

STANDARD OPERATING PROCEDURES (SOP)

FOR

DEPARTMENT OF VIRGINIA

**VETERANS OF FOREIGN WARS
OF THE UNITED STATES**

Updated 6-13-19

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VETERANS OF FOREIGN WARS OF THE UNITED STATES**

	PAGE
INDEX	2
PURPOSE	3
SECTION	
1. Control and Administration	3
2. Department	3
3. Resolutions	4
4. Publications	4
5. Council of Administration	4
6. Committees	5
7. Reporting	10
8. Awards	11
9. Registrar of Deceased Members	11
10. Department Honor Guard	11
11. Endorsement of Candidates for National Office	11
12. Department Headquarters	12
13. Rules Governing Hours of Employment, Leave and other Conditions of Employment for Permanent Employees	12
14. Retirement Plan	14
15. Department Vehicles	15
16. Credit Card Usage	15
17. Adoption and Amendments of SOP	16

**STANDARD OPERATING PROCEDURE (SOP)
DEPARTMENT OF VIRGINIA
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

PURPOSE

The purpose of these Standard Operating Procedures (SOP) are to maintain a coherent and consistent Department organization, to establish consistent Department operations, to efficiently control Department finances and manage efforts to eliminate duplication of effort.

**SECTION 1
CONTROL AND ADMINISTRATION**

The supreme control of this Department shall be vested in its members. Each member shall have an equal right to a voice in its affairs. These rights are to be expressed under procedures outlined by National and Department By-Laws.

The Department is governed by representatives. Members are represented in the Department Convention by their own elected delegates from each Post. They are represented at the Council of Administration Meetings by their District Commander.

The primary objective of the Department Convention is to ascertain the wishes of the majority of the Department members on all questions pertaining to National requirements and Department governance. Between conventions this duty is delegated to the Council of Administration.

Department Officers are the Executives whose duty is to carry out the mandates of the Department Convention, the Council of Administration and requirements of National Headquarters. In this duty they are assisted by the various committees.

Payments may be made from the Veterans and Military Support Fund, after the need has been vetted and determined to meet the requirements specified for the fund and properly approved by the Commander, Adjutant, and Quartermaster.

**SECTION 2
DEPARTMENT**

The Department shall be governed by an annual Department Convention and the Council of Administration.

Department Convention shall consist of the officers and members designated in Article 5, Section 503 of the National By-Laws and further defined by the Department Bylaws.

The annual Department Convention shall be held in the month of June. The place, date and time shall be designated by the preceding convention.

Convention meetings shall be called to order promptly on the hour set. If a quorum is not

present when the meeting is called to order, the presiding officer may declare a recess pending sufficient arrivals to make a quorum. A quorum shall consist of accredited representatives from no less than ten (10) posts in the Department.

Delegates will be elected in accordance with Section 222 of the VFW Manual of Procedure. Each Post will pay a registration fee for every delegate to which the Post is entitled. The fee will be set by the delegates at the State Convention.

The Department Quartermaster shall set up a Department Convention Fund and all registration fees received shall be placed herein. These funds will be expended only for expenses incurred in the holding of an annual Department Convention.

SECTION 3 RESOLUTIONS

Suggestions or criticisms directed at Department or National, by individual members must be forwarded through their representatives in the form of a resolution. Such resolution should be prepared in triplicate. It must be specific in nature, courteous in tone, and must be approved by the Post of which the author is a member. It should then be forwarded by the Post Adjutant to the Department Adjutant. The Department Adjutant shall forward the resolution to the Resolution Committee Chairman. The committee will review and present the resolution with recommendations at the Department Convention. Resolutions may also be originated by Department Officers or by the Department Convention itself. If the resolution is intended for consideration at a Council of Administration Meeting, it should be forwarded to the District Commander. The District Commander shall present the resolution at the next Council of Administration Meeting. All resolutions of statewide, regional or national concern must be acted upon by the Department Convention. Those resolutions approved by a Department Convention which affect matters outside state boundaries must be forwarded by the Department Adjutant to the National Convention for final disposal. Nothing herein contained shall prevent a resolution from being presented from the floor of a Convention meeting. The resolution must be submitted under the proper order of business and by an accredited delegate.

SECTION 4 PUBLICATIONS

The official publication of the Department of Virginia shall be a newspaper entitled VIRGINIA VETERAN. This newspaper will be published three times a year.

SECTION 5 COUNCIL OF ADMINISTRATION

The Department Council of Administration shall consist of the Commander, Senior Vice Commander, Junior Vice Commander, Adjutant, Quartermaster, Judge Advocate, Chief-of-Staff, Inspector, Surgeon, Chaplain, District Commanders, and immediate Past Department Commander.

The Department Council of Administration shall govern the affairs of this Department between annual Department Conventions. In the absence of the District Commander, the District Senior or Junior Vice Commander may represent their district on the Council of Administration.

The Department Council of Administration shall meet in regular sessions not less than twice each year. The first meeting shall be held immediately following the close of the Department Convention. Other meetings will be held as scheduled by the Department Commander. The Department Commander may call a special meeting of the Council of Administration when necessary for the welfare of the Department. Members of the Department Council of Administration shall be entitled to expenses as shown in the current Department Budget. Vouchers for expenses must be submitted each month. The reimbursement for official travel for in-state travel will be at the rate set by the COA per mile and out of state travel will be reimbursed at the lower cost of the mileage rate or airfare. Food, lodging, and other expenses will be reimbursed at actual cost, but is not exceed the budget provided. No expenses will be paid unless a completed Expense Voucher and supporting documents have been submitted. Tolls documented on EZ Pass are the only tolls that will be reimbursed. Spousal travel maybe included for the out-of-state expenses but is not to exceed the approved budget.

SECTION 6 COMMITTEES

Department activities shall be facilitated by the use of Committees. The members of committees shall be appointed by the Department Commander. They will, when authorized, make full and complete reports to the Council of Administration or to the Department Convention and such reports shall be subject to full and open discussion.

