

Comrades

This will be the only hard copy you're going to receive. Starting with August the General Orders will be available on line (at www.vfwva.org) for anyone to read or print their own copy. For those who insist on getting a hard copy. Please fill out the form below and send it along with \$24 to State Headquarters and we will print and mail a copy by first class mail.

Post _____ Position _____

Name _____

Mailing Address _____

ATTENTION

All Email Accounts have been reset as of
June 19th.

The new default password is:

Vfw2019#



"Every Day is Veterans Day"

NUMBER 1

403 Lee Jackson Highway
(540) 886-8112

FAX: 866-416-0586
Website: www.vfwva.org
Email: statehq@vfwva.org

July 1, 2018

Staunton, Virginia 24401
In Virginia 800-888-3521

GUIDE TO THE GO:

Articles are listed by number not by pages:

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1. COUNCIL OF ADMINISTRATION:

State Commander	Ken Wiseman	cdr@vfwva.org	Post 1503
Senior Vice Commander	Rick Raskin	srviccdr@vfwva.org	Post 7589
Junior Vice Commander	Eric Mallett	jrviccdr@vfwva.org	Post 4809
Adjutant/Quartermaster	Kim DeShano	qm@vfwva.org	Post 2216
Judge Advocate	Harold "Butch" Schupska	judge@vfwva.org	Post 3160
Surgeon	Eddie Reasor	surgeon@vfwva.org	Post 5715
PDC	Mike Boehme	mboehme@vfwva.org	Post 9808
Chief of Staff	Tom Hines	chiefofstaff@vfwva.org	Post 9954
State Chaplain	Harold Sayles	chaplain@vfwva.org	Post 10654
State Inspector	Geoffrey Lyster	inspector@vfwva.org	Post 9835
Historian	Silvia J Rouse	historian@vfwva.org	Post 2216
District 1 Commander	James Gierlak	cdrdist1@vfwva.org	Post 8252
District 2 Commander	James Dimmer	cdrdist2@vfwva.org	Post 4411
District 3 Commander	Mark Maggio	cdrdist3@vfwva.org	Post 4639
District 4 Commander	Gus Villalobos	cdrdist4@vfwva.org	Post 9954
District 5 Commander	Johnny Martin	cdrdist5@vfwva.org	Post 7854
District 6 Commander	Jerry Jacobsen	cdrdist6@vfwva.org	Post 1841
District 7 Commander	Mitchell Rubenstein	cdrdist7@vfwva.org	Post 9760
District 8 Commander	Geoffrey Lyster	cdrdist8@vfwva.org	Post 9835
District 9 Commander	Howard Minton	cdrdist9@vfwva.org	Post 1115
District 10 Commander	Randy Coker	cdrdist10@vfwva.org	Post 1503
District 11 Commander	Melissa Patrick	cdrdist11@vfwva.org	Post 7814
District 12 Commander	Tony Mitchell	cdrdist12@vfwva.org	Post 6975
District 13 Commander	Robert Wyman	cdrdist13@vfwva.org	Post 1827

At the 96th Annual State Convention of the Veterans of Foreign Wars, Department of Virginia, held in Portsmouth, Virginia, June 14-17, 2018, I, Ken Wiseman, being duly elected and installed as State Commander in Accordance with Article V, Section 517 of the National By-Laws, do hereby assume Command.

All previous appointments are hereby declared vacant as of June 17, 2018, except those set forth in the By-Laws.

2. APPOINTMENTS FOR 2018-2019:

COMMITTEES	POSITION	FIRST	Last Name	Post
Audit Committee	Chairman	John	Meehan	1503
Audit Committee	Member	James	Adams	7916
Audit Committee	Member	Ron	Laney	1503
Awards & Citations	Chairman	Kathy	Goodall	4809
Awards & Citations	Member	Steve	Byrne	9339
Awards & Citations	Member	Ken	Hale	1827
Buddy Poppies	Chairman	Kim	DeShano	2216
Budget	Chairman	Kim	DeShano	2216
Budget	Member	Eric	Mallett	4809
Budget	Member	Rick	Raskin	7589
Budget	Member	Harold	Schupska	3160
By Laws & SOP	Chairman	Harold	Schupska	3160
Community Services	Chairman	Eric	Mallett	4809
Community Services	Vice Chairman Americanism	Rob	Pedersen	3160
Community Services	Vice Chairman Community Activities	Ed	Mann	9808
Community Services	Vice Chairman Safety	Johnny	Martin	7854
Community Services	Vice Chairman Youth Activities	Tim	Brown	1503
Council of Admin & Conv Mtgs	Chairman	Eugene	Chavis	10826
Council of Admin & Conv Mtgs	Member	Kathy	Goodall	4809
Credentials	Chairman	Jill	Lynch	4809
Fund Raisers	Chairman	Kim	DeShano	2216
Honor Guard	Captain	Phil	Arendsen	8529
Honor Guard	Member	Howard	Minton	1115
Honor Guard	Member	Corretta	Langford	9808
Honor Guard	Member	Randy	Coker	1503
Honor Guard	Member	Doug	Osbourne	2239
Honor Guard	Member	Donnie	Duncan	2239
Honor Guard	Member	Mark	Maggio	4639
Honor Guard	Member	Richard	Zick	4639
Honor Guard	Member	Earl	Baskett	1115
Honor Guard	Member	Jack	Easter	1115
Honor Guard	Member	Said	Lazo-Aguilar	15048
Honor Guard	Member	James	Pitts	8529
Honor Guard	Member	James	Collins	4639
Honor Guard	Member	Jon	Merrill	12145

Honor Guard	Member	Mark	Jarrell	4639
Honor Guard	Member	Gary	Adams	1115
Honor Guard	Member	Jarl	Christensen	4639
Hospital	Chairman	Harold	Sayles	10654
Hospitality	Chairman	Mark	Winn	392
Hospitality	Member	Howard	Minton	1115
Hospitality	Member	Boyd	Burnett	9808
IT Committee	Chairman	Rick	Raskin	7589
Joint Leadership Council	Chairman	Daniel	Boyer	7726
Joint Leadership Council	Vice Chairman	Tom	Gimble	1503
Legislative Committee	Chairman	Dan	Boyer	7726
Membership/Life Membership	Chairman	Tom	Hines	9954
Membership/Life Membership	Member	Tom	Troy	5412
Membership/Life Membership	Member	Kathy	Goodall	4809
Newspaper	Chairman	Curtis	Vaughn	7589
Newspaper	Member	Rick	Raskin	7589
Newspaper	Member	Kim	DeShano	2216
Outreach	Chairman	Ron	Link	7589
Parliamentarian	Chairman	John	Smart	1503
Patriots Pen	Chairman	Buddy	Weekley	8644
POW/MIA Committee	Chairman	Michael	Chism	2582
Resolutions Committee	Chairman	M. Conrad	Agresti	3150
Scouting	Chairman	Beth	Rowley	8947
Scouting	Asst. Chairman	Andy	Smith	8947
Service Officer		Bobbiejo	Lazo	637
Service Officer	Asst.	Ken	Wiseman	1503
Teacher's Recognition	Chairman	Chris	Birch	9760
Time & Place Committee	Chairman	Randy	Coker	1503
Veterans and Military Support Committee	Chairman	Ron	Link	7589
VFW Riders	Chairman	William	Shepherd	3160
Vietnam War Commemoration Committee	Chairman	Christopher	Mulholland	2894
Virginia Cottage Committee	Chairman	Glenn	Holman	3160
Voice of Democracy Committee	Chairman	Geoffrey	Lyster	9835
Women Veterans Committee	Chairman	Jill	Barnes	3160

3. COMMANDER'S MESSAGE:

Comrades,

I am truly humbled by the opportunity to serve as your State Commander. I promise to work every day to ensure that I live up to the expectations of this great office and to do everything I can to help you be successful. Ultimately, if our Posts and Districts are successful, the organization is successful. So, my focus is to help you win.

I want to thank Mike Boehme for his service over many years to this organization and I wish him and his family all the best. I am fortunate to be working with an awesome Headquarters staff and Kim, Angie, and Susie do a ton of work every day that keep us going forward. As this is your State Headquarters, I invite you to visit anytime you are in Staunton.

We had a great Convention and we recognized a lot of Posts and individuals for the amazing work they did in the year. By the time this is published, we will have added more Posts to the ranks of the All-State list and the All-American list will soon follow. So much success was found in the 2017-2018 year and I hope we can build on that for the 2018-2019 year. The All-American and All-State plans have been published for the new year and I encourage you to read them and share them with those officers and committee chairs who will be involved in the work needed to achieve both. For sake of the convention, I want to thank Gene Chavis, Kathy Goodall, Mark and Jennifer Winn, Howard Minton, all of those who ran hospitality rooms for the 2nd and 10th Districts, and those who worked the bar during the Saturday banquet honoring the State President and myself. Volunteers make an enormous contribution to this organization and the people I mentioned did an awesome amount of work making our Convention happen.

Our new office for the Assistant State Service Officer is up and running in Staunton at our State Headquarters. Three claims were submitted, several phone calls came in, and appointments for future claims were made on just the first day. I promised in my acceptance speech that this would be a major focus for this year and I can report we are off to a great start! I am looking forward to our National Convention in July and this will be an awesome chance to show ourselves for the phenomenal Department that we are and I hope to see as many of you in Kansas City as possible.

Of course, no General Orders would be complete without comments on membership. The VFW is an organization of members and those members hold office, serve on committees, attend meetings, and much more. As such, membership is key. However, although membership is measured by numbers and 100% is the magic number to meet and surpass, it is not just membership for the sake of numbers. That is why mentorship is so important. All the recruiting in the world does not surpass the importance of mentorship. I ask that you recruit the member, teach them what we do, and get them involved. Mentorship is why I am here today writing this message. Building an organization on a foundation of involved, capable members will ensure that we are successful for the long-term future.

Thank you for all that you do, and I look forward to visiting with as many of you as possible. Don't hesitate to call or email me with questions or ideas. Together we will prove that "Every Day is Veterans Day"!

Ken Wiseman
State Commander
Department of Virginia

4. DISTRICT MEETINGS:

1 st	Date: 08/25/18 SOI: 9:30 AM Lunch: to follow SOI Meeting: to follow Lunch Location: Post 3219, Phoebus 122 E. Mellen Street Rep: Rick Raskin, Sr. Vice CDR Geoff Lyster, State Inspector	7 th	Date: 09/08/18 SOI: 9:00 AM Lunch: 12:00 Noon Meeting: 1:00 PM Location: Post 2447, Edinburg 100 Veterans Way Rep: Rick Raskin, Sr. Vice CDR Eddie Reasor, Surgeon
2 nd	Date: 08/18/18 SOI: 9:00 AM Lunch: 12 Noon Meeting: 1:00 PM Location: Post 392, Virginia Beach 2408 Bowland Pkwy Rep: Ken Wiseman, Commander Geoff Lyster, State Inspector	8 th	Date: 08/19/18 Lunch: 12:00 Noon Meeting: 1:00 PM Location: Post 7589, Manassas 9304 Centreville Rd Rep: Eric Mallet, Jr. Vice CDR Butch Schupska, Judge Adv.
3 rd	Date: 08/18/18 Meeting: 10:00 AM SOI: to follow Meeting Location: Post 9808, Mechanicsville Rep: Eric Mallet, Jr. Vice CDR Butch Schupska, Judge Adv.	9 th	Date: 09/16/18 SOI: 10:00 AM Meeting: to follow SOI Location: Post 1184, Pulaski 2 Dora Hwy Rep: Ken Wiseman, Commander Tom Hines, Chief of Staff
4 th	Date: 08/11/18 SOI: 9:30 AM Lunch: to follow SOI Meeting: to follow Lunch Location: Post 9954, Victoria 1000 Marshall Ave. Rep: Eric Mallet, Jr. Vice CDR Tom Hines, Chief of Staff	10 th	Date: 08/12/18 SOI: 9:00 AM Lunch: Meeting: Location: Post 7916, Woodbridge 204 Mill Street Rep: Rick Raskin, Sr. Vice CDR Geoff Lyster, Inspector
5 th	Date: 08/18/18 Lunch: 12:00 Noon Meeting: to follow Lunch SOI: to follow Meeting Location: Post 4637, Martinsville 2327 Old Chatham Rd Rep: Tom Hines, Chief of Staff Eddie Reasor, Surgeon	11 th	Date: 09/22/18 SOI: 9:00 AM Lunch: 11:30 AM Meeting: 12:30 PM Location: Post 1499, Lexington 105 Memorial Lane Rep: Ken Wiseman, State Commander Eddie Reasor, Surgeon
6 th	Date: 08/12/18 Meeting: 1:00 PM Lunch: to follow Meeting SOI: To follow Lunch Location: VAMC, Roanoke 1970 Roanoke Blvd, Building 5 Rep: Butch Schupska, Judge Adv Eddie Reasor, Surgeon	12 th	Date: 09/08/18 SOI: 10:00 AM Registration: Meeting: Lunch: Location: Post 6975, Bristol 14 16 th Street Rep: Eric Mallet, Jr. Vice CDR Tom Hines, Chief of Staff
		13 th	Date: 08/19/18 SOI: 9:00AM Meeting: 12:00 Noon Location: Post 8947, Mineral 201 Mineral Ave. Rep: Ken Wiseman, Commander Rick Raskin, Sr. Vice CDR

5. ALL-STATE:

Congratulations to the following Posts who made All-State since the last list in the General Orders.

