

VETERANS OF FOREIGN WARS

2023-2024

Leadership Training Manual



**COMMANDER BILL YUDISKAS
SENIOR VICE COMMANDER KEN SPEEGLE
JUNIOR VICE COMMANDER JOE ZEIGLER
ADJUTANT QUARTERMASTER DANNY LUBY**

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Need Information?

Our website and Facebook page are frequently updated to keep you informed of changes , important information, and upcoming events!

Need Forms?

We've got you covered –
Check under the “Resources” tab
for frequently used VFW forms

Need Assistance?

We've got that too –
Your Department Headquarters is here to assist
YOU!
Don't hesitate to contact our office if you
need our assistance.

We will inform Posts as soon as possible if dates and/or locations are amended throughout the year...

DATE	EVENT	Location (if applicable)
May 11-13, 2023	Department Convention	Eagle River, Alaska
July 22-27, 2023	National Convention	Phoenix, Arizona
August 23-25, 2023	Commander-in-Chief's Homecoming	Savannah, Georgia
October 12-15, 2023	Jr. Vice Commanders/ Quartermaster Training	Kansas City, Missouri
October 31, 2023	Deadline- <u>Post</u> Voice of Democracy Contest <i>All entries must be to the <u>Post</u></i> Deadline- <u>Post</u> Patriot's Pen Contest <i>All entries must be to the <u>Post</u></i> Deadline- <u>Post</u> Teacher of the Year Contest <i>All entries must be to the <u>Post</u></i>	
November 2-5, 2023	Western Conference	Salt Lake City, Utah
December 1, 2023	Deadline- <u>Department</u> Voice of Democracy Contest <i>All entries must be to the <u>Department Chairman</u></i> Deadline- <u>Department</u> Patriot's Pen Contest <i>All entries must be to the <u>Department Chairman</u></i> Deadline- <u>Department</u> Teacher of the Year Contest <i>All entries must be to the <u>Department Chairman</u></i>	
January 12-13, 2023	Mid-Winter Council of Administration	Anchor Point, Alaska
January 15, 2023	Deadline- <u>Post</u> Employee of the Year <i>All entries must be to the <u>Post</u></i> Deadline- <u>Post</u> VFW Member of the Year <i>All entries must be to the <u>Post</u></i> Deadline- <u>Post</u> JROTC Member of the Year <i>All entries must be to the <u>Post</u></i>	
February 15, 2023	Deadline- <u>Department</u> Employee of the Year <i>All entries must be to the <u>Department Chairman</u></i> Deadline- <u>Department</u> VFW Member of the Year <i>All entries must be to the <u>Department Chairman</u></i> Deadline- <u>Department</u> JROTC Member of the Year <i>All entries must be to the <u>Department Chairman</u></i>	
March 2-6, 2023	Voice of Democracy/ Legislative Conference	Washington D.C.
April 1, 2024	DEADLINE- All State Commander & Quartermaster, Membership Jacket Contest, Individual Recruiting Awards Contest and Community Service Post of the Year	
<i>CHECK ALASKA'S MEMBERSHIP PROGRAM FOR DETAILS</i>		
TBD	Senior Vice Commanders/ Quartermaster Training	Kansas City, Missouri
July 27- August 1, 2024	National Convention	Louisville, Kentucky

Stay in the loop by following us on Facebook and visiting our website for important information updates.



May 13, 2023

Dear Comrade:

I want to take this opportunity to welcome you to the Department of Alaska, Veterans of Foreign Wars, Officers for the year 2023-2024.

Now more than ever we need your assistance in making the Veterans of Foreign Wars Department of Alaska a success.

In this manual, you will be presented with a lot of information, which we hope will help you as you carry on the duties of your office.

Remember-this training is for you; and for us to be successful, we need your participation throughout the year.

At any time during this year, feel free to ask questions that may come up. If we don't have the answer, you can rest assured we will find the answer, and get it back to you.

As a representative of your Post, we need you to share the information you receive with other officers and members. We ask that you read each and every section of this training manual so you may fully understand all the information. This information can also be accessed, 24/7, on our website at www.alaskavfw.org under the "Resources" tab.

I hope you are as excited about the 2023- 2024 VFW year as I am. We must continue to work and BE INVOLVED if we want to continue to help the veterans of our community and State. I look forward to working with you.

Yours in comradeship,

**Danny Luby
State Adj/QM**



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 has its origin in the Knights of St. John, a strict order of crusaders originally founded to maintain a hospital for pilgrims journeying to the Holy Land. From this order evolved two divisions, the Knights Templar, famed for their ability to fight, and the Knights Hospitaller, humanitarians who provided for the sick and distressed.

The Knights established branches throughout Europe and moved their headquarters to Cyprus. From Cyprus the headquarters was eventually moved to Rhodes in the 14th Century and was transferred from there to the island of Malta in the 16th century. There they became known as the Knights of Malta.

The insignia of the Knights of Malta is basically the same as the one used today by the Veterans of Foreign Wars. It is an 8-pointed cross formed by four arrowheads meeting at the points. Each represents one of the beatitudes taken from Jesus' Sermon on the Mount. The arrowheads indicated the knights were willing to fight for the principles of justice and truth although their order was basically a peaceful one.

OUTLOOK SIMILAR

This outlook is similar to that of the VFW, devoted to peace but compromised of Comrades who have fought and are willing to fight again, for those principles which embody the individual liberties and dignities of men.

The fundamental objectives of the organization are set forth in a charter granted it by the Congress of the United States in 1936.

MEDIA FACT SHEET

VETERANS OF FOREIGN WARS OF THE UNITED STATES

Organized in 1899

Oldest major U.S. veterans' organization

Received Congressional Charter in 1936

Over 6,160 posts, worldwide.

The VFW with its Auxiliary includes nearly 1.6 million members

National Headquarters-

VFW Building
406 West 34th Street Kansas
City, Missouri 64111

National Washington Office-

VFW Memorial Building
200 Maryland Avenue NE
Washington, D.C. 20002

NATIONAL OFFICERS

Duane Sarmiento	-	Commander-in-Chief
Al Lipphart	-	Sr. Vice Commander-in-Chief
	-	Jr. Vice Commander-in-Chief
Dan West	-	Adjutant General
Marc Garduno	-	Quartermaster General

DEPARTMENT OF ALASKA, VETERANS OF FOREIGN WARS

First Post	-	July 1929
Department Status	-	June 1946
Number of Posts	-	19
Membership	-	7,100
Headquarters	-	500 E. Park Avenue Wasilla, AK 99654 (907) 373-7600, phone (907) 373-7601, fax vfwstatehq@mtaonline.net

DEPARTMENT OFFICERS

Bill Yudiskas	-	State Commander
Ken Speegle	-	State Sr. Vice Commander
Joe Zeigler	-	State Jr. Vice Commander
Danny Luby	-	State Adjutant



FACT SHEET

As the nation's oldest major war veterans' organization, the VFW has an impeccable and longstanding record of service and stewardship. More than 4.4 million patriotic Americans, both members and non-members, entrust the VFW with financial contributions and dedicate millions of volunteer hours.

