



# Leadership Reference Guide 2014-2015



**John W. Stroud**  
Commander-in-Chief

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## Post Officer Information

List name, address and phone number:

COMMANDER \_\_\_\_\_

SR. VICE COMMANDER \_\_\_\_\_

JR. VICE COMMANDER \_\_\_\_\_

QUARTERMASTER \_\_\_\_\_

CHAPLAIN \_\_\_\_\_

TRUSTEES \_\_\_\_\_

## Appointed Officers

ADJUTANT \_\_\_\_\_

JUDGE ADVOCATE \_\_\_\_\_

SURGEON \_\_\_\_\_

OFFICER OF THE DAY \_\_\_\_\_

SERVICE OFFICER \_\_\_\_\_

COLOR BEARERS \_\_\_\_\_

COLOR GUARDS \_\_\_\_\_

BUGLER \_\_\_\_\_

GUARD \_\_\_\_\_

Commanders should appoint chairmen to head up the various VFW programs. List the names, addresses and phone numbers of your Post Chairmen below:

MEMBERSHIP \_\_\_\_\_

LIFE MEMBERSHIP \_\_\_\_\_

VETERANS SERVICE \_\_\_\_\_

POW/MIA \_\_\_\_\_

COMMUNITY SERVICE \_\_\_\_\_

YOUTH DEVELOPMENT, SCHOLARSHIP & RECOGNITION \_\_\_\_\_

BUDDY POPPY \_\_\_\_\_

VOICE OF DEMOCRACY \_\_\_\_\_

PUBLIC RELATIONS \_\_\_\_\_

CITIZENSHIP EDUCATION \_\_\_\_\_

POLITICAL ACTION \_\_\_\_\_

SAFETY \_\_\_\_\_

HOSPITAL \_\_\_\_\_

MAP \_\_\_\_\_

## District Officer Information

List name, address and phone number:

COMMANDER \_\_\_\_\_

SR. VICE COMMANDER \_\_\_\_\_

JR. VICE COMMANDER \_\_\_\_\_

QUARTERMASTER \_\_\_\_\_

JUDGE ADVOCATE \_\_\_\_\_

CHAPLAIN \_\_\_\_\_

SURGEON \_\_\_\_\_

TRUSTEES \_\_\_\_\_

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YOUTH DEVELOPMENT, SCHOLARSHIP & RECOGNITION \_\_\_\_\_

BUDDY POPPY \_\_\_\_\_

VOICE OF DEMOCRACY \_\_\_\_\_

PUBLIC RELATIONS \_\_\_\_\_

CITIZENSHIP EDUCATION \_\_\_\_\_

POLITICAL ACTION \_\_\_\_\_

SAFETY \_\_\_\_\_

HOSPITAL \_\_\_\_\_

MAP \_\_\_\_\_



# Welcome

## We Are Proud To Have You Visit

During the course of the year, you may have the opportunity to visit with VFW Officers from all levels of our organization, as well as prominent citizens from your community. Enhance your Leadership Reference Guide by recording these visits.

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# **SECTION 2**

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## **Planning Calendar**

# “Early Planning Makes The Difference”



## Advance Planning Will Pay Dividends

On the following pages of this manual you will find a calendar which lists important dates for you to build some of your programs around. Detailed information about these programs will be sent to you well ahead of the actual dates.

Mark this calendar to show the meeting dates of your Post, District and Department meetings and functions. It also will come in handy for selecting your activities...committee meetings... socials...membership rallies and round-ups.

The calendar will be helpful at meetings and should be referred to.

# Planning A Meeting

**A successful meeting meets these requirements:**

- It starts on time**
- It is kept short**
- It is interesting**
- It is informative**
- It accomplishes something**



It should also follow the Veterans of Foreign Wars Ritual and the general rules of parliamentary procedure.

Its success depends on the person with the gavel—the Commander. He/she can control the start of the meeting by the time he/she bangs the gavel; he/she can keep the meeting short by keeping it moving; he/she can make it interesting and informative by a little advance planning; and he/she can make sure something is accomplished by knowing ahead of time just what he/she is trying to accomplish.

The Commander should meet with the Adjutant and Quartermaster prior to the meeting to make certain that their records are in order for their part in the meeting. This includes the roll call of officers, the reading and referring of membership applications, reading of minutes, reading of bills, Quartermaster's report, reading of communications, etc.

The Commander should know what unfinished business is left to transact. If it is not brought up by someone on the floor, he/she should bring it up themselves. He/she should have at least a reminder list of new business which should be discussed. At any time that there is a lag in the meeting, the Commander can bring up the next subject and ask that action be taken.

A meeting is a business meeting and the more business that's done, the better. One of the big jobs of the Commander is keeping discussion on track. If he/she will stick to parliamentary law and require that a motion be made before the subject is discussed, and that the discussion be confined to that motion, he/she will find that most items can be disposed of pretty fast and quite efficiently.

If there's not much business to conduct, a meeting can be pepped up by inviting an interesting speaker to address the group.

You can have interesting meetings, well attended and productive, if you will follow these suggestions:

1. Start the meeting on time.
2. Spend an hour or so in advance of the meeting planning what is to be done.
3. Go over the correspondence with the Adjutant in advance, deciding what should be read and what should be disposed of otherwise.
4. Turn over all mail and information pertaining to their activities to your committee chairmen. Do it in advance so they may read and report on it.
5. Remember that you are the boss during the meeting. You are right until proven wrong and you have the gavel to prove your point. Don't be arbitrary, but if you have to make a decision, MAKE IT! If you are overruled, maybe you were wrong.
6. Allow everyone to have their say, but make them stick to the subject.

# JULY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b>	2	3	4 Independence Day	5
6	7	8	9	10	11	12
13	14	15	16	17	18	<b>19</b>
20	21	22	23	24	25	26
27	28	29	30	<b>31</b>		

**1** - Post Commander can recognize VFW volunteers by nominating them for the National Community Service Award

**19** - National Convention, St. Louis, Missouri, July 19-23

**31** - Voice of Democracy & Patriots Pen District & Department reporting forms and instructions for forwarding winners mailed out to Department chairmen.

# AUGUST 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	2
3	<b>4</b>	5	6	7	8	9
10	11	12	13	<b>14</b>	15	16
17	18	19	20	21	22	<b>23</b>
24	25	26	27	28	29	30
31						

- 1** - Contact local businesses about providing funds to your Post's scholarships
- 4** - U.S. Coast Guard Birthday
- 14** - Victory over Japan Day
- 23** - National Council of Administration Meeting, Kansas City, Missouri, August 23-24

# SEPTEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>Labor Day</b>	2	3	4	5	6
7	8	9	10	<b>11</b>	12	13
14	<b>15</b>	16	<b>17</b>	<b>18</b>	<b>19</b>	20
21	22	23	24	25	26	27
<b>28</b>	<b>29</b>	30				

**11** - National Patriot Day (flag at half-staff)

**15** - Fall Legislative Committee Meeting, Washington, DC, September 15-18

**17** - U.S. Citizenship (Constitution) Day

**18** - U.S. Air Force Birthday

**19** - POW/MIA Recognition Day

**28** - Gold Star Mother's Day

**29** - VFW Established 1899

# OCTOBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	<b>13</b> Columbus Day (observed)	14	15	16	17	18
19	20	21	22	23	24	<b>25</b>
26	27	28	29	30	31	

**13** - U.S. Navy's Birthday

**25** - National "Make A Difference Day"

# NOVEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Ask your Post to make a donation to the VFW Foundation to continue programs like National Veterans Services, National Military Services, etc.                      Military Family Month                      Veterans in the Classroom Month</b>						<b>1</b>
2	3	4 <b>Election Day</b>	5	6	7	8
9	<b>10</b>	11 <b>Veterans Day</b>	12	13	14	<b>15</b>
16	17	18	19	20	21	<b>22</b>
23 30	24	25	26	27 <b>Thanksgiving Day</b>	28	29

- 1** - Patriot's Pen student entry deadline
- 1** - National Citizenship Education Teacher Award nominations to Post deadline
- 1** - Voice of Democracy student entry deadline
- 10** - U.S. Marine Corps Birthday
- 15** - Patriot's Pen Post judging deadline
- 15** - National Citizenship Education Teacher Award Post judging deadline
- 15** - Voice of Democracy Post judging deadline
- 22** - National Family Volunteer Day

# DECEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	2	3	4	<b>5</b>	6
<b>7</b>	8	9	10	11	12	13
14	<b>15</b>	16	17	18	19	20
21	22	23	24	25 <b>Christmas Day</b>	26	27
28	29	30	31			

- 1** - Six month Department community service total due to National office
- 5** - International Volunteer Day
- 7** - National Pearl Harbor Remembrance Day (flag at half-staff)
- 15** - Voice of Democracy District judging deadline
- 15** - Patriot's Pen District judging deadline
- 15** - National Citizenship Education Teacher Award District judging deadline

# JANUARY 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Check your membership total against the same day last year. Are you reported in "All" Programs?</b>				<b>1</b> New Year's Day	2	3
4	5	6	7	8	9	<b>10</b>
11	12	13	14	<b>15</b>	16	17
18	19 Martin Luther King, Jr. Day	20	21	22	23	24
25	26	27	28	29	30	<b>31</b>

- 1** - National Awards for Public Servants Post to Department deadline
- 10** - Deadline for completion of Department judging for Voice of Democracy, Patriot's Pen and National Citizenship Education Teacher Award
- 15** - National Citizenship Education Teacher Award Department winners to National deadline
- 15** - Voice of Democracy, Patriot's Pen and Teacher Award Department winner packet due from Department to National
- 15** - District reporting deadline to Department for Voice of Democracy, Patriot's Pen and Teacher Award
- 31** - Voice of Democracy final Department report to National deadline
- 31** - Patriot's Pen final Department report to National deadline
- 31** - Teacher Award final Department report to National deadline

# FEBRUARY 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b>	3	4	5	6	7
8	9	10	11	<b>12</b>	13	14
15	<b>16</b> President's Day	17	18	19	20	21
22	23	24	25	26	27	<b>28</b>

- 1** - National Awards for Public Servants Department to National deadline
- 2** - National Job Shadow Day
- 12** - Lincoln's Birthday
- 16** - Washington's Birthday (observed)
- 28** - Voice of Democracy student trip to Washington, D.C., Feb. 28 - Mar. 4

# MARCH 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	<b>28</b>
29	30	31				

- 1** - Scout of the Year (entries due to Post) deadline
- 1** - Deadline for National Post Recognition Citation Request to National
- 1** - Voice of Democracy student trip to Washington, D.C., Feb. 28 - Mar. 4
- 1** - Legislative Conference, Washington, D.C., March 1-5
- 28** - Start planning National Volunteer Week (April 12-18) and Loyalty Day activities

# APRIL 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b>	2	3	4
5	6	7	8	9	10	11
<b>12</b>	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	<b>30</b>		

**1** - Scout of the Year (Post entries to Department scouting team member or Department Commander) deadline

**12** - National Volunteer Week, April 12-18

**30** - VFW Special Projects entry due to National office

**30** - NMS Recognition Program deadline

# MAY 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b>	<b>2</b>
3	4	5	6	7	8	9
<b>10</b>	11	12	13	14	<b>15</b>	<b>16</b>
17	18	19	20	21	22	23
24 31	25 <b>Memorial Day</b>	26	27	28	29	30

- 1** - Loyalty Day
- 1** - National Outstanding Community Service Post due to National
- 1** - Scout of the Year (Department entry to National from Department) deadline
- 2** - Join Hands Day - 1st Saturday in May
- 10** - Mother's Day
- 15** - National Peace Officers Memorial Day (flag at half-staff this year)
- 16** - Armed Forces Day

# JUNE 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	2	3	4	5	6
7	8	9	10	11	12	13
<b>14</b>	<b>15</b>	16	17	18	19	20
<b>21</b>	22	23	24	25	26	27
28	29	<b>30</b>				

**1** - Year end Department community service total due to National

**1** - Post Election Reports due to National

**14** - Flag Day

**14** - U.S. Army's Birthday

**15** - Application for National, District and County Council  
Buddy Poppy Awards due to National

**21** - Father's Day

**30** - Buddy Poppy Outstanding Promotional/Public Awareness  
nomination forms due to National

## **SECTION 3**

---

# **Leadership Guide to Protocol Parliamentary Procedure Disciplinary Procedures**

# Aids to Leadership

**While this is only a suggested guide, it is recommended that leaders at every level:**

1. Should have a current copy of the Podium Edition of the National Congressional Charter, By-Laws, Manual of Procedure and Ritual. Current VFW Podium Editions (#4108) are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).
  2. Should stress the importance of studying the Post, District, County Council, Department and National By-Laws and Manual of Procedure.
  3. Encourage Commanders at all levels to study the contents of the Leadership Reference Guide.
  4. Set up Schools of Instruction on parliamentary procedure and the proper methods of conducting meetings.
- **Think** before taking action.
  - **How** can we release the motivation within our members so they will have the desire to do the very best job?
  - **Is** the member you have appointed the best qualified or the one you like better?
  - **Never** withhold the authority necessary for the completion of the task!!
  - **Knowing** the committee, and appointing the most interested and best suited, will do more to create a successful program.

The purpose of leadership development is to provide the dynamic force to mold basic elements into a stimulated individual who works for the good of the Veterans of Foreign Wars of the United States and for the highest level of attainments in its programs and purposes.

**The task of the leader is to get his people from where they are to where they have not been.**  
-- Henry Kissinger, former U.S. Secretary of State.



# A Ten Point Pledge For Commanders

1. **I WILL** subscribe in good faith to the solemn obligation to which I pledged, and particularly to my promise to faithfully discharge my duties to the best of my ability.
2. **I WILL** promptly adopt a specific program of projects and activities to be fostered during my term in office.
3. **I WILL** simultaneously appoint a full compliment of committees with capable chairmen who are pledged to perform their duties.
4. **I WILL** be guided constantly by the rules and regulations of proper procedures as defined in the Congressional Charter and By-Laws of the VFW.
5. **I WILL** create interesting programs for each regular meeting. Programs that will convince those in attendance that they belong to an organization that functions efficiently, one that deserves their continued active support because of the worthy purposes being accomplished.
6. **I WILL** open and close all meetings promptly at the appointed hours, wielding my gavel ruthlessly in the suppression of aimless debates or time wasting arguments over trivial issues.
7. **I WILL** honor and respect the purpose of the VFW Ritual by opening and closing all meetings with ceremonial dignity.
8. **I WILL** select capable comrades to serve on a Ritual Team that will conduct ceremonial functions in a way that will effectively dramatize the basic principles on which the VFW is founded.
9. **I WILL** tolerate no unkind utterances or performances at meetings that violate the ethics of good taste, or offend the morals of comrades who respect the presence of an open Bible on the altar.
10. **I WILL** cheerfully make those sacrifices of time and labor that will prove that the confidence of my comrades in my leadership qualities has not been misplaced and that will serve to inspire equal sacrifices from those who can help insure the success of my administration.

# Leadership Can Be Fun

Leadership can be fun as Commander. No one can have a greater impact on the success of our organization than you. To ensure our future success, we must all continue with a positive leadership approach!!

Positive, forward-thinking leadership is the key to our success. Not just the leadership that your position calls for, but the specialized, unique type of leadership that is needed to advance the aims and purposes of the VFW.

The inspiration, guidance, supervision, and advice must come from the person who is close enough for personal contact—that's you—the Commander. **You** are the cornerstone.

## Enthusiasm

**You** must be enthusiastic...dedicated...committed to the job...well informed...sympathetic...and, above all, you must be available.

## Be Well Informed

Be sure to read and study material sent to you from the various levels of our organization. A person can't give advice or take it and make the right decision without being well informed...so be well informed!!

- Read the *VFW* magazine; *Checkpoint*; the Leadership Reference Guide.
- Study the National and Department General Orders.
- Be familiar with the Congressional Charter, By-Laws, Manual of Procedure and Ritual.
- Know about and understand all the programs of the VFW.
- Stay on top of program revisions as they occur during the year and be sure to pass these changes on to your subordinate officers.
- Be aware of changes within the organization or within those units under your jurisdiction.
- Establish login on [www.vfw.org](http://www.vfw.org) (Members Only Section).
- Visit [www.vfw.org](http://www.vfw.org) daily to get up-to-date information relevant to VFW News.

## Be Prepared

- Hold regularly scheduled meetings.
- If necessary, send out notices well in advance of scheduled meetings.
- Be sure your meetings are well planned and well conducted.
- Meetings should be interesting and educational.
- Don't start your meeting at 8pm **sharp** and end at 11pm **dull**.
- The impression received at meetings could very well determine individual attitudes toward the entire organization.
- Instructional meetings or schools of instruction are necessary for our continued success.

## Be Positive

As you may have already noted, your duties are far greater than those prescribed in our By-Laws. Your job is not just to preside over meetings or to attend District or Department functions. Your job is a day-in, day-out, 365 days of the year, full time service. You need to be prepared to give the job all of the time and effort you possibly can.

- Be positive!! Be enthusiastic!!
- Issue challenges to your officers.
- Offer friendly wagers to your chairmen.
- Don't be content with just equaling last year's records because you are then just breaking even.
- Remember, problems that may arise are just opportunities waiting for your special attention.

## Teamwork

A Commander who fully performs all the duties of their office is the busiest person in the VFW. The responsibility of providing effective leadership, coordinating activities, promoting programs, generating enthusiasm, initiating and developing new ideas is awesome. In most cases done as a labor of love, knowing the only satisfaction you will receive is the knowledge that you have done a good job during your year as Commander.

- Form a working team, not forgetting those Past Commanders to assist you during your year. Remember that they have already "been there and done that" and their knowledge will be a valuable asset.
- Delegate authority, but don't relinquish it. You can't do everything yourself, so assign various duties to the members of your team.
- Appoint the best chairmen. Use individuals who know the program, are interested in the program, are willing to promote its activities and are willing to sell the program to others.
- Did you wipe the slate of officers clean at the beginning of the year or did you appoint your friends to these positions?
- Don't appoint people on the grounds of friendship unless those friends can do the job!!
- Keep competent chairmen because their performance reflects on you. If the program fails, the blame will be yours.
- Follow up on appointments.
- Never assume the work has been done.
- Keep in touch with your chairmen. If they are not doing their job, remove them and appoint someone else. Don't wait until it is too late.
- Make up charts and graphs and set goals.
- Chart progress.
- Communicate with your officers and chairmen.
- Offer advice and assistance.
- Let everyone know that you are interested, that you care and that you are available.
- Be flexible and sympathetic.
- Be willing to accept changes, suggestions, ideas, and assistance from others.
- Don't be afraid to admit to a mistake.

## Appearance

- A positive image is very important.
- As the Commander, your image is the first perception of the organization.
- Look into the mirror. You are the future of the organization. What you see in the mirror is what other people see in you!!

## Appreciation

Throughout the year and when the year is over, you must show your appreciation. VFW thank you notes (#4358) or gifts to show your appreciation are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).

- You can never say “Thank You” enough.
  - Never forget the “Grass Roots” of the organization and never forget the Ladies and Men’s Auxiliary and all the hard work they do for us and for veterans.
  - Thank everyone for their loyalty and support.
  - Remember, it’s nice to be important but it’s more important to be nice.
  - Remember, you have far more to gain with a pat on the back than a kick in the pants.
- If you follow any of the above suggested guidelines, leadership will be fun because:
- **You will be successful.**
  - **You will meet your goals.**

**So, just DO IT!!**

- For your Post!
- For your District!
- For your County Council!
- For your Department!
- For the Veterans of Foreign Wars of the United States!

# Guide to Protocol **VFW** VETERANS OF FOREIGN WARS

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If you have ever planned a major VFW event, you know the importance of getting all the details in place. Please consider the information contained here first when planning VFW events such as luncheons, banquets or other social functions. There is a great deal to take into consideration when coordinating activities, and this guide to protocol will help you every step of the way.

At all levels, protocol is critical to insure that proper relations between VFW officials and the public are conducted with maximum efficiency and without embarrassment to the organization.

Keep in mind that the information contained here should not be considered as complete.

We hope you find these guidelines helpful and wish you success.

# Maintaining an Order of Precedence



One of the cardinal rules of protocol is to observe an order of precedence at VFW functions where officials and their representatives are present. This is important when making seating arrangements or organizing receiving lines.

The order of precedence for dignitaries at all levels (National, Department, District, County Council and Post) is as follows: Commander, Sr. Vice Commander, Jr. Vice Commander, Judge Advocate, Surgeon, Chaplain and Council of Administration.

Should a VFW function include a receiving line, the first person in line should be the program chairman, who introduces each individual coming through the receiving line to the host Commander, or Ladies Auxiliary President. The Commander or President, in turn, introduces each person to the guest of honor, who is next in line, with other guests following in their proper order of rank.

A receiving line should have no more than eight people and should be located away from the door by which people enter and leave the room.

Participants in a receiving line or those going through a receiving line should neither smoke nor carry food or beverages.

If the receiving line is held in a room that has a marble, tile or highly polished wood floor, it would be helpful to those people standing in the receiving line to provide a carpet runner on which they can stand.

It also is suggested that you provide chairs or a sofa immediately adjacent to or behind the receiving line for occasional rest periods for the members.

Some functions will require special seating arrangements. To this end, please review the suggested seating arrangements for different types of programs and dinners and choose the one right for you.

# Making Proper Introductions



At some point during your event, you will need to formally introduce your guests of honor to the attendees.

As a means of expediting the program, guests who are not seated at the head table can be introduced during the dinner, before the head table is introduced. As another means of saving time, you can introduce people by groups rather than individually (i.e., committee members, officers, past commanders, etc.).

A standard procedure for introducing head table guests is to start at the extreme left end of the head table and introduce each guest by name and title, moving to the next guest and performing the same mission until you have introduced all of the guests to the left of the podium.

Remember there is no need to introduce guests who will be called on to speak or receive an award later in the program. You also can save time by asking the audience to hold their applause until all of the guests have been introduced and then give them proper recognition at that time.

After you have introduced all of the guests to your left move to the opposite end of the head table and introduce each guest by name and title moving from the farthest guest toward the center of the table, again skipping the introduction of those who will be called on to speak or accept an award later in the program.

In the case of a two-tiered head table, you should introduce the guests who are seated at the lower, or secondary head table before you introduce the guests at the top or primary head table.

The event “toastmaster” should be brief, laudatory and to-the-point when introducing a speaker. Introductions should be carefully planned and practiced in advance. The manner in which a speaker is introduced is very important.

The introduction should be approached in the same manner in which you would introduce a friend to a person you know by making them feel comfortable, at ease and known to each other.

Something to keep in mind is that the more important and well-known a speaker is, the shorter an introduction is required.

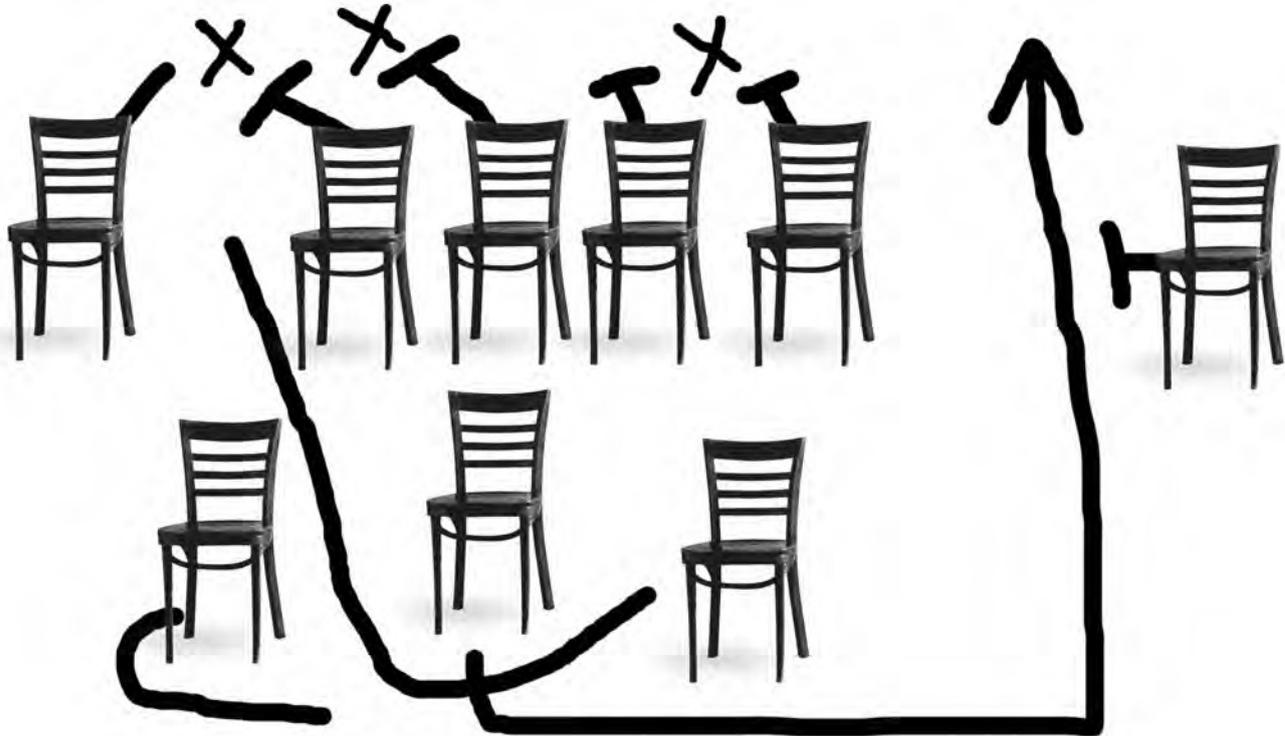
Please remember: There is no excuse for mispronouncing the names and titles of your guests.

Generally speaking, the main speaker should be introduced last. Occasionally, this conventional arrangement should be changed if there are several speakers on the program or numerous awards are to be presented at the event.

If the program does not have a keynote speaker, the guests who are called on to speak should be introduced from the lowest rank to that of the highest official present.

Plan the order of your program early. Discuss it with the people who are involved and remain flexible to changing the program to meet special needs.

# Planning the Program



The following are a few suggested hints that may help you in planning your program:

- Extend written invitations as early as possible to those you wish to invite to a particular program, advising them of the time, date, place, attire and what is expected of them (i.e., principal speaker, greetings, brief remarks, attendance, time allotted, etc.). Be sure to include information as to whether the invitation includes their spouse or other members of the family.
- Follow up with those speaking at your program with a phone call to make sure they received the invitation. Ask for the number of those who will attend, and get their names.
- Check back with each speaker a week to 10 days prior to the scheduled event to be sure their plans have not changed and that their guests will be present.
- Be sure to include the spouses of guests you invite in your seating arrangements for the dinner and program.
- Remember to give dinner tickets to the speakers and other guests of honor before the event.
- Assign a host and/or hostess (officers, members, committee, etc.) to each guest you invite to see that your guests are properly met, escorted and introduced to other people. Your guests will appreciate your consideration.
- Be sure to use name cards and seat your guests at reserved tables near the front so they will not have to fend for themselves in obtaining seats.
- Notify the media several weeks ahead of your scheduled program. Follow up with a telephone call a few days prior to the event, reminding them of the occasion. Arrange for a photographer (commercial, Post member, etc.) to take pictures of the event.

# What to Do When the Chief Visits



It is a very important occasion when the Commander-in-Chief of the Veterans of Foreign Wars visits a Post.

He is the chief spokesman for some 1.4 million overseas veterans who served their country during a time of war. Anyone dealing with the Chief's visit has important responsibilities to him. We suggest that these individuals be familiar with the following guidelines to make their job a little easier and the Chief's visit run as smooth as possible.

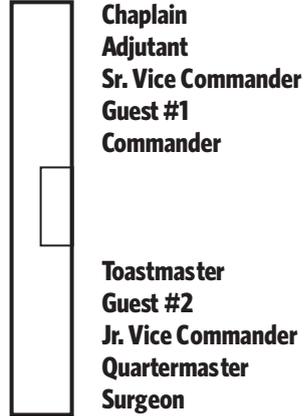
- Contact your local radio and TV stations as soon as you have the Chief's definite arrival time. Talk shows are sometimes planned well in advance. Public Service time is free, and an interview with the Commander-in-Chief and a local VFW leader might be arranged. It is important that the scheduling does not conflict with other engagements the Chief might have.
- Arrange a press conference for the Chief. It is usually more convenient to have it in the hotel where he will be staying. A notice of the press conference to all media — newspapers, TV and radio — should be sent at least three days before the event. On the morning of the press conference, call to remind the media of the time and place of the press conference.
- It is important to remember that the media who attend the press conference are there to interview a national leader of a major veterans organization, not local VFW members. For that reason, it is important that Post members do not volunteer information. The best arrangement is to leave the Chief alone with the media.
- Introduce the Commander-in-Chief to the local leaders in your community and invite them to a dinner or event at which the Chief will speak.
- Once an itinerary has been established, follow it precisely. Make sure the Chief gets to his appointments on time. If a dinner where the Chief is to speak starts at 7 p.m., have everyone seated and start serving the meal exactly at 7 p.m.
- Ask the Commander-in-Chief if he would like to see the local points of interest, or if he has a friend in the community whom he wishes to visit. Do your best to accommodate his requests. Be sure there is a good car available for him at all times, to meet him at his point of arrival, to take him to his point of departure and to take him from place to place in your community. The person who will drive the car must be one who can be relied on for punctuality, courtesy and safe driving.
- If the Commander-in-Chief is to speak where there is a bar, close the bar a half-hour before he is scheduled to speak and during his talk.
- Limit receptions before banquets and other events to one hour.
- Do not plan unrelated activities, such as baseball games or private parties, without first consulting the Commander-in-Chief.

# Sample Seating Charts

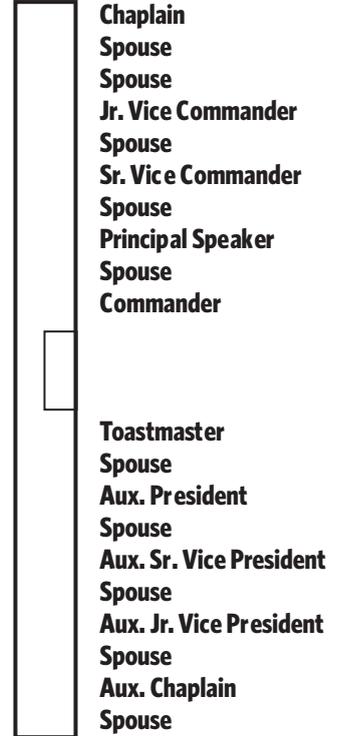
Adjustments should be made according to ranking VFW and Auxiliary visitors or invited guests.



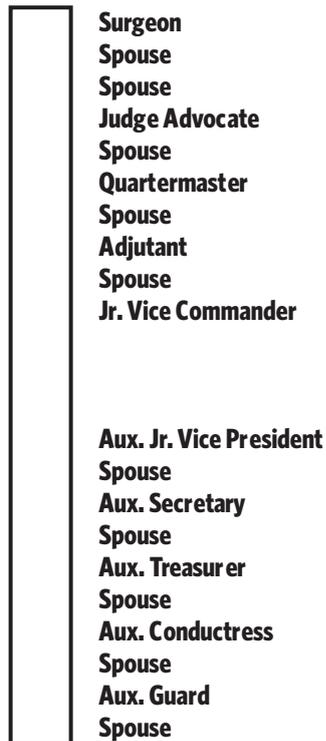
## VFW Only



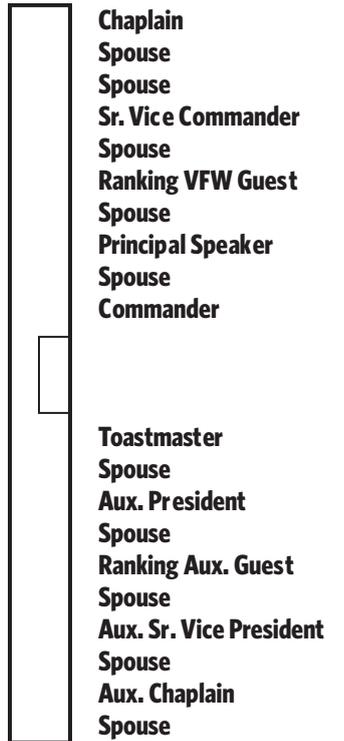
## VFW and Auxiliary



## Two Tier (Lower)



## Two Tier (Upper)



# Veterans of Foreign Wars of the United States



## Parliamentary Procedure

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### Object

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

When only the Chairman knows Parliamentary Procedure, he can use it to his advantage, but when most of the body also understands the rules, the "Floor" actually controls the meeting, and the "Chair" simply directs it.

If you get in the habit of using the right terms, everybody will understand matters more readily. Note the expressions which appear in boldface type throughout this text.

When a meeting is called to order by the **CHAIR, AN AGENDA, OR ORDER OF BUSINESS**, is offered for approval, or should be offered. Once the agenda is approved, the meeting is technically limited to the POINTS included. We usually take care of other matters and "beefs" under the "**GOOD OF THE VFW**". If no agenda is offered, ask for it. If certain points you are interested in do not appear to be included, rise and either inquire about them or MOVE to add them to the agenda.

The business of a meeting is carried forward by **MOTIONS**. The object of all motions is to get things done in an orderly manner, and democratically. A motion is **MADE** from the **DEBATE ON THE QUESTION**.

In actual practice, there is usually some debate before the motion. Debate without a motion often becomes aimless, and should be limited.

In debating, or **SPEAKING ON A MOTION**, no member should be allowed to speak twice before others have had it once. Speaking on a motion is also called **TAKING THE FLOOR**.

Motions must be made on the subject involved, or the **POINT ON THE AGENDA**, which is being taken up. If a motion is made on some other subject, the chair is obliged to rule the **MAKER OF THE MOTION** out of Order, and **REFER THE QUESTION** to the proper place on the agenda.

Motions must be seconded to be entitled to debate. If the motion is not seconded, the chair is obliged to point out that there has been no second, and proceed with the meeting.

The chair is not supposed to "milk" the membership for a second because he/she wants one, but it is proper to allow enough time for a second, when required.

Debate before a motion has been made can always be stopped by someone **MAKING A MOTION**. Once a motion has been made and seconded, it must be **DISPOSED OF**, either by being **DEFEATED, PASSED, TABLED, REFERRED, or PLACED IN COMMITTEE**. All of these are covered further in the text.

Except for certain **PRIVILEGED MOTIONS**, which will be explained later also, a motion cannot be placed while there is a **PREVIOUS MOTION** on the floor.

### Recognition

In making a motion, or **MOVING**, the member should rise, face the chair, and signal or call for attention in a manner which will not disrupt the meeting. Once **RECOGNIZED** by the chair, the **SPEAKER** should first state his or her name and department, so such information can be **RECORDED IN THE MINUTES**.

In other democratic bodies, it is proper to say "Mr. Chairman," "Madame Chairman," etc., but in the VFW, it is more proper to say "My Comrade(s)".

Once a motion has been **MADE**, it is the duty of the chair to repeat it in order that everyone hears it, and also to **CLARIFY** it, if it was made in confused language.

Before we proceed further with motions, let us remove some of the misunderstanding concerning **WITHDRAWING A MOTION**.

VFW Minute Books (#4205) are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).

## Withdrawing

Before a motion has been **STATED BY THE CHAIR**, its maker has the right to **WITHDRAW** it, or modify the language. But, after it has been stated by the chair, the maker cannot withdraw or modify his/her motion without the **CONSENT OF THE ASSEMBLY**. After a motion has been stated by the chair, it belongs to the assembly.

It is also out of order to ask for the consent of the **SECONDER** to the withdrawal of a motion the seconder can only withdraw their second if the motion has been changed informally after they have seconded it.

It is **IN ORDER** for anyone to ask the maker of a motion to withdraw it, through the chair. But the maker does not have to comply. In brief, once a motion is made, seconded and stated by the chair, it cannot be withdrawn without the chair getting the consent of the assembly (usually by asking if there are any objections to the withdrawal). When a motion has gone that far, it must be disposed of by being tabled, referred, defeated, passed, etc., by vote.

When a motion has been withdrawn, it is treated as though it had never been made, and is not recorded in the minutes. Further, anyone can make the same motion again. The object of withdrawing a motion is to prevent it from being voted on and appearing in the minutes.

Once a motion has been duly made, seconded and is on the floor, it is subject to **AMENDMENT**. (Note: certain motions are not amendable and will be covered later on.)

The object of an amendment is to change or modify the original motion, without destroying the sense of it. For instance, if there was a motion on the floor to hold a picnic, it could be amended to add a date or a place, but it could not be amended to change the affair from a picnic to a bowling match.

Amendments should take the form of: inserting or adding words to the motion; striking out words; substituting words or sentences. The chair is obliged to rule out of order any proposed amendment which would do more than the above, and change the sense of the motion entirely.

In some cases, where a poorly worded motion is made, even the amendment does not make it a complete motion in some of the members' eyes. In such cases, an amendment can be made to the first amendment. This **SECOND DEGREE AMENDMENT** method is sometimes confusing, but it is legitimate, and it is up to the chair to clarify the motion and its amendments.

If it is too complicated for this, the chair can call

for or recommend a **SUBSTITUTE MOTION**, with the consent of the assembly, which will tie the loose ends together so that an intelligent vote may be taken. A substitute motion is itself a form of amendment.

Amendments to motions are **DEBATABLE** (that is, can be discussed). Like motions, amendments also require seconding. Discussion on an amendment must be confined to the amendment itself.

In **TAKING THE VOTE**, after debate, the amendment is first voted upon, and then the motion itself is voted upon. Sometimes, the nature of the amendment is such that passing or defeating the amendment **CARRIES** or **DEFEATS** the motion also. In that event, it is not necessary to take a vote on the motion.

Before proceeding into further study on motions, it might be well to give some attention to the **MINUTES**.

The **MINUTES OF A MEETING** are simply a record of the proceedings of that particular meeting. As such, they can only be **ACCEPTED BY THE BODY**. In short, the general membership can only **ACCEPT** minutes of the membership meetings, the executive board can only accept its own minutes, etc. Upon reading of the minutes of a given meeting, they are subject to a motion to accept. Sometimes, **CORRECTIONS** are raised, and then the minutes are **ACCEPTED AS CORRECTED**.

Being simply the record of proceedings, minutes may be corrected at any time, including subsequent meetings.

Minutes shall record all main motions which were not withdrawn, all points of order, all appeals and whether lost or sustained. The makers of motions should be recorded, but not necessarily the seconds.

The date, time, and place of the meeting, as well as the time of adjournment should be in the minutes. Also the results of any **ROLL CALL** votes, and full report of **TELLERS**. (Tellers are members elected or appointed to tally ballot.)

Minutes cannot be **REJECTED**, but they can be **RETURNED FOR CORRECTION**. When the minutes of an executive board meeting are read at a membership meeting, it is only for general information, not acceptance or correction.

However, having been thus advised, the membership can take action at the meeting to censure or approve their board.

This, of course, is done through motions at the proper time on the agenda. The membership should be alerted to do this, and be certain not to allow any top body to exercise undemocratic control.

In connection with minutes, it is important to know

that **ACCEPTING A REPORT** is the same as adopting it. **RECEIVING A REPORT** merely allows it to be read to the assembly. Receiving does not mean approving or adopting. Accepting does! In making motions on reports, the assembly should understand the distinction in the above two words.

## Deferring

Once a matter has been duly placed on the floor through motion and seconded, it may become necessary to defer or postpone action. This can be done democratically by the assembly in several ways, in addition to withdrawing the motion, which we have already covered.

**TABLING:** A motion to **TABLE** is a motion to lay aside business in such a manner that it can be **RENEWED** at a later time—either at the same meeting or a later one. A motion to table requires a second. Once seconded, the motion to table cannot be either debated or amended, but **MUST BE PUT TO IMMEDIATE VOTE WITHOUT DISCUSSION**.

When it is desired to resume the matter which was tabled, the correct motion is to **“TAKE FROM THE TABLE.”** This motion must be seconded, and is also not subject to debate or amendment. When a matter is taken from the table, it is taken with all previous actions, amendments, etc., and resumed just as it was when tabled. Tabling a motion or matter does not carry a time limit. That kind of postponement is handled as follows:

**POSTPONE TO A SET TIME:** When the object is to set a future time at which a matter or motion must be considered, do not move to table. Instead, move to **POSTPONE** to a set time, date, or meeting. A motion to so **POSTPONE CONSIDERATION** requires a second. It **CAN BE DEBATED** before being voted on, and can be amended as to the time.

**PLACE IN COMMITTEE:** When it is desired to let a few handle a given matter, instead of tying up the whole meeting needlessly, this is done by **COMMITTING**, or **PLACING IN COMMITTEE** through a properly worded motion.

**POSTPONE INDEFINITELY:** A motion to **POSTPONE INDEFINITELY** is really a motion to **KILL** the subject. It must be seconded, can be debated, but cannot be amended.

These motions are dangerous, and must be watched with care when they come up. For they can not only help to carry the meeting along—they can also wreck consideration of important subjects.

## Appeals to Overrule Chair

The Chairman of a meeting or the “Chair” has certain rights, but they do not include engineering the meeting, or “railroading” certain matters through. A decision of the chair can always be subjected to change through **APPEAL**.

When a member rises to appeal a decision of the chair, their motion can be either to **APPEAL THE DECISION**, or to **OVERRIDE THE CHAIR**—they both have the same meaning.

Under such circumstances, the member should state carefully and in understandable language why he/she is making the motion. The motion requires a second.

Technically, the motion to appeal the decision of the chair is debatable when the question involved is the **BUSINESS OF THE HOUSE**, and not debatable otherwise. It is simplest, and perfectly fair, to always handle an appeal without a debate. The decision of the chair stands, until reversed by a majority vote. A tie vote **SUSTAINS THE CHAIR**.

Members should not rise to criticize the chair. If they have an objection to a **RULING**, it should always be handled through an appeal.

A sensible chairman should not take an appeal personally, but should welcome it, since it relieves them of the responsibility and places it upon the assemblage. Sustained, they are that much more confident in their chairmanship.

The chair is supposed to be the “servant of the assembly,” and as such should refrain from discussing questions before the assembly, thus maintaining an impartial attitude.

The chair cannot authorize anyone to act in their place if they are absent from the meeting. If the By-Laws do not cover that contingency, the assembly has the duty to elect an acting chairman.

## The Question of Privilege

The **QUESTION OF PRIVILEGE** is often interpreted to mean “I am a privileged person, and have the right to the floor again.”

The only privilege involved is the privilege of getting the attention of the chair at once to **ASK A QUESTION, MAKE A POINT OF ORDER**, or draw attention to the pressing business which cannot wait.

When rising on a question of privilege, you do not wait for recognition from the chair, you **INTERRUPT** by stating “I rise to a point of inquiry (or order, or procedure).” The chair is **OBLIGED** to recognize you,

answering: “state your question.”

Rising to a “point of procedure” means that you question the procedure the chair is following—you feel they are off the track, acting contrary to **REGULAR PROCEDURE**.

Rising to a “point of order” usually means that you feel some member of the assembly, rather than the chair, is off the track, and you want the chair to take action.

Rising on other “questions of privilege” usually involves drawing attention to conduct or misconduct of members, comfort of members, conduct of press or guests, etc. All such interruptions are loosely included in the term “question of privilege.”

If the chair sees the point you are making, they state, “the point is well taken,” and follows it. If the chair does not, they state his/her reason, and the way is open or an appeal to be taken, if necessary.

**AND THIS IS IMPORTANT!** Even though the chair is obliged to recognize the above questions of privilege, the assembly is not. As the book states it, “privilege of assembly out-ranks personal privilege.” A chronic interrupter can thus be silenced by a proper motion.

While a question of privilege requires no second, gets no debate, and is not amendable, the action desired may be deferred until the speaker is finished, and may also be tabled or postponed indefinitely. In the latter case, the question interrupted is not carried with a tabling or postponement motion.

## Renewal & Reconsideration

Much confusion exists as to bringing up a point again, or trying to get a matter reconsidered. There are simple rules covering these things.

### Renew a Motion

The object of this action would be to bring up a motion again after it has been defeated. The rule is:

A rejected motion cannot be renewed at the same session. It can be renewed by the same maker at a future session.

Further, no motion can be introduced that is so nearly like a rejected motion that it would **PLACE THE SAME QUESTION BEFORE THE HOUSE** a second time. Also, no motion can be introduced which interferes with a motion which has been tabled, postponed, or placed in committee.

## Reconsider a Motion

The object of this action would be to bring back a question for more discussion, and obtain a new vote. Such a motion can only be made by a member **WHO VOTED WITH THE PREVAILING SIDE** on the previous vote! Such a motion must receive a second, and can be debated, but not amended.

If reconsideration carries, the result is just as though the original vote had not been taken.

Should such motions be brought up, and you feel the reason is a bad one, don’t forget to use the “question of privilege.”

It is a good thing for the most sincere members of the VFW to know the rules, and thus be prepared to keep the meeting on a true course.

## Voting

Voting is normally by voice. If the result is not clear, the chair should ask for a standing vote.

Other methods of voting are: **DIVISION OF THE HOUSE, SECRET BALLOT**, or **ROLL CALL** of the assembly.

This short course was specifically designed to acquaint members with only the rudiments of parliamentary procedure, and is therefore, brief in coverage.

# How To Manipulate Motions For Passage Or Defeat

(Read across the page. Read 1 with 1, 2 with 2, etc.)

## To help defeat a motion:

1. Do not second it. Remain silent.
2. Speak against it while it is before the body.
3. Vote against it.
4. Move to postpone it indefinitely to “kill” it.
5. Amend it adversely to encumber it or complicate it.
6. Move to refer it to a committee to delay it.
7. Move to postpone it to the next meeting to delay it.
8. Move to the previous question to shut off debate on its good points.
9. Move to table it.
10. Move to recess to go after more votes.
11. If their motion wins, move to reconsider it.
12. If their successful motion remains unexecuted by a later meeting, then move to rescind it.
13. Move to adjourn, so as to prevent action on their motion at this meeting.
14. Only votes win. Get your voters to the meeting. Urge them to stay to the end and to vote as you or another key leader will vote.