The Department Commander shall be an ex-officio member of all Department committees but shall not serve as Chairman.

The Department Quartermaster shall serve as the Treasurer of all Department committees which handle funds.

Members of Standing or Special committees may be removed at any time by the Department Commander.

Members of all committees shall be known to the membership of the Department by the publishing of the chairperson and committee member names in General Order No. 2, on August 1st of each year.

No quorum is fixed for either Standing or Special committees. It shall be the duty of every Committee Chairperson to notify all members of their committee of a scheduled meeting. The committee may proceed with business provided the Chairperson reports to the reviewing body the number of members present.

When a Standing or Special committee has been appointed, the Chairperson will prepare a budget showing the anticipated expenses of the committee for the ensuing year. The budget must be prepared and submitted to the Chairperson of the Budget and Finance Committee within a period of thirty (30) days after committee appointment. If this committee is promotional in nature, the chairperson will also prepare a tentative schedule of the committee's activities and forward the schedule and a copy of the budget to the Department Commander.

Members of the Department's Committees shall be entitled to expenses as shown in the current Department Budget. The reimbursement for official travel for in-state travel will be at the rate set

by the COA per mile. Food, lodging, and other expenses will be reimbursed at actual cost, but is not to exceed the budget provided. No expenses will be paid unless a completed Expense Voucher and supporting documents have been submitted. The Department **STANDING COMMITTEES** and their composition and responsibilities are listed below:

AUDIT: This committee shall consist of a minimum of three (3) members. The committee shall conduct monthly audits of the books and records of the Department Adjutant and Quartermaster. The committee shall submit a written report to the Department Commander and Council of Administration at its regular meetings and at the Department Convention of all audits it has conducted together with any recommendations it deems appropriate.

AWARDS and CITATIONS: This committee shall consist of a minimum of three (3) members. The committee shall receive, evaluate and make recommendations in writing to the Department Commander on all awards, citations and other formal recognition of Posts, Districts and/or individuals at the Departmental level. A copy of all pertinent correspondence received from other committees or individuals will be made a part of that report. The exception to the foregoing being those programs designated in writing as being the direct duty and responsibility of another committee or designated authority. It shall meet at those times designated by the Department Commander or Chair. Its evaluations and recommendations shall be in keeping with National VFW requirements and those guidelines formally established by the Department. It shall co-ordinate and assist with all awards, citations and recognition presentations with the Department Adjutant, State Convention Committee and others as appropriate.

BUDDY POPPY: This committee will consist of a minimum of two (2) members. The committee shall provide for and monitor the availability and distribution of Buddy Poppies to all units throughout the Department and shall emphasize, as necessary, the importance of the program. It shall report to the Department Commander, as necessary, and the Council of Administration at its regular meetings on those units that have participated in the program during the current year. It shall make written recommendations to the Department Commander on any unit or individual Buddy Poppy Program awards. It shall co-ordinate and assist with those awards presentations with the Department Adjutant and the State Convention Committee as appropriate.

BUDGET and FINANCE: This committee shall consist of three (3) members. The committee shall receive and review a tentative budget for the upcoming year as prepared and proposed by the Department Quartermaster. The committee shall make recommendations and present the proposed budget for approval by the Council of Administration at its first regular meeting immediately following the Department Convention. The committee shall make a detailed report at each Council of Administration meeting showing the extent of variation of the actual receipts and expenditures from the anticipated receipts and expenditures.

BY-LAWS/SOP: This committee will consist of a minimum of three (3) members. The committee shall, at a minimum, conduct an annual review of the Department By-Laws and SOP to ensure they are current and in keeping with the National By-Laws, Manual of Procedure and other written guidelines. It shall receive and evaluate all recommendations for changes and amendments submitted by subordinate units and the membership. It shall submit a written report of all recommended changes or amendments at the Council of Administration meetings for appropriate consideration and action. Final approval shall be consistent with the By-Laws.

COMMUNITY ACTIVITIES: This committee will consist of a minimum of three (3) members.

The committee shall provide information and assistance as deemed appropriate to subordinate units and the membership to assist them in carrying out new programs, on-going programs and programs of a special nature related to Americanism, Community Activities, Safety and Youth Activities.

The committee shall make written recommendations to the Department Commander via the Awards and Citations Committee relative to special recognition of deserving subordinate units, members or other persons for their efforts related to Americanism, Community Activities, Safety and Youth Activities. It shall co-ordinate with and assist the Department Adjutant and State Convention Committee in those award presentations as needed.

CREDENTIALS: This committee shall consist of a minimum of three (3) members. The committee shall accredit delegates to the Department Convention from Posts which are currently listed as being in good standing as attested by the Department Adjutant and Quartermaster.

FUNDRAISING: This committee shall consist of a minimum of two (2) members. The committee shall assist the Commander and the Council of Administration in the initiation, execution and monitoring of fundraising efforts to help defray Department expenses for administration and operations, support of normal veterans and community related programs and special unplanned programs. It shall act as the Department's liaison with other units of the Veterans of Foreign Wars in these efforts, as well as fundraising activities involving outside commercial interests that have been approved by the Commander and the Council of Administration.

LEGISLATIVE: This committee shall consist of a minimum of seven (7) members. The committee shall act as Department liaison with the National VFW Legislative Committee in order to advise the Department Commander and the membership in a timely manner of those national legislative efforts considered to be of importance and/or of general interest. It shall recommend in writing to the Department Commander and Council of Administration a prioritized listing of state and local legislative measures it feels worthy of support by the membership as a whole. To the extent of its ability, it shall assist with official VFW visits with elected officials at the national, state and local level.

MEMBERSHIP: This committee shall consist of a minimum of three (3) members. The committee shall provide information and assistance throughout the Department about membership eligibility, dues, programs and incentives for the recruitment, reinstatement and/or renewal of membership for all worthy comrades. The committee shall conduct membership program classes at the Department School of Instruction and, shall conduct classes and provide assistance at the District and Post level as deemed necessary by the Department Commander. The committee shall report the level of membership for each District and Post in the General Orders, at each Council of Administration meetings and to the Department Commander as required.

