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VETERANS OF FOREIGN WARS



DEPARTMENT OF VIRGINIA

**NUMBER 11**

403 Lee Jackson Highway  
(540) 886-8112

*"Every Day is Veterans Day"*

FAX: 866-416-0586  
Website: [www.vfwva.org](http://www.vfwva.org)  
Email: [statehq@vfwva.org](mailto:statehq@vfwva.org)

**May 1, 2019**

Staunton, Virginia 24401  
In Virginia 800-888-3521

## **MAY 10<sup>TH</sup> IS THE DEADLINE FOR ALL-STATE REQUIREMENTS RELATED TO PROGRAMS AND PAPERWORK.**

Those Posts and Districts who accomplish this **AND** their membership goal will be able to receive their caps, awards, and \$300 travel stipend at the Convention.

All award information and entry forms are in the March General Orders

Be sure to also know the requirements for Honor Post and Meritorious Post. Please call if you have any questions or need any help. Let's finish the year strong!

**THE DEADLINE FOR ALL ITEMS ON MAY 10<sup>TH</sup> IS 4PM.**

# **WIN ONE OF THREE GREAT GUNS!!! GET YOUR TICKETS TODAY!!!**

VFW Department of Virginia Fund Raising Raffle

1<sup>st</sup> Prize Henry 30-30 Rifle

2<sup>nd</sup> Prize Henry 30-30 Rifle

3<sup>rd</sup> Prize Henry 30-30 Rifle

**Drawing will be June 15, 2019 at VFW State Convention in Portsmouth, VA  
Tickets \$5.00 each**

FOR TICKETS CONTACT

State Headquarters  
Butch Schupska District 2  
Mark Maggio District 3  
Gus Villalobos District 4  
Melissa Patrick District 11  
Howard Minton District 9  
Mac McCauley Post 2216  
Jerry Adams Post 9855

## **GUIDE TO THE GENERAL ORDERS:**

Articles are listed by number not by pages:

- |  |  |
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| 1. Commander's Message                         | 13. Important Dates                              |
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### **1. COMMANDER'S MESSAGE:**

Greetings from Staunton!

With the flowers blooming bees buzzing, we need be busy like those bees and wrap up our programs, administrative requirements, and membership so we can finish the year strong. As I write this, there is a lot going on in the Spring and it is an awesome time for us to get into festivals and fairs to show who we are. Please let me know if your State HQs can help in any way.

The State Contention will be here before we know it. Please ensure you have made your reservations at the hotel as soon as you can. You should book your National Convention hotel ASAP as well. With our own Hal Roesch being in the leadership at the National HQs, we will have a prime location!

Membership is our major focus this month as we have done so many programs and we only have membership left to accomplish for many of our Posts and Districts to earn their All-State awards. Remember, getting EVERYTHING done by May 10<sup>th</sup> means you get your All-State awards at Convention along with the travel stipend of \$300 for the Commander and Quartermaster of the Post. If you ONLY have membership left after the 10<sup>th</sup>, you can work on it until the end of June but will get your awards at the first District meeting of the new year and will not get a Convention travel stipend.

Additionally, Meritorious Post is for those who do all the All-State requirements (including making 100%) but do not get to 50 members. Those Posts will receive a check for \$300 to spend as the Post sees fit and they will get a citation. Last, Honor Post is for those who achieve 100% regardless of size. With all of this and much more in terms of other awards, I urge you to read the awards program to see what you can get. All-American is not outside the reach of many Posts either.

We have 62 Posts and 5 Districts who are at least 100%. We have another 38 Posts within 10 members. Those are great numbers for April, so let's make May the month where we move the majority of the 38 over to join the 62!

This is the 10-yard line and I will be calling Posts to see what I can do to help. With reporting being at 100% for both halves of the year and programs long done, we are at the magical point of the year where membership is all that is left. I mean it when I say we will be there to help in any way we can. Lists, actual boots on ground helping to recruit, me calling your members, and whatever else you can imagine are all options. Take care and have a safe and productive month!