## To help pass a motion:

1. Second it immediately. Say: “I second it.”
2. Speak in favor of it while it is still before the body.
3. Vote for it.
4. Vote against postponing it to rescue it.
5. Amend it sensibly to perfect it or improve it.
6. Vote against referring it, to achieve action now.
7. Vote down all postponements that delay it.
8. Defeat the previous question so you can continue to debate its meritorious points.
9. Vote against tabling it.
10. Defeat recess so they may not go seeking more votes.
11. Vote against their motion to reconsider your motion.
12. Execute motions promptly, so that they may not be subject to the motion to rescind at any later meeting.
13. Vote down all motions to adjourn, so as to achieve adoption of your motion now.
14. It is votes that win elections and other proceedings at meetings and conventions. Have your supporters there to help you with their votes.

# Parliamentary Procedure

..... at a glance ... from Demeter's Manual of Parliamentary Law and Order

Here are some motions you might make, how to make them, and what to expect of the rules.

## TO DO THIS:

## YOU SAY THIS:

	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	NO	NO	NO	NO VOTE	NO USUALLY
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	YES	NO	NO	2/3	YES
POSTPONE DISCUSSION FOR A CERTAIN TIME	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	YES	YES	YES	MAJORITY	YES (2)
AMEND A MOTION	YES	YES (3)	YES	MAJORITY	YES
INTRODUCE BUSINESS (MAIN MOTIONS)	YES	YES	YES	MAJORITY	YES
PROTEST BREACH OF RULES OR CONDUCT	NO	NO	NO	NO VOTE (4)	NO
VOTE ON A RULING OF THE CHAIR	YES	YES	NO	MAJORITY (5)	YES
SUSPEND RULES TEMPORARILY	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	NO	NO	NO	2/3 (6)	— (7)
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	NO	NO	NO	NO VOTE	NO
TAKE UP MATTER PREVIOUSLY TABLED	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	YES	— (8)	NO	MAJORITY	NO

**NOTES:** 1. Unless vote on question is not yet taken. 2. Unless the committee has already taken up the subject. 3. Only if the motion to be amended is debatable. 4. Except in doubtful cases. 5. A majority vote in negative needed to reverse ruling of chair. 6. A 2/3 vote in negative needed to prevent consideration of main motion. 7. Only if the main question or motion was not, in fact, considered. 8. Only if motion to be reconsidered is debatable.

# Parliamentary Procedure continued ...

TO DO THIS:

YOU SAY THIS:

DO YOU NEED A SECOND?      IS IT DEBATABLE?      CAN IT BE AMENDED?      WHAT VOTE IS NEEDED?      CAN IT BE RECONSIDERED?

ACCEPT REPORTS OF COMMITTEES	"I move to accept the report of committee as read."	YES	YES	YES	MAJORITY	YES
CLOSE NOMINATIONS OR THE POLLS	"I move that nominations close."	YES	NO	YES	2/3	NO
POSTPONE INDEFINITELY (TO KILL)	"I move that we postpone the motion to ... indefinitely."	YES	YES	NO	MAJORITY	YES
REOPEN NOMINATION OR THE POLLS	"I move that nominations be reopened."	YES	NO	YES	MAJORITY	YES
RESCIND	"I move that we rescind the motion."	YES	YES	YES	2/3	YES
WITHDRAW A MOTION OR SECOND	"I withdraw my motion."	NO	NO	NO	NO VOTE	NO

Demeter's Manual of Parliamentary Law and Procedure (#4105) is available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).

# Presiding & Leadership Practice

1. Opening ceremonies.
2. **Commander:** (Leading all members in recitation of VFW purpose as outlined in Section 230102 of the Congressional Charter of the Veterans of Foreign Wars.) The purposes of the corporation are fraternal, patriotic, historical, charitable, and educational and are: to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead, and to assist their widows and orphans; to maintain true allegiance to the Government of the United States, and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all enemies.
3. Calling the roll of officers.
4. Reading, referring, membership applications.
5. Report of Investigating Committee.
6. Balloting on applications.
7. Mustering in of recruits.
8. Reading of minutes.
9. Quartermaster's report; disbursements.
10. Quartermaster's report; receipts.
11. Reading of bills.
12. Report of Service Officer.
13. Is there a Comrade or the family of a Comrade in distress?
14. Report of all committees.
15. Remember our National Home. (Interrupt business at 9:00 p.m. or as close to 9:00 p.m. as is practical for National Home Ceremony.)

**Commander:** (Raps gavel twice.) All present will rise. Parade rest. Comrade Chaplain, you will ask Divine blessings upon our National Home for Children.

**Chaplain:** Almighty God, we ask for Your divine blessing on the children, families and staff of our National Home for Children in Eaton Rapids, Michigan.

May Your spirit dwell with them forever, giving them health and guiding their lives. Help us to always be faithful to our fallen comrades by providing (shelter and guidance) support for their families. We ask in Your Holy Name. Amen.

16. Unfinished business. (Reading of communications associated with unfinished business. Read and vote.)
17. New business. (Reading of communications associated with new business. Read and vote.)
18. Nominations, elections and installation of officers.
19. Good of the order. (Reading of communications associated with good of the order. Read and vote.)
20. Closing in due form.

## To Presiding Officers

The presiding officer is the servant of the organization.

All his/her acts at meetings and conventions must have the body's approval, unless a by-law makes them independent.

Presiding officers who are ignorant of parliamentary law or who defy the body's will or deny to the members the proper exercise of their rights are a sad spectacle before intelligent assemblies and frequently cause discontent and disunity.

Capable presiding officers make good meetings.

Incompetent, abusive or obnoxious presiding officers can be censured; and their tenure of office can be shortened or abolished altogether by a 2/3 vote, and thus they may be legislated out of office at any meeting with prior notice.

You are not expected to know all the law. No one is. But you are expected to be able to at least match the members' combined basic knowledge of it.

## Handy Phrases for Members

- Comrade Commander, or, Mr. President, or, Madam Chairman, etc.
- I doubt the quorum.
- I doubt the vote.
- I move that we ...
- I rise to a point of order.
- I move that we adopt this resolution:  
Resolved, That ...
- A parliamentary inquiry.
- I move to amend the motion.
- Comrade Commander, will the member yield the floor to me?
- I do not yield, or, I yield to a question only, or, I yield.

## Handy Phrases For Presiding Officers

- The meeting will be in order.
- The secretary will read the ...
- The first [or, the next] business in order is...
- The Chair requests order.
- The Chair requests quiet.
- The Chair can recognize only one member at a time; all other members will be seated.
- The Chair now recognizes ...
- For what purpose does the member [delegate] rise?
- State your name, city, etc.
- The motion is [or, is not] in order.
- Do you yield the floor?
- The member will refrain from ...
- The Chair wishes to state ...
- Please repeat your motion.
- It is moved and seconded that we ...
- It is moved and seconded to amend the motion by ...
- The ayes have it; the amendment is carried, now, the vote is on the motion as amended.
- Those in favor will say aye. Those opposed will say no. The ayes [or, noes] have it.
- If there is no objection, the Chair will ...

# Disciplinary Action



The procedure now in place was designed to eliminate some of those difficulties while still preserving the basic right of the member to be advised of the charges against them and given an opportunity to be heard. In each instance, the member will be provided written copies of the Charges and Specifications against them. If the member does not request a hearing within fifteen (15) days or advises the Commander in the meantime that a hearing or mediation is not desired, the Commander initiating the charges, with majority concurrence of the Post, can proceed to set a penalty. It is hoped that this will eliminate the necessity of a full-blown trial in many cases where the accused member does not want one.

If a hearing is requested, the procedure for conducting that hearing, as set forth in Section 903 of the By-Laws and Manual of Procedure will be followed. If the accused member desires to appeal, he must do so under Section 904 of the By-Laws.

The By-Laws and Manual of Procedure provide the basic rules governing the grounds for, and conduct of, disciplinary actions. To help facilitate a Post in initiating disciplinary action, if desired, forms have been developed and are located in the Appendix immediately following the Manual of Procedure. The By-Laws and Manual of Procedure should always be consulted first.

Current Podium Editions (#4108) are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).

# Disciplinary Action

## Frequently Asked Questions

1. Can a District Commander initiate a Disciplinary Action?  
**NO. The District Commander is not in the loop when it comes to Disciplinary Actions.**
2. What happens if the accused is the Post Commander?  
**If the Post Commander is the accused, the action must be initiated by the next higher authority. (Remember the District is not in the loop and therefore, the Department Commander would be the one to initiate the action.)**
3. What if a Post Commander initiates an action and then expects to be a witness with respect to factual matters, can they appoint the panel?  
**NO. The District Commander will select the disciplinary panel members when the action is initiated at the Post level.**
4. Is Article IX used to suspend members from participating in Post social activities or using the clubrooms?  
**NO. These activities and clubrooms come under the direct control of the sponsoring unit pursuant to Section 709 and the House Committee should handle this type of matter.**
5. What happens if the accused fails to accept the Special Order and Charges and Specifications sent by certified, return receipt mail?  
**A signed receipt from the accused is not necessary, so long as there is a postal receipt indicating delivery to the accused's last known address. If the accused fails to request a hearing within the fifteen (15) days allotted, the Initiating Officer takes whatever action he/she deems appropriate to include the ordering of any penalties prescribed in Section 907.**
6. Once a hearing is scheduled, can the accused ask for postponement for cause?  
**YES. He/she must make a written request to the President of the Hearing Panel explaining the reason for the continuance. If approved by the Panel President, he/she then notifies all parties and panel members in writing of the rescheduled date if the continuance is granted.**
7. Once the panel is selected, can it be changed?  
**YES. Each side may challenge any member or members, but those members may be removed only for good cause. Good cause includes, but is not limited to, prejudice for or against a party, financial or other interest in the outcome or inability to afford an impartial hearing. The challenging party shall state the reasons upon which that party believes good cause exists. When a member of the panel is challenged for cause, the President of the panel will decide on the question. No further panel member may be**

**excused for cause when the effect is to reduce the number of panel members below three.**

8. How many votes does it take to convict?

**There must be a two-thirds (2/3) majority vote in order to convict on any charge and specification.**

9. How is the panel's decision announced?

**The Findings and Sentence (DA-4) are announced by the President in an open hearing after the deliberations are complete. In the event the accused was not present at the hearing, but the accused has been found either guilty or not guilty, a copy of the Findings and Sentence (DA-4) shall be mailed to his/her last known address within seven (7) days after the hearing.**

10. Does the accused have any recourse after the panel has made its decision?

**The accused may appeal (Section 904) the decision by appealing to the next higher authority. If the action is brought by a Post Commander, the appeal is to the Department Commander, etc.**

## **SECTION 4**

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**Membership**  
**Life Membership**  
**Eligibility**  
**Membership Programs & Awards**

# Plan and Carry Out A Membership Campaign

## The 3 R's of membership growth

- **R**etain continuous members
- **R**ecover former members
- **R**ecruit new members

## Four Steps to Planning a Successful Recruitment Campaign

### Step #1:

Select and organize a membership committee.

- Qualities of a successful Membership Chairman/Director:  
*Popular, organized, good speaker, knowledgeable about the VFW, dedicated.*
- Qualities of a successful committee member:  
*Active, knowledgeable about the VFW, dependable.*

### Step #2:

Develop a recruiting plan. Five elements of a recruiting plan that work:

1. Analysis of the current situation:  
Where are you in terms of membership, recruitment, territory management?  
Use prior year membership statistics as a starting point for establishing goals.
2. Goal-setting:  
What would you like to achieve?
3. Development a plan of action which includes:
  - Territory and time management
  - Personnel management
  - Recruiting event planning
4. Implementation of action plans:  
Translate written plans into actions carried out by the recruiting team.
5. Tracking results:  
Implement controls to accurately measure and track progress in order to achieve goals.

### Step #3:

Set realistic goals. Two types of goals your plan should include:

- Objectives- Specific measures used to gauge success, such as complete coverage of a geographic area or participation in a specific event
- Quota- A target number or percentage, a specific geographic area to be completed, an event to recruit a specific quota at

Use the **SMART** system of goal setting:

- **Specific** - The focus of a plan should include various recruiting techniques and the number of recruiters needed.
- **Measurable** - A specific measure or quota to increase membership based on a certain number or percentage.

- **Attainable/Ambitious** - Goals should require effort and ambition but must be attainable.
- **Results-Oriented** - Goals should be aimed at achieving a specific result.
- **Timed** - Track your progress throughout the membership year in order to ensure you are achieving your goals periodically. Consider establishing deadlines which coincide with National, Department and District Council awards so members are eligible to participate in contests and win prizes.

#### **Step #4:**

Plan your activities. Proven recruiting techniques:

- Personal contact: *Door-to-door, membership booth, meeting.*
- Recruiting booths
- Mail: *Can be used to send information on membership benefits.*
- Referrals from friends
- Telephone, contacting your membership, unpaid

## **Membership Campaign Tips**

### **Select a Life Membership Chairman**

Careful selection of a Life Membership Chairman is equally important as the selection of a Membership Chairman. Appoint someone who is willing and able to promote Life Membership. Over half of all VFW members are life members.

### **Call a Meeting of your Membership Committee**

Starting your membership campaign early will ensure success. As soon as the Membership Committee is appointed, recruiting efforts should begin. All officers should lead by example, providing initial momentum by paying their dues at the start of the membership year.

#### **Create an Action Plan:**

- Who will carry out the plan?
- Specifically, what is to be done?
- How will it be done?
- Where will it be done?
- What are the expected results?
- What are the actual results?

### **Setting Goals**

A quota should be established. Your quota should include continuous, reinstated and new members. A percentage above the quota should be set as well as a specified date to achieve these goals. Progress should be reported to the Commander regularly.

## **Build a List of Prospective Members**

All available sources should be used for obtaining the name and contact information of prospective members. Emphasis should be placed on the personal contact method of reaching out to potential members. Lists should include:

- Current and past members who have not paid their dues
- Referrals from members, family, friends, etc.
- Former members of dissolved posts
- Service Officer programs
- Other veteran groups or associations
- Newspapers, radio, TV stations
- Social networking sites
- Chamber of Commerce

## **Team Concept**

- Door-to-door campaigns work best with two (2) members. This presents the opportunity for one recruiter to train another.
- Always pair an experienced recruiter with a new recruiter. After several visits, the new recruiter should have gained the skills to recruit on his or her own and train others.
- One team member should speak on behalf of the VFW while the other fills out the membership application for the prospective member.

## **Personal Contact**

Many of us are in contact with veterans on a daily basis who should, could and would join the VFW. They need to be asked. Unfortunately, we are guilty of failing to invite these veterans to join our ranks. Please extend the hand of friendship and comradery along with our invitation to join the Veterans of Foreign Wars. There are millions of eligible veterans out there.

- Record all contacts by type. Mail, telephone, in person, etc.
- Record follow-up activity and results





# CALL TO ACTION

# Membership Recruiting Campaign

VFW Post # \_\_\_\_\_

## WE WELCOME THESE NEW MEMBERS TO OUR POST

	Name	Date	Recruiter	Name	Date	Recruiter
1.	_____	_____	_____	11.	_____	_____
2.	_____	_____	_____	12.	_____	_____
3.	_____	_____	_____	13.	_____	_____
4.	_____	_____	_____	14.	_____	_____
5.	_____	_____	_____	15.	_____	_____
6.	_____	_____	_____	16.	_____	_____
7.	_____	_____	_____	17.	_____	_____
8.	_____	_____	_____	18.	_____	_____
9.	_____	_____	_____	19.	_____	_____
10.	_____	_____	_____	20.	_____	_____

## Recruiting Goals

- ★ To increase our membership by \_\_\_\_\_ by the target date of \_\_\_\_\_.
- ★ To train \_\_\_\_\_ Post recruiters during the period \_\_\_\_\_.
- ★ \_\_\_\_\_

## Membership Committee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Present the Right Image

The image you present while representing the VFW is crucial to your success as a recruiter. The more credible you appear, the more effective you will be as a representative of the organization. When preparing to meet prospective members, dress in a way that is:

- **Clean**
- **Professional**
- **Appropriate to area**

Some commonly asked questions about presenting a professional appearance are:

**“What should I wear when manning a recruiting booth or making door-to-door visits?”**

The most effective “uniform” for a VFW recruiter is also the simplest. Wear a jacket or a VFW polo. Make sure you wear your badge and always dress for success!

**“Do I need to wear my VFW cap?”**

Wearing your VFW cap is optional. If you think that your cap will help distinguish you to a prospective member, wear it. It is usually not necessary to wear your cap but if you choose to, make sure it is clean and uncluttered.

**“I’ve earned many membership awards and lapel pins. Shouldn’t I display them?”**

No, while meeting prospective members you will want to keep the focus of the discussion on them. Focus on their wants and needs. Many recruiters have found that these items are a distraction and sometimes get in the way of their presentation.

**“I’ve seen some recruiters hand out business cards. Is that a good idea?”**

Yes, we strongly recommend using business cards as a way to establish credibility, especially when conducting a door-to-door campaign. Business Cards with the VFW Cross of Malta are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).

## Professional Presentation

**Techniques for an effective presentation:**

- People generally remember the beginning and end of a conversation so emphasize important points at these times.
- Review the material before your presentation so it is clear in your mind.
- Make sure your points are clear and organized logically.
- Try to catch the prospective member at a convenient time.
- If the prospective member seems busy or rushed, try to reschedule at a more convenient time.
- Speak to the prospective member in their own language.
  - Use simple, straightforward, but not overly familiar language.
  - Consider the prospective member’s perspective and frame of reference.
- Be aware of a prospective member’s feelings and body language.
  - What type of person are they? An introvert or extrovert?
  - Pay close attention to signs of irritation, confusion, or boredom.
  - Structure your presentation so that you can adjust to the flow of the conversation with a prospective member.
- Arouse and sustain a prospective member’s interest.
  - Begin your presentation with an interesting anecdote or short story.

- Personalize and relate VFW benefits to each veteran on an individual basis.
- Keep the veteran's attention by making eye contact.
- Speak with energy and enthusiasm. Avoid using a monotone voice.
- Your presentation should be interactive.
- Use visual references such as a benefits brochure.
- Keep is short and simple by presenting one idea at a time.

## Ask the Right Questions

### The 3-Step questioning process:

1. **Acquire background information from the prospective member.**
  - Where did you serve?
  - When did you serve?
  - Did you serve overseas?
  - Have you ever been a member of the VFW?
2. **Ask questions to address prospective member's specific needs, wants and concerns.**
  - Do you have any service-connected medical needs?
  - Have you used your GI Bill or VA Home Loan benefits?
  - What can the VFW provide that would lead you to become a member?
  - Does your family know the benefits they are entitled to if anything happened to you?
3. **Ask questions that offer solutions.**
  - Our post has a service officer who works with veterans by helping them get answers to their questions.
  - What concerns do you have? Can we be of assistance?

## Listening

*“Active listening means listening for more than just words. It’s listening for meaning.”*

- Ignore other conversations, noises or distractions.
- Concentrate on the prospective member and what they are saying.
- Listen for feelings instead of facts.
- Remain open-minded and don't let emotions disrupt the thought process.
- Focus on key ideas instead of trying to remember the entire conversation.

### 4 steps to becoming a better listener:

1. **Outline.**  
Develop a mental outline of what the prospective member is saying. Identify main points and facts which support those points. Focus on key words and phrases to use as main points in your responses.
2. **Categorize.**  
Organize what the prospective member is saying into categories such as likes/dislikes, needs/wants, problems/concerns, and current family/health situation. Identify problem areas that could be solved by becoming a member of the VFW.
3. **Question.**  
Ask questions in order to better understand what a prospective member is saying and to keep them engaged.

#### 4. Verify.

Even if you feel the message is clear, verify what the prospective member has said just to ensure you understand the message correctly.

## Overcoming Objections

### DO:

- Emphasize VFW Benefits
- Remain positive, courteous and polite
- Focus on the VFW organization as a whole

### DON'T:

- Respond to personal references of a post
- Refer to operations or personalities of a post
- Speak negatively of persons within a post

### When responding to an objection:

- Restate the objection in question form, and then give an answer to correspond to the objection.
- Provide more specific information to clear up any misconceptions.
- Use member testimonials and statements to help erase doubts.
- Reemphasize the personal benefits of becoming a member.

## Examples

**Prospective member:** "I'm way too busy to be a member."

**Recruiter:** "I know what you mean. I'm very busy also but did you know that every VFW member whether active or not, plays a vital role in supporting VFW programs and services?"

**Prospective member:** "Well, I am not even sure if I qualify."

**Recruiter:** "Where did you serve overseas? Did you receive an honorable discharge? If you received a campaign medal or overseas service ribbon, chances are, you're qualified!"

**Prospective member:** "I'm not interested."

**Recruiter:** "Are you interested in no-cost insurance, fringe benefits, and keeping the rights you've earned as a veteran? If so, you are interested in the VFW."

**Prospective member:** "I can't afford it."

**Recruiter:** "The dues of \$35 per year averages less than \$3 per month and you will receive many financial rewards with your membership. Some of them include no-cost accident insurance, partner discounts and VFW store privileges."

# Be a Better Recruiter

## Door-to-Door

### Door-to-door campaign key points:

- Always include 2 members. This allows an experienced recruiter to train a new recruiter.

- This method is most effective on evenings and weekends

### **Sample script for door-to-door campaigning:**

- “Hello, I’m \_\_\_\_\_ with The Veterans of Foreign Wars Post # \_\_\_\_\_. We are in the neighborhood today to let the community know all the great things we are doing and to reach out to our local veterans. If you have a moment I would like to ask you a few questions. Are you a veteran?”
- If the answer is NO, thank the person for their time and ask if they know any neighbors or friends who are veterans.
- If the answer is YES, continue with qualifying questions such as:
  - Did you serve overseas?
  - Did you receive a campaign service medal?
  - Are you receiving any veteran’s benefits?
  - Are you aware of the benefits you are entitled to?

### **If you believe the veteran is eligible for membership, continue:**

- We are conducting our annual membership drive and you seem like an ideal candidate for membership. Our organization restricts membership to those who have served overseas in a time of conflict or war. I believe you are eligible! Would you like to become part of our elite organization?

### **Explain the advantages of membership. Then continue:**

- All we have to do is verify the eligibility we discussed. I will fill out the application for you while you write the check. We accept cash as well. Annual dues are \$\_\_ and you can make the check out to VFW Post\_\_\_\_\_.

## **Recruiting Booths**

### **Key points when manning a recruiting booth are:**

- Tabletop Recruiting Kits are available from the VFW Store and contain everything you need to get started.
- Tabletop Recruiting Kits are a very effective tool for all posts, even very small or rural posts.
- Recruiting booths are most effective when a minimum of two VFW or Ladies and Men’s Auxiliary members are present and interacting with the community.

### **How to set up a recruiting booth:**

#### **Preparation:**

- Ask facility administration or management for permission to place your recruiting booth.
- Select a familiar, popular, heavy traffic area such as a state fair or local mall
- Publicize and advertise the recruiting event through social networking sites, local news, radio and television broadcasts.
- Bring plenty of applications, brochures and other materials to hand out.
- Ensure you have information on other local posts in your area including dues amounts, addresses and contact information.

#### **Operation:**

- Use signage and posters to draw attention to your booth. Display information and eligibility information on the table. Ensure at least 1 member is always present at the booth.
- If applicable by state and local laws, hold a raffle or drawing for an item donated by a local merchant. Raffle tickets should include prospective member’s name and contact information.
- Compile non-winning entries for use in mailings and recruitment at a later date.
- Focus on signing up members at the booth, making appointments for “sit downs” in the future and at a minimum, capture prospective member’s contact information.

### **Follow-up:**

- Contact eligible members within a few days.
- Ensure membership teams are knowledgeable on VFW programs and services.
- Make prospective members feel welcome when they join.
- Invite them to be an active part of the post and join your recruiting efforts.

**TIP:** Professionalism is very important. Ensure the booth area is well organized and clear of food items or clutter. When prospective members are at the booth they should be the focus of the conversation.

## **Telephone Recruiting**

### **Telephone recruiting can be very effective for:**

- Collecting dues from continuous members
- Reinstating former members
- Enlisting prospective members

### **Telephone recruiters should:**

- Posses knowledge of the VFW, it's programs and services
- Have a pleasant speaking voice
- Be prepared to overcome objections
- Have a script-key points, important facts and method of ending the call

### **Collecting delinquent dues via telephone:**

- Ask the member how they are doing and show concern for the members needs
- Inform the member that the post is conducting its annual membership drive
- Stress the importance of membership and urge the member to pay their dues
- If needed, arrange for a member of the membership team to come by and collect the dues
- Inform the member of current post functions and activities

## **Mail Campaigns**

### **Mail campaigns are useful for:**

- Sending dues reminders
- Following up on door-to-door and recruiting booths contacts
- Encouraging members to visit the post

## **Membership Ideas**

The Membership Chairman and membership team should take an active role in the organization of recruiting events at the post level. However, every post member should be involved in recruiting activities and community interaction. These activities attract prospective members and engage current members. A strong, active post promotes sustained membership. Remember, face-to-face interaction is always the best way to interact among veterans.

**Membership Building Ideas:**

- Activities which foster community involvement, patriotism, Americanism, or youth programs
- Promotional items for Patriotism, Americanism and various youth programs are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org)
- Service Officer activities and linking veterans to benefit assistance
- Events which incorporate your Ladies and Men's Auxiliaries
- Dances, dinners or other social functions

**The first step in having a successful membership year is to establish a membership program. Initiate actions, be aggressive and innovative, publicize program events, and use all available resources within your post to cultivate an active membership base. Use your role as a leader to encourage members to strive for excellence by promoting incentives and awards.**

**Adopt a plan and put it into action!**



# Veterans of Foreign Wars Membership Department

406 W. 34<sup>th</sup> Street  
Kansas City, MO 64111

Tel: (816) 756-3390  
Fax: (816) 968-2728

**NO ONE DOES MORE FOR VETERANS.**

## ORDER FORM

Revised: March 2014

*\*Previous editions are obsolete!*

**SHIP TO:** NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ - \_\_\_\_\_  
 PHONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 DEPT: \_\_\_\_\_ POST or DISTRICT #: \_\_\_\_\_  
 CHECK ONE:     CDR     ADJ     QM     CNR     Member     Non-Member

DATE: \_\_\_\_\_

Please refer to the  
VFW Store order form  
for kits.

Quantity Ordered	Item Description	Quantity Per Package	Package Price	TOTAL PRICE
	Membership Application	25	No Charge	
	Brochure, Women Veterans Recruitment	25	No Charge	
	Brochure, Legacy Life Membership	25	No Charge	
	Brochure, New Member Recruitment	25	No Charge	
	Brochure, Member Benefits	25	No Charge	
	Brochure, Starting a New Post	1	No Charge	
	Brochure, Legislative Priority Goals	25	No Charge	
	Fact Sheet – VFW Talking paper	1	No Charge	
	Eligibility Information Sheet	1	No Charge	
	Brochure, Membership Campaigning on the Post Level	1	No Charge	
	Door Hanger, Self-Mailers	25	\$1.00	
	Recruiter Success Pocket Guide	1	\$1.00	
	Poster, "Join Now"	1	\$0.50	
	Poster, "New Post Forming"	1	\$0.50	
	Poster, "World Map of Eligibility"	1	\$0.50	
	Take Pride Flyers- Recruiter Kit Refill (Afghanistan Campaign Medal)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Armed Forces Expeditionary)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Combat Duty)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Global War on Terrorism)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Iraq Campaign Medal)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Korea Defense)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Korean Service Medal)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Kosovo Campaign Medal)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Navy/Marine Expeditionary)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Occupation Medal)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Southwest Asia Service Medal)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (Vietnam)	25	\$1.50	
	Take Pride Flyers- Recruiter Kit Refill (WWII)	25	\$1.50	
	Promotional Items, VFW Window Clings	25	No Charge	
	Recruiter Training Student Guide	1	\$1.50	
	Magazine, Afghanistan, special issue	10	\$6.75	
	Magazine, War in Iraq, special issue	10	\$6.75	
	Magazine, Women at War, special issue	10	\$6.75	

For information and pricing on Membership items included in the Membership Product Catalog but not listed here, please contact the Membership Department at (816) 756-3390 or via email at membership@vfw.org.

Sub-Total	
Shipping	
<b>TOTAL</b>	

### Payment Details:

**PAYMENT METHOD:**     Cash                     Check/Money Order  
 Bill me (*Quartermaster only*)                     Credit Card  
**Card Type:**             AMEX             MasterCard             VISA             Discover  
**Name on Card:** \_\_\_\_\_  
**Credit Card #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**Credit Card Exp. Date:** \_\_\_\_ / \_\_\_\_

### Shipping Information:

Sub-Total	Shipping Cost
\$0.00 to \$10.00	\$5.00
\$10.01 to \$25.00	\$7.00
\$25.01 to \$50.00	\$11.00
\$50.01 to \$75.00	\$15.00
Over \$75.00	Call for quote

**Thank You!**



**2014-2015  
Veterans of Foreign Wars  
VFW Store**

406 W. 34th Street - Kansas City, Missouri 64111  
**Website - www.vfwstore.org - Customer Call Center -**  
 1-800-821-2606 - **Fax - 816-968-1196**

Order # _____	<b>For Office Use Only</b>
Date _____	
Name _____	
CCB _____	
Check Amt. _____	
Cash _____	

**DATE:** \_\_\_\_\_  
**SHIP TO:** \_\_\_\_\_

**POST #** \_\_\_\_\_ **DEPT** \_\_\_\_\_  
 Member # \_\_\_\_\_

**CUSTOMER NAME** \_\_\_\_\_  
 First M.I. Last

**STREET ADDRESS** \_\_\_\_\_  
 (Avoid using P.O. Box number)

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_

**BUS. PHONE** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**BILL TO: Must match credit card billing address.**

**POST #** \_\_\_\_\_ **DEPT** \_\_\_\_\_  
 Member # \_\_\_\_\_

**CUSTOMER NAME** \_\_\_\_\_  
 First M.I. Last

**STREET ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_

**BUS. PHONE** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

Stock Number	Quantity	Catalog Description of Merchandise	Price	Totals
4261		VFW Recruiting Kit	\$38.50	
4003		Post Starter Kit	\$55.00	
4002		Post Charter Kit	\$288.00	
3487		6' Membership Recruiting Table Cover	\$170.00	
3489		8' Membership Recruiting Table Cover	\$210.00	

Total for Merchandise Ordered	
Missouri Resident Only - Add 8.35% Tax	
Shipping & Handling	
Balance Due from Previous Order Be Sure to Show Invoice No.	
<b>Total Amount \$</b>	

**Orders may be faxed to (816) 968-1196 when using a credit card.  
 When orders are faxed - To avoid duplication, PLEASE DO NOT MAIL IN ORIGINAL ORDER.**



Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

SHIPPING & HANDLING	
Up to \$10.00	Add \$4.00
\$10.01 to \$25.00	\$7.00
\$25.01 to \$50.00	\$8.00
\$50.01 to \$75.00	\$10.00
\$75.01 to \$100.00	\$12.00
\$100.01 to \$200.00	\$14.00
\$200.01 to \$300.00	\$16.00
\$300.01 & Over	\$20.00
Prices effective through 8-31-14	

For your protection, do not send cash or stamps. Make check or money order payable to Veterans of Foreign Wars of the U.S.

Signed \_\_\_\_\_ Money Order No. \_\_\_\_\_ Post Check No. \_\_\_\_\_

# The Organizers of New VFW Posts

- Must be thoroughly familiar with the background, attainments and objectives of the Veterans of Foreign Wars of the United States, also wholly oriented regarding the obligations of each Post Officer.
- Must have carefully read and digested the Veterans of Foreign Wars Congressional Charter, By-Laws, Manual of Procedure and Ritual. Current VFW Podiums with Congressional Charter, By-Laws, Manual of Procedure and Ritual are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).
- Must be a person whose conduct commands respect for themselves as well as for the Veterans of Foreign Wars which they represent.
- Must take care that prospective members are given a wholesome impression of the Veterans of Foreign Wars, being aware that first impressions are lasting ones.
- When not having the correct answer to a question, should not guess, instead, should get the answer and give it to them later.
- Must recognize that the **only** way we can build our strength is through **personal contact**. There is no satisfactory substitute for door-bell-ringing and hand-clasping. No remote impersonal approach will work.
- Must resolve that, once having organized a Post, will not abandon it, but continue to help new Posts get solidly on the ground. Do that by being available to advise and help Post Officers and Committees.

## How to Organize a VFW Post

There are many ways to make contacts: through members who live in communities with no VFW Posts; businessmen; personal friends or advertising. Never let the first veteran you talk with discourage you from your goal. Somewhere in every community is the man/woman who is interested in the VFW. Maybe concern about veterans rights. Perhaps the community needs are uppermost. It could be the support the VFW can give America that appeals most. The secret is to discover the veteran's basic interests. Here are some suggestions. Remember, whenever you go into a community, be positive, talk positive, act positive.

## How to get Leads

In nearly every community there is a Comrade who belongs or has belonged to the VFW in another area. This Comrade may have been active in a Post before, but has moved to a community without a Post and might be interested in helping you organize a Post in the new community. Any member who has maintained membership even though moving away is always a good prospect to help you organize a new one. A Comrade who belonged to the VFW in a community where a Post was terminated may be a good prospect to help in reorganizing that Post.

Go to city officials or the Chamber of Commerce. They have the interest of the community at heart and will help. they are well aware that the VFW will be an asset to their community. Many officials are, themselves, veterans; if not, they can suggest the names of many overseas veterans that might be interested

Most states have a county service officers' program that needs the support of veterans organizations. These

service officers will gladly assist in the development of a new Post.

Go to the County courthouse and go through their recorded service discharges. These are public records and from them you can compile a list of eligible veterans. Contact them. If by mail, enclose a self-addressed postcard the veteran can mail back to you if they are interested.

Most newspapers, radio and TV stations will carry news of your organizational meeting free if it is presented to them as a news release. You may also need to use paid advertising – posters, circulars, ads on broadcasting stations or in newspapers. Any veteran who comes to your meeting is interested. Whether there are one or ten in attendance, this is the nucleus for a new Post. Do not be discouraged by a small turnout. These veterans will work with you in contacting others.

After the first eligible veteran signs up, get from them the names of others who may be eligible. This has a chain reaction effect. Before you know it, you will have the required number for a charter application.

## How to get a Charter Application

**Personal Contacts**—After signing up that first eligible veteran, get a list of names of prospective members. Ask the them to go with you, if possible, and introduce you to other veterans in the community. If they can not help there may be a friend who can help you contact prospective members. You may have to go alone but it is much better to have at least two people. Try to get applications from prominent veterans in the community first and use them to influence others. Going about things this way you must sell each prospect individually, but it is very effective. A small community is usually easier to work because people you are looking for are easier to find. In larger communities night and weekend calls are usually more successful.

When talking to prospective members, be positive in your approach. There is no doubt but that a Post will be established. Make out the membership applications for the prospect. If you do not, they may look at it and say, “come back and see me later.” These call-backs waste your time so try to avoid them. Collect enough dues to cover the National and Department per capita tax, and a little more to begin a Post fund. (No transaction is complete until you have a completed membership application with the new member’s signature and dues.) If the Post wants to, it can charge the amount of dues at its first meeting.

Once you have the first member signed up, do not stop until you have reached the minimum of 25 applications from new or reinstated members. That is what it takes to complete the charter application.

After completing the charter application, send it to the Department for approval. The Department will then send it to the Commander-in-Chief approval.

After forwarding the charter application to the Department Headquarters, call an organizational meeting to appoint or elect a temporary Commander and Quartermaster to head the new Post until it is instituted. Urge the new members to bring with them to the meeting other veterans who are eligible for membership. Suggest that they bring with them their proof of eligibility. (Carry out this suggestion as explained under organizational meetings.)

**Organizational Meetings**—Through you contacts get the names and addresses of as many eligible veterans as possible. Set a date and arrange for a meeting (both date and place to suit the convenience of the prospective members). Advertise by mail, newspaper or other medium available. Do not be disappointed if your attendance is small. Many will wait to see what might happen at this meeting before committing themselves.

Explain to those present the functions of the VFW and its programs as briefly as possible. Let them select a temporary Commander and Quartermaster. Explain to them the dues structure and let them suggest the amount of dues to charge. Remember to take into consideration that the dues must be the combined amount of the National and Department Per Capita Tax. They should also have some money left over for the Post treasury.

Explain to them the membership application. Have those present complete a membership application and collect their dues. Try to obligate them to get more members themselves and go with you to make personal contacts in the very near future. Continue to work until you have secured the minimum of 25 new or reinstated members required for the charter application.

After completing the charter application, forward it to the Department for approval. The Department will then forward it to the Commander-in-Chief for approval.

## **Putting the Post Into Operation**

Within sixty (60) days or less following the approval of the application for charter by the Commander-in-Chief, a date should be set by the members of the New Post and a place selected for instituting the Post.

The institutional meeting should be publicized and, if desired, the public should be invited along with prominent officials and persons in the community. Consideration should be given to the size of the meeting place so the room can be arranged according to the VFW ritual.

Remember, the first impression is the lasting one. It is essential that the Post be instituted in a very serious and proper manner.

The instituting officer should know the Ritual and impress upon the members present the sincerity in the performance of their duties. If the Department has a ritual team, it is suggested that it be used to assist the instituting officer in the performance of his duty.

The Department Commander, and staff, and the District Commander and staff, should make every effort to attend the ceremony with as many Comrades from the Department as possible. This will give members of the new Post confidence in the District and Department and make them feel they are part of the organization.

After the Post is in good working order and officers installed, an instructor should be assigned each chair officer to explain his duties in detail. Special attention should be given to the Quartermaster. The instructor should explain fully the procedure for bonding the elected Post Quartermaster. Advise the members that the Post Quartermaster is to be the treasurer of all Post committees handling funds (this applies to any club activities).

The instituting officer will complete the institution report and send it, along with the Quartermaster bond, through channels to the Adjutant General.

## **Follow-up on New Post**

The Department should have the District Commander assign a comrade, who is well acquainted with the organization, to attend each meeting of the new Post for at least six months; longer if it seems necessary.

The Comrade or Comrades should be able to help the new Post in all phases of VFW work. It is also important that the Comrade or Comrades be diplomatic in their assistance.

The new Post must be made to feel we are there to assist them – not dictate to them.

## Material

Promotional or informational materials will be available, upon request, from National Headquarters.

## General Information

**Naming of Posts:** Posts of Veterans of Foreign Wars usually bear the name of their community or the name of a deceased Comrade who members want to memorialize. No Post may be named for a living person. After the name of a deceased Comrade has been voted upon and selected, public notice should be withheld until permission to use that name has been given by the next of kin. i.e., mother, father, wife, sister, brother, son or daughter.

**Getting Qualified Officers:** The utmost thought should be given to the selection of officers qualified to serve effectively and who are willing to do full justice to their offices. Do not fill a Post office simply for the sake of filling it. Be sure that every Officer picked has the qualifications to exercise the responsibilities the office demands. At the very first meeting of prospective members, it would be well for the Organizer to read a list of the offices to be filled by election so that all will have given thought to their votes by the time the election takes place.

**Instituting Officers:** The selection of instituting and installing Officers is up to the Department Commander. Usually the Comrade selected as Instituting Officer should be a Department Officer. The Comrade designated as installing Officer should be at least a Post Commander.

**Initial Organization:** While the By-Laws state that there shall be at least 25 new or reinstated members on the charter application, this figure is not a maximum. In many communities it should be possible to obtain 50 or more charter members on the application.

**Organizer's Responsibility:** It is the responsibility of the Organizer to check every application with the applicant's proof of eligibility, then to attest, by their signature, to the eligibility of the applicants concerned.

**What Department Gets:** The institution and installation over, the items to be sent to Department Headquarters are: (1) Report of Institution in duplicate, this to be found in the kit of the charter supplies; (2) A check made payable to Department for dues and remittance covering National and Department dues on all members being reported; (3) Such other forms and reports as the instituting officer shall require.

**Where to Now?** It is the responsibility of the Department and District to provide assistance to the new Post. Do not organize a new VFW Post and then feel that your job is done. Several months of follow-up work with the Post is needed to insure that it will prosper and grow.

# New Posts Build Membership

**Start Early:** Select new Post area, order Shotgun Mailer from your Department Headquarters and organize a new VFW Post.

There are three basic reasons why we must continue to stress the importance of organizing new VFW Posts.

**Membership:** It is imperative we locate VFW Posts where it is convenient for veterans to join and be active members. New Posts have contributed significantly to the membership growth of our organization.

**Service to Veterans:** New Posts provide the instrument by which the Veterans of Foreign Wars Service Officers can render service to the veteran, his widow and orphan. New Posts assist in keeping our Veterans Hospitals open and provides the membership strength necessary to oppose forces that are dedicated to curtailing veteran entitlements and closing VA Hospitals.

**Service to the Community:** New Posts serve to benefit the communities in which they are established by carrying on various programs that the Veterans of Foreign Wars sponsor. All communities, large or small, are receptive to an organization that serves their community. The VFW is well known for its sponsorship of Voice of Democracy, Citizenship Education and Community Service, Youth Activities and other worthwhile programs. These outstanding programs, sponsored by VFW Posts, display the unselfish devotion that members of our organization feel towards our country. Promotional materials are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).

These reasons emphasize the importance of new VFW Posts. The task is not easy, nor is it difficult. Too often, after a new Post is organized, it is neglected. Visitations by qualified people are very important to the success of a new Post. Instruction and guidance must be provided to the officers and members of new Posts on the Ritual, By-Laws, membership recruitment and the variety of programs the VFW has to offer. The secret to a successful new Post is the thoroughness of the follow-up.

The "Success Story" is a continuous one. The future offers more. We must work together to build a bigger and better organization. To do it we must be positive in our actions. We must continue to seek our Korean, Vietnam, Desert Storm and Kosovo veterans as well as those now serving in Afghanistan and Iraq. They represent the future of our organization and should serve as a nucleus for new VFW Posts.

For additional information, contact your Department Headquarters or the Membership Department at National Headquarters.



# VFW Life Membership

Any person otherwise eligible for membership in the VFW may become a Life Member upon acceptance of his or her application and fee payment as specified below. The VFW Life Membership program is one of the finest such programs among all veterans organizations.

## Plan "E" Life Membership Fee Schedule (effective January 1, 2007)

<u>Attained Age at December 31</u>	<u>Fee</u>
Through age 30	\$425.00
Age 31 - 40	410.00
Age 41 - 50	375.00
Age 51 - 60	335.00
Age 61 - 70	290.00
Age 71 - 80	225.00
Age 81 and over	170.00

The correct fee will be determined using the applicant's attained age as of December 31 of the calendar year in which the application is submitted regardless of actual date of birth.

The By-Law which establishes Life Membership fees are subject to amendment by the voting delegates at each year's National Convention. In addition to checks and money orders, Visa, MasterCard, American Express and Discover credit cards are also accepted as payment of the Life Membership fee. Expect an average of 10 days processing from the time a member submits a Life Membership application to the time the member receives their Life Membership card.

**VFW Store Discounts for New Life Members:** For a period of one year from their Life Membership date, Life Members are eligible for a 10% discount on purchases of products for their personal use from the VFW Store Catalog. Contact the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org). Merchandise and quantity restrictions will be applied. Details of this offer will be mailed to all qualifying new Life Members with their Life Membership card.

**Perpetual Life Membership Post Charter:** A beautiful Perpetual Post Charter, signed by current national officers, will be awarded to any VFW Post having a total of 25 or more active Life Members. When a Post first qualifies, National will send notification that the Perpetual Charter is being prepared. In addition, the Post will be advised that a Companion Charter Life Member Certificate, listing the names of the Life Members, is available for purchase from the VFW Store. Also included will be a 10% discount coupon for use by the Post applicable to one prepaid order from the VFW Store Catalog with no limit on the number of items or quantities. Some restrictions apply. Details will be provided with the coupon.

**Important! Appoint Life Membership Chairmen:** A Life Member provides lifelong support to their local VFW Post and its activities. Furthermore, there is never concern about retention of these dedicated people. Therefore, appointment of a Life Membership Chairman at the Post, the District and Department Headquarters is vital. There are numerous productive ways to bring in Life Members, and a good Life Membership Chairman, well-versed and enthusiastic about the VFW and the Life Membership program, can be the spark needed to successfully implement such programs. This will reap membership and service dividends many times over at his or her level in the VFW as well as the entire organization. Over half the VFW Membership are now Life Members.

**Gift Life Memberships:** A Post would do well to occasionally present gift Life Memberships. Possible recipients are each outgoing Post Commander or someone he or she may designate, those who may have performed

outstanding service or simply have a certain number of years of continuous annual membership in the Post, or on birthdays to those who may have reached a certain age, say 70 or 80 years old. It is important to notify National Headquarters beforehand any time special handling of the Life Member card is desired, so the card will not be mailed directly to the member.

## National Life Membership Installment Payment Plan

The Life Membership Installment Plan allows a new member or a current annual member to obtain a Life Membership by paying the fee in installments. The intent of this program is not to take the place of any existing time payment programs offered by Posts, but is another option in obtaining a Life Membership.

A prospective member or a current annual member (at any time of year) can join this plan by making an initial payment of \$45.00. The \$45.00 fee keeps the member in good standing during the installment period and is not applied towards the total amount due. After the initial payment, the member will have 11 remaining payments for the 12-month plan.

The member may choose to have the payments automatically charged monthly to a bank account or credit card account. In this case, they will not receive a monthly billing statement. Instead the payments will be automatically debited or charged to their account until all payments have been made.

Upon enrollment in the Life Membership Installment Plan, the member will receive an annual membership card, indicating membership in good standing. A permanent Life Membership card will be issued when the Life Membership fees have been paid in full.