PATRIOT'S PEN: This committee shall consist of a minimum of three (3) members. The committee shall provide information and assistance throughout the Department to enable subordinate units to carry out the program. It shall publicize in a timely manner the theme for the current year together with that information necessary to ensure the proper submission of program entries. It shall provide for judging at the Department level of properly submitted program entries and shall make written recommendations to the Department Commander relative to

awards and recognition. It shall co-ordinate and assist in those awards presentations, as necessary, with the Department Adjutant, State Convention Committee and others as appropriate.

POW/MIA: This committee shall consist of a minimum of three (3) members. The committee shall make itself available to the membership to provide information and assist on issues related to Prisoners of War and those listed as Missing in Action. It shall submit appropriate time sensitive information to the Department Adjutant with a request it be included in the General Orders as necessary.

RESOLUTIONS: This committee shall consist of a minimum of three (3) members. The committee shall receive, consolidate, review, present and make recommendations on all resolutions that have been submitted for the membership's consideration. It shall provide advice and assistance to the Department Commander and the membership on the proper format and procedures for the submission of proposed resolutions in accordance with the By-Laws, Manual of Procedure and other official written requirements. It shall co-ordinate with the Department Adjutant and the State Convention Committee, as appropriate, for the presentation of proposed resolutions to the membership.

TIME and PLACE: This committee shall consist of a minimum of three (3) members. The committee shall solicit, evaluate and report on the availability of facilities required to carry out and conduct the Department Convention, and Winter Council of Administration meetings. The written recommendations should address the location, timeframe, affordability and the facilities' ability to meet the needs of the Department and those in attendance. If possible, at least three locations for each evolution should be offered for consideration.

Additionally, the Committee shall assist in the execution of the event planned. Those assigned to the Committee shall ensure proper coordination of delegate registration, assist with sponsors, and any manage any additional responsibilities assigned to them by the State Commander or State Adjutant.

VIRGINIA HOUSE: This committee shall consist of a minimum of two (2) members. The committee shall, in conjunction with the VFW National Home, monitor the adequacy of the Virginia House in helping the VFW National Home carry out its mission. It shall report in writing to the Council of Administration at its regular meetings on conditions and activities at the house deemed to be of interest to the membership. It shall advise the membership through the Department Commander of any emergent needs that might arise in regard to the Virginia House specifically or the VFW National Home in general.

VOICE OF DEMOCRACY: This committee shall consist of a minimum of three (3) members. The committee shall provide information and assistance throughout the Department to enable subordinate units to carry out the program. It shall publicize in a timely manner the theme for the current year together with that information necessary to insure the proper submission of program entries. It shall provide for judging at the Department level of designated program entrants and shall make written recommendations to the Department Commander relative to awards and recognition. It shall co-ordinate and assist in those awards presentations, as necessary, with the Department Adjutant, State Convention Committee and others as appropriate.

SCOUTING COMMITTEE: This committee shall consist of a minimum of three (3) members.

The Committee shall provide information and assistance to subordinate units and the membership relative to the National Scouting Program of the VFW as it relates to the Department. It shall receive, evaluate and make recommendations to the Department Commander and all Scouting Awards applications submitted to the Department. The committee shall coordinate and assist in those awards presentations and the promotion of all Scouting Programs.

TEACHER OF THE YEAR: This committee shall consist of a minimum of three (3) members. The committee shall provide information and assistance to subordinate units and the membership relative to the VFW National Citizenship Education Teachers Award Program as it relates to the Department. It shall receive, evaluate and make recommendations to the Department Commander on all Teacher awards applications submitted to the Department. The Committee shall coordinate and assist in those awards presentations.

DISASTER PREPARATION: This committee shall consist of a minimum of three (3) members, one of which shall serve as the Chairman. The committee shall spread information related to disaster preparation for natural disasters and shall work with the Safety Committee to support activities in the state which both committees are concerned with.

SPECIAL COMMITTEES will be appointed, as required, by the current Department Commander. Special Committees may be appointed only for the current year of the current Commander.

SECTION 7 REPORTING

All Post within the Department are expected to submit Americanism, Community Activities, Deceased Comrades, Hospital, Quarterly Audits, Safety and Youth Activity Reports. Posts will be inspected at least once yearly, and the report will be submitted by the District Inspector/Commander to the Department Adjutant. Districts will be inspected at least once yearly, and the report will be submitted by the Department representative to the Department Adjutant. A sample of each report is contained in Appendix A.

The preferred method of reporting is online reporting at vfwva.org. The reports can also be mailed or faxed to the Department Headquarters. The Department will ensure the information from the reports is posted to the appropriate online reports.

SECTION 8 AWARDS

National and Department awards shall be specified in the appropriate membership plan published by either the National or Department Headquarters. This document shall contain the requirements for each Post, District, member or citizen award selection.

SECTION 9 REGISTRAR OF DECEASED MEMBERS

The Department Chaplain shall read aloud the number of deceased members in each District and

the total number of deceased members in the Department at the annual Department Convention Memorial Services.

SECTION 10 DEPARTMENT HONOR GUARD

The Department Honor Guard shall be governed by and under the control of the Department Commander and Council of Administration.

The Department Honor Guard members may elect such officers as the members of the Honor Guard deem necessary for proper operation. The Department Honor Guard Captain will be appointed by the Commander.

Only current members of the VFW, Department of Virginia, shall be eligible for membership in the Department Honor Guard.

SECTION 11 ENDORSEMENT OF CANDIDATES FOR NATIONAL OFFICE

The Department of Virginia may endorse a candidate for National Office with the approval of the Department Convention.