YOUR DONATION OF

\$20

ENSURES THE VFW CAN

Educate a separating service member about his or her well-earned VA benefits through a private benefits counseling session with a VFW Service Officer.

Provide training to 4 VFW Service Officers on signs of emotional suffering so they can better direct veterans to programs and services.

Help cover rent, utilities or groceries for a military family struggling with the hardships of war.

Deliver 4 morale-boosting "welcome home" celebrations for service members who have returned from combat.



2,000+

Number of VA-accredited VFW representatives across America and abroad, helping veterans fight for the VA benefits they have earned.

66

Number of VFW-SVA Fellows (student veterans) who have traveled to Washington, D.C., to advocate for veterans' rights.

\$10 billion

The total annual amount the VFW helped veterans recoup in VA disability compensation and pension benefits.

2.4 million+

Number of service members and their family members hosted at VFW Military Assistance Program (MAP) events since 2005.

28

Number of times the VFW has testified before Congress in the last 12 months alone. The VFW has been instrumental in virtually every major legislative victory for veterans in the 20th and 21st centuries.

\$2.9 million

Amount of scholarships, monetary awards and other incentives the VFW distributes annually to middle and high school students through two major patriotic essay competitions.

\$12.4 million+

Value of financial assistance awarded to military families since 2004 to help cover basic needs in times of crisis. 44% of the funds covered basic housing needs.

\$9.85 million+

Amount of scholarships awarded to more than 2,200 veterans and service members through VFW's "Sport Clips Help A Hero Scholarship" since January 2014.

Updated March 2022



MORE FACTS ABOUT THE VFW



The VFW by the numbers

1.5 million

Number of VFW and VFW Auxiliary members.

5,903

Number of VFW Posts worldwide.



Cutting red tape

100,000

Approximate number of veterans the VFW assisted in submitting new VA claims in fiscal year 2021.

Nearly 12,000

Number of VA claims filed by the VFW's Pre-Discharge offices in fiscal year 2021 resulting in more than \$152 million in disability compensation.

20+

Number of VFW Pre-Discharge offices across the nation, including the military district of Washington, D.C. area.



Helping struggling military families

11,047

Number of grants provided to military families facing financial hardship through VFW Unmet Needs since 2004.

\$5,511,205

Amount of grants provided through VFW Unmet Needs covering housing for struggling military families since 2004.

3,781

Number of military families who received assistance with housing needs since 2004.



Improving life in America

3.3 million

Number of volunteer hours contributed by VFW members annually.

\$25.9 million

Amount donated annually to local community service projects by VFW members.



1899

Year the VFW started to fight for veterans, service members and their families.



Honoring the fallen

3.3 million

Number of VFW "Buddy"® Poppies distributed by the VFW last year.

\$334,500

Amount raised through the VFW "Buddy"® Poppy program for needy veterans last year.



Inspiring patriotism in young people

29,000+

Number of high school students who competed in the 2020–21 VFW Voice of Democracy competition.

84,000+

Number of students who competed in the 2020–21 VFW Patriot's Pen competition.



70.2%



Learn more about the VFW's programs and services at vfw.org.

VFW RULES AND RESPONSIBILITIES OF OFFICERS

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 are still 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 providing recreation and social activities for our 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 on volunteers. Decisions are made by the vote of people who are not 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 responsibilities and limits of authority, there are going to be misunderstandings and irritations which create dissension and distract 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.

Because of the fact that state laws differ and there is a wide variance between Department and 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 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 levels and do not attempt to go into detail in the operations of the Posts. 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 that holds a meeting once a month and lives off its dues to the 1,000-member Post which owns its own home and conducts dozens of activities in as many 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 common pitfalls of poor planning, deficit financing, loss of control, and illegal operations. Since 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 permit you to build a lot of different houses.

As a Post grows in size and activities, there are certain steps it either should take or must take to protect itself and its officers and to avoid future arguments and misunderstandings which can create problems and dissension.

OFFICER RESPONSIBILITY AND 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 makes 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

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 By-Laws, its Club Regulations, decides its policies, and distributes responsibility. Within practical limitations, the Post meeting is supreme to the Post Officers, committees and employees. The membership present may over-rule 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 State Commander, who will determine whether that action was proper. In extreme cases, a member can go to the courts if they feel 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 authorities carry them out.

The POST COMMANDER

The POST COMMANDER is the key officer of the Post. They, alone, represent the JUDICIAL branch of the organization and also has some of the responsibilities of the Executive branch. They preside at all meetings, enforces the rules, appoints committees not otherwise provided for, and makes 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 their 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 could not, for instance, order the Club Manager to keep the clubrooms open after hours, nor could they direct the Post Quartermaster to pay an unauthorized bill.

They should be familiar with all the 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 meeting of the House Committee, calling to their attention any discrepancies they 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.

They are the arbitrator of arguments and the judge in disputes, as a general rule, their decision is considered correct until over-ruled by the Post meeting, the State Commander or Commander-in-Chief.

THE POST QUARTERMASTER

The POST QUARTERMASTER has certain definite responsibilities and duties. They are responsible for all Post funds and property and their signature validates all checks. They keep the fiscal records for the Post and have the duty of overseeing a financial transaction. They must be bonded to the Post for all funds under their control.

The Quartermaster is the RESPONSIBLE Post officer when it comes to financial matters -- not necessarily the Post bookkeeper. In a large corporation, the treasurer does not physically handle the bookkeeping obligations but they are responsible for seeing 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 he 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 lack of funds. Neither can they be forced to pay one which is not properly authorized.

The POST TRUSTEES

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 a quarter.

While the National By-Laws are silent on this point, it would seem logical that 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 Trustee should call attention to this and make every effort to correct it.

The Trustees duties extend to the 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 audit. 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 auditor report to the Trustee and the Trustees make certain that the audit is conducted correctly.

