

VETERANS OF FOREIGN WARS



DEPARTMENT OF VIRGINIA

NUMBER 12

403 Lee Jackson Highway
(540) 886-8112

"Every Day is Veterans Day"

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

June 1, 2019

Staunton, Virginia 24401
In Virginia 800-888-3521

GUIDE TO THE GENERAL ORDERS:

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1. COMMANDER'S MESSAGE:

Greetings from Staunton!

This is my last set of General Orders as the State Commander and I want to say how much it has been a pleasure to serve as the State Commander. I have put roughly 100,000 miles on the road over the past five years and I have been able to see, learn, and do so much. I am continuously amazed at the dedication our membership puts forward. Be you from a big Post or a small one, a Post with a home or one without, you are a catalyst for positive effect and our VFW continues to be a cornerstone for our communities. I have been the State Commander this year, but I am better described as the guy who stood in your shadow and I will be forever humbled by the opportunity to do that.

We have had an amazing year. We gave out \$15,000 in emergency financial grants plus more in dinners and needed supplies for the Coast Guard when they were not being paid. Over \$10,000 in grants and supplies for hurricane and disaster relief was donated. We started a new Post in Lynchburg. Our VFW Riders set another record for \$15,001 raised for the National Programs Department through the Vander Clute Ride. Our Service Officer team helped recover more than **\$27 MILLION** for veterans and families in just 2018. We reported hundreds of thousands in donations, miles, and hours given back to our community. The list goes on, and on, and on but it is because of what you do and who you are that this list is so long and distinguished.

We set new records. We made our membership goals faster than anyone can remember. We have the largest All-State class with 63 Posts and 10 Districts already earning their honors along with 3 Posts who are Meritorious Posts and these numbers are all likely to grow. As of the 22nd, 94 Posts are 100% or better and I expect that number to make 100 before the end of the year.

I want to thank the VFW Auxiliary for the work it does. Be it through partnerships or through the programs owned wholly by the Auxiliary, the Auxiliary is a force multiplier which cannot be denied its deserved recognition.

I am eternally grateful to so many people who helped me this year. I want to thank our employees who work every day to keep this massive operation going. The line officers who will be State Commanders in the future were of great help and I promise to do all I can to support them in having as successful a year as they helped me have.

I want to especially thank three people above all because of the amazing amount of help and dedication we saw from them this year. All three have given years of their lives to this organization in various capacities but they were exceptionally helpful this year with the work that was done, and the transition made.

Tom Gimble stepped up to serve as the State Quartermaster without needing to be begged and I asked just once when he gave a strong "YES" to my request. He has been exceptionally helpful with the transition we have made here at State HQs and has been a wealth of knowledge I called on for advice and council over the year. As someone who had a long career in the Pentagon, I knew his attention to detail, sense of integrity, and ability to manage large issues with mild mannerisms would be needed. Tom and I share a belief that this is a business and that transparency must be the theme for people who occupy positions of great trust like he and I held this year. I am forever grateful to Tom for the help he gave me and the leadership he showed in this organization.

Tom Hines has been a fantastic Chief-of-Staff and Membership Chairman. As a Past All-American State Commander, Tom knows it takes miles on the road and hours on the recruiting booth to make the goals. He was instrumental in starting the new Post in Lynchburg and has been flexible enough that he could be anywhere he was needed on short notice. Tom and I have spent many days away from home over the course of my time in the chairs working membership and I knew no better person because of the relationships he built which would be helpful in making our goal. I can tell you that while all of us put something into our wildly successful membership year, Tom Hines deserves individual recognition for making this happen.

Last, but certainly not least, is someone who all of you know and trust. Angie Lipscomb has been with us for 28 years and is the reason the trains run on time at State HQs. Over the course of the year, and in the future as well, she has been the person who kept the bureaucratic side of our organization moving forward if I had to be on the road doing the work of the organization. She is a steady hand with years of knowledge and experience who, in my opinion, has not been publicly appreciated enough. While some jokingly ask if Angie came with the building, I can tell you we would not have a building without Angie. I am eternally grateful that we have someone we can trust as much as Angie and I could never imagine a State HQs without her.

I hope to see as many of you as possible at State Convention. We have sold out two (YES, TWO!) hotels and we have an amazing weekend ready for all of you. I hope to thank you all individually, but please hear me say my appreciation now and in this letter. I look forward to what the future may bring, and I will continue to be here at State HQs to help in any way I can.

Ken Wiseman
State Commander
Department of Virginia

2. ACTIVE MEMBERSHIP:

The National By-Laws provide for only one type of membership: active membership. There are no provisions in the National By-Laws, nor is there any authority or justification for issuance of Club Membership cards, Associate Member cards, Honorary Membership cards, or any other special cards. Any Post issuing unauthorized cards, or conducting club operations open to the public, endangers its standing with the Internal Revenue Service as a non-profit organization. Officers signing outlaw cards admitting non-members to VFW premises are subject to disciplinary action. National and Department officers cannot defend practices that conflict with VFW By-Laws or procedures.

