

VFW

VETERANS OF FOREIGN WARS.



*"Your passion is your internal compass
that will guide you from where you are towards
where you want to go."* - John C. Maxwell

“Steady the Course”
State Commander
Eric Mallett

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Agenda

- **Commander's Opening Remarks**
- **The Virginia Veterans Foundation**
- **All-State/All-American/Recruiter Awards/Membership SOP**
- **By-Laws, Incorporation, and the IRS**
- **Parliamentary Procedure**
- **Inspections**
- **VFW Programs**
- **Final Comments and Questions**



Headquarters Contact Info.

- Mailing Address: 403 Lee Jackson Highway
Staunton, VA 24401
- State Headquarters Phone Numbers:
 - Primary: 540-886-8112
 - Secondary: 540-886-6528
 - Fax: 866-416-0586
 - CDR Cell: 757-769-1143
 - QM Cell: 804-304-7726

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Department Goals

- Ensure all Post and District leaders have reviewed the All-State/All-American Checklists and have developed an action plan to achieve All-State and All-American status.
- Increase the number of Posts and Districts achieving All-State and All-American status.

100% in membership state-wide

- Increase the number of Posts achieving 100% membership.
- Increase the number of recruiting booths at community events (fairs, gun shows, etc.).
- Increase outreach by recruiters from State HQ.
- Conduct at least two roundups.
- 100% reporting in all categories.

Improve/Expand/Increase training

- Continue Department led SOI's
- District officer assists with training
- Keep material current
 - Read the monthly General Orders



Conclusion

I am challenging each Comrade to step-up to be a great team player and together let's make this a very successful year for YOUR VFW.

Remember: *“Steady the Course”*

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The Virginia Veterans Foundation

- Foundations like our own are a 501(c)3 instead of a 501(c)19 like the Department HQ.
- Some companies and individuals like to donate to a 501(c)3 because they **INCORRECTLY** think there is a difference in tax write-offs.
- We can find sponsors to help with programs like Voice of Democracy, Service Officer work, and much more.

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How it works

- Our Foundation is controlled by a Board of Directors who are all VFW Virginia members and are either current line officers, Past State Commanders, or a Past Commander-in-Chief.
- We support and listen to which programs the Department's Council-of-Administration needs help with and raise money for those programs.
- All money is audited monthly and annually and appropriate federal tax forms are submitted.

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The legal information: By-Laws, Incorporation, and the IRS

All levels of the VFW are governed by the National:

- Congressional Charter
- By-Laws
- Manual of Procedure
- Ritual

...and in subordinate units also by their own By-Laws

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Post and District By-Laws

- Subordinate to National and Department
- By-Laws -- unit specific
- Keep units from common mistakes, losing control, and operating illegally
- Establish minimum requirements and procedures, and are not all inclusive
- Require 2/3 vote to approve or amend
- **Need to be approved by Department, then National before becoming legal**



Post and District By-Laws

How often should Post and District By-Laws be reviewed?

Standard Operating Procedures

Provide the organization with specific operating rules and procedures
Easy to create, amend, or change

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Incorporation

- Incorporation protects members from being held personally responsible for the corporation's liabilities
- **ALL** levels of the VFW **MUST** be incorporated.
 - Create the INC document & send it to the VFW state HQ's
 - File and pay the fee for creating
 - Renew your INC each year
 - Show the proof of being current at your annual Post inspection

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Incorporation **Virginia's charitable immunity statute**

Does not limit individual liability for:

- Willful misconduct
- Knowingly violating criminal law
- Liability derived from operation of a motor vehicle
- Violation of a fiduciary duty

Internal Revenue Service

- Determines an organization's tax status
- VFW is not-for-profit under IRS section *501 (c) (19)*
- Form 1024 – *Application for Recognition of Exemption*
- *IRS Letter of Determination*
- Most Posts and Districts are under the blanket Department Exemption
- On file and available for public inspection

Internal Revenue Service

All not-for-profit organizations must file an IRS Form 990 annually

	<u>Form</u>
All organizations may file	990
Gross receipts below \$200,000 and Total assets below \$500,000	990-EZ
Gross receipts at or below \$50,000	990-N

Internal Revenue Service

- Failing to file a Form 990 for 3-years will result in losing your tax exemption and group exemption!
- *"...for public inspection. The organization must furnish copies of its Forms 990, or Forms 990-EZ, for any of its 3 most recent taxable years."*



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Internal Revenue Service

Form 8822-B Change of Address or Responsible Party — Business

(Rev. October 2014) Department of the Treasury Internal Revenue Service

▶ See instructions on back. ▶ Do not attach this form to your return. ▶ Information about Form 8822-B is available at www.irs.gov/form8822b.