SECTION 12 DEPARTMENT HEADQUARTERS

Direct management of Department Headquarters and employees of the Veterans of Foreign Wars Department of Virginia will be by the Department Adjutant. The Adjutant will receive 70% of the salary authorized by the Department Council of Administration for the Department Adjutant/Quartermaster.

SECTION 13 RULES GOVERNING HOURS OF EMPLOYMENT, LEAVE AND OTHER CONDITIONS OF EMPLOYMENT FOR PERMANENT EMPLOYEES OF THE DEPARTMENT OF VIRGINIA, VFW

Hiring practices of the Department of Virginia will be in keeping with Veterans Preference policies. All positions to be filled will be approved by the Council of Administration. The positions will be based on the approved position descriptions on file at State Headquarters. The positions will be advertised, and the applications reviewed by a committee of VFW members to determine the best qualified applicants. The applicants will be interviewed by the Committee and the best qualified will be selected by the Adjutant. All persons employed by the Veterans of Foreign Wars, Department of Virginia will be classified as probational employees for the first six (6) months of employment. All benefits pertaining to Annual Leave, Sick Leave, Retirement, Medical Insurance and Leave of Absence will start after the probationary period. Accrual of time shall start after the probationary period.

Job descriptions for each employee of the department will be on file at Department Headquarters. Each employee will read, sign, and date a copy of his/her job description. A copy of the signed job description will be filed at Department Headquarters and a copy will be given to the employee. A copy of all job descriptions will be included in Appendix B.

Hours of operation will be Monday through Friday, 8:00 AM - 4:00 PM. Each employee shall have a 30 minute lunch break. The lunch break will be scheduled by the Department Adjutant. Lunch breaks will be scheduled to ensure that Department Headquarters remains open during normal work hours. When pressing matters requires employees to work overtime time off may be granted to compensate the employee.

Holidays will conform to those holidays observed by the Federal Government employees, including the Friday (Good Friday) prior to Easter Sunday, and the Friday following Thanksgiving Day. When a holiday falls on a Saturday, the employees shall observe the prior Friday; when a holiday falls on a Sunday, the employees shall observe the following Monday.

Employees with grievances should go first to the Department Adjutant and if no satisfaction is obtained will in turn be authorized to contact the Department Commander, Senior Vice Commander, and the Junior Vice Commander.

Permanent employees are entitled to five (5) days' vacation after one (1) year of employment. After the first year of employment, annual leave will be accrued at the rate of one half (½) day per month. After five (5) years of employment annual leave will accrue at the rate of one (1) day per month. Leave accrues to a permanent employee while on leave-with pay status, provided that the permanent employee shall return to duty.

Annual leave will not be charged to permanent employees for time away from the office while they are representing the Department of Virginia at official VFW functions.

Unused leave (annual) shall be cumulative and available for future use; provided, that the balance of accrued annual leave does not exceed thirty (30) days at the end of the year. Upon the honorable termination of employment, unused annual leave shall be compensated for as normal payroll up to, but not more than thirty (30) days.

Permanent employees are entitled to six (6) days sick leave with pay each year. Time is accrued at the rate of ½ day per month. After accrued sick leave has been exhausted, absence of extended sickness will be charged to accrued annual leave.

Unused leave (sick) shall be cumulative and available for future use, provided, that the balance of the credit of the employee at the end of any month shall not exceed 160 hours. Upon an employee's termination, sick leave that has been accumulated shall not be compensated for by money in kind or transferred to the accrual of annual leave for compensation.

A written statement, medical certificate, signed by a medical doctor or other registered and recognized practitioner, certifying to the disability shall be required for sick leave granted in excess of three (3) days.

Permanent employees are entitled up to five (5) days bereavement leave with pay in the event of death of an immediate family member.

Annual sick leave may be granted permanent employees in advance of its accrual with the following limitations:

1. An employee shall have been in service at least (6) months.
2. All accrued annual and sick leave must have been exhausted.
3. The amount of advance leave shall never total more than six (6) work days.
4. In the case of any employee who is indebted for unearned leave and employment is terminated - the employee shall refund the amount paid him/her for the period of each excess, or deduction therefore shall be made from salary due. If the employee returns to normal work schedule, they will repay advanced leave at the normal rate of accrual. This shall not apply in case of death, retirement, or separation for disability, or reduction in force.

Annual leave and/or leave of absence shall be applied for by the employee and approved in advance by the Department Adjutant, prior to absence from duty. In emergencies, prior approval from the Department Adjutant is not necessary. Emergencies include, but are not limited to serious illness, and/or death of an immediate family member.

Extended leave may be granted upon prolonged absence because of illness, but not to exceed ninety (90) work days excluding accumulated sick and annual leave. In cases of female employment, maternity leave shall be granted to include thirty (30) days or six (6) calendar weeks of work during the postnatal period, and only after the female employees has been in continuous service for a period of one (1) year. There will be no compensation for extended leave or maternity leave. Accrued sick leave and vacation leave may be used during the postnatal period.

Leave without pay may be granted upon the approval of the Department Adjutant when such leave will not interfere with the operation of Department Headquarters.

Leave of absence or annual leave shall be granted upon the approval of the Department Adjutant when such leave will not interfere with operation of Department Headquarters.

Annual leave or leave of absence for the Department Adjutant and/or Department Quartermaster must be applied for and approved in advance by the Department Commander. In emergencies, prior approval shall not be required. Emergencies are considered to be serious illness and/or death of an immediate family member.

When disciplinary action is required for a salaried employee of the Department of Virginia, the action will be initiated by the Department Commander or the Department Adjutant. The disciplinary action may be in the form of a letter of reprimand or termination of employment. When charges are initiated, they will be investigated and the results of the investigation, with a recommended action, will be presented to the Department Council of Administration. A roll call vote of the Council at a regular or special meeting or via telephone will be conducted. A majority vote will be required to complete the recommended disciplinary action.

The Department Commander shall have access to buildings, keys, security codes, files, computer pass words and all other assets of the Department.