3. DISTRICT MEETINGS:

1 st	Date: 08/17/19 Lunch: 10:00 AM Meeting: to follow Lunch Location: Post 8252 Gloucester 7439 J. Clayton Memorial Hwy	7 th	Date: 08/24/19 SOI: 9:00 AM Meeting: to Follow SOI Location: Post 2447 Edinburg 100 Veterans Way
2 nd	Date: 08/10/19 SOI: 9:00 AM Lunch: to follow SOI Meeting: to follow Lunch Location: Post 392 Virginia Beach 2408 Bowland Parkway	8 th	Date: 08/18/19 Lunch: 12:00 Noon Meeting: 1:00 PM Location: Post 3103 Fredericksburg 2701 Princess Anne St
3 rd	Date: 08/17/19 SOI: Meeting: 10:00 AM Lunch: to follow Meeting Location: Post 9808 Mechanicsville 7168 Flag Lane	9 th	Date: 09/29/19 Lunch: 12 Noon Meeting: 1:00 PM Location: Post 9696 Bluefield 131 Lovelane St
4 th	Date: Meeting: 9:30 AM SOI: to follow Meeting Location: Post 9954 Victoria 100 Marshall Avenue	10 th	Date: Lunch: 11:30 AM Meeting: 1:00 PM Location:
5 th	Date: 08/17/19 Lunch: to follow Meeting Meeting: 12:00 Noon Location: Post 4637 Martinsville 2327 Old Chatham Road	11 th	Date: Lunch: 11:30 AM Meeting: 12:30 PM Location:
6 th	Date: 08/04/19 Meeting: 2:00 PM Location: Host Post 9877 Amherst Desmond Doss Academy 19 George St, Lynchburg	12 th	Date: 08/03/19 Registration: 10:00 AM Meeting: 11:00 AM Location: Post 6975 Bristol 14 16 th Street Bristol, TN
		13 th	Date: 08/10/19 Meeting: 12:00 Noon Lunch: After Meeting Location: Post 8947 Mineral 201 Mineral Avenue

4. ALL-STATE:

Congratulations to the following Posts and Districts who made All-State by May 11th. If your Post is not on the list, you still have until June 30th to achieve All-State don't stop working on membership.

District 1, Department of Virginia
District 2, Department of Virginia
District 4, Department of Virginia
District 5, Department of Virginia
District 6, Department of Virginia
District 8, Department of Virginia
District 9, Department of Virginia
District 10, Department of Virginia

District 12, Department of Virginia
District 13, Department of Virginia

VFW Post 2296, District 1, Tasley, VA
VFW Post 824, District 1, Yorktown, VA
VFW Post 176, District 1, Newport News, VA
VFW Post 8252, District 1, Gloucester Ct. House
VFW Post 3219, District 1, Phoebus, VA

VFW Post 960, District 1, Yorktown, VA
VFW Post 993, District 2, Portsmouth, VA
VFW Post 1211, District 2, Virginia Beach, VA
VFW Post 2894, District 2, Chesapeake, VA
VFW Post 3160, District 2, Norfolk, VA
VFW Post 4411, District 2, Franklin, VA
VFW Post 9382, District 2, Suffolk, VA
VFW Post 2582, District 2, Suffolk, VA
VFW Post 392, District 2, Virginia Beach, VA
VFW Post 4809, District 2, Norfolk, VA
VFW Post 8545, District 2, Smithfield, VA
VFW Post 1426, District 3, Midlothian, VA
VFW Post 4639, District 3, Williamsburg, VA
VFW Post 2239, District 3, Colonial Heights, VA
VFW Post 637, District 3, Hopewell, VA
VFW Post 10387, District 3, Petersburg, VA
VFW Post 9501, District 3, Aylett, VA
VFW Post 10654, District 3, Richmond, VA
VFW Post 5313, District 4, Nottoway, VA
VFW Post 7166, District 4, South Hill, VA
VFW Post 12145, District 4, Dinwiddie, VA
VFW Post 8446, District 4, Buckingham, VA
VFW Post 8759, District 4, Amelia, VA
VFW Post 7059, District 4, Farmville, VA
VFW Post 8163, District 4, Clarksville, VA
VFW Post 9954, District 4, Victoria, VA
VFW Post 647, District 5, Danville, VA
VFW Post 10840, District 5, Penhook, VA
VFW Post 8467, District 5, Meadows of Dan, VA
VFW Post 4491, District 6, New Castle, VA

The Meritorious Posts are as follows:

VFW Post 8902, District 4, Keysville, VA
VFW Post 3060, District 11, Deerfield, VA