OMB No. 1545-1103

Before you begin: If you are also changing your home address, use Form 8822 to report that change.

If you are a tax-exempt organization (see instructions), check here

Check all boxes this change affects:

1 Employment, excise, income, and other business returns (Forms 720, 940, 941, 990, 1041, 1065, 1120, etc.)

2 Employee plan returns (Forms 5500, 5500-EZ, etc.)

3 Business location

Must file Form 8822-B on change of responsible officer e.g., Quartermaster

10 Signature (Define telephone number of person to contact (optional) ▶ _____)

Sign Here Signature of owner, officer, or representative _____ Date _____

Title _____

Where To File

Send this form to the address shown here that applies to you.

IF your old business address was in . . .	THEN use this address . . .
Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service Cincinnati, OH 45209-0023
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, any place outside the United States	Internal Revenue Service Ogden, UT 84201-0023

For Privacy Act and Paperwork Reduction Act Notice, see back of form. Cat. No. 574024 Form **8822-B** (Rev. 10-2014)

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Questions





**ALL-STATE & ALL-AMERICAN
REQUIREMENTS, RECRUITING
AWARDS
&
MEMBERSHIP SOP**

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Post All-State Requirements

- The Post must meet their 100% Membership quota by May 8, 2021 (according to the membership report for that day)
- The Post Quartermaster must be bonded.
- The Post must have been inspected and the Inspection Reports must be received by State Headquarters no later than 4pm on December 16, 2020, also with all documented discrepancies corrected by May 8, 2021 to complete this requirement.
- The Post Commander, Senior Vice Commander, or Junior Vice Commander must attend each District meeting.

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Post All-State Requirements

- The Post Commander, Senior Vice Commander, or Junior Vice Commander must attend the School of Instruction.
- The Post Commander must send Post members or Post Officers to State Recruiting School.
 - a. 500 or more members - 3 Members or Officers
 - b. 100 to 499 members - 2 Members or Officers
 - c. 99 members or less – 1 Member or Officer
- All Audit Reports must be turned into State Headquarters as required by Section 218 of the National By-Laws and Manual of Procedure. Posts may not have more than one late report out of the 4 required.



Post All-State Requirements

- The Post must purchase 500 Buddy Poppies per 100 members or fraction thereof.
- The Post must donate to the Department **Virginia Veterans Foundation (VVF)**. Posts with:
 - a. 500 or more members - \$125.00
 - b. 100 to 499 members - \$100.00
 - c. 99 members or less - \$75.00

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Post All-State Requirements

- The Post must have submitted the following reports at least **ONCE** during the first half of the year (May 1 thru October 31) and at least **ONCE** during the second half (November 1 thru April 30)
 - a. Hospital Report
 - b. Americanism Report
 - c. Community Activities Report
 - d. Safety Report
 - e. Youth Activities Report

Post All-State Requirements

- Post must participate in **AT LEAST 2 of 3** following programs:
 1. Voice of Democracy Program - submit a student to the District level for judging
 2. Patriot's Pen Program - submit a student to the District level for judging
 3. Teacher of the Year - submit a teacher to the District level for judging



Post All-State Requirements

- The Post must submit a Community Service Record Book, By May 8, 2021.

Note: Five (5) additional points towards the Captain of the All-State Team will be awarded to Posts submitting entries in all three programs.

Note: One (1) additional point for each of the submission of an entry for EMT, Fireman, Law Enforcement, and/or Scout of the Year.

Note: Posts will receive additional points towards the Captain of the All-State Team for membership. One fifth (1/5) of one (1) point will be assigned for each additional member above 100%.

Note: Posts with less than 50 members are not eligible for the All-State Team. To be eligible Posts must increase their membership to 50 or more members.

Note: A Post with less than 50 members who completes all other requirements of the All State program, achieves 100% in membership, but does not surpass 50 total members will be honored with a certificate and a check for \$300. These Posts will each be known as a “Meritorious Post”.

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Post All-American Leadership Criteria

- Achieve your Division Qualifying Percentage
- VOD – minimum of one entry advanced to District judging
- Patriots Pen - minimum of one entry advanced to District judging
- Must purchase Buddy Poppies
- Make a donation to **National** Veterans & Military Support Programs Services (minimum of **\$100**, can come from your Relief Fund)



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Post Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage
1	951+		Over 101%
2	750	950	Over 102%
3	356	749	Over 113%
4	246	355	Over 114%
5	185	245	Over 115%
6	143	184	Over 116%
7	112	142	Over 117%
8	88	111	Over 118%
9	68	87	Over 119%
10	51	67	Over 125%
11	1	50	Over 127%

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District All-State Requirements