### To enroll in this plan, the Post Quartermaster should:

- Have the member complete the VFW Membership Application. Indicate “Life 12 Mo Installment.”
- If the member elects to use the automatic payment plan, they may provide the information on the NEW Membership Application (pg. 73) or complete an authorization agreement (pg. 75).
- If paying with credit card, be sure to identify the card (M/C, Visa, Discover, or AMEX), the card number, expiration date and the amount of payment. The form must be signed by the applicant in order to be processed.
- Forward the application (top copy), \$45.00 payment (check or credit card), to the Life Membership Department at VFW National Headquarters.
- Post Quartermasters cannot process installments using the Online Membership System (OMS).

Current annual members may also enroll in the Life Membership Installment Plan on-line at [www.vfw.org](http://www.vfw.org).

**Leave a Lasting Legacy for Veterans:** Legacy Life Membership enables VFW Life Members to leave a lasting impression on our great organization.

When you become a Legacy Life Member, you are helping us strengthen the VFW – where NO ONE DOES MORE FOR VETERANS.

Three prestigious levels of Legacy Life Membership are available: Gold, Silver and Bronze. Each level offers generous benefits reserved exclusively for Legacy Life Members.

Once your Legacy Life Membership begins, an annual endowment in your name will be made to your Post, Department and the organization. You will feel confident knowing your contribution to our organization is not only helping today’s veterans but the veterans of tomorrow.

You may also purchase a Memorial Legacy in the name of a deceased VFW Life Member to help future generations know and remember their sacrifice and contributions.

For any questions regarding Legacy Life Membership, please contact the VFW Membership Department at 816-756-3390. We will gladly provide you with more information on this prestigious and rewarding membership.

Front

ver. 01/14

## VFW MEMBERSHIP APPLICATION

NAME: FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST \_\_\_\_\_ EMAIL \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GENDER: (M) (F) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ HOME OF RECORD \_\_\_\_\_ PHONE \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ SSN (optional) \_\_\_\_\_

BRANCH OF SERVICE:  ARMY  NAVY  AIR FORCE  MARINES  COAST GUARD

DATES OF SERVICE: \_\_\_\_\_

QUALIFYING FOREIGN SERVICE:  DESERT SHIELD/STORM  ANNUAL MEMBER  
 WORLD WAR II  BOSNIA/KOSOVO  Payment Authorization  
 You may pay by check or credit card. For payments by check, you will receive a yearly statement by mail. For credit card payments, please complete the following:  
 I authorize the VFW to automatically charge my account \$ \_\_\_\_\_ on a yearly basis to pay my Annual membership dues.  
 I authorize the VFW to charge my account a one-time payment of \$ \_\_\_\_\_  
 LIFE MEMBER  I authorize the VFW to charge my account for a one-time payment of \$ \_\_\_\_\_  
 LIFE MEMBER INSTALLMENT PLAN  I authorize the VFW to automatically charge my account \$ \_\_\_\_\_ to be paid in 11 monthly installment payments after my initial payment of \$45.00.  
 I authorize the VFW to charge the \$45.00 initial payment and I understand that I will be billed for the remaining 11 monthly installment payments.

RECRUITER (please print) \_\_\_\_\_ name \_\_\_\_\_ member no. \_\_\_\_\_  
 location \_\_\_\_\_ dates \_\_\_\_\_  
 QUARTERMASTER: \_\_\_\_\_

NEW Post No. \_\_\_\_\_ FORMER MEMBER ID No. \_\_\_\_\_  
 TRANSFER From Post No. \_\_\_\_\_ to Post No. \_\_\_\_\_  
Transfer complies with Sec. 1.07

NATIONAL COPY  MASTERCARD  VISA  DISCOVER  AMEX

Exp. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ AMOUNT: \$ \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Back

### LIFE MEMBERSHIP FEE SCHEDULE

AGE as of DECEMBER 31st	ONE-TIME PAYMENT	LIFE MEMBERSHIP INSTALLMENT PLAN
THROUGH AGE 30	\$425.00	initial payment \$45.00
31-40	\$410.00	11 payments of \$38.64
41-50	\$375.00	\$37.27
51-60	\$335.00	\$34.09
61-70	\$290.00	\$30.45
71-80	\$225.00	\$26.36
81 AND OVER	\$170.00	\$20.45
		\$15.45

**Automatic Payment Plan Terms and Conditions:** You authorize the VFW to initiate electronic debit entries or affect a charge by any other commercially accepted practice to your account set forth above for the payment of dues reflected on this application. You understand such charges may be made within 2-3 business days of payment due date. For installment payments, charges will be made on or around the 1st or the 15th day of the month. This authorization will remain in full force until VFW has received notification from you of its termination or upon completion of the installment payments. Annual dues are subject to change. By completing this authorization, you acknowledge that you will only receive notice when the payment would differ by more than \$10.00 from the most recent payment. Call VFW Customer Service at 1-800-963-3180 or write to VFW at: VFW, P.O. Box 119028, Kansas City, MO 64171 to inquire about or cancel a payment, or to report problems such as bank closures, lost or stolen account numbers, closed accounts, or unauthorized transactions. Cancellation requests must be received no later than 11:59 p.m. Central Time ten business days prior to the scheduled payment date. If you are unaware of the charge date for your account, please contact VFW. If a payment is returned by your financial institution (e.g., due to insufficient funds, incorrect account information, closed account, etc.) the VFW will contact you at the address we have on file for you, explaining why the payment could not be processed, and providing alternate payment options. The privilege of making payments under this agreement may be revoked by VFW if any item is not paid upon presentation. You may have additional rights and responsibilities under the Electronic Funds Transfer Act.

**Life Membership Installment Plan Terms and Conditions:** The VFW Life Membership installment plan allows any VFW member/applicant to purchase a Life Membership by making an initial payment of \$45.00 and (11) monthly payments. The member will be issued an Annual membership card at the time of enrollment. The member may elect to receive a monthly statement by mail or may set up a payment profile to make the monthly payment automatically using a credit/debit card or bank account. A payoff amount will be printed on each monthly invoice, allowing the member the option to pay in full. A permanent Life Membership card will be issued upon the completion of payments. The Life Membership fee is determined from the schedule using the applicant's age on December 31 of the year in which the application is submitted. Delinquencies will be handled as follows:  
**Up to 30 days** – continue to bill  
**31 to 120 days** – delinquency can be corrected through make up payment(s) or plan end date pushed forward.  
**More than 120 days** – member is dropped from the Installment Plan, all monthly payments made to date, are applied to future years annual dues.





VFW

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS

For: [ ] Annual Renewal [ ] Life Member Installment 12 Month Plan [ ] Legacy Installment Plan [ ] Bronze [ ] Silver [ ] Gold

Initial Payment Amount \_\_\_\_\_
Installment Payment Amount \_\_\_\_\_

I hereby authorize the VFW to draw items (checks, electronic fund transfers, charge card) for the purpose of paying the Life Membership Installment Plan, Legacy Installment Plan, or Annual Dues payment as indicated. (Authorization also available online at http://www.vfw.org/)

CHOOSE EITHER BANK ACH DEBIT OR CREDIT CARD PAYMENT:

Bank Account:

Depository Bank Name \_\_\_\_\_ [ ] Checking Acct. [ ] Savings Acct.

Transit ABA Number (9 digits) \_\_\_\_\_ Account Number \_\_\_\_\_

Please attach a voided blank check if paying by checking account

Credit Card:

[ ] American Express [ ] MasterCard [ ] Visa [ ] Discover

Credit Card Acct # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_

This authority is to remain in full force and effect until the VFW has received written notification from me of its termination in such time and in such manner as to afford the VFW a reasonable opportunity to act on it or upon completion of Installment Payment Plan. Authorization is provided subject to the terms and conditions stated. I understand that I am solely responsible for assuring that my account has sufficient funds or limits, that any cancellation of notice must be provided in sufficient time to process the cancellation and that any concern or dispute regarding a fund transfer will be submitted in writing within 90 days of the transfer date or such dispute will be considered waived.

Name \_\_\_\_\_ Member # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Automatic Payment Plan Terms and Conditions: You authorize the VFW to initiate electronic debit entries or affect a charge by any other commercially accepted practice to your account set forth above for the payment of dues reflected on this application. You understand such charges may be made within 2-3 business days of payment due date. For installment payments, charges will be made on or around the 1st or the 15th day of the month. This authorization will remain in full force until VFW has received notification from you of its termination or upon completion of the installment payments. Annual dues are subject to change. By completing this authorization, you acknowledge that you will only receive notice when the payment would differ by more than \$10.00 from the most recent payment. Call VFW Customer Service at 1-800-963-3180 or write to VFW at: VFW, P.O. Box 119028, Kansas City, MO 64171 to inquire about or cancel a payment, or to report problems such as bank closures, lost or stolen account numbers, closed accounts, or unauthorized transactions. Cancellation requests must be received no later than 11:59 p.m. Central Time ten business days prior to the scheduled payment date. If you are unaware of the charge date for your account, please contact VFW. If a payment is returned by your financial institution (e.g., due to insufficient funds, incorrect account information, closed account, etc.) the VFW will contact you at the address we have on file for you, explain why the payment could not be processed, and providing alternate payment options. The privilege of making payments under this agreement may be revoked by VFW if any item is not paid upon presentation. You may have additional rights and responsibilities under the Electronic Funds Transfer Act.

LIFE MEMBERSHIP INSTALLMENT PLAN

<u>ATTAINED AGE BY 12/31*</u>	<b>FEE SCHEDULE</b> <u>COST OF FULL</u>	<u>LIFE 12-MONTH PAYMENT PLAN</u> \$45 first payment, plus 11 payments
18-30	\$425.00	\$38.64
31-40	\$410.00	\$37.27
41-50	\$375.00	\$34.09
51-60	\$335.00	\$30.45
61-70	\$290.00	\$26.36
71-80	\$225.00	\$20.45
81+	\$170.00	\$15.45

LEGACY LIFE INSTALLMENT PLAN

	<u>TOTAL</u>	4 PAYMENTS OF
Bronze	\$400.00	\$100.00
Silver	\$800.00	\$200.00
Gold	\$1200.00	\$300.00

## How to Determine Eligibility for VFW Membership

Refer to Section 101 of the National By-Laws and Manual of Procedure for detailed information.

Entitlement to one of the recognized campaign or service medals should be shown on the separation document or DD-214. Service in Korea without the issuance of a campaign medal can be established with additional support documentation. Hostile Fire or Imminent Danger Pay can be established with pay records. Unless one of these can be established, the individual must be considered as ineligible at that time.

To prove eligibility, the applicant may request verification of his/her entitlement to a campaign medal by completing, signing, and submitting a Standard Form 180 to the appropriate agency housing the military records. This form is available from any Veterans Administration office and usually from the offices of local and county veterans service officers. You may also obtain the necessary forms from the National Personnel Records Center in St. Louis, Missouri at the following website  
<http://www.archives.gov/veterans/military-service-records/index.html>.

VFW National Headquarters does not have access to military records and cannot determine eligibility except by a study of separation documents, additional support documentation or pay records submitted with the request for determination.

### PERSONS IN MILITARY SERVICE:

Persons still serving in the active armed forces may be accepted for membership provided they meet eligibility requirements. With their application for membership, they should be required to submit a statement signed by their commanding officer or personnel officer certifying to their having earned a campaign medal, or records establishing Hostile Fire or Imminent Danger Pay.

### TYPES OF DISCHARGE:

VFW eligibility requires Honorable Service. If the discharge is a General Discharge under Honorable Conditions, a Post is well justified in checking into the reasons for a General Discharge before accepting an applicant for membership.

A Undesirable, Bad Conduct, Dishonorable or Discharge Certificate under Other than Honorable Conditions does not meet the requirements for VFW eligibility. Refer to the Manual of Procedure, Section 101- Eligibility - Subsequent Service - for provisions under which persons with subsequent service are eligible.

### ACCEPTANCE OF APPLICANTS:

Refer to Sections 102 and 103 of the National By-Laws and Manual of Procedure for detailed information.

All persons joining the Post, whether as a new member or a transfer from another Post, must submit an application card to the Post Adjutant or Quartermaster and be accepted by the Post. Previous membership in another Post can never be accepted as evidence of eligibility.

In accordance with Section 103 of the VFW Manual of Procedure, an applicant may be recommended after eligibility has been fully determined by the Post Review Committee, and shall be accepted by the majority vote of the Post members. The applicant shall then be notified and obligated as prescribed in the National By-Laws and Manual of Procedure.

It is the responsibility of each Post to ensure that each applicant for membership meets the qualifying eligibility criteria outlined in the VFW Manual of Procedure. Any person found to be ineligible after acceptance shall be removed under the procedure outlined in Section 108 of the By-Laws and Manual of Procedure, *Challenging Members Eligibility*.

# VFW Eligibility Information

The fundamental differences between our organization and other veterans organizations, and one in which we take great pride, are our eligibility qualifications. There are three primary requisites for membership in the Veterans of Foreign Wars of the United States: (1) U.S. Citizen or U.S. National (2) Honorable service in the Armed Forces of the United States (3) Service entitling the applicant to the award of a recognized campaign medal or as set forth in the Congressional Charter and By-Laws and Manual of Procedure and Ritual.

## Sec. 103 -- ELECTION:

**Applications.** After the applicant has filled out the application card, it should be provided to the post adjutant or quartermaster, together with the dues (and admission fee, if applicable). A receipt shall be given to the applicant.

An applicant may be recommended after eligibility has been fully determined by the post reviewing committee. With respect to a department member-at-large, the department headquarters is responsible for the eligibility determination.

The original application of every member will be retained on file with the adjutant.

**Balloting on Applications.** Before voting on the application during a post meeting, the commander shall allow the members present an opportunity to state their objections, if any, to the admission of the applicant. Unless one member present shall request a written ballot, a vote shall be taken and a majority of the votes cast shall decide acceptance or rejection of the application.

**Rejection of Applicant.** Should an applicant be rejected by the post, the admission fee and dues shall be returned. After one year (12 months), he may again make application, but a person shall not be proposed for membership more than twice in one post. An applicant rejected in one post may apply to another post or become a department member-at-large.

**Notification.** The member shall be notified of his acceptance and that he is in good standing, subject to the by-laws governing the organization. The member shall receive a membership card and will be eligible to receive a lapel pin.

**Obligation.** New post members may receive the obligation according to the ritual.

**CHECKING ELIGIBILITY:** Proof of service to establish eligibility for membership rests with the applicant. The post is responsible for assuring the eligibility of every member accepted to membership. A careful check of eligibility at the time a person joins will save a great deal of trouble and embarrassment later. A veteran who is not accepted for membership because of ineligibility at the time of application is only disappointed. A member who is removed for ineligibility after having paid dues for several years is justifiably angry.

Assuming that a person is a United States citizen or United States national and has an honorable discharge from the U.S. armed forces, it only remains to be proven that the person has earned a recognized campaign medal or badge; served in Korea between June 30, 1949, until present; or earned Hostile Fire or Imminent Danger Pay eligibility. Those people in the armed forces of the United States shall become eligible for membership immediately upon arrival on hostile soil, in hostile waters or the airspace above in the performance of service.

Discharges issued during and immediately after World War II have a section on the back listing the medals and decorations that have been earned. Persons discharged later received a DD-214, "Report of Separation" form, which lists the medals and decorations on the front. Lost separation documents can be replaced by completing and submitting GSA Standard Form 180, "Request Pertaining to Military Records."

There is always a possibility of an omission on the separation documents. If an applicant claims entitlement to a medal, which is not shown on the individual's separation papers, that person may request verification and correction of records by submitting a GSA Standard Form 180.

The GSA Standard Form 180 is available from any office of the Veterans' Affairs or state veterans' departments. The form must be completed and signed by the veteran in order to receive the information requested or authorize the release of the information to the Veterans of Foreign Wars. Request for records can also be obtained through the National Personnel Records Center at [www.archives.gov/veterans](http://www.archives.gov/veterans).

For subsequent service, refer to Sec. 101 of the Manual of Procedure.

**ELIGIBILITY REGULATIONS:** The following is to be used as a guide in determining eligibility for membership. The following campaign medals and the periods issued have been authorized by the United States of America, and the holder of any such medal or medals is recognized as possessing the campaign medal requisite of eligibility.

# VFW ELIGIBILITY INFORMATION

Campaign Medals	Military Service	Qualifying Dates	Campaign Medals	Military Service	Qualifying Dates
<u>Expeditionary</u>	Navy - Marine Corps	Feb. 12, 1874 - Open	Japan		Sep. 3, 1945 - Apr. 27, 1952
<u>Spanish Campaign</u>	Army Navy	May 11, 1898 - Aug. 16, 1898 Apr. 20, 1898 - Dec. 10, 1898	<u>Navy Occupation Service Medal</u>		
			Italy		May 8, 1945 - Dec. 15, 1947
<u>Army of Cuba Occupation</u>	Army	Jul. 18, 1898 - May 20, 1902	Trieste		May 8, 1945 - Oct. 26, 1954
<u>Army of Puerto Rico Occupation</u>	Army	Aug. 14, 1898 - Dec. 10, 1898	Germany ( <i>except West Berlin</i> )		May 8, 1945 - May 5, 1955
<u>Philippine Campaign</u>	Army Navy	Feb. 4, 1899 - Dec. 31, 1913 Feb. 4, 1899 - Sep. 15, 1906	Austria		May 8, 1945 - Oct. 25, 1955
<u>China Relief Expedition</u>	Army Navy	Jun. 20, 1900 - May 27, 1901 Apr. 5, 1900 - May 27, 1901	Asiatic Pacific		Sep. 2, 1945 - Apr. 27, 1952
<u>Cuban Pacification</u>	Army Navy	Oct. 6, 1906 - Apr. 1, 1909 Sep. 12, 1906 - Apr. 1, 1909	<u>Korean Service Medal</u>		Jun. 27, 1950 - Jul. 27, 1954
<u>Mexican Service</u>	Army Navy	Apr. 12, 1911 - Jun. 16, 1919 Apr. 12, 1914 - Feb. 7, 1917	<u>Navy &amp; Marine Corps Expeditionary Medal</u>		
<u>First Nicaraguan Campaign</u>	Navy	Jul. 29, 1912 - Nov. 14, 1912	Cuban Military Operation		Jan. 3, 1961 - Oct. 23, 1962
<u>Haitian Campaign</u>	Navy	Jul. 9, 1915 - Dec. 6, 1915 Apr. 1, 1919 - Jun. 15, 1920	Thailand Military Operation		May 16, 1962 - Aug. 10, 1962
<u>Dominican Campaign</u>	Navy	May 4, 1916 - Dec. 5, 1916	Iranian, Yemen & Indian Ocean Operation		Dec. 8, 1978 - Jun. 6, 1979 Nov. 21, 1979 - Oct. 20, 1981
<u>World War I Victory</u> (with battle or service clasp incl. Siberia and European Russia)	Army Navy	Apr. 6, 1917 - Apr. 1, 1920 Apr. 6, 1917 - Mar. 30, 1920	Lebanon		Aug. 20, 1982 - May 31, 1983
<u>Army Occup. of Germany</u>	Army	Nov. 12, 1918 - Jul. 11, 1923	Libyan Expedition		Jan. 20, 1986 - Jun. 27, 1986
<u>Second Nicaraguan Campaign</u>	Navy	Aug. 27, 1926 - Jan. 2, 1933	Persian Gulf		Feb. 1, 1987 - Jul. 23, 1987
<u>Yangtze Service</u>	Navy	Sep. 3, 1926 - Oct. 21, 1927 Mar. 1, 1930 - Dec. 31, 1932	Panama (pre and post invasion)		Apr. 1, 1988 - Dec. 19, 1989 Feb. 1, 1990 - Jun. 13, 1990
<u>China Service</u>	Navy	Jul. 7, 1937 - Sep. 7, 1939 Sep. 2, 1945 - Apr. 1, 1957	Operation Sharp Edge - Liberia		Aug. 5, 1990 - Feb. 21, 1991
<u>American Defense Service</u> (with foreign service clasp)	Army - Navy	Sep. 8, 1939 - Dec. 7, 1941	Operation Distant Runner - Rwanda (11th Marine Exped. Unit USS Peleliu)		Apr. 7-18, 1994
<u>European-African- Middle Eastern Campaign</u>	Army - Navy	Dec. 7, 1941 - Nov. 8, 1945	<u>Vietnam Service Medal</u>		Jul. 1, 1958 - Mar. 28, 1973 Apr. 29 - 30, 1975
<u>American Campaign</u> (30 consecutive or 60 non- consecutive days of duty outside continental limits of the U.S.)	Army - Navy	Dec. 7, 1941 - Mar. 2, 1946	<u>Armed Forces Expeditionary Medal</u>		
<u>Asiatic-Pacific Campaign</u>	Army - Navy	Dec. 7, 1941 - Mar. 2, 1946	Lebanon		Jul. 1, 1958 - Nov. 1, 1958
<u>Army of Occupation</u> (30 consecutive days of duty)			Taiwan Straits		Aug. 23, 1958 - Jan. 1, 1959
Italy		May 9, 1945 - Sep. 15, 1947	Quemoy & Matsu Islands		Aug. 23, 1958 - Jun. 1, 1963
Germany ( <i>except West Berlin</i> )		May 9, 1945 - May 5, 1955	Vietnam		Jul. 1, 1958 - Jul. 3, 1965
Austria		May 9, 1945 - Jul. 27, 1955	Congo		Jul. 14, 1960 - Sep. 1, 1962
Germany ( <i>West Berlin</i> )		May 9, 1945 - Oct. 2, 1990	Laos		Apr. 19, 1961 - Oct. 7, 1962
Korea		Sep. 3, 1945 - Jun. 29, 1949	Berlin		Aug. 14, 1961 - Jun. 1, 1963
			Cuba		Oct. 24, 1962 - Jun. 1, 1963
			Congo		Nov. 23-27, 1964
			Dominican Republic		Apr. 23, 1965 - Sep. 21, 1966
			Korea		Oct. 1, 1966 - Jun. 30, 1974

Campaign Medals	Military Service	Qualifying Dates	Campaign Medals	Military Service	Qualifying Dates
Cambodia		Mar. 29, 1973 - Aug. 15, 1973	Operation Desert Fox - <i>Iraq, Saudi Arabia, Kuwait, Bahrain, Qatar, UAE, Oman, Yemen, Egypt, Jordan, Persian Gulf, Gulf of Oman, USN Red Sea support.</i>		Dec. 16, 1998 - Dec. 22, 1998
Thailand <i>(only those in direct support of Cambodia)</i>		Mar. 29, 1973 - Aug. 15, 1973			
Operation Eagle Pull - <i>Cambodia (includes evacuation)</i>		Apr. 11-13, 1975	Former Republic of Yugoslavia		Jan. 1, 2014 - Open
Operation Frequent Wind - <i>Vietnam (includes evacuation)</i>		Apr. 29-30, 1975	<b><u>Southwest Asia Service Medal</u></b>		
Mayaguez Operation		May 15, 1975	Operation Desert Shield/ Operation Desert Storm <i>(combat areas of operation only)</i>		Aug. 2, 1990 - Nov. 30, 1995
El Salvador		Jan. 1, 1981 - Feb. 1, 1992	Personnel assigned to support units serving in Israel, Egypt, Turkey, Syria, Jordan.		Jan. 17, 1991 - Apr. 11, 1991
Lebanon		Jun. 1, 1983 - Dec. 1, 1987			
Operation Urgent Fury - <i>Grenada</i>		Oct. 23, 1983 - Nov. 21, 1983	<b><u>Kosovo Campaign Medal</u></b>		
Eldorado Canyon - <i>Libya</i>		Apr. 12-17, 1986	Operation Allied Force - <i>Kosovo Air Campaign</i>		Mar. 24, 1999 - Jun. 10, 1999
Operation Earnest Will - <i>Persian Gulf (only those participating in, or in direct support)</i>		Jul. 24, 1987 - Aug. 1, 1990	Kosovo Defense Campaign - <i>Ground Action</i>		Jun. 11, 1999 - Dec. 31, 2013
Operation Just Cause - <i>Panama (USS Vreeland &amp; other SVS-designated aircrew mbrs. outside the Conus in direct support)</i>		Dec. 20, 1989 - Jan. 31, 1990	<b><u>Combat Infantryman Badge &amp; Combat Medical Badge</u></b>	Army	Dec. 6, 1941 - Open
United Shield - <i>Somalia</i>		Dec. 5, 1992 - Mar. 31, 1995	<b><u>Air Force Combat Action Medal</u></b>		Sep. 11, 2001 - Open
Operation Restore Hope - <i>Somalia</i>		Dec. 5, 1992 - Mar. 31, 1995	<b><u>Combat Action Ribbon</u></b>	Navy - Marine Coast Guard	Dec. 6, 1941 - Open Dec. 6, 1941 - April 30, 1975
Operation Uphold Democracy - <i>Haiti</i>		Sep. 16, 1994 - Mar. 31, 1995	<b><u>Coast Guard Combat Action Ribbon</u></b>	Coast Guard	May 1, 1975 - Open
Operation Joint Endeavor - <i>Bosnia, Croatia, the Adriatic Sea &amp; airspace.</i>		Nov. 20, 1995 - Dec. 19, 1996	<b><u>Combat Action Badge</u></b>	Army	Sep. 18, 2001 - Open
Operation Vigilant Sentinel - <i>Iraq, Saudi Arabia, Kuwait, &amp; Persian Gulf.</i>		Dec. 1, 1995 - Feb. 15, 1997	<b><u>SSBN Deterrent Patrol Insignia</u></b>	Navy	Jan. 21, 1961 - Open
Operation Southern Watch - <i>Iraq, Saudi Arabia, Kuwait, Persian Gulf, Bahrain, Qatar, UAE, Oman, Gulf of Oman W of 62° E Long., Yemen, Egypt, &amp; Jordan.</i>		Dec. 1, 1995 - Mar. 18, 2003	<b><u>Korea Duty</u></b>		Jun. 30, 1949 - Open
Operation Maritime Intercept - <i>Iraq, Saudi Arabia, Kuwait, Red Sea, Persian Gulf, Gulf of Oman W of 62° E Long., Bahrain, Qatar, UAE, Oman, Yemen, Egypt, &amp; Jordan.</i>		Dec. 1, 1995 - Mar. 18, 2003	Service on the Korean Peninsula, its airspace and territorial waters for (30 consecutive or 60 non-consecutive days of duty)		
Operation Joint Guard - <i>Bosnia, Croatia, Adriatic Sea &amp; airspace.</i>		Dec. 20, 1996 - Jun. 20, 1998	<b><u>Korea Defense Service Medal</u></b>		Jul. 28, 1954 - Open
Operation Northern Watch - <i>Iraq, Saudi Arabia, Kuwait, Persian Gulf W of 56° E Long., and Incirlik AB, Turkey (only pers. TDY to ONW)</i>		Jan. 1, 1997 - Mar. 18, 2003	<b><u>Global War on Terrorism Expeditionary Medal</u></b>		Sep. 11, 2001 - Open
Operation Joint Forge - <i>Bosnia-Herzegovina, Croatia, Adriatic Sea &amp; airspace.</i>		Jun. 20, 1998 - Mar. 23, 1999	<b><u>Afghanistan Campaign Medal</u></b>		Sep. 11, 2001 - Open
Operation Desert Thunder - <i>Iraq, Saudi Arabia, Kuwait, Bahrain, Qatar, UAE, Oman, Yemen, Egypt, Jordan, Persian Gulf, Gulf of Oman, Red Sea support.</i>		Nov. 11, 1998 - Dec. 22, 1998	<b><u>Iraq Campaign Medal</u></b>		Mar. 19, 2003 - Dec. 31, 2011
			<b><u>Air Force Expeditionary Service Ribbon with GOLD BORDER</u></b>		Apr. 2004 - Open
			<b><u>Hostile Fire or Imminent Danger Pay</u></b>		
			<hr/> <p>This information is to be used for guideline purposes only. The separation document or DD 214 MUST reflect campaign medal service to establish eligibility. Service in Korea without the issuance of a campaign medal can be established with additional, support documentation. Hostile Fire or Imminent Danger Pay can be established with pay records.</p>		

# NATIONAL MEMBERSHIP PROGRAM 2014 – 2015



**John W. Stroud**  
**Commander-in-Chief**

# VFW NATIONAL MEMBERSHIP PROGRAM 2014-2015

## MEMBERSHIP MISSION and VISION

**Recruit, retain and instruct** a stable membership base, including all generations of veterans, which is well-versed in institutional knowledge and actively involved at all levels of the organization.

## MEMBERSHIP GOALS 2014-2015

Our national membership goals demonstrate how we intend to reach our vision. Here are our priorities:

1. BUILD A STRONG ORGANIZATION FOR THE FUTURE AS WELL AS TODAY.
2. WORK TOGETHER TO ACHIEVE VFW GOALS. VFW NATIONAL IS HERE FOR THE "BIG FIGHT", SHAPING VFW'S IMAGE NATIONALLY, DEVELOPING NEW MEMBERSHIP MARKETS, AND ENSURING THAT OUR CURRENT MEMBERSHIP IS AWARE OF WHAT OUR ORGANIZATION IS DOING FOR THEM.

VFW HAS BEEN SUCCESSFUL IN RECRUITING YOUNGER MEMBERS (39 AND YOUNGER) FOR THE PAST SEVERAL YEARS. THERE IS ONLY ONE WAY TO MAKE THIS SUCCESS PERMANENT: RETAIN, RECOVER AND RECRUIT NEW MEMBERS.

WE HAVE TO IMPROVE THE WAY WE COMMUNICATE WITH OUR MEMBERS. THIS NEEDS TO BE DONE AT THE GRASSROOTS LEVEL.

DO YOU HAVE A NEWSLETTER, OR AN EMAIL, OR A TEAM THAT GOES OUT AND VISITS OUR MEMBERS? IN MANY CASES WE HAVE LOST TOUCH WITH OUR MEMBERS. WE NEED TO KNOW WHO THEY ARE AND WHAT THEIR NEEDS ARE.

WE HAVE TO GET BACK TO THE BASICS, AND THAT IS TAKING CARE OF OUR MEMBERS AND VETERANS AS A WHOLE. THIS IS PRIORITY #1.

## MEMBERSHIP BENCHMARKS FOR 2014-2015

- |  |      |
|--|------|
| • RECRUIT NEW AND RECOVER UNPAID MEMBERS | 115% |
| • RETAIN EXISTING MEMBERSHIP             | 85%  |
| • INCREASE LIFE MEMBERSHIP               | 2%   |
| • INCREASE LEGACY LIFE MEMBERSHIP        | 5%   |

# 2014-2015 AWARDS

## **INDIVIDUAL AWARDS**

5	FIVE MEMBER PIN
10	TEN MEMBER PIN
15	15 MEMBER PIN
25	COMMANDER-IN-CHIEF MEMBERSHIP COIN
35	BALL CAP AND CITATION
50	RED COMMANDER-IN-CHIEF SHIRT & CITATION
75	\$50 VFW STORE GIFT CERTIFICATE
100	A CITATION AND COMMEMORATIVE MEDALLION SET OR CENTURY CAP
200	LEATHER FLIGHT JACKET AND PLAQUE

25-member STATE aide-de-camp, 50-member NATIONAL aide-de-camp, and 100-member CENTURY caps may be purchased at the discretion of the recruiter.

## **EARLY BIRD AWARD-D.C. LEGISLATIVE CONFERENCE**

THE TOP POST COMMANDER AND QUARTERMASTER IN EACH DIVISION WITH OVER 50 MEMBERS AND THE TOP DISTRICT COMMANDER IN EACH DIVISION THAT EXCEEDS 100% IN MEMBERSHIP AND ACHIEVES 85% RETENTION GOAL BY **DEC. 31, 2014**, WILL BE AWARDED:

- ROUND-TRIP AIRFARE TO THE WASHINGTON D.C. LEGISLATIVE CONFERENCE
- A \$599 STIPEND, LESS ANY OTHER NATIONAL STIPENDS, TO HELP DEFRAY EXPENSES
- SPECIAL SEATING AT THE COMMANDER-IN-CHIEF'S TESTIMONY

*\*One winner per division*

*\*\*may only receive one National paid compensation package*

*\*\*\*non-transferable*

## **POST COMMANDER AND QUARTERMASTER NEW and RECOVERED**

THE TOP TEN POST COMMANDERS AND QUARTERMASTERS IN EACH DIVISION WITH OVER 50 MEMBERS WHO REPORT THE MOST NEW AND RECOVERED ANNUAL MEMBERS AS OF **DEC. 31, 2014**, WILL BE AWARDED:

- DISTINCTIVE LEATHER ZIPPERED PADFOLIO FOR BOTH THE COMMANDER AND QUARTERMASTER
- \$75 VFW STORE GIFT CERTIFICATE TO THE POST

*\*A minimum of 50 new and recovered unpaid annual members is required to qualify*

## **KANSAS CITY SPREE**

THE FIRST PLACE POST COMMANDER IN EACH OF THE TEN POST DIVISIONS WITH OVER 50 MEMBERS AND THE FIRST PLACE DISTRICT COMMANDER IN THE SIX DISTRICT DIVISIONS AND THEIR SPOUSE/GUEST CAN WIN THIS EXCITING KANSAS CITY AWARD TRIP APRIL 30 THRU MAY 3, 2015. COMMANDERS HAVE TO BE 100% IN MEMBERSHIP AND MEET THE 85% RETENTION GOAL TO QUALIFY FOR THIS AWARD BY **MARCH 31, 2015** TO WIN.

- THE AWARD WINNERS WILL RECEIVE ROUND-TRIP TRAVEL FROM THE AIRPORT NEAREST THE COMMANDER'S HOME TO KANSAS CITY, MO.
- A FUN- FILLED WEEKEND IS PLANNED THAT MAY INCLUDE TOURING, SHOPPING, A MAJOR LEAGUE BASEBALL GAME, AND A COMPLETE TOUR OF NATIONAL HEADQUARTERS

*\*may only receive one National paid compensation package*

*\*\*non-transferable*

## **100% COMMANDER DRAWING**

EVERY POST WITH OVER 50 MEMBERS THAT EXCEEDS 100% IN MEMBERSHIP AND ACHIEVES THE 85% RETENTION GOAL AND THE DISTRICT COMMANDER THAT EXCEEDS 100% IN MEMBERSHIP ON OR BEFORE **JUNE 15, 2015** WILL BE PLACED IN A DRAWING TO ATTEND THE 116<sup>TH</sup> NATIONAL CONVENTION IN PITTSBURGH, PA  
20 POST COMMANDERS AND 12 DISTRICT COMMANDERS WILL BE DRAWN TO WIN:

- ROUND-TRIP AIRFARE TO THE 116<sup>TH</sup> NATIONAL CONVENTION, PITTSBURGH, PA
- A \$599 STIPEND, LESS ANY OTHER NATIONAL STIPENDS, TO HELP DEFRAY EXPENSES

*\*may only receive one National paid compensation package*

*\*\*non-transferable*

## **100% POST, DISTRICT AND DEPARTMENT**

- A DISTINCTIVE STREAMER WILL BE AWARDED TO EVERY POST, DISTRICT AND STATE/DEPARTMENT THAT ACHIEVES 100% IN MEMBERSHIP PRIOR TO **JUNE 30, 2015**
- POST'S OF OVER 50 MEMBERS WILL RECEIVE A \$25 VFW STORE GIFT CERTIFICATE

## **LEGACY LIFE MEMBERSHIP ACQUISITION**

THE POST WITH OVER 50 MEMBERS AND DISTRICT THAT RECORDS THE GREATEST NUMERICAL GAIN OF NEW AND/OR UPGRADED LEGACY LIFE MEMBERS BY **JUNE 30, 2015**, WILL BE AWARDED:

- COMMANDER-IN-CHIEF COMMEMORATIVE MEDALLION SET
- \$100 VFW STORE GIFT CERTIFICATE

*\*one winner per division*

*\*\*minimum three per post*

*\*\*\*minimum one per Post in a District*

## **ELITE RECRUITER AWARD**

RECRUITERS WHO SIGN UP A MINIMUM OF 250 NEW AND/OR RECOVERED ANNUAL MEMBERS BY **JUNE 15, 2015**, WILL BE AWARDED:

- ROUND-TRIP AIRFARE TO THE 116<sup>TH</sup> NATIONAL CONVENTION, PITTSBURGH, PA
- A \$599 STIPEND, LESS ANY OTHER NATIONAL STIPENDS, TO HELP DEFRAID EXPENSES
- SPECIAL SEATING AT THE JOINT OPENING CEREMONIES ON MONDAY
- DISTINCTIVE CAP, CITATION, AND NAME BADGE

*\*may only receive one National paid compensation package*

*\*\*non-transferable*

## **RECRUITER OF THE YEAR AWARD**

THE RECRUITER WHO SIGNS UP THE GREATEST NUMBER OF NEW AND/OR RECOVERED ANNUAL MEMBERS IN EXCESS OF 250 BY **JUNE 15, 2015**, WILL BE AWARDED:

- ROUND-TRIP AIRFARE TO THE 116<sup>TH</sup> NATIONAL CONVENTION, PITTSBURGH, PA
- A \$599 STIPEND, LESS ANY OTHER NATIONAL STIPENDS, TO HELP DEFRAID EXPENSES
- SPECIAL SEATING AT THE JOINT OPENING CEREMONIES ON MONDAY
- DISTINCTIVE CAP, CITATION, AND NAME BADGE
- COMMANDER-IN-CHIEF'S CRYSTAL EAGLE

*\*may only receive one National paid compensation package*

*\*\*non-transferable*

## **CERTIFIED NATIONAL RECRUITER (CNR) OF THE YEAR AWARD**

THE CERTIFIED NATIONAL RECRUITER (CNR) WHO SIGNS UP THE GREATEST NUMBER OF NEW AND/ OR RECOVERED MEMBERS IN EXCESS OF 250 BY **JUNE 15, 2015**, WILL BE AWARDED:

- ROUND-TRIP AIRFARE TO THE 116<sup>TH</sup> NATIONAL CONVENTION, PITTSBURGH, PA
- A \$599 STIPEND, LESS ANY OTHER NATIONAL STIPENDS, TO HELP DEFRAID EXPENSES
- SPECIAL SEATING AT THE JOINT OPENING CEREMONIES ON MONDAY
- DISTINCTIVE CITATION, CAP AND NAME BADGE
- COMMANDER IN CHIEF'S CRYSTAL EAGLE

*\*may only receive one National paid compensation package*

*\*\*non-transferable*

# **ALL-AMERICAN**

THE ALL-AMERICAN PROGRAM EXISTS TO RECOGNIZE EXCEPTIONAL LEADERSHIP AND AUTHENTIC ACCOMPLISHMENT IN MEMBERSHIP GROWTH AND RETENTION. DEADLINE **JUNE 30, 2015**

## **ALL-AMERICAN –POST CRITERIA**

ANY POST COMMANDER THAT ACHIEVES THE ASSIGNED MEMBERSHIP PERCENTAGE AND MINIMUM RETENTION PERCENTAGE WILL BE AWARDED ALL-AMERICAN.

- MEMBERSHIP - 100% PLUS
- DESIGNATED A 2014-2015 ALL-STATE POST
- POST MUST HAVE OVER 50 MEMBERS ON **JUNE 30, 2015**
- 85% OF PRIOR YEAR ANNUAL MEMBER TOTAL
- ACHIEVE YOUR ASSIGNED DIVISION MEMBERSHIP QUALIFYING PERCENTAGE

## **ALL-AMERICAN POST AWARD**

- VFW MAGAZINE ACKNOWLEDGEMENT
- FRAMED POST CITATION
- ALL-AMERICAN POST STREAMER
- ALL-AMERICAN NAME BADGE – Commander
- ALL-AMERICAN CAP – Commander - \*Quartermaster may purchase cap
- ALL-AMERICAN CITATION – Commander
- ALL-AMERICAN LAPEL PIN, Commander - \*Quartermaster may purchase pin
- THE FIRST-AND SECOND-PLACE COMMANDER IN EACH MEMBERSHIP DIVISION WILL RECEIVE:
  - ROUND-TRIP AIRFARE TO THE 116<sup>TH</sup> NATIONAL CONVENTION, PITTSBURGH, PA
  - A \$599 STIPEND TO HELP DEFRAID EXPENSES
  - SPECIAL SEATING AT THE 2015 VFW NATIONAL CONVENTION JOINT OPENING

*\*may only receive one National paid compensation package*

*\*\*non-transferable*

## **ALL-AMERICAN DISTRICT CRITERIA**

ANY DISTRICT COMMANDER THAT ACHIEVES THE ALLOCATED MEMBERSHIP PERCENTAGE WILL BE AWARDED ALL AMERICAN.

- MEMBERSHIP-100% PLUS
- DESIGNATED A 2014-2015 ALL-STATE DISTRICT
- ACHIEVE YOUR ASSIGNED DIVISION MEMBERSHIP QUALIFYING PERCENTAGE

## **ALL-AMERICAN DISTRICT AWARD**

- ALL-AMERICAN DISTRICT STREAMER
- ALL-AMERICAN NAME BADGE–Commander
- ALL-AMERICAN CAP–Commander - \*Quartermaster may purchase cap
- ALL-AMERICAN CITATION–Commander
- ALL-AMERICAN LAPEL PIN, Commander - \*Quartermaster may purchase pin
- THE FIRST AND SECOND PLACE COMMANDER IN EACH MEMBERSHIP DIVISION WILL RECEIVE:
  - ROUND-TRIP AIRFARE 116TH NATIONAL CONVENTION, PITTSBURGH, PA
  - A \$599 STIPEND TO HELP DEFRAY EXPENSES
  - SPECIAL SEATING AT THE 2015 VFW NATIONAL CONVENTION JOINT OPENING

*\*may only receive one National paid compensation package*

*\*\*non-transferable*

## **ALL-AMERICAN –DEPARTMENT CRITERIA**

- **MEMBERSHIP-100% PLUS**
- **ONE NEW POST OR INCREASE THE MEMBERSHIP OF THREE POSTS OF 50 MEMBERS OR LESS TO OVER 50 MEMBERS BY JUNE 30, 2015**
- **NATIONAL LEGISLATIVE SERVICE (NLS)**
  - SUPPORT AN ONGOING VFW WASHINGTON WEEKLY REGISTRATION DRIVE
  - NLS CHAIRMAN QUARTERLY REPORT
    - ✓ NUMBER OF NEW WASHINGTON WEEKLY SUBSCRIPTIONS
    - ✓ MONTHLY NLS COMMITTEE MEMBER/CHAIRMAN REPORT SUBMITTED TO NLS IN WASHINGTON D.C.
- **STUDENT VETERANS OF AMERICAN (SVA)**
  - MUST HAVE A STATE/DEPARTMENT SVA CHAIRMAN SELECTED AND NAME SUBMITTED TO VFW

- **NATIONAL VETERANS SERVICES (NVS)**
  - MUST HAVE A STATE/DEPARTMENT SERVICE OFFICER
  - MONTHLY NVS COMMITTEE MEMBER/CHAIRMAN REPORT SUBMITTED TO NVS IN WASHINGTON, DC
  
- **VFW PROGRAM/NMS**
  - **VOICE OF DEMOCRACY** - AN ENTRY ADVANCED TO NATIONAL JUDGING
  - **PATRIOT'S PEN** - AN ENTRY ADVANCED TO NATIONAL JUDGING
  - **NATIONAL CITIZENSHIP EDUCATION TEACHER AWARD** - AN ENTRY IN ALL THREE CATEGORIES (K-5, 6-8, 9-12) ADVANCED TO NATIONAL JUDGING
  
- **NATIONAL MILITARY SERVICES (NMS) - STATE/DEPARTMENT NATIONAL MILITARY SERVICES FUND RAISER— PROCEEDS TO NMS**

### **ALL-AMERICAN DEPARTMENT AWARD**

- ALL-AMERICAN DEPARTMENT STREAMER
- ALL-AMERICAN NAME BADGE – Commander
- ALL-AMERICAN CAP – Commander - \*Quartermaster may purchase cap
- ALL-AMERICAN CITATION – Commander
- ALL-AMERICAN LAPEL PIN, Commander - Quartermaster
- ROUND-TRIP AIRFARE 116TH NATIONAL CONVENTION, PITTSBURGH, PA
- A \$599. STIPEND TO HELP DEFRAY EXPENSES
- SPECIAL SEATING AT THE 2015 VFW NATIONAL CONVENTION JOINT OPENING

*\*may only receive one National paid compensation package*

*\*\*non-transferable*

### **ALL-AMERICAN –CAPTAIN**

THE COMMANDER-IN-CHIEF WILL ANALYZE THE ACHIEVEMENTS OF EACH OF THE ALL-AMERICAN STATE/DEPARTMENT COMMANDERS AND WILL NAME THE CAPTAIN. THE CAPS OF THE ALL-AMERICAN STATE/DEPARTMENT COMMANDER SHALL HAVE FIVE STARS AND CAPTAIN, THE LEADING POST AND DISTRICT COMMANDER IN EACH MEMBERSHIP DIVISION WILL HAVE FIVE STARS AND CO-CAPTAIN EMBROIDERED ON THEIR RESPECTIVE CAP.

### **CONFERENCE MEMBERSHIP AWARD**

THE STATE/DEPARTMENT LEADING ITS CONFERENCE WILL BE ENTRUSTED WITH THE CONFERENCE MEMBERSHIP COLORS FOR THE ENSUING YEAR. TRANSFER OF COLORS WILL OCCUR AT EACH ENSUING NATIONAL CONVENTION.