VFW Post 176 District 1, Newport News, VA

VFW Post 2582, District 2, Suffolk, VA

VFW Post 8545, District 2, Smithfield, VA

VFW Post 622, District 3, Petersburg, VA

VFW Post 4491, District 6, New Castle, VA

VFW Post 2123, District 7, Winchester, VA

VFW Post 9835, District 8, Warrenton, VA

VFW Post 1115, District 9, Hillsville, VA

VFW Post 2719, District 9, Wytheville, VA

Yours in Comradeship
Kim DeShano
Department A/Q

6. BUDDY POPPY:

NATIONAL "BUDDY"® POPPY DISPLAY CONTEST. The time frame for registering and setting up the "Buddy"® Poppy displays for the National judging at Convention will be the same as last year. Entries will be accepted for registration and may be set up beginning at 8 a.m., Saturday, July 21, until noon, Monday, July 23, 2018. Winning displays will be identified with appropriate ribbons on Tuesday morning and announced later, on the convention floor. Displays must be removed prior to 4:00 on Tuesday afternoon.

Contact your Department Quartermaster to place your order for "Buddy"® Poppies. Remember that your Poppies should be ordered a minimum of 12 weeks in advance of your distribution date. *Be sure to specify a date by which the poppies are required; do not use, "ASAP."* Miscellaneous items (coin cans, caps, buttons, posters, etc.) should be ordered directly from the VFW Store at <http://www.vfwstore.org/category/programs/buddypoppy> or the VFW Store/Emblem and Supply Catalog.

"To foster true patriotism through historical and educational programs." The Manual of Procedure provides that Post relief funds may be used for programs such as Voice of Democracy, Youth Essay, Citizenship Education, and Community Service as long as suggestions in the chairmen guidebooks are used as an example of promoting these programs.

Posts are further reminded that Section 711 of the Manual of Procedure provides that non-profit organizations, exempt from taxes under Section 501(a) of the Internal Revenue Code, may assist with the distribution of "Buddy"® Poppies, provided there shall be no division of proceeds. A donation to these groups may be made from the Post general fund.

7. CLOSING:

State Headquarters will be closed Wednesday July 4, 2018.

8. COMPUTERS AVAILABLE:

Do you, your Post or a needy veteran need a computer? How would you like to get one for free? That's right, FREE.

The Tech4Troops Project is now accepting requests. Any veteran is eligible to receive a FREE laptop computer. These are refurbished machines running Windows 7 and a have a free office suite of software installed. There are also some desktop computers available.

All you need to do is contact our point person District 3 Senior Vice Commander Jose Rivera at 804-241-2045 or by email: jose_e_rivera@hotmail.com. Jose will make arrangements with Tech4Troops for delivery to you.

Please do not contact Tech4Troops directly.

I still have some desktop systems available for which you can contact me at 703-369-2732.

Rick Raskin
Department Jr. Vice Commander

9. DIGITAL MEMBERSHIP CARDS:

Members now have the ability to download their digital version of their membership card. Depending on whether a member has an iPhone or Android, they will be able to download and access their digital membership card from the VFW app.

This will not replace the physical VFW membership card - we will still be sending out membership cards to all our annual and Life members. This is intended as another option for our members' convenience. When asked to show a VFW membership card, a member can either produce their physical card out of their wallet or display their digital card on their smart phone.

10. DUES NOTICE SCHEDULE:

Annual members will receive a *mailed renewal* notice five months, three months, and one month prior to their subscription end date. Annual members with a valid email address will also receive an *emailed renewal notice* six months, four months, and two months prior to their subscription end date.

Annual members will receive a *mailed lapsed notice* one, three, and five months following their subscription end date.

11. E-MAIL ACCOUNT ACCESS:

All email accounts were reset so the new Officers could take control of their emails as of **June 19th**. 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, Microsoft 365.
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 Vfw2019# 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 Post Officers, your address will be cdmpost176@vfwva.org where the 176 is you replace it with **your** Post number.

adjpost176@vfwva.org
qmpost176@vfwva.org

For District Officers your address will be cdrdist1@vfwva.org for Districts other than the first just replace the 1 with your district #

adjdist1@vfwva.org
qmdist1@vfwva.org

12. 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.

13. IMPORTANT DATES:

July 21-25, 2018	National Convention, Kansas City, MO
September 15, 2018	Fall Council of Administration Meeting, Staunton, VA
September 20-23	National Commander-in-Chief's Homecoming, Albuquerque, NM
October 18-21	Southern Conference, Louisville, KY
January 11-13, 2019	Winter Council, Renaissance Portsmouth Hotel, 425 Water Street, Portsmouth, VA. Phone 757-673-3000. Room Rates are \$86.00 per night. Group name "Veterans of Foreign Wars-Winter Council Meeting". Cut-off Date December 11, 2018.

14. INCORPORATION:

The attention of the Post Commander is directed to section 708 of the National By-Laws and the Manual of Procedure, which prescribes the procedure for the Incorporation of Units. It shall be the responsibility of the Post Commander to ensure full compliance with both sections and to ensure that all state requirements for annual filing, fees, etc., are met in a timely manner.

Posts should take the necessary steps to incorporate under the laws of the state in which the Post is located. Financial responsibility laws, as interpreted by the courts, may cause members of unincorporated Posts to be at risk. Incorporating under the provisions of section 708 of the National By-Laws and the Manual of Procedure and the laws of the state will provide protection for Post members. Posts are urged to contact their Department Adjutant to obtain the proper forms for incorporating. The Articles of Incorporation must be reviewed by the Commander-in-Chief prior to forwarding them to the proper state authorities.

15. IRS FORM 8822-B:

IRS form 8822-B. It is now a requirement by the IRS that all Posts submit this form. This form must be submitted any time the Post Quartermaster changes and/or the Post address changes. This was effective January 1, 2014.

Here is the link to get the form and instructions – <http://www.irs.gov/pub/irs-pdf/f8822b.pdf>
This will also apply to all Auxiliaries that have their own EIN number.

16. LEGACY LIFE MEMBERSHIP:

Legacy Life Membership: This prestigious program is available to all Life members and is now available in memoriam for past 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.

Enrollment Cost:	Annual Payouts:	Post:	Department:	National:
Levels: Gold- \$1200.00		\$18.00	\$18.00	\$18.00
Silver- \$800.00		\$12.00	\$12.00	\$12.00
Bronze- \$400.00		\$6.00	\$6.00	\$6.00

What will your Legacy be?

17. LIFE MEMBERSHIP PAY-OUT:

The following will be the 2019 Life Member payout.

- Plan ABC - A total payout of \$10.44 for each life member (\$3.48 to each Post, Department and National).
- Plan D - A total payout of \$11.58 for each life member (\$3.86 to each Post, Department and National).
- Plan E - A total payout of \$22.50 for each life member (\$7.50 to each Post, Department and National).

As indicated in the By-Laws, payment will be made in September 2018 for all Life Members recorded as of August 31, 2018. In addition, a payment will be made in January 2019 for all Life Members processed during the period September 1 through December 31.

18. MEMBERSHIP:

Comrades and Commanders

We are starting a new and historical year. We have elected the youngest Commander that I can remember, maybe the youngest ever in this Department. We also elected a young Surgeon, a sure sign that this State is moving toward younger veteran leadership. We also will begin the three-year progression to having the first ever National CIC from Virginia with the installation of Hal Roesch as Junior Vice Commander-in-Chief. I believe we should work especially hard to be one of the best Departments in the organization for the next three years to show our support for Hal. Our Department has had first before. We had our first African American Commander, Jim Tucker, and we were an All-American Department. We had our first female Commander, Margo Sheridan, and we were an All-American Department. NOW WE HAVE OUR YOUNGEST COMMANDER, KEN WISEMAN. I ASK YOU TO HELP MAKE HIM ALL AMERICAN ALSO. We can do this if we all work as a team, stay focused on the objective, start early and work membership every day.

The Department has finally figured out that reporting is not that hard, Thank you Tom Gimble, now we have to adopt the same mentality toward membership. SO, I AM SETTING THE BAR A LITTLE HIGHER THIS YEAR. LET'S GET EVERY POST TO 100%. John F. Kennedy once said, "we choose to go to the Moon". People were skeptical, but we did it. I believe we can do this also. District Commanders encourage your Post to buy into this effort. Have them report to you on a weekly basis. Encourage them to work together within the District. Ask Post Commanders to spend time on Membership at every Post Meeting. Our first three months are usually our least productive, lets change that this year. Try to follow this schedule.

All Post in Each District.

Have membership at 25% by August 25th.

Have membership at 50% by December 5th.

Have membership at 75% by March 15th.

Have membership at 100% by date of state judging for All State in May.

I have allowed a little time from date of State judging in May until end of year to pull a few stragglers across the finish line. We can do this.

Post Commanders please read the General Orders this year and especially the Membership Article. I respectfully ask each and every one of you to, RALLY AROUND KEN, and make this the best year this Department has ever had. Our team is always looking for that young veteran to get involved and take over this Chairmanship in the near future. The team this year consist of Tom Troy, Kathy Goodall, and yours truly, come and join us.

Tom Hines, PDC
Membership Team

19. 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 VFW 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.

20. PARLIAMENTARY AUTHORITY:

Procedure and Ritual establish that *Robert's Rules of Order, Newly Revised, 11th Edition* shall be the parliamentary authority on procedural matters not governed by VFW By-Laws and Manual of Procedure. This edition of *Robert's Rules of Order* is readily available at local book stores and online retailers such as Barnes & Noble and Amazon.

21. 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.

22. POST OFFICER'S DUTIES:

Attention of incoming Post Officers is directed to Section 218 of the Manual of Procedure which outlines the duties of various Post Officers.

23. PROOF OF ELIGIBILITY:

Post, District, Department Commanders, Adjutants and Quartermasters are reminded of the requirements of sections 216, 416 and 516 of the Manual of Procedure with regard to proof of eligibility for all newly-elected and appointed officers. Elected and appointed officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed. Failure or refusal to submit proof of eligibility within sixty (60) days of election or appointment shall result in the office being declared vacant.