- Meet 100% membership quota by May 8, 2021 (the membership report for that day will be used).
- All Posts inspected and reports received by State HQ no later than December 16, 2020 with all documented discrepancies corrected by May 8, 2021 to complete this requirement.
- District QM must be properly bonded

District All-State Requirements

All Posts in the District 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

District All-State Requirements

- District must conduct a SOI by the end of October 2020
- District must make at least \$100 donation to the Department's Virginia Veterans Foundation (VVF)
- All District and Post audit reports must be received by State HQ in accordance with Section 218 of the National by-laws and Manual of Procedure

District All-American Requirements

- Membership greater than 100%
- Finish in the top 10 of your division
- VOD - minimum of one entry each advanced to Department judging
- Patriots Pen- minimum of one entry each advanced to Department judging



VETERANS OF FOREIGN WARS.

District Membership Divisions and Minimum Qualifying Percentages

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

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Recruiting Awards

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Virginia Recruiter Awards

All individual recruiting awards will be awarded by using the National Recruiter Reports dated May 8, 2021. These awards will be presented at the State Convention. Annual members recruiting five (5) New or Reinstated Members will receive:

1. Their Annual Dues (National and Department portions) paid by the Department for the current year.
2. Their name and membership number will be entered in a drawing for a Life Membership.

Note: For each additional five (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.

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Virginia Recruiter Awards

Life Members recruiting 5 New or Reinstated Members will receive:

- Name and membership number will be entered in a drawing for one level of Legacy Life membership equal to \$400.00 or \$200.00 cash if already a Gold member.

Note: For each additional five (5) members recruited, an additional entry will be made in the drawing.

The drawing for the *Legacy Life Membership* award listed above will be conducted on the day of awards judging May 8, 2021.

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Virginia Recruiter Awards

Members recruiting five (5) New or Reinstated Members will be entered in a drawing for:

- a. Round trip airfare to the 122nd National Convention.
- b. Expense check in the amount of for \$599.00 to help defray expenses. Additionally, the winner will receive either the cost of round-trip airfare for one person or the actual cost of gas, not to exceed the cost of round-trip airfare for one person.

Note: For each additional five (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 May 8, 2021.

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Virginia Recruiter Awards

POST COMMANDER MEMBERSHIP AWARD

- If your Post is 100% for the 2020-2021 membership year by Dec 31, 2020, you will receive a State Commander's jacket.

INDIVIDUAL RECRUITER AWARDS

- 20 New or Reinstated Members – a Pen and Key Chain Set.
- 25 New or Reinstated Members – State Commander's challenge coin
- 50 New or Reinstated Members – a State Aide-de-Camp recruiter cap & citation
- 75 New or Reinstated Members – State Commander's jacket

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Virginia Recruiter Awards

- **THE SAMUEL B. DeVAUGHAN MEMBERSHIP AWARD**
- Presented to the member who recruits the most new and/or reinstated members of the 2020-2021 Membership Year.
- They 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

National Recruiting Awards

- 5, 10, 15 New/Reinstated members - Numbered member pin
- 25 New/Reinstated members - CIC membership coin & citation
- 50 New/Reinstated members – CIC Basecamp Backpack
- 75 New/Reinstated members - Commemorative medallion set
- 100 New/Reinstated members - Century cap and citation or \$50 VFW Store Credit
- 150 \$250 VFW store gift certificate



National Recruiting Awards

Early Bird Award—VFW Legislative Conference

The top three Post Commanders and Quartermasters in each division on Jan. 1, 2021 will be awarded:

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

Department Early Bird Incentive

For every Department that achieves 92% in membership by Jan. 1, 2021; the Department commander will receive:

A Henry Golden Boy .22 Caliber Rifle or a credit voucher of equal value for use with Veterans Travel Services (VTS).

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National Recruiting Awards

Post Commander and Quartermaster – New & Reinstated Member Award

The top 10 Post Commanders and Quartermasters in each division who report more than 50 new and reinstated annual members by Jan. 1, 2021 will each be awarded:

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

Kansas City Spree

The top two Post Commanders and the top two District Commanders in each division who achieve 100% membership by April 1, 2021 along with their guest will each be awarded:

- **Round-trip airfare to Kansas City, Mo. from the airport nearest the awardee's home.**
- **A fun-filled weekend (May 20-23, 2021) that may include but is not limited to touring, shopping and a complete tour of the VFW National Headquarters.**

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The Virginia Membership SOP

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Posts shall:

1. Develop a recruiting plan and submit the required form to your District Commander
2. Train Post-level recruiters
3. Secure recruiting materials
4. Contact annual members for renewal
5. Use media of all types

Districts shall:

1. Collect & forward Post membership plans
2. Coordinate & support Post recruiters
3. Contact State HQ for help, if needed
4. Monitor progress and ID difficulties
5. Designate at least one “District Recruiter”

Department shall:

1. Host annual recruiter training
2. Provide recruiting materials
3. Provide extra recruiters as needed
4. Develop & manage overall membership program
5. Coordinate large membership events

Questions



Post Meetings

National By-Laws Section 203 states Post shall hold at least one regular meeting each month. Failure to comply can result in immediate revocation of the Post Charter

- Post meetings are critical to the operation of a Post.
- Meetings should be planned in advance with an agenda detailing the items of business to be transacted.
- The Objective of a meeting is to conduct the business of the Post in an orderly and professional manner.
- The Ritual specifies the elements for opening a meeting (pages 14-16)

Parliamentary Procedures

The object of parliamentary procedure is to get things accomplished in an orderly manner, to take things up one at a time, and dispose of them in the shortest time possible, at the same time in a democratic fashion.

Post Inspections

2019-2020 frequently found discrepancies :

- Did not have Post By-Laws stamped by the Commander-in-Chief (Item 1a)
- Missing Articles of Incorporation reviewed/stamped by the Commander-in-Chief (Item 2a)
- Not registered with the Virginia State Corporation Commission (Item 2b)
- Did not have all Post offices filled (Item 3)

2019-2020 frequently found discrepancies :

- Did not have documentation on file of all officers eligibility (Item 5f)
- Did not have the Quartermaster bonded for the sum of all funds (Item 16f)
- Missing proof of having filed a 990 (Item 19j)
- Did not have proper forms of insurance; or did not have Dept/National listed (Item 25)

Post Commanders:

- Please look at the Post Inspection Report, it would also be helpful to create a binder, tabbed out, going line by line off of the requirements listed on the Post Inspection Report. If you already have a binder, look through it to make sure everything is current.
- This will help identify missing or out of date documents and give you time to correct them before your District Inspector arrives
- Remember that you can always reach out to your District Commander if you need help with fixing a deficiency



**For additional information or questions contact
the Department Inspector:**

Doug Hoffman

(757) 679-2367

inspector@vfwva.org

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Questions





VFW PROGRAMS

The Public Face of the VFW

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Patriot's Pen

- Essay competition - \$5,000 National winner!
- Theme: *“What Is Patriotism to Me?”*
- 6th – 8th grade students (public, private, parochial and home schooled)
- 300 – 400 word typed essay
- Entry Form – complete with signatures
- For every 15 entries a Post receives, it can advance 1 to the District

Voice of Democracy

- Scholarship program - \$30,000 National winner!
- Theme: *“Is This the Country the Founders Envisioned?”*
- 9th – 12th grade students (public, private, parochial and home schooled)
- 3 – 5 min audio essay on CD or flash drive
- Entry Form – complete with signatures
- For every 15 entries a Post receives, it can advance 1 to the District



Citizenship Education Teacher Award

- Outstanding Teacher awards - \$1,000 to teacher and \$1,000 to their school
- Elementary, middle school, high school classroom teachers and home school (if certified)
- Can be self nominated to the Post and also allowed to be nominated by relative
- At least 1 Page but no more than 5 which includes resume
- Entry Form – complete with signatures

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Deadlines

Patriots' Pen, Voice of Democracy and Teacher Awards

- October 31 – Entries to Posts
- November 15 – Post judging complete
- December 15 – District judging complete
- January 17 – Department judging complete
- January 31 – District participation reports to Department

Scout of the Year

- Open to both boys and girls who have received their Eagle Scout Award, Girl Scout Gold Award, Venture Summit Award or Sea Scout Quartermaster Award
- \$5,000 National prize, \$500 Department prize
- Entry Form – complete with signatures and all attachments
- March 1 – Student entries to Posts
- March 15 – Post Judging complete
- March 31 – District judging complete, forward to Department



COMMUNITY SERVICE RECORD BOOK

- The Community Service Record Book should be kept from May 1, 2020 to April 30, 2021 for State judging. Plaques will be awarded to the top three (3) entries at the State Convention. Special Citations will be awarded to the fourth through tenth places.
- 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 in each membership category.
 - a. Category A – Posts with Membership of 10 thru 250
 - b. Category B – Posts with Membership of 251 thru 500
 - c. Category C – Posts with Membership of 501 or more

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Other Awards

- Fireman, EMT, and Law Enforcement Awards
- Jr ROTC Awards
- Civil Air Patrol Awards
- Naval Sea Cadet Awards

Buddy Poppy Program

- Should be on-hand year-round and available at all VFW events
- Purchased from Department QM
- NOT SOLD – take donations
- Funds derived from donations go into the Relief Fund



The End

Thank you for attending

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