SECTION 14 RETIREMENT PLAN

The retirement program will be jointly invested by the employees and the Department of Virginia. A reputable company will be selected by the Retirement Committee and the Employees. The company must be approved by the Department Council of Administration.

The Department shall offer matching contributions for the retirements plan offered to employees. The amount of the matching contribution shall be equal to 3% of the employee's gross annual salary and shall be transmitted to the company chosen to manage the retirement plan. Additionally, the Department shall be responsible for fees considered by the plan to be "Employee Fees" and the employee shall be responsible for fees considered by the plan to be "Employee Fees".

An employee will be fully vested in the retirement plan after a period set by the Council of Administration based on the options available in the approved plan. If an employee is terminated for any reason before being vested, they will only be entitled to the portion of the matching contributions available as listed in the plan requirements.

Other requirements of the plan will be approved by the Council of Administration in accordance with the options available in the approved plan.

SECTION 15 DEPARTMENT VEHICLES

This committee will consist of the Current Department Commander, Current Department Senior Vice Commander, Department Junior Vice Commander and the Department Quartermaster. The committee shall be authorized to purchase and have delivered to the Junior Vice Commander each year a new vehicle in the name of the Veterans of Foreign Wars, Department of Virginia. The vehicle shall be ordered after the State Convention in June.

All tags, insurance and taxes will be paid by the VFW, Department of Virginia, for 4 years. After which time the vehicle will be titled in the individuals name and become his or hers. If for any reason the individual drops out of the chairs and does not complete 4 years on the COA the vehicle will not become theirs and the COA will decide what to do with it.

These vehicles shall display signs stating Veterans of Foreign Wars, Department of Virginia. The vehicles displaying the signs are advertising the Veterans of Foreign Wars, Department of Virginia and therefore all miles are considered official VFW business miles regardless of destination.

The Department Commander, Department Senior Vice Commander, Department Junior Vice Commander and the immediate Past Department Commander will be responsible for all owner's manuals, maintenance, repairs and fuel for the vehicle.

The Department will purchase a vehicle to be used by the current Department Adjutant/Quartermaster, this vehicle shall display signs Veterans of Foreign Wars, Department of Virginia, Department Adjutant/Quartermaster on the vehicle. This vehicle should be replaced when it is no longer physically and mechanically sound.

The Department Adjutant/Quartermaster will be responsible to ensure all maintenance is performed on the vehicle. All maintenance costs to be paid by the Department of Virginia, VFW. Only funds spent for fuel will be taken from the Department Adjutant/Quartermaster's annual budget allowance.

All state and local laws will be observed when operating these vehicles. Any traffic violations or other violations will be charged to the licensed driver. Any damages occurring due to negligence of the licensed driver will be his/her responsibility.

SECTION 16 CREDIT CARD USAGE

The Department credit cards are issued to the Commander, Senior Vice Commander, Junior Vice Commander, Adjutant/Quartermaster and the Department Service Officer. The cards are to be used for only official business. Any points or rewards will be the property of the named card holder and the named card holder shall be responsible for any fees associated with such reward programs.

SECTION 17 ADOPTION AND AMENDMENTS OF STANDARD OPERATING PROCEDURES

The Department Council of Administration is responsible for approving changes to the SOP as deemed necessary due to new or revised requirements from National Headquarters, Department Council of Administration or the general membership. The SOP maybe changed by a majority vote of the Department Council of Administration and the approved changes shall take effect immediately.

APPENDIX A OF

STANDARD OPERATING PROCEDURES (SOP) FOR

DEPARTMENT OF VIRGINIA

VETERANS OF FOREIGN WARS
OF THE UNITED STATES

VETERANS OF FOREIGN WARS OF THE UNITED STATES

DEPARTMENT OF VIRGINIA

YOUTH ACTIVITY REPORT

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 *(Deadline to report November 15)*

SECOND HALF - NOVEMBER 1 TO APRIL 30 *(Deadline to report May 11)*

POST _____ DISTRICT ____ REPORT FOR **FIRST HALF** or **SECOND HALF** *(CIRCLE ONE)*

THE FOLLOWING YOUTH ACTIVITY PROJECTS HAVE BEEN COMPLETED:

___ SPORTS/ACTIVITIES ___ SCOUTING/ORGANIZATIONS/C.A.P. EAGLE SCOUT

___ YOUTH CENTERS ___ SPECIAL EVENTS

___ EDUCATION/ INSTRUCTIONS ___ YOUTH RECOGNITION

___ JROTC PROGRAM ___ SCHOOL MENTOR PROGRAM

___ CITIZENSHIP EDUCATION ___ CONTESTS

___ OTHER ACTIVITIES (Explain)_____

PROGRAMS SUMMARY

_____ **TOTAL NUMBER OF COMPLETED PROJECTS**

_____ **TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS**

_____ **TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS**

_____ **TOTAL MILES DRIVEN TO COMPLETE PROJECTS**

_____ **TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS**

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

PREPARED BY: _____ TITLE: _____

DATE: _____ EMAIL / PHONE _____

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

VETERANS OF FOREIGN WARS OF THE UNITED STATES

DEPARTMENT OF VIRGINIA

SAFETY REPORT

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (*Deadline to report November 15*)

SECOND HALF - NOVEMBER 1 TO APRIL 30 (*Deadline to report May 11*)

POST _____ DISTRICT _____ REPORT FOR **FIRST HALF** or **SECOND HALF** (*CIRCLE ONE*)

THE FOLLOWING SAFETY PROJECTS HAVE BEEN COMPLETED:

___ PEDESTRIAN/ BICYCLE SAFETY

___ DRUG AWARENESS

___ RECREATIONAL/BOATING/HUNTING SAFETY

___ HIGHWAY SAFETY

___ HOME/FIRE SAFETY

___ FIREARMS SAFETY/ NRS CLASS

___ RECOGNITION OF FIREMAN/POLICEMAN/EMT PERSONNEL

___ CHILD SAFETY

___ OTHER SAFETY PROJECTS (Explain) _____

PROGRAMS SUMMARY

_____ **TOTAL NUMBER OF COMPLETED PROJECTS**

_____ **TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS**

_____ **TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS**

_____ **TOTAL MILES DRIVEN TO COMPLETE PROJECTS**

_____ **TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS**

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

PREPARED BY: _____ TITLE: _____

DATE: _____ EMAIL / PHONE _____

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

Veterans of Foreign Wars of the United States
 Department of Virginia

HOSPITAL COMMITTEE REPORT

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 *(Deadline to report November 15)*

SECOND HALF - NOVEMBER 1 TO APRIL 30 *(Deadline to report May 11)*

POST _____ DISTRICT _____ REPORT FOR **FIRST HALF** or **SECOND HALF** *(CIRCLE ONE)*

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

PREPARED BY: _____ TITLE: _____

DATE: _____ EMAIL / PHONE _____

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

Instruction for Completion of Hospital Committee Report

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

403 Lee Jackson Highway, Staunton, VA 24401

EXAMPLE:

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

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

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

4 members x 5 hours each = 20 hrs.

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

VETERANS OF FOREIGN WARS OF THE UNITED STATES

DEPARTMENT OF VIRGINIA

COMMUNITY ACTIVITY REPORT

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 *(Deadline to report November 15)*

SECOND HALF - NOVEMBER 1 TO APRIL 30 *(Deadline to report May 11)*

POST _____ DISTRICT _____ REPORT FOR **FIRST HALF** or **SECOND HALF** *(CIRCLE ONE)*

THE FOLLOWING ACTIVITY PROJECTS HAVE BEEN COMPLETED:

1. AID TO OTHERS:

_____ AID TO PERSON OR FAMILY WITH TRAGEDY/ILLNESS

_____ AID TO SENIOR CITIZENS

_____ VA MEDICAL CENTER

_____ AID TO COMMUNITY HOSPITAL/ NURSING HOME VOLUNTEERS

_____ HOMELESS VETERANS

_____ OTHER _____

HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

2. COOPERATION WITH OTHER ORGANIZATIONS:

_____ UNITED STATES BOND PROGRAM

_____ COOPERATED IN OTHER ORGANIZATIONS FUND-RAISER

_____ OTHER SCHOOL / CHURCH ASSISTANCE

_____ SCHOOL OR CHURCH SPEAKER PROGRAM

_____ SCHOOL OR CHURCH MENTOR PROGRAM

_____ OTHER _____

HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

3. COMMUNITY INVOLVEMENT:

_____ ORGANIZED CPR CLASS

_____ ORGANIZED/ASSISTED BLOOD DRIVE

_____ RECYCLING PROGRAMS

_____ ENVIRONMENTAL PROGRAMS

_____ MAKE A DIFFERENCE DAY

_____ OTHER _____

HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

5. BUDDY POPPY

HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

PROGRAMS SUMMARY

_____ **TOTAL NUMBER OF COMPLETED PROJECTS**

_____ **TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS**

_____ **TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS**

_____ **TOTAL MILES DRIVEN TO COMPLETE PROJECTS**

_____ **TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS**

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

PREPARED BY: _____ TITLE: _____

DATE: _____ EMAIL / PHONE: _____

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

VETERANS OF FOREIGN WARS OF THE UNITED STATES

DEPARTMENT OF VIRGINIA

AMERICANISM REPORT

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (*Deadline to report November 15*)

SECOND HALF - NOVEMBER 1 TO APRIL 30 (*Deadline to report May 11*)

POST _____ DISTRICT _____ REPORT FOR **FIRST HALF** or **SECOND HALF** (*CIRCLE ONE*)

THE FOLLOWING AMERICANISM PROJECTS HAVE BEEN COMPLETED:

_____ LOYALTY DAY _____ MEMORIAL DAY _____ FLAG DAY

_____ INDEPENDENCE DAY _____ POW/MIA _____ VETERANS DAY

_____ PEARL HARBOR DAY _____ FLAG PRESENTATION _____ FLAG RAISING

_____ COLOR HONOR GUARD _____ GET OUT THE VOTE _____ FLAG DISPOSAL

_____ PARTICIPATED IN PATRIOTIC ASSEMBLY _____ FLAG DISPOSAL

_____ DISTRIBUTED PATRIOTIC LITERATURE _____ PARADES _____ VFW DAY

_____ CONDUCTED FLAG EDUCATION _____ PATRIOTS DAY

_____ SUPPORT OUR TROOPS _____ OTHER (Explain) _____

PROGRAMS SUMMARY

_____ **TOTAL NUMBER OF COMPLETED PROJECTS**

_____ **TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS**

_____ **TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS**

_____ **TOTAL MILES DRIVEN TO COMPLETE PROJECTS**

_____ **TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS**

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

PREPARED BY: _____ TITLE: _____

DATE: _____ EMAIL / PHONE _____

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



TRUSTEES' REPORT OF AUDIT

The Books and Records of the Quartermaster and Adjutant of _____
(District/County Council/Post No.)

Department of _____ for the Fiscal Quarter ending _____, 20____

FISCAL QUARTERS: **Jan 1 to March 31** **April 1 to June 30** **July 1 to Sept 30** **Oct 1 to Dec 31**

FUNDS:	Net Cash Balances at Beginning of Quarter	Receipts During Quarter	Expenditures During Quarter	Net Cash Balances at End of Quarter
	10.	11.	12.	13.
1. National and Department Dues (Per Capita Tax)	\$ _____	\$ _____	\$ _____	\$ _____
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Dues Reserve Fund (See Sec. 218, Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but Not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and Investment Not Credited to Funds				
14. TOTALS:	\$ _____	\$ _____	\$ _____	15. \$ _____

16. OPERATIONS	
Have required payroll deductions been made?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have payments been made to the proper State and Federal agencies this quarter?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have sales taxes been collected and paid?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are club employees bonded?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Amount of outstanding bills	\$ _____
Value of Real Estate	\$ _____ Amount
of liability insurance	\$ _____ Owed on
Mortgages and Loans	\$ _____
Value of Personal Property	\$ _____
Amount of Property Insurance	\$ _____