VFW Post 1842, District 6, Fincastle, VA
VFW Post 2123, District 7, Winchester, VA
VFW Post 2447, District 7, Edinburg, VA
VFW Post 9660, District 7, Broadway, VA
VFW Post 3103, District 8, Fredericksburg, VA
VFW Post 7589, District 8, Manassas, VA
VFW Post 9835, District 8, Warrenton, VA
VFW Post 4667, District 9, Marion, VA
VFW Post 9696, District 9, Bluefield, VA
VFW Post 1184, District 9, Pulaski, VA
VFW Post 7136, District 9, Tazewell, VA
VFW Post 7726, District 9, Independence, VA
VFW Post 1115, District 9, Hillsville, VA
VFW Post 2719, District 9, Wytheville, VA
VFW Post 1503, District 10, Dale City, VA
VFW Post 609, District 10, Alexandria, VA
VFW Post 5412, District 10, Burke, VA
VFW Post 7916, District 10, Woodbridge, VA
VFW Post 9274, District 10, Falls Church, VA
VFW Post 7327, District 10, Springfield, VA
VFW Post 10826, District 11, Verona, VA
VFW Post 8163, District 13, Scottsville, VA
VFW Post 1994, District 12, Abington, VA
VFW Post 5715, District 12, Big Stone Gap, VA
VFW Post 8652, District 12, Coeburn, VA
VFW Post 6975, District 12, Bristol, VA
VFW Post 1827, District 13, Charlottesville, VA
VFW Post 8947, District 13, Mineral, VA

VFW Post 7814, District 11, Staunton, VA

5. AUDITS:

Attention of Post Commanders is directed to Section 218 (a)(11) of the National Manual of Procedure, Officers: Duties and Obligations. Trustees Report of Audit must be prepared in detail within thirty (30) days from the end of each quarter, one of which ended and is **now past due** March 31.

6. BUDDY POPPY:

The annual National Convention “Buddy”[®] Poppy Display Contest will be held in the Orange County Convention Center during the 120th National Convention – West Building, further location information will be sent in the near future. Entries will be accepted for registration and may be set up beginning at 8 a.m., Saturday, July 20 and until noon, Monday, July 22, 2019.

I am attaching some updated information to assist with this year’s Buddy Poppy Contest. The National Contest Rules are attached which includes any use of non-VFW trademarks or copyrighted material on the display is prohibited. It is suggested and recommended that Departments’ (State) contest rules be established in a like form. Also attached is the National entry form to show the information that will be required when entering/registering your Department’s approved display at National Convention.

Posts and Auxiliaries that want to ship their displays to the National Convention site are asked to please use the shipping label(s) which will be forwarded to you in the near future. To ensure timely and proper delivery, it is imperative that the label used reflects the exact address, Show Name, Company Name and Booth Number. All Buddy Poppy displays should be mailed within 30 days prior to the convention. Please note, for delivery after July 15; please use the appropriate label that states your display has to arrive on Friday, July 19only. If you have a question, please contact Tammy Beauchamp at 816.756.3390 ext. 6287 prior to shipping. Do not ship directly to the Orange County Convention Center's normal address.

The judging is scheduled for completion on Monday evening and the winning displays will be identified with appropriate ribbons on Tuesday morning. Winners will also be announced on the convention floor. Plaques will be mailed for the top three winners in each of the three categories to the winning Department Adjutants after convention.

PLEASE REMEMBER: The sponsoring unit is responsible for shipping to and from the convention (to include all costs) and the assembly/disassembly of their display. The displays must be removed before 4:00 p.m. on Tuesday otherwise the display will be removed and destroyed by the convention center's personnel.

I would like to wish all the VFW Posts and Auxiliaries luck on your displays and hope to see you in Orlando.

Thank you!

NOTE: ALL DEPARTMENT ADJUTANTS MUST NOTIFY THE PROGRAMS DEPARTMENT, IN WRITING, BY JUNE 30 OF THE POSTS THAT WILL REPRESENT THEIR DEPARTMENT IN EACH CATEGORY.

7. 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.

8. DELEGATE FEES:

At the 2016 State Convention, it was voted to change the Convention Delegate fee from \$5.00 to \$3.00. In accordance with the National By-Laws Section 222 (C), each Post will pay in accordance with Department By-Laws a delegate registration fee for each delegate to which the Post shall be entitled.

Therefore, you must submit your delegates list to the Department in accordance with Section 222 of the Manual of Procedure along with a check in the amount of \$3.00 for every delegate your Post is entitled to as of membership status of March 31st. All delegate lists and monies should have been sent to Department Headquarters by May 15th. Failure to do so will put your Post in arrears to the Department and you will have no vote at the State Convention.

The Delegate sheet was the front page of the March and April General Orders.