A quarterly audit of all funds and accounts is an absolute necessity and 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. Should the Trustees not function in a proper manner, the Commander may deem it an emergency situation and appoint an auditing committee on his own initiative.

Trustees have no 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 Posts funds are not handled.

VETERANS OF FOREIGN WARS OF THE UNITED STATES

DUTIES OF POST OFFICERS

The duties of Post Officers of the Veterans of Foreign Wars of the United States are listed in the National Manual of Procedure. In many cases, however, the actual responsibility of individual officers has, through custom, extended beyond those listed in the By-Laws.

COMMANDER

(Elected)

Presides at meetings.
Enforces rules and laws of Veterans of Foreign Wars.
Approves payment of bills and signs checks.
Appoints committees and officers not otherwise provided for.
Represents Post at District, Department and National functions.
Supervises all activities of Post.
Appears and speaks for Post at civic functions.

Extra duties:

The Commander is held personally responsible for the conduct of the Post and must interest himself in every activity of the Post, including those under direct control of other officers and committees. They get the credit for what goes right and the blame for what goes wrong.

SR. VICE COMMANDER

(Elected)

Presides at meetings in the absence of Commander.
Represents Post when Commander is unable to do so.

Extra duties:

Generally carries heavy load of work with Post activities to prepare him for the job of Commander, which, in many cases, they can expect to have the following year. They are usually the membership chairman.

JR. VICE COMMANDER

(Elected)

Presides in absence of Commander and Sr. Vice Commander.
Represents Post when they are unable to do so.

Extra duties:

Since they, too, usually expects to become Commander in a couple of years, they should work very closely with all Post activities. In some Posts, they are automatically the Community Service Chairman, in others they are the Social Activity Chairman, usually Poppy Chairman.

QUARTERMASTER

(Elected)

Holds all money, securities and other properties of the Post.
Pays all bills and signs all checks.
Accepts dues and orders membership cards.
Sends dues transmittals to National
Keeps all books of record.

Extra duties:

Mails out dues reminder envelopes.
Keeps record of and applies for membership awards.
Orders and pays Poppies.
Fills out federal and state tax and report forms.

ADJUTANT

(Appointed)

Keeps files of important documents.
Keeps minutes and other records of Post.
Prepares reports and returns for Commander.
Attests all official actions of the Post.

Extra duties:

Takes care of Post correspondence.
Aids Commander in preparing for meetings, etc.
Is custodian of all history of the Post.

POST ADVOCATE
(Elected)

Extra duties:

Legal assistance to Post and to the Commander.

In many Posts, they are an attorney and hold the position of Advocate from year to year. In such a case, they handle the legal business of the Post, including incorporation problems, the purchasing and transfer of property, etc. In other Posts, they are not an attorney and the position is considered more as a “third Vice Commander”. Quite often also serves as Post Legislative Officer.

CHAPLAIN
(Elected)

Extra duties:

Delivers prayer at meetings and other Post functions.
Visits sick and disabled members of Post.

In charge of Memorial Services and other such programs. Is sometimes appointed as Post Poppy Chairman, and is also in charge of the relief program.

SURGEON
(Elected)

Extra duties:

Chairman of the Post Health Committee.
Works on Community Health Programs.

Posts with a doctor as an active member quite often keep them as Surgeon from year to year. This is an advantage since it assures the Post is an active part in Community health and first aid programs. If they are not a doctor, they can still assist in these ways. Can very well serve as Post Safety Chairman.

OFFICER OF THE DAY
(Appointed)

Extra duties:

Custodian of Post colors, altar flag, Bible, ballot box, gavel, etc.
Inspects membership cards at beginning of meeting.
Presents Post colors.

In charge of all ritualistic work of Post. Carries out disciplinary orders of Commander. Generally in charge of Post Honor Guard or Firing Squad.

LEGISLATIVE OFFICER
(Appointed)

Extra duties:

Keeps Post informed of legislative matters.

Keeps in contact with their State Representatives and Senators, as well as the Congressman from their district. Informs them of the stand of the Veterans of Foreign Wars on various legislative matters. Aids in carrying out the legislative work of the Department and National Organization.

PATRIOTIC INSTRUCTOR
(Appointed)

Extra duties:

Initiates programs for observance of patriotic days.

For all practical purposes, the Patriotic Instructor may also be the Post Americanism Chairman. They must keep the members informed of all matters of importance in this field, pass on the programs of the District, Department and National Organizations, and assure a strong local Americanism program.

POST HISTORIAN
(Appointed)

Maintains a history of the Post.

Extra duties:

In many Posts is in charge of making up the Community Service scrapbook.

TRUSTEES
(Elected 3 years)

Audit books of Quartermaster and Adjutant each quarter.

Extra duties:

Trustees are the watchdogs of the Post funds. They must verify that all books are kept correctly, that all income is reported, and that all expenditures are legitimate. This responsibility extends to the club as well as to the Post. Because of their responsibility to audit funds, they may not serve on any committees having anything to do with the spending of funds. They are elected to three-year terms to make certain that they do not all represent one "clique" which might happen to gain control for one year.

SERVICE OFFICER
(Appointed)

Assists members of the Post and other worthy veterans in obtaining benefits to which they are entitled from the State and Federal government.

Extra duties:

Must work very closely with the State Veterans Service Officer. Schools are regularly held for Service Officers in order to acquaint them with their duties. The Service Officer, in most Posts, is kept from year to year in order to gain continuity and the advantage of their experience.

GUARD
(Appointed)

Guards the door to the Post meeting and sees that no one is admitted without a current dues receipt card.

Extra duties:

Notifies the Officer of the Day of the presence of any distinguished guests who may be waiting for admittance.

In addition to the above officers, most Posts also appoint other officers and activity chairmen. A chairman should be appointed in every activity in which the Department is interested. This would include EMPLOYMENT, LOYALTY DAY, NATIONAL HOME, VOICE OF DEMOCRACY, YOUTH ACTIVITIES, etc.

All committees are appointed by the Commander, unless the Post itself votes to select them in some other way. The Commander may appoint for the duration of their term only, although the Post may elect for any term it desires.

The Post may set up its own traditions in duties of officers but it is suggested that each major officer have certain defined duties. A Jr. and Sr. Vice Commander especially should be required to prove themselves by taking care of a major activity before being elevated to a higher office.

REMEMBER that many of the "Extra Duties" listed above are merely suggestions or a report of what is done in other Posts. There is nothing in that portion which is binding upon your Post.