17. RECONCILIATION OF CASH & INVESTMENTS	
General Fund Checking Account	
Ending Balance Per Bank Statement	\$ _____
Less: Outstanding Checks	_____
Plus: Deposits in Transit	_____
Account Balance	_____
Other Checking Accounts (If applicable)	
Ending Balance Per Bank Statement	\$ _____
Less: Outstanding Checks	_____
Plus: Deposits in Transit	_____
Account Balance	_____
Cash on Hand	_____
Total Cash	_____
Bonds and Other Investments	_____
Total Cash and Investments	\$ _____

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date _____, 20 ____

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of _____
(District/County Council/Post No.)
for the Fiscal Quarter ending _____ in accordance of the National By -Laws and that this Report is a true and correct statement thereof to the best
of our knowledge and belief. All Vouchers and Checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster _____
(Name)

(Address)

(City, State, Zip Code)

Signed: _____ Trustee
Signed: _____ Trustee
Signed: _____ Trustee

This is to certify that the office of Quartermaster is bonded with _____

In the amount of \$ _____ until _____, 20 _____, and that this Audit is correctly made out to the best of my knowledge and belief.

Signed: _____ Commander

Note: Forward Original Copy to your department Quartermaster

The current version of the Post Inspection Form, as issued by VFW National Headquarters, shall constitute the approved document for use in the Department of Virginia.

VETERANS OF FOREIGN WARS OF THE UNITED STATES

DISTRICT INSPECTION FORM

DISTRICT #	DEPARTMENT	INSPECTION DATE
------------	------------	-----------------

- 1) HAS THE DISTRICT ADOPTED ADDITIONAL BY-LAWS IN ACCORDANCE WITH SECTION 402 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----

 - a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____

- 2) IS THE DISTRICT INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----

 - a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: _____ b)
 - DATE FILED WITH APPROPRIATE STATE OFFICIALS: _____ c)
 - NAME OF INCORPORATED UNIT: _____

- 3) NUMBER OF POSTS IN THE DISTRICT: _____

- 4) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 416 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----

- 5) DOES THE DISTRICT ADJUTANT...
 - a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT?.....

YES	NO
-----	----

 b)
 - MAINTAIN A FILE OF DISTRICT MEETING MINUTES AFTER CORRECTION AND APPROVAL?.....

YES	NO
-----	----

 c)
 - MAINTAIN A FILE OF CURRENT ORDERS OR CIRCULARS ISSUED FROM HIGH AUTHORITY?.....

YES	NO
-----	----

 d)
 - MAINTAIN A CORRESPONDENCE FILE?.....

YES	NO
-----	----

 e)
 - MAINTAIN A FILE CONTAINING PROOF OF ELIGIBILITY SUBMITTED BY OFFICERS?.....

YES	NO
-----	----
 - f) MAINTAIN A CURRENT COPY OF DISTRICT, DEPARTMENT, AND NATIONAL BY-LAWS?.....

YES	NO
-----	----

- 6) DOES THE DISTRICT MEET IN ACCORDANCE WITH SECTION 403 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----

 - a) DATE OF LAST SCHOOL OF INSTRUCTION: _____

- 7) ARE ALL COMMITTEE REPORTS READ AT DISTRICT MEETINGS?.....

YES	NO
-----	----

- 8) ARE PROGRAM REPORTS SUBMITTED IN ACCORDANCE WITH DEPARTMENT BY-LAWS & GUIDELINES?.....

YES	NO
-----	----

 - a) DATE OF LAST REPORT SUBMISSION: _____

- 9) DOES VOTING PROCEDURE CONFORM TO SECTION 421 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----

- 10) ARE DISTRICT FUNDRAISING ACTIVITIES CONDUCTED IN ACCORDANCE WITH SECTION 414 OF THE NATIONAL BY-LAWS?.....

YES	NO
-----	----

- 11) DOES THE DISTRICT HAVE A LADIES AUXILIARY?

YES	NO
-----	----

 - a) IS THERE PROPER COOPERATION BETWEEN THE DISTRICT AND ITS AUXILIARY UNIT?.....

YES	NO
-----	----

- 12) DO THE TRUSTEES, IN ACCORDANCE WITH SECTION 418(a)(7)(a), AUDIT ALL BOOKS AND RECORDS OF THE DISTRICT QUARTERMASTER, DISTRICT ADJUTANT AND ANY ACTIVITY, OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF THE DISTRICT?.....

YES	NO
-----	----

 - a) DATE OF LAST AUDIT: _____

- 13) DISTRICT FUNDS:
 - a) BALANCE OF ALL CHECKING ACCOUNTS \$ _____
 - b) BALANCE OF ALL SAVINGS ACCOUNTS \$ _____ c)
 - BALANCE OF ALL CD & BOND ACCOUNTS \$ _____ d)
 - ALL OTHER ACCOUNT TYPES \$ _____
 - e) TOTAL OF ALL ACCOUNTS \$ _____
 - f) AMOUNT OF QUARTERMASTER BOND \$ _____
 - g) DO ALL ACCOUNT LEDGER BALANCES MATCH

--	--

 THE BALANCE OF RECONCILED BANK STATEMENTS?

YES	NO
-----	----
 - h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)?

YES	NO
-----	----

- 14) NAME OF BONDING COMPANY: _____ EXPIRATION DATE OF BOND: _____

- 15) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BY-LAWS).....

YES	NO
-----	----

- 16) DOES THE DISTRICT QUARTERMASTER...
 - a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT?.....

YES	NO
-----	----

 b)
 - HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS?.....

YES	NO
-----	----

 c)
 - REPORT ON TRANSACTIONS CONCERNING RECEIPTS AND EXPENDITURES AT DISTRICT MEETINGS?.....