**POST MEMBERSHIP DIVISIONS AND MINIMUM QUALIFYING PERCENTAGE**

		MEMBERSHIP		ASSIGNED %
DIVISION	1	750	UP	105%
DIVISION	2	356	749	110%
DIVISION	3	246	355	115%
DIVISION	4	185	245	120%
DIVISION	5	143	184	125%
DIVISION	6	112	142	130%
DIVISION	7	88	111	135%
DIVISION	8	68	87	140%
DIVISION	9	51	67	145%
DIVISION	10	0	50	150%

**NO POST HAVING 50 OR FEWER MEMBERS ON JUNE 15<sup>TH</sup>, 2015 WILL BE QUALIFIED FOR ANY POST AWARD**

**DISTRICT MEMBERSHIP DIVISIONS AND MINIMUM QUALIFYING PERCENTAGE**

		MEMBERSHIP		ASSIGNED %
DIVISION	1	5,000	14,000	103%
DIVISION	2	3,282	4,999	104%
DIVISION	3	2,172	3,281	105%
DIVISION	4	1,447	2,171	106%
DIVISION	5	906	1,446	107%
DIVISION	6	0	905	108%

**85% RETENTION DEFINED**

YOUR POST RETENTION PERCENTAGE FOR 2014-2015 IS DERIVED FROM SIX TYPES OF PAYMENT COMPONENTS BASED ON YOUR PRIOR YEAR COUNT OF ANNUAL MEMBERS:

- 1) A PRIOR YEAR ANNUAL MEMBER PAYS 2014 DUES
- 2) A PRIOR YEAR ANNUAL MEMBER PAYS AN INSTALLMENT LIFE FEE
- 3) A PRIOR YEAR ANNUAL MEMBER PAYS A FULL LIFE MEMBERSHIP FEE
- 4) A PRIOR YEAR ANNUAL MEMBER TRANSFERS AND PAYS 2014 DUES
- 5) A PRIOR YEAR ANNUAL MEMBER TRANSFERS AND PAYS AN INSTALLMENT LIFE FEE
- 6) A PRIOR YEAR ANNUAL MEMBER TRANSFERS AND PAYS A FULL LIFE MEMBER FEE

**NOTE: NEW, RECOVERED AND TRANSFERRED ANNUAL MEMBERS INTO YOUR POST DO NOT COUNT IN YOUR RETENTION PERCENTAGE.**

# SECTION 5

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## VFW Programs

Post, County Council, District and Department Commanders should study the material in this section, then see to it that the various program chairmen at all levels are familiar with their job. You will receive additional information on these programs at the appropriate time and you are urged to see that it reaches the proper individuals for active program participation.

- **Citizenship Education**
- **Community Service**
- **National Military Services**
  - **Voice of Democracy**
    - **Patriot's Pen**
- **Recognition Activities**
  - **Scout of the Year**
  - **"Buddy" Poppy®**
- **VFW Communications & Public Affairs**

# Volunteers

## Recruiting Volunteers for the Long Term Projects

Recruiting for a long term commitment is obviously harder than for short term projects. If present trends continue, you may be unable to recruit a long-term dedicated volunteer for the job. Take a long, hard look at the job and see if it can be divided into smaller units. You may find that it originally was designed twenty years ago and no one has ever thought of doing anything differently. The following are some suggestions for trying to design a recruitment campaign for these types of volunteer positions.

--Make the volunteer not one person, but several. You might have two persons equally share the job, or one lead volunteer who is given an assistant. The team can split up the time and work requirements. This approach is particularly useful when you are attempting to encourage a volunteer who has a particular expertise but is reluctant to volunteer because he or she doesn't have the time to do all of the work. The team's volunteer assistant can provide the time and work effort; the expert volunteer can provide the knowledge and experience.

--Advertise via Post newsletter or local newspaper. Saturate your membership and community with your volunteer recruitment message. You might consider using the job requirements as part of the selling point for the volunteer job - remember the Marines, who are looking for "a few good men"? Make the difficult a challenge.

--Practice target recruitment. Devote time to identify who would really like to do the job and track them down. Examine the motivations and backgrounds of the current volunteers to find any common factors. Do they have similar backgrounds, education or experiences or occupations? Common factors will enable you to locate others from that same group who like the volunteer job despite the time and work requirements.

--Recruit via current volunteers. Emphasize word-of-mouth communication. The individual's testimony - "I volunteered in this area and I know that it is rewarding" - will often overcome barriers to involvement. Make sure you provide them all the program materials available.

--Offer potential volunteers a 30-day trial period. Tell them to try the volunteer job and see if they like it. This is a great approach because it allows the volunteers to see if they like their jobs. Schedule a review meeting when they start their positions and stress that they are under no obligation to continue the job after the test period. While you will lose some volunteers, you will gain quite a few who have had the opportunity to examine the volunteer job without pressure, learned that they liked the work and decided that investing their time and energy was worth it.

The telephone rings.

Hello this is (Commander or Program Chairman), How may I help you?

**Caller:** This is \_\_\_\_\_, a member of the Post or the community. I'd like to volunteer. Do you have anything I can do on Saturday?

VFW Commander or chairman: "We'll, no ... but ..."

The short-term volunteer has begun to emerge in the last few years. The short-term volunteer is not a "believer" or a "joiner" but has a general interest in the VFW or in the task involved. This volunteer prefers a "one-day event" placement and often only interested in a particular type of activity. This volunteer might work on a bike safety rodeo, collect clothes and food for a homeless shelter, or clean up a local veterans memorial with his family. The act of cleaning up a memorial is what attracts this volunteer.

The following is an example of how to implement short-term Saturday projects in your area.

**One.** Ask local agencies who could use volunteers on a Saturday. The inquiry should indicate clean-up or fix-up type projects are acceptable, but agencies should also be creative. The time frame for a project should be two to three hours. This study should ask for projects for volunteers of all ages and abilities so that as many as possible can participate.

**Two.** Set a date for the Saturday projects. As soon as the Post has identified a project or local agencies indicate that they can utilize Saturday volunteers, set a date for a Saturday project within the next few months. Limit the first Saturday to a few projects -- three is a manageable number.

**Three.** Send agencies a "let's do it" letter. This letter should contain an outline of responsibilities for the participating agency. For example, the agency will:

- Sponsor a project on Saturday, October 25th.
- Provide a project leader for the length of the project.
- Provide necessary materials.
- Provide refreshments.

The VFW will:

- Recruit and advertise (by direct mail, telephone, etc.) this event to their members and families.
- Provide a VFW representative to assist the agency in organizing the members who volunteer.

Once you have a core group of volunteers established, it will spread word of Saturday volunteer opportunities and more members will contact you or the Program Chairman for information on upcoming projects.

The key to working with short-term volunteers is to make sure their time is well-utilized and not wasted. This type of volunteer can get a good deal of work done in a limited amount of time and become a major asset to your Post. Volunteer Recognition citations & awards available at [www.vfwstore.org](http://www.vfwstore.org).

## Citizenship Education

Citizenship Education Program provides support for our democratic institutions. As American citizens, we recognize our responsibility to defend the United States in time of war. What many Americans fail to realize is that we have a further duty - we must also defend our nation in time of peace. The VFW can help in that defense by providing effective Citizenship Education Programs.

What can you as a Commander do to promote Citizenship Education? Many things, but first you need to appoint a capable Citizenship Education Chairman. Secondly, make sure your chairman has the following website information to obtain the Citizenship Education Program Chairman's material. The material is designed to help the chairman establish an effective program. Information to conduct this program is online under "My VFW." Visit <http://www.vfw.org/Login.aspx>. After you login (or create an account and login), click on Chairman Guides under General Members Tools and Resources heading. The program information is listed under the Community Activities and Citizenship Education section.



VFW and Ladies Auxiliary VFW members conduct a Flag Education program in their local school.

**Some of the Citizenship Education activities you and your program chairman can support are:**

- Promote the VFW Citizenship Education Programs to schools and youth groups. Arrange a meeting with a school representative at the elementary, middle/junior high and high school level and provide the individual(s) with information on the following programs: **The Pledge of Allegiance Program (grades K-2), Flag Education Program (grades 3-5) and the Veterans in the Classroom Program (grades 6-12). Remember to have members participate in “Veterans in the Classroom” Program in November and the Library of Congress Veterans Oral History Project.**

- Nominate a teacher in grades K-5, 6-8, and 9-12 for the Smart/ Maher VFW **National Citizenship Education Teacher Award**. One teacher in each of the grade level categories will receive an all-expense-paid trip to attend a VFW National Event, \$1,000 for professional development, \$1,000 for their school and a plaque. Post judging deadline, November 15. Post winning entries are sent to District judging who will forward their selection for Department judging by December 15. Recognize local teachers of the Post competition with the VFW Citizenship Education Teacher’s Award from the VFW Store.



VFW Color Guard participating in a local parade.

- Have your POST sponsor community programs on veterans related holidays (i.e. POW/MIA Day, Veterans Day, National Pearl Harbor Remembrance Day, Loyalty Day, Memorial Day, etc.). Speeches can be requested from the VFW Public Affairs Office (816) 756-3390. Please request at least two weeks prior to activity date.

- Conduct a Get Out The Vote program in your community. Assist citizens in obtaining the information on registering and conduct a “Candidates Night.” Especially promote the importance of these topics in our young.

These are only some of the suggested activities that constitute a Citizenship Education Program. Remember, the activities your Post conducts are important for your community and country. **Keep details about your completed activities** so you can “tell your story” about your Post’s activities to the local media and elected officials. Your Department will be asking you to report these activities, including the volunteer hours and dollars spent to complete the Citizenship Education activities and awarding National Citizenship Education Recognition Citations based on Department criteria.

## Community Service

**Community Service** is an important priority in our country. National Community Service Programs are being discussed at all levels of government and the VFW is prepared to support these endeavors and give advice based on our many years of experience.

VFW Posts make things happen through their involvement in the community. Community service brings positive publicity and good will to VFW units who are involved. Eligible veterans are proud to become members of a Post that is noted for its promoting community service. For ideas on how to motivate members, read the articles - **Involving New Members in Community Activities, and Recruiting Volunteers for the Long and Short Term Projects – found in other pages in this booklet.**

The success of a Community Activities Program is dependent upon good leadership. Appoint a Community Activities Chairman who has demonstrated basic leadership qualities. Such a chairman will usually conduct a strong effective program. Make sure you give your chairman the Community Activities Program Chairman's materials. Available on-line at [www.vfw.org](http://www.vfw.org).

It is a good practice to keep organized records of your completed community activities. Reporting of community service is good business and it provides your Department with information on your Post's donated volunteer hours and the dollars spent in support of the community service projects. This information is beneficial to proving your Post's not-for-profit status with state and federal agencies. FOLLOW YOUR DEPARTMENT'S PROCEDURE IN REPORTING YOUR POST'S COMMUNITY SERVICE PROJECTS.



VFW and Auxiliary members collect clothing items for a local homeless shelter on Make A Difference Day.

VFW units can achieve national recognition by nominating unique community service projects to the **VFW Community Activities Special Projects Recognition Program**. Deadline is April 30th. Note: The Post with the most outstanding special project of the year will be recognized at the VFW and Ladies Auxiliary National Convention. Information about this program can be found in the VFW Community Activities Chairman's Manual. Your Post can also be recognized as one of the **National Outstanding Community Service Posts** at the National Convention. Check with your Department for criteria.

The members of the VFW and our Ladies Auxiliary have a long time commitment to community service. Annually nearly 12 million volunteer hours are reported. Post Commanders can recognize their volunteers through the National Community Service Volunteer Recognition Program. Also individual Posts will be recognized by their Departments and awarded a National Community Service Recognition Citation based on Department criteria. Community Service citations available at [www.vfwstore.org](http://www.vfwstore.org).

The key to involving those who have just joined your Post/Auxiliary lies in bringing them into the 'Post family' as quickly as possible. **To accomplish that, do the following:**

1. Time Your Meetings Properly. Make sure that it is possible for the 'new' members to come to the meetings. If much of your new membership is composed of working people change your meetings to times that will accommodate their needs (i.e. Saturday morning over coffee and donuts). Strive for "ease of participation", because people will most probably become involved with the group that makes it most convenient for them to participate.
2. Go Out of Your Way to Personally Ask New Members to Attend. Consider having a "First Timers" meeting occasionally, aimed at all those who have never before attended a meeting. Or divide the new members among the officers and make telephone calls extending a personal invitation to each new member. Encourage senior members to "bring a new or non-active member" to the next meeting.
3. Establish a "Designated Host" System. Have you ever attended a meeting in which you didn't know anyone, and you spent the evening watching this group of old friends chat away happily while you tried to blend into the wallpaper? Did you go back for a second meeting? The purpose of the Designated Host System is to make sure that anyone attending a meeting for the first time

has an enjoyable experience. The Designated Host(s) are stationed by the door to watch for new faces. When a new face (presumably attached to a member or prospective member) arrives, the Designated Host escorts them for the evening, introducing them to everyone, explaining what is going on, translating the acronyms and explaining the old war stories. And, of course, by the end of the evening, the Designated Hosts knows as much as possible about the interests and back ground of the new member so that a suitable interest can be found as quickly as possible. Past Commanders or Presidents, by the way, make excellent Designated Hosts; they know all the faces and being a Designated Host will keep them involved. (See the example of the 3" x 5" card that can be made up).

4. Create a "Mentor System". Mentor Systems work off the buddy principle, in which each new member is 'teamed' with a more experienced member. The senior member is expected to get to know the new member, act as their guide, and figure out how the new member can best be involved in the group. Contact VFW Programs at 816-756-3390, ext. 287 for copies of the VFW Mentoring brochure.
  
5. Have a special "New Member Project". If your new members arrive as a group (at least three), then consider creating a New Member Project, which is given as a responsibility to the new membership class. The New Members are responsible for thinking of the project, planning, and implementation. The benefit of this system to the New Members is that it quickly gives them a sense of ownership and control in the activities of the organization -- they have something which is 'theirs'. The system also benefits the organization, since it quickly identifies those among the new members who are creative and able to fulfill leadership positions. If you can't have a separate project for new members, try to have one meeting or event each year that is the responsibility of the new members.

Designated Host - Information Retrieval Card	
Name _____	Home Tel. No. _____
Best days/times to call _____	
Employer _____	Job Title _____
Interests/Hobbies _____	
_____	
Spouse's Name _____	
No. of children _____	Children - year(s) of birth _____

PLEASE SHARE THIS INFORMATION WITH YOUR PROGRAM CHAIRMEN.



## **VFW National Military Services**

**VFW National Military Services (NMS)** information and tools can be found on our website at [www.vfw.org/NMS](http://www.vfw.org/NMS) or in the MY VFW section of the main VFW site. Once logged in, look for the National Military Services link located under "How To Get Involved." That link will take you to all NMS applications and tools. All applications are now in a fillable PDF format.

The following documents are available under **VFW National Military Services:**

- ★ NMS FY Overview
- ★ NMS PowerPoint Presentations
- ★ We Prove It Ad
- ★ Photo Releases
- ★ VFW Talking Paper
- ★ NMS Recognition Program Guidelines
- ★ NMS Certificate of Appreciation
- ★ Vertical and Horizontal Ad Slicks-B&W and Color

We have pre-printed NMS brochures available upon request for events. To request shipment, please contact NMS at [nms@vfw.org](mailto:nms@vfw.org).

Also available for **VFW Military Assistance Program (MAP)** are the following documents:

- ★ Adopt-A-Unit FAQ/Application/Report
- ★ How to Find a Unit Flyer
- ★ Postage Grant application
- ★ Adopt-A-Unit Flyer for Military
- ★ Memorial Commendation FAQ
- ★ MAP Grant Guidelines, Application, Event Calculator, and Report

**VFW Operation Uplink** available materials:

- ★ 2014 Free Call Day schedule
- ★ Free Call Day FAQ
- ★ Operation Uplink Coffee Can Art
- ★ Operation Uplink virtual PIN FAQ
- ★ Virtual PIN Request Form

**VFW Unmet Needs** available materials:

- ★ Unmet Needs application and eligibility requirements
- ★ Unmet Needs Skill Donor application
- ★ Unmet Needs Disaster Assistance application and criteria letter
- ★ Unmet Needs Donation form

**Sport Clips Help A Hero Scholarship** available materials:

- ★ Scholarship FAQ
- ★ Scholarship Application

This website is frequently updated. Please visit often for updated information and forms.

If there are other tools you would find useful, please let us know! We appreciate your input.

**Email:** [NMS@vfw.org](mailto:NMS@vfw.org)

## **NMS Program Overview**

The Veterans of Foreign Wars (VFW) is in the forefront of patriotism as the organization and its members find innovative ways to show support for America and her armed forces. As our nation continues to conduct the War on Terrorism, thousands of our Active-Duty, National Guard, and Reserve service members remain deployed overseas. The VFW National Military Services (NMS) Department offers ways to show support and boost morale of our military service members.

The National Military Services (NMS) Department was established to promote positive awareness of the VFW through community involvement, communication tools and financial support available to our veterans, Service Members and their families. The programs under NMS are the Military Assistance Program, Operation Uplink, Unmet Needs, and Sport Clips Help A Hero Scholarship. Through these programs, the NMS Department provides assistance and guidance to our subordinate units in their efforts to support our military and their families. From hosting morale boosting events, sponsoring free phone time to providing financial assistance, the National Military Services department is there showing support for our troops.



### **VFW Military Assistance Program**

The VFW Military Assistance Program (MAP) is designed to encourage the link between the VFW and the Military community. MAP promotes VFW member interaction with the local military and opens avenues for National Sponsorships and local level involvement with all branches of service.

The MAP Grant program is intended as financial assistance for Posts, Districts, and Departments to sponsor events for military units of the Active-Duty, National Guard, and Reserves. These events are most successful when local Posts interact directly with the military unit, involving NMS Chairmen, National Certified Recruiters and Veterans Service Officers.

A MAP Grant Application must be submitted to VFW National Headquarters a minimum of 14 days prior to the event. The application must be filled out completely, to include a signature by the Commander or Quartermaster, an itemized event budget, description of VFW involvement with the event, Federal Tax ID number, and IRS tax-exempt status.

The Adopt-A-Unit program was developed as a means to pledge VFW Post and Auxiliary support to the service members and families of a unit from the local military community. When a Post "adopts" a unit, they make a commitment to the service members and families through moral and emotional support before,

during and after deployment. Sponsoring a military unit is a great opportunity to start other community service projects, such as coordinating with teachers or schools to co-sponsor the unit.

To Adopt-A-Unit, fill out the Application for Sponsorship and submit to VFW National Headquarters. A Certificate of Adoption will be mailed to the Post in approximately four weeks. The support you offer is limited only by your imagination. National will recognize Post and Auxiliaries who have conducted and reported 3 different types of events on behalf of their adopted unit/units as Best of the Best. Events must be reported May 1 to April 30 each year to qualify. A certificate from NMS is provided to the Department for presentation.

Please remember the objective of all MAP initiatives is to increase awareness of the VFW. This does not end when the troops re-deploy home. They and their families continue to need our backing and assistance.

Applications and information are available once you've logged in at [www.vfw.org](http://www.vfw.org) under the MY VFW section. Look for the National Military Services link located under "How To Get Involved". That link will take you to all MAP applications and tools. All applications are now in a fillable PDF format.

For more information contact:

VFW Military Assistance Program, VFW National Headquarters

(816) 756-3390, ext. 211

Email: [map@vfw.org](mailto:map@vfw.org)

Fax: (816) 968-2779



### **VFW Operation Uplink**

Through the generosity of VFW members and supporters, **VFW Operation Uplink** has provided millions of connections since 1996.

**VFW Operation Uplink** created Free Call Days to expand with changing technology and became a communication tool for even more of America's defenders by working through MWR SPAWAR internet cafes. **VFW Operation Uplink** provides free voice over IP calls for service men and women for 24-hour periods three times a month, including all major holidays. Since its beginning in 2006, Free Call Day events have connected over 7.4 million calls. Currently, there are over 400 internet cafes in Afghanistan and Kuwait.

**VFW Operation Uplink** virtual PINs are available for VA hospitals and service members in countries without MWR cafes.

With changing technology and the expense of phone cards, Operation Uplink is concentrating on three monthly Free Call Days and the distribution of virtual

PINs. To request virtual PINs, please complete the Operation Uplink request form and submit to NMS Chairman.

Applications and information are available at [www.vfw.org/nms](http://www.vfw.org/nms).

For more information contact:

VFW Operation Uplink, VFW National Headquarters  
(816) 968-1155 Email: [uplink@vfw.org](mailto:uplink@vfw.org)

Fax: (816) 968-2779



### **VFW Unmet Needs**

VFW Unmet Needs was created in 2004 to assist military service members and their families who are experiencing a financial hardship directly related to military service. The financial assistance is in the form of up to \$2,500 in grants that do not need to be repaid. All grants are paid directly to the "creditor" companies (such as the electric company), and not to the individual. Each case is reviewed individually and acceptance determined by a committee.

Since the program began over 3,500 military families have been assisted and over \$4.8 million has been disbursed in aid.

Some cases need even more immediate attention. There are procedures now in place for the Department Headquarters to assist families with urgent needs. The Department must verify eligibility, need and get pre-approval from the NMS Director to ensure reimbursement. A completed application along with copies of checks and the applicant's bills must be submitted to National with the reimbursement request.

VFW Unmet Needs stands ready to assist our service men and women when they are burdened by circumstances out of their control after state-declared natural disasters such as tornadoes, hurricanes, fires or floods.

The service member or veteran *must* have served on active duty within the past 36-months (other than training) and complete a one-page disaster assistance application. Assistance is limited to natural disasters which have damaged or forced the service member to vacate their primary residence. Application must be received within 30 days of state-declared natural disaster.

Applications and information are available at [www.vfw.org/NMS](http://www.vfw.org/NMS).

For more information contact:

VFW Unmet Needs, VFW National Headquarters

(816) 756-3390, ext. 146 Email: [unmetneeds@vfw.org](mailto:unmetneeds@vfw.org) Fax: (816) 968-2779



## **Sport Clips Help A Hero Scholarship**

The VFW and Sport Clips are giving the gift of scholarships to our nation's heroes as a way of thanking them for their dedicated service to our nation! The VFW "**Sport Clips Help A Hero Scholarship**" program will award scholarships of up to \$5,000 to qualifying veterans and service members to help them complete their educational goals without incurring excessive student loan debt. The VFW and Sport Clips are committed to serving America's defenders as they return from war and move on to the next chapter of their lives.

Applications for the fall semester are accepted from January 1-April 30.  
Applications for the spring semester are accepted from August 1-November 15.

The online application and information about the program are available at [www.vfw.org/scholarship](http://www.vfw.org/scholarship).

For more information contact:

Darcie Jones, VFW National Headquarters

(816) 756-3390, ext. 155 Email: [HelpAHero@vfw.org](mailto:HelpAHero@vfw.org) Fax: (816) 968-1179

## National Military Services (NMS) Overview

National Military Services –Military Assistance Program (MAP), Operation Uplink and Unmet Needs provide support to the troops and their families via our VFW/Auxiliary membership.

September 2012 through August 2013, NMS has provided support to over **1,244,000** service members and their families. We know your support at the local level goes far beyond what is reported. Please **report your events to your NMS Chairman.**

### Military Assistance Program (MAP)

- MAP/Adopt-A-Unit (AAU) is the link between the VFW and the military community
- In 2012-13, MAP events provided interaction with over 200,000 service members and families
- MAP Grants promote VFW Post, District and Department involvement and interaction with the local military community
- VFW Posts and Auxiliaries have adopted over 2,300 military units since 2007
- Since 2007 MAP has hosted nearly 2 million service members and their families at over 2,100 events

### Operation Uplink

- Connected over 7.3 million troops since 2006 through Free Call Days
- In 2012-13, Operation Uplink provided almost 738,000 connections
- Free Call Days are provided at least three times a month and provide free calls to the US and to a majority of home base locations
- Provided over 244,000 guests at Edelweiss Resort, Germany with free Wi-Fi
- Virtual PINs are available for deployed service members stationed outside of Afghanistan/Kuwait, wounded warriors and VA Hospitals. Contact NMS for details

### Unmet Needs

- Since program began in 2004, Unmet Needs has assisted almost 3,500 families with grants totaling over \$4.7 million
- In 2012-13, Unmet Needs assisted over 260 families with grants totaling almost \$400,000
- Grants paid directly to creditor – not to service member, with maximum payment of \$2,500
- In 2013, Unmet Needs provided disaster relief for service members who had been burdened by natural disasters (tornadoes, fires, floods). 136 families from 6 states were assisted with grants totaling over \$44,600

### New VFW's Sport Clips Help-A-Hero Scholarship

- Beginning January 2014, program will provide scholarships of up to \$5,000 to help our veterans complete their educational goals. Contact [HelpAHero@vfw.org](mailto:HelpAHero@vfw.org) with questions
- Applications are available only at [www.vfw.org/NMS](http://www.vfw.org/NMS).
- Eligibility requirements include:
  - Active duty, retired or honorably discharged or a member of the National Guard/Reserves;
  - Military rank E-5 or below;
  - Demonstrate a need for financial assistance;
  - Participate in, be accepted to or currently enrolled in a VA approved program or school

### NMS Forms

- All applications and forms are available at [www.vfw.org](http://www.vfw.org). Login using a VFW "member login" then click on National Military Services under "How to Get Involved"
- All forms can be completed online and emailed to NMS office
- Brochures are available upon request from NMS office

[NMS@vfw.org](mailto:NMS@vfw.org) • 816-756-3390

12/13/13



# Military Assistance Program Grant Application Instructions



To ensure the grant is processed in a timely manner all information needs to be complete and accurate.

## Payee (Dept./Post/Auxiliary) Section

- Fill out **Post # and Department** information completely and specify if the request is being submitted by the Ladies Auxiliary.
- **Federal Tax ID and 501(c)** IRS Guidelines require the Federal Tax ID number and 501 C designations to be on the application. Contact your Dept./Post/Auxiliary Quartermaster or Treasurer to obtain this information.
- Please make sure that the POC is the individual at the post that is handling the event. The VFW POC information must include a phone number and email address.

## Grant Amount Requested / Event Total Budget Amount

- The **Grant Amount Requested** This amount should be what you are requesting MAP to cover after all other contributions are made.
- The **Total Budget Amount** This is the amount that includes MAP Grant funds, post contribution and any other outside contributions such as the military unit, community, veteran's organizations, etc.
- The **Event information** must include: Event name, date, attendance, location and activities.
- The **Event Attendance** must specify the number of military and family members expected.

## Military Unit Information

- **National Guard and Reserve Meal Rations** If the event takes place during a drill all soldiers should be provided a meal by the government. If you are unsure about this information you should contact the unit to verify.

## Community Involvement (NOT VFW) Section

- List all other **organizations** that are going to be involved with the event and their contribution. Contributions can include: money, food/beverage, venue, gifts, decorations, entertainment, etc.

## Post Contribution and Involvement

- **Post contribution** is any monetary contribution from the Post/Dept. that is separate from the MAP Grant funds that are being requested.

## Authorization Section

- Ensure that you read and check both **Acknowledgement 1 and Acknowledgement 2**
- The application must be **signed by the VFW Dept. / Post Commander or Quartermaster**. If it is being submitted by the **Ladies Auxiliary it must be signed by the President or Treasurer**. The MAP Office does not allow electronic signatures for this application.

For any further questions or concerns please contact the MAP Office by phone at (816) 756-3390



# Military Assistance Program Grant Guidelines



## **Purpose:**

To provide financial assistance to VFW Posts/Depts. and Auxiliaries who sponsor events with their local military community. These funds are meant to build relationships and provide information on VFW programs and services.

## **How to apply for a MAP Grant:**

1. A VFW/Aux member must submit using the MAP Grant Application.
2. Application must be signed and dated by the Post/Dept. Commander, Quartermaster or the Ladies Auxiliary President or Treasurer.
3. The grant is limited to basic food items and Non Alcoholic beverages for currently serving military and their family members only.  
**It does not cover equipment/venue rentals, gifts, decorations, entertainment, etc.**
4. The grant does not cover public or formal events such as: Military Dining In/Out, Military Balls, Change of Command/Responsibility Ceremonies, etc.
5. The grant application must be submitted no later than 14 days prior to the event. Any exceptions to this must be submitted in writing to the Director VFW Programs for approval.
6. An After Action Report along with eligible receipts must be submitted within 30 days of the event. Non submission will result in the Dept./Post/Auxiliary being billed for the grant amount.
7. If the event receipts total less that the grant amount provided, the Dept./Post/Auxiliary will be required to refund the difference within 30 days.
8. If the event is cancelled a full refund is required. If rescheduled for a later date, a written explanation must be submitted to the MAP office detailing the new dates. It will be determined by the MAP office and VFW Program Director whether a refund will be requested or the Dept./Post/Auxiliary will be allowed to keep the grant amount.
9. MAP Grants may be submitted by the following:
  - a. MAP Grant Event Report
  - b. Eligible Receipts: Only receipts for items included and approved on your MAP Grant request can be accepted.
    - Refunds: If the receipt total is less

**Note: Prior approval of similar events does not guarantee future approval. All applications must be signed and dated.**

For any further questions or concerns please contact the MAP Office by phone at (816) 756-3390



# Military Assistance Program Grant FAQ



- **What is a MAP Grant?** It is financial assistance given to a VFW Post or Ladies Auxiliary for troop support activities to build relationships and provide information to their local military about VFW programs and services.
  - **Who can apply for a MAP Grant?** VFW Departments, Posts and Ladies Auxiliaries that desire to support their local military. The actual MAP application can only be submitted by a VFW or Ladies Auxiliary member and must be signed by the appropriate individuals which are specified in the MAP Grant Guidelines.
  - **What kind of events can MAP Grant funds be used for** The most common events that we see include:
    - Family Days, Picnics, BBQ's, Welcome Home and Deployment Ceremonies, Holidays and Festivals.
- [ **Note: MAP Grants cannot be used for Public Events and/or Formal Military events such as: Military Dining In/Out, Military Balls, Change of Command/Responsibility Ceremonies, etc.** ]
- **What items can be purchased with MAP Grant funds?** Basic food and non-alcoholic beverages for currently serving military and their family members only.
  - **Where do I get a MAP Grant Application?** The MAP Grant applications can be found behind the log in on the VFW website at [www.vfw.org](http://www.vfw.org). After logging in on the My VFW page choose National Military Services under the HOW TO GET INVOLVED heading. Next choose MAP Grant Procedures, Application and Event Calculator and Report under the MAP: heading in the middle of the page.
  - **When should I submit the MAP Grant Application?** Must be at least 14 days prior to the event.
  - **How do I submit a MAP Grant?** All required documents can be submitted to our office in any one of three ways:
    - **Email:** [map@vfw.org](mailto:map@vfw.org) (emailed applications must be signed)
    - **Fax:** (816) 968-2779
    - **Mail to:** VFW National Headquarters, ATTN: MAP, 406 W. 34<sup>th</sup> St., Kansas City, MO 64111.

For any further questions or concerns please contact the MAP Office by phone at (816) 756-3390



# Military Assistance Program Grant Application

**Payee (Dept./Post/Auxiliary):**

Post # \_\_\_\_\_ District: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Federal TAX ID# (9 digits) \_\_\_\_\_ - \_\_\_\_\_  
 Exempt Status, 501(c) 3 \_\_\_ 4 \_\_\_ 19 \_\_\_ (check one)  
 Street Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 VFW POC: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: (\_\_\_\_) \_\_\_\_\_

**Grant Amount Requested:** \$ \_\_\_\_\_**Event Total Budget Amount:** \$ \_\_\_\_\_

Event Name: \_\_\_\_\_  
 Event Date (s): \_\_\_\_\_  
 Expected Attendance:  
 Currently serving Military: \_\_\_\_\_ Family: \_\_\_\_\_  
 Event Location: \_\_\_\_\_

Activities: \_\_\_\_\_  
 \_\_\_\_\_

**Military Unit Information:**

Unit Name: \_\_\_\_\_  
 Branch of Service: \_\_\_\_\_  
 Component: Active \_\_\_ Reserve \_\_\_ Guard \_\_\_ (check one)  
 Installation city/state: \_\_\_\_\_  
 MPOC Name & Rank: \_\_\_\_\_

**For National Guard and Reserve units only:**

Is this a drill for the unit? \_\_\_\_\_  
 If it is a drill, is the unit contributing their meal Rations (GOV funds) for the Military meals? \_\_\_\_\_  
 If not, why not? \_\_\_\_\_

**Community Involvement (NOT VFW):**

Will there be any other community involvement, including other veterans' organizations?  
 YES \_\_\_ NO \_\_\_  
**IF YES-** List the businesses/groups that are participating & what they are contributing:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Post Contribution and Involvement:**

# of VFW/Auxiliary members attending? \_\_\_\_\_  
 Is the Post/Department contributing to the event with funds, goods or services beyond what MAP is being asked to provide? YES \_\_\_ NO \_\_\_  
 If yes, what amount? \$ \_\_\_\_\_

**Please check all activities VFW/Auxiliary members will assist with:**

Plan \_\_\_ Shop \_\_\_ Set-up/clean-up \_\_\_  
 Cook \_\_\_ Serve \_\_\_ Assist children \_\_\_  
 Recruit \_\_\_ Provide VFW materials/info \_\_\_  
 Speak during event \_\_\_

Is the Post contributing any other kind of goods or services?  
 \_\_\_\_\_  
 \_\_\_\_\_

**VFW Recognition (check all that applies):**

Will you have a VFW banner or flag on display? \_\_\_  
 Will the members wear items with VFW logos? \_\_\_  
 Will the Unit's CO acknowledge the VFW's contribution during his/her remarks? \_\_\_

**\*\*\*\*\*Authorization\*\*\*\*\*****Acknowledgement 1:**

To facilitate compliance with IRS regulations, the VFW Military Assistance Program (MAP) will require the Post to provide a report including eligible receipts no later than 30 days after the scheduled event date. Failure to do so will result in a request from National Headquarters for a full refund of the Grant amount.  
 \_\_\_\_\_ (Must be checked)

**Acknowledgement 2:**

This money will not be used for lobbying in any way.  
 \_\_\_\_\_ (Must be checked)

**Payee QM or Commander Signature**

X \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title:  
 \_\_\_\_\_





# Military Assistance Program Grant Report



Date of Event: \_\_\_\_\_

VFW Department: \_\_\_\_\_ District: \_\_\_\_\_ Post: \_\_\_\_\_

Type of Event (i.e., Welcome Home, Deployment, Family Briefing, etc.):  
\_\_\_\_\_

Full Unit Name:  
\_\_\_\_\_

Unit City / State:  
\_\_\_\_\_

Brief Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were MAP Funds Utilized for Event? \_\_\_\_\_ How Much?: \_\_\_\_\_

Are Receipts for Expenditures Attached?: \_\_\_\_\_

Actual Attendance:  
Number of Military: \_\_\_\_\_ Families: \_\_\_\_\_  
Number of VFW and Aux members attending the event? \_\_\_\_\_  
Number of others in attendance (dignitaries other groups etc)? \_\_\_\_\_

Number of Members Recruited at the Event?: \_\_\_\_\_

Was Event Publicized or Covered by Local Media?: \_\_\_\_\_  
• Please attach any newspaper articles or links to articles on the internet.

Names of VFW National or Department Officers or Certified Recruiters who attended:  
\_\_\_\_\_  
\_\_\_\_\_



# Adopt-a-Unit Activity Report



**AAU Activity reports must be filed with VFW National HQ's, MAP office at least once a year.**

Reports can be sent 3 ways: 1. Mail- ATTN MAP, 406 W. 34<sup>th</sup> St, Suite 902, Kansas City, MO 64111  
2. Email to [map@vfw.org](mailto:map@vfw.org) 3. Fax to (816) 968-2779

**VFW Information:**

VFW Post Number: \_\_\_\_\_  
State: \_\_\_\_\_  
VFW POC submitting report: \_\_\_\_\_  
POC Daytime Telephone Number: \_\_\_\_\_  
POC Email: \_\_\_\_\_

**Unit Information:**

Unit Name: \_\_\_\_\_  
Current MPOC Name: \_\_\_\_\_  
MPOC's Title: \_\_\_\_\_  
Is the adoption still in effect? Yes \_\_\_\_ No \_\_\_\_  
Is unit deployed? Yes \_\_\_\_ No \_\_\_\_

**ACTIVITIES conducted since last report [ONLY CHECK ONE PER EVENT]:**

- |  |   |
|--|---|
| <input type="checkbox"/> Welcome Home            | <input type="checkbox"/> Funeral/Memorial                   |
| <input type="checkbox"/> Deployment              | <input type="checkbox"/> Transportation                     |
| <input type="checkbox"/> Dinner/Picnic           | <input type="checkbox"/> Family Event                       |
| <input type="checkbox"/> Festival/Sporting Event | <input type="checkbox"/> Meeting/Briefing (FRG or Military) |
| <input type="checkbox"/> Holiday Event           |   |

**DONATIONS:**

\_\_\_\_ Donated funds to the unit &/or individual. If yes, how much? \$ \_\_\_\_\_  
\_\_\_\_ Donated labor/time, goods, services to an activity with or on behalf of unit.

**CARE PACKAGES:**

Did you send Care Packages? Yes \_\_\_\_ No \_\_\_\_ **If yes, section below MUST be completed.**  
- How many packages sent?: \_\_\_\_\_  
- Did you receive communication from unit on what items to send? Yes \_\_\_\_ No \_\_\_\_  
- Did you include NMS Info (Overview, Free Call Days etc.)? Yes \_\_\_\_ No \_\_\_\_  
- Did you work with the FRG, family member or someone from the unit? Yes \_\_\_\_ No \_\_\_\_

**COMMUNITY: ("It takes a community to support a military unit" )**

Do you work with any businesses, groups, charities, other Veterans organizations from your community on behalf of the unit? Yes \_\_\_\_ No \_\_\_\_

Did you and the unit work together on any community projects (park clean-ups; patriotic events, like parades or homeless Veteran events). Yes \_\_\_\_ No \_\_\_\_

> **TOTAL service members and family members supported thru the activities listed on this report?** \_\_\_\_\_  
> Number of members recruited, since your last report? \_\_\_\_\_

Please describe other Troop/Family support activities, not shown above (submit additional pages if needed)

~ ~ All attendance numbers and dollar amounts can be approximated. ~ ~

**Please provide photos, comments/letters from the unit, news articles and any other background material if available.**



# Adopt-a-Unit Activity Report



*AAU Activity reports must be filed with VFW National HQ's, MAP office at least once a year.*

Reports can be sent 3 ways: 1. Mail- ATTN MAP, 406 W. 34<sup>th</sup> St, Suite 902, Kansas City, MO 64111  
2. Email to [map@vfw.org](mailto:map@vfw.org) 3. Fax to (816) 968-2779

**VFW Information:**

VFW Post Number: \_\_\_\_\_  
State: \_\_\_\_\_  
VFW POC submitting report: \_\_\_\_\_  
POC Daytime Telephone Number: \_\_\_\_\_  
POC Email: \_\_\_\_\_  
Unit Name: \_\_\_\_\_  
Current MPOC Name: \_\_\_\_\_  
MPOC's Title: \_\_\_\_\_  
Is the adoption still in effect? Yes \_\_\_ No \_\_\_  
Is unit deployed? Yes \_\_\_ No \_\_\_

**Unit Information:**

**ACTIVITIES conducted since last report [ONLY CHECK ONE PER EVENT]:**

- \_\_\_ Welcome Home
- \_\_\_ Funeral/Memorial
- \_\_\_ Deployment
- \_\_\_ Transportation
- \_\_\_ Dinner/Picnic
- \_\_\_ Family Event
- \_\_\_ Festival/Sporting Event
- \_\_\_ Meeting/Briefing (FRG or Military)
- \_\_\_ Holiday Event

**DONATIONS:**

\_\_\_ Donated funds to the unit &/or individual. If yes, how much? \$ \_\_\_\_\_  
\_\_\_ Donated labor/time, goods, services to an activity with or on behalf of unit.

**CARE PACKAGES:**

Did you send Care Packages? Yes \_\_\_ No \_\_\_ **If yes, section below MUST be completed.**

- How many packages sent?: \_\_\_\_\_ Yes \_\_\_ No \_\_\_
- Did you receive communication from unit on what items to send? Yes \_\_\_ No \_\_\_
- Did you include NMS Info (Overview, Free Call Days etc.)? Yes \_\_\_ No \_\_\_
- Did you work with the FRG, family member or someone from the unit? Yes \_\_\_ No \_\_\_



# Adopt-a-Unit Activity Report



**AAU Activity reports must be filed with VFW National HQ's, MAP office at least once a year.**

Reports can be sent 3 ways: 1. Mail- ATTN MAP, 406 W. 34<sup>th</sup> St, Suite 902, Kansas City, MO 64111  
2. Email to [map@vfw.org](mailto:map@vfw.org) 3. Fax to (816) 968-2779

**VFW Information:**

VFW Post Number: \_\_\_\_\_  
State: \_\_\_\_\_  
VFW POC submitting report: \_\_\_\_\_  
POC Daytime Telephone Number: \_\_\_\_\_  
POC Email: \_\_\_\_\_

**Unit Information:**

Unit Name: \_\_\_\_\_  
Current MPOC Name: \_\_\_\_\_  
MPOC's Title: \_\_\_\_\_  
Is the adoption still in effect? Yes \_\_\_ No \_\_\_  
Is unit deployed? Yes \_\_\_ No \_\_\_

**ACTIVITIES conducted since last report [ONLY CHECK ONE PER EVENT]:**

- |  |   |
|--|---|
| <input type="checkbox"/> Welcome Home            | <input type="checkbox"/> Funeral/Memorial                   |
| <input type="checkbox"/> Deployment              | <input type="checkbox"/> Transportation                     |
| <input type="checkbox"/> Dinner/Picnic           | <input type="checkbox"/> Family Event                       |
| <input type="checkbox"/> Festival/Sporting Event | <input type="checkbox"/> Meeting/Briefing (FRG or Military) |
| <input type="checkbox"/> Holiday Event           |   |

**DONATIONS:**

Donated funds to the unit &/or individual. If yes, how much? \$ \_\_\_\_\_  
 Donated labor/time, goods, services to an activity with or on behalf of unit.

**CARE PACKAGES:**

Did you send Care Packages? Yes \_\_\_ No \_\_\_ **If yes, section below MUST be completed.**  
- How many packages sent?: \_\_\_\_\_  
- Did you receive communication from unit on what items to send? Yes \_\_\_ No \_\_\_  
- Did you include NMS Info (Overview, Free Call Days etc.)? Yes \_\_\_ No \_\_\_  
- Did you work with the FRG, family member or someone from the unit? Yes \_\_\_ No \_\_\_

**COMMUNITY: ("It takes a community to support a military unit" )**

Do you work with any businesses, groups, charities, other Veterans organizations from your community on behalf of the unit? Yes \_\_\_ No \_\_\_

Did you and the unit work together on any community projects (park clean-ups; patriotic events, like parades or homeless Veteran events). Yes \_\_\_ No \_\_\_

> **TOTAL service members and family members supported thru the activities listed on this report?** \_\_\_\_\_  
> Number of members recruited, since your last report? \_\_\_\_\_

Please describe other Troop/Family support activities, not shown above (submit additional pages if needed)

**~ ~ All attendance numbers and dollar amounts can be approximated. ~ ~**  
**Please provide photos, comments/letters from the unit, news articles and any other background material if available.**



# Memorial Commendation FAQs



## What is a Memorial Commendation?

~ It is an expression of the VFW and its Auxiliaries condolences to the family, as well as an offer of support. The commendation itself is a professional certificate with the appropriate branch of service emblem enclosed in a vinyl portfolio.

## How can I find out if there has been a casualty from my department?

~1. The MAP office checks the DoD's website daily and sends email notifications of casualties to the corresponding VFW Department. The email includes: a scan of the certificate; an offer of the commendation; and a copy of the news release from the DoD.

~2. Frequently, the casualty appears in the wire services, internet & local news even before the DoD makes their announcement.

## How do I obtain a Memorial Commendation?

~Contact the MAP office with the service member's: Full name, Rank, Branch of Service & the shipping instructions.

## How does the family of the deceased service member receive the Memorial Commendation?

~Memorial Commendations should only be presented in person by a VFW/ Auxiliary member. It should never be mailed or presented by someone outside the VFW organization.

## How do I make contact with the family?

~1. By using the contact numbers provided in the DoD's news release, which are normally military public affairs offices. Please respect that many families do not wish to be contacted and may have their contact information withheld by the military.

~2. News releases other than the DoD's will sometimes provide the Church or Funeral home contact information.

~3. There may be an existing connection within your Department/Districts/Posts: adopted unit, family member, friend, etc.

~Contact the Casualty Assistance Center for your area- Army:

<https://www.hrc.army.mil/site/active/TAGD/CMAOC/CACLOCATOR/CACLOCATORINDEX.htm>

## Can I rush the shipping of the commendation?

~Due to budgetary constraints, the MAP office is restricted to standard shipping methods only (no express or over-night). We recommend making other arrangements to present the commendation.

## Why is the rank on the commendation different occasionally from what the family states?

~ Occasionally, service members killed in action are promoted after the Department of Defense has issued the official press release. The MAP office can usually issue replacements the same day as requested.

## Operation Uplink Domestic Cards – Virtual Pins

Operation Uplink is no longer providing actual phone cards, but instead we will provide you with virtual PINs and dialing directions for you to provide to the veteran patients.

We will email you the number of PINs for cards requested. This will allow 100 minutes of talk time per PIN versus the 15 minutes of talk time provided with the domestic phone cards.

It is recommended you distribute the PINs by putting them on business cards along with the dialing directions. You should provide the PINs to your hospital contact or key volunteer so they can distribute the PINs to the patients for use. This will allow more than one patient to use each PIN.

To request the virtual PINs, complete the Operation Uplink bulk request form to include an email address and submit to the office. Please request the number of cards you will need and we will provide the equivalent PINs.

The Virtual PINs have a 24 month expiration from first use.

Below is an example of the list of PINs we will email you. They are preset to print on plain paper to cut apart or on Avery Labels sized 1" X 2 3/4" to peel off and stick on the back of a business card.