HOW TO BE A GOOD POST COMMANDER

KNOW YOUR ORGANIZATION

- Have up-to-date copies of By-Laws and Rituals and read them.
- Open your mail when you receive it and read it immediately.
- Read and keep your copies of your Post Commanders Yearbook, National and Department Programs and other instructional material sent to you.
- Attend Department and National functions.
- Read your National Magazine and Department publications.
- Discuss problems and programs with leaders of neighboring Posts.
- Don't hesitate to write to Department Headquarters with your problems.

CONDUCT MEETINGS PROPERLY

- Start on time and keep meeting moving.
- Follow the order of business as outlined in the National By-Laws.
- Know and follow parliamentary procedure.
- Keep your meeting under control -- designate who has the floor -- do not allow interruptions.
- Require explicit motions.
- Keep the members on the subject of discussion.
- Make certain all necessary business is transacted.
- Don't be afraid to use the gavel but don't allow "railroading" of actions.

TAKE CARE OF YOUR BUSINESS BETWEEN MEETINGS

- Make your appointments carefully and follow up the work of your committees.
- Keep in touch with your officers and chairmen.
- Keep your finger on all activities at all times.
- Require your Adjutant to furnish you with a copy of the minutes as soon as possible after each meeting.
- Keep your committee and activity chairmen informed. When you receive information of value to them, pass it on.

LEAD YOUR POST

- Be enthusiastic and proud of your Post. Remember that you have the best Post in the best Department of the best organization in the world...and you are the best Commander the Post has ever had.
- Make your new members feel welcome and needed. Give them a job to do.
- Distribute the work; don't have the same people doing everything. Call your inactive members and ask them to help on specific projects.
- Talk up the VFW wherever you go; don't criticize it to outsiders.
- Meet and work with the leaders of other organizations and civic groups.

HOW TO RUN A POST MEETING

A successful Post 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. They can control the start of the meeting by the time they bang the gavel; they can keep the meeting short by keeping it moving; they can make it interesting and informative by a little advance planning; and they can make sure something is accomplished by knowing ahead of time just what they are trying to accomplish.

Following the ritual in the meeting is merely a matter of opening the book to the right pages and doing a little studying. Parliamentary procedure is covered in the National Veterans of Foreign Wars By-Laws and in Demeter's Manual of Parliamentary Law, the official guide for the Veterans of Foreign Wars.

The Commander should meet with his 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 should bring it up himself. He 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, he, himself, can bring up the next subject and ask that action be taken.

A Post 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 the track. If he 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 will find that most items can be disposed of pretty fast and quite efficiently.

If the business is likely to be slack, a meeting can be pepped up by inviting an interesting speaker to address the group.

You can have good meetings, well attended and useful, if you will follow these suggestions:

1. Start the meeting on time. (We know this is repetitive, but it is also important.)
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 activity 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 always 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 over-ruled, maybe you were wrong.
6. Allow everyone to have their say, but make them stick to the subject.

ADJUTANT

PODIUM

QUARTERMASTER



AMERICAN
FLAG

ALTAR

VFW
FLAG



JR VICE

CHAPLAIN

SENIOR
VICE

Entrance

OD

MEETING ROOM
SET UP

A GENTLE APPROACH TO POWER

Power: What exactly is it? One of its important components is the ability to influence others. Blaine Lee, author of The Power Principle (Simon & Schuster, 1997), says that power does not come from coercion or compromise. True leaders - such as Mahatma Gandhi, Nelson Mandela, and Dwight D. Eisenhower - inspire loyalty, trust, admiration, and honor, creating what Lee calls "Principle-centered power".

Here are Lee's "10 principles of power," aimed at helping people improve their personal and professional relationships.

- **Persuasion:** When you're attempting to influence others, share the reasons and rationale behind your decisions and requests. Make a strong case for your position while maintaining a genuine respect for others' ideas and perspectives. Ironically, it is your willingness to listen to others first that gives you the power to persuade them to agree with you and accept your decisions.
- **Patience:** Be patient, both with the process and the person. You probably became who you are today because somebody had patience with you at some critical points in your life. When you are patient with someone, you make a long-term investment in him.
- **Gentleness:** Avoid being harsh or forceful, especially when dealing in areas that are particularly sensitive or where the other person is vulnerable. We all have such areas. People who powerfully influence us seem to sense these vulnerabilities and tread lightly.
- **Teach ability:** To be taught requires humility. If we operate with the assumption that we do not have all the answers or insights, we allow ourselves to value the different view-points, judgments, and experiences others may bring. When we approach others with open minds, and are willing to be taught, we learn that one of the keys to influence is to allow ourselves to be influenced.
- **Acceptance:** The power of unconditional acceptance is great. In the presence of that acceptance, a little flicker of hope is generated, giving us a positive belief about ourselves and our potential. Unconditional acceptance comes when you desire the best for the other person, withholding judgment and giving the benefit of the doubt.
- **Kindness:** To influence others, treat them with a genuine regard for your common needs and desires. Kindness means being caring and thoughtful, and acting with consideration, civility, and genuine concern. Do you have enough emotional reserve and control to treat others with kindness when they "deserve" it the least? That is, perhaps, when they need it most.

- **Knowledge:** Do you desire and acquire accurate information about the person you would like to influence? We can live in the same house or work in the same office year after year, and still not really know each other. To know people, we must make an investment in the relationship. We can begin simply by making time to be together without an agenda. Whether it's customers, family, friends, or co-workers, the more we know about who they are, the better we can serve them and help them reach their full potentials.
- **Discipline:** Often, the effect of positive discipline hinges on the timing and method of its delivery. It should be done promptly, before patterns are ingrained. Admonish and caution gently but earnestly; and be specific, precise, and clear. Do so in a context of genuine care and concern, so there is no misunderstanding your intention.
- **Consistency:** Consistency of thought and action comes from a set of beliefs and values that are at our core. Others will begin to honor us only if we are consistent in the way we treat them. Inconsistencies suggest that our actions are manipulative techniques brought into play when we don't get our way. Consistency does not mean you do the same thing to every person in every setting all the time.
- **Integrity:** We need to be committed to matching words, feelings, thoughts, and actions so that we live with congruence and without duplicity. Don't feign appearance or affections in an attempt to deceive, take advantage of, manipulate, or control. The greater our integrity, the greater our power.



