

**VFW Headquarters
Department of North Carolina
917 New Bern Avenue
Raleigh, NC 27601**

TO: All Districts and Posts

Date: June 17, 2021

Subject: Instructions for filling out Bond Forms

1. **Instructions for each VFW Accountable Officer that handles funds.**
(Always the Quartermaster, but may include the Commander or Assistant Quartermaster).
 - a. Must use Form No. 2 marked on the lower left side of page
 - b. Use the Quartermaster pricing sheet to find the correct bond price.
 - c. Commander, Adjutant or Senior Vice Commander must sign the form
 - d. The completed form must be sent to Department headquarters with a check or credit card information.

2. **Instructions for each Employee(s)/Volunteer(s) that handle funds.**
 - a. Must use the T-I-A Tallman Insurance Employee form.
 - b. Use the Employee pricing sheet to find the correct bond price.
 - c. The form is filled out and signed by the employee.
 - d. The completed form must be sent to Department headquarters with a check or credit card information.

3. **The Cover Sheet is used to add all VFW Accountable Officers and Employees bond costs.**
 - a. Total all VFW Accountable Officers and Employees bond amount.
 - b. Assemble your bond package, the VFW Accountable Officer form(s) and Employee form(s) with a check or credit card information for the total of all bonds.
 - c. Mail or email (email only with credit card) your bond package to Department Headquarters.
 - d. All bonds must be submitted by August 31, 2021

4. **Please call Chuck Slater with any questions at 828-458-8380.**

Mail To: VFW, Dept. of N.C.
PO Box 25337
Raleigh, N.C. 27611

Email To: qm@vfwnc.com, and deptsec@vfwnc.com

VFW Headquarters
 Department of North Carolina
 917 New Bern Avenue
 Raleigh, NC 27601

BONDS AND CANTEEN FEES DUE BY AUGUST 31, 2021

TO: All Districts and Posts

Date: June 16, 2021

Subject: Bond and Canteen fees due to Department of North Carolina for FY 21/22

INSTRUCTIONS: All Districts and Posts must use the NEW bond application.
 Do not use last year's bond applications they cannot be accepted.
 Send all bond applications and checks to: **VFW, Dept. of NC**
Or you can pay by Credit/Debit Card PO Box 25337
Raleigh, NC 27611

Please call Chuck Slater, 828-458-8380 if you have any questions.

<i>Person to be Bonded</i>	<i>Total Bond Amount</i>	<i>Bond Cost</i>	<i>Attachment</i>
<i>Quartermaster</i>			QM pricing sheet Enclose Form 2
<i>Bingo Manager</i>			Canteen pricing sheet Enclose TIA Sheet
<i>Canteen Manager</i>			Canteen pricing sheet Enclose TIA Sheet
<i>Bartender 1</i>			Canteen pricing sheet Enclose TIA Sheet
<i>Bartender 2</i>			Canteen pricing sheet Enclose TIA Sheet
<i>Bartender 3</i>			Canteen pricing sheet Enclose TIA Sheet
<i>Totals</i>			

Make checks payable to: VFW, Dept. of N.C.

Credit Card # _____ Exp _____ Auth # _____

Check for Bond Fee payable to VFW, Dept. of N.C.



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



Dear Comrade Commander:

Application for VFW Accountable Officers Crime Coverage

August 1, 2021

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

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

Any unit may decide whether it prefers to take out a bond with some other surety company or have its funds protected by the Department Headquarters schedule bond. But the matter should be given prompt attention because if your Accountable Officer had previously been bonded through the National Headquarters, **a new premium payment is required by September 1, 2021 and delinquent after this date.**

IF BOND IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE OF 9-1-2021, THE POST HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR PRIOR TERM, AFTER 90 DAYS PRIOR COVERAGE CEASES.

COVERAGES OF THE POLICY REQUIRE THAT:

1. You agree to make/or cause to be made, at least annually, an audit of your books and accounts, including complete verification of all securities and bank balances pertaining to each “employee and/ or volunteer”.
 If the above is not complied with, the Surety Company will refuse to honor claim of missing funds which cannot be proven by records. Monthly audits and reconciliation of bank statements may avoid this denial of claim.
2. The Surety Company will not pay for loss resulting from any unauthorized advances made by an “employee” to any member for delinquent dues and assessments.
3. “Employee” means any duly elected position or any appointed officer as listed in the policy schedule.
4. **POST MUST SUBMIT A PROOF OF LOSS FORM WITHIN 120 DAYS FROM THE FIRST DATE OF DISCOVERY OF THE LOSS. Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims.**

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2021 TO AUGUST 31, 2022.

The funds of your Post are protected only for that year. Premium for the following year will be due September 1, 2022.