## Virtual PIN Request Form

PLEASE COMPLETE ALL FIELDS WITHIN THIS FORM. IF ALL INFORMATION IS NOT PROVIDED, WE MAY NOT BE ABLE TO FULFILL YOUR REQUEST. IF YOU HAVE QUESTIONS, E-MAIL [UPLINK@VFW.ORG](mailto:UPLINK@VFW.ORG) OR CALL (816) 756-3390. FAX (816) 968-2779

INFORMATION ABOUT YOU		
*Date:	Post/Aux (if applicable)	
*Rank/Title: (Mr/Mrs/Sgt)	*First Name:	*Last Name:
*Address:	*City/State/Zip:	
*Phone Number:	*Email Address:	
*Military Branch: (Army/Navy/etc.)	Installation:	Unit:
From what country or ship will calls be made? (EX: US, Germany, Iraq, aboard USS Nemetz, etc.)		
*Who will receive the virtual PIN(s)? (Please provide name of the VA facility or military unit)		
*Will the person or unit receiving the virtual PIN(s) have access to a MWR Internet Caf� in Afghanistan/Kuwait? <input type="checkbox"/> Yes <input type="checkbox"/> No		
*Number of virtual PINs requested: (please limit to 1 PIN per person)		
SHIP TO ADDRESS, IF DIFFERENT THAN YOUR ADDRESS		
Post/Aux (if applicable)		
*Rank/Title:	*First Name:	*Last Name:
*Address:	*City/State/Zip:	
*Phone Number:	*Email Address:	
*Military Branch: (Army/Navy/etc.)	Installation:	Unit:

**Fields marked with an asterisk (\*) are mandatory.**

**Mailing address:  
 VFW 406 W. 34th St., Suite 902  
 Kansas City, MO 64111**



# OPERATION UPLINK



## 2014 Free Call Day Schedule

MONTH	DATE	SPONSOR
January 2014	January 1st, New Years Day January 5th, VFW Salutes the Armed Forces January 19th, VFW Salutes the Armed Forces	Sport Clips Sport Clips Sport Clips
February 2014	February 2nd, VFW Salutes the Armed Forces February 14th, Valentine's Day February 23rd, VFW Salutes the Armed Forces	Sport Clips Sport Clips Sport Clips
March 2014	March 2nd, VFW Salutes the Armed Forces March 16th, VFW Salutes the Armed Forces March 30th, VFW Salutes the Armed Forces	Sport Clips Sport Clips Sport Clips
April 2014	April 6th, VFW Salutes the Armed Forces April 20th, Easter April 27th, VFW Salutes the Armed Forces	Sport Clips Sport Clips Sport Clips
May 2014	May 4th, VFW Salutes the Armed Forces May 11th, Mother's Day May 18th, Salute the Armed Forces May 25th, Memorial Day	Sport Clips Ladies Auxiliary to the VFW Veterans Family Fund Sport Clips
June 2014	June 1st, VFW Salutes the Armed Forces June 15th, Father's Day June 29th, VFW Salutes the Armed Forces	Sport Clips Sport Clips Sport Clips
July 2014	July 4th, Independence Day July 13th, VFW Salutes the Armed Forces July 27th, VFW Salutes the Armed Forces	Sport Clips Sport Clips Sport Clips
August 2014	August 10th, VFW Salutes the Armed Forces August 17th, VFW Salutes the Armed Forces August 31st, Labor Day	Sport Clips Sport Clips Sport Clips
September 2014	September 11th, Patriot Day September 14th, VFW Salutes the Armed Forces September 29th, VFW Day	Sport Clips Sport Clips Sport Clips
October 2014	October 5th, VFW Salutes the Armed Forces October 19th, VFW Salutes the Armed Forces October 26th, VFW Salutes the Armed Forces	Sport Clips Sport Clips Sport Clips
November 2014	November 11th, Veterans Day November 27th, Thanksgiving Day November 30th, VFW Salutes the Armed Forces	Sport Clips Harleysville Insurance Sport Clips
December 2014	December 7th, Pearl Harbor Rememberance Day December 14th, VFW Salutes the Armed Forces December 24th, Christmas Eve December 25th, Christmas Day	Sport Clips Sport Clips Veterans Family Fund Sport Clips

\*Dates are subject to change

1/9/2014



## Operation Uplink and Free Call Days FAQ

### **What are the Free Call Days?**

Operation Uplink Free Call Days are a 24 hour period where all the calls made from any of the 450+MWR (SPAWAR) Internet Cafés in Afghanistan, Kuwait and other Middle East locations are free for active duty service members. If the service members do not have access to the MWR (SPAWAR) Internet Cafés or are stationed outside of Afghanistan/Kuwait, please provide the unit's contact information and we will see that they're taken care of through other available options.

### **Why are Free Call Days so important?**

Free Call Days provide service members a morale boosting and vital connection with family and friends while eliminating the financial burden many can't afford.

### **When are the Free Call Days?**

We provide at least three scheduled dates each month. You can find our most current schedule at [www.vfw.org/NMS](http://www.vfw.org/NMS). The Free Call Days run midnight to midnight based on Eastern Standard Time.

### **Can I still get phone cards?**

With the advancements in technology overseas and internet access becoming more readily available, phone cards are becoming obsolete. Service members have less access to the AT&T phone banks and are relying on email, SKYPE and other instant messaging options to stay connected with home. Operation Uplink is no longer providing phone cards because our program is able to connect an average of over 50,000 service members each month. With greater access through 450+ MWR (SPAWAR) cafés, Free Call Days and virtual PINs, Operation Uplink is providing more service members with chances to call home than ever before.

### **How are the Free Call Days more cost effective?**

When Operation Uplink provided phone cards to deployed troops, each card cost \$6.50 and provided 15 minutes of talk time. The same \$6.50 will provide 10 service members a 15 minute call through the Free Call Days café enabling the program to be good stewards to our donors by stretching every dollar and providing 10's of thousands more calls for the military and that is what Operation Uplink is all about!

### **How many service members actually use the Free Call Days?**

In 2012, through the Free Call Days and the distribution of virtual PINs to hospitalized veterans and service members stationed outside of Afghanistan/Kuwait, Operation Uplink provided over 760,000 connections totaling almost 10 million minutes of talk time!

Still have questions? Contact VFW Operation Uplink at: [uplink@vfw.org](mailto:uplink@vfw.org) or (816) 968-1155



VFW Operation Uplink ★ VFW Unmet Needs ★ VFW Military Assistance Program

## **VFW Unmet Needs Disaster Assistance**

The **VFW Unmet Needs** program proudly stands ready to assist our service men and women when they are burdened by circumstances out of their control after state-declared natural disasters such as tornadoes, hurricanes, fires or floods.

The service member or veteran *must* have served on active-duty other than training within the past 36-months in order to qualify. We have shortened the application to ONE PAGE for Natural Disaster Assistance. Assistance is limited to natural disasters which have damaged or forced the service member to vacate their primary residence. The assistance does not apply to vehicle damage or vehicle insurance deductibles. **Application must be received within 30 days of state-declared natural disaster.**

The **Unmet Needs** Program's Natural Disaster Assistance is as follows:

Total loss of the primary residence: \$500

Power loss or damage to the home: \$300

Completed applications can be emailed to [unmetneeds@vfw.org](mailto:unmetneeds@vfw.org) or faxed to (816) 968-2779. Contact us if you have any questions!



# DISASTER ASSISTANCE

## UNMET NEED PROGRAM APPLICATION FORM

**Please fax completed application to: 816-968-2779**

Or mail it to:

Unmet Needs Program  
 VFW  
 406 West 34th Street  
 Kansas City, MO 64111

### MILITARY MEMBER'S INFORMATION

NAME:	BIRTHDATE:	
ADDRESS:		
CITY:	STATE:	ZIP:
COUNTRY:		
PHONE:		
BRANCH OF MILITARY:	RANK:	
SSN:	EMAIL:	

### APPLICANT'S INFORMATION

NAME:	BIRTHDATE:	
ADDRESS:		
CITY:	STATE:	ZIP:
COUNTRY:		
PHONE:	EMAIL:	
RELATION:	SSN:	

PLEASE EXPLAIN YOUR NEEDS: *(Use back of page if more space is needed.)*

FUNDS NEEDED: \$

Please list other agencies with whom you are in contact regarding your particular needs.  
 For example: The Veterans Administration, social service agencies, military relief agencies, etc.


### MILITARY UNIT POINT OF CONTACT (E8 OR ABOVE)

Note: The Military Unit Point of Contact will be contacted to verify this case.

NAME:	TITLE:	PHONE:
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I certify the above information to be true and correct. I authorize verification/release of the information I am providing on this application to the Veterans of Foreign Wars.

SIGNATURE:



## **Unmet Needs Eligibility Criteria**

The Service Member or Veteran must have been Honorably Discharged from the Military, and served on active duty orders (excluding basic training, AIT, drill or annual training) within the past 36 months prior to applying.

The applicant must be the service member or eligible dependent listed under DEERS.

The hardship must be due to one of the following:

- Deployment
- Military pay issue
- Military illness or injury
- Natural disaster

The Hardship cannot be caused by:

- Civil, legal or domestic issues, misconduct, or any issues that are a result of spousal separation or divorce
- Financial mismanagement by self or others, or due to Bankruptcy

Applicants can receive funds only once every 18 months, and only twice total; all grants are paid directly to the creditor and not to the applicant. Second requests for assistance must be caused by a new situation and deployment.

### **Expenses Eligible for payment:**

- Housing expenses – mortgage, rent, repairs, insurance
- Vehicle expenses – payments, insurance, repairs
- Utilities and primary phone
- Food and incidentals
- Children's clothing, diapers, formula, necessary school or childcare expenses
- Medical bills, prescriptions & eyeglasses – the patient's portion for necessary or emergency medical care only

### **Ineligible Expenses:**

- Credit cards, military charge cards or retail store cards
- Personal, student and payday loans
- Travel, Funeral Expenses
- Cable, Internet, or secondary phones
- Investigational or cosmetic medical procedures & expenses
- Taxes
- Child support, alimony, or legal expenses
- Military debt, or debt owed to a friend/family member
- Furniture, electronic equipment or vehicle rentals
- Down payments on homes, vehicles or insurance deductibles
- Reimbursements for items already paid for
- Bills obviously due to excessive use or mismanagement

***The Veterans of Foreign Wars and Unmet Needs Program reserves the right to make exceptions on a case-by-case basis to the afore mentioned criteria. For more information, contact Unmet Needs at 1-866-789-6333.***



## VFW UNMET NEEDS PROGRAM APPLICATION FORM

All applications are individually reviewed on a case-by-case basis. Submitting an application does not guarantee payment of funds. The VFW reserves the right to make exceptions on a case-by-case basis.

***\*ALL the following Eligibility Criteria must be met for your case to be considered:***

- The service member has served Active Duty, other than training, within the **past three years** prior to applying.
- The hardship must be due to one of the following:
  - deployment, military pay issue, military illness or injury, or natural disaster
- The applicant must be the service member or eligible dependent listed under DEERS

**Expenses Eligible for consideration of payment:**

- Household expenses – mortgage, rent, repairs, insurance.
- Vehicle expenses – payments, insurance, repairs (major repairs for vehicles over ten years old will not be considered).
- Utilities.
- Food and Clothing.
- Children's clothing, diapers, formula, school or childcare expenses.
- Medical bills, prescriptions & eyeglasses – the patient's portion for necessary or emergency medical care only.

**Expenses Ineligible for consideration for payment:**

- Credit cards, Military charge cards, or retail store credit cards.
- Personal, student or payday loans.
- Cable, Internet and secondary phone.
- Cosmetic or investigational medical procedures and expenses.
- Taxes – property or otherwise.
- College Expenses.
- Furniture rentals.
- Any other expense not determined to be a basic life need.

**The eligible and ineligible expense lists are not all inclusive and each expense will be considered on a case-by-case basis. Payment will be made at the discretion of the approval committee. Payments are made directly to creditors.**

**Please fax completed application to 816-968-2779.**

Updated 8/8/2013



## VFW UNMET NEEDS PROGRAM APPLICATION FORM

All applications are individually reviewed on a case-by-case basis.  
 Submitting an application does not guarantee payment of funds.  
 The VFW reserves the right to make exceptions on a case-by-case basis.

### APPLICANT'S INFORMATION \*REQUIRED FIELD

NAME*:		BIRTHDATE*:	
ADDRESS*:			
CITY*:		STATE*:	ZIP*:
COUNTRY*:			
PHONE*:		EMAIL*:	
RELATION*:		SOCIAL SECURITY NUMBER*:	
Excluding Military Member, please list all dependents residing in the home*:			
NAME:	AGE:	RELATIONSHIP:	

### MILITARY MEMBER'S INFORMATION

NAME*:		BIRTHDATE*:	
ADDRESS*:			
CITY*:		STATE*:	ZIP*:
HOME OF RECORD (City and State only)*:			
PHONE*:		SOCIAL SECURITY NUMBER*:	
Branch* (choose one)	Status* (choose one)	Pay Grade/Rank*:	
		Home station unit or last unit if not currently active*	

### MILITARY SERVICE INFORMATION

<input type="checkbox"/> Y <input type="checkbox"/> N Military member is currently active duty*. If NO, what is the approximate discharge date of last active duty service? _____ What was this period of active duty service for? _____ Updated 8/8/2013	<input type="checkbox"/> Y <input type="checkbox"/> N Military member is currently deployed in support of OEF/OIF*.  <input type="checkbox"/> Y <input type="checkbox"/> N Military member is currently experiencing a service connected injury or medical emergency*.
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<b>INCOME</b>	<b>*required field</b>
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Military Member Monthly Income*: \$ _____		Spouse/Fiance/Roommate Monthly Income*: \$ _____	
Additional Monthly Income*:			
<b>Type</b>	<b>Amount</b>	<b>Type</b>	<b>Amount</b>
VA Benefits	\$	Unemployment	\$
Housing-BAH	\$	Child Support (recieved)	\$
Food Subsistance-BAS	\$	SSI/SSDI	\$
Hazardous Duty/imminent Danger Pay	\$	Welfare	\$
Separation pay	\$	Food Stamps	\$
	\$0.00	_____	

<b>MONTHLY EXPENSES</b>
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Complete all fields with an approximate monthly amount. Leave inapplicable fields blank.

Rent/Mortgage	\$	Notes/Explanation:
Utilities	\$	
Phone 1	\$	
Phone 2	\$	
Phone 3	\$	
Cable	\$	
Internet	\$	
Vehicle #1	\$	
Vehicle #2	\$	
Insurance(s)	\$	
Vehicle(s) Fuel	\$	
Recreation Vehicle	\$	
Food	\$	
Household Items	\$	
Child Care	\$	
Child Support (Paid)	\$	
Credit/Charge Cards	\$	
Loans	\$	
Student Loans	\$	
Savings	\$	
Other	\$	

\$0.00

**Without a completed budget your Application will not be considered.**  
 Updated 8/8/2013

**\*This form must be signed and initialed and then faxed or mailed to our office.\***

## **UNMET NEEDS TERMS AND CONDITIONS**

Please initial all blocks below and sign the bottom. This form is essential to the review and approval process. We want to emphasize that each application will be reviewed independently and each case will stand on its own merit.

\_\_\_\_\_ I understand that proper stewardship requires I provide information to substantiate my request, including governmental records, price/income information, and medical information. This information will be kept confidential. I further indicate that if the request cannot be substantiated, it will not be possible to consider or approve it.

\_\_\_\_\_ I agree to allow the Unmet Needs Program to have access to my account information for the sole purpose of payment remittance. I will submit documentation of the expenses for verification by Unmet Needs personnel.

\_\_\_\_\_ I understand that the Unmet Needs Program elects to pay for approved merchandise or services directly. I will have thirty (30) days to redeem the merchandise, or the grant will be forfeited. I will be required to submit receipts for said merchandise or services.

\_\_\_\_\_ I understand the primary purpose of the Unmet Needs Program is to meet immediate and urgent needs of the recently Active Duty Military, Reserve and National Guard personnel, and their immediate family members.

\_\_\_\_\_ I understand that because demand is so great, I can only apply to the program once every eighteen (18) months, even if my application has been denied.

\_\_\_\_\_ I agree to obey all the policies of the program and comply with any reasonable directions with respect to questions or concerns that may arise.

\_\_\_\_\_ I understand that the Veterans of Foreign Wars may require that I submit to an interview, and may request to use my name and the particulars of the gift in press and promotional efforts. I understand that there is no promise of compensation for my participation. If I choose to maintain case confidentiality, it will in no way influence my application. The VFW may use my written statements and documentation enclosed as needed for these purposes.

\_\_\_\_\_ I understand that the Unmet Needs Program is funded by public donations and success is based solely upon public support of the program. The Veterans of Foreign Wars, the VFW Foundation and the Unmet Needs Program are not government funded.

\_\_\_\_\_ I agree to hold the VFW Foundation, the Veterans of Foreign Wars of the United States, their officers, employees, agents, and sponsor harmless as a result of this request and their handling of it and waive all rights to seek damages from these parties for any loss, or perceived loss, that may occur.

### **Please initial your preference:**

\_\_\_\_\_ I am willing to be interviewed and featured in VFW news stories. I understand that any photos I provide to VFW become the property of VFW and may be used in fundraising or other publicity materials with no promise of compensation for participation.

**OR**

\_\_\_\_\_ I do not wish to be featured in any VFW or other publications.

\_\_\_\_\_  
Military Member/Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

5

**Please verify that the following documents are enclosed with the application\*:**

- DD214-Member Copy #4** or Military Member's most **recent orders**.
- A written statement from the Military Unit point of contact (**member of Chain of Command, Family Assistance Center Representative, VA Rep or VFW Rep**) that verifies the member's military status and financial hardship. This statement **must be** signed and dated by the Military Unit point of contact, and on letterhead if possible.
- Copy of the bills for which you are requesting assistance. This must include the account holder's name and the account number, as well as the creditor's name and phone number with area code. For assistance with repairs or other services, two different written estimates on company letterhead are required. (For example, if requesting assistance with rent, a copy of your lease agreement is required.)

**YOUR APPLICATION CAN NOT BE REVIEWED WITHOUT ALL OF THE ABOVE SUPPORTING DOCUMENTATION!**

**Application and Supporting documentation may be mailed, faxed, or emailed to our offices.**

**Veterans of Foreign Wars  
Attn. Unmet Needs Program  
406 West 34th Street  
Kansas City, MO, 64111  
Fax: 816-968-2779  
E-mail: [unmetneeds@vfw.org](mailto:unmetneeds@vfw.org)  
Website: <http://www.vfw.org/NMS>**

Once we have received your completed application a representative may contact you to discuss the specifics of the case and/or to request additional information. This contact does not imply approval of your application.

The approval process normally takes twenty (20) business days.

We will contact you as soon as a final determination has been made in your case

**Please Note: We are unable to respond to status check requests while your file is being processed. If you have not received contact from us after twenty (20) business days from submitting your application, please contact us.**

## Military Point of Contact Letter

This letter must be prepared by a **Member of Chain of Command (E8 or above), Family Assistance Center Coordinator, Medical Hold Case Worker, VA Representative, or VFW Service Officer**. The letter must verify the cause of the financial hardship. This statement must be signed and dated by the **Military Unit point of contact, not the applicant**. Please feel free to attach any additional information that will help the Unmet Needs committee make a decision on this request.

**The Service Member is currently active duty or has served on active duty within the past three years prior to applying**

Active Duty date \_\_\_\_\_ to \_\_\_\_\_

### Current Pay Status

The service member is currently receiving: (check all that apply)

- Active Duty Pay
- Incapacitation Pay
- VA Benefits Disability Rating \_\_\_\_\_%

The SM has applied/waiting for:

- VA Benefits           Applied on: \_\_\_\_\_
- Incapacitation Pay   Applied on: \_\_\_\_\_
- VOC Rehab           Applied on: \_\_\_\_\_
- ESGR Complaint      Applied on: \_\_\_\_\_

### How was the hardship caused by the military or a deployment?

Explanation Required (If there is a military-related injury, documentation is required)\*:

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Military Point of Contact Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

No Electronic signatures accepted.

Incomplete/unsigned forms will be returned.

MOPC's: Please call 1-866-789-6333 if you have any questions.

# Voice of Democracy

The VFW's "Voice of Democracy" Scholarship Contest is an annual nationwide audio essay competition designed to give 9th-12th grade high school students, ages 15–19, the opportunity to voice their opinion on their responsibility to our country. The student must record their essay on a cassette tape or CD (3-5 minutes in length) on an annual patriotic theme (the 2014-2015 theme is: "Why Veterans are Important to our Nation's History and Future"). This year is the sixty-eighth year of the program. Each Department (state) first place winner receives an all-expense-paid trip to the national finals held in Washington, D.C., Feb. 28 – March 4, 2015 (four fun-filled days of tours and visits to monuments). Once all of the finalists' recorded essays have been reviewed (prior to the students arrival), the judges make their final decisions and we announce all of the national college scholarship winners in Washington, D.C. during the "Parade of Winners."

Under VFW and its Ladies Auxiliary sponsorship, the annual national scholarships have increased to \$152,000. The first place winner receives a \$30,000 scholarship and all national finalists receive at least a \$1,000 scholarship. The total monetary value of scholarships and awards provided by VFW Posts, Auxiliaries, Districts, County Councils and Departments amount to over \$2 million and almost 40,000 students participate nationwide.

Begun by the National Association of Broadcasters in the late 1940's, the Veterans of Foreign Wars of the United States became involved in the late 1950's. The VFW took over primary sponsorship in 1961 when the National Association of Broadcasters could no longer sponsor the program nationally. Then in 1964, the Ladies Auxiliary joined the VFW in sponsorship of the program. Because of the active program promotion and participation, the national scholarship funds have steadily increased from four national winners in 1962, with total scholarships of \$3,750, to our current level of sixty-three national scholarships totaling \$152,000. A student by the name of Charles Kuralt, the late television news broadcaster and author, was one of the early Voice of Democracy winners. Other notable participants have been Miss America Anita Bryant and U.S. Attorney General John Ashcroft. This Youth Program has truly become the premier program of the Veterans of Foreign Wars and its Ladies Auxiliary.

## Patriot's Pen

Now in its twentieth year, the VFW's "Patriot's Pen" Essay Competition is an annual nationwide essay competition for 6th, 7th and 8th grade students. The student must write a 300-400-word essay on an annual patriotic theme (the 2014-2015 theme is: "Why I Appreciate America's Veterans"). Under VFW and its Ladies Auxiliary sponsorship, the annual national awards total \$46,000. The first place national winner receives a \$5,000 award and an all-expense-paid trip to Washington, DC. More than 115,000 students participate nationwide.

### **Deadlines for both Voice of Democracy and Patriot's Pen:**

- Student Entry – Midnight, November 1, 2014
- Complete Post Judging – November 15, 2014
- Complete District Judging – December 15, 2014
- Complete Department Judging – January 10, 2015
- District Reports to Department – January 15, 2015
- Department Winner to National – January 15, 2015
- Department Report to National – January 31, 2015

All information that is needed to conduct the 2014-2015 Voice of Democracy and Patriot's Pen Programs are online now under "My VFW." Visit this website <http://www.vfw.org/Login.aspx> where you can access all of the VFW's Online Membership System (OMS) services available to our members and VFW leaders. After you log on or create an account and log in, click on **CHAIRMAN GUIDES under the General Members Tools and Resources** heading. There you will find the "Scholarships Programs" manual (which contains all rules of both the Voice of Democracy and Patriot's Pen programs.) Below that manual, you will find the following additional materials:

- 1.) "National Scholarship Brochure" (great to hand out to teachers when you speak to them and it explains to them what they need to do to get involved.)
- 2.) "How-To Guide for Promoting Youth Programs" (contains helpful information for newer Post Voice of Democracy or Post Patriot's Pen chairmen.)
- 3.) Voice of Democracy Scoresheet
- 4.) Patriot's Pen Scoresheet
- 5.) PSA's and Press Releases (Samples)

You can download and print the student entry forms for Voice of Democracy and Patriot's Pen by visiting the below links and clicking on "ACCESS COMPLETE RULES AND INFORMATION."

Voice of Democracy: <http://www.vfw.org/Community/Voice-of-Democracy/>

Patriot's Pen: <http://www.vfw.org/Community/Patriot-s-Pen/>

Recognition, awards and gifts for Voice of Democracy and Patriot's Pen are available at the VFW Store. [www.vfwstore.org](http://www.vfwstore.org) (800.821.2606)

# National Scout of the Year Scholarship

VFW Scout of the Year Scholarships of \$5,000, \$3,000 & \$1,000 will be offered in 2015. Entrants must be recipients of the BSA Eagle Scout Award, Venture Summit Award or Silver Award, Sea Scout Quartermaster Award or Girl Scout Gold Award. Entries should be presented to their local VFW Post by March 1, 2015 and Posts should submit their winners to their VFW Department by April 1, 2015. Department winners should be forwarded to the VFW Programs Office at VFW National Headquarters by May 1, 2015.

## Recognition Activities National Citation of Recognition

These citations are available to recognize Posts or individual Post Chairmen who have demonstrated a high level of service to their community by exhibiting an exemplary level of performance and achievement. Department Chairmen are given sole responsibility for establishing the criteria their Department will use to qualify Posts or individual chairmen seeking these National Citations. Only VFW Department Chairmen (Youth, Safety, Community Activities, Citizenship Education, Voice of Democracy, Patriot's Pen and Teacher Award) may submit the request form to the VFW National Programs Department. Application forms, including all criteria and instructions, are sent to all Department Chairmen in February. Deadline date for requesting citations is March 1 to enable processing in time for proper presentation at the Department Convention. All citations will be mailed directly to the Department Headquarters.

## National Awards for Public Servants

Each year, the Veterans of Foreign Wars selects emergency services persons, law enforcement officers and firefighters to receive VFW National Awards. Deadline for entries is February 1st at VFW National Headquarters. Eligible candidates for each award are as follows:

### Emergency Medical Technician National Award

Any individual who actively gives emergency medical treatment, provides rescue service or civil disaster assistance as a member of any public or volunteer company organized to give emergency medical care, provide rescue and civil disaster assistance to our nation's citizens.

### Law Enforcement National Award

Any individual who serves in a municipal, county, state or federal unit tasked with enforcement of the laws pertaining to their area of responsibility. This award does not apply to individuals employed by private companies or security services.

### Firefighters National Award

Any individual who actively fights fires as a member of any public or volunteer company organized to fight fires and give assistance to our nation's citizens.

**Criteria for all National Awards:**

**Candidates must have demonstrated:**

- Recognition by their colleagues or those they serve.
- Consistent excellence in the performance of their duties.
- Consistent dedication to their official responsibilities over a period of years and continuous growth in responsibilities and skills within their profession.

**Documentation required for all candidates (Does not need to be sent from Department to National):**

- Nomination letter containing the candidate's name, title, address, telephone and identifying the award for which the individual should be considered.
- One page resume of the candidate's overall background.
- One page resume of the candidate's background in their field.
- One page listing of the candidate's accomplishment and awards in their field.
- Photograph (preferably a head shot) of the candidate.

**Nomination:**

The three nominations from each Department will receive the appropriate VFW national citation:

- VFW National Emergency Medical Technician Award
- VFW National Firefighter Award
- VFW National Law Enforcement Award

**Post Safety Chairmen should submit a candidate for each of the three awards to their Department Headquarters by January 1, 2015. The Department must select a single candidate from all the Post entries for each of the three awards and submit a request form (which can be obtained from the VFW Programs office – see below) to VFW National Headquarters by February 1, 2015. (Please allow up to three (3) weeks for processing.)**

Department Commanders are expected to arrange presentation of these awards at a venue chosen by the award recipient and outside the VFW to maximize public exposure of our awards. Events such as the state meeting of the recipient's professional association, at their city council meeting or in front of their peers in their firehouse or police station are highly encouraged.

**Your Department request form (or questions) should be sent to:**

VFW National Headquarters  
Programs Department  
406 West 34th Street  
Kansas City, MO 64111  
Phone: (816) 756-3390 ext. 287, Fax: (816) 968-1149  
E-Mail: tbeauchamp@vfw.org

## Life Saving Awards

The Life Saving Award is intended for a VFW Post to recognize individuals who have gone out of their way to save the life of another human being in their local community. Life Saving Award Citations are available free of charge from the VFW National Programs Department. Nominations must include:

1. Documentation of the event (newspaper clippings, etc.),
2. Name of the individual who will receive the award,
3. Presentation date and the date desired on the citation, and
4. Name & address of the Post Commander or Ladies President who will be sent the award for presentation.

These awards are available for presentation year-round.

## Cadet Citations & Medals

There are several citations, medals and ribbons now available through our VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org) to honor cadets serving in the following programs:

JROTC  
SROTC  
NAVAL SEA CADETS  
CIVIL AIR PATROL (Officer and NCO)

## Youth Hunting & Shooting Programs

VFW has been involved with the National Rifle Association (NRA) since 1920. Through the NRA, hundreds of VFW Posts provide hunter safety courses and sponsor shooting competitions. Annually, VFW and NRA offer junior and adult small-bore rifle and air rifle matches conducted by mail called "postal matches."

They are designed for VFW rifle teams as a sport activity for youth and adults to build interest in rifle shooting and safety. Both individual and team matches are offered. A Postal Match is a match in which competitors fire on their home ranges using targets which have been marked for identification. The scores are then mailed to the NRA for ranking of awards.

If your VFW Post does not already participate in the Youth/Adult Rifle Program and would like to take part in a program that has great appeal for youngsters as well as adults, please go to the NRA's Postal Match website <http://www.nrahq.org/compete/dept-postal.asp>. Complete program information, rules, and entry form (in PDF format) are available <http://www.nrahq.org/compete/Postals/VFW%20Postal.pdf> and they may be printed, completed, and mailed to the NRA.

If you have any questions, please contact the NRA directly at:

National Rifle Association  
Competitive Shooting Division  
11250 Waples Mill Rd.  
Fairfax, VA 22030  
e-mail: [postals@nrahq.org](mailto:postals@nrahq.org)  
phone: (703) 267-1482

If you have any other questions, please feel free to contact the VFW Programs Office at 816-756-3390 ext 220.

**For additional information on any of these programs:**

VFW Programs  
VFW National Headquarters  
406 West 34<sup>th</sup> Street  
Kansas City, MO 64111  
Phone: (816) 968-1117  
Fax: (816) 968-1149  
E-mail: [kharmar@vfw.org](mailto:kharmar@vfw.org)

Recognition, awards and medals for Law Enforcement, EMT, Firefighters, Public Servants and Cadets are available at the VFW Store. [www.vfwstore.org](http://www.vfwstore.org) (800.821.2606)

# The History of the “Buddy” Poppy®

The Veterans of Foreign Wars of the United States was the first veterans organization to promote a nationally organized campaign for the annual distribution of Poppies assembled by disabled and needy veterans.



The poppy movement was inspired by the poem “In Flanders Fields,” written by Lieutenant Colonel John McCrae of the Canadian forces before the United States entered World War I. Distributing replicas of the original Flanders Poppy originated in some of the Allied countries immediately after the Armistice.

No definite organized distribution of Poppies on a nationwide scale was conducted in America until 1921, when the Franco-American Children’s League distributed Poppies ostensibly for the benefit of children in the devastated areas of France and Belgium.

Madam Guerin, who was recognized as “the Poppy lady from France,” sought and received the cooperation of the Veterans of Foreign Wars of the U.S. in early 1922, after the Franco-American Children’s League was dissolved. The VFW conducted a Poppy campaign prior to Memorial Day 1922, using only Poppies made in France. In the 1923 Poppy campaign, due to the difficulty and delay in getting Poppies from France, the VFW used French Poppies that were on hand and the balance was provided by a firm in New York City manufacturing artificial flowers.

During the 1923 campaign, the VFW evolved the idea which resulted in the VFW “Buddy” Poppy® fashioned by disabled and needy veterans who were paid for their work. This plan was formally presented for adoption to the 1923 Encampment at Norfolk, Virginia. Immediately thereafter the VFW Buddy Poppy factory was established in Pittsburgh, Pennsylvania, where all VFW Buddy Poppies for the 1924 campaign were assembled by disabled veterans. General Frank T. Hines, Director of the U.S. Veterans’ Bureau, endorsed the plan and pledged the cooperation of his department. All men employed in assembling Buddy Poppies for the 1924 campaign were sent to the VFW Poppy workshop by the Veterans’ Bureau regional manager in Pittsburgh. The designation “Buddy” Poppy® which originated with the men themselves, was adopted at that time. **In February, 1924, the VFW registered the name “Buddy” Poppy® with the United States Patent Office, and a certificate was issued on October 14, 1924, granting the VFW all trademark rights in the name of “Buddy” under the classification of artificial flowers.** The VFW has made that trademark a guarantee that all Poppies bearing that name and the VFW label are genuine products of the work of disabled and needy veterans. No other organization, firm or individual can make legal use of the name “Buddy” Poppy®.

Following the 1924 campaign, a number of the larger VFW Departments (States) believed it would stimulate local distribution if the Poppies they used were assembled by disabled veterans in hospitals within their own jurisdiction. The 1924 VFW Encampment at Atlantic City granted this privilege, under the provision that all Poppies would be produced according to specifications set forth by the National Buddy Poppy Department, and that all Poppies would be assembled by disabled veterans in government hospitals and by needy veterans in workshops supervised by the VFW.

VFW has steadfastly adhered to the policy of veteran assembled Poppies. The VFW organized the first nationwide distribution of Poppies by a veterans organization in May 1922. The Poppy was adopted by the National Encampment held in Seattle during August of that year as the official memorial flower of the Veterans of Foreign Wars of the United States.

In September 1920, the national convention of the American Legion held at Cleveland passed a resolution

adopting the Poppy as the official flower of that organization. However, at the third national convention of the American Legion held in Kansas City in October 1921, the American Legion repudiated the Poppy and adopted the daisy as its official flower.

In October 1922, following the first nationwide distribution of Poppies by the VFW during May of that year, the fourth national convention of the American Legion held at New Orleans in October, adopted the following resolution: "Resolved, that the Poppy is hereby declared to be the official American Legion flower, instead of the daisy, which was adopted by the 1921 convention of the American Legion".

Following the successful Poppy campaign conducted by the VFW in May 1922, the American Legion realized the financial possibilities of the Poppy movement. In the spring of 1923, following the New Orleans encampment and one year after the first VFW Poppy campaign on a nationwide scale, the American Legion conducted its first Poppy distribution using Poppies supplied by a French manufacturer.

The records are clear, however, on the subject of the first nationwide distribution of Poppies by the Veterans of Foreign Wars of the U.S. in May 1922.

From the very beginning, the Buddy Poppy project of the VFW has received the endorsement and cooperation of the director of the Veterans Administration, and the support of administrators and medical officers of government hospitals. All Presidents since Warren G. Harding (1921-1923) have conveyed to the nation at large, endorsement and recognition of this VFW effort.

Today, VFW Buddy Poppies are assembled by disabled, needy, and aging veterans in VA rehabilitation centers. The majority of proceeds derived from each campaign conducted by VFW Posts and Ladies Auxiliaries is retained locally to provide for veteran services and welfare. The minimal assessment (cost of Buddy Poppies) to VFW units provides compensation to the veterans who assembled the Poppies, provides financial assistance in maintaining state and national veterans' rehabilitation and service programs, and partially supports the VFW National Home for children, a community of children and families of veterans and active-duty military.

Buddy Poppy proceeds represent no profit to any VFW unit. All money contributed by the public for Buddy Poppies is used for members of the Armed Forces, veterans' welfare, or for the well-being of their needy dependents, widows and the orphans of veterans.

## How To Organize a "Buddy" Poppy® Campaign

It is the duty of each Post chartered in the Veterans of Foreign Wars to conduct a distribution of Buddy Poppies every year ... "to assist worthy comrades; to perpetuate the memory and history of our dead, and to assist their widows and orphans ..." As Post Commander, your job will not be complete if your term ends without a Buddy Poppy distribution being conducted on Veterans Day, Memorial Day, or both days and ... you will have done a good job if the distribution is larger than last year.

Every Post and Auxiliary can conduct a successful Buddy Poppy distribution the **very first year** if the proper preparation is made. The following "tried and proven" procedures are listed for your information and guidance.

**Appoint a chairman.** The first thing you must do is appoint a chairman -- a dependable person -- to handle the distribution. He/she must be conscientious, enthusiastic, and able to work with others. For your first year distributing Poppies, there is no reason why you should not appoint a person who already has other duties in your Post if he/she will do the best job for you. You may even serve as your own chairman.

**Contact your auxiliary.** If you have an Auxiliary, work very closely with them in this important program. You have equal responsibility in the Poppy campaign and it should be conducted jointly. Ask the President to appoint a chairman to work with your chairman.

**Set a date.** Determine the date on which you want to conduct your distribution. If you are in a metropolitan

area, there may already be an official date set for the distribution of Buddy Poppies. Even if there isn't, you must coordinate your distribution with the other Posts in the community.

The official dates for the distribution of Buddy Poppies include the two week period preceding Memorial Day. In some states, Veterans Day campaigns are more popular. Generally speaking, most promotional material is aimed at Memorial Day because the Poppy is the Memorial Flower and because the nation has set this day aside for remembrance of the dead of all wars.

**Obtain a permit.** Most cities, and even small villages, require a permit for street solicitation. This is generally obtained through the Mayor or the Chief of Police. There is usually no charge.

**Order your Poppies and supplies.** All Buddy Poppies are ordered through your Department Quartermaster (or Department Poppy Chairman). He can tell you the price and also furnish a list of campaign aids which may be purchased at a nominal cost. It is suggested you order your supplies a minimum of 12 weeks in advance of your distribution date.

You will need coin canisters, identification cards for workers, arm bands, and other material to help with your campaign. All this is available through the VFW Store at 1-800-821-2606.

Don't worry about the cost. You may pay for all material after the distribution from the profits you have made.

**Obtain workers.** The success of your campaign will depend upon how many people you recruit to distribute the Poppies.

The active members of your Post and Auxiliary are your first and best source of workers. These people are interested in the programs supported by the Poppy program and are aware of the need for the distribution. Obtain a promise from them at least a month in advance of the distribution.

Don't overlook your inactive members. Many of them have not attended meetings regularly or taken an active part in your programs simply because they have not been convinced their help is needed. Have your chairman call each, individually, asking for their help. You will hear a lot of excuses, but you will also get some workers. And once they have helped with the Poppy distribution, they will help in other programs later.

If your Auxiliary sponsors a Junior Girls Unit, or if your Post sponsors a Sons of the VFW Unit; a Boy Scout Troop; or other youth organizations, ask the kids to help with the Poppy distribution.

**You will get help** in planning and organizing your campaign. After the month of May, you and your Auxiliary will each receive promotional material prepared at National Headquarters.

When you receive this, read it immediately and turn it over to your chairman for his guidance. Order the promotional material you need immediately.

If you have taken the previous steps, you are well on the way to a ... successful "Buddy" Poppy campaign!

**More help** (if needed or desired) is available from people in your own Department. Ask for assistance from:

**Your Department Quartermaster**  
**Your Department Buddy Poppy Chairman**  
**Your District Commander**  
**Your District or County Council Poppy Chairman**  
**Other Posts and Auxiliaries**

Buddy Poppy merchandise available at [www.vfwstore.org](http://www.vfwstore.org) (800.821.2606). Also recognize volunteers and Buddy Poppy supporters with items from the VFW Store.

## What the “Buddy” Poppy® Distribution Means to the VFW

The purchase price paid for Poppies by your Post includes many items in addition to the cost of the Poppy itself. Since the handling of the distribution varies in different Departments, no exact figures can be given; but a minimum amount per thousand poppies is given below:

**\$15 to the disabled veterans making the Poppy**  
**\$10 to the VFW National Rehabilitation Service**  
**\$10 to the VFW National Home at Eaton Rapids, MI**  
**\$15 to your own Department Rehabilitation Service**

All funds realized from the distribution (above the cost) of the Poppy stays with your Post and Auxiliary for aid to local needy and disabled veterans and their families.

A needed program ... worthy of support and participation ... by **all members**.

## Suggestions for Successful Campaigns

1. **Create Enthusiasm.** Establish interest in the Poppy program - particularly among Posts and Auxiliaries who have been lax in the past. Speak at District meetings, attend Post meetings, send letters, and talk to individual officers and members. Contact the Auxiliaries and ask to speak at their meetings, discuss the program with their officers, help organize their campaign. If you can get one person interested in a Post or Auxiliary which has not previously distributed Poppies, you may get them going.
2. **Maintain Liaison.** between the Department and the Post and Auxiliaries. The Department Quartermaster (or Buddy Poppy Chairman) will receive the orders and he can keep you informed of requisitions from your jurisdiction. Where an order is slow coming in, or if the amount is small, contact the Post or Auxiliary. Obtain a supply of order blanks to take with you and pick up the order personally.
3. **Obtain New Territories.** In many cases, areas without a VFW Post will permit the distribution of Poppies by a neighboring Post; if approached correctly.
4. **Coordinate Campaigns.** If you have a dozen Posts in one city, set up territorial boundaries and invite them to distribute at the same time. Piecemeal campaigns irritate the public, produce poor results, and limit your TV, radio and newspaper publicity.
5. **Encourage Competition.** Set up Poppy Display contests, Poppy Queen contests, and challenges between neighboring Posts. Offer awards for the largest distribution, the best promotion, or the best use of Poppies. Give earned recognition at District and County Council meetings.
6. **Cooperate with your Partner in the VFW or Auxiliary.** The distribution of Buddy Poppies is a joint effort. An order from an Auxiliary is just as good as an order from the Post. If your District is large, possibly the VFW Chairman can visit Posts and Auxiliaries in his area and the Auxiliary Chairman visit those in her community, to assure complete coverage.
7. **Keep Informed.** Don't distribute misinformation. Your Posts and Auxiliaries look to you for guidance and leadership. Tell them how to organize and help them with their plans.
8. Be assured of our cooperation in assisting you to make this a “banner year” in your “Buddy” Poppy campaign.

## District & County Council Responsibility in the “Buddy” Poppy<sup>®</sup> Program

Numerous Departments provide additional material for the use of their Posts and Auxiliaries and make every effort to promote this important program.

Unfortunately, all the contact from your Department and the National level must be by letter. If the mail is not opened, read, and acted upon, their efforts are of no assistance.

The **District** and/or **County Council** must provide the direct personal contact which brings the importance of the program home to each Post and Auxiliary member.

The District or County Council Commander must take the first step in assuring a successful Buddy Poppy campaign by every Post in the District or County Council. That step consists of appointing an active, interested, capable and dedicated chairman, and notifying Department Headquarters and the National Buddy Poppy Department of his name and address.

It is important that each District and County Council submit the name and address of their designated Poppy Chairman on the report of installation.

You have one personal goal - an increased distribution by every Post in your District this year.

**If additional information about the VFW “Buddy” Poppy<sup>®</sup> Program is needed, you may check with your Department Headquarters or contact the Buddy Poppy Department at National Headquarters.**

# VFW Communications & Public Affairs—Looking Ahead

The basic rule of Public Affairs is this: you have only one chance to make a first impression.

Two challenges face us every day in the VFW: one, keeping all Americans aware of what our veterans have done to preserve freedom and democracy for our nation and the world; and two, keeping all Americans, especially veterans, informed of what we do for veterans and their families and for our nation.

The last century produced many veterans, ensuring veterans' needs and interests were given special attention. It's not that way anymore. Daily, the veteran population decreases. Fewer and fewer veterans serve in Congress. Consequently, the fight for veterans care and other entitlements becomes more difficult with each passing year.

**As a part of the VFW Communications & Public Affairs team, you can do something about this. Here's how you do it:**

First, learn all you can about the VFW, its history, achievements, programs, projects, goals and objectives. Call VFW National Headquarters anytime you have a question, or if you need to know the VFW's position on a current issue or want to know if we have a resolution on a particular subject. The most important tool of the trade in the public affairs business is knowledge.

Next choose a Public Relations Officer (PRO) who shares your knowledge, interest and enthusiasm, and can tell the VFW story in a meaningful and interesting way. Choosing a PRO who has these qualities is the most important thing you can do as a commander in promoting the VFW. Make a good choice and then support your PRO. Be sure the PRO has the tools necessary to do the job well.

Keep your PRO informed on events, programs and projects. The sooner they know about a project or event, the sooner they can begin the publicity program.

Take advantage of each event planned in your community. Community service projects often attract media coverage. VFW programs that spotlight individuals in the community also provide a means to get the VFW message out and support your member recruiting efforts. Visits from National or Department officers can generate media interest if approached from a current issue viewpoint. Use every event that comes your way to increase public awareness of what veterans have done and to inform veterans of what we are doing for them. If you accomplish those two objectives, you will have a very successful public affairs program.

# Veterans of Foreign Wars of the United States

## Media Fact Sheet

<b>Originated:</b>	1899 – Oldest major U.S. combat veterans organization 1936 – Congressional Charter
<b>Posts:</b>	Approximately 7,000 worldwide
<b>Membership:</b>	1.4 million
<b>Eligibility:</b>	An applicant must be a U.S. citizen, have served honorably overseas in the armed forces of the United States and earned a recognized campaign/service medal or badge, (including the Combat Action Ribbon or Badge); served in Korea after June 30, 1949, until present; or earned Hostile Fire or Imminent Danger Pay.
<b>Programs:</b>	Veterans Service National Security & Foreign Affairs Legislative Service VFW Action Corps National Military Services Youth Development, Scholarship & Recognition Buddy Poppy Citizenship Education & Community Services
<b>Headquarters:</b>	406 W. 34 <sup>th</sup> Street, Kansas City, Missouri 64111 Phone 816-756-3390, Fax 816-968-1199 Website <a href="http://www.vfw.org">www.vfw.org</a> — E-mail: <a href="mailto:info@vfw.org">info@vfw.org</a>
<b>Media Contact:</b>	Randi Law VFW Communications Manager, National Headquarters Joe Davis Director, Public Affairs, Washington Office

The purpose of the Veterans of Foreign Wars of the United States is to preserve and support the patriotic and historical interests of our country, our communities and our veterans; to strengthen the common bonds of the men and women who have served and who are currently serving in our military; to assist them and their families; to enhance their quality of life; and to maintain true allegiance to the Constitution and laws of the United States of America and defend her from all enemies.

### We will accomplish our mission by:

- Perpetuating the memory and history of our dead through public and private acts of remembrance;
- Preserving and defending the honor, integrity and rights of all veterans and those currently serving in the military;
- Fostering patriotism through education and volunteerism within the community; and
- Advocating for a strong national defense.