MEMBERSHIP TOOLS

**RECRUITING SUPPLIES NECESSARY FOR
GOOD MEMBERSHIP RECRUITMENT PROGRAM
AVAILABLE THROUGH DEPARTMENT HEADQUARTERS
AND NATIONAL SUPPLY CATALOGUE:**

MEMBERSHIP CAMPAIGNING ON THE POST LEVEL

Available through the Supply Catalogue :

The VFW Story
Ribbon/Bar Posters
Basic Requirements for VFW Membership
Shotgun Mailings
Silent Recruiters

**VETERANS OF FOREIGN WARS OF THE
UNITED STATES
DEPARTMENT OF ALASKA
MEMBERSHIP PROGRAM
2023 - 2024**



Commander Bill Yudiskas

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

**MEMBERSHIP PROGRAM 2023-2024
Department of Alaska Awards Program**

102% Early Bird Membership Award

Post Commanders that achieve 102% by **December 15, 2023** will receive a Commander's Commemorative 102% membership shirt.

102% Membership Award

Post Commanders that achieve 102% membership by **April 1, 2024**, of which **2%** must be N/R members, will receive a membership jacket.

All State Team

(Criteria for Commanders and Quartermasters)

Contest Deadline is April 1, 2024 NO EXCEPTIONS

Read the criteria carefully

Membership must be Posted at National Headquarters and reflect on the VFW MEMSTATS page by 8AM, AST, April 1, 2024 "NO EXCEPTIONS"

Up to four (4) Post Commanders and four (4) Post Quartermasters will be selected to the All State Team. **The Department Commander and Department Senior Vice Commander will select one Post Commander and Quartermaster to be the All State Captains.**

Following is the criteria that will be used to select the All State Teams:

130 points must be achieved to be considered for All State, with 102% Membership being a requisite and participation in at least 3 of the 5 asterisked (**) programs from the list below.

For All State purposes, 102% Membership is defined as having obtained 102% with **2%** of the 102% being New and/or Reinstated Members.

Membership is worth **50 points** and will count towards the 130 points necessary for All State consideration.

Tiebreakers will be decided by Department Commander, with Membership being a priority.

Quarterly Trustee Reports: Quarterlies must be in on time and each Quarterly is worth 10 points (on time is defined by the end of the following month after the quarter)	30 points
** Voice of Democracy: one entry advanced to Department judging	10 points
** Patriot's Pen: one entry advanced to Department judging	10 points
** National Citizenship Education Teacher's Award: one entry advanced to Department judging	10 points
** Buddy Poppy: purchase a minimum of ten (10) Buddy Poppies per member	10 points
** State Commander Project (National Home): \$1.00 per member donation up to a maximum of \$300.00 for Post over 300 members	20 points
Quartermaster Bond: Must be current and sufficient. Bond must be through the VFW in accordance with the National By-Laws	5 points
Veterans & Military Support Programs: Hold a fundraiser and make a donation to Department for VMSP (formerly National Military Services)	15 points
National Veterans Service: Appoint a Post Service Officer	15 points
VFW Member of the Year: To confer recognition on one employer for outstanding records in the hiring and retention of veterans.	10 points
JROTC Member of the Year: To recognize a remarkable cadet who will become a leader in their community and serve their country.	10 points
Employee of the Year: To recognize a member of the Veterans of Foreign Wars who has exemplified in their actions and accomplishments, the true spirit of our Organization in serving the needs of their Post, and Community, and who has dedicated themselves in a professional manner to addressing the Pillars of our Organization.	10 points

AWARDS

ALL-STATE COMMANDERS

To Qualify for Captain of the team, all 130 Points must be achieved

1. All State Team Cap.
2. All State Lapel Pin.
3. Cash award of \$50.00 if in attendance at the Department Convention.
4. Captain of the Team.
 - a. Round trip airfare to the National Convention.
 - b. Expense check in the amount of \$500 to help defray cost of hotel.

NOTE: THIS AWARD IS NOT TRANSFERABLE AND NO SUBSTITUTIONS ARE PERMITTED. IF THE RECIPIENT IS UNABLE TO ATTEND THE CONVENTION THE AWARD HAS NO CASH VALUE.

ADDITIONALLY, IF THE RECIPIENT IS ALREADY ATTENDING THE CONVENTION UNDER A NATIONAL APPOINTMENT OR AWARD, THERE IS NO CASH VALUE.

ALL-STATE QUARTERMASTERS

1. All-State Team Cap.
2. All-State Lapel Pin.
3. Cash award of \$50.00 if in attendance at the Department Convention.
4. Captain of the Team.
 - a. Round trip airfare to the National Convention.
 - b. Expense check in the amount of \$500 to help defray cost of hotel.

NOTE: THIS AWARD IS NOT TRANSFERABLE AND NO SUBSTITUTIONS ARE PERMITTED. IF THE RECIPIENT IS UNABLE TO ATTEND THE CONVENTION THE AWARD HAS NO CASH VALUE.

ADDITIONALLY, IF THE RECIPIENT IS ALREADY ATTENDING THE CONVENTION UNDER A NATIONAL APPOINTMENT OR AWARD, THERE IS NO CASH VALUE.

Individual Recruiting Awards

Contest Deadline is April 1, 2024

Recruit/Signup:

5 N/R Members

10	“	“
20	“	“
30	“	“
40	“	“
50		

Award:VFW Mug

VFW Zippered Padfolio
Engraved Commendation Medal
Member Pen Set
American Eagle Statuette
RT Airfare to National Convention

Membership Team Assignments

<u>Sr. Vice Commander</u>	<u>Judge Advocate</u>
Cordova Post 10032 Kodiak VFW 7056 Eagle River Post 9785 Glennallen Post 10682 S. Anchorage Post 9978	Spenard Post 1685 Talkeetna Post 3836 Fairbanks Post 3629 North Pole Post 10029 Delta Junction Post 10450
<u>Jr. Vice Commander</u>	<u>Surgeon</u>
Ketchikan Post 4352 Juneau Post 5559 Wasilla Post 9365 Nome Post 9569 Prince Of Wales Post 12151	So. Anchorage Post 9981 Anchor Point Post 10221 Soldotna Post 10046 East Bethel Post 10041

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.