RETURN THIS APPLICATION WITH YOUR PREMIUM CHECK PAYABLE TO YOUR DEPARTMENT HEADQUARTERS

 Give Post # and City Location

I hereby apply for A1. Employee/Volunteer Theft (Bond) in the amount of \$ _____ for the position
 of _____. For the year from September 1, 2021 through August 31, 2022.

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

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

DEADLINE FOR BONDING IS SEPTEMBER 1, 2021 – AFTER THIS DATE YOU WILL BE DELIQUENT AND NOT IN COMPLIANCE WITH THE VFW BY-LAWS.

 QM or Commander or Adjutant or Sr. Vice Signature

 Phone Number

 Street Address and City



Tallman Insurance

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

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

Bond Term: October 1, 2021 to September 30, 2022

1. a) Name of Post Post #

b) Post Address

2. a) Name of Person to be Bonded

3. Position to be Bonded Bond Requested \$

4. Number of Persons Bonded 1

5. Number of Locations 1

6. Post Annual Income

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

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

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

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

b) If yes, explain

IF BOND IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE
OF 10-1-2021, THE POST HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR
PRIOR TERM, AFTER 90 DAYS PRIOR COVERAGE CEASES.

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

.

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

Signature: Person to be Bonded

QUARTERMASTER BOND PRICING FOR FY 2020/2021				BARTENDERS, CANTEEN, BINGO, GAMING MGR'S FY 2020/2021			
Bond Amount	Cost	Bond Amount	Cost	Bond Amount	Cost	Bond Amount	Cost
\$2000 or less	\$ 15.00	40,000	\$ 120.00				
3,000	\$ 19.00	50,000	\$ 135.00	2,000	\$ 18.00	31,000	\$ 192.00
4,000	\$ 23.00	60,000	\$ 160.00	3,000	\$ 24.00	32,000	\$ 198.00
5,000	\$ 27.00	70,000	\$ 182.00	4,000	\$ 30.00	33,000	\$ 204.00
6,000	\$ 30.00	80,000	\$ 210.00	5,000	\$ 36.00	34,000	\$ 210.00
7,000	\$ 34.00	90,000	\$ 235.00	6,000	\$ 42.00	35,000	\$ 216.00
8,000	\$ 38.00	100,000	\$ 260.00	7,000	\$ 48.00	36,000	\$ 222.00
9,000	\$ 41.00	110,000	\$ 285.00	8,000	\$ 54.00	37,000	\$ 228.00
10,000	\$ 45.00	120,000	\$ 310.00	9,000	\$ 60.00	38,000	\$ 234.00
11,000	\$ 48.00	130,000	\$ 335.00	10,000	\$ 66.00	39,000	\$ 240.00
12,000	\$ 51.00	140,000	\$ 360.00	11,000	\$ 72.00	40,000	\$ 246.00
13,000	\$ 54.00	150,000	\$ 385.00	12,000	\$ 78.00	41,000	\$ 252.00
14,000	\$ 57.00	160,000	\$ 410.00	13,000	\$ 84.00	42,000	\$ 258.00
15,000	\$ 60.00	170,000	\$ 435.00	14,000	\$ 90.00	43,000	\$ 264.00
16,000	\$ 63.00	180,000	\$ 460.00	15,000	\$ 96.00	44,000	\$ 270.00
17,000	\$ 66.00	190,000	\$ 485.00	16,000	\$ 102.00	45,000	\$ 276.00
18,000	\$ 69.00	200,000	\$ 510.00	17,000	\$ 108.00	46,000	\$ 282.00
19,000	\$ 75.00			18,000	\$ 114.00	47,000	\$ 288.00
20,000	\$ 78.00			19,000	\$ 120.00	48,000	\$ 294.00
21,000	\$ 83.00			20,000	\$ 126.00	49,000	\$ 300.00
22,000	\$ 88.00			21,000	\$ 132.00	50,000	\$ 306.00
23,000	\$ 91.00			22,000	\$ 138.00	51,000	\$ 312.00
24,000	\$ 94.00			23,000	\$ 144.00	52,000	\$ 318.00
25,000	\$ 98.00			24,000	\$ 150.00	53,000	\$ 324.00
26,000	\$ 101.00			25,000	\$ 156.00	54,000	\$ 330.00
27,000	\$ 104.00			26,000	\$ 162.00	55,000	\$ 336.00
28,000	\$ 107.00			27,000	\$ 168.00	56,000	\$ 342.00
29,000	\$ 110.00			28,000	\$ 174.00	57,000	\$ 348.00
30,000	\$ 113.00			29,000	\$ 180.00	58,000	\$ 354.00
				30,000	\$ 186.00	59,000	\$ 360.00