24. REPORTING:

Comrades to view whether your Post has submitted an Audit Report, Americanism, Community Service, Safety, Youth or Hospital report you should 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.

25. SCHOLARSHIP ESSAY THEMES:

The 2018–19 themes have been chosen by Senior Vice Commander-in-Chief Vincent "B.J." Lawrence.

The Voice of Democracy theme will be "Why My Vote Matters" and the Patriot's Pen theme will be "Why I Honor the American Flag."

26. SHOP AMAZONSMILE AND DONATE TO THE VFW FOUNDATION:

Even though the holidays have passed, VFW members and supporters can continue to support VFW programs and services by shopping through AmazonSmile and Amazon donates 0.5% of the purchase price to Veterans of Foreign Wars (VFW) Foundation. Purchase items that are eligible for donations are indicated on the products pages.

Copy and share the link <http://smile.amazon.com/ch/43-1758998> with your fellow VFW members and supporters and begin shopping to help support the programs and services of the VFW through the VFW Foundation. Bookmark the AmazonSmile link and support the VFW Foundation every time you shop on Amazon.com.

27. STATE SURGEON MESSAGE:

I want to express my heartfelt thanks to each of the Districts and Posts for electing me as your VFW Department of Virginia Surgeon. I am honored and humbled that you have placed your trust in me. The support I felt during the Convention was incredible and I owe it to you. During my campaign travels, I met and talked with many VFW members from many different walks of life. The support I got at these meetings was very encouraging. It was an honor to talk and be heard in so many different areas of our great state.

Although I have enjoyed representing District 12 in past years, I know I will have wonderful new experiences in the upcoming years. With your trust, I will work on your behalf to help address challenges and do the best job I can do. Once again, thank you for your support.

Eddie Reasor
Department Surgeon

28. VFW FRIENDS OF FREEDOM:

If you are not already a member of the VFW's online community, please visit www.vfw.org and look for the banner that says "Find Out What's Happening" to sign up. As a member of the VFW's Friends of Freedom, you will receive special emails with breaking VFW news, legislative alerts and unique opportunities to help the VFW in assisting our nation's veterans, service members and their families. You may also visit www.vfw.org/vfwatwork and click on "**Read VFW success stories**" to learn how the VFW is fighting for veterans' rights, assisting veterans in need, educating our youth and aiding military families across the nation. Check back often to see newly posted stories!

29. VOICE OF DEMOCRACY:

Voice of Democracy Audio Essay Competition 2018-2019

The Voice of Democracy (VOD) is the VFW's premier scholarship program. Each year over 40,000 high school students compete for more than \$2 million in scholarships and incentives. This year's theme is "*Why My Vote Matters*." All program rules, forms and brochures are available at [http: www.vfw.org](http://www.vfw.org).

2018-2019 Program Reporting Deadlines

October 31 - Student entries to the Post
November 15 - Completion of Post judging
December 15 - Completion of District judging
December 22 – Department VOD Selection Board
January 10 - Completion of Department judging
January 15 - District Participation Reports due to Department Chairman
January 15 - Department winners due to National

The top three awards will be presented to the Department winners at the Department Winter Council meeting on January 12, 2019. Please be sure to send your District Chairman all the information that is required. This includes the completed Official Student Entry Form. A typed script, audio CD or a flash drive (one student per CD) and a photograph of the District winner. Please verify that your recorded CD plays on a standard CD player. If you do not include the information that is required in the VOD guidelines, your District winner will not be eligible to compete at the Department level. District Chairmen must also complete the District Participation Report. The District first place winning submissions shall be mailed to the Dept VOD Chairman at: **P.O. Box 1196, Warrenton, VA, 20188**. All submissions must be received by December 21, 2018. The Department VOD Selection Board will be held on December 22, 2019 in Warrenton, Va.

Voice of Democracy Department Awards

The top three finalists will be invited to the Winter Council Luncheon in Portsmouth on January 12, 2019. All three finalists will receive their awards and be expected to present their audio essays at the luncheon awards ceremony. The specific places - first, second and third place will be revealed at the awards ceremony. The winning first place student will receive \$2,000.00 from the Department; \$500.00 from the Commander's Club and an additional check from the Auxiliary. The second-place winner will receive \$1,000.00, and the third-place winner will receive \$500.00. Each Post that Participates in the Voice of Democracy Program will receive a Department Citation.

The Post that sponsors the Department's first place winner will be awarded the Clarence E. Kelley Memorial Voice of Democracy Trophy at the Department Convention on June 13, 2019. If you have any questions regarding this year's VOD program, please let me know. Thanks.

Geoffrey D. Lyster
Chairman, Voice of Democracy Program

Official:



Kim A. DeShano
State Adjutant

By Order of:



Ken Wiseman
State Commander



DEPARTMENT HEADQUARTERS
Veterans of Foreign Wars of the United States
 TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA



Dear Comrade Commander:

Application for VFW Accountable Officers Crime Coverage

August 1, 2018

One of the most important communications you will receive during the year concerns the bond of your Unit Quartermaster. Section 703 of our National By-Laws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the By-Laws places the responsibility for adequate bonding upon the Commander of the post. In any business it is customary to bond any officer handling funds. **THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.**

The Department Headquarters carries a schedule bond for the bonding of Department and Post Accountable Officers. This bond runs for a year – from September 1 to August 31 – premium payments are made on that basis. All bonds expire on August 31 and premium for New Year is due on September 1.

Any unit may decide whether it prefers to take out a bond with some other surety company or have its funds protected by the Department Headquarters schedule bond. But the matter should be given prompt attention because if your Accountable Officer had previously been bonded through the National Headquarters, **a new premium payment is required by September 1, 2018 and delinquent after this date.**

IF BOND IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE OF 9-1-2018, THE POST HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR PRIOR TERM, AFTER 90 DAYS PRIOR COVERAGE CEASES.

COVERAGES OF THE POLICY REQUIRE THAT:

1. You agree to make/or cause to be made, at least annually, an audit of your books and accounts, including complete verification of all securities and bank balances pertaining to each “employee and/ or volunteer”.

If the above is not complied with, the Surety Company will refuse to honor claim of missing funds which cannot be proven by records. Monthly audits and reconciliation of bank statements may avoid this denial of claim.

2. The Surety Company will not pay for loss resulting from any unauthorized advances made by an “employee” to any member for delinquent dues and assessments.

3. “Employee” means any duly elected position, as listed in the policy schedule.

4. POST MUST SUBMIT A PROOF OF LOSS FORM WITHIN 120 DAYS FROM THE FIRST DATE OF DISCOVERY OF THE LOSS. Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims.

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2018 TO AUGUST 31, 2019.

The funds of your Post are protected only for that year. Premium for the following year will be due September 1, 2019.

DETACH AND RETURN THIS SECTION WITH YOUR PREMIUM CHECK TO YOUR DEPARTMENT HEADQUARTERS

 Give Post # and City Location

I hereby apply for A1. Employee/Volunteer Theft (Surety Bond) in the amount of \$ _____ for the position of _____ For the year from September 1, 2018 through August 31, 2019.

Number of Persons Bonded: 1 Number of Locations: 1 Post Annual Income: \$ _____ Dated: _____

Has the post had any bond losses over the past three years? _____
 If yes, provide a description with date and amount of loss on a separate sheet.

DEADLINE FOR BONDING IS SEPTEMBER 1, 2018 – AFTER THIS DATE YOU WILL BE DELIQUENT AND NOT IN COMPLIANCE WITH THE VFW BY-LAWS.

 Commander or Adjutant or Sr. Vice Signature

 Phone Number

 Street Address and City

VFW QUARTERMASTER BOND

\$3.50 Per Thousand

\$ 3,000.----\$10.50
 \$ 4,000.----\$14.00
 \$ 5,000.----\$17.50
 \$ 6,000.----\$21.00
 \$ 7,000.----\$24.50
 \$ 8,000.----\$28.00
 \$ 9,000.----\$31.50
 \$ 10,000.----\$35.00
 \$ 11,000.----\$38.50
 \$ 12,000.----\$42.00
 \$ 13,000.----\$45.50
 \$ 14,000.----\$49.00
 \$ 15,000.----\$52.50
 \$ 16,000.----\$56.00
 \$ 17,000.----\$59.50
 \$ 18,000.----\$63.00
 \$ 19,000.----\$66.50
 \$ 20,000.----\$70.00
 \$ 21,000.----\$73.50
 \$ 22,000.----\$77.00
 \$ 23,000.----\$80.50
 \$ 24,000.----\$84.00
 \$ 25,000.----\$87.50

(\$3,000. To \$25,000.)
 \$3.50 Per Thousand

\$2.50 Per Thousand

\$ 26,000.----\$ 65.00
 \$ 27,000.----\$ 67.50
 \$ 28,000.----\$ 70.00
 \$ 29,000.----\$ 72.50
 \$ 30,000.----\$ 75.00
 \$ 40,000.----\$ 100.00
 \$ 50,000.----\$ 125.00
 \$ 60,000.----\$ 150.00
 \$ 70,000.----\$ 175.00
 \$ 80,000.----\$ 200.00
 \$ 90,000.----\$ 225.00
 \$100,000.----\$ 250.00
 \$110,000.----\$ 275.00
 \$120,000.----\$ 300.00
 \$130,000.----\$ 325.00
 \$140,000.----\$ 350.00
 \$150,000.----\$ 375.00
 \$160,000.----\$ 400.00
 \$170,000.----\$ 425.00
 \$180,000.----\$ 450.00
 \$190,000.----\$ 475.00
 \$200,000.----\$ 500.00
 \$210,000.----\$ 525.00
 \$220,000.----\$ 550.00
 \$230,000.----\$ 575.00
 \$240,000.----\$ 600.00
 \$250,000.----\$ 625.00

(\$26,000. To \$250,000.)
 \$2.50 Per Thousand

\$2.00 Per Thousand

\$251,000.----\$ 502.00
 \$252,000.----\$ 504.00
 \$253,000.----\$ 506.00
 \$254,000.----\$ 508.00
 \$255,000.----\$ 510.00
 \$256,000.----\$ 512.00
 \$257,000.----\$ 514.00
 \$258,000.----\$ 516.00
 \$259,000.----\$ 518.00
 \$260,000.----\$ 520.00
 \$270,000.----\$ 540.00
 \$280,000.----\$ 560.00
 \$290,000.----\$ 580.00
 \$300,000.----\$ 600.00
 \$310,000.----\$ 620.00
 \$320,000.----\$ 640.00
 \$330,000.----\$ 660.00
 \$340,000.----\$ 680.00
 \$350,000.----\$ 700.00
 \$360,000.----\$ 720.00
 \$370,000.----\$ 740.00
 \$380,000.----\$ 760.00
 \$390,000.----\$ 780.00
 \$400,000.----\$ 800.00
 \$410,000.----\$ 820.00
 \$420,000.----\$ 840.00
 \$430,000.----\$ 860.00
 \$440,000.----\$ 880.00
 \$450,000.----\$ 900.00
 \$460,000.----\$ 920.00
 \$470,000.----\$ 940.00
 \$480,000.----\$ 960.00
 \$490,000.----\$ 980.00
 \$500,000.----\$ 1,000.00

(\$251,000. To \$500,000.)
 \$2.00 Per Thousand

\$1.75 Per Thousand

\$501,000.---\$ 876.75
 \$502,000.---\$ 878.50
 \$503,000.---\$ 880.25
 \$504,000.---\$ 882.00
 \$505,000.---\$ 883.75
 \$506,000.---\$ 885.50
 \$507,000.---\$ 887.25
 \$508,000.---\$ 889.00
 \$509,000.---\$ 890.85
 \$510,000.---\$ 892.50
 \$520,000.---\$ 910.00
 \$530,000.---\$ 927.50
 \$540,000.---\$ 945.00
 \$550,000.---\$ 962.50
 \$560,000.---\$ 980.00
 \$570,000.---\$ 997.50
 \$580,000.---\$1,015.00
 \$590,000.---\$1,032.50
 \$600,000.---\$1,050.00

(\$501,000. And UP)
 \$1.75 Per Thousand



Tallman Insurance

A.1 Employee/Volunteer Theft (Dishonesty Bond)
VFW APPLICATION FOR CLUB EMPLOYEES &
BINGO TO BE COMPLETED BY BONDED
INDIVIDUAL

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

Bond Term: October 1, 2018 to October 1, 2019

1. a) Name of Post Post #

b) Post Address

2. a) Name of Person to be Bonded

3. Position to be Bonded Bond Requested \$

4. Number of Persons Bonded 1

5. Number of Locations 1

6. Post Annual Income

7. Has the post had any bond losses over the past three years?
If Yes, provide a description along with the date and amount of loss.