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 1955		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 & Marine Corps Expeditionary Medal</u> Cuban Military Operation		Jan. 3, 1961 - Oct. 23, 1962
<u>First Nicaraguan Campaign</u>	Navy	Jul. 29, 1912 - Nov. 14, 1912	Thailand Military Operation		May 16, 1962 - Aug. 10, 1962
<u>Haitian Campaign</u>	Navy	Jul. 9, 1915 - Dec. 6, 1915 Apr. 1, 1919 - Jun. 15, 1920	Iranian, Yemen & Indian Ocean Operation		Dec. 8, 1978 - Jun. 6, 1979 Nov. 21, 1979 - Oct. 20, 1981
<u>Dominican Campaign</u>	Navy	May 4, 1916 - Dec. 5, 1916	Lebanon		Aug. 20, 1982 - May 31, 1983
<u>World War I Victory</u> (with battle or serviceclasp incl. Siberia and European Russia)	Army Navy	Apr. 6, 1917 - Apr. 1, 1920 Apr. 6, 1917 - Mar. 30, 1920	Libyan Expedition		Jan. 20, 1986 - Jun. 27, 1986
<u>Army Occup. of Germany</u>	Army	Nov. 12, 1918 - Jul. 11, 1923	Persian Gulf		Feb. 1, 1987 - Jul. 23, 1987
<u>Second Nicaraguan Campaign</u>	Navy	Aug. 27, 1926 - Jan. 2, 1933	Panama (pre and post invasion)		Apr. 1, 1988 - Dec. 19, 1989 Feb. 1, 1990 - Jun. 13, 1990
<u>Yangtze Service</u>	Navy	Sep. 3, 1926 - Oct. 21, 1927 Mar. 1, 1930 - Dec. 31, 1932	Operation Sharp Edge - Liberia		Aug. 5, 1990 - Feb. 21, 1991
<u>China Service</u>	Navy	Jul. 7, 1937 - Sep. 7, 1939 Sep. 2, 1945 - Apr. 1, 1957	Operation Distant Runner - Rwanda (11th Marine Exped. Unit USS Peleliu)		Apr. 7-18, 1994
<u>American Defense Service</u> (with foreign service clasp)	Army - Navy	Sep. 8, 1939 - Dec. 7, 1941	<u>Vietnam Service Medal</u>		Jul. 1, 1958 - Mar. 28, 1973 Apr. 29 - 30, 1975
<u>European-African-Middle Eastern Campaign</u>	Army - Navy	Dec. 7, 1941 - Nov. 8, 1945	<u>Armed Forces Expeditionary Medal</u> Lebanon		Jul. 1, 1958 - Nov. 1, 1958
<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	Taiwan Straits		Aug. 23, 1958 - Jan. 1, 1959
<u>Asiatic-Pacific Campaign</u>	Army - Navy	Dec. 7, 1941 - Mar. 2, 1946	Quemoy & Matsu Islands		Aug. 23, 1958 - Jun. 1, 1963
<u>Army of Occupation</u> (30 consecutive days of duty)			Vietnam		Jul. 1, 1958 - Jul. 3, 1965
Italy		May 9, 1945 - Sep. 15, 1947	Congo		Jul. 14, 1960 - Sep. 1, 1962
Germany (<i>except West Berlin</i>)		May 9, 1945 - May 5, 1955	Laos		Apr. 19, 1961 - Oct. 7, 1962
Austria		May 9, 1945 - Jul. 27, 1955	Berlin		Aug. 14, 1961 - Jun. 1, 1963
Germany (<i>West Berlin</i>)		May 9, 1945 - Oct. 2, 1990	Cuba		Oct. 24, 1962 - Jun. 1, 1963
Korea		Sep. 3, 1945 - Jun. 29, 1949	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 (only those in direct support of Cambodia)		Mar. 29, 1973 - Aug. 15, 1973			
Operation Eagle Pull - Cambodia (includes evacuation)		Apr. 11-13, 1975	Former Republic of Yugoslavia		Jan. 1, 2014 - Open
Operation Frequent Wind - Vietnam (includes evacuation)		Apr. 29-30, 1975	<u>Southwest Asia Service Medal</u> Operation Desert Shield/ Operation Desert Storm (combat areas of operation only)		Aug. 2, 1990 - Nov. 30, 1995
Mayaguez Operation		May 15, 1975			
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 - Grenada		Oct. 23, 1983 - Nov. 21, 1983	<u>Kosovo Campaign Medal</u> Operation Allied Force - <i>Kosovo Air Campaign</i>		Mar. 24, 1999 - Jun. 10, 1999
Eldorado Canyon - Libya		Apr. 12-17, 1986	Kosovo Defense Campaign - <i>Ground Action</i>		Jun. 11, 1999 - Dec. 31, 2013
Operation Earnest Will - Persian Gulf (only those participating in, or in direct support)		Jul. 24, 1987 - Aug. 1, 1990	<u>Combat Infantryman Badge & Combat Medical Badge</u>	Army	Dec. 6, 1941 - Open
Operation Just Cause - Panama (USS Vreeland & other SVS-designated aircrew mbrs. outside the Conus in direct support)		Dec. 20, 1989 - Jan. 31, 1990	<u>Air Force Combat Action Medal</u>		Sep. 11, 2001 - Open
United Shield - Somalia		Dec. 5, 1992 - Mar. 31, 1995	<u>Combat Action Ribbon</u>	Navy - Marine Coast Guard	Dec. 6, 1941 - Open Dec. 6, 1941 - April 30, 1975
Operation Restore Hope - Somalia		Dec. 5, 1992 - Mar. 31, 1995			
Operation Uphold Democracy - Haiti		Sep. 16, 1994 - Mar. 31, 1995	<u>Coast Guard Combat Action Ribbon</u>	Coast Guard	May 1, 1975 - Open
Operation Joint Endeavor - Bosnia, Croatia, the Adriatic Sea & airspace.		Nov. 20, 1995 - Dec. 19, 1996	<u>Combat Action Badge</u>	Army	Sep. 18, 2001 - Open
Operation Vigilant Sentinel - Iraq, Saudi Arabia, Kuwait, & Persian Gulf.		Dec. 1, 1995 - Feb. 15, 1997	<u>SSBN Deterrent Patrol Insignia</u>	Navy	Jan. 21, 1961 - Open
Operation Southern Watch - Iraq, Saudi Arabia, Kuwait, Persian Gulf, Bahrain, Qatar, UAE, Oman, Gulf of Oman W of 62° E Long., Yemen, Egypt, & Jordan.		Dec. 1, 1995 - Mar. 18, 2003	<u>Korea Duty</u> Service on the Korean Peninsula, its airspace and territorial waters for (30 consecutive or 60 non-consecutive days of duty)		Jun. 30, 1949 - Open
Operation Maritime Intercept - Iraq, Saudi Arabia, Kuwait, Red Sea, Persian Gulf, Gulf of Oman W of 62° E Long., Bahrain, Qatar, UAE, Oman, Yemen, Egypt, & Jordan.		Dec. 1, 1995 - Mar. 18, 2003	<u>Korea Defense Service Medal</u>		Jul. 28, 1954 - Open
Operation Joint Guard - Bosnia, Croatia, Adriatic Sea & airspace.		Dec. 20, 1996 - Jun. 20, 1998	<u>Global War on Terrorism Expeditionary Medal</u>		Sep. 11, 2001 - Open
Operation Northern Watch - Iraq, Saudi Arabia, Kuwait, Persian Gulf W of 56° E Long., and Incirlik AB, Turkey (only pers. TDY to ONW)		Jan. 1, 1997 - Mar. 18, 2003	<u>Afghanistan Campaign Medal</u>		Sep. 11, 2001 - Open
Operation Joint Forge - Bosnia-Herzegovina, Croatia, Adriatic Sea & airspace.		Jun. 20, 1998 - Mar. 23, 1999	<u>Iraq Campaign Medal</u>		Mar. 19, 2003 - Dec. 31, 2011
Operation Desert Thunder - Iraq, Saudi Arabia, Kuwait, Bahrain, Qatar, UAE, Oman, Yemen, Egypt, Jordan, Persian Gulf, Gulf of Oman, Red Sea support.		Nov. 11, 1998 - Dec. 22, 1998	<u>Air Force Expeditionary Service Ribbon with GOLD BORDER</u>		Apr. 2004 - Open
			<u>Inherent Resolve Campaign Medal</u>		June 15, 2014 - Open
			<u>Hostile Fire or Imminent Danger Pay</u>		
			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.		