# VFW at a Glance

*The VFW is a nonprofit veterans' service organization composed of combat veterans and eligible military service members from the active, Guard and Reserve forces. The VFW and its Auxiliaries are dedicated to veterans' service, legislative advocacy, and military and community service programs worldwide.*

## Media Contacts:

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Joe Davis, Washington Office public affairs director, 202-608-8357, [jdavis@vfw.org](mailto:jdavis@vfw.org)

## Origins

In 1899, the American Veterans of Foreign Service (Columbus, Ohio) and the National Society of the Army of the Philippines (Denver, Colo.) were organized to secure rights and benefits for veterans of the Spanish-American War (1898) and the Philippines War (1899-1902). These two organizations merged in 1914, creating the Veterans of Foreign Wars of the United States. VFW was chartered by Congress in 1936.

## Membership Eligibility

Those serving honorably in the U.S. Armed Forces in a foreign war or overseas operation recognized by a campaign medal, in Korea after June 30, 1949, and recipients of hostile-fire or imminent danger pay. Veterans of World War II, Korea, Vietnam, Persian Gulf and Iraq wars, Grenada, Panama, Lebanon, Afghanistan and other smaller expeditionary campaigns, as well as occupation duty, qualify.

## Partner Organization

A national volunteer service organization, the Ladies Auxiliary of the VFW was founded in 1914 and is the backbone of many local VFW volunteer efforts.

## Membership Size

Nearly 2 million VFW and Auxiliary members in all 50 states, the District of Columbia and many foreign countries.

## Organizational Structure

Thousands convene each year at VFW's national convention to elect officers, adopt resolutions and discuss business affairs. Leading the organization are the elected commander-in-chief, senior vice commander-in-chief and junior vice commander-in-chief. The National Council of Administration serves as the VFW's board of directors. More than 7,000 Posts comprise 53 Departments in the 50 states, the District of Columbia, the

Pacific Areas and Europe. Posts form the basic local chapter.

## Priority issues

- **VA Health Care:** Ensure funding is sufficient for the Department of Veterans Affairs, keep women's health issues at the forefront and oppose all efforts to reduce presumptive service-connected conditions
- **Suicide Prevention & Homelessness:** Ensure Congress funds support programs, including providing education and career training opportunities, substance abuse and mental health services, and permanent housing solutions for all homeless veterans
- **VA Benefits & Compensation:** Urge Congress to require the Veterans Benefits Administration to reduce the claims backlog and improve quality without reducing benefits or imposing new requirements on veterans.
- **Seamless Transition:** Demand the creation of one integrated electronic medical and personnel record for every service member, and improve Transition Assistance Programs to help them transition into civilian life
- **Military Quality of Life:** Oppose all proposals that will damage morale, call on Congress to improve the quality of life for all service members, and support efforts to lower the Reserve Component retirement pay age to 55
- **Education & Employment:** Urge Congress to address the unemployment rate among veterans, fight to sustain G.I. Bill benefits, and insist on strengthening USERRA
- **Defense & Homeland Security:** Fully support troops and their mission in the war on terrorism, and secure U.S. borders against foreign nationals in-chief. The National Council of Administration's intent on doing us harm
- **POW/MIA:** Achieve fullest possible accounting of American MIAs from WWII through the war on terrorism

VFW National Headquarters  
406 W. 34th St., Kansas City, MO 64111  
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Website: [www.vfw.org](http://www.vfw.org)



# VFW Programs & Projects

Since its founding, VFW has been a staple in the community. Troop support, youth activities, volunteering and scholarship programs are a few of the ways VFW shines in the many communities and cities where Posts are located.

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## Scholarship Programs

### • *Voice of Democracy*

This audio-essay competition annually awards more than \$1.9 million in scholarships to students in grades 9-12. First-place winner receives \$30,000 scholarship.

### • *Patriot's Pen*

More than \$500,000 is awarded annually to students in grades 6-8 in this essay contest. First-place winner receives \$5,000.

### • *Scout of the Year*

Three scholarships are awarded annually to outstanding scouts. First place receives \$5,000, second place receives \$3,000 and third place receives \$1,000.

## Educational Outreach

### • *Echoes From the Wall*

VFW partnered with the Vietnam Veterans Memorial Fund to distribute a curriculum, Echoes From the Wall, to 25,000 public and private high schools and donated \$50,000 to the project.

### • *Educational Brochures*

VFW produces and distributes a flag brochure and poster as well as background material for Memorial Day and Veterans Day.

### • *Veterans in the Classroom*

November is officially known as VFW Veterans in the Classroom Month. Members demonstrate flag etiquette and share their wartime experiences with America's youth.

## Youth Activities

Locally, VFW Posts sponsor various youth sporting programs such as baseball and ice hockey. In addition many VFW Posts sponsor Boy and Girl Scout troops, Junior Olympics, bike safety, JROTC units, drill teams, color guards, and a variety of other programs to build good citizenship and exemplary character in America's youth.

## Community Volunteerism

Each year, VFW members volunteer more than 8.6 million hours of service to various community endeavors.

### • *Veterans Affairs Voluntary Service*

VFW was a charter member in 1946. VFW volunteers donate millions of hours of service annually at VA medical facilities.

### • *March of Dimes*

VFW Posts raise an average of \$100,000 annually for March of Dimes (MOD).

## Troop Support

### • *Military Assistance Program (MAP)*

The link between the VFW and the military community has provided over 1,900 grants to VFW Departments and Posts for morale-boosting events since 2005, hosting more than 2 million military members and their families at these events.

### • *Adopt-a-Unit*

More than 2,100 units and ships have been adopted through VFW Posts since 2007. VFW National Headquarters adopted the USS Cole in 2002.

### • *Care Packages*

Posts across the country show their support of America's military by collecting and distributing much-needed personal items for troops.

### • *VFW Operation Uplink™*

Introduced in 1996, this program connects active-duty personnel and hospitalized veterans with family members through free phone time and VFW "Free Call Days." Operation Uplink has provided over 7.4 million free connections through FCD's since 2006.

### • *VFW Unmet Needs*

This program administers emergency financial grants to military families to help cover basic expenses like mortgage payments, childcare, food and more. Since 2004, more than 3,500 grants have been issued totaling more than \$4.8 million.

### • *VFW "Sport Clips Help a Hero Scholarship"*

Introduced in 2013, this program awards scholarships of up to \$5,000 to qualifying veterans and service members to help them complete their educational goals without incurring excessive student loan debt.

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# VFW Community Achievements

*The VFW takes great pride in its history of service to its communities both stateside and abroad. Annually, VFW and Ladies Auxiliary members donate more than 11 million hours to community service projects, relief efforts and local VA facilities each year.*

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| <p>1915 Post 2100 helps sponsor a Boy Scout troop in Everett, Wash.</p> <p>1916 First national VFW essay contest held.</p> <p>1922 Buddy Poppy Program begins.</p> <p>1923 VFW enters the war on drugs by printing a resolution calling for an international conference.</p> <p>1927 VFW donates \$10,000 to Mississippi Valley flood victims.</p> <p>1930 First VFW scholarship award (\$300) goes to a Boy Scout.</p> <p>1936 Boy Scout-VFW plan of cooperation is signed.</p> <p>1938 VFW supports the National Foundation for Infantile Paralysis.</p> <p>1940 VFW Junior Rifle Clubs are formed with National Rifle Association.</p> <p>1942 VFW Aviator Cadet Program begins.</p> <p>1950 A cooperative disaster-relief plan is developed with the Red Cross.</p> <p>1952 The Dunn family (Kansas flood victims) wins a \$75,000 farm in Washington courtesy of the VFW.</p> <p>1953 VFW National Teen-er Baseball: First tournament is held in Hershey Park, Pa.</p> <p>1956 150,000 kids take part in the national VFW marble competition.</p> <p>1958 VFW becomes full partner with Voice of Democracy (VOD).</p> <p>1959 Minnesota VFW/Ladies Auxiliary raise \$325,000 for dedication of the VFW Cancer Research Center at the Univ. of Minn. (Minneapolis).</p> <p>1961 VFW assumes primary sponsorship of VOD—within four years 262,000 students participate.</p> <p>1962 Lite-a-Bike program: a \$300,000 project with 3-M Co. of St. Paul, Minn., provides “Scotchlite” reflector tape—50,000 VFW members from 4,500 Posts participate.</p> <p>1964 VFW/Ladies Auxiliary contribute nearly \$100,000 to earthquake victims in Anchorage, Alaska.</p> <p>1970 Drive-to-Survive program begins.</p> <p>1973 Drug Awareness program begins.</p> <p>1978 Women admitted to VFW.</p> <p>1979 VFW Political Action Committee forms.</p> <p>1980 Minnesota VFW Posts sponsor the U.S. hockey team in the Winter Olympics.</p> <p>1983 VFW agrees to permit the Red Cross to use VFW facilities as shelters and relief centers during national disasters and emergencies.</p> <p>1986 VFW donates \$122,000 to the Statue of Liberty Restoration Fund.</p> <p>1990 VFW contributes \$49,000 to California earthquake victims.</p> <p>1992 VFW disburses \$197,000 to relieve victims of Hurricane Andrew and other disasters.</p> <p>1993 Relief funds total \$500,000</p> <p>1995 Youth Essay Contest (7<sup>th</sup>-8<sup>th</sup> grades) begins.</p> <p>1997 Buddy Poppy celebrates 75<sup>th</sup> anniversary.</p> <p>1998 VFW Posts raise \$100,000 for the March of Dimes.</p> | <p>1999 VOD gives \$2.5 million in scholarship monies to high school students.</p> <p>VFW donates \$50,000 and 25,000 reprints of its war chronology to Vietnam Veterans Memorial’s Young <i>American Vietnam War Era Studies Project</i>.</p> <p>2000 VFW distributes 60,000 audio books to armed forces worldwide through <i>Operation Yarnspinner</i>.</p> <p>2002 VFW contributes \$110,000 to diabetes research.</p> <p>VFW equally distributes \$120,000 among families of active-duty personnel killed in the September 11, 2001, terrorist attack on the Pentagon.</p> <p>2003 VFW partners with USA Freedom Corps homefront initiative.</p> <p>2004 VFW establishes relationships with the National Council for Social Studies (NCCS) and National Association of Secondary School Principals (NASSP).</p> <p>2005 VFW disburses \$560,000 to Gulf Coast veterans after Hurricanes Katrina and Rita.</p> <p>VFW distributes 5,000 copies of CD entitled, “<i>Vietnam: A Nation Remembers</i>.”</p> <p>VFW establishes VFW Military Scholarship program.</p> <p>VFW expands Patriot’s Pen Essay Competition.</p> <p>2007 VFW Radiothon raises nearly \$100,000 for Unmet Needs</p> <p>2010 VFW donates over \$648,000 toward construction of the Vietnam Veterans Education Center.</p> <p>VFW increases Voice of Democracy National Scholarships to \$150,000.</p> <p>VFW raises over \$20,000 to assist service members with family in Haiti following the January earthquake.</p> <p>2011 VFW pledges \$500,000 toward the construction of the Veterans Hall in the National Museum of the United States Army.</p> <p>VFW provides over \$145,000 in emergency financial relief to military families living in tornado-stricken areas.</p> <p>2012 VFW raises over \$150,000 for Hurricane Sandy victims on the East Coast.</p> <p>2013 VFW raises an additional \$45,000 for Hurricane Sandy victims, over \$62,000 for the Moore, Okla. tornado victims and over \$34,000 for the flood victims in Colorado.</p> |
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# VFW Diverse Endeavors

*VFW honors veterans through memorial fundraising efforts, sponsorship of special events for disabled vets and by symbolically recognizing volunteer service. Donations also help victims of natural disasters and less-fortunate children.*

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## Honoring Disabled Vets

### • *Special Events*

VFW sponsors special trips for Purple Heart recipients. Past events include “Return to Vietnam” and other events.

### • *Disabled Veterans Hunt*

VFW annually pays travel expenses for four Vietnam War veteran amputees, who sustained their wounds in combat, to go to a hunting lodge in Montana for an antelope hunt. In addition, VFW picks up the tab for three of the vets’ lodging, meals and the accompanying hunting-guide services.

## Memorials

In fulfilling its pledge to remember the nation’s war dead, VFW promotes national memorials for veterans of all wars. Additionally, thousands of memorials have been constructed across the nation through local VFW Posts.

### • *National WWI Memorial*

VFW gave the memorial a \$250,000 grant to help expand the Liberty Memorial Museum, which houses the nation's most comprehensive collection of World War I historical materials.

### • *National WWII Memorial*

VFW reached its five-year fundraising goal of \$6 million for the memorial’s construction in only two years. The donation ranks as the largest from a veterans group.

### • *Korean War Memorial*

Members donated \$600,000 toward the construction of the Korean War Memorial. The donation ranks among the highest.

### • *Vietnam Veterans Memorial*

VFW contributed over \$300,000 toward building “The Wall”— all 58,000 Americans who died as a result of the Vietnam War are listed. VFW was the first major organization to contribute.

### • *Women in Military Service to America Memorial*

VFW contributed \$70,000 toward construction costs.

### • *Disabled Veterans for Life Memorial*

VFW contributed \$100,000 toward construction costs.

### • *Vietnam Veterans Education Center*

VFW contributed over \$648,000 toward construction of the Education Center.

### • *National Museum of the United States Army*

VFW pledged \$500,000 toward the construction of the Veterans Hall in the museum.

## Awards

Outstanding police officers, firefighters, EMTs and other first responders are recognized annually by VFW for their work in the community.

## National Home for Children

Children, youth and family of VFW and Ladies Auxiliary members who have nowhere to turn find a safe haven on this 629-acre VFW campus in Eaton Rapids, Mich. The privately funded facility is a living memorial to VFW and to all veterans.

## Disaster Relief

Since 1964, VFW National Headquarters has donated nearly \$2 million in matching grants to state VFW relief efforts, including \$560,000 for Hurricanes Katrina and Rita and \$100,000 aid to VFW Department of California following the 2007 California wildfires. VFW also raised over \$20,000 to assist service members with family in Haiti following the January 2010 earthquake, and in 2011 VFW provided over \$145,000 in aid to military families living in tornado-stricken areas. Since 2012, the VFW raised over \$195,000 for Hurricane Sandy victims on the East Coast. In 2013, VFW raised over \$62,000 for tornado-stricken victims in Moore, Okla., and over \$34,000 for flood victims in Colorado.

VFW National Headquarters  
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Website: [www.vfw.org](http://www.vfw.org)



# VFW Service to Veterans

*From lobbying Congress and monitoring the Department of Veterans Affairs to assisting veterans filing claims, VFW remains a dedicated advocate for America's veterans.*

## **Media Contacts:**

*Randi Law, VFW communications manager, 816-968-1104, [rlaw@vfw.org](mailto:rlaw@vfw.org)*

*Joe Davis, Washington Office public affairs director, 202-608-8357, [jdavis@vfw.org](mailto:jdavis@vfw.org)*

## **National Veterans Service (NVS)**

The NVS is responsible for accrediting and training VFW service officers. NVS provides annual training to VFW service officers. NVS staff represents veterans at the Board of Veterans Appeals in Washington, DC. Each year NVS provides \$1.4 million to VFW Departments in support of their veteran service programs.

- ***Department Service Officers (DSOs)***

A VFW DSO is located in every VA Regional Office. Each advocates on behalf of veterans and other claimants who seek earned benefits from VA.

- ***Tactical Assessment Center (TAC)***

VFW's TAC operates a 24-hour, toll-free hotline for veterans with questions or concerns about VA health care and benefits. The number is 1-800-VFW-1899.

- ***Health Screenings***

VFW hosts a health fair at its national convention. Attendees can receive health screenings, eye exams, cholesterol checks, respiratory function testing, blood pressure screening and blood glucose testing. Many lives have been saved thanks to these free screenings.

- ***Benefits Delivery at Discharge (BDD)***

Introduced in 2001, VFW's BDD provides claims assistance to separating military personnel on 18 military installations and military populated regions throughout the country. Education and relocation services also are available.

## **National Legislative Service**

This office represents VFW on various issues before Congress, including testifying at committee hearings and interacting with congressional members.

- ***Action Corps***

This grassroots lobbying effort has tens of thousands of volunteers who write, call and visit lawmakers to discuss issues related to veterans. Also, Action Corps members receive the VFW *Washington Weekly*, an e-newsletter relating to current legislation and events.

## **National Security and Foreign Affairs**

The welfare of active-duty, Guard and Reserve personnel and their families is of a prime concern to VFW.

- ***POW/MIA***

VFW national officers visit Asian and European countries to meet with host-country officials to stress the importance of conducting MIA investigation and recovery operations, as well as gaining access to documents and archival research facilities.

## **Employment Services**

VFW is a strong supporter of veterans' preference in government positions. The Washington Office monitors veteran-specific employment legislation.

- ***VetJobs.com***

VFW is the major sponsor of this online service, which allows veterans and their spouses to post resumes and search available jobs.

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# VFW Legislative Victories

*VFW played an instrumental role in virtually every significant piece of veterans legislation passed in the 20th century, as well as bills developed in the 21st century. Note: In each case, this is the year an act was passed or an institution established.*

## Media Contacts:

Randi Law, VFW communications manager, 816-968-1104, [rlaw@vfw.org](mailto:rlaw@vfw.org)  
 Joe Davis, Washington Office public affairs director, 202-608-8357, [jdavis@vfw.org](mailto:jdavis@vfw.org)

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|------|--|------|--|
| 1917 | War Risk Insurance Act Amendments  | 1979 | First joint meeting of House/Senate Veterans Affairs committees  |
| 1918 | Vocational Rehabilitation Act (P.L. 178)                                     |      | Vietnam Veterans Outreach Program (creates Vet Centers)  |
| 1919 | Census Act Rider on Veterans Preference Discharge Allowance                  | 1980 | VFW calls for Agent Orange study   |
| 1920 | Widows & Orphans Pension Act (Spanish-American War)                          |      | Veterans Rehabilitation & Education Amendments   |
| 1921 | Veterans Bureau Act  | 1981 | Former POW Benefits Act  |
| 1923 | Veterans Preference Point System   |      | Veterans Health Care, Training & Small Business Loan Act   |
| 1924 | House Veterans Affairs Committee   | 1982 | Veterans Employment and Training Service (VETS)  |
|      | World War Veterans Act   |      | Vietnam Veterans Memorial dedicated  |
|      | World War Adjusted Compensation Act  | 1983 | Emergency Veterans Job-Training Act  |
| 1925 | Senate Subcommittee on Veterans Affairs                                      | 1984 | Montgomery GI Bill   |
| 1926 | Spanish-American War benefits  |      | Veterans Dioxin & Radiation Exposure Compensation  |
|      | New Johnson Act (WWI benefits)   |      | Standards Act (P.L. 98-542): Agent Orange & Atomic Exposure  |
| 1930 | Veterans Administration (VA)   | 1987 | New GI Bill Continuation Act   |
|      | World War Service Disability Pension Act (P.L. 522)                          | 1988 | Radiation-Exposed Veterans Compensation Act  |
| 1931 | Bacharach Amendment (P.L. 743) allows borrowing on WWI bonus certificates    |      | Department of Veterans Affairs Act   |
| 1933 | Wagner-Peyser Act: Veterans Employment Service                               |      | Veterans Judicial Review Act   |
| 1934 | Pension for widows of WWI vets   |      | Veterans Benefits & Improvement Act  |
| 1936 | Bonus bonds (\$2.4 billion) to WWI vets redeemable                           | 1989 | VA becomes a Cabinet department  |
| 1938 | Armistice Day (Nov. 11) legal holiday  |      | Court of Veterans Appeals  |
| 1940 | Philippine Travel Pay Bill   | 1990 | Agent Orange service-connection  |
|      | National Service Life Insurance  | 1991 | Agent Orange Act (P.L. 102-4)  |
|      | Selective Service & Training Act   |      | Persian Gulf War Veterans Assistance Act (P.L. 102-25)   |
| 1943 | Benefits to WWII veterans (P.L. 10)  |      | Veterans Benefits Improvement Act (P.L. 102-86)  |
|      | Disabled Veterans Rehabilitation Act   | 1992 | Veterans Health-Care Act   |
| 1944 | GI Bill of Rights (P.L. 346)   | 1996 | Veterans Health-Care Eligibility Reform Act  |
|      | Veterans Preference Act  | 1999 | Veterans Millennium Health-Care and Benefits Act   |
| 1946 | Veteran Emergency Housing Act  | 2003 | Concurrent receipt for military retirees rated 50% disabled or more (P.L. 108-136)   |
| 1947 | Bureau of Veterans Re-employment Rights (BVRR)                               | 2004 | Full concurrent receipt for military retirees rated 100% disabled (P.L. 108-375)   |
| 1950 | Vocational Rehabilitation Act  | 2005 | Traumatic Injury Insurance supplemental created  |
| 1951 | Servicemen's Indemnity & Insurance   | 2006 | Protestors banned from military funerals   |
| 1952 | Veterans Readjustment Assistance Act (Korean War GI Bill)                    |      | Stolen Valor Act signed into law   |
| 1954 | Veterans Compensation Act  | 2007 | VFW calls for VA/military healthcare system review after Walter Reed outpatient debacle  |
|      | Nov. 11 as Veterans Day (P.L. 380)   | 2008 | Record VA discretionary budget approved  |
| 1962 | Veterans Benefits Act (Cold War GI Bill)                                     |      | GI Bill for the 21 <sup>st</sup> Century signed into law   |
| 1966 | Veterans Readjustment Benefits Act (P.L. 89-358) (Vietnam War GI Bill)       | 2009 | Advanced Appropriations for VA becomes law   |
| 1970 | Senate Veterans Affairs Committee  | 2010 | Family Caregiver Legislation signed into law   |
| 1972 | Vietnam Era Veterans Readjustment Assistance Act                             |      | Ensured all VA and DOD health care programs were recognized as meeting minimum coverage standards under national health care law |
| 1973 | Federal court agrees veterans preference applies to state jobs               | 2011 | VOW to Hire Heroes Act   |
| 1974 | Vietnam Era Veterans Readjustment Assistance Act (vocational rehabilitation) |      | VFW stopped TRICARE premiums from increasing annually  |
| 1976 | Veterans Education & Employment Assistance Act                               | 2012 | Honoring America's Veterans and Caring for Camp Lejeune Families Act   |
| 1977 | Post-Vietnam Era Veterans Educational Assistance Act                         |      | Extended USERRA protections to veterans working for TSA  |
| 1978 | Veterans preference preserved  | 2013 | Reinstated military Tuition Assistance programs  |
|      | Veterans & Survivors Pension Improvement Act                                 |      | New Stolen Valor Act signed into law   |
|      | Veterans Day returned to Nov. 11   |      | Stopped Creation of Distinguished Warfare Medal (Drone Medal)  |

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# Veterans Days

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In an effort to debunk common myths about Veterans, Memorial and Armed Forces days, here's is a brief history of each one.

## MEMORIAL DAY

The traditional practice on Memorial Day is to place flowers and/or wreaths on the graves of veterans. Until 1882, this was known as Decoration Day. At no time, however, was Memorial Day a day to decorate graves of any one other than veterans.

Sacrifice is meaningless without remembrance. America's collective consciousness demands that all citizens be aware of and recall on special occasions the deaths of their fellow countrymen during wartime. This is why we commemorate Memorial Day.

Many people do not realize that Memorial Day was always observed on May 30 until the changed it to the fourth Monday of May to, once again, appease those seeking three-day weekends.

The change itself undermines the sacrifices Americans have made. This day of remembrance is all-inclusive, spanning generations and some 60 military actions that claimed 1.4 million lives.

It is a day to remember the loss of defenders, a sense of loss that takes group form. In essence, America is commemorating those who made the greatest sacrifice possible — giving one's own life selflessly.

Means of paying tribute vary. Pausing for a few moments of personal silence is an option for everyone.

## VETERANS DAY

Though Congress dubbed November 11 Armistice Day in 1926 (commemorating the end of WWI on Nov. 11, 1918), it wasn't until 1938 that it became a legal national holiday. It would retain that designation until 1954 when Congress changed the name to Veterans Day.

During the Vietnam War, unfortunately, the holiday's meaning was minimized when President Lyndon Johnson signed a law making the observance of Veterans Day the fourth Monday in October to placate those who merely wanted a long weekend. It wasn't until 1978 that Congress restored the day to its rightful place on America's historic calendar.

Veterans Day is not a day to memorialize those lost to war, but an opportunity to publicly commemorate the contributions of living veterans.

## ARMED FORCES DAY

In 1950, Armed Forces Day was created to replace separate Army, Navy and Air Force days. The single-day celebration stemmed from the unification of the armed forces under the Department of Defense.

Annually, this day is celebrated the third Saturday of May. It honors the dedicated individuals who wear America's uniform.

This now lesser-known holiday once was celebrated with much jubilation. There were parades, open houses and receptions.

Today, it is primarily celebrated on military installations where open houses take place.

In recent years, with the renewed public pride in the armed forces, it has taken on more meaning.

## Veterans of Foreign Wars

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## Web site:

[www.vfw.org](http://www.vfw.org)

## Mission:

VFW is an organization of war veterans committed to ensuring rights, remembering sacrifices, promoting patriotism, performing community services and advocating for a strong national defense.

## **SECTION 6**

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**Washington Office Mission  
National Legislative Service  
National Veterans Service  
VFW Action Corps**

# VFW Washington Office Mission

To prevail upon Congress and the Administration to fulfill our nation's commitment to care and provide for her defenders and their families, and to ensure that the United States of America remains forever vigilant and secure.

## Philosophy

The Veterans of Foreign Wars of the United States was founded in 1899 by Soldiers, Sailors and Marines from the Spanish-American War and later, the Philippine Insurrection, who returned home to a government that provided virtually no healthcare or rehabilitation programs for their service-connected wounds, illnesses or injuries. Our forefathers banded together to create an organization to change the way our nation treats those she sends to war, and in 1919, the VFW Washington Office was opened to ensure the veterans' voice was clearly heard on Capitol Hill.

Today, your VFW works with Congress, the Administration, and its agencies and departments to protect and create legislation and programs to enhance the quality of life of 22 million American veterans, 2.3 million active-duty military, Guard and Reserve members, and all their families.

To the VFW, a nation that creates veterans has a sacred obligation to care for them when they return home. Using that as our guiding principle, the VFW Washington Office's philosophy is to:

- Directly assist and help ensure veterans are provided all the care, support and compensation they earned through their honorable service in a prompt and compassionate manner by the Department of Veterans Affairs and other federal organizations.
- Promote legislation in Congress to create and enhance the VFW's pro-veteran, pro-military and national security goals, and to defeat those proposals we deem detrimental to our veteran and military communities.
- Help ensure veteran and military spouse employment opportunities are supported by lawmakers, the private sector, and all concerned government entities through the enhancement of veterans' preference legislation, training, education, and interstate licensing and certification portability programs.
- And to strongly advocate for national security and foreign affairs policies that guarantee our security as a nation, promotes our democratic ideals and interests abroad, seeks the fullest possible accounting of our missing comrades, and backs a strong military that provides for the wellbeing of military service members, retirees and their families.

## Continuing Commitment

Since our founding the VFW has helped to create, protect and enhance virtually every quality of life program provided by the Departments of Defense and Veterans Affairs—from improved healthcare and benefits to disability compensation and pensions, military pay raises, new GI Bills, traumatic injury insurance, hazardous substance exposure compensation, family caregiver support, and better services for women veterans, among many others. But more still needs to be done, especially in this era of serious federal budget reductions and cost-shifting proposals.

Of tremendous assistance to our national legislative effort is the grassroots support provided by tens of thousands of VFW Action Corps members who reside in the home states and districts of all 535 members of Congress. So, too, is a strong membership, because on Capitol Hill, membership is the measure of influence and organizational strength.

When the VFW Commander-in-Chief testifies before Congress or meets with the President and other federal officials, it is well understood that he represents the largest organization of combat veterans in the nation, an organization with a total membership of more than 1.9 million. And with such influence comes responsibility, and your VFW Washington Office—consisting of National Legislative Service, National Veterans Service, and an Action Corps—is committed to the VFW's principles of serving the nation and those who serve her in uniform, and to help ensure that "No One Does More for Veterans" than our VFW.

# National Legislative Service

The VFW National Legislative Service represents the organization before the United States Congress to advance legislation that is beneficial to veterans and our active duty military and to work toward the defeat of legislation that would harm them.

In our mission we:

- Testify before Congressional Committees and Subcommittees.
- Educate Congress on VFW Priority Goals to advance veteran-friendly policies.
- Secure the introduction and passage of legislation favorable to our membership.

The issues we advance are derived from the resolutions passed at our National Convention. The members of the National Legislative Committee take these resolutions and establish our Priority Goals. These Priority Goals, in turn, become our key issues and let Congress know what we most strongly support. They are our mandates for action.

For the 113th Congress, our Priority Goals focus on:

- Provide sufficient, timely and predictable funding for the Department of Veterans Affairs.
- Expand and improve health care programs and services for all generations of veterans.
- Improve outreach to veterans, especially female and rural veterans to ensure they are fully aware of available VA services.
- End homelessness for all veterans by working in partnership with communities and others to provide effective housing, care and services.
- Strengthen USERRA to protect our Guard and Reserve members.
- Resolve to reduce the VA claims backlog while ensuring complete and accurate claims adjudication, as well as furthering studies to determine quality of life issues in ratings decisions.
- Commission a truly integrated electronic medical record from DOD to VA to provide seamless transition from military to veteran status.
- Ensure veterans have timely access to a quality education through benefits like the Post 9/11 GI Bill.
- Ensure veterans have the tools necessary to succeed in a competitive workforce after military service.
- Ensure DOD and Homeland Security is funded to support the troops in their mission, secure our borders and enable the continuation of important weapons programs.
- Maintain and improve quality of life programs and services for our service members and their families.
- Achieve fullest accounting of all US military personnel who are missing from our nations wars.

We encourage all of our members, and ask you to encourage all of your fellow members to become educated on these issues. **You have a large influence in Washington, and you should be willing to use it.** Knowing where your legislators stand is the first step. To help you and your fellow members take that first step, we send out the VFW Washington Weekly e-newsletter. Each edition lets you know what we are doing in Washington, what Congress is doing, and different ways you can get involved to ensure that Congress hears the VFW's voice. It is essential that you encourage all your members to subscribe to receive this vital information. To subscribe, go to: [www.vfw.org/weekly](http://www.vfw.org/weekly)

To follow the day-to-day work of the VFW's National Legislative Service, you can also log onto our Capitol Hill blog at [www.thevfw.blogspot.com](http://www.thevfw.blogspot.com), and if you would like to see your work promoting the VFW Priority Goals highlighted on the Capitol Hill blog, feel free to share photos and stories by submitting them electronically to [vfwac@vfw.org](mailto:vfwac@vfw.org).

For more information on how you and the members of your Department can get involved, see the **Action Corps** section!

# National Veterans Service

## ***Philosophy***

The founding principle of the VFW is to ensure the provision of needed services to veterans by a grateful nation. For more than a century our organization has worked tirelessly to ensure that veterans are provided all the health care and entitlements they have earned through their service and sacrifice in defense of our nation in a prompt and compassionate manner by the Department of Veterans Affairs and other federal departments and agencies.

The contents of this section are organized as follows:

### ***VA Health Care***

#### ***VA Benefits Delivery***

- A. VFW Department Service Officers
- B. VFW "Guide for Post Service Officers"
- C. VFW Benefits Delivery at Discharge Program
- D. VFW Training and Quality Assurance

### ***Post/District Service Officers***

#### ***VAVS & Community Volunteer Programs***

- A. Department of Veterans Affairs Voluntary Service Program (VAVS)
- B. VFW Community Health Care Volunteer Program

### ***National Homeless Veterans Program***

## ***VA Health Care***

You may have the opportunity to attend high-level briefings or meetings with VA network or hospital directors and their staff during your year as Commander. We are available to help. At your request, NVS personnel are prepared to brief you over the telephone about VA health care issues. We can also prepare a list of customized questions for you if you know what topics will be discussed. Questions pertaining to the VFW position on VA health care issues or questions pertaining to a problem at a VA medical center should be addressed to James Moss, Assistant Director, Veterans Health Policy, at (202) 543-2239 or via e-mail at [jmoss@vfw.org](mailto:jmoss@vfw.org).

## ***VA Benefits Delivery***

The VFW is dedicated to assisting veterans, their dependents and survivors at the community and national level to ensure that our nation never forgets the sacrifices made by its citizen soldiers. The VFW has played a major role in every legislative measure to establish veterans' benefits which have been enacted into law. However, the most tangible way in which we demonstrate this commitment to service is through the daily efforts of your Department Service Officers (DSO).

**A. Department Service Officers:** A VFW DSO is located in every VA regional office. In many departments, Assistant DSO's and Claims Consultants are found at VA medical centers and other outbased locations. These dedicated individuals are VFW-certified and VA-accredited to assure veterans and their families of professional representation in the submission of VA claims. These highly trained individuals stand ready and willing to provide whatever assistance is required. Those who serve in leadership positions are encouraged to meet with their Department Service Officer as a demonstration of interest and support. Get to know what the DSO does for you. More importantly, get to know what they do for others. The National Veterans Service provides support through a comprehensive training program and a communication system that enables the DSOs to provide world-class assistance and representation to those who place their trust in them.

Department Service Officers and their staff assist any veteran who seeks help regardless of whether they are members of the VFW. Consequently, DSOs are often the first contact veterans have with the

VFW. Accordingly, DSOs should be one of the Department's top recruiters. They have access to a veteran's records that indicate if the veteran is eligible for membership. Once a DSO has provided a veteran with assistance in applying for VA benefits and entitlements, he/she should be encouraged to ask the veteran to join and provide him/her with the benefits of membership with the VFW.

(Actively soliciting VFW membership in a VA building is not permitted. However, we will work with your DSO to provide acceptable methods for obtaining memberships.)

Based upon service office staff availability, Department leadership is encouraged to motivate DSOs to do outreach, to include visiting their local Guard and Reserve units to ensure that they are aware of the benefits and services to which they are entitled. Outreach can enhance the Department Service Officer's recruiting efforts.

The DSO is further supported by a National Veterans Service (NVS) staff of nine Appeals Consultants and a supervisor who represent individual veterans and other claimants who appeal VA decisions to the VA Board of Veterans Appeals (BVA) in Washington, DC.

**B. VFW "Guide for Post Service Officers":** Every VFW member involved in service work, at all levels from Post through Department, should have the latest edition of the VFW "Guide for Post Service Officers". This handbook, published biennially by your VFW National Veterans Service located in our Washington Office, comprehensively summarizes veteran's benefits and entitlement programs provided by the Department of Veterans Affairs and other federal agencies. It is a handy ready reference useful in assisting and informing veterans of their entitlements under existing law. Questions pertaining to VA benefits should be directed to Sarah Hadacek, Assistant Director, Veterans Benefits Policy, National Veterans Service, at (202) 608-8366 or via e-mail at [shadacek@vfw.org](mailto:shadacek@vfw.org). See the VFW Store website [www.vfwstore.org](http://www.vfwstore.org) or call toll-free at 800-821-2606 for the current edition of Guide for Post Service Officers available in print (#4107) or CD (D4107).

**C. VFW Benefits Delivery at Discharge (BDD):** The VFW, along with the Departments of Defense, Labor and Veterans Affairs, participates in a Transition Assistance Program (TAP) which is designed to ensure that separating and retiring military personnel (including deactivating National Guard and Reserve Personnel) and their families receive necessary assistance in qualifying/obtaining VA benefits, VA health care, and VFW membership information. It is our objective to offer personal counseling and assistance to servicemembers so that claims submitted are complete and that physical evaluation examinations are adequate for VA rating purposes prior to separation from active duty.

We continue to update the skills of our National Pre-Discharge Claims Representatives which includes giving special attention to residuals of Post Traumatic Stress Disorder (PTSD) and Traumatic Brain Injuries (TBI) suffered by returning troops. Our presence on military installations continues to be well received as witnessed by the numerous acknowledgments regarding the quality and professional assistance we offer. As a result, we have become the service organization of choice by officers and enlisted at the military facilities we cover. It is our goal to increase interest in membership by demonstrating excellence in service work. Currently, we have a supervisor, an assistant supervisor and 19 National Pre-Discharge staff located at:

Base or facility	
Camp Pendleton, CA	Ft. Bragg, NC
San Diego, CA (Naval installations)	VA Regional Office, San Juan, PR; Ft. Buchanan
Ft. Stewart, GA	Ft. Hood, TX
Ft. Campbell, KY	VA Regional Office, Salt Lake City, UT
Joint Base Andrews, MD (formerly Andrews AFB)	Ft. Belvoir, VA
Walter Reed National Military Medical Center, Bethesda, MD	Ft. Meyer, VA
Las Vegas, NV, VA Medical Center; Nellis AFB	Quantico, VA
Camp Lejeune, NC	Joint Base Lewis-McChord, WA (formerly Ft. Lewis)
VA Regional Office, Winston-Salem, NC	Joint Base Anacostia-Bolling, Washington, DC (formerly Bolling AFB)

Questions regarding our participation in the BDD program should be directed to Dawn Jirak, Assistant Director, Field Operations, at (202) 608-8346 or via e-mail at [djirak@vfw.org](mailto:djirak@vfw.org).

**D. VFW Training and Quality Assurance:** The National Veterans Service focuses on expanding training initiatives and assessing the true quality and level of skill of VFW accredited service officers. We are responsible for the design and delivery of all training to VFW-accredited representatives who work in VA regional offices. We also perform quality assurance by interacting with your Department Service Office staff and offering advice on more complicated claims issues. NVS periodically reviews the quality of the VA regional office decisions and the level of advocacy provided by VFW. A system has been put in place to evaluate and validate the skill level and quality of advocacy for VFW accredited service officers. Testing is a vital element in that system.

VFW-accredited Department Service Officers are required to attend NVS training twice annually and all other VFW-accredited staff located in a VA regional office are required to attend at least once annually. In order to ensure that training is effective we test all students at the conclusion of training. You will be notified of your service office staff's test scores. We maintain a database of all scores so that we can determine an average grade. This is used to determine progress and/or difficulty in understanding the work. This is vital information we use in the mandatory five-year reaccreditation process. Our commitment to professionalism and quality has produced a higher standard of quality in the everyday work of your service offices. Questions regarding NVS training and quality assurance should be directed to Gerald Manar, Deputy Director, at (202) 608-8359 or via e-mail at [gmanar@vfw.org](mailto:gmanar@vfw.org).

### ***Post/District Service Officers***

VA is making extensive outreach efforts to veterans. Indeed, veterans can now file a claim for disability compensation directly from their home through the Internet. As a result, it is not unusual for veterans to visit local VFW posts asking for information on veterans benefits from anyone at the post. That "anyone", of course, should be the Post Service Officer (PSO).

The Post Service Officer is integral to our mission of veterans' representation. Indicative of this is the mandate in the National Veterans Service *Policy and Procedure* that Department Service Officers must provide a training session for the PSOs in the Department at least once annually. The "Guide for Post Service Officers" is focused toward educating and providing a handy reference for the Post Service Officer. PSOs should always make a report at every official Post meeting. Department Service Officers should report to their supervisor or Department service committee when Post Service Officer training was completed.

It is important to note that VFW Post and District Service Officers *are not* accredited by the VA. As a consequence, their ability to assist veterans and other claimants prepare claims for submission to VA is limited. Post/District Service Officers should be familiar with the basics of the compensation (for service connected disabilities) and pension (for non-service connected disabilities) program.

However, the PSO should fill out forms for the claimant only when requested. In this capacity, the PSO is not a claim preparer but rather someone who merely records information provided by the claimant. The application should be immediately forwarded to the DSO at the regional office of jurisdiction. If the application is taken after the 21<sup>st</sup> of the month, the PSO should call the DSO for further instructions. This is necessary because a claim received after the first of the month may result in the loss of one month of benefits. Further, under no circumstances should the PSO provide any personally identifiable information concerning a claimant to any member of the VFW who is not a VFW accredited service officer (e.g., DSO, Assistant DSO or Claims Consultant.)

### ***VA Voluntary Service (VAVS) and Community Health Care Volunteer Programs***

The VFW conducts a multifaceted volunteer program which includes the Department of Veterans Affairs VAVS Program and our Community Health Care Volunteer Program. Our members provide over a million hours of service each year to our nation's veterans in federal, state and community hospitals and nursing homes.

**A. Department of Veterans Affairs Voluntary Service Program (VAVS):** The VAVS program is locally managed by the VFW VAVS Representative who is appointed by the Department Commander for each VA

health care facility in your state. They are the cornerstone of our organization's efforts to serve our nation's hospitalized veterans.

The service of volunteers is recognized in the form of certificates and/or lapel pins presented to those who have completed the number of hours prescribed for such awards (see the VFW Volunteer Program manual for further details). VFW members who want to volunteer at a VA health care facility should contact the VFW Representative or VA Volunteer Service Program Manager at the VA health care facility of their choice.

VA has an extensive network of Community Based Outpatient Clinics (CBOC's). Members interested in volunteering at their local CBOC should contact the VAVS Program Manager at the VA hospital which manages the local CBOC.

We urge Department Commanders and their leadership team to encourage their members to recruit new volunteers.

A volunteer can be nominated for the VAVS National Advisory Committee (NAC) Volunteer of the Year Award. This award recognizes volunteers who have given extraordinary service to our nation's veterans. Two award recipients, one male and one female, are selected each year by the Executive Committee of the VA Voluntary Service National Advisory Committee.

**B. VFW Community Health Care Volunteer Program:** This program was designed to provide recognition and awards to VFW members who volunteer their time at state, military, or community-based medical care facilities but who are not on official VAVS assignments.

The local coordinator of this program, the Post Hospital Chairman, is responsible for the recruitment and placement of volunteers, maintaining records of hours served by each post volunteer and requesting awards from the Director, NVS, through the State Hospital Chairman. This program should not be confused with the VAVS volunteer program. For more information pertaining to awards, see your VFW Volunteer Program manual.

Questions pertaining to VAVS and Volunteer Programs should be directed to James Moss, Assistant Director, Veterans Health Policy, National Veterans Service, at (202) 543-2239 or via e-mail at [jmoss@vfw.org](mailto:jmoss@vfw.org).

### ***National Homeless Veterans Program***

The VFW Homeless Veterans Program focuses on how best to assist homeless veterans break their cycle of homelessness by utilizing joint efforts with various federal and state agencies and other organizations who share the mutual goal of ensuring that those homeless veterans who seek help are given the means to reintegrate themselves into mainstream society. Our intent is to provide information to assist homeless veterans in their community. To facilitate this, we periodically email the VFW Department Homeless Veterans Chairmen. However programs vary from state to state; therefore, you should work closely with your District and Department Homeless Veterans Chairmen.

The VFW should support the homeless veteran service providers in local communities and become active advocates to make sure veterans receive an appropriate share of the resources available to address and prevent homelessness.

We urge our members to support emergency shelters by donating personal care items, clothing, food, and cash contributions. We encourage them to help homeless veterans locate transitional housing, acquire basic life and social skills, obtain mental health or substance abuse counseling, employment training and placement.

We encourage our members to volunteer at VA stand down programs. These are 1 to 3-day events that give homeless veterans a secure, community-like retreat to receive healthcare and personal hygiene services, food, clothing, housing and employment referrals, and VA benefits counseling all in one location.

To find the date and location of a VA-supported homeless veterans stand down, contact your local VA medical center homeless veterans coordinator or on the VA website at <http://www1.va.gov/homeless/index.asp>. Additional information on stand downs can be found through the National Coalition for Homeless Veterans website at [http://nchv.org/index.php/service/service/stand\\_down/](http://nchv.org/index.php/service/service/stand_down/).

# GUIDELINES

## DEPARTMENT OF VETERANS AFFAIRS VAVS NATIONAL ADVISORY COMMITTEE (NAC) VOLUNTEER OF THE YEAR

OBJECTIVE: The NAC Volunteer of the Year Award Program allows the NAC to honor members who have given extraordinary service to our Nation's veterans.

SELECTION CRITERIA: Nominees for this award must participate in established VAVS assignments, serve as a volunteer and meet one of the following criteria:

- a. Volunteer with hospitalized veterans
- b. Volunteer with veterans at outpatient clinics
- c. Volunteer with veterans in nursing homes
- d. Volunteer with homeless veterans
- e. Volunteer with veterans and veterans groups in the community
- f. Host veterans' functions in the lodge, post, chapter, i.e. Memorial Day, July 4<sup>th</sup> and Veterans Day observances, etc. that qualify as a VAVS assignment
- g. Host veterans' functions outside the lodge, post, chapter, i.e. fishing trips, day at the races, sporting events, etc. that qualify as a VAVS assignment
- h. Visit veterans confined to their homes as a VAVS assignment
- i. Adopt-A-Veteran

Those eligible for the award are: NAC member organizations (such as the VFW) with emphasis on VAVS Representatives, Deputy Representatives, members who visit the VA medical centers, nursing homes, etc., or work at the lodge, post, or chapter veterans' functions either within or outside the lodge, post or chapter. Nominees must participate in established VAVS assignments and serve as a regularly scheduled volunteer. There will be two recipients per year; one male and one female.

Nominations must be submitted in narrative format with name and NAC organization in the upper left hand corner.

The narrative is not to exceed 500 words and must be submitted to the Director, National Veterans Service by November 30<sup>th</sup> of each year. VA staff making recommendations for this award must send the nomination for preliminary judging to the National Representative of the organization to which the nominee is a member. Failure to do so will invalidate the nomination.

The selection committee, with the assistance of the Executive Committee, will select the winners. The awards will be presented at the annual meeting of the NAC.

The male and female winner of the NAC Volunteer of the Year Award each receive an all-expense paid trip to the Annual VAVS National Advisory Committee meeting where they will be given an award.

# VFW Action Corps

Action Corps is the grassroots lobbying network of the VFW. Our members and non-member advocates are encouraged to contact their legislators on a wide variety of VFW-supported issues, working hand-in-hand with National Legislative Service.