9. DELEGATES TO DISTRICT/DEPARTMENT CONVENTION:

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

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

10. DUTIES OF TRUSTEES:

Attention of Post Commanders is directed to section 218 of the Manual of Procedure, "Duty of Trustees." Trustees Report of Audit must be completed in detail at the close of each quarter. Commanders are reminded that accurate and complete records shall be kept by all persons handling Post funds, including the Club Manager and Bingo Chairman. These records shall be audited by Post Trustees in the same manner as Post Quartermaster and Adjutant records.

11. ELIGIBILITY TO VOTE AT STATE CONVENTION:

National By-Laws, Section 213-Arrearage: Any Post in arrears for National, Department, or District dues, poppy money, supply money, or other financial obligations, or failing to have the office of Quartermaster properly bonded in accordance with section 703 or failing to submit properly completed Quarterly Post Trustees Report of Audit or Post Election Report shall be deprived of all representation in County Council meetings, District, Department and National Conventions. Such representation shall be restored promptly upon proper adjustment of such deficiencies.

12. E-MAIL ACCOUNT ACCESS:

All email accounts will be 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 Resources and then click on 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 cdrpost176@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

13. FLAG DAY:

FLAG DAY, JUNE 14. All VFW units are reminded to properly display the U.S. Flag on Flag Day, Thursday, June 14 and to conduct a ceremony or program as feasible. You may contact the VFW Communications Department for a Flag Day speech. It is also suggested Posts should award the VFW Patriotic Citizen Award (Product No. 4385) for those who have daily displayed our National flag. This product is available at the VFW Store <http://www.vfwstore.org/products/22874>.

14. GENERAL ORDERS:

The cut off for the General Orders is the 20th of the month. No EXCEPTIONS. Subscriptions for hard copy General Orders are \$30.00 for the year (**please note new price**). Contact State Headquarters for more info.

15. IMPORTANT DATES:

June 13-16, 2019	State Convention, Renaissance Portsmouth-Norfolk Waterfront Hotel, 425 Water Street, Portsmouth, VA; Hotel is booked full.
July 20-24, 2019	National Convention Orlando, Florida
September 28, 2019	Fall Council of Administration meeting, State Headquarters
October 12, 2019	Homecoming for the State Commander and State President, Post 9808 (Mechanicsville)
October 17-20, 2019	Southern Conference, Baton Rouge, Louisiana
January 10-12, 2020	Winter Council, The Inn at Virginia Tech and Skelton Conference Center, 901 Prices Fork Road, Blacksburg, VA; phone 540-231-8000. Room Rates are \$99.00 per night plus \$10.00 each additional person. Group name "VFW-VA 2020 Winter Council Meeting"; Cut-off Date December 10, 2019

16. 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.

17. MEMBERSHIP:

Commanders and Comrades,

If you read your emails and are included in the over 400 recipients on the "All VFW" list, then CONGRATULATIONS is a word that you have seen Ken, Hal, and I use quite a bit lately. It shows how grateful we are for the effort that YOU have given us this year. When the State Commander and National Junior Vice Commander take time out of their busy days to check memstats and personally congratulate a Post for its efforts, then that should tell you the kind of great leadership we have from this Department.

YOU have had an outstanding year and the results are evident:

ALL-AMERICAN DEPARTMENT, TEN ALL-STATE DISTRICTS (MAY BE ELEVEN BY THE TIME YOU READ THIS) AT OR OVER 100%, 92 POST AT OR ABOVE 100%, A NEW POST THAT IS DOING GREAT, THE LARGEST CLASS OF ALL STATE POST THAT WE HAVE EVER HAD.

I could go on and on about your accomplishments. The Department is seeing our younger veterans take leadership of our Post and Districts and flex their muscles. WHAT A GREAT DEPARTMENT WE HAVE!

If you remember my personal goals from the beginning of the year, only one is not met: we won't have all Post reach 100%. However out of the 38 that haven't reached 100%, 25 need ten or less and a lot of these need less than 5. There is still time for many of you to reach 100%. I also set a goal of 2,500 new or reinstated members and we met that as well! I encourage all to attend our awards ceremony on Thursday night during our Convention and applaud your Post and Comrades on their accomplishments this year. Great efforts such as this year are not often seen, and you should all enjoy the awards night.

I would like to add my heartfelt gratitude to all of you for making this such a pleasurable year to be your Membership Chairman. With your help it has been fair winds and smooth sailing this year (I hate using Navy terms). HOOAH to all of my Army Brothers and SISTERS!

Tom Hines, PDC
Chief of Staff
Membership Team

18. NATIONAL CONVENTION HOUSING AND REGISTRATION:

120th National Convention housing is now officially open. Housing reservation information is located on the convention website accessed through the main VFW website at www.vfw.org/convention. Further convention information is located in the back pages of these General Orders.

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 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 online by going to www.vfw.org.