RECRUITING TIPS

Winning Tips that will help you be the KEY TO SUCCESS

-
1. Always **visit a prospective member in person**. Never call or write. Nothing works better than personal contact.
 2. With every new person you meet, ask “**Did you serve overseas?**” You immediately establish a common bond and confirm their eligibility.
 3. Have every member complete a **list of eligible family members and friends**. Often they have never been asked.
 4. Always **carry an application**. Insist that everyone on your team carry one, too. It is hard to recover a lost opportunity.
 5. Set up **recruiting booths** at malls, department stores and other high traffic areas. Don't leave out military bases in your area. They are a hot spot of recruits - especially since Desert Storm. Use the video tape available from your National Headquarters, along with other recruitment tools to attract attention. Plan your display carefully. Be prepared to follow up.
 6. Do not overlook **lapsed members**. Their circumstances may have changed and they are ready to return to our rolls.
 7. Use the **Shot-Gun Mailer**.
 8. **Visit with other organizations - veteran and fraternal**. Let your concern and willingness to help be known and understood by all.
 9. Include **membership in other programs** such as, Community Service, Buddy Poppy, Youth Programs, etc. Do not forget to ask, “**Did you serve overseas?**” and invite them to become members of our great organization.
 10. Membership is more than a reflection of recruiting ability. It also reflects your **leadership ability, the quality of your programs and the overall health of your organization**.

PLANNING THE CAMPAIGN

Developing A Recruiting Action Plan

The next step in the goal-setting process is to develop a specific action plan.

Action plans are the “road map” to get you from “where you are” (current situation) to “where you want to be” (goals). They break the process down into easy-to-follow action steps to achieve the desired recruiting results.

Writing a Recruiting Action Plan for each recruiter or team will help you clearly define.

- Who is to carry out the action?
 - What is to be done, specifically?
 - How is it to be done?
 - When is it to be done?
 - What results are expected?
 - What was accomplished?
-

PLANNING THE CAMPAIGN

Successful recruiting campaigns include:

NOTE:

No matter what recruiting campaign is chosen, every veteran should be visited by a recruiter at the veteran's home. For example, if the initial contact is made by telephone, there should be a follow-up visit by the recruiter at the veteran's home.

- A telephone campaign.
- Personal contact.
- Mail.
- Competition, incentive and awards.
- Contests
- Follow-up.

There are many different ways you can set up each of these campaign techniques.

Personal Contact could be a door-to-door campaign, a membership booth or a meeting.

Mail can be used to send information on membership benefits.

Competitions, incentives and awards are for the recruiters themselves – to add fun and motivation to the recruiting effort.

Contests can be held to attract new and reinstated members.

Follow-ups are an important part of your recruitment activity plans. The follow-up is an ongoing process of re-contacting members who have not responded, adding new prospective members to the list and creating new wars

PLANNING THE CAMPAIGN

Review Your Action Plan for Effectiveness

Ask the following questions about your Action Plan:

1. Do the steps follow logically from your analysis of the current situation and the recruiting goal?
2. Are the steps clearly stated, so each person knows what he has to do to achieve the desired results?
3. Will the steps lead you to achieve your goal?
4. Are your goals realistic?

If you answered “no” to any of the above statements, consider going back and adjusting your Action Plan accordingly.

In the next section of the Recruitment Manual, we will take a closer look at the benefits of VFW membership and the elements of a successful recruiting campaign.

BENEFITS OF VFW

Benefits of VFW Membership

When your recruiters talk to potential VFW members, the emphasis of their recruiting effort will be benefits of being a part of the best and most elite veteran's organization. The VFW is a permanent organization of fraternal, patriotic, historical and educational value.

Benefits include health insurance, discounts on travel, retail and moving services; legislative support and updates on subjects affecting veterans. All benefits are free to members in good standing, with the exception of insurance programs other than the \$1,000/\$1,500 Personal Accident protection. The \$1,000/\$1,500 Personal Accident protection is available at no cost, while all other insurance programs are optional and carry a small expense for members.

VFW Sponsored Insurance Programs:

- No-Cost \$1,000/\$1,500 Accidental Death & Dismemberment Protection Insurance
- Vehicle Insurance
- Medicare Supplement Plans
- Medicare Part D Prescription Drug Plans
- Long Term Care Insurance
- Senior Term Life Plans
- Life Insurance Plan
- Cancer Insurance Plan
- Major-Medical Health Ins. Plans

BENEFITS OF VFW

NOTE:

Along with these Benefits, tell recruiters to include the special benefits of belonging to their local Posts, such as a clubhouse or a service officer to address the problems of everyone in that particular Post.