Former Speaker of the House Tip O'Neill famously said, "All Politics is Local." Your legislators truly care about what you think. They depend upon us for support and votes. It is up to us to educate our legislators so they know what we believe in and what we expect from them.

## What Can We Do For You?

- Action Corps Members receive frequent legislative updates and calls-to-action on key issues needing immediate action via e-mail or by receiving a text message alert as an opt-in member of our Quick Reaction Force (QRF) on Twitter (see **To Get Involved**).
- We assist you, as a VFW leader, by providing materials to help educate your members on the important issues and how to play a larger, more active role in the political process.
- We provide information and resources on how to effectively communicate the VFW's message to those in Congress.

## How You Can Help Us

- Stay Informed. Know the Issues.
- Be an instructor to your members. Let all your members know about the issues and Action Corps.
- Be an educator to your legislators. Let Congress know our Priority Goals and what we want them to do.
- Encourage others to help. Sign up for to be a veterans' advocate and join Action Corps. If every veteran's advocate could e-mail, write or call their legislators, we would be an unstoppable force.
- Anyone who cares about veterans can join Action Corps for free. You do not need to be a VFW member. The more advocates we have, the stronger our voice will be on Capitol Hill. Sign-up new advocates for Action Corps any chance you get (see next section To Get Involved).

## To Get Involved:

Sign up to receive our Washington Weekly e-mail newsletter by clicking on the VFW in DC section at [www.vfw.org/weekly](http://www.vfw.org/weekly). Once you sign up for the Weekly, you are signed up for Action Corps. Through Action Corps, you will be able to directly e-mail your legislators from this site by signing up with your home address. Please be reminded that the majority of information – Action Alerts, e-mail updates and other breaking news – are sent via e-mail. The speed with which legislation now moves requires the kind of instant action that only e-mail can provide. Follow us on Twitter at @VFWQRF by signing up at [www.vfw.org](http://www.vfw.org), click on the VFW in DC drop down and use the legislative link. Action Alert texts will be sent to your phone asking you to contact your legislators on critical issues that arise during the Congressional session.

## What's the Best Way to Communicate with Your Legislators?

- **Personal Visits-** This is the most effective way to communicate our message. Legislators make frequent visits to their district offices. Call their local office and ask for an appointment. When meeting, be organized and concise. Feel free to leave a fact sheet or a copy of the VFW Priority Goals for their future reference.
- **Town Hall Meetings** -Organizing a town hall meeting is an excellent way to get our issues in the forefront and discussed. Congressional leaders and candidates are always looking for places to host events and audiences to speak to. Local VFW Posts are perfect for this type of event. (For more information about hosting/planning a town hall event, contact Action Corps at 202-608-8363.)
- **Telephone Calls-** A short phone call—especially to the local district office—gives a clear indication of what our members think. Ask to speak to the person who handles veterans' issues and let them know what issue you are calling on, how you feel about it and how it would affect you personally. Five minutes of your time can lead to big results down the road. You can find phone numbers in your local phone book or via the internet.
- **E-Mail Messages-** by using our Action Corps you can send letters and other information directly to your legislators with just a click of the mouse from your computer. We provide sample letters that you can customize and personalize and because you are sending from our website, the information sent to the congressional offices identifies you as a constituent – critical in today's high tech world of spam and viruses.
- **Personal Letters-** A brief, clearly organized letter that focuses on one issue and why it's important to you lets them know how their constituents feel. Always be polite and professional. Be sure to specifically ask for a reply in your letter. Custom letterheads, envelopes and business cards with the VFW Emblem are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).

### When Writing Your Representatives Use This Form:

The Honorable Joe Smith  
United States House of Representatives (or Senate)  
Washington, DC 20515 (or 20510)

Dear Congressman Smith: (or Dear Senator Smith:)

### Working With Congressional Staff

When you contact a legislator's office, you will most frequently be working with their staff. Convincing the staff of our arguments is often as, if not more, important as convincing your legislators themselves. Working and developing a personal relationship with the staff member is the key to accomplishing great things in Washington.

### We're Here To Help

As always, we're happy to help you with whatever you need. If you have questions, need information, or need any assistance, just contact us. We'll help you in any way we can.

## **SECTION 7**

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# **Administrative Policy for Ceremonial Rifles & Ammunition Statement of Policy for Clubs/Canteens VFW Rules & Officer Responsibility**

# Administrative Procedures & Policies

## Rulings & Appeals

Section 518 of the National By-Laws places on the State Commander the responsibility for deciding all questions of law and usage within their Department, subject to an appeal to the Commander-in-Chief. Where such questions are submitted directly to National Headquarters, it is our policy to refer them back to the Department.

Generally speaking, an appeal cannot be made nor will a ruling be given until after an action has actually taken place. For instance, a member cannot appeal a proposal that has not as yet been acted upon. The decision of a Post Commander can be appealed to the District Commander. If the District Commander upholds the Post action, an appeal may then be made, through channels, to the State Commander. If the State Commander upholds the District action, an appeal may then be made, through channels, to the Commander-in-Chief.

A State Commander or State Adjutant may request information or guidance from the National Headquarters prior to entering into a contemplated action. Such requests will be honored and information provided to the best of our ability.

The Post Judge Advocate, State Judge Advocate, or Judge Advocate General do not rule - they offer advice when asked to do so by the appropriate Commander. However, if an opinion written by the Judge Advocate in his/her advisory capacity is adopted and promulgated by the Commander, it then becomes the decision of the Commander.

## Post & Member Correspondence

Letters from Post officers or individual members are answered promptly and courteously. If the response requires that a decision be rendered, the letter will be forwarded to the State Adjutant for the consideration and decision of the State Commander. Correspondence of a general nature and questions of a routine nature will be answered directly to the individual. Posts should, however, be encouraged to carry on such correspondence with the Department rather than National Headquarters.

## Membership Eligibility

Questions of eligibility are answered routinely. Where copies of separation documents are submitted, they are checked and information given as to whether eligibility is indicated. Where general information is asked, it is provided. We will give every possible assistance to a Post, or to the Department, in determining whether it should accept an applicant as a member.

National Headquarters has no facility for determining the eligibility of an applicant except by a check of the separation documents. We have no access to military records nor do we maintain any type of list of persons who are eligible for membership. Neither can we certify that an applicant is eligible merely because they were previously a member of another Post. All we can provide is general or routine information.

Once the applicant has been accepted as a member, however, the questions no longer are routine.

The procedure in removing ineligible is covered very specifically in Section 108 of the National Manual of Procedure. There is no short-cut to the procedure.

## **Members-at-Large**

Section 101 of the National By-Laws makes provision for members-at-large for any eligible person by reason of location, current active military service or personal preference who does not wish to affiliate with a local Post. The eligible person may become a Department member-at-large as a matter of personal choice.

## **Continuity of Membership**

National Headquarters cannot provide a Post with a list of its members showing the years in which their dues were recorded. Neither can we check the continuity of membership of an individual. Records are not maintained in a manner which makes it feasible to provide such information.

Complimentary lapel pins recognizing 25 or more years of continuous membership were discontinued several years ago. Where Posts wish to continue to recognize such members, the appropriate pins must be purchased through the VFW Store, [www.vfwstore.org](http://www.vfwstore.org) (1.800.821.2606). These pins may be ordered by the Post Quartermaster in the same manner as other merchandise. It is not necessary to provide a list of the recipients nor a sworn statement that they have earned the pin if the order is submitted by the Quartermaster or other responsible Post Officer.

## **National Headquarters Mailing Lists**

National Headquarters maintains an officer mailing list of certain State Officers and Committee Chairmen, District Commanders, Post Commanders, and Post Quartermasters.

Every effort is made to keep this list current and correct. Changes and corrections are made daily as information is received. Some State Adjutants routinely forward such changes. This service is appreciated and encouraged.

A mailing list of all members is also maintained and is constantly being updated. This computerized list is entirely separate from the officer mailing list.

A major source of confusion results from a change of address being submitted without identification of any office the member may hold. In such cases, the address may be changed on the computerized membership list but not on the officer list.

A typical letter may state "I've sent my change of address to you twice and I get my magazine correctly addressed but you keep sending my Post Commander mail to my old address." This will ALWAYS happen if the member does not indicate any office held so that it will be corrected also.

**Appropriate forms are available  
through Department Headquarters.**

## **Post Election Report**

With the increased need for early, accurate information on new Post Officers and the amount of Post dues, a "Post Election Report" form is now being distributed to Post Quartermasters prior to Post elections. These forms are to be completed on-line through the Online Membership System (OMS) immediately following the Post election or a copy can be mailed prior to June 1st to National Headquarters, a copy to the Department, and a copy to the District or County Council. The installing officer is still required to make their report of installation but this does not include the names of the officers unless they have not been previously reported.

Where changes are reported on the installing officer's report, or from other sources, they must be immediately reported to the Adjutant General. Of most importance to National Headquarters are the names and addresses of Post Commanders and Quartermasters and the amount of Post dues.

## **Change of Post Name or Location**

A Post cannot change its name or location without carrying out the provisions of Sections 205 or 208 of the National Manual of Procedure. We will NOT make such changes on the strength of a phone call or a letter. Bitter experience has taught us that an enterprising or obstinate Post Officer may take it upon himself to make changes which have not been approved by the Post. We must have the properly signed documents on file before the change is recognized. This is true even where the name was incorrectly spelled on the muster report or the location has changed because of annexation or other legal action.

Posts ordering banners with the wrong name, location, or muster date will not receive them until the proper procedure has been followed.

Forms for Change of Name, Correction of Name, Change of Location, and Correction of Location are available without charge from the Adjutant General. Sample copies of the forms are appended herewith.

## **Change of Meeting Place**

The change of a Post meeting place is covered in Section 205 of the National Manual of Procedure. Such a change requires the approval of the State Commander but not the Commander-in-Chief.

A Post changes its location when it moves into a different political sub-division (from one city to another, from a city into a township, etc.). It changes its meeting place when it moves to another building in the same city-even if that city is as large as Chicago.

A Post could conceivably meet temporarily outside the limits of its chartered location without changing its official location, but the location should be changed when moving to a permanent home elsewhere.

## **Charter Replacement**

A Post having lost, damaged, or destroyed its charter may obtain a replacement from the Adjutant General's Department. This replacement charter will bear the same names as the original although it may be slightly different in appearance. The charge for a replacement charter is \$25.00.

Some Posts organized in 1945 and 1946 never have requested nor received their original charter. They are still entitled to one without charge but must submit a list of their charter members, certified as correct and carefully checked for spelling.

## District Charters

It is safe to say that most Districts have lost their original charter. A District wishing a replacement may obtain it with a written request to National Headquarters. National Headquarters cannot provide any information as to if or when a charter was ever issued to a District.

## Golden Anniversary Award Certificates

The National VFW issues Golden Anniversary Citations to Posts which have completed 50, 75 or 100 years of continuous existence. These are prepared from records at National Headquarters and are mailed to the Department Headquarters at least two weeks in advance of the anniversary with the request that arrangements be made for presentation.

These certificates are prepared automatically and do not have to be requested.

We have had requests for similar citations for 25th anniversaries, which are available upon request.

## Inspections

A supply of inspection forms and work sheets sufficient to perform one inspection of each Post is mailed upon request to each Department Headquarters in April. Where State Inspectors require an additional supply, they are available upon request. It is the duty of the State Commander to follow up on discrepancies.

## Financial Reports & Budgets

One of the major duties of the State Quartermaster, as outlined in Section 518 of the National Manual of Procedure, is the preparation and submission of properly prepared financial reports and budgets. A certain amount of leeway is allowed in the preparation of these documents but the Manual is very specific in requiring that they be submitted promptly and accurately.

Prepared forms are distributed to State Quartermasters prior to the end of each quarter. While the use of these forms is preferred, a State Quartermaster has the privilege of preparing their own report, as long as the information required on the National form is provided. See a variety of forms and reports available from the VFW Store such as Financial Statements (#4208), Receipts Expenditure and Distribution Ledger (#4204), Trustee Report of Audit (#4214) and current VFW Podium Editions (#4108). Contact the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).

## Formation, Chartering & Instituting of VFW Posts

### Pertinent points to organizing new VFW Posts (Section 201):

1. Only the Commander-in-Chief can authorize a charter for a new Post.
2. Charter application must contain the names of 35 eligible veterans of which 25 must be new members.
3. A member may transfer from one Post to another provided the following conditions are met: 1) completion of the application as prescribed in Section 102 of the Manual of Procedure, 2) signing a Member Declaration, and 3) acceptance by the Post.
4. No new Post shall bear the name of a living person nor adopt the name already adopted by any other Post in the Department.
5. A Post shall not be instituted unless 25, or more, qualified members are present for the institution.

6. Posts shall be instituted within 60 days of the date the charter is authorized.
7. The charter of a new Post shall remain open 90 days from the date of institution of a Post.
8. The official date of charter for a Post is the date it is instituted.

## Procedure in Issuance of Charters

**A new procedure has been developed in the issuance of charters for new Posts. Under the new system:**

1. A letter is addressed to the Post Quartermaster about two weeks prior to the expiration of the 90 day charter period, informing him/her that the charter period is due to close and instructing him/her to make up and submit his/her dues report covering all previously unreported members just as soon as the charter period expires.
2. About one week following the close of the 90 day charter period, an alphabetical print-out of names of members, including transfers, is mailed to the Post Commander and Post Quartermaster. A cover letter requests him/her to certify the list, making such corrections and/or additions as necessary, and return it in a self-addressed, stamped envelope. He/She is asked to return the list in 15 days.
3. When certification is received, and corrections and/or additions verified, the charter is engrossed and mailed to the Post Commander. If additional names are included, a reasonable time is allowed for reports to clear so that verification can be made. If questions still remain, further correspondence is required.
4. The charter is not engrossed until the certified list is returned and verified from National Headquarters records.

The State Adjutant receives a copy of all correspondence and is kept informed as to the problems encountered. He/She is also informed as to any changes in official information and is notified when the charter is mailed.

**Some of the problems we have encountered in the issuance of the charters include:**

1. **No dues payment reports received until long after the date of institution.** The Post Quartermaster should be assisted in making up his/her report. This should be ready for submission at the time of institution or immediately thereafter.
2. **Delay in submitting subsequent reports.** For obvious reasons, the Post Quartermaster must be instructed to submit a report at least once a month. Members names cannot be included on the charter if they have not been reported. This includes paid-up members transferring from another Post and transferred life members.
3. **Charter periods extending into a new dues year.** If, for instance, a Post is instituted in May, the charter period would expire in August. The Post may, in addition to its members for the current year, include on its charter members reported for the next year.

## Cancellation of Post Charter

Charters of VFW Posts may be cancelled under the provisions outlined in Sections 211 and 212 of the Congressional Charter and By-Laws and Manual of Procedure.

Before cancelling the charter of a Post, under Section 211, Congressional Charter and By-Laws, the Commander-

in-Chief will suspend the charter, giving the Post an opportunity to appeal the suspension and possible revocation of charter.

The Commander-in-Chief may declare a Post defunct and its charter forfeited for failing to pay Department and National dues on a minimum of ten members by February 1, under the provision of Section 212 of the National By-Laws.

## **Suspension of Post Charter**

The State Commander may suspend the charter of a Post for a period of 30 days or more (not to exceed 90 days) for failure to comply with lawful orders and/or for violation of the laws and usages of the organization. The State Commander must notify the Commander-in-Chief of such action within 48 hours.

## **Voluntary Surrender of Charter**

A Post may surrender its charter (section 210) providing all members in good standing of the Post at the time are notified at least 20 days in advance of the proposed action and the proposition is voted on and approved by a two-thirds (2/3) vote of members present at a designated meeting where such action is considered.

Section 210 of the Congressional Charter and By-Laws and Manual of Procedure covers the requirements for such action.

## **Visitations—National Officers**

Invitations to National Officers must be forwarded through channels to the Adjutant General with approval of the State Commander. This applies to all National Officers, and unless the above is complied with, invitations will not be given consideration.

# **POLICY AND INSTRUCTIONS FOR CONDITIONAL DONATION OF MILITARY EQUIPMENT, CEREMONIAL RIFLES AND BLANK AMMUNITION TO VETERANS ORGANIZATIONS**

## **MILITARY EQUIPMENT**

Regulations, procedures, and prices for obtaining blank ammunition, surplus rifles, and other military equipment available for donation are subject to change without notice.

Be advised all requests for surplus military equipment must first go through the Kansas City, MO National Headquarters office to verify the legitimacy of the post making the request.

The VFW National Headquarters is only authorized to handle requests from chartered Veterans of Foreign Wars posts in good standing. Once verification has been made, the VFW National Headquarters sends requests to the appropriate agencies for processing. When requests are made to Congressional offices or other military departments, without the proper verification and endorsement, the acquisition process is greatly slowed down. Separate letters must be sent for each type of equipment being requested. If both rifles and ammunition are needed, separate requests should be forwarded to the VFW National Headquarters as two different agencies, the Joint Munitions Command in Rock Island, IL and the US Army TACOM Life-Cycle Management Command in Warren, MI will be handling the items.

Requests are to be made on post letterhead and contain the following:

Post name and number

Address (not a PO Box number)

Post commander, Adjutant or Quartermaster must sign request.

These are requirements set forth in new policies and procedures established by the Army. Any correspondence lacking any of these items will be returned to the post causing a delay in processing. Posts are reminded equipment donated by the Department of the Army to Veterans of Foreign Wars posts remain the property of the United States Army. Transfer of any equipment obtained through the Ceremonial Rifle and Static Display Program is unauthorized without the written permission of the **United States Army TACOM Life Cycle Management Command (TACOM)**.

Posts receiving surplus equipment, rifles, static display items, etc. can expect periodic (ceremonial rifle inventories are conducted at the time of issue and every three years or as requested; static displays are conducted at the time of issue and every year or as requested) inspections to assure accuracy of information provided by the donor and compliance with the terms of this Conditional Deed of Gift, proper storage and handling, etc. This program is at no cost to the government, and even though posts may have to pay (or have paid) for handling, shipping, packaging, crating, etc., the items are really just **"on conditional loan"** from the Department of the Army.

## **BLANK AMMUNITION**

A written, formal request must be completed and signed by the current Post Commander, Adjutant or Quartermaster, one of who needs to be the contact person. Include that contact person's residential mailing address (street number) and phone number, not the Post's and an email address if available. Address the request to the Adjutant General, VFW National Headquarters, 406 W. 34th St., Kansas City, MO 64111. The approved request is forwarded by National Headquarters to the Commander, US Army Joint Munitions Command in Rock Island, IL for processing.

The .30 blank ammo (1,240 rounds) is sent in 2 metal cans in a wooden box. The quantity is limited to two boxes and provided free with no shipping charges. Clips are also available. They are issued in multiples of 25 (100 is the maximum).

Between 6-8 weeks after Rock Island processes the request, the ammo is shipped FEDEX Ground from Lake City Army Ammunition Plant, Independence, MO. The recipient will be notified of the tentative ship out date by letter from the US Army Joint Munitions Command in Rock Island, IL. Normal FEDEX Ground delivery is between 9 a.m. to 5 p.m. Monday thru Friday. Prefer the ammunition be shipped to a residence and not to the post. A signature is required upon delivery. If absolutely necessary to be delivered to the post, an Officer's signature is required. This will be addressed on a case-by-case basis.

Blank ammunition is authorized for use in United States Army issued ceremonial weapons ONLY. Ammo is not authorized to posts who receive rifles through any other source. The use of ammo obtained from sources other than the US Army Joint Munitions Command is prohibited as it may result in damage to the rifles. More importantly, it could cause harm or serious injury to the user.

NOTE: US Army Joint Munitions Command will contact TACOM Army Donations Office to confirm that the organization's rifles are from the program and all records are current.

## RIFLES

Under the provisions of Title 10 United States Code (USC) 4683, the Secretary of the Army, under regulations prescribed, may conditionally lend or donate excess M-1 rifles (not more than 15), slings, and cartridge belts to any eligible organization for use by that organization for funeral ceremonies of a member or former member of the armed forces, and for other ceremonial purposes. The Veterans of Foreign Wars is only authorized to handle requests from chartered VFW posts in good standing. The Army Donations Program Office in Warren, MI is responsible for issuing and management of rifles for ceremonial use. Title 10 USC 4683 allows conditions to be imposed on the use of the rifles as may be necessary to ensure security, safety, and accountability. The Secretary may impose such other conditions as considered appropriate.

A Veterans of Foreign Wars post with more than 15 ceremonial rifles is required to return to the US Army the balance of the rifles in order to be in compliance with federal law. If this situation exists, the Veterans of Foreign Wars post will request disposition instructions from the Army Donations Program. No further ceremonial rifles or ammunition will be issued until the Veterans of Foreign Wars post is compliant.

A Veterans of Foreign Wars post wishing to obtain rifles for ceremonial use should forward its request through the VFW National Headquarters. Address the request to the Adjutant General, VFW National HQ, 406 W. 34<sup>th</sup> St., Kansas City, MO 64111. The request should be on post letterhead with a street address (not a PO Box number), contact person with telephone number, and the number of active organization members. It should be signed by the Post Commander, Adjutant or Quartermaster. State the number of rifles desired up to a maximum of 15. The request is endorsed by National Headquarters stating that the post is chartered and in good standing and eligible to participate in the ceremonial rifle program, then forwarded to US Army TACOM Life Cycle Management Command, Attn: **AMSTA-LCL-IWD**, M/S: 419D, 6501 East 11 Mile Road, Warren, MI 48397-5000 for processing. An email address is: [usarmy.detroit.tacom.mbx.ilsc-donations@mail.mil](mailto:usarmy.detroit.tacom.mbx.ilsc-donations@mail.mil). The Donations office may be reached by calling (586) 467-6302. Email requests cannot be processed, as the signed original must be forwarded.

Once TACOM receives the endorsed request, forwarded by the VFW National Headquarters Office, processing will begin and an eligibility package will be sent to the post. This package will include the checklist and forms required for completion by the Post Commander, Adjutant or Quartermaster. Return the original forms to TACOM. Presently it takes approximately ninety days for rifles to be shipped after receipt of the eligibility requirements from the post.

Currently, M1 Garand rifles are available for ceremonial use on a conditional basis. These rifles are shipped from the Civilian Marksmanship Program. Normal Overnight FEDEX Ground delivery will be Monday through Friday between 9:00 am and 5:00 pm. **Ceremonial rifles remain the property of the United**

**States Government. The rifles cannot be loaned, sold, transferred, or given to anyone else without the written approval of the Army Donations Program office.** If for any reason the post no longer requires the use of the conditionally loaned rifles, submit a written request to the US Army TACOM Life Cycle Management Command, 6501 East 11 Mile Rd., Attn: **AMSTA-ICL-IWD** , M/S:419D, Warren, MI 48397-5000. **NEVER** return any weapons to TACOM.

In most cases, the Army Donations Program Office will have prepaid shipping labels provided to assist with the return of rifles. After the returned rifles are received, provide a copy of the receipt to TACOM for validation of the return. In turn, they will send a letter to absolve the post of the responsibility/accountability for the returned rifles.

If rifles are no longer in the possession of the post, it is a requirement to state what happened to them. Either a notarized statement signed by the commander describing the circumstances surrounding their loss and the action(s) taken to recover the rifles or a police and/or fire report is required. Send this information to TACOM for review. After review, a determination is made as to the liability for the missing/lost/stolen rifles. The post will be notified if reimbursement costs are required. A triennial inventory is required once every three years or upon request from the date of issue. Care and maintenance of the conditionally loaned rifles is the responsibility of the post.

Slings are not provided through the Donations Program Group Office. The post may order from Amherst Arms or Fulton Armory: **Amherst Arms**, PO Box 1457, Englewood, FL 34295. Their telephone number is: 1-941-475-2020. The address for **Fulton Armory** is: 8725 Bollman Place # 1, Savage, MD 20763. Their telephone number is 1-301-490-9485. The Army does not endorse any specific commercial source for rifle accoutrements.

### **STORAGE AND SECURITY OF CEREMONIAL RIFLES**

Storage of the ceremonial rifles is at the discretion of the post as long as they comply with local/state/federal regulations. Organization provides storage location on completed Certificate of Arms Storage form submitted and on file. If there is a change, notify TACOM in writing.

### **DAMAGED OR UNSERVICEABLE M1 RIFLES**

If M1 Garand rifles are no longer functioning, the post is required to have a licensed gun dealer or an armorer certify the serviceability of each weapon in question. The post must provide a report by model, manufacturer, and serial number detailing what is wrong with each rifle and how much it costs to fix it with respect to shooting blank ammunition.

TACOM will determine if the cost to repair exceeds the cost to refurbish and ship replacement rifles to the post. If it does not, the post is required to pay for the repair costs.

### **POLICY AND PROCEDURE FOR ACQUISITION OF COMBAT EQUIPMENT FOR DISPLAY AND MONUMENTAL PURPOSES**

The Army Donations Program office may also conditionally provide obsolete or condemned Army combat equipment under the provisions of Public Law 100-456, Title 10 United States Code 2572. Equipment is for static display only and is not in working condition. This program does not have jeeps or vans for driving. Jeeps are no longer available to the public.

All requests for tanks, field artillery pieces, mortars, etc., should be directed to Adjutant General, VFW National Headquarters, 406 W. 34<sup>th</sup> St., Kansas City, MO 64111. This headquarters is only authorized to process requests from Veterans of Foreign Wars posts. Requests are to be made on post letterhead and contain the following: post name and number, address (not a P.O. Box number), name of contact person

with telephone number and number of active organization members in the post. All requests must be signed by the Post Commander, Adjutant or Quartermaster.

Conditional donations of obsolete, condemned combat equipment for display are made at no expense to the government. The costs for **construction of a display site (Do not prepare a pad until notified in writing by the donations office) limited demilitarization and removal of radiological material when applicable**, release and transportation costs, must be paid by the requesting organization. Once the VFW National Headquarters receives the request for a piece of equipment, it will be verified that the post is chartered, in good standing and eligible to participate in the program. The request is forwarded to the **Army Donations Program office at TACOM in Warren, MI**. The VFW National Headquarters does not have any forms or information as to what is available. Once TACOM receives the request, they prepare an official packet and send it to the post. The post then reviews all rules, regulations, requirements, and can then make a final decision if the equipment is still desired. Unfortunately, at this time, Army equipment is not readily obtainable for use as a conditional static donation. It is recommended your post submit the initial eligibility requirements to the donations office to remain in an open status for a period of three years. If an asset does not become available within three years, the request is cancelled and your VFW Post will have to reapply.

The post has the responsibility to maintain and display the Army asset in such a way that honors and upholds the image of the United States, our military forces and the veterans. The post is required to submit an annual certificate and a photograph of the displayed item on the anniversary date of the conditional issue. In the event your organization no longer has a requirement to display the item, you are required to contact the donations office for turn in procedures. Posts are not authorized to loan, sell, transfer, move, abandon or give the asset to any other individual or organization.

Rev 1/14

# Statement Of Policy

## Operation, Management & Control of Clubs and/or Canteens

The purposes of the Veterans of Foreign Wars of the United States are fraternal, patriotic, historical, charitable and educational.

To preserve and strengthen comradeship among its members.

To assist worthy comrades.

To perpetuate the memory and history of our dead, and to assist their widows and orphans.

To maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws.

To foster true patriotism.

To maintain and extend the institutions of American freedom.

And to preserve and defend the United States from all enemies.

The operation, management and control of clubs and/or canteens were not envisioned in the purposes of our organization as described above both in our Congressional Charter, National By-Laws, Manual of Procedure and Ritual. The first and foremost consideration of Posts shall be to the objects of the VFW listed above. VFW clubs and/or canteens shall be of secondary interest and concern and compatible with our stated purposes.

Rules and Regulations and Management Guides for the operation of Post sponsored clubs and/or canteens have been adopted by some Departments in compliance with state and local regulations and the applicable mandates of Section 708 and 709 of our National By-Laws which address incorporation and control of units. Also, many Posts have incorporated the above in their By-Laws or adopted Rules and Regulations for the operation, management and control of their canteens and/or clubs in accordance with the above.

Although differing laws at the local and state levels preclude the promulgation of universally acceptable rules and regulations, certain principles are essential for good management and proper control of Post sponsored clubs and/or canteens and certain policies are mandatory to insure total compliance with the National By-Laws of the Veterans of Foreign Wars both as to incorporation and control of units and to be in keeping with the objectives of the Veterans of Foreign Wars.

In adopting rules and regulations for the operation, management and control of clubs and/or canteens, the following provisions of the National By-Laws must be adhered to:

**Any Post owning and/or operating, directly or by reason of a holding company or other entity substantially controlled by the Post or its members, a canteen, clubroom or other facility available to members or guests must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must be of a type and amount sufficient to protect the Post and must name, as additional insureds, the Veterans of Foreign Wars of the United States and the Department in which such Post is located.**

**All money, property or assets of any kind or nature, as well as all books and records owned, held or used by any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or in behalf of a Post, shall be the property of the Post and must be placed in the care and custody of the Post Quartermaster.**

No Post and no activity, clubroom or holding company or unit sponsored, conducted or operated by, for or on behalf of any Post, may own any property jointly or in common with any individual, firm, partnership, association, corporation or other business or charitable entity, including veterans organizations. Nor may they

participate in any arrangement whereby the funds of such Post or activity, clubroom, holding company or unit sponsored, conducted or operated by, for or in its behalf are expended on property held by another entity for the joint use of such Post and other individuals, firms, partnerships, associations, corporations or other business or charitable entities, including veterans organizations.

# VFW Rules & Officer Responsibility

## Introduction

When the Veterans of Foreign Wars was first organized, it was primarily an association of individual groups all working toward common goals of veterans legislation, veterans benefits, veterans rehabilitation and patriotism. Administration was comparatively simple since the only problems were those of getting information to the members and getting them to agree as to what was to be done.

These **still** are our major goals but the interests of the Veterans of Foreign Wars have broadened and activities on the local -- Post -- level have grown far beyond the original purpose.

Youth Activities -- Civic Betterment -- Humanitarian Projects -- Community Service -- these all take a tremendous amount of individual volunteer effort and a lot of money. In the raising of that money -- and in providing recreation and social activities for our own members -- our Posts have branched into activities which have multiplied administrative problems far beyond what our founders could possibly have dreamed.

These problems are compounded by the fact that a VFW Post is almost a pure democracy and nearly all of its programs depend upon volunteers. Decisions are made by vote of people who are completely informed on the subject and are carried out by volunteers and amateurs. As a result, if there is not a set of hard and fast rules to follow -- and a clear understanding of fields of responsibility and limits of authority -- there are going to be misunderstandings and irritations which create dissension and detract from the purpose of the organization.

This problem has been recognized and very sincere efforts have been made -- and continue to be made -- by the National and Department Organizations to provide rules and guidance for Post Officers and committeemen in carrying out the duties of their particular field of responsibility.

The **master set of rules** for the guidance of all Post activities is the VFW National By-Laws and Manual of Procedure. The By-Laws are the basic rules -- the Manual of Procedure goes into further detail. These govern all activities of the Veterans of Foreign Wars and are inflexible. They are worded very clearly, and they mean just what they say. Current Podium Editions (#4108) are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).

Because of the fact that state laws differ and there is a wide variance between Departments in their organizational make-up, most Departments have adopted **Department By-Laws** which apply only to Posts within that Department. These must not conflict with the National By-Laws nor can they permit anything which is prohibited by the National By-Laws.

In most cases, Department By-Laws deal with policies to be followed at the Department or District level and do not attempt to go into detail in the operation of the Post. They can impose **more** restrictions on Posts but never **less** than are provided in the National By-Laws.

Naturally, a basic set of rules cannot contain much detail nor can it specifically provide for every possible contingency in every Post -- from the little 25 member Post which holds a meeting once a month and lives off its dues -- to the thousand member Post which owns its own home and conducts dozens of activities in as many different fields.

For that reason, **specialized** rules must be formulated and adopted to cover specific activities. The more complicated the activity, the more specific the rules must be.

These rules seek to prevent Posts from falling into the common pitfalls of poor planning, deficit financing, loss of control, and illegal operations.

Since the By-Laws are designed to cover a wide range of operations, they cannot -- and do not attempt to -- specifically detail every move of the Post. They are something like a building code. They establish certain minimum requirements but they permit you to build a lot of different kinds of houses.

As a Post grows in size and activity, there are certain steps it either should take or must take to protect itself and its officers and avoid future arguments and misunderstandings which can create problems and dissension.

## Incorporation

The first steps that any Post must take before it branches into any type of community project, social activity or financial undertaking is incorporation. Most Posts are already incorporated -- the rest should be.

There are two general sets of rules which cover incorporation of a VFW Post: the laws of the individual state, and the National By-Laws of the Veterans of Foreign Wars (Section 708). To be recognized, your corporation must comply with both and must be submitted to the Commander-in-Chief for review.

In just about every Department, incorporation of a Post is a comparatively simple matter since forms which meet the requirements of state law and the National VFW are available upon request from Department Headquarters. If they are not available, I would strongly urge that such forms be prepared, approved by the appropriate state official and the National VFW and reproduced for use by the Posts.

Incorporation is necessary for several purposes. To begin with, in many States, the Post must be incorporated before it can hold property in its own name and before any type of liquor license may be issued to it.

Secondly -- and perhaps just as important to the officers of the Post -- the act of incorporation takes individual responsibility away from the Post Officers and places it upon the Post itself. The individual officers of an incorporated Post cannot be sued for financial obligations of the Post.

It is the general policy of the National Veterans of Foreign Wars that approval will not be given to separate Holding Corporations or Club Corporations. Some of these have been approved in the past and conceivably will be permitted to exist under that approval, but there will be no more in the future. (Unless changes in laws or regulations make a change in policy necessary.)

There is no particular advantage in the pyramiding of corporations. The Post incorporation is sufficient to protect all its operations -- **if those operations are kept under control of the Post**. The general purpose of a separate Club Corporation or Holding Corporation is to take control **away** from the members of the Post. Usually it has not been done for any dishonest purpose but in the belief that more efficient operation will result from tighter control by a smaller group of people. It is the contention of the Veterans of Foreign Wars that sufficient control may be exercised -- without sacrifice of democratic processes -- by the adoption of Post By-Laws and rules.

An exception to the "no separate corporation" rule may be made in the case of sponsorship of large-scale "one-shot" activities such as an air show, a community celebration, a Department Convention, etc. It is sometimes better in these cases to incorporate the individual activity for ease in obtaining insurance, settling financial obligations, etc. These corporations have a limited existence and are dissolved after their purpose is served.

## Post By-Laws

Every Post operating any type of activity -- particularly a Club or Post Home -- should adopt Post By-Laws. Section 202 of the National Manual of Procedure requires that such By-Laws be submitted to the State Commander and Commander-in-Chief for review.

The **Post By-Laws** can cover the gaps left in the National By-Laws and Department By-Laws and Rules. Where the former are the **building code**, the Post By-Laws are the **house plan**. They show just what you are trying to accomplish.

The National or the Department Organizations can furnish you with a Post By-Law template. However, they are the responsibility of the Post and may be set up in the way best suited to the type of operation contemplated by the Post. They **cannot** permit anything prohibited by National or Department rules, nor can they take away any of the responsibilities or authority of Post Officers. They **can** set up general procedures and policies within the Post.

Post By-Laws may provide for the establishment of certain standing committees within the Post, state how they are to be selected and the limits of their powers and duties; they may give authority for the sponsorship of recurring activities; limit the expenditures of funds; establish the procedure for carrying out certain objectives; and provide for their own amendment.

Generally speaking, they set up the **policies** of the Post and provide for carrying them out. They protect the member against ill-conceived or hasty actions since they generally provide for prior notice and a 2/3 vote for amendment, and they promote a clearer understanding of operating procedures.

Matters of **policy** are covered in the By-Laws, **details of management** of a Post Home or Club are left to the Post Club or Home regulations.

## Club Regulations

These, again, are left to the Post for adoption although they must not conflict with the National By-Laws, Department Post Home Rules or Post By-Laws. Suggested forms are available although they are not designed for adoption in their entirety. The variance between Posts make it impossible to adopt a standard form for all Posts. Some operate entire buildings with activities scheduled every day of the week; others may own or rent very modest quarters and only be open occasionally. Some have a full-time paid staff of employees while others may operate entirely on volunteer help.

The Club regulations cover the details of operation. They outline the responsibilities and limits of authority of the Post membership, the House Committee, the Club Manager, and the guests. They cover opening and closing hours, decorum, enforcement of rules, hiring of paid help, financial authority and keeping of records.

For any Post operating a Club or Post Home, local regulations are a **must**. They will save many hours of argument, and remove most causes for misunderstanding and dissension.

## Officer Responsibility & Limits of Authority

If every Post Officer were familiar with their duties and responsibilities and their limitations -- and carried out their duties to the best of their ability -- there would be very few squabbles within a Post and none which would require outside intervention. The National Manual of Procedure specifically lists certain duties for each officer and, in the normal course of events, this would be sufficient. However, the complex nature of the operations of many Posts make it necessary that we look beyond a mere listing of duties and fully understand the reasons for the division of authority. In this way we can apply them to the unusual situations which are bound to crop up from time to time.

The **Post meeting** is the center of all Post activities. Every member has a right to attend all meetings and has a voice in their proceedings. It is at the Post meeting that the Post adopts its By-Laws, its Club Regulations, decides its policies, and distributes responsibilities. Within practical limitations, the Post meeting is supreme to the Post Officers, committees and employees. The membership present may overrule decisions of the Post Commander or House Committee; they may approve expenditures, set policies, and delegate authority. The Post meeting cannot take any action contrary to the National or Department By-Laws or rules or in conflict with its own By-Laws.

It is important to understand that there **are** limitations on the authority of the Post. A member has the right to appeal any Post action to the District Commander (Section 109 of the Manual of Procedure), who will determine whether that action was proper. In extreme cases, a member can go to the courts if he/she feels that their rights have been abused by an action of the Post. The Post cannot take **unreasonable** actions at a meeting. For instance, it could not refuse payment of a legitimate bill for an item authorized for purchase at a previous meeting. It cannot direct an officer or member to do anything contrary to VFW regulations or public law. It **cannot** take away any of the authority given to individual officers through the National By-Laws.

Ideally, the Post meeting makes the rules and sets the policy for the Post; other levels of authority carry them out.

The **Post Commander** is the key officer of the Post. They, alone, represent the **judicial** branch of the organization and also have some of the responsibilities of the **executive** branch. They preside at all meetings, enforce the rules, appoint committees not otherwise provided for, and make certain that the other officers and committeemen perform their duties.

Their authority extends to the Post Home or Club to the extent of enforcing the rules of the Post and the National and Department VFW and public laws. They represent the authority of the Post between meetings, and his/her voice is that of the Post membership. They see that the Post Trustees conduct their audits, that the Post Quartermaster is bonded, and that the House Committee properly supervises the activities of the Post Home.

Their authority also is limited according to the rules of the organization and the bounds of common sense. They are in no sense a dictator. They cannot order nor permit the breaking of laws nor can they supersede the recognized authority of other officers or committees. They cannot, for instance, order the Club Manager to keep the clubrooms open after hours, nor can they direct the Post Quartermaster to pay an unauthorized bill.

The Commander should be familiar with all activities of the Post. They should sit in with the Trustees at their audits or, at least, have a sufficient knowledge of their procedure to know whether they are doing their job. They should attend the meetings of the House Committee, calling to their attention any discrepancies he/she may have observed or complaints they may have received. They must know that when they sign a check, it is in payment of a legitimate expenditure.

The Commander is the arbitrator of arguments and the judge in disputes. As a general rule, their decisions are considered correct until over-ruled by the Post meeting, the District, State Commander or Commander-in-Chief.

The **Post Quartermaster** has certain definite responsibilities and duties. They are the responsible officer for all Post funds and property and his/her signature validates all checks. They keep the fiscal records for the Post and have the duty of overseeing all financial transactions. They must be bonded to the Post for all funds under their control.

In the case of a large-scale Club operation, it often becomes impractical or impossible for the Post Quartermaster to physically handle all the funds or to personally keep the detailed records of operation. It is not uncommon in these cases to require that the Club Manager or a hired bookkeeper keep a separate set of club books, subject to the control of the Quartermaster and reported to the Quartermaster at regular intervals.

The Quartermaster is the **responsible** Post Officer in financial matters -- not necessarily the Post bookkeeper. In a large corporation the treasurer does not physically handle the bookkeeping obligations but he/she is responsible that they are done properly, efficiently and accurately. This may also be true of the Post Quartermaster, depending upon the Post By-Laws and Club regulations. In any case, they must be familiar with all books of record and are responsible for all required Federal and State reports and payments.

Remember that the Post cannot take away any of the authority of the Post Quartermaster although they may be relieved of some of the **work**.

The Quartermaster only pays bills which are authorized by Post action or under Post rules. They cannot refuse to pay a legitimate and properly authorized bill except for a lack of funds. Neither can they be forced to pay one which is not properly authorized.

Quite often a controversy arises between the Quartermaster and Club Manager as to responsibility for Club funds. Sometimes a fine point arises which must be arbitrated. As a rule of thumb, the Quartermaster keeps their nose out of the cash register except for checking purposes, and the Manager hides no transactions from the Quartermaster. The Quartermaster does have the right, and the duty, to determine that all reports are correct and that all funds are handled properly. They do not have the right to assume managerial responsibilities.

The **Post Trustees** duties are probably the most misunderstood of any of the Post Officers. They are primarily the **watchdogs** of the Post funds. They make certain that no one has their fingers in the till. They audit the Post funds regularly -- at least once each quarter.

While the National By-Laws are silent on this point, it would seem logical that the Trustees also have authority and responsibility concerning the proper handling of funds. It is only reasonable that their authority should not be limited to catching a dishonest person. Equally important should be the prevention of dishonesty. Where funds are guarded carelessly or records are kept inefficiently, the Trustees should call attention to this and make every effort to correct it.

The Trustees duties extend to **every** operation of the Post. Their audits must cover all activities, including the clubrooms, the bar, bingo, or any other source of income or financial transactions.

Again, it is not always entirely necessary that the Trustees do their own investigating and conduct their own audits. In most cases, the Trustees are not qualified accountants, particularly where large amounts of cash are involved and the operations are especially complex. Many Posts employ a private firm of accountants for the purpose of an audit. This is to be encouraged rather than discouraged. In these cases, the auditors report to the Trustees and the Trustees make certain that the audit is conducted correctly.

A quarterly audit of all funds and accounts is an absolute necessity. If the Trustees do not function in a proper manner, the Commander may deem it an emergency situation and appoint an auditing committee on his/her own initiative.

Regardless of the size of the Post, a quarterly audit is mandatory. Failure to conduct one may result in the cancellation of the Post Quartermaster bond and will take away all voting privileges at District and Department Conventions.

The Trustees do not have any authority over the management of the Post Home, nor is property held in their name in an incorporated Post. They cannot serve on any committee having to do with the handling of Post funds, and cannot therefore serve as members of the House Committee, Bingo Committee, etc. There is nothing to keep a Trustee from serving as a volunteer worker or in an appointive capacity where Post funds are not handled.

The **House Committee** functions only in a Post which operates a Post Home or Club. This committee may be selected in anyway the Post determines but it is generally considered advisable that it be elected by the Post

membership, with the members serving staggered terms, on the order of Post Trustees. This lessens the possibility of one certain group gaining and retaining control of the Club.

The duties of the House Committee should be laid out in the Post By-Laws and/or Club regulations so there is no misunderstanding of their powers and responsibilities. The purpose of the committee is to act on behalf of the Post in making certain that the club is run in an efficient, reputable and legal manner and that the rules of the Veterans of Foreign Wars are adhered to.

It is the general procedure for the House Committee to hire all employees, set their salaries, and issue necessary instructions and orders to the Club Manager. The committee usually meets at least once a month for the purpose of discussing problems, taking inventory, studying financial reports, and in general, acting as an advisory, supervisory and disciplinary board. No member of the House Committee should ever be permitted to act as Club Manager or as a paid employee of the Club.

The House Committee is generally given authority to suspend the Club privileges of any member and to establish and enforce, through the Club Manager, rules of decorum and behavior. They usually, also, have the authority to suspend or discharge the Club Manager or any employee for good and sufficient cause. In any disciplinary action, discharge or suspension, there should be provision for an appeal to the Post meeting.

The committee cannot make or enforce any rules contrary to the rules of the Department, public law, or the lawful instructions of the Post. If it is elected from the Post floor, the committee is directly responsible to the Post floor and makes its reports to the Post at meetings. Refusal to comply with the rules and instructions of the Post is grounds for removal of any or all members of the House Committee.

The **Club Manager** is directly responsible to the House Committee for the management of the Post Clubrooms. They have the direct responsibility for supervising employees, enforcing rules, and accounting for receipts and expenditures. They must have enough authority to permit him/her to do so with a reasonable degree of freedom from interference. They must keep the accounts in such a manner as to justify all expenditures and verify all receipts. The Club Manager must make reports to the Post Quartermaster and to the House Committee. They enforce the rules but they do not make them.

The Club Manager keeps all payroll records, recording amount of pay to each individual and withholding the proper amount of Federal and State Income Taxes and FICA Taxes. Either the Club Manager or the Post Quartermaster must make the necessary Federal and State reports and payments for withholding taxes, Social Security and Unemployment Compensation.

The Club Manager has the right to appeal any decision of the House Committee to the Post floor for arbitration. Post members should, however, be cautious in overruling the actions of its own representatives on the House Committee, particularly in the case of frequent appeals. A dishonest Club Manager generally has no problem in bringing in enough friendly votes at a meeting to uphold his appeal.

**In summary**, it must be remembered that the Veterans of Foreign Wars itself is supreme in any dispute. The Department rules and the Post By-Laws and rules outline the way the Post and the Club must be run. The Post, in **all** cases, is above the Club. The Club is merely an activity of the Post and must be treated as such. **In no case is it a separate entity.**

When a Post is chartered it is granted a license or franchise for the use of the name of the Veterans of Foreign Wars in the carrying out of programs which are assumed to be of value to the entire organization. At any time that a Club or other activity is managed in such a manner as to harm the good name and reputation of the Veterans of Foreign Wars, the right to use the name can be revoked.