19. OFFICE CLOSURE:

The State Headquarters will be closed June 12 – 17 for the State Convention. The Hopewell and Dale City Service Offices will be closed June 13 – 14 for the State Convention. The State Commander/Adjutant and Quartermaster will be available by phone and email.

20. PROOF OF ELIGIBILITY:

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 officers. Officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and reviewed. Failure or refusal to submit proof of eligibility within thirty (30) days of election or appointment shall result in the office being declared vacant.

21. RESOLUTIONS:

At this time of year, the term “resolutions” enters many conversations. While we may individually resolve to eat healthier, exercise more, or ditch bad habits, we in the VFW resolve to assist veterans through “Resolutions” passed by our National Convention and brought to the attention of our elected officials. Your Resolutions Committee monitors events in Washington to evaluate whether they impact veterans, our nation, or our allies. Such events as delinquent GI Bill payments, proposed deportation of former refugees from Vietnam, and low VA disability compensation approval ratings for military sexual trauma garner our attention and become fodder for Resolutions. Now is the time to identify issues and draft resolutions even though our Department Convention is six months away. The Resolutions Committee (Elizabeth Ann Wicht - Post 1994, James Brown - Post 9501, Barney Campbell -

Post 10654, and I) stand ready to assist in building Resolutions into the proper format. (Reference April 2018 General Orders, pages 17 and 18, for formats).

M. C. "Connie" Agresti
Chairman, Resolutions Committee

22. SCHOLARSHIP ESSAY THEMES:

The 2019-2020 themes have been chosen by Senior Vice Commander-in-Chief William J. "Doc" Schmitz. There will be **ONE THEME FOR BOTH CONTESTS**. The Voice of Democracy and the Patriot's Pen theme will be "What Makes America Great".

23. VFW RIDERS:

Comrades,

July 2019 the VFW Riders Virginia are going to ride to the VFW National Convention in Orlando, FL. Our goal is to raise money to carry to the VFW National Convention's Howard E. Vander Clute Ride prior to the start of the Convention. Last year we donated \$15,001 from the Department of Virginia, various Posts of Virginia and the VFW Riders Virginia. I am asking for donations from you to help us raise money for the Howard E. Vander Clute Jr. Memorial Motorcycle Ride. The monies raised this year will go to help our veterans through the National Veterans and Military Services program. This year with your help and monies raised by the VFW Riders Virginia we are hoping to surpass last year's numbers. Thank you, Comrades, for all you do for our veterans.

Please send your donations to:

Department of Virginia
403 Lee Jackson Highway Staunton, VA 24401
Earmark your donations VFW Riders Virginia Howard Vander Clute Memorial Ride.

William J Shepherd, VFW Riders Virginia Chairman

By Order of:



Ken Wiseman
State Commander
State Adjutant

97th ANNUAL CONVENTION
 DEPARTMENT OF VIRGINIA
 VETERANS OF FOREIGN WARS OF THE UNITED STATES
 RENAISSANCE PORTSMOUTH-NORFOLK WATERFRONT HOTEL
 PORTSMOUTH, VIRGINIA
 JUNE 13 – 16, 2019

Eugene Chavis
 Convention Chairman

Kathy Goodall
 Convention Vice Chairman

Tentative Subject to Change

**Thursday,
 June 13, 2019**

11:00 AM	NOON	COUNCIL OF ADMINISTRATION MEETING	PORTSMOUTH IV
NOON	4:00 PM	REGISTRATION, VFW	PORTSMOUTH FOYER
12:30 AM	1:30 PM	VIRGINIA VETERANS FOUNDATION MEETING	PORTSMOUTH IV
2:30 PM	4:00 PM	JOINT MEMORIAL SERVICES	PORTSMOUTH V-VIII
6:00 PM	9:00 PM	JOINT PRESENTATION OF AWARDS	PORTSMOUTH V-VIII

**Friday,
 June 14, 2019**

8:00 AM	5:00 PM	REGISTRATION, VFW	PORTSMOUTH FOYER
9:00 AM	11:00 AM	JOINT OPENING SESSION	PORTSMOUTH V-VIII
11:30 AM	2:00 PM	COMMANDERS CLUB LUNCHEON	PORTSMOUTH I-III
2:30 PM	5:00 PM	BUSINESS SESSION (NOMINATION OF STATE OFFICERS)	PORTSMOUTH IV
8:00 PM	1:00 AM	VFW RIDERS DANCE (OPEN TO ALL)	HOLLEY BALLROOM