8. a) Have you ever been bankrupt or insolvent?

b) If yes, please give details in a separate confidential letter to the Insurance Company

9. a) Have you ever been convicted of a felony or misdemeanor? (Other than Traffic Violations)

b) If yes, explain

IF BOND IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE
OF 10-1-2018, THE POST HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR
PRIOR TERM, AFTER 90 DAYS PRIOR COVERAGE CEASES.

If this is a replacement for a current position bonded, please advise what person you are
replacing

.

Signed this day of ,
(day) (month) (year)

Signature: Person to be Bonded

VFW CANTEEN MANAGERS AND CANTEEN EMPLOYEES
 BINGO MANAGERS, GAMING MANAGERS AND GAMING WORKERS
 RATE SCHEDULE

\$6.00 PER THOUSAND

\$ 1,000.-----\$ 6.00
\$ 2,000.-----\$ 12.00
\$ 3,000.-----\$ 18.00
\$ 4,000.-----\$ 24.00
\$ 5,000.-----\$ 30.00
\$ 6,000.-----\$ 36.00
\$ 7,000.-----\$ 42.00
\$ 8,000.-----\$ 48.00
\$ 9,000.-----\$ 54.00
\$10,000.-----\$ 60.00
\$11,000.-----\$ 66.00
\$12,000.-----\$ 72.00
\$13,000.-----\$ 78.00
\$14,000.-----\$ 84.00
\$15,000.-----\$ 90.00
\$16,000.-----\$ 96.00
\$17,000.-----\$102.00
\$18,000.-----\$108.00
\$19,000.-----\$114.00
\$20,000.-----\$120.00
\$21,000.-----\$126.00
\$22,000.-----\$132.00
\$23,000.-----\$138.00
\$24,000.-----\$144.00
\$25,000.-----\$150.00

\$4.00 PER THOUSAND

\$26,000.-----\$104.00
\$27,000.-----\$108.00
\$28,000.-----\$112.00
\$29,000.-----\$116.00
\$30,000.-----\$120.00
\$31,000.-----\$124.00
\$32,000.-----\$128.00
\$33,000.-----\$132.00
\$34,000.-----\$136.00
\$35,000.-----\$140.00
\$36,000.-----\$144.00
\$37,000.-----\$148.00
\$38,000.-----\$152.00
\$39,000.-----\$156.00
\$40,000.-----\$160.00
\$41,000.-----\$164.00
\$42,000.-----\$168.00
\$43,000.-----\$172.00
\$44,000.-----\$176.00
\$45,000.-----\$180.00
\$46,000.-----\$184.00
\$47,000.-----\$188.00
\$48,000.-----\$192.00
\$49,000.-----\$196.00
\$50,000.-----\$200.00

\$3.00 PER THOUSAND

\$ 51,000.-----\$153.00
\$ 52,000.-----\$156.00
\$ 53,000.-----\$159.00
\$ 54,000.-----\$162.00
\$ 55,000.-----\$165.00
\$ 56,000.-----\$168.00
\$ 57,000.-----\$171.00
\$ 58,000.-----\$174.00
\$ 59,000.-----\$177.00
\$ 60,000.-----\$180.00
\$ 61,000.-----\$183.00
\$ 62,000.-----\$186.00
\$ 63,000.-----\$189.00
\$ 64,000.-----\$192.00
\$ 65,000.-----\$195.00
\$ 66,000.-----\$198.00
\$ 67,000.-----\$201.00
\$ 68,000.-----\$204.00
\$ 69,000.-----\$207.00
\$ 70,000.-----\$210.00
\$ 71,000.-----\$213.00
\$ 72,000.-----\$216.00
\$ 73,000.-----\$219.00
\$ 74,000.-----\$222.00
\$ 75,000.-----\$225.00
\$ 80,000.-----\$240.00
\$ 85,000.-----\$255.00
\$ 90,000.-----\$270.00
\$ 95,000.-----\$285.00
\$100,000.-----\$300.00

VFW 119th National Convention
Kansas City, MO
Kansas City Convention Center –Bartle Hall
TENTATIVE July 21-25, 2018

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

Saturday, July 21, 2018

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
9:00 a.m.	Vander Clute Memorial Motorcycle Ride
10:30 a.m.	Budget and Finance Committee
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
6:00 p.m.	Protestant Service
6:00 p.m.	NVS Resolutions Sub-Committee Chairmen & Vice Chairmen

Sunday, July 22, 2018

7:00 a.m.	Gold Star Families Reception
7:00 a.m.	Catholic Mass
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.	Joint Memorial Service
9:30 a.m.-11:00 a.m.	Update on Federal Benefits and Services for Veterans
10:00 a.m.-12Noon	VFW Riders Meeting
10:00 a.m.-Noon	Membership Workshop (2018-19 Membership Program)
10:00 a.m.- 11:00 a.m.	Veterans and Military Support Committee Meeting
11:00 a.m. - Noon	1 st Time Attendees Welcome Orientation <i>(Meet & Greet First -time Convention attendees)</i>
11:00 a.m. – Noon	VFW Veterans Service Update
11:00 a.m. – Noon	Update on VFW Legislative Priority Goals
1:00 p.m. – 4:00 p.m.	VFW Programs Workshop 1-2 Programs Overview Town Hall 2-3 Veterans Emotional Well Being Discussion 3-4 Awards & Citations Committee Meeting

Committee Meetings:

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

Sunday, July 22, 2018

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)
2:00 p.m.	National Veterans Service Resolutions (600 series) Sub-committee I – Health Sub-committee II-Benefits Sub-committee III–Economic Opportunities/Other
3:30 p.m.	Post Development & Revitalization
7:30 p. m.	Welcome Concert: Trace Adkins –Municipal Auditorium

Monday, July 23, 2018

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
12Noon - 1:00 p. m.	National Outstanding Community Service Post Reception
1:00 p.m. -4:00 p.m.	Business Session

Tuesday, July 24, 2018

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
12:45 p. m.-2:30 p.m.	2018-2019 Incoming CIC (<i>Dept. Cmdrs.</i>) Luncheon <i>by invitation</i>
12:45 p.m.-2:00 p.m.	All-American Commanders Lunch <i>ticketed event</i>
1:00 p.m. -2:30 p.m.	2018-2019 Senior Vice Commander/Senior Vice President lunch <i>by invitation</i>
1:00 p.m. -2:30 p.m.	2018-2019 Junior Vice Commander/Junior Vice President lunch <i>by invitation</i>
2:00 p.m. -3:00 p. m.	Planning Your Legacy
2:00 p.m. -3:00 p.m.	Women Veterans: Strong and Growing – Information Fair
2:00 p.m.-4:00 p.m.	Chaplains Workshop
2:00 p. m - 3:00 p.m.	Grants and Fundraising Ideas for Posts
3:00 p. m - 4:00 p.m.	OMS User Feedback
3:00 p.m.-5:00 p.m.	VFW National Home for Children
6:00 p.m.	Patriotic Celebration (<i>date and time subject to change</i>)

Wednesday, July 25, 2018

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) - KC Marriott Downtown

Updated: 4/27/2018 2:17 PM



VETERANS OF FOREIGN WARS

406 West 34th Street, Kansas City, MO 64111

INVOICE

Due Upon Receipt

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)

Registration Type	Membership Number	Member Name	Member Address	E-Mail	Amount
Post Registration Fee w/ Delegate					25.00
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee	CHOOSE ONLY ONE REGISTRATION TYPE PER LINE				
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					

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 # _____

CHECK/MONEY ORDER VISA MASTER CARD DISCOVER AMERICAN EXPRESS

Card Number: _____
 Expiration Date: _____
 Card Holders Name: _____

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

**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 preferred method of submitting the National Convention-Post & Delegate Registration Fee(s). As Post Quartermaster, you will log into www.vfw.org and access "My VFW." You will then click on the link "Online Membership System." You will find, in the left navigation pane "National Convention"; open the drop down and click "National Convention Registration" and enter desired membership information. 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 a Post or Department 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.

Southern Conference 2018

Veterans of Foreign Wars & Auxiliary

October 18-21, 2018

Louisville, Kentucky

Crowne Plaza Louisville Airport Hotel

REGISTRATION FORM

Pre-Registration Deadline is October 1, 2018

Name: _____ Title _____

Department: _____ Post/Aux: _____

Registration Fee is \$75.00 per person that will include the banquet, Hospitality Room and Friday night entertainment. (Registration fee at Conference: \$85.00)

BANQUET MENU

PRIME RIB

BAKED POTATO WITH BUTTER & SOUR CREAM

COUNTRY STYLE GREEN BEANS

FARMER'S SALAD W/RANCH OR ITALIAN DRESSING

DESSERT: DERBY PIE & CARAMEL APPLE PIE

COFFEE & TEA

RESERVATIONS AND OTHER INFO. PLEASE GO TO vfwky.org or call Hotel at 1-888-233-9527

Make check payable

Dept. of KY VFW

3031 Poplar Level Road

Louisville, KY 40217

Southern Conference 2018

Veterans of Foreign Wars & Auxiliary

October 18-21, 2018

Request for Transportation

A courtesy shuttle will be provided by the Crowne Plaza Hotel to and from Louisville international airport.

Please complete the form below in order for the hotel to make sure they have enough shuttles available to make this transition a smooth one.

Name: _____ Airlines _____

Arrival Date: _____ Time: _____ Flight# _____

Departure Date: _____ Time: _____ Flight# _____

Mail Form to;

Dept. of KY VFW

3031 Poplar Level Road

Louisville, KY 40217

Fax 502-635-2639



VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

2019 ALL-STATE PROGRAM AND ANNUAL STATE AWARDS

(JULY 1, 2018 – JUNE 30, 2019)

“Every Day Is Veterans Day”

This Membership – Awards Program has been designed with incentives to work on membership, VFW programs, meeting attendance and submission of reports. Post and District membership 100% quotas will be based on the June 30, 2019 membership as adjusted by National Headquarters. Except where noted, the quota will **NOT** be reduced because of members who die or transfer to another Post. A new Post will be assigned a Membership Quota of 30 members.

MEMBERSHIP PLAQUES

Membership plaques will be presented at the State Convention to the Post with the largest numeric membership increase in each category. The judging will be based on Membership as of May 10, 2019.

- a. Category A – Posts with Membership of 10 thru 75
- b. Category B – Posts with Membership of 76 thru 150
- c. Category C – Posts with Membership of 151 thru 250
- d. Category D – Posts with Membership of 251 thru 500
- e. Category E – Posts with Membership of 501 or more

LIFE MEMBERSHIP INCREASE PLAQUES

A Life Membership increase plaque and \$200.00 will be awarded at State Convention to the Post with the greatest increase in Life members (must be at least 3 new Life members) in each category. The judging will be based on Life Membership as of May 10, 2019.