As a general rule, the operations of VFW Posts and their Clubrooms in the Departments are a credit to the organization and a source of pride to its membership. Through proper adherence to the rules of the VFW and the duties and responsibilities of our officers, we can avoid the many misunderstandings and bitter arguments

which can break the finest Post.

**Suggested guidelines of By-Laws and Articles of  
Incorporation are available from Department Headquarters.**

## **Duties & Responsibilities of the District Commander**

There is **no one** in the Veterans of Foreign Wars with a tougher job than the District Commander. And there is **NO ONE** who can have a greater effect on the success or failure of the Posts in the District.

The **National** and the **Department** organizations have the responsibility of administration, direction and development of programs and activities. and must come from the person who is close enough for personal contact -- **the District Commander**.

A successful Commander must be **enthusiastic ... dedicated ... well-informed ... sympathetic ... and, above all ... available!**

The National VFW recognizes the importance of the District Commander and provides you with informational material on every activity and every program. You will receive copies of all promotional and informational material sent to Post Commanders.

The magazine, your Department publications, General Orders and other mailings **must be studied and absorbed** if you are to keep one jump ahead of your Post Commanders. You must also have a copy of and be familiar with the VFW By-Laws, Manual of Procedure and Ritual, and your own Department By-Laws and rules. A copy of Demeter's Manual of Parliamentary Procedure will aid you in running your own meetings and settling arguments in Post meetings.

As a **good Commander** you **must**:

1. **Appoint a Chairman** for every VFW activity and make sure the Chairman is doing the job. If not, remove the Chairman and appoint a new one. A Chairman must know the program, be interested in it, promote it actively, and be able to sell it to others.
2. **Use Your District Officers.** You can't do everything yourself. Assign duties to them and make them feel they are needed.
3. **Keep in Constant Contact** with your Posts through regular letters, bulletins, telephone calls, personal notes and visits. Know every Post Commander by first name and familiarize yourself with the interests and background of your Post Commanders. Make certain that your Posts conduct regular audits, hold regular meetings, conduct membership drives, order and sell Poppies, and carry out the programs of the VFW.

4. **Visit Each of Your Posts at least Once.** There is no substitute for personal contact. The District Commander should be the FIRST person the Post Commander thinks of when help or advise is needed.
5. **Hold Regular District Meetings** -- well planned and well conducted.

A meeting must be interesting and educational or you won't have attendance at the next one. Here is where the Post Officers get their direct information and their inspiration. In many cases, these will be the ONLY higher level meetings some of the Post Officers and members will attend during the year. The impression they receive here will determine their attitude toward the entire Veterans of Foreign Wars.

6. **Schedule and Hold Instructional Meetings**, whether they are in connection with a regular meeting or in local areas within the District. If the Posts won't come to you, bring the programs to them. Send out notices well in advance and call the Post Commander ahead of time to remind him to be present.
7. **Help Your Weak Posts.** Show a concern for their problems, assign a junior officer to help with their membership drives, suggest programs and methods of carrying them out, encourage other Posts to help their weak neighbors.
8. **Organize New Posts** . . . Every District has some areas where the VFW is not represented.
9. **Work with the Auxiliary.** You won't get off the ground in your Poppy, Community Activities, Voice of Democracy or many other programs without their help. Treat them as partners -- not subordinates.
10. **Remember that You are an Officer of Your Department.**  
YOU represent the VFW as far as the Posts in your District are concerned.

#### **Here are some things you shouldn't do:**

1. **Don't Knock Your National Organization or Your Department.**  
You can't keep respect for your District if you make the members feel that the rest of the VFW is bad.
2. **Don't Embarrass Your Post Officers.** Treat them with respect and courtesy, even if they are way off base. Don't laugh off a silly question. It's a serious one to the person who asked it.
3. **Don't be Afraid to Admit You Don't Know Something.** A wrong answer is much worse than none at all.
4. **Don't Get Discouraged.** You'll have some disappointments and discouragements but you will accomplish something if you keep trying. Once your Posts know you are sincere they will overlook your shortcomings and appreciate your success.

Remember that the future Department and National leaders are coming from your ranks. Conduct your affairs just as though you intend some day to be **Commander-in-Chief!**

# Tips for the District Commander

## History of Districts

During the early years of the Veterans of Foreign Wars, Posts were directly responsible to the National Organization. The first mention of a “Department” appears in the National By-Laws following the 1920 National Encampment (convention).

Districts appear to have come into existence in an evolutionary process, probably because of the need for an intermediate body between the Post and the Department. The first mention of “Districts” appears in the 1931 By-Laws which provided that District representatives on the Department Council of Administration be elected at the Department Encampment. Districts finally gained a section of their own in the By-Laws following the 1938 National Encampment but were denied any legislative or taxing power. It was only with the complete revision of By-Laws in 1948 that Districts gained full recognition under a special article devoted only to that subject. Jurisdiction over Districts is given to the Department, with their boundaries determined by the Department and their charters issued by the Department.

Districts have flourished and exist in every Department except the District of Columbia, Alaska, and Hawaii. Their popularity probably stems from the flexibility of their boundaries to meet specific conditions, plus the fact that the National By-Laws grant them representation on the Department Council of Administration.

Districts have earned a very definite place in the VFW structure. Their size is such as to permit direct supervision of Posts within their jurisdiction. Not the least of their value is the pride, loyalty and comradeship developed among the Posts within their boundaries. Anyone who has attempted to re-district a Department knows of the fierce loyalties of a Post to its District.

## Your Responsibilities

The National By-Laws and Manual of Procedure give very little space to the purpose of the District or to the duties and responsibilities of the Commander. The District Commander is told to preside at meetings, appoint necessary officers and to “perform such other duties as are usually incident to such office.” The District Commander is also expected to promote schools of instruction for Post Officers, to act as liaison between the Post and the Department, and to do “whatever may be for the best interest of the Veterans of Foreign Wars of the United States.” Current VFW Podium Editions with Congressional Charter, By-Laws, Manual of Procedure and Ritual are available from the VFW Store at 800-821-2606 or [www.vfwstore.org](http://www.vfwstore.org).

In practice, of course, the District Commander has a great deal of responsibility, and the success or failure of the Department is strongly dependent upon the effectiveness of the District Officers and chairmen.

The District Commander who properly performs all the duties assigned to him/her is the busiest person in the VFW. In addition to representing their District on the Department Council of Administration, they are expected to maintain constant contact with their Posts, promote the programs of the VFW, coordinate the efforts of the Posts, create enthusiasm, arbitrate Post squabbles, instruct and advise Post Officers, assist weak Posts, organize new Posts and establish Post territories. They must also plan and conduct District meetings, organize District functions, carry out membership drives, and keep the Department informed of what they are doing.

All this must be done without a permanent office, without a paid staff and, in most cases, without an adequate allowance for expenses.

Only through proper planning and organization, through full use of your subordinate elected and appointed officers, and through a thorough understanding of the rules, regulations and programs of the Veterans of Foreign Wars, can you achieve the goals you have set for yourself as District Commander.

## Your Appointments

The officers, committee chairmen, and other positions to be filled by appointment vary greatly with the Department By-Laws, District By-Laws, customs and precedents in effect in your District. You may be **required** to make certain appointments but you generally are not restricted in making additional appointments.

You are required to appoint an **Adjutant**. Your wisdom in selecting an Adjutant can directly affect your accomplishments. His/Her value extends far beyond their ability to record the minutes of District meetings. The Adjutant can aid you with your correspondence, help you arrange your travels, advise you on procedures, plan and arrange your meetings and functions, and even give you a friendly pat on the back when you need it.

A well-informed, dedicated and active **Service Officer** is a must in every District. Your Post Service Officers serve one of the most important functions in the aims and purposes of the Veterans of Foreign Wars. They need the guidance of a readily-available person in their own area to advise and assist them in carrying out their responsibilities.

The appointment of a District **Inspector** and/or a District **Chief of Staff** depends upon the structure of the Department. Where provision is made for such appointments, they must be knowledgeable, available and energetic. They can take a lot of the work off your shoulders.

An **officer of the day, bugler, guard, color bearers** and **color guards** add a great deal to a District meeting or function and certainly set a good example for the Posts in your District. If such officers are appointed, they should be sharp, know their duties and the ritual of the VFW. Sloppy ritualistic work is an embarrassment to everyone.

A **Committee Chairman** should be appointed to match each of the committees of the Department. They will be expected to work with the Department Chairman in the promotion and advancement of his/her particular activity. This should include, but is not necessarily limited to, **Americanism, Buddy Poppy, veterans employment and training, community activities, hospital, legislative, life membership, loyalty day, membership, National Home, safety, Voice of Democracy and youth activities**. In most cases, a chairman is sufficient. A large committee is not necessary since the District Chairman should be working directly with the Department Chairman and with you.

## Preparing for District Meetings

National By-Laws require a District to hold an annual Convention and unless otherwise provided for in Department By-Laws, Districts shall hold at least three regular meetings each year in addition to the Convention. Such meetings serve a very useful purpose in creating enthusiasm, exchanging ideas, instructing Post Officers in their duties, and familiarizing members with the programs of the VFW.

To accomplish its purpose, a District meeting must be well planned and well carried out. The following reminders may help you in doing so:

1. Set the time, place and date at a previous District meeting. Posts wishing to host the meeting should be required to be present at the previous meeting to confirm their invitation and must be able to assure the members that proper facilities are available and that proper arrangements will be made.
2. If the Auxiliary meets at the same time, notify the President immediately of the decision.
3. Notify the Department Adjutant of your meeting schedule.

4. Notify, by letter, all District Officers and all Post Commanders of the time, place and date of the next meeting.
5. Make certain that District colors, the Bible, flag, gavel, etc. are present at the meeting.
6. Inform your officers of the part they are to play in the program.
7. Any invited guests should be informed of the time which will be allotted to them. Any guests who ask to appear must provide you in advance with an outline of their purpose in appearing.
8. If a Department representative is assigned, discuss their appearance in advance. Tell them what is expected; whether they are to deliver a main address, appear on radio or television, will be interviewed by the press, or will be asked to visit the Auxiliary.
9. Obtain all possible information concerning the progress of your Posts from Department Headquarters in advance.
10. Make up your meeting schedule in advance, making note of any particular business to come before the meeting. There is no reason why you cannot have someone primed to make necessary motions.

## **Running a District Meeting**

The order of business of a District Convention or meeting is outlined in Section 1003 of the National Manual of Procedure. This should be used as a guide but is not inflexible. You will probably have a Department representative who must be scheduled on the program and must be worked in somewhere. Don't make them wait until just before the closing ceremonies. You may want to take some action based upon their statements.

Open the meeting on time and keep it moving. If you open the meeting half an hour late, the members will be that much later at the next meeting. Don't let discussions get out of hand. If a matter is brought up which has no place in the meeting, cut off the discussion. Individual Post problems generally have no place on the District floor. They can be solved much better by you as District Commander than they can by vote of the membership.

Proper procedure in conducting a District meeting is essential. You are setting an example for your Posts and you cannot expect them to operate any better than you do yourself. Familiarize yourself with parliamentary procedure and with the By-Laws, Manual of Procedure and Ritual of the VFW. The appointment of a well-qualified member as a parliamentarian can help you, but remember that you are running the meeting, not them.

## **Your Power & Authority**

The National By-Laws gives the District Commander the authority to rule on questions of law and usage and enforcement of rules and regulations. Questions of discipline are not channeled through the District Commander but are handled directly between the Post and the Department.

The Department Commander should consult the District Commander on matters concerning his/her Posts. Quite often, the Department Commander will authorize the District Commander to take actions in his/her behalf.

The District Commander cannot suspend the charter of a Post nor can he/she authorize the consolidation of a Post or the revocation of its charter. They can, however, make recommendations and should be consulted by the Department Commander when such actions are contemplated.

## Department Council of Administration

The District Commander serves in a dual capacity. In addition to their other responsibilities, they serve as a member of the Department Council of Administration and, as such, is a high ranking officer of the Department. When they appear at a Post meeting they represent the Department as well as the District. They are expected to uphold the actions of the Department and promote its programs.

The Department Council of Administration is in charge of the working interests of the Department between Conventions. It sets the budget, fixes salaries of Department employees, audits accounts and disposes of the property of defunct Posts. As a member of the Council, you have a responsibility to the entire Department, not just your own District. It is extremely important, therefore, that you be fully acquainted with all the workings of the Department - particularly its financial structure.

## National Mailings

As District Commander, you are on the mailing list from National Headquarters for just about all the general information distributed from there. You will receive membership mailings, the bulletins on all programs and activities, and a host of other material. Presumably you are on the mailing list of the Department for similar material.

At any time you have a change of address, notify your Department Adjutant **and** the Adjutant General. Identify yourself as District Commander - otherwise you may find that your magazine is going to your new address and your other mail to your old address.

Special National mailings are also made periodically to the District Poppy Chairman, Voice of Democracy Chairman and Youth Activities Chairman. A change in such officers or a change in their address should also be mailed to the Department Adjutant and to the Adjutant General.

## Working with Your Posts

In spite of the fact that the Post Commander is automatically provided with a host of information concerning their duties and the programs of the VFW, just so much can be accomplished through the mail. Personal contact is needed to keep the Posts enthused and to clear up misunderstandings. This personal contact must come from the District.

Don't hesitate to use your District Officers to the fullest extent, whether they are elected or appointed. Your Committee Chairmen should stay on top of their activity and know exactly what each Post is doing; and they should be willing and able to give assistance where it is needed.

You, yourself, should know every Post Commander by their first name. They should have enough confidence in you that he/she comes to YOU with their problems and will listen to your advice.

Work with your weak Posts. They need your help more than do the strong ones. Encourage active Posts to help the weak ones.

If a Post is lacking in leadership, help develop new leadership. Sometimes you will have to work around a poor Commander. All a dead Post needs to revive it is one or two interested members who are willing to work with you. Don't give up on a Post just because it has done nothing in the past. Just one good accomplishment, whether it is a Poppy distribution, a Voice of Democracy or Patriot's Pen sponsorship, will create interest in the Post. Hold schools of instruction for Post Officers. If they don't come to the schools, bring the schools to them. Make sure the officers understand their duties and responsibilities. Once they know what they are to do and how to do it they will become more active. Encourage the Posts and their officers - don't just chew them out. If the old

members are all apathetic, sign up some new ones, steam them up and turn them loose.

## Post Problems

Even active good Posts develop problems. Sometimes these are such that the Post itself cannot solve them without outside help. Factional disagreements can get out of hand and involve even those members who take no side with either group. A little diplomacy can work wonders, if it is applied before the breach becomes too wide.

Post inspections are the best means of finding out what is going on in a Post. Copies of inspection reports are being provided to District. When you receive your copy of the reports, study them carefully, check any discrepancy, and follow them up to be sure that corrective action has been taken where necessary.

Such things as illegal operations of Clubs, issuance of social cards to non-members, gambling in Post Clubrooms, etc., are not to be tolerated. Stop them before they get out of hand.

## New Posts

You are in the best position of anyone to know where a new Post can be put in. You can do it yourself or with the help of a few good members. Keep the Department informed of your intentions and your progress. If you need material, just write to your Department Headquarters.

Don't hesitate to organize a new Post just because a Post in a neighboring area objects. The extra interest engendered by a new Post will help them, not hurt them.

The institution of a new Post should be as big an event in your District as a new baby in your own family. The Commanders of other Posts should be invited to bring a delegation to the institution. In some Districts it is customary for each existing Post to present the new Post with a cash donation at the institution. What better way to welcome the new Post into the family?

Don't let a new Post die on the vine. Have someone at each meeting for at least the first six months. Encourage the Post to take an active part in District affairs and make it feel that it belongs.

## Leadership

Leadership is primarily the ability to get people to work together toward a common cause. A good leader must create enthusiasm, provide direction, and encourage initiative. He/She must be able to set goals, plan their accomplishments, and obtain the cooperation of others in achieving them.

As District Commander, you represent the VFW in your District. The entire organization is judged by your actions, your appearance, and your personality. Likewise, your own membership will be inspired or turned off by the image you convey. It is very important that your personal conduct be above reproach.

Speaking ability is important. Some are born with it. Most of us have to develop it. Nearly anyone can give a good speech if they are sincere, knows what they are talking about, and plans what is going to be said. It is **always** a good idea to plan your talk ahead of time and to prepare notes as reminders of the points you want to emphasize. Unless you are an accomplished humorist, don't try to tell funny stories. Sincerity, enthusiasm and knowledge of your subject will gain you the respect of your audience. A public speaking course might help and certainly will do no harm. No matter what your audience, it deserves the best you have to give.

Plan your travels. Whenever possible, let a Post know when you are coming. Make full use of your subordinate officers. Coordinate their travels with yours. It is inexcusable to have three officers at one Post and none at another.

Keep informed of progress of your Posts and your programs. Read your National and Department communications. Keep in touch with veterans affairs in your area, in your Department and nationally.

Know your people. Take an interest in their activities. Give credit where it is due. If someone needs a reprimand, do it privately. Don't embarrass anyone in public. You are working with volunteers. Even if you disagree with their actions or beliefs, give them credit for sincerity. You will get better results with persuasion than coercion. Don't win an argument at the expense of losing a worker.

The Veterans of Foreign Wars is the greatest organization in the world and your District is the best in the VFW. Your goal is to be the best leader it ever had.

## **SECTION 8**

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**Cross of Malta  
Member Benefits  
Resolutions**

**Veterans of Foreign Wars Foundation**



## Cross of Malta

The Veterans of Foreign Wars of the United States adopted for its symbol the Cross of Malta, which has a heritage of honor, duty, sacrifice and courage that dates back to the 11th century.

The Cross of Malta trademark was issued June 9, 1931. Pursuant U.S.C. Title 36, Chapter 7A, Sections 111-120, the Veterans of Foreign Wars of the United States has the exclusive right to the use of its name and the sole exclusive right to the use of the emblem and badges adopted by the corporation. Additionally, the Veterans of Foreign Wars of the United States has registered the precise logo appearing on your merchandise with the United States Patent Office. Finally, it is a federal offense to use the name or emblems of a federally chartered veterans organization. See Federal Criminal Code, U.S.C.A., Title 18, Section 705.

VFW By-Laws, Section 805 further protects the name and logo.

No Post, District, County Council, State or other unit of the Veterans of Foreign Wars of the United States and no officer or member has authority to grant the right to manufacture, reproduce or deal in items bearing the name, including the acronym VFW, and/or emblem of the Veterans of Foreign Wars of the United States or any colorable imitation thereof. The only authority to use the name and/or emblem of the Veterans of Foreign Wars of the United States would be by issuance of a Veterans of Foreign Wars of the United States National Headquarters purchase order or license agreement.

To request permission to use the Emblem, Name, or any other Trade Name or Trade Mark, submit a written request to VFW National Headquarters, Commander-in-Chief's office, providing how you want to use it, and permission will be granted or declined.

The VFW STORE and its licensed vendors are the only authorized sources to use the VFW name and Cross of Malta on apparel, caps, and other merchandise. For custom items outside of the VFW Store merchandise [www.vfwstore.org](http://www.vfwstore.org), call 1-800-821-2606 and a Certified Customization Consultant will assist you with special purchases, quantity and custom orders.

# Insurance and Member Benefit Programs

We value your service and your VFW membership! To show our appreciation, we offer the following programs to you and your family.

- \$1,000/\$1,500 Personal Accident (no cost to members)
- Auto Insurance
- Cancer Insurance
- Car Rental Discounts
- Cell Phone Discounts
- Computer Discounts
- Credit Card and Financial Services
- Credit Card Processing Service
- Dental Insurance
- Emergency Response Monitoring Service
- Emergency Travel Assistance
- Funeral and Cremation, pre-need and at-need
- Health Screening
- Hearing Aid Discount Program
- Homeowners Insurance
- Identity Theft Protection
- Life Insurance - High Limit Term, Juvenile Life, Sr. Term and Simplified Issue Term Life Insurance
- Long-Term Care
- Medicare Advantage Plans
- Medicare Part D Plans
- Medicare Supplement Plans
- Mortgages - FHA and VA
- Motel Discounts
- Office Supply Discounts
- Pet Insurance
- Prescription Discount Card
- Post Accidental Death and Dismemberment
- Post Property and Casualty
- Real Estate Services
- SAT/ACT College Testing Prep
- Senior Hospital Indemnity
- Tricare / CHAMPVA Supplement
- Veterans Employment Assistance
- Vision Discount Program
- Voluntary Personal Accident Protection (ADD) Coverage

[www.vfw.org/Member Benefits](http://www.vfw.org/MemberBenefits)  
Toll Free 1-800-821-2606, option 1

**PREPARING PROPOSED AMENDMENT  
TO THE  
NATIONAL BY-LAWS, MANUAL OF PROCEDURE OR RITUAL**

**By-Laws:** Any member in good standing, a Post, a District, or a Department, may propose an amendment to the National By-Laws; provided, however, before consideration at the National Convention, the proposed amendment must be approved by a Department Convention. Immediately following a Department Convention, the proposed amendment(s) must be forwarded to National Headquarters.

**Manual of Procedure and Ritual:** Any Post, District, or Department may propose an amendment to the Manual of Procedure or Ritual; provided, however, before consideration at the National Convention, the proposed amendment must have been forwarded, through channels and have been properly approved.

In order to meet National By-Law/Manual of Procedure Article XIV requirements, to provide 15 day notice to all Posts of all amendments, the Adjutant General requests all amendments be forwarded to National Headquarters on or before the first working day of July.

**By-Law, Manual of Procedure or Ritual changes not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.**

A proposed change to the National By-Laws, Manual of Procedure or Ritual must be submitted as such, not as a resolution. Proposed amendments must be definite and specific as to the verbiage to be deleted or added. Use of the most recent amended copy of the National By-Laws, Manual of Procedure and Ritual is encouraged, as proposed changes considered by convention delegates cannot be amended on the floor.

**EXAMPLE 1**

Proposed Amendment to National By-Laws proposed by Department of \_\_\_\_\_.

Section 202 – By-Laws.

Amend Section 202, National By-Laws, by deleting the words “two-thirds (2/3)” in the first sentence of paragraph one, and inserting, in lieu thereof, the following:

“majority”.

**EXAMPLE 2**

Proposed Amendment to National Manual of Procedure proposed by Department of \_\_\_\_\_.

Section 518 – Officers: Duties and Obligations.

Amend Section 518, Manual of Procedure, by deleting paragraph (a) (1) d. in its entirety and inserting, in lieu thereof, the following:

“Plan and organize all social functions.”

**EXAMPLE 3**

Proposed Amendment to National Ritual proposed by Department of \_\_\_\_\_.

Amend the Ritual by deleting on page 48, in the last sentence of the Member’s Obligation, the words “and a citizen of our great republic.”

Further amend by placing a period after the word “comrade” in the same sentence.

If you require help composing a proposed change to the Bylaws, Manual of Procedure or Ritual, please contact Administrative Operations at National Headquarters for advice and assistance in properly preparing a proposed amendment to be voted upon by your department convention.

## **PREPARING A RESOLUTION TO BE CONSIDERED BY THE NATIONAL CONVENTION**

The policy of the Veterans of Foreign Wars is established by resolutions adopted by the delegates attending Department and National Conventions. Most such resolutions originate at the Post level and are passed through the District and Department before being acted upon at a National Convention. Many times, an otherwise worthy idea gets nowhere merely because it is not correctly presented.

A resolution contains two separate parts; a statement of the problem to be solved, and the proposed solution to the problem. The problem is outlined in the “*WHEREAS*” clauses, and the proposed solution is given in the “*RESOLVED*” section.

The “*RESOLVED*” section of a resolution should be complete in itself without depending on the “*WHEREAS*” clauses to give it meaning.

### **EXAMPLE**

WHEREAS, the rising cost of living has created an intense hardship on those disabled veterans whose only income is a meager pension check; now, therefore

BE IT RESOLVED, that we petition Congress to enact legislation which would provide a substantial increase in non-service connected pension rates.

(Note: The “*RESOLVED*” section has a proposed solution that makes sense and can stand alone without the “*WHEREAS*” clause giving it meaning.)

A resolution may deal with a local problem. It needs no action on a level higher than that of the Post. If the problem concerns an area larger than that served by the Post, it should, after Post approval, be presented before the District or County Council. 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 persons or matters outside the state boundaries, must be forwarded to the National Convention for final disposition.

When submitting a resolution to the Department Convention, a notation on the bottom should show the previous action taken, such as, approval by Post and, if applicable, by the District. A Post or District submitting a resolution to its Department Convention must follow guidelines established by the Department, which may require submitting the resolution to the Department Adjutant prior to the convening of the convention.

**Resolutions not in proper form, unclear as to meaning, or concerning matters clearly not within the scope and purpose of the Veterans of Foreign Wars cannot be considered by the National Convention.**

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 disposition. Approved resolutions should be sent to national headquarters at the close of the department convention. The Adjutant General requests all resolutions be forwarded to National Headquarters on or before the first working day of July. A resolution disapproved by the Department Convention or not acted upon by the Department Convention will not be considered by the National Convention.

Resolutions may also be originated by Department officers or by the Department Convention itself and acted upon by the Department Convention. A National Officer may originate a resolution concerning National affairs and submit it directly to the National Convention without Department action. Likewise, a National Convention Committee may originate a resolution and present it for approval during the National Convention.

Policy set by the National Convention is binding upon all subordinate units of the Veterans of Foreign Wars. No Post or Department is permitted to take any individual action or espouse any cause contrary to the National By-Laws or to the actions of the National Convention except that it may propose changes in policy by the preparation of a resolution for consideration as outlined herein.



*"The mission of the VFW Foundation is to support programs and services that secure, manage and distribute resources to improve the lives of veterans, military service personnel, their families and the communities where they live."*

## WHO WE ARE

The Veterans of Foreign Wars (VFW) Foundation, a 501(c)(3) nonprofit established in 1996, is the official charity of the Veterans of Foreign Wars of the United States, America's largest and oldest combat veterans organization.

Our mission (the solemn promise) of the VFW Foundation is to support programs and services that secure, manage and distribute resources to improve the lives of veterans, military service personnel, their families and the communities where they live.

We are especially proud of our extremely low administrative costs. The VFW Foundation is reviewed and ranked annually by various nonprofit watchdog groups such as Charity Navigator, GuideStar and the Better Business Bureau and we have received the "Best in America" rating from the Independent Charities of America.

## WHO WE HELP

The VFW Foundation seeks to make veterans, military service personnel and their families feel appreciated for their service to our country. After all many of these individuals have often personally sacrificed much for America. So too, we conduct a variety of fundraising activities in support of VFW national programs and services. The Foundation also assists VFW Posts and Departments in their fundraising endeavors.

## WHAT WE DO

The VFW Foundation raises money through a variety of strategic ways, including:

- Grants from corporations and foundations
- Employee matching gifts
- Employee giving campaigns such as the Combined Federal Campaign (CFC) and the United Way
- Oversight for the annual Burger King/VFW Unmet Needs and Sport Clips "Help A Hero Scholarship" campaigns
- Non-cash donations of cars, RVs, boats, real estate, etc.
- And so much more!

## HOW YOU CAN HELP

You can visit our website at [www.vfwfoundation.org](http://www.vfwfoundation.org), email us at [foundation@vfw.org](mailto:foundation@vfw.org) or call us at (816) 968-1128 to make a donation. Your generosity is greatly appreciated!

## **SECTION 9**

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### **Awards & Citations**

- National “Buddy” Poppy® Awards
- VAVS National Advisory Committee Volunteer
  - Venues—VFW Awards
- National VFW Special Project Program
  - National Citation of Recognition
- National Community Service Volunteer Recognition
  - Awards & Citations

# National “Buddy” Poppy® Awards

## Department Commander & Ladies Auxiliary President

**Over 1 Million Club** - A National Award will be issued to those Departments that have purchased one million or more Buddy Poppies during the current program year.

**Divisional Contest** - A National Award will be issued to those Department Commanders and Ladies Auxiliary Presidents who lead each of the nine divisions at the end of the Memorial Day Campaign (June 30). Will be forwarded to Department Headquarters for presentation following National Convention.

## Department Chairmen, VFW & Ladies Auxiliary

**Outstanding Department Chairmen** - A National Award will be presented to each Department Buddy Poppy Chairman of the VFW and Ladies Auxiliary who has exceeded their previous year’s total distribution along with their Department’s three-year sales/campaign quota for the current program year ending June 30. Quotas will be established using the prior three-year sales/campaign history of each Department. Awarded automatically and mailed to Department Buddy Poppy Chairman.

## Post Commander & Ladies Auxiliary President

**Outstanding Post/Ladies Auxiliary** - A National Award/Certificate will be issued to one Post and one Ladies Auxiliary in each Department that has the best Buddy Poppy Promotional/Public Awareness Program in their respective Departments.

Each Department Buddy Poppy Chairman will be asked to submit to the National Programs Director the name of the outstanding Post and Ladies Auxiliary in his/her Department. An Award/Certificate honoring the Department winners will be prepared and mailed to the respective Department Headquarters for proper presentation to the winning Post and Ladies Auxiliary.



# Guidelines

## Department of Veterans Affairs VAVS National Advisory Committee (NAC) Volunteer of the Year

OBJECTIVE: The NAC Volunteer of the Year Award Program allows the NAC to honor members who have given extraordinary service to our Nation's veterans.

SELECTION CRITERIA: Nominees for this award must participate in established VAVS assignments, serve as a volunteer and meet one of the following criteria:

- a. Volunteer with hospitalized veterans
- b. Volunteer with veterans at outpatient clinics
- c. Volunteer with veterans in nursing homes
- d. Volunteer with homeless veterans
- e. Volunteer with veterans and veterans groups in the community
- f. Host veterans' functions in the lodge, post, chapter, i.e. Memorial Day, July 4<sup>th</sup> and Veterans Day observances, etc. that qualify as a VAVS assignment
- g. Host veterans' functions outside the lodge, post, chapter, i.e. fishing trips, day at the races, sporting events, etc. that qualify as a VAVS assignment
- h. Visit veterans confined to their homes as a VAVS assignment
- i. Adopt-A-Veteran

Those eligible for the award are: NAC member organizations (such as the VFW) with emphasis on VAVS Representatives, Deputy Representatives, members who visit the VA medical centers, nursing homes, etc., or work at the lodge, post, or chapter veterans' functions either within or outside the lodge, post or chapter. Nominees must participate in established VAVS assignments and serve as a regularly scheduled volunteer. There will be two recipients per year; one male and one female.

Nominations must be submitted in narrative format with name and NAC organization in the upper left hand corner.

The narrative is not to exceed 500 words and must be submitted to the Director, National Veterans Service by November 30<sup>th</sup> of each year. VA staff making recommendations for this award must send the nomination for preliminary judging to the National Representative of the organization to which the nominee is a member. Failure to do so will invalidate the nomination.

The selection committee, with the assistance of the Executive Committee, will select the winners. The awards will be presented at the annual meeting of the NAC.

The male and female winner of the NAC Volunteer of the Year Award each receive an all-expense paid trip to the Annual VAVS National Advisory Committee meeting where they will be given an award.

# Venues—VFW Awards

## Public Venues

**National Law Enforcement Public Servant Citation** – Recipient’s state convention of the International Association of Chiefs of Police.

**National Firefighters Public Servant Citation** – Recipient’s state convention of the International Association of Fire Fighters (location and dates depend on state).

**National EMT Public Servant Citation** – Recipient’s state convention of the National Association of Emergency Medical Technicians (location and dates depend on state).

**Voice of Democracy Awards** – Recipient’s High School

**Patriot’s Pen Award** – Recipient’s Junior High School

## VFW National Convention

**Eisenhower Award** – Business Session

**Hall of Fame Award** – Business Session

**Armed Forces Award** – Business Session

**Americanism Award** – Business Session

**Citizenship Award** – Business Session

**Commander-in-Chief’s Gold Medal Award** – Business Session

**Aeronautic and Aerospace Award** – Business Session

**Ritual Competition** – If applicable, immediately following the competition of the Patriotic Rally

**Operation Uplink Check Presentations**

**Fred C. Hall Memorial Award** – Business Session

**National Outstanding Community Service Post** – Private Luncheon

**National Teacher’s Awards** – Business Session

**Media Award** – Opening Session

## Voice of Democracy/Legislative Meeting

**Congressional Award** – Opening Session or Legislative Reception

## Department Presentations

– All at recipient’s Dept. event

**“Buddy” Poppy® Award**

**Scout of the Year Award**

# Post Special Project

## Fred C. Hall\* Memorial Outstanding Post Special Project Award

**Remember to attach this form to the inside of your record book. All entries should be submitted in record book form and be neatly organized and in chronological order.**

If your Post, County Council, District or Department conducted a special project that you think should be nationally recognized by VFW National Headquarters, we would like to hear from you. To be considered you must include: a) a copy of the minutes of the VFW meeting at which the project was authorized; b) a signed statement from the Commander summarizing the impact of the project; c) pictures of the activity (limit to no more than 20 descriptive photos); d) newspaper clippings featuring the project; e) letters of congratulation/recognition; f) copies of budget and g) any other documentation that tells the story of how the project was planned, carried out, and how it impacted the community or area that the project served.

Points will be deducted for missing items. All documentation should be limited to one binder. Deadline for entries is April 30, 2014. Projects should be nominated within 12 months of the national judging.

\_\_\_\_\_  
VFW Post (and Auxiliary if applicable), County Council,  
District or Department Name and Number

\_\_\_\_\_  
Address (city, state, zip)

### Briefly describe the program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### What dates did this project cover?

(List "From" and "To")

List the name(s) of any other organization that assisted, contributed, or participated in this project.

\_\_\_\_\_  
\_\_\_\_\_

### How many people were directly helped by this project? \_\_\_\_\_

### What is the population of the area that the project served? \_\_\_\_\_

### Please make sure the following are included with the project record book:

Minutes of VFW meeting, expense statement, publicity and signed Commander's evaluation statement.

### Please list your local media for news releases:

(List Radio, TV stations, or Newspaper and their Address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this document, the Department officer verifies they have screened the entry to make sure the nomination form is complete and there is evidence to support the nomination for award recognition.

\_\_\_\_\_  
Department Community Service Chairman

\_\_\_\_\_  
Department Adjutant

\_\_\_\_\_  
Submitted by (record book will be returned to this individual after judging)

\_\_\_\_\_  
Name

\_\_\_\_\_  
VFW Officer/Chairman Title

\_\_\_\_\_  
Address (city, state, zip)

\_\_\_\_\_  
Telephone #

Every Post Special Project receiving the award of excellence in the May judging will be entered in the Fred C. Hall Memorial Outstanding Post Special Project competition judging. The selected Post will receive a plaque at the VFW and Ladies Auxiliary National Convention and a minimum of \$1,000 service scholarship for community projects. Post Commander and spouse will receive airfare, two nights hotel accommodations and per diem. When completed, mail this form and all material to your Department Headquarters for approval and the entry will be sent to: National Community Service Department, VFW National Headquarters, 406 W. 34th Street, Kansas City, Mo. 64111.

*\*Mr. Hall, a VFW life member and member of many civic organizations, is credited with starting the VFW Post Insurance program.*

# National Citation of Recognition

These citations are available to recognize Posts or individual Post Chairmen who have demonstrated a high level of service to their community by exhibiting an exemplary level of performance and achievement. Each citation will be signed by the National Commander-in-Chief and the Adjutant General.

Department Chairmen are given sole responsibility for establishing the criteria their Department will use to qualify Posts or individual chairmen seeking these National Citations. Only VFW Department Chairmen (Youth, Safety, Community Activities, and Americanism) may submit the request form to the VFW National Programs Department.

Application forms, including all criteria and instructions, are sent to all Department Chairmen in February. The deadline date for requesting citations from the VFW National Programs Department at VFW National Headquarters is March 1 to enable processing in time for proper presentation at the Department Convention. All citations will be mailed directly to the Department Headquarters.

If you have any questions, please contact Nelda Clifton, Programs Coordinator, VFW National Headquarters, 406 W. 34th Street, Kansas City, MO 64111, (816) 968-1148, [nclifton@vfw.org](mailto:nclifton@vfw.org).

# Volunteer Recognition

This program is designed to provide recognition and awards to VFW members who volunteer their time in service through outside organizations. Recognition is in the form of certificates and/or lapel pins which are given to volunteers who have completed the number of hours prescribed for those awards.

The individual in charge of a local community service organization such as a School, Youth Group, a Food Pantry or a Shelter will sign the validation form for the VFW or non-member VFW volunteer.

Note: Use the VFW National Hospital Volunteer Recognition Program to recognize hospital volunteer service. Contact your Department Hospital Chairman for more information.

National Community Service Department will provide the appropriate award for presentation to the volunteer upon receipt of a completed request form properly signed by the coordinator for the community service program, Post Commander and the State Adjutant. Awards will be made in accordance with the following schedule.

100 hours	certificate
150 hours	lapel pin
300 hours	lapel pin
500 hours	lapel pin and certificate
1,000 hours	lapel pin
2,000 hours	lapel pin and certificate
3,000 hours	lapel pin
4,000 hours	lapel pin
5,000 hours	lapel pin and certificate
6,000 hours	lapel pin
8,000 hours	lapel pin
9,000 hours	lapel pin
10,000 hours	lapel pin and certificate
12,500 hours	lapel pin
15,000 hours	lapel pin and certificate
17,500 hours	lapel pin
20,000 hours	lapel pin and certificate
30,000 hours	lapel pin and certificate
35,000 hours	lapel pin and certificate
40,000 hours	lapel pin and certificate

The award pin includes the Cross of Malta, the words "Community Service and VFW Volunteer" and the accumulated volunteer hours. The certificate will recognize the volunteer for attaining the appropriate cumulative hour level.

Pins are to be requested on the prescribed form from the National Community Service Department. Completed forms are to be forwarded to the Department Adjutant for signature. Forms are then forwarded to the Director at National Headquarters.

## Eligibility

1. A VFW member in good standing performing volunteer service for a community service organization is eligible to receive an award
2. Such volunteer service must be given under the representation of the VFW.
3. Volunteer service rendered under sponsorship of any other organization is not recognized for this purpose; and

## One of a Kind

Only one award of a kind will be furnished to each volunteer. For instance, a volunteer who has served 450 hours is not eligible to receive three 150-hour pins. Replacement awards may be furnished on request.

## Non-Member Awards

Non-members volunteering under the sponsorship of the VFW may be issued a VFW pin and certificate (if applicable) once a year for the number of hours served.

## Procedure

Using the form, the VFW Post Commander (if the award is for the Post Commander, the Sr. or Jr. Vice Commander should sign and submit the form) should obtain the number of hours served by the volunteer from the local community service organization along with a signed statement from the organization on their letterhead, explaining the type of volunteer work completed. The completed form and statements should be sent to National Headquarters, VFW Programs, 406 West 34th Street, Kansas City, MO 64111.

# Volunteer Award

## Request Form

This form will certify the following is entitled to a VFW National Community Service Volunteer Award for service as a VFW representative. A pin will be issued for his/her volunteer work with a community volunteer service organization. (For Hospital Volunteer Recognition Awards please contact your Department Hospital Chairman.)

Name: \_\_\_\_\_

Post # or Non-Member: (Indicate which) \_\_\_\_\_ Hours Served: \_\_\_\_\_

VFW/Aux. Membership No.: \_\_\_\_\_ Award Issued: (National Use Only) \_\_\_\_\_

\*Awards for 1,000 hours or more may be the accumulation of volunteer service hours from up to three community service organizations.

Community Service Organization: \_\_\_\_\_ Phone # (     ) \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

### For 1,000 or more hours, add additional organizations below:

Community Service Organization: \_\_\_\_\_ Phone # (     ) \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Community Service Organization: \_\_\_\_\_ Phone # (     ) \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Post Commander's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Adjutant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Mail Award To:

Post Commander's name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # must be filled in for Delivery: (     ) \_\_\_\_\_

### Department Adjutant, please forward to:

Community Service Department

VFW National Headquarters

406 W. 34th St.

Kansas City, MO 64111

Fax: (816) 968-1149

# Awards & Citations

**National awards authorized by the National Council of Administration on the recommendation of the national committee on awards and citations.**

**VFW Congressional Award** (Glass Eagle and Citation) - Awarded to a sitting member of the Congress for outstanding service to the nation. Awarded at National Legislative Conference.

**VFW Media Award** (Gold Medal and Citation) - Awarded to an individual or organization for outstanding contributions to a better understanding of our American way of life and its institutions and interests by honest and forthright reporting. Awarded at National Convention.

**VFW Americanism Award** (Gold Medal and Citation) - Awarded to an individual for outstanding contributions to American principles. Awarded at National Convention.

**VFW Armed Forces Award** (Gold Medal and Citation) - Awarded to active or retired members of the Armed Forces for outstanding contributions to national security. Awarded at National Convention.

**VFW Dwight D. Eisenhower Distinguished Service Award** (Gold Medal and Citation) - Awarded to an individual for contributions to the cause of American security, unity and world peace. Awarded at National Convention.

**VFW Hall of Fame Award** (Gold Medal and Citation) - Awarded to an individual for distinguished service rendered through outstanding contributions in the field of entertainment. Awarded at National Convention.

**VFW James E. Van Zandt Citizenship Award** (Gold Medal and Citation) - Awarded for outstanding service contributing to American citizenship. Awarded at National Convention.

## National Awards Authorized by the Commander-in-Chief

**Medal of Merit and Citation** - Awarded by the Commander-in-Chief.

- **Gold** - To an individual in recognition of exceptional service rendered to the country, community and mankind on a national or international level.
- **Silver** - To an individual in recognition of exceptional service rendered to the country, community and mankind on a state level.
- **Bronze** - To an individual in recognition of exceptional service rendered to the country and mankind on a local or community level.

**Distinguished Service Medal and Citation** - Awarded by the Commander-in-Chief to VFW members for distinguished service to the Veterans of Foreign Wars of the United States.

**Certificate of Appreciation** - Awarded by the Commander-in-Chief to individuals or organizations in recognition of outstanding service in keeping with the aims and ideals of the Veterans of Foreign Wars of the United States.

## Other National Awards

**Golden Anniversary Award** - Prepared from National Headquarters records for each Post as it approached its 50th anniversary and need not be requested. The certificate is forwarded to the Department Adjutant about a month in advance of the anniversary date.

**Diamond Jubilee Award** - Prepared from National Headquarters records for each Post as it approached its 75th anniversary and need not be requested. The certificate is forwarded to the Department Adjutant about a month in advance of the anniversary date.

**Century Anniversary Award** - Prepared from National Headquarters records for each Post as it approached its 100th anniversary and need not be requested. The certificate is forwarded to the Department Adjutant about a month in advance of the anniversary date.

**Perpetual Life Member Charters** - Prepared for Posts having 25 or more Life Members and need not be requested. No charge for the original but duplicates must be paid for at our cost of \$15.00 each. Charters are mailed to Department Headquarters for presentation, arrangements to be made by the Department.

**Special Letters of Appreciation** - A special letter of appreciation from the Commander-in-Chief can be prepared, on request, in unusual circumstances when an individual has performed exceptional services. The circumstances must be such as to warrant National recognition rather than Department or Post.

**Miscellaneous Program Awards** - Loyalty Day, Voice of Democracy, Patriot's Pen, Buddy Poppy, Community Service and other citations are available from the appropriate National Program Director as announced from time to time. Such awards are presented at the Department level.

## Awards Available from National VFW Store

Each year in August new VFW Store catalogs are mailed to Commanders at all levels as well as Post Quartermasters. The following awards are examples of what is available. To see the rest of the awards, please see the VFW Store Catalog or [www.vfwstore.org](http://www.vfwstore.org).

**Citizenship Medal** - Awarded to citizens in recognition of their patriotic activities or outstanding qualities of citizenship.

**ROTC Citation and Medal** - Citations and medals with ribbon bars are available for both Junior and Senior ROTC. These awards are designed to recognize outstanding students.

**Patriotic Citizen Award Certificate** - Presented to those individuals and companies who display the United States flag daily.

**Eagle Scout Certificates (#4366) and Girl Scout Gold Award Certificates (#4371)** - Recognizes Boy Scouts who achieved Eagle Scout and Girls Scouts who achieved Gold Award.

**Americanism Certificates** - Presented to Radio/TV Stations, Newspapers and individuals for Patriotic or Community Service.

**Public Recognition** - Both citations and plaques are available to honor Outstanding Paramedics, Fire Fighters and Law Enforcement Officers. A certificate is also available to recognize citizens for outstanding contributions to law enforcement or crime prevention.

**Youth Leadership** - Certificates are available for both Adult Leaders of Youth Programs and Organizations that perform outstanding youth work. Certificates for Outstanding Youths may also be ordered.

For other trophy, plaque or certificate awards, see your current VFW Store Catalog, call toll free at 800-821-2606 or visit [www.vfwstore.org](http://www.vfwstore.org).

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# **SECTION 10**

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## **Miscellaneous**

- **Where to Write for Information**
- **National Headquarters Address**

# Where to Write for Information

## We Do Suggest—One Subject, One Letter

In writing to National Headquarters concerning any matter, much time and effort will be saved if each letter covers **only one subject**. When a letter covers several subjects, such as VFW Store orders, Community Activities, Membership Awards, etc., a reply is unnecessarily delayed while the letter passes through the various Departments at National Headquarters for individual answers.

Letters concerning Rehabilitation, Employment, National Security or Legislation should be addressed to the appropriate Director, VFW Memorial Building, 200 Maryland Avenue, N.W., Washington, D.C. 20002.

Letters covering other programs and activities of the National Organization should be addressed to the Adjutant General, Quartermaster General or the appropriate Director, VFW Building, 406 West 34th Street, Kansas City, Missouri 64111.

**Remember**, your first source of information should be your Department Commander or Department Adjutant. These Officers are equipped to give you necessary information on most routine problems.

**“Tact Is The Ability To Disagree  
Without Being Disagreeable”**



**Veterans of Foreign Wars National Headquarters  
406 West 34th Street  
Kansas City, Missouri 64111**