Ken Wiseman  
State Commander  
Department of Virginia

## 2. DISTRICT MEETINGS:

1 <sup>st</sup>	Date: 05/04/19 Lunch: 10:00 AM Meeting: to follow Lunch Location: Post 3219 Phoebus 122 E Mellen St Rep: Ken Wiseman, State Commander	8 <sup>th</sup>	Date: 08/18/19 Lunch: 12:00 Noon Meeting: 1:00 PM Location: Post 3103 Fredericksburg 2701 Princess Anne St Rep:
2 <sup>nd</sup>	Date: 05/18/19 Lunch: 12 Noon Meeting: 1:00 PM Location: Post 8545 Smithfield 223 Washington St Rep: Ken Wiseman, State Commander	9 <sup>th</sup>	Date: 05/19/19 Lunch: 12 Noon Meeting: 1:00 PM Location: Post 4667 Marion 861 Goolsby Street Rep: Eddie Reason, Surgeon
3 <sup>rd</sup>	Date: Meeting: 10:00 AM Lunch: to follow Meeting Location: Rep:	10 <sup>th</sup>	Date: 05/05/19 Lunch: 11:30 AM Meeting: 1:00 PM Location: Post 1503 Dale City 14631 Minnieville Rd Rep: Ken Wiseman, Commander
4 <sup>th</sup>	Date: 05/18/19 Meeting: 1:00 PM Location: Post 8163 Clarksville 7488 Highway 15N Rep: Butch Schupska, Judge Advocate	11 <sup>th</sup>	Date: 05/11/19 Lunch: 11:30 AM Meeting: 12:30 PM Location: Post 8644 Bridgewater 118 Dry River Rd Rep: Eric Mallett, Jr. Vice Commander
5 <sup>th</sup>	Date: 05/18/19 Lunch: 12:00 Noon Meeting: to follow Lunch Location: Post 4637 Martinsville 2328 Old Chatham Road Rep: Eric Mallett, State Jr. Vice	12 <sup>th</sup>	Date: 05/11/19 Registration: 10:00 AM Meeting: 11:00 AM Location: Post 1994 Abingdon 17581 Lee Highway Rep: Eddie Reasor, Surgeon
6 <sup>th</sup>	Date: 05/05/19 Meeting: 2:00 PM Location: Botetourt Event Center 14860 Lee Highway, Buchanan Rep: Eric Mallett, Jr. Vice Commander	13 <sup>th</sup>	Date: 05/11/19 Meeting: 12:00 Noon Lunch: After Meeting Location: Post 1827 Charlottesville 1170 River Rd Rep: Tom Hines, Chief of Staff
7 <sup>th</sup>	Date: 05/18/19 Meeting: 11:30 AM Location: Post 9760 Berryville 425 S Buckmarsh Street Rep: Rick Raskin, Sr. Vice Commander		

## 3. 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.

#### **4. 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.

#### **5. HALF-STAFF U.S. FLAG:**

The U.S. Flag should be at half-staff on Memorial Day, the last Monday in May (federal holiday - half-staff until noon). Flags available at VFW Store <http://www.vfwstore.org/category/flags/usflags>

#### **6. 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](mailto:jose_e_rivera@hotmail.com). Jose will make arrangements with Tech4Troops for delivery to you. Please do not contact Tech4Troops directly.

#### **7. 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 (B) along with a check in the amount of \$3.00 for every delegate your Post is entitled to as of membership status of March 31<sup>st</sup>. all delegate list and monies should be sent to Department Headquarters by May 15<sup>th</sup>. Failure to do so will put your Post in arrears to the Department and Post will have no voting strength at the State Convention.

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

#### **8. 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.

#### **9. DISTRICT MEETINGS AND CONVENTION:**

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

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

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

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

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

#### **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. E-MAIL ACCOUNT ACCESS:**

All email accounts were reset so the new Officers could take control of their emails as of **June 19<sup>th</sup>**. 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](http://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](mailto:cdrpost176@vfwva.org) where the 176 is you replace it with **your** Post number.

[adjpost176@vfwva.org](mailto:adjpost176@vfwva.org)  
[qmpost176@vfwva.org](mailto:qmpost176@vfwva.org)

For District Officers your address will be [cdrdist1@vfwva.org](mailto:cdrdist1@vfwva.org) for Districts other than the first just replace the 1 with **your** district #

[adjdist1@vfwva.org](mailto:adjdist1@vfwva.org)  
[qmdist1@vfwva.org](mailto:qmdist1@vfwva.org)

#### **12. GENERAL ORDERS:**

The cut off for the General Orders is the 20<sup>th</sup> of the month. No EXCEPTIONS. Subscriptions for hard copy via USPS for General Orders are \$30.00 for the year (**please note new price**). Please contact State Headquarters for more info.

### 13. IMPORTANT DATES:

June 13-16, 2019	State Convention, Renaissance Portsmouth-Norfolk Waterfront Hotel, 425 Water Street, Portsmouth, VA; phone 757-673-3000. Room Rates are \$127.00 per night. Group name "VFW Department of Virginia Annual Convention"; Cut-off Date May 13, 2019.
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

### 14. 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.

### 15. MEMBERSHIP:

Commanders and Comrades,

We are entering the month of May and I couldn't be more excited. If we work membership as we have so far, we should be very close to 100% by our Convention. I urge all of you to reach your quotas by the 10th. So many of you are very close to 100% and now is the time to close the deal, as we say in recruiting. This morning we had 62 Post and 5 Districts at or above 100%, and two of those Districts very close to having every Post in their District at 100%. Our State Team and Headquarters are available if you need help. We can provide list of possible members and unpaid relocated in your area and we can help you plan and execute a recruiting event. All you have to do is ask.