- a. Category A – Posts with Membership of 10 thru 75
- b. Category B – Posts with Membership of 76 thru 150
- c. Category C – Posts with Membership of 151 thru 250
- d. Category D – Posts with Membership of 251 thru 500
- e. Category E – Posts with Membership of 501 or more

LIFE MEMBERSHIP DRAWINGS

There will be four (4) Life Membership drawings. One (1) Post will be selected for each drawing. Posts must meet their membership quota by the day prior to drawing to be eligible. Drawings will be held on the day of awards judging. Posts with 10 thru 75 members will have one (1) chance, Posts with 76 thru 150 members will have two (2) chances, Posts with 151 thru 250 will have (3) chances, Posts with 251 thru 500 members will have four (4) chances, and Post with 501 or more members will have five (5) chances.

- a. The first drawing will be held on September 28, 2018 and the Post must have 75% of its 2019 membership quota to participate.
- b. The second drawing will be held on October 31, 2018 and the Post must have 85% of its 2019 membership quota to participate.
- c. The third drawing will be held on January 4, 2019 and the Post must have 95% of its 2019 membership quota to participate.
- d. The fourth drawing will be held on March 1, 2019 and the Post must have 100% of its 2019 membership quota to participate.

MEMBERSHIP RENEWAL PLAQUE

A Membership Renewal Plaque will be awarded to each Post that renews ALL viable Annual Members on its unpaid list who were Annual Members the previous year. Deceased members and conversions to Life Membership will not count against total.

POST 100% MEMBERSHIP AWARD

In addition, the respective Post Commander and Quartermaster will receive 100% Membership Pins and Ball Caps if the Post meets its 2019 100% membership goal by May 10, 2019. These awards will be presented at the Posts' respective District meetings.

LEGACY LIFE MEMBERSHIP AWARD

The Post with the largest increase of new Legacy Life Members will receive a check in the amount of \$200.00. The judging will be based on Legacy Life Membership as of May 10, 2019. The award will be presented at the State Convention.

2018-2019 POST ALL-STATE REQUIREMENTS

All State Post Requirements:

1. The Post must meet their 100% Membership Quota by June 30, 2019.
2. The Post Quartermaster must be bonded.
3. The Post must have been inspected and the Inspection Reports must be received by State Headquarters no later than 5pm on December 16, 2018.
4. The Post must have at least one member attend each District meeting.
5. The Post must have at least one member attend District's School of Instruction.

6. All Audit Reports must be turned into State Headquarters as required by Section 218 of the National By-Laws and Manual of Procedure.
7. The Post must purchase a minimum of five (5) poppies per member.
8. The Post must make a donation to the Department Service Officer Fund. Posts with (500 or more members - \$125.00, 100 to 499 members - \$100.00, 99 members or less - \$75.00).
9. 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)
 - a. Hospital Report
 - b. Americanism Report
 - c. Community Activities Report
 - d. Safety Report
 - e. Youth Activities Report
10. The Post must participate in at least 2 of the 3 following programs:
 - a. Voice of Democracy Program (must submit a student to the District level for District judging)
 - b. Patriot's Pen Program (must submit a student to the District level for District judging)
 - c. Teacher of the Year Program (must submit at least one Teacher to the District Level for District judging)

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: 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 \$200. These Posts will each be known as a "Meritorious Post".

POST ALL STATE TEAM AWARDS

1. All-State Post Commanders who have met all the criteria including membership by May 10, 2019 will receive a citation, an All-State cap, and an All-State pin during the State Convention. 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. All-State Commanders meeting the criteria except for membership by May 10, 2019 and then meeting the membership criteria by June 30, 2019 will receive: a citation, an All-State cap, and an All-State pin at their next District meeting but will not receive any monetary award.
2. All-State Post Quartermasters who have met all the criteria including membership by May 10, 2019 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. All-State Quartermasters meeting the criteria except for membership by May 10, 2019 and then meeting the membership criteria by June 30, 2019 will receive: a citation, an All-State cap; and an All-State pin at their next District meeting but will not receive any monetary award.

3. From the All-State Team, the Post with the highest points in the All-State judging on May 11, 2019 will be designated as the Outstanding Post of the Year 2018-19. The Commander and Quartermaster of this Post will be the Captains of the All-State Team.
4. The Awards and Citation Committee will break all ties and their decision will be considered the recommendation to the State Commander.
5. The State Commander shall make the final decision for all recommendations of awards and the decision shall be final.

2018-2019 DISTRICT ALL STATE REQUIREMENTS

All State District Requirements:

1. The District must meet their 100% Membership Quota by June 30, 2019.
2. All Posts in the District must be inspected and the Inspection Reports must be received by State Headquarters no later than December 16, 2018.
3. The District Quartermaster must be properly bonded.
4. All Audit Reports for the District must be turned into State Headquarters as required by the National By-Laws and Manual of Procedure.
5. 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):
 - a. Hospital Report
 - b. Americanism Report
 - c. Community Activities Report
 - d. Safety Report
 - e. Youth Activities Report
6. The District must conduct a District School of Instruction by the end of September 2017.
7. The District must donate \$100.00 to the Department Service Officer Fund.

DISTRICT ALL STATE DISTRICT AWARDS

1. All-State District Commanders who have met all the criteria including membership by May 10, 2019 will receive an All-State District Commander's cap and an All-State pin during the State Convention. All-State Commanders meeting the criteria, except for membership, by May 10, 2019, and then meet the membership criteria by June 30, 2019 will receive an All-State District Commander's cap, and an All-State pin at their next District meeting.
2. All-State District Commanders will receive a VFW jacket if **all Posts** within their District are 100% or more in membership by June 30, 2019.

DISTRICT MEMBERSHIP AWARD

A District in which all Posts in the District have achieved 100% membership by June 30, 2019 will receive a check for \$500.00.

INDIVIDUAL MEMBERSHIP AWARDS

All individual recruiting awards will be awarded by using the National Recruiter Reports dated May 10, 2019. These awards will be presented at the State Convention.

1. Annual members recruiting five (5) New or Reinstated Members will receive:
 - a. Their Annual Dues (National and Department portions) paid by the Department for the current year.
 - b. Their name and membership number will be entered into 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.
 - c. The drawing for the Life Membership listed above will be conducted on the day of awards judging.
2. Life Members recruiting 5 New or Reinstated Members will receive:
 - a. Name and membership number will be entered into 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.
 - b. The drawing for the Legacy Life Membership award listed above will be conducted on the day of awards judging.
3. Members recruiting five (5) New or Reinstated Members will be entered into a drawing for:
 - a. Round trip airfare to the 120th National Convention.
 - b. Expense check in the amount of \$599.00 to help defray expenses.
Note: For each additional five (5) members recruited, an additional entry will be made in the drawing.
 - c. The drawing for this award listed above will be conducted on the day of awards judging.

POST COMMANDER MEMBERSHIP AWARD

Post Commanders who have their Post 100% by Dec 31, 2018 will receive a Department Commanders jacket and will be recognized at Winter Council.

INDIVIDUAL RECRUITER AWARDS

Individual recruiters will also receive for:

- a. 15 New or Reinstated Members – a Pen and Key Chain Set.
- b. 20 New or Reinstated Members – State Commander's challenge coin
- c. 25 New or Reinstated Members – a Department Aide-de-Camp Recruiting cap and citation
- d. 50 New or Reinstated Members – State Commander's briefcase
- e. 75 New or Reinstated Members – State Commander's jacket

This award will be presented at the State Convention.

THE SAMUEL B. DeVAUGHAN MEMBERSHIP AWARD

The Samuel B. DeVaughan Membership Award is presented to the member who recruits the most new and/or reinstated members of the 2018-19 Membership Year. He/she will receive the following:

- a. A check in the amount of \$300.00 to help defray expenses of the State Convention.
- b. A Department citation.
- c. A distinctive cap and name badge

This award will be presented at the State Convention.

THE GEORGE C. DALBY AWARD

The George C. Dalby Award is presented 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

The W.B. Shafer, Jr. Membership Award is presented 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

The Richard A. (Al) Guager Americanism Award is presented annually. 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 tenth will receive a citation.

THE GEORGE E. McCracken HONOR GUARD/COLOR GUARD AWARD

The George E. McCracken Honor Guard/Color Guard Award is presented 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.

FIREFIGHTER OF THE YEAR AWARD

The Firefighter of the Year Award is presented to the most outstanding firefighter. The selectee will receive a plaque and a check for \$300.00. The deadline for submission to State Headquarters is January 4, 2019. Send resume of nominees' background, resume of background in fire/emergency safety work, accomplishments in fire/emergency safety field, photograph, title and address to State Headquarters. This award will be presented at the State Convention or at a local venue.

LAW ENFORCEMENT OFFICER OF THE YEAR AWARD

The Law Enforcement Officer of the Year is presented to the most outstanding law enforcement officer. The selectee will receive a plaque and a check for \$300.00. The deadline for submission to State Headquarters is January 4, 2019. Send resume of nominees' background, resume of background in law enforcement work, accomplishment in the field, photograph, title and address to State Headquarters. This award will be presented at the State Convention or at a local venue.

EMERGENCY MEDICAL TECHNICIAN OF THE YEAR AWARD

The Emergency Medical technician of the Year is presented to the most outstanding Emergency Medical Technician. The selectee will receive a plaque and a check for \$300.00. The deadline for submission to State Headquarters is January 4, 2019. Send resume of nominees' background, resume of background in paramedic work, accomplishment in the field, photograph, title and address to State Headquarters. This award will be presented at the State Convention or at a local venue.

TEACHER OF THE YEAR AWARDS

The Teacher of the Year awards are presented to the most outstanding Teachers. The selectees will receive a citation and check for \$300.00. There are three winners – Kindergarten through 5th grade, 6th through 8th grade, and 9th through 12th grade. These awards will be presented at the Winter Council or at a local venue.

THE W. I. WOODDELL MEMORIAL POST QUARTERMASTER AWARD

The W. I. Wooddell Memorial Post Quartermaster Award is presented 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 CLAIR B. POFF PUBLIC RELATIONS AWARD

The Clair B. Poff Public Relations Award is presented to three (3) Posts for the most outstanding newsletter or publication for their size group and then forwarded to National for judging. To enter, send two different copies of your Post Newsletter to State Headquarters along with the editor's name and address. Deadline for submission to State Headquarters is January 4, 2019. This award will be presented at the State Convention. Group 1: membership 99 members or less; Group 2: membership 100 to 179; and Group 3: membership 180 or more.

THE ROBERT H. RINER AWARD

The Robert H. Riner Award is presented to the District Commander with the highest percentage gain in membership over the 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

The William T.(Bill) Allen Hospital Award is presented to Posts with outstanding reporting of hospital work. The winning Posts will be determined by the State Hospital Chairman. These awards will be presented at the State Convention. Hospital award categories are:

- a. Category A – Posts with Membership of 10 thru 75
- b. Category B – Posts with Membership of 76 thru 150

- c. Category C – Posts with Membership of 151 thru 250
- d. Category D – Posts with Membership of 251 thru 500
- e. Category E – Posts with Membership of 501 or more

CLARENCE E. KELLEY MEMORIAL VOICE OF DEMOCRACY AWARD

The Clarence E. Kelley Memorial Voice of Democracy Award is presented to the Post sponsoring the State's first place VOD winner and is presented at the State Convention. In addition, each Post participating in the VOD program will receive a citation.

Note: The State VOD winners will receive a plaque and: 1st place – \$2,000.00; 2nd place – \$1,500.00; and 3rd place – \$1,000.00 to be presented at the Winter Conference Banquet. The first three place winners are expected to attend the Winter Conference Banquet where the 1st, 2nd, and 3rd winners will be announced and the 1st place winner will read his/her essay.

LARRY MATTERA MEMORIAL PATRIOT'S PEN AWARD

The Larry Mattera Memorial Patriot's Pen Award is presented to the Post sponsoring the State's first place Patriot's Pen winner and will be presented at the State Convention. In addition, each Post participating in the PP program will receive a citation.

