding.
Greetings!

The Veterans of Foreign Wars of the United States will hold its annual state convention for Virginia June 11-14, 2015 at the Fort Magruder Hotel and Conference Center in Williamsburg, Virginia. As part of this, the VFW is looking for supporters and this is an awesome opportunity for you, your post, auxiliary or your business to showcase your support to our great organization.

Your level of support means our many programs and expenses related to our convention are covered and your donation would be tax deductible as the Virginia VFW is a 501(c)19 organization. With more than 33,000 Comrades, over 130 posts and more than 5,000 members of the Auxiliary your support would be seen by many through an advertisement placed into our convention book.

A full-page ad in the book costs just $75 and there is an unlimited number of ads that can be placed into the book. The deadline for registration is April 6th, 2015. All checks would be made payable to “VFW Virginia” and should be returned to the above listed address along with the registration form enclosed. Submissions for the advertisement should be sent electronically to our state headquarters at the email qm@va.vfwwebmail.com as a PDF attachment.

We thank you for your consideration and support in advance and we look forward to working with you.
Name of company/post/auxiliary/individual

Name of contact person from the company/organization

Phone number

Mailing address

Number of ads requested: ______ x $75 = ________ (enclose a check for this amount)

Cancelations made before the deadline will receive a full refund. After the deadline there will be no refund for your fee because of deadlines with the company printing the convention books.

Make check payable to “VFW Virginia” and return with this application. See above for address.

Submit the advertisement to qm@va.vfwwebmail.com in a PDF format. Final approval for appropriate content in your advertisement shall be the decision of the Veterans of Foreign Wars of the United States and their printing partner. All decisions are final. By signing below you give the Virginia VFW permission to use the material listed in the advertisement you provide for the sole purpose of printing in the 2015 state convention book.

Signature of company/organization/individual attending

Date
George Mason University, Vietnam Veterans of America, and Veterans of Foreign Wars present
a free showing of the documentary

*Last Days in Vietnam*

a Moxie Firecracker production for American Experience Films
produced and directed by Rory Kennedy

*2015 Academy Award® nominee for Documentary Feature*

**Sunday, March 29, 2015, 6:30 PM**

Johnson Center Theatre, Fairfax Campus

George Mason University

*Pre-event information session begins at 5:30 PM*

*Film to be followed by an interactive Panel Discussion*

Free parking in the Mason Pond Parking Deck

*Last Days in Vietnam* was a 2014 Sundance Film Festival official selection, 2014 Sarasota Film Festival official selection, 2014 Full Frame Documentary Film Festival official selection, 2014 AFI DOCS official selection, and recipient of the 2014 Audience Award Best Feature Film at the Nantucket Film Festival.

American Experience® is produced for PBS by WGBH Boston