We are being invited to attend National Guard events now, doing our second one on the 6th of May, thanks to efforts of our Fourth District Commander and State Commander. We hope to expand this partnership across the State. Our first small event at Ft. Pickett netted members for the Third and Tenth Districts. Hopefully this will bring more of our veterans into our ranks. We have many veterans in Virginia and our goal is to talk to all of them and explain the great things that we do in this Department and invite them to join. Believe it or not, one of the members that we signed up at Ft Pickett said that he had never been asked to join. A lot of the veterans that have served in Korea still don't know they are eligible to join, I run into this one all the time while recruiting.

If you remember, at the beginning of the year, I set my personal goals for the Department to have every Post reach 100% in Membership. I still believe this is possible, most Post need less than 20 members to reach their quota. The ones needing over 20 are our larger Post and most of them will make it.

Virginia is a great Department and all of you should be proud to belong here. Let's continue to work for our quotas and you may be surprised at the results. I look forward to greeting and presenting plaques to you on Thursday Night at our Awards Ceremony.

Tom Hines, PDC  
Chief of Staff  
Membership Team

**16. 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](http://www.vfw.org/convention). The convention website will also have general convention information including the registration form and links to other convention related information for Orlando, Fla, July 20-24, 2019, including a tentative agenda.

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 online by going to [www.vfw.org](http://www.vfw.org).

**17. OFFICE CLOSURE:**

The State Headquarters, Hopewell and Dale City Service Offices will be closed May 27, 2019 in observance of Memorial Day. The State Commander/Adjutant and Quartermaster will be available by phone and email.

**18. POST ELECTIONS:**

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

**19. 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

**20. 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".

**21. SPECIAL ORDER NO. 183:**

The records of disciplinary action ordered by the Commander of VFW Post No. 2123, against RICHARD T. PEER, Life Membership No. 9375693, Winchester Post No. 2123, Winchester, Virginia, have been received. The accused did not request a hearing, whereupon the Post Commander with concurrence of a majority vote of the Post has entered a sentence of **TERMINATION OF MEMBERSHIP** in the Veterans of Foreign Wars of the United States.

IT IS HEREBY ORDERED because there was no timely appeal to the Department Commander, that RICHARD T. PEER be removed from the rolls of Winchester Post No. 2123, Winchester, Virginia, his Life Membership terminated in the Veterans of Foreign Wars of the United States with fees forfeited and his Life Membership card returned to the Adjutant General.

By order of  
Vincent B.J. Lawrence  
Commander-in-Chief

**22. 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

97<sup>th</sup> 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 ADMINISTRATON MEETING	PORTSMOUTH IV
NOON	4:00 PM	REGISTRATION, VFW	PORTSMOUTH FOYER
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
9:00 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	MOCA SCRATCH	ADMIRAL
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

**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  
113 Brijidan Lane  
Colonial Heights, VA 23834

**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



# **National Convention**

## **Orlando, Florida**

**Post 9808 is taking their 36 passenger bus to Orlando, Florida for the National Convention.**

**Bus Departs: Post 9808  
7168 Flag Lane, Mechanicsville, VA 23111**

**at**

**7:00 AM Friday, July 19<sup>th</sup>  
Arrives approximately 10:00 PM**

**Returns Home Thursday July 25<sup>th</sup>  
To reserve a seat, call the Post at  
804-746-9808**

**Cost: \$40.00**

# 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](http://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

<b>COMMANDER</b>					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

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

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

<b>QUARTERMASTER</b>					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

<b>CHAPLAIN</b>					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

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

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

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

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

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

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

<b>SURGEON (IF REQUIRED BY POST BYLAWS) <input type="checkbox"/> ELECTED <input type="checkbox"/> APPOINTED</b>					
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](http://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					
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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					
<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**

**120<sup>TH</sup> NATIONAL  
CONVENTION**

# Orlando Florida

**VFW**  
VETERANS OF FOREIGN WARS.

## REGISTRATION INFORMATION

# 120<sup>TH</sup> 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).

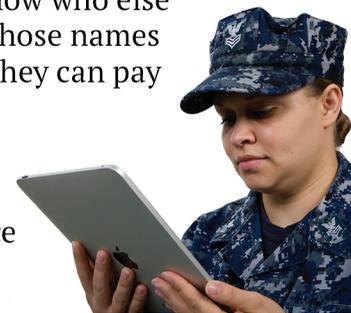
### On-Site/New Registrations

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!



**120<sup>th</sup> 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

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Reservations for the 120<sup>th</sup> 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](http://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.



120<sup>th</sup> 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](http://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](mailto: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](http://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.