**Saturday,
 June 15, 2019**

7:30 AM	8:30 AM	PAST STATE COMMANDERS/PRESIDENTS BREAKFAST	HOLLEY BALLROOM I-III
8:30 AM	10:30 AM	REGISTRATION, VFW	PORTSMOUTH FOYER
9:30 AM	11:00 AM	BUSINESS SESSION	PORTSMOUTH IV
11:00 AM	1:00 PM	ELECTIONS AND INSTALLATION OF OFFICERS	PORTSMOUTH IV
NOON		VFW RIDERS BIKE SHOW	GARAGE TOP FLOOR
1:00 PM	3:00 PM	MOC SCRATCH	MADISON
3:00 PM	4:00 PM	VFW RIDERS MEETING	AMPHITHEATER
6:00 PM	10:00 PM	RECEPTION/ DANCE – DJ	HOLLEY BALLROOM

**Sunday,
 June 16, 2019**

9:00 AM	9:30 AM	JOINT DEVOTIONAL SERVICE	MADISON
9:30 AM	12:00 PM	NEW DISTRICT COMMANDERS SCHOOL	AMPHITHEATER
12:00 PM	1:00 PM	COUNCIL MEETING IMMEDIATELY FOLLOWING DISTRICT COMMANDER'S SCHOOL	AMPHITHEATER

Registration \$3.00 (All VFW members are required to register in advance as delegates from their Post)

FRIDAY VFW RIDERS DANCE: (Open to all members) \$10.00 per person

**HIGHLIGHTED EVENTS MANDATORY FOR ALL-STATE COMMANDERS AND QUARTERMASTERS TO RECEIVE
 THEIR TRAVEL STIPEND. ROLL CALL WILL BE TAKEN.**

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

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

HOSPITALITY ROOMS

State – Commodore Room ** Second District – Tenth District –

Commanders Club Luncheon

ATTENTION: ALL PAST AND PRESENT COMMANDERS

You are invited to attend the Annual Commanders Club Luncheon to be held on Friday, June 14th, 2019 at the Portsmouth Renaissance Hotel from 11:30 am to 2:00 pm.

COST: \$30.00 (*includes tax & gratuity*)

MENU:

Mixed Greens Salad with Assorted Dressings
Prime Rib of Beef au Jus with Horseradish Sauce
Red Bliss Whipped Potatoes
Green Beans
Oven Fresh Rolls with Butter
Chef's Choice Dessert
Coffee, Decaffeinated Coffee, Herbal and Iced Teas, Ice Water
Beer, Spirits and Mixers Provided by the Commanders Club

MAKE CHECK PAYABLE TO: Department of Virginia Commanders Club

MAIL CHECK TO: Tom Ferguson
Commanders Club Treasurer
14102 Hill Spring Dr
Chester, VA 23831

DEADLINE: ***PRE-REGISTRATION FOR MEAL IS REQUIRED.
PAYMENT MUST BE RECEIVED BY JUNE 3rd, NO EXCEPTIONS.
NO MEALS WILL BE AVAILABLE UNLESS PRE-REGISTERED.***

NOTES: ALL Past and Present Post, District and Department Commanders are encouraged to join the Commanders Club. Life Membership is \$30.00. You must be a member to attend the Commanders Club Luncheon. This year's meal is only \$30.00, the typical cost is \$45.00. We are calling on all Commanders Club Members to attend the luncheon as well as encouraging all current and/or past Commanders to join the Commanders Club and join us. Those joining the Commanders Club would pay \$60.00 for Life Membership and the luncheon.

RANDY COAKER, President
Department of VA Commanders Club

Tom Ferguson, Treasurer
Department of Virginia Commanders Club

The 2019-20 Post Election Report is to be completed by the outgoing Post Quartermaster during or immediately following the election meeting.

Information you will need to properly file your report:

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

ONLINE ELECTION REPORT

Online reporting is the preferred method of submitting the Post's 2019-20 Election Report. As Post Quartermaster, you will log into www.vfw.org accessing "My VFW." You will then click on the link "Online Membership System." You will find, in the left navigation pane "Election Report"; open the drop down and click "Post Election Report Filing." You are now ready to use the newly enhanced reporting procedure. Follow the step by step process, verify your summary, make any necessary corrections and submit. This is a 5-7 minute process for the average user.

Quartermasters who need assistance setting up their Online Membership System (OMS) account should review the "Quartermaster Guide to Member Dues Processing" training document located in "VFW Training and Support" under "Member & Officer Training, Forms & Templates." Additional technical support is available by calling VFW Member Service Center at 833.VFW.VETS (833.839.8387).

Department Adjutants and Quartermasters have access to OMS; therefore, have the ability to enter Post Election results for a Post. Please consider this resource if you do not have access to OMS.

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

MAIL-IN OR FAXED ELECTION REPORT

Although a return, postage paid envelope has been included in this year's mailing, we ask that you make every attempt to use the online reporting method. **Do not mail or fax your report if you have utilized the online reporting method.** Your report can be submitted by mailing one copy to the Adjutant General or fax to 816.968.1149.

NOTIFICATION

Changes in Post Officers will also be acknowledged by email to the Post Quartermaster's and Department Headquarters email addresses.