YES	NO
-----	----

 d)
 - COLLECT ANNUAL DISTRICT DUES?.....

YES	NO
-----	----
 - e) AMOUNT PER MEMBER PER POST: _____
 - f) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUES?.....

YES	NO
-----	----
 - g) DATE OF LAST IRS FORM 990 FILING: _____ IS THE 990 FILING AVAILABLE FOR PUBLIC INSPECTION?..

YES	NO
-----	----

- 17) ARE SIGNATURES AUTHORIZING THE DISBURSEMENT OF FUNDS DONE IN ACCORDANCE WITH DISTRICT BY-LAWS?.....

YES	NO
-----	----

- 18) ARE CHECKS PRE-SIGNED BY ANY AUTHORIZED OFFICER?.....

YES	NO
-----	----

- 19) ARE ALL EXPENDITURES VOTED ON BY THE GOVERNING BODY (AS DEFINED IN SECTION 404 & 421 OF THE NATIONAL BY-LAWS) AND APPROVED BY THE DISTRICT COMMANDER?.....

YES	NO
-----	----

- 20) DOES THE DISTRICT OWN REAL PROPERTY?.....

YES	NO
-----	----

 - a) APPRAISED VALUE: \$ _____ MONTHLY PAYMENT: \$ _____ AMOUNT OWED: \$ _____
 - b) TITLE HOLDER: _____

- 21) DOES THE DISTRICT CARRY ALL PROPER TYPES OF INSURANCE?.....

YES	NO
-----	----

 - a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL INSURED'S?.....

YES	NO
-----	----

- 22) DOES THE DISTRICT RETAIN DOCUMENTS IN ACCORDANCE WITH THE DEPARTMENT'S DOCUMENT RETENTION POLICY?.....

YES	NO
-----	----

- 23) DISTRICT FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN): _____

INSPECTOR COMMENTS (INCLUDE EXPLANATION(S) OF ALL "NO" ANSWERS):

DISTRICT COMMANDER: _____
PRINT AND SIGN

INSPECTOR: _____
PRINT AND SIGN

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

APPENDIX B

OF

STANDARD OPERATING PROCEDURES (SOP)

FOR

DEPARTMENT OF VIRGINIA

VETERANS OF FOREIGN WARS
OF THE UNITED STATES

APPENDIX C

OF

STANDARD OPERATING PROCEDURES (SOP)

FOR

DEPARTMENT OF VIRGINIA

VETERANS OF FOREIGN WARS
OF THE UNITED STATES

DEPARTMENT OF VIRGINIA
STANDARD OPERATING
PROCEDURES FOR
MEMBERSHIP

Membership is one of the most challenging and important programs in the VFW. A robust membership program is required to ensure continued success of the Department of Virginia VFW. A membership plan should contain realistic and obtainable goals and the results of the program should be tracked closely and adjusted as necessary to achieve a successful membership year. Recruiting and membership retention techniques and practices are documented in a number of available documents such as National Commander's Leadership Guide, Department of Virginia's Recruiter's Handbook, and Membership Campaigning at the Post Level. District and Department membership training will provide the basic information needed for Posts to develop a membership plan and will concentrate on recruiting new members, retaining current members and reinstating members that have let their membership lapse.

POST RESPONSIBILITIES

Each Post Commander is responsible for developing a written membership plan at the beginning of each year. In developing a membership plan each Post must consider individual factors that will impact their specific Post such as local area demographics – remember no one size fits all. Post membership plans (see attachment) will be forwarded to the appropriate District Commander by the first District meeting and will include:

1. The Post's Membership Chairperson and contact information.
2. Date, time and location of each quarterly recruiting event.
3. Date and person responsible for contacting the members on the unpaid list.
4. Membership goals: new, renewals, and reinstates.
5. Brief synopsis of how the Post intends to meet its membership goals.

In addition, Post Commanders should:

1. Identify and train, if necessary at District or Department recruiting training sessions, members of the Post membership team. If sufficient in-house recruiter support is not available, Post Commanders will contact their District or Department to obtain recruiter support.
2. Ensure sufficient National, Department and locally developed membership/recruiting materials are available.
3. Identify those members whose membership have expired or will soon expire.
4. Identify Post member(s) responsible for contacting continuing members for dues collection and lapsed members for reinstatement.
5. Ensure copies of the latest Post unpaid list are available.
6. Determine the method or combination of methods that will be used to contact members (telephone, letter, email, face-to-face meeting, etc.).

7. Identify and use available outreach contacts methods such as social media and public service announcements on TV/Cable, radio and community activities in the local newspapers.

DISTRICT RESPONSIBILITIES

Each District Commander should:

1. Assist Posts in developing their membership plans.
2. Collect and forward a copy of each Post's membership plan to the Department Commander and Membership Chairperson,
3. Ensure sufficient recruiters are available to support Post membership initiatives. If needed, conduct a District Recruiting Training class or contact the Department Membership Chairman for out-of-District recruiting support.
4. Monitor each plan and identifying Posts needing additional assistance (recruiters, recruiting materials, documentation, etc.) from the District or Department.

DEPARTMENT RESPONSIBILITIES

The Department will:

1. Provide at least one Recruiter training session at or near the beginning of each year. The class will cover techniques and practices contained in the:
 - i. National Commander's Leadership Guide
 - ii. Department of Virginia Recruiter's Handbook
 - iii. Membership Campaigning at the Post Level
 - iv. Recruiting Tips' Winning Tips from VFW All-Americans
 - v. VFW Accomplishments
 - vi. Membership Plan Schedule
2. Provide membership and recruiting material, and information needed to assist Posts in their membership program.
3. Provide Recruiter support to Posts or Districts by making State Certified Recruiters available. Scheduling of out-of-District recruiters will normally be made through the Department Chairperson.
4. Ensure the Department Recruiting Coordinators list is current, and each District has at least one assigned State Certified Recruiter.
5. Monitor the overall progress of the membership program throughout the year.