Note: The State Patriot's Pen essay winners will receive a plaque and: 1st place – \$1,000.00; 2nd place – \$750.00; and 3rd place – \$500.00 to be presented at the Winter Conference Banquet. The first three place winners are expected to attend the Winter Conference Banquet where the 1st, 2nd, and 3rd winners will be announced and the 1st place winner will read their essay.

SCOUT OF THE YEAR AWARD

The Scout of the Year Award is presented to the State Scout of the Year winner. A plaque and check for \$500.00 will be presented at the State Convention. In addition, each Post participating in the Scout Program will receive a citation.

COMMUNITY SERVICE RECORD BOOK

The Community Service Record Book should be kept from May 1, 2018 to April 30, 2019 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. Additionally, an award from National will be presented to the first place entry.

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 75
- b. Category B – Posts with Membership of 76 thru 150
- c. Category C – Posts with Membership of 151 thru 250
- d. Category D – Posts with Membership of 251 thru 500
- e. Category E – Posts with Membership of 501 or more

BUDDY POPPY CITATIONS

Buddy Poppy Citations will be presented to the District Commander whose District purchased the most Buddy Poppies and to District Commanders whose Districts had 100% participation in the Buddy Poppy Program. The Post in each District that purchased the most Buddy Poppies will also be presented a citation. These awards will be presented at the State Convention.

BEST NEWSPAPER ARTICLE CITATION

The "Best Newspaper Article Citation" will be presented at State Convention to the Post who submits the best article for each edition of the State Newspaper. Judging shall be performed by the committee for the newspaper.

2018-2019 ALL STATE TEAM

For a Post to be eligible, it must have reached 100% plus of their Membership Quota by June 30, 2019

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 5pm on December 16, 2018.

The Post must have at least one member attend each District meeting.

The Post must have at least one member attend District's 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.

The Post must purchase a minimum of five (5) poppies per member.

The Post must make a donation to the Department Service Officer Fund. Posts with (500 or more members - \$125.00, 100 to 499 members - \$100.00, 99 members or less - \$75.00).

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

The Post must participate in at least 2 of the following Programs

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)

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: 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 \$200. These Posts will each be known as a "Meritorious Post".

2018-2019

ALL STATE DISTRICT CHECKLIST

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

1. The District must meet their 100% Membership Quota by **June 30, 2019**.
2. All Posts in the District must be inspected, and the Inspection Reports must be received by State Headquarters on later than **December 16, 2018**.
3. The District Quartermaster must be properly bonded.
4. All Audit Reports for the District must be turned in to State Headquarters as required by the National By-Laws and Manual of Procedure.
5. 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):
 - a. Hospital Report
 - b. Americanism Report
 - c. Community Activities Report
 - d. Safety Report
 - e. Youth Activities Report
6. The District must conduct a District School of Instruction by the end of September 2017.
7. The District must donate \$100 to the Department Military Service Officer Fund.

All-State District Commanders who have met all the criteria including membership by May 10, 2019 will receive an All-State District Commander's cap and an All-State pin during the State Convention. All- State Commanders meeting the criteria, except for membership, by May 10, 2019, and then meet the membership criteria by June 30, 2019 will receive an All-State District Commander's cap, and an All- State pin at their next District meeting.

All-State District Commanders will receive a VFW jacket if **all Posts** within their District are 100% or more in membership by June 30, 2019.

VFW National Membership Program



B. J. LAWRENCE

Commander-in-Chief

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Membership Mission

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

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

Introduction

For the past several years, the VFW has been relatively successful in recruiting members aged 39 and younger. The only way to make this success permanent is to retain those members, recover past members, and recruit new members. We must improve the way we communicate with our members at all levels of the organization. Does your Post, District, State or Department have a newsletter, email, or an outreach team that visits fellow members? In many cases, we have lost touch with our members. We need to know who they are and what their needs are. Let us get back to basics—our first priority is taking care of our members and the veteran community as a whole.

Membership Goals

1. Build a strong organization for the future.
2. Work together to achieve the VFW's goals. The VFW National Headquarters staff is here to assist in coordinating programs, developing new membership initiatives and building awareness among our membership and the entire veteran community.

Membership Objectives

- Recruit new and recover unpaid members
- Retain and mentor existing membership
- Develop new Posts and revitalize existing Posts
- Increase Life Membership
- Increase Legacy Life Membership

Retention Defined

Although retention is ***not*** a prerequisite for the All-American program, it is extremely important to understand how retention is derived and the important role retention plays in accomplishing growth. The number of paid annual members in your Post on July 1 is the ensuing year's "prior year total." One more new or reinstated member is required to make up for each prior year annual member the Post fails to retain.

Your Post retention is derived from six types of payment components based on your prior year total of annual members:

- A prior year annual member pays his or her annual membership dues.
- A prior year annual member pays the life membership installment fee.
- A prior year annual member pays for life membership dues.
- A prior year annual member transfers to another Post and pays his or her annual membership dues.
- A prior year annual member transfers to another Post and pays the life membership installment fee.
- A prior year annual member transfers to another Post and pays life membership dues.

Life Membership Amnesty

All life members who are reported deceased between July 1, 2018 and August 31, 2018, will be removed from the Post rolls and the Post's prior year membership count will be adjusted accordingly.

Recruiting Awards

- **5, 10, 15** Corresponding numbered member pin
- **25** Commander-in-Chief membership coin & citation
- **50** VFW leather travel bag
- **75** Commemorative medallion set
- **100** Century cap and citation
- **175** National aide-de-camp cap and citation

“LUCKY STARS” Member Drawing

Five (5) winners will be drawn and accompany the Commander-in-Chief on an all-expense paid trip May 06-12, 2019 along with their spouse or guest.

For any new/reinstated member recruited between July 1, 2018 and April 1, 2019:

- You will receive one (1) chance for every five (5) new/reinstated members recruited
- You will receive ten (10) additional chances for every increment of 25 new/reinstated members recruited
- **Attention Post and District Commander:**
 - ✓ You will receive ten (10) chances in recognition of 85%+ post and district retention

Drawing will take place **April 2, 2019**

- **All awards are non-transferable**

Department “First to Finish” Incentive

The Department Commander and Quartermaster along with a guest for each of the Department that is the first to attain 100% in membership will be awarded.

- **Round trip airfare, accommodations and transportation with transfers. To include three nights in Honolulu and four nights in Maui, Hawaii. Note: if Hawaii wins, CDR and QM with guest will win a trip of equal value.**

Early Bird Award—VFW Legislative Conference

The top three Post commanders and quartermasters and the top two District commanders in each division on Jan. 1, 2019 will be awarded:

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

Department Quartermaster Early Bird Incentive

For every Department that achieves 92% in membership by Jan 1, 2019; the Department Quartermaster will receive:

- **A VFW Henry 30-30 Caliber Rifle or a credit voucher of equal value, for use with Veterans Travel Services.**

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, 2019 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 divisions who achieve 100% membership by April 1, 2019 along with their spouse or guest, will be awarded:

- **Round-trip airfare to Kansas City, Mo., from the airport nearest the awardee's home.**
- **A fun-filled weekend (May 16-19, 2019) that may include but is not limited to touring, shopping, and a complete tour of the VFW National Headquarters.**

100% Post, District & Department

A distinctive streamer will be awarded to every Post, District and State/Department that achieves 100% or greater in membership before July 1, 2019.

100% Commander Drawing

Each Post and District commander that exceeds 100% in membership by June 1, 2019 will be placed in a drawing. 20 post commanders and 12 district commanders will be drawn to receive:

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

Post Commander and Quartermaster Division Challenge

For every ten (10) new/reinstated members recruited between July 1, 2018 and April 1, 2019; Posts will earn one chance for both Post Commander and Quartermaster to be entered into a drawing. One Post per Division will be drawn to receive:

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

Legacy Life Membership Acquisition

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

- **A Legacy Society Post Proclamation.**

Each Post that achieves the distinctive benchmark of 100 Legacy Life Members by July 1, 2019, Commander or post representative will be awarded:

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

Elite Recruiter

Any VFW member who signs up 250 or more new and/or reinstated annual members by July 1, 2019, will be awarded:

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

Recruiter of the Year

The VFW member who signs up the greatest number of new and/or reinstated annual members greater than 250 by July 1, 2019, will be awarded:

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

New Post Development Department Award

For each new Post chartered, the Department Quartermaster will receive:

- **A \$250 credit from the VFW Store to be used towards necessary materials for the new Post.**

All-American Leadership Criteria

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

All-American Post Leadership Criteria

- Greater than 50 members on July 1, 2019
- Membership greater than 100%
- Finish in the top 50 posts in your respective division
- Voice of Democracy - minimum of one entry advanced to District Judging (Overseas Post donate \$50 to National in lieu of entry)
- Patriots Pen - minimum of one entry advanced to District judging (Overseas Post donate \$50 to National in lieu of entry)
- National Citizenship Education Teachers Award – one entry advanced to District judging (Overseas Post donate \$50 to National in lieu of entry)
- Buddy Poppy- must purchase Buddy Poppies
- Hold a fundraiser with the proceeds going to National Veterans & Military Support Services, minimum of \$50
- National Veterans Service – Appoint a Post Service Officer

All-American Post Leadership Award

- Acknowledgment in *VFW Magazine*
- All-American Post citation
- All-American Post streamer
- All-American citation - Commander
- All-American name badge - Commander
- All-American cap - Commander - **Quartermaster may purchase cap*
- All-American lapel pin - Commander - **Quartermaster may purchase pin*
- The top **five** Commanders in each division will also receive:
 - **A \$1,000 stipend to be used toward attending the VFW National Convention.**
 - **Reserved seating at the VFW National Convention joint opening session.**

All-American District Leadership Criteria

- Membership greater than 100%
- Finish in the top 25 Districts in your division
- Voice of Democracy - minimum of one entry advanced to Department Judging (Overseas District donate \$100 to National in lieu of entry)
- Patriots Pen - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry)
- National Citizenship Education Teachers Award – one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry)

All-American District Leadership Award

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

All-American Department Leadership Criteria

- Membership must be greater than 100%
- Must conduct two Membership Recruiting events prior to May 1, 2019. A report of these events must be submitted to the Membership Department.
- Hold a Commander's Round-Up* prior to Jan 1, 2019 with a report submitted to the Membership Department.
- One new post or increase the membership of three posts of 50 members or less to over 50 members by July 1, 2019
- **National Legislative Service**
 - Monthly National Legislative Service committee member/chairman reports must be submitted to National Legislative Service in Washington, D.C.

- **National Veterans Services**
- Must have a State/Department service officer and submit his or her name and contact information to National Veterans Services in Washington, D.C. by July 31, 2018
- Monthly National Veterans Services committee member/chairman reports must be submitted to National Veterans Services in Washington, D.C.
- **Programs**
 - Voice of Democracy - An entry advanced to national judging
 - Patriot's Pen - An entry advanced to national judging
 - National Citizenship Education Teacher Award – submit an entry in all three categories (K-5, 6-8, 9-12) and entries must advance to national judging
 - Veterans & Military Support Programs – Must complete a State/Department fundraiser and proceeds must be donated to: Veterans & Military Support Programs, Kansas City, MO

All-American Department Leadership Award

- All-American Department streamer
- All-American Department citation - Commander
- All-American name badge - Commander
- All-American cap - Commander - **Quartermaster may purchase cap*
- All-American lapel pin - Commander - **Quartermaster may purchase pin*
- \$1,000 stipend to be used toward attending the VFW National Convention
- Reserved seating at the VFW National Convention joint opening session

Conference Membership Award

The state/Department leading each conference will be entrusted with the conference membership colors for the following year. The 2018-2019 Conference winners will pick up the colors from the Membership Department at National Convention in Orlando, Fla.