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

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

Questions regarding the Post Election Report can be answered by calling 816.756.3390 ext. 6299.



20__ - __ POST ELECTION REPORT

VETERANS OF FOREIGN WARS

DATE OF ELECTION:

POST #	DISTRICT #	DEPARTMENT	POST NAME	POST DUES AMOUNT Includes National and Department Per Capita	\$
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POST MEETING LOCATION (PHYSICAL ADDRESS)			POST MAILING ADDRESS		
BUILDING NAME (IF NOT POST NAME)			STREET ADDRESS or PO BOX #		
STREET ADDRESS			ADDRESS LINE 2		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
POST EMAIL ADDRESS			POST MEETING DAY/TIME		
POST WEBSITE			CHECK ALL THAT APPLY:		
POST PHONE #			<input type="checkbox"/> OWN	<input type="checkbox"/> RENT	<input type="checkbox"/> NO POST HOME
FEDERAL EMPLOYER IDENTIFICATION # (EIN)			<input type="checkbox"/> PROVIDE HALL RENTALS	<input type="checkbox"/> CANTEEN/CLUBROOM	<input type="checkbox"/> PROVIDE MILITARY FUNERAL HONORS

COMMANDER					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

SENIOR VICE COMMANDER					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

JUNIOR VICE COMMANDER					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

QUARTERMASTER					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

CHAPLAIN					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

1 YEAR TRUSTEE					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

2 YEAR TRUSTEE					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

3 YEAR TRUSTEE					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

ADJUTANT (APPOINTED)					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

SERVICE OFFICER (APPOINTED)					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

JUDGE ADVOCATE (IF REQUIRED BY POST BYLAWS) <input type="checkbox"/> ELECTED <input type="checkbox"/> APPOINTED					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

SURGEON (IF REQUIRED BY POST BYLAWS) <input type="checkbox"/> ELECTED <input type="checkbox"/> APPOINTED					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

INSTRUCTIONS FOR PROPERLY SUBMITTING POST CONVENTION REGISTRATION, DELEGATES, ALTERNATES AND ATTENDEES

NATIONAL BYLAW - 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.

NATIONAL MANUAL OF PROCEDURE - SECTION 222

Delegates and alternates for the National Convention shall be elected at a regular meeting in April. Delegate strength will be based on members in good standing as of March 31.

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 Bylaws 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.

INVOICE

Due Upon Receipt



VETERANS OF FOREIGN WARS.

National Convention - Post & Delegate Registration

Section 222 of the National Bylaws 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. Delegates and alternates for the National Convention shall be elected at a regular meeting in April. Delegate strength will be based on members in good standing as of March 31.

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	Email	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					
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<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 Holder's Name: _____

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

**120TH NATIONAL
CONVENTION**

Orlando Florida



REGISTRATION INFORMATION

120TH VFW NATIONAL CONVENTION

The VFW provides more options for checking in, faster service and better customer service at every turn.

Pre-Check-In

The first thing attendees will notice is the pre-check-in option. On Friday, July 19, before the festivities start, VFW National Convention pre-registered attendees can check in side-by-side with Auxiliary Convention attendees at the VFW National Headquarters Hotel (Rosen Centre) and VFW Auxiliary Headquarters Hotel (Rosen Plaza).

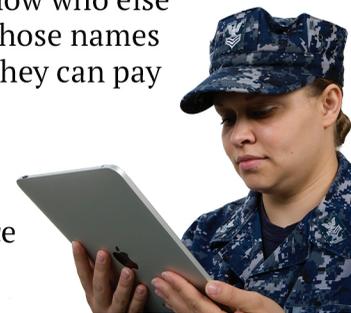
On-Site/New Registrations

On-site/new registrations will be handled at the convention center in Hall D with registration beginning at 8 a.m. on Saturday, July 20. Remember to download “VFW Events,” the VFW’s official event app, before you get to Orlando. It will contain all convention information, including agendas and the shuttle bus schedules. The app can easily be downloaded at the Apple Store and the Google Play Store.

On-site registrants checking in at the convention center will find a streamlined process providing great customer service. Your registration letter will have a barcode on it. Bring that letter with you and our volunteers, armed with Bluetooth scanners, will scan your letter as you arrive and direct you to a kiosk where your registration information will be displayed as you approach. Additionally, you can use the digital touch screen to confirm your information.

If you need a guest pass you can print one out on the spot. Need to know who else from your Post or Department has arrived? A quick query will bring those names up. If you bring a friend and they want to partake in the convention they can pay at the kiosk and get a badge immediately.

We are making every effort to speed up the process and give you, the members of the VFW, the best experience we can deliver!



120th VFW NATIONAL CONVENTION
Orlando, FL – July 20-24, 2019
NATIONAL CONVENTION HOUSING OPEN

TO: POST ADJUTANT

FROM: National Convention Office, VFW

SUBJECT: ROOM RESERVATIONS FOR NATIONAL CONVENTION

Reservations for the 120th VFW National Convention opens in February.