The Conference with the highest membership percentage of the four Conferences will have their name and year engraved on a traveling trophy that will be presented by the Commander-

in-Chief to the Conference Chairman at the National Convention. This trophy will be entrusted to the Conference until the following National Convention. Post Membership Divisions and Minimum Qualifying Percentages

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

District Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage	# Eligible
1	5,000	14,000	Over 100%	25
2	3,282	4,999	Over 100%	25
3	2,172	3,281	Over 100%	25
4	1,447	2,171	Over 100%	25
5	906	1,446	Over 100%	25
6	1	905	Over 100%	25

Important Notes

- To receive stipends, awardees must be in attendance at designated events
- Only one National paid stipend per event (national convention, legislative conference, etc.)
- All awards are non-transferable
- The *Commander's Round-Up* program is for Department Commanders to visit Posts in their Department to get face-to-face time with their Post and District leadership and assist with membership development events. For further information about the *Commander's Round-Up*, please contact the Membership Department.

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

AMERICANISM REPORT

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (*Deadline to report November 15*)
SECOND HALF - NOVEMBER 1 TO APRIL 30 (*Deadline to report May 10*)

POST NO. _____ DISTRICT NO. _____

REPORTING FOR **FIRST HALF** or **SECOND HALF**
(*CIRCLE ONLY ONE*)

THE FOLLOWING AMERICANISM PROJECTS HAVE BEEN COMPLETED:

- _____ FLAG PRESENTATION
- _____ FLAG RAISING
- _____ COLOR GUARD/HONOR GUARD/PARADE
- _____ DISTRIBUTED PATRIOTIC LITERATURE
- _____ PATRIOTIC ASSEMBLY
- _____ SCHOOL FLAG EDUCATION PROGRAM
- _____ COMMUNITY FLAG EDUCATION PROGRAM
- _____ LOYALTY DAY PROGRAM
- _____ MEMORIAL DAY PROGRAM
- _____ FLAG DAY PROGRAM
- _____ FLAG RETIREMENT CEREMONY/COLLECT OLD FLAGS
- _____ INDEPENDENCE DAY PROGRAM
- _____ POW/MIA PROGRAM
- _____ GET OUT THE VOTE
- _____ VETERANS DAY PROGRAM
- _____ PEARL HARBOR DAY PROGRAM
- _____ SUPPORT OUR TROOPS
- _____ OTHER _____

PROGRAMS SUMMARY

- _____ **TOTAL NUMBER OF COMPLETED PROJECTS**
- _____ **TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS**
- _____ **TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS**
- _____ **TOTAL MILES DRIVEN TO COMPLETE PROJECTS**
- _____ **TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS**

(NOTE: INCLUDE MILEAGE CREDIT OF \$.14 PER MILE IN TOTAL MONIES)

PREPARED BY: _____ TITLE: _____

DATE: _____ EMAIL / PHONE _____

SENT REPORT TO: Department of Virginia, VFW, 403 Lee Jackson Highway, Staunton, VA 24401

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

COMMUNITY ACTIVITY REPORT

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (*Deadline to report November 15*)
SECOND HALF - NOVEMBER 1 TO APRIL 30 (*Deadline to report May 10*)

POST NO. _____ DISTRICT NO. _____

REPORTING FOR **FIRST HALF** or **SECOND HALF**
(*CIRCLE ONLY ONE*)

THE FOLLOWING ACTIVITY PROJECTS HAVE BEEN COMPLETED:

1. COMMUNITY INVOLVEMENT:

____ ORGANIZED BLOOD DRIVE/ASSISTED IN BLOOD DRIVE
____ ORGANIZED CPR CLASS
____ RECYCLING PROGRAM
____ NEIGHBORHOOD BEAUTIFICATION / HIGHWAY BEAUTIFICATION
____ OTHER _____
HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

2. COOPERATION WITH OTHER ORGANIZATIONS:

____ ORGANIZED / ASSISTED FUND-RAISING DRIVES (MARCH OF DIMES, ETC.)
____ U.S. SAVINGS BOND PROMOTION
____ VOLUNTEER IN SCHOOL / CHURCH
____ SPEAKER PROGRAM IN SCHOOL / CHURCH / COMMUNITY
____ OTHER _____
HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

3. AID TO OTHERS:

____ COMMUNITY HOSPITAL
____ NURSING HOME / SENIOR CITIZENS
____ VA MEDICAL CENTER
____ ASSIST HOMELESS VETERANS
____ OTHER _____
HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

5. VFW FUND RAISER:

____ BUDDY POPPY
____ OTHER _____
HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

PROGRAMS SUMMARY

____ TOTAL NUMBER OF COMPLETED PROJECTS
____ TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS
____ TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS
____ TOTAL MILES DRIVEN TO COMPLETE PROJECTS
____ TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS
(NOTE: INCLUDE MILEAGE CREDIT OF \$.14 PER MILE IN TOTAL MONIES)

PREPARED BY: _____ TITLE: _____

DATE: _____ EMAIL / PHONE: _____

SENT REPORT TO: Department of Virginia, VFW, 403 Lee Jackson Highway, Staunton, VA 24401

Veterans of Foreign Wars of the United States
 Department of Virginia
HOSPITAL COMMITTEE REPORT

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (Deadline to report November 15)
 SECOND HALF - NOVEMBER 1 TO APRIL 30 (Deadline to report May 10)

POST NO. _____ DISTRICT NO. _____

REPORTING FOR **FIRST HALF** or **SECOND HALF**
 (CIRCLE ONLY ONE)

Date	Description (Identify Activities Performed)	Number of VFW Individuals Participating in each Visit	Total Hours	Number of Patients Benefited	Miles Driven	Value of Services or Donations
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
Totals:						\$

PREPARED BY: _____ TITLE: _____

DATE: _____ EMAIL / PHONE _____

SENT REPORT TO: Department of Virginia, VFW, 403 Lee Jackson Highway, Staunton, VA 24401

Instruction for Completion of Hospital Committee Report

1. Enter the date of the actual event in the "Date" column.
2. A brief entry identifying the activity should be made in the "Description" column
3. The "Number of Individuals Participating In Each Visit" column is the total VFW members who actively served to support the activity.
4. "Total Hours" is the sum of the time devoted to the event (including travel to and from).
5. "Patients Benefited" is the total number of veterans (all veterans; not just members of your Post) served by the particular visit or activity.
6. The "Value of Services Or Donations" column requires an entry of the estimated dollar value of goods or services contributed in support of the activity. Including value of mileage (14 cent per mile) in the column.
7. A report should be submitted if you visited any of the following: VA Medical Center, VA Nursing Home, VA Domiciliary, State Care Center, State Hospital, State Nursing Home, Community Hospital, Community Nursing Home, Private Home or if you donated the use of medical equipment.
8. Questions about this form should be directed to the Department Hospital Committee Chairman or the Department Adjutant.
9. When the form is completed, it should be mailed to:

403 Lee Jackson Highway, Staunton, VA 24401

EXAMPLE:

Four (4) Post members travel to a VA Medical Center to visit with Patients. They each drive two (2) miles to meet at the Post and will drive two (2) miles to return home. They all ride in one (1) car to the center. It is 25 miles each way to the facility. It takes one (1) hour to drive each way. In route they purchase ten (10) newspapers at a cost of 50 cents each. While at the facility they pass out the newspaper and spend three (3) hours visiting 20 patients.

- 4 members drive 4 miles each: $4 \times 4 \text{ miles} = 16 \text{ miles}$.
- 1 trip of 25 miles each way: $2 \times 25 \text{ miles} = 50 \text{ miles}$.
- $16 \text{ miles} + 50 \text{ miles} = 66 \text{ miles} \times 14 \text{ cents per mile} = \9.24 .
- 10 newspapers at 50 cents each: $10 \times 50 \text{ cents} = \5.00

each member donates a total of five (5) hours [1 hr to get there, 3hrs visiting & 1 hr to return]

4 members x 5 hours each = 20 hrs.

Date	Description	No. of VFW	Hours	Patients	Miles Driven	Value
8/17	Visit to VA medical Center	4	20	20	50	\$14.24

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

SAFETY REPORT

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (*Deadline to report November 15*)
SECOND HALF - NOVEMBER 1 TO APRIL 30 (*Deadline to report May 10*)

POST NO. _____ DISTRICT NO. _____

REPORTING FOR **FIRST HALF** or **SECOND HALF**
(*CIRCLE ONLY ONE*)

THE FOLLOWING SAFETY PROJECTS HAVE BEEN COMPLETED:

- ___ PEDESTRIAN SAFETY
- ___ DRUG AWARENESS
- ___ RECREATIONAL SAFETY
- ___ HIGHWAY SAFETY
- ___ HOME SAFETY
- ___ RECOGNITION
- ___ HUNTER SAFETY
- ___ FIRE SAFETY
- ___ OTHER _____

PROGRAMS SUMMARY

_____ **TOTAL NUMBER OF COMPLETED PROJECTS**
_____ **TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS**
_____ **TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS**
_____ **TOTAL MILES DRIVEN TO COMPLETE PROJECTS**
_____ **TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS**

(NOTE: INCLUDE MILEAGE CREDIT OF \$.14 PER MILE IN TOTAL MONIES)

PREPARED BY: _____ TITLE: _____

DATE: _____ EMAIL / PHONE _____

SENT REPORT TO: Department of Virginia, VFW, 403 Lee Jackson Highway, Staunton, VA 24401

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

YOUTH ACTIVITY REPORT

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (*Deadline to report November 15*)
SECOND HALF - NOVEMBER 1 TO APRIL 30 (*Deadline to report May 10*)

POST NO. _____ DISTRICT NO. _____

REPORTING FOR **FIRST HALF** or **SECOND HALF**
(*CIRCLE ONLY ONE*)

THE FOLLOWING YOUTH ACTIVITY PROJECTS HAVE BEEN COMPLETED:

- ___ SPORTS/ATHLETICS
- ___ CONTEST
- ___ EDUCATIONAL INSTRUCTION
- ___ SCOUTING
- ___ RECOGNITION
- ___ OTHER _____

PROGRAMS SUMMARY

_____ **TOTAL NUMBER OF COMPLETED PROJECTS**
_____ **TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS**
_____ **TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS**
_____ **TOTAL MILES DRIVEN TO COMPLETE PROJECTS**
_____ **TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS**

(NOTE: INCLUDE MILEAGE CREDIT OF \$.14 PER MILE IN TOTAL MONIES)

PREPARED BY: _____ TITLE: _____

DATE: _____ EMAIL / PHONE _____

SENT REPORT TO: Department of Virginia, VFW, 403 Lee Jackson Highway, Staunton, VA 24401

REVISED: June 6, 2018

**VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA
REPORT OF DECEASED COMRADE**

Post No. _____

District No. _____

**NAME OF
COMRADE** _____

Last

First

Middle Initial

Annual Membership Number _____ *Life Membership Number* _____

DATE OF DEATH: _____

Month/Day/Year

Address _____

Street

City

State Zip

Signed _____

Date _____

IMMEDIATELY AFTER INTERMENT, MAIL OR FAX THIS REPORT TO:

Department of Virginia, VFW

403 Lee Jackson Highway

Staunton, VA 24401

Phone: (540) 886-8112

FAX (866) 416-0586

INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted. The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job. Do not limit your comments when reporting deficiencies; it may be necessary to attach an additional comment sheet.

Question Specific Reminders

1. Bylaws of the organization (all levels) should be readily available to all members. Posts that have adopted Bylaws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review. If out of date, suggest an internal review. If a Post has not adopted Bylaws it should have on file an indexed book of approved resolutions/motions that are in effect.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, the name of the incorporated unit, and that the registered agent and officers (if applicable) have been updated to correspond with the previous election of officers. In some states this must be done annually, in others only when the registered agent changes (this is commonly known as the Annual Report). All Posts must be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, Service Officer, and Guard.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected in accordance with Section 222 of the National Bylaws/Manual of Procedure. This can be done by checking the meeting minutes.
5. Any "NO" answer in this section indicates a neglect in duties and responsibilities as prescribed in Section 218 of the Manual of Procedure.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National Bylaws. In addition, ensure proper usage of Sections 106 and 107 of the Manual of Procedure for all former and/or transferring members.
7. The National Bylaws, Section 203, states every Post shall hold at least one regular meeting per month.
8. Verify, using meeting minutes, that committee reports are given, discussed and accepted. This includes activities like the canteen, bingo, honor guard, riders groups, community service, etc.
9. Activity reports assist the Post when their non-profit status is being questioned by the IRS and further indicate whether or not they are upholding Section 230102 of the Congressional Charter, the purposes of our organization.
10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day and Loyalty Day.
11. Section 1101 of the National Bylaws discusses the formation and governing of the Auxiliary.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.
13. Although subjective, Posts need to be continually encouraged to develop programs for membership recruiting and retention.
14. Monthly review of Post receipts and expenditures by the Trustees is required in Section 218 the National Manual of Procedure.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, honor guard, riders groups, etc., Post Trustees must complete this audit not later than the month following the last day of each quarterly period (e.g. August 1, November 1, February 1 and May 1). Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which they are accountable, and to which they have access.
17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Section 703 of the National Bylaws.
19. Verify all questions in this section by examining Quartermaster records, Adjutant records and Bylaws.
Remember, Section 709 of the National Bylaws further require that the Post Quartermaster have custody of all funds of activity/subordinate unit and subject to the same Rules and Regulation as Post Funds.
The Internal Revenue Service requires all VFW Posts to file annually a Form 990 "Tax Exempt Organizations Tax Form". A Post may also have to file a Form 990T and pay certain taxes if it has nonrelated business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing. Verify Tax Exempt Status via www.irs.gov "Tax Exempt Organization Search".
20. Every Post is required to have a Federal Employer Identification number.
21. Expenditure of funds requires a vote on the Post floor, and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post Bylaws may allow for certain expenditures to be paid without a vote on the floor, these are usually reoccurring bills. If a Post Commander is not approving all expenditures, it's violating the duties and responsibilities of the office.
22. Buddy Poppy distribution net receipts must be credited to the Post Relief Fund. Section 219 of the National Bylaws mandates that a Relief Fund will be established and maintained. Distribution of these funds are restricted and must only be used for the purposes stated in Section 219 of the Manual of Procedure.
23. The National Bylaws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National Bylaws. However, if the Post Bylaws require the Commander and Quartermaster signatures on checks, they must adhere to the Post Bylaws.
24. Checks shall never be "pre-signed" by any officer and is not considered an acceptable banking practice.
25. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark "N/A" if the amount is zero. Title holder may be a bank or lender, if the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.
26. It is desirable that all Posts be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity, a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem.
Any Post owning property and/or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing the applicable policy.
27. Each Department must adopt a document retention policy which complies with federal and state law and ensure its use by each Post within its jurisdiction.
28. Departments may require additional forms for inspecting licensed operations (e.g. Clubroom, Gaming, etc.).

VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM

POST NO.	CHARTERED LOCATION (CITY & STATE)	DISTRICT NO.	DEPARTMENT	INSPECTION DATE
----------	-----------------------------------	--------------	------------	-----------------

- 1) Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws?..... YES NO
 - a) Date reviewed by the Commander-in-Chief: _____
- 2) Is the Post incorporated in accordance with Section 708 of the National Bylaws?..... YES NO
 - a) Date reviewed by the Commander-in-Chief: _____
 - b) Date filed with appropriate state officials: _____
 - c) Name of incorporated unit: _____
 - d) Registered Agent of Record: _____ Last updated: _____
- 3) Are all officer positions filled as prescribed in Section 216 of the National Bylaws?..... YES NO
- 4) Are Post delegates elected in accordance with Section 222 of the National Bylaws?..... YES NO
- 5) Does the Post Adjutant...
 - a) Maintain books and records in a legible and uniform format?..... YES NO
 - b) Maintain a file containing a copy of the original application of every member admitted into the Post?..... YES NO
 - c) Maintain a file of meeting minutes after correction and approval?..... YES NO
 - d) Maintain a file of current orders or circulars issued from higher authority?..... YES NO
 - e) Maintain a correspondence file?..... YES NO
 - f) Maintain a file containing proof of eligibility submitted by officers?..... YES NO
 - g) Maintain a current copy of Post, District (if applicable), Department and National Bylaws?..... YES NO
- 6) Are applicants for membership reviewed, read and voted on at a Post meeting for approval?..... YES NO
- 7) Does the Post hold at least one meeting per month with a quorum present?..... YES NO
- 8) Are all committees reporting to the membership at Post meetings?..... YES NO
- 9) Are Community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines?..... YES NO
 - a) Date of last submission: _____
- 10) Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws?..... YES NO
- 11) Does the Post have an Auxiliary?..... YES NO
 - a) Is there proper cooperation between the Post and its Auxiliary unit?..... YES NO
- 12) Does the Post distribute Buddy Poppies?..... YES NO
 - a) Date of last distribution: _____
- 13) Does the Post have a membership committee?..... YES NO
 - a) Does the Post have a viable recruiting and retention plan?..... YES NO
- 14) Do the elected Trustees review the monthly report of receipts and expenditures?..... YES NO
- 15) Do the elected Trustees audit quarterly all books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post?..... YES NO
 - a) Date of last quarterly audit: _____
- 16) Post funds:

<ol style="list-style-type: none"> a) Balance of all checking accounts \$ _____ b) Balance of all savings accounts \$ _____ c) Balance of all CD and bond accounts \$ _____ d) All other account types \$ _____ e) Total of all accounts \$ _____ f) Amount of Quartermaster Bond \$ _____ 	<ol style="list-style-type: none"> g) Do all account ledger balances match the balance of reconciled bank statements? <input type="checkbox"/> YES <input type="checkbox"/> NO h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? <input type="checkbox"/> YES <input type="checkbox"/> NO
--	--
- 17) Name of bonding company: _____ Expiration date of bond: _____
- 18) Are additional officers accountable for funds bonded in accordance with Section 703 of the National Bylaws?..... YES NO
- 19) Does the Post Quartermaster...
 - a) Maintain books and records in a legible and uniform format?..... YES NO
 - b) Receive and properly transmit membership dues as required?..... YES NO
 - c) Maintain a relief fund in accordance with Section 219 of the National Bylaws?..... YES NO
 - d) Have care and custody of all committee funds?..... YES NO
 - e) Report on transactions concerning receipts and expenditures at Post meetings?..... YES NO
 - f) File appropriate forms as required by federal, state and local statues?..... YES NO
 - g) Date of last 990 filing: _____ k) Is the 990 filing available for public inspection?..... YES NO
- 20) Post Federal Employee Identification Number (EIN): _____
- 21) Are all expenditures voted on by the Post membership and approved by the Post Commander?..... YES NO
- 22) Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws?..... YES NO
- 23) Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws?..... YES NO
- 24) Are checks pre-signed by any authorized officer?..... YES NO
- 25) Does the Post own real property?..... YES NO
 - a) Appraised Value: \$ _____ Monthly Payment: \$ _____ Amount Owed: \$ _____
 - b) Title Holder: _____
- 26) Does the Post carry all proper types of insurance?..... YES NO
 - a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?..... YES NO
- 27) Does the Post retain documents in accordance with the Department's Document Retention Policy?..... YES NO
- 28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form May Be Required)..... YES NO

INSPECTOR COMMENTS : _____

POST COMMANDER: _____
PRINT AND SIGN

INSPECTOR: _____
PRINT AND SIGN

The Inspector shall provide a copy of each inspection to the Post Commander, District Inspector, and Department Inspector and set forth therein any constructive criticism and recommendations.
 MAINTAIN IN POST FILE AS A PERMANENT RECORD

INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted. The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job. Do not limit your comments when reporting deficiencies; it may be necessary to attach an additional comment sheet.

Question Specific Reminders

1. Bylaws of the organization (all levels) should be readily available to all members. Posts that have adopted Bylaws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review. If out of date, suggest an internal review. If a Post has not adopted Bylaws it should have on file an indexed book of approved resolutions/motions that are in effect.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, the name of the incorporated unit, and that the registered agent and officers (if applicable) have been updated to correspond with the previous election of officers. In some states this must be done annually, in others only when the registered agent changes (this is commonly known as the Annual Report). All Posts must be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, Service Officer, and Guard.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected in accordance with Section 222 of the National Bylaws/Manual of Procedure. This can be done by checking the meeting minutes.
5. Any "NO" answer in this section indicates a neglect in duties and responsibilities as prescribed in Section 218 of the Manual of Procedure.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National Bylaws. In addition, ensure proper usage of Sections 106 and 107 of the Manual of Procedure for all former and/or transferring members.
7. The National Bylaws, Section 203, states every Post shall hold at least one regular meeting per month.
8. Verify, using meeting minutes, that committee reports are given, discussed and accepted. This includes activities like the canteen, bingo, honor guard, riders groups, community service, etc.
9. Activity reports assist the Post when their non-profit status is being questioned by the IRS and further indicate whether or not they are upholding Section 230102 of the Congressional Charter, the purposes of our organization.
10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day and Loyalty Day.
11. Section 1101 of the National Bylaws discusses the formation and governing of the Auxiliary.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.
13. Although subjective, Posts need to be continually encouraged to develop programs for membership recruiting and retention.
14. Monthly review of Post receipts and expenditures by the Trustees is required in Section 218 the National Manual of Procedure.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, honor guard, riders groups, etc., Post Trustees must complete this audit not later than the month following the last day of each quarterly period (e.g. August 1, November 1, February 1 and May 1). Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which they are accountable, and to which they have access.
17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Section 703 of the National Bylaws.
19. Verify all questions in this section by examining Quartermaster records, Adjutant records and Bylaws.
Remember, Section 709 of the National Bylaws further require that the Post Quartermaster have custody of all funds of activity/subordinate unit and subject to the same Rules and Regulation as Post Funds.
The Internal Revenue Service requires all VFW Posts to file annually a Form 990 "Tax Exempt Organizations Tax Form". A Post may also have to file a Form 990T and pay certain taxes if it has nonrelated business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing. Verify Tax Exempt Status via www.irs.gov "Tax Exempt Organization Search".
20. Every Post is required to have a Federal Employer Identification number.
21. Expenditure of funds requires a vote on the Post floor, and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post Bylaws may allow for certain expenditures to be paid without a vote on the floor, these are usually reoccurring bills. If a Post Commander is not approving all expenditures, it's violating the duties and responsibilities of the office.
22. Buddy Poppy distribution net receipts must be credited to the Post Relief Fund. Section 219 of the National Bylaws mandates that a Relief Fund will be established and maintained. Distribution of these funds are restricted and must only be used for the purposes stated in Section 219 of the Manual of Procedure.
23. The National Bylaws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National Bylaws. However, if the Post Bylaws require the Commander and Quartermaster signatures on checks, they must adhere to the Post Bylaws.
24. Checks shall never be "pre-signed" by any officer and is not considered an acceptable banking practice.
25. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark "N/A" if the amount is zero. Title holder may be a bank or lender, if the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.
26. It is desirable that all Posts be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity, a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem.
Any Post owning property and/or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing the applicable policy.
27. Each Department must adopt a document retention policy which complies with federal and state law and ensure its use by each Post within its jurisdiction.
28. Departments may require additional forms for inspecting licensed operations (e.g. Clubroom, Gaming, etc.).