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

- 1) **Online:** It's the quickest and easiest way to book a room. Visit www.vfw.org/convention to access the housing website.
- 2) **By phone:** Toll free 833.277.7335 or 801.715.4419. (Agents available 9:00 a.m. - 8:00 p.m. ET, Monday-Friday) International: 801.715.4419 – 7:00 a.m. to 6:00 p.m. MT, Monday-Friday.
- 3) **Mail:** Mail the hotel reservation form to the following address:
VFW/Orchid.Events
175 S West Temple, Suite 30
Salt Lake City, UT 84101
- 4) **Fax:** Fax the hotel reservation form to 801.355.0250.

In order to take advantage of the special convention rates, be sure to book your reservation by **June 14, 2019**. All reservations require a valid credit card, money order or cashier's check for guarantee at time of confirming reservations. **Reservations received without a valid guarantee will be returned and will not be processed.** If you choose to guarantee with a money order or cashier's check, please include it with your housing request form and mail to the address provided above. All check deposits must be in the amount of one night's room and tax and made payable to: **Orchid Events**

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

The enclosed housing form may be duplicated, as needed.



120th VFW National Convention 2019
July 20-24, 2019 · Orlando, FL

Official Hotel Reservation Form

INSTRUCTIONS

Reservations can be made in one of the following ways:

ONLINE: Visit the VFW web site at www.vfw.org/convention

TELEPHONE:

Toll-free US: 833.277.7335
International: 801.715.4419
7:00 am to 6:00 pm MT, Mon-Fri

FAX: 801.355.0250

MAIL:

Orchid.Events
175 S West Temple, Suite 30
Salt Lake City, UT 84101

EMAIL: help@orchid.events

DEADLINE

Reservations must be made by phone, fax, mail or online by **June 14, 2019**. Reservations received after this date will be subject to space and rate availability.

CONFIRMATIONS

Orchid Events will send you an email confirmation of your reservation. Please review all information for accuracy. If you do not receive a confirmation or have questions, please call Orchid Events at the above listed phone number.

TAX RATE & REQUESTS

All rates are per room and are subject to a room tax up to 12.5% and 1% OCCC fee (subject to change). Special requests cannot be guaranteed; hotels will do their best to honor requests. Hotels will assign specific rooms upon check-in, based on availability.

ROOM DEPOSIT REQUIRED:

Reservations will not be accepted without a room deposit of one night's room and tax for each room reserved. Room deposits will be accepted in the form of a valid credit card (preferred) with signature authorizing the credit card guarantee to be charged for the deposit. If the charge to the credit card is denied, we reserve the right to release your reservation. Room Deposits will be accepted by check made payable to "Orchid Events" in the amount of one night's room and tax until June 3, 2019.

CANCELLATION POLICY

Cancellations after **June 14, 2019** will be subject to a \$25 processing fee. One night's room & tax will be forfeited entirely if cancellation occurs within 5 days prior to the attendee arrival date and will be charged by your hotel.

GUEST INFORMATION (PLEASE PRINT)

FOR BEST AVAILABILITY AND IMMEDIATE CONFIRMATION, MAKE YOUR RESERVATION ONLINE AT www.vfw.org/convention OR BY PHONE AT 833.277.7335 (toll-free) OR 801.715.4419 (international).

Arrival Date: _____ **Departure Date:** _____

First Name: _____ Last Name: _____

Email Address: _____

Daytime Phone: _____ Fax: _____

Company: _____

Address: _____

Address 2: _____

City: _____ State/Province: _____

Zip Code: _____ Country: _____

In accordance with GDPR (General Data Protection Regulation) by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making a hotel room reservation.

HOTEL SELECTION

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

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

State you reside in: _____

Room Type Requested: One Bed Two Beds

Submit only one room request per form, please make copies if additional forms are needed.

List all room occupants:

1. _____ 2. _____

3. _____ 4. _____

Check here if you have special needs and specify below.

Special Requests: _____

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

DEPOSIT INFORMATION

All reservations requests must be accompanied with a one night's room and tax room deposit in the form of a credit card guarantee or check. Housing Forms received without a valid guarantee/deposit will not be processed. Check deposits must be mailed with a completed housing form.

Call me for a valid credit card guarantee. Your hotel reserves the right to charge this card a deposit of one night's room and tax to my credit card on and/or after June 14, 2019, and authorize the participating hotel keep the one night's room & tax charge if I fail to cancel my reservation 5 days prior to my arrival date. This credit card must be valid through July 2019.

Check deposit of one night's room and tax enclosed and made payable to Orchid Events. Mail check with completed housing form to: Orchid Events, 175 S West Temple, Suite 30, Salt Lake City, UT 84101. Must be received no later than June 3, 2019.