- **VFW Travel Service** offers special rates on airfare, tour packages, Amtrak and cruises.
 - **Purchase Power** guarantees lowest price discounts on big-ticket items such as major home appliances and home furnishings.
 - **Home Depot Supply catalog** and online discounts on maintenance supplies and housekeeping needs.
1-800-431-3000 or www.hdsupply.com
 - **Discount Car Rentals.** Use your VFW discount at Hertz, Avis, National or Alamo car rental companies.
 - **A Subscription to the VFW Magazine** is published 11 times per year and keeps you up-to-date on information of interest and importance to veterans.
 - **The National Home**, a residential children's care facility, provides free care and educational needs to orphaned or dependent veterans' children.
 - **Service Officer Programs** give assistance with questions or problems about any of your benefits or rights as a veteran.
 - **Legislative Services** to fight for legislation which protects and enhances veterans' rights and benefits.
 - **Community Activities** provide the opportunity for you to serve your community.
 - **VFW Supply Catalog** has thousands of items available.
<http://www.vfwstore.org/default.aspx> on the web
 - **Auxiliary to the VFW** is an organization for female and male relatives of veterans.
-

HANDLING OBJECTIONS

Responding to Negative Comments

You will undoubtedly talk to a veteran who has an objection, a reason for not wanting to join. The first thing to remember is to remain positive and be polite. Talk about the benefits of VFW membership and what those benefits can mean to him; that is, how they will *personally benefit* him by improving his life or that of his family.

If there is an objection that involves a personal reference to the Post itself, try to avoid speaking on those terms. Remove any reference to personalities, or the operations of a particular Post.

These techniques can be used to deal with objections:

- Restate objections as a question, then give answers to correspond with the prospect's basic needs.
- Provide more information to clear up any misconceptions.
- Use member testimonials (if available).
- Restate benefits, both national and local.
- Re-emphasize the personal benefits of being a VFW member.
- Provide a proof statement to help erase doubts. A proof statement contains information or evidence that backs up what you have been saying. It helps the veteran believe in your statements.

PRESENTATION TECHNIQUES

The techniques in this section will help you present the benefits of VFW membership in a one-on-one interview with a prospective member. The same basic guidelines also apply for effective telephone presentations.

1. Know what you want to say.
2. Put things in logical order.
3. Catch the prospect in a frame of mind to listen.
4. Talk to prospect in his own language.
5. Be aware of the emotions, feelings and responses of your prospect.
6. Arouse and sustain interest.
7. Keep it brief and specific.
8. Present one idea at a time.

1. Know what you want to say.

Make sure your points are clear in your own mind. Review recruiting materials before your interview.

2. Put things in logical order.

People remember more about what they hear at the beginning and at the end of a conversation. Make your most important points early and repeat them as you near the end of the interview.

3. Catch the prospect in a frame of mind to listen.

If your prospect seems too busy, worried or stressed to concentrate, ask if you can arrange another time to talk to him.

4. Talk to him in his own language.

Use simple, straightforward and easy-to-understand language. Use familiar words.

Consider the prospect's frame of reference---his perspective.

5. Be aware of the emotions, feelings and responses of your prospect.

What kind of person is he? Is he an introvert or an extrovert?

Watch for signals of irritation, confusion or boredom that indicate whether your prospect is listening, understanding and believing you.

Don't have your presentation so structured that you cannot adjust to the questions or responses of your prospect.

6. Arouse and sustain interest.

Try to have an interesting beginning to your presentation.

Personalize the benefits to each veteran as much as possible. Keep his needs in focus.

Maintain interest by making frequent eye contact.

Avoid a monotone voice.

Involve the veteran in your presentation as much as possible. Hand him a Benefits Brochure that he can refer to while you are talking.

PROSPECT LISTS

Who is Eligible for VFW Membership?

As you talk with your friends, neighbors and associates about the VFW, you and the membership team will need to be prepared to answer questions about the requirements for VFW membership. Eligibility is really simple.

NOTE:

*The Department
Service Officer will
have a GSA Form
180*

VFW Qualifications

- U.S. citizenship.
- Honorable service outside the continental limits of the U.S. with the U.S. Armed Forces.
- Service entitling the applicant to the award of a recognized campaign medal.

All that is required to check eligibility is proof that these conditions are met. When the recruiter completes the application form, he should let them know that their discharge papers will be checked to ensure eligibility before their membership becomes official. Discharges issued during and immediately after the close of World War II have a section on the back listing the medals and decorations, which have been earned by the veteran.

Persons discharged later received a DD 214 "Report of Separation" Form, which has a space showing medals and decorations. Lost separation documents can be replaced by completing and submitting General Services Administration (GSA) Standard Form 180. "Request Pertaining to Military Records." Or by going to <http://www.archives.gov/veterans/evetrecs/> on the web.

GSA Form 180 is available from any office of the Department of Veterans Affairs or state Veterans Departments. The form must be completed and signed by the veteran to receive the information requested or authorize the release of the information to the VFW.

Detailed eligibility information is included in the General Information section of the Post Commander's Manual, Article I of the By-Laws, and the Manual of Procedure.



Membership Department

406 W. 34th Street
Kansas City, MO 64111

Tel: (816) 756-3390

Fax: (816) 968-2728

Email at membership@vfw.org

ORDER FORM

Revised: 28 January 2019

**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 ☐ VSO

DATE: _____

Please refer to the
VFW Store order form
on back page for kits
and table covers.

Quantity Ordered	Item Description	Quantity Per Package	Package Price	TOTAL PRICE
	Membership Application (see note below , above payment details)	25	FREE	
	Brochure, Women Veterans Recruitment	25	FREE	
	Brochure, Legacy Life Membership	25	FREE	
	Brochure, New Member Recruitment- Generations of Service	25	FREE	
	Brochure, Member Benefits	25	FREE	
	New Post Development & Post Revitalization Manual	1*	FREE	
	Brochure, Legislative Priority Goals	50	FREE	
	Fact Sheet – VFW Talking paper	1*	FREE	
	Eligibility Information Sheet	1*	FREE	
	Brochure, Membership Campaigning on the Post Level	1	FREE	
	Promotional Items, VFW Window Clings	25	FREE	
	Promotional Items, VFW Oval bumper sticker	25	FREE	
	Promotional Items, VFW ask me how to join bumper sticker	25	FREE	
	Eligibility Pens (maximum 5)	1	FREE	
	Door Hanger, Self-Mailers	25	\$1.00	
	Guide, Recruiter Success (pocket size)	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 campaign medal flyers**	15*	\$1.50	
	Guide, Recruiter Training (Student Guide)	1	\$1.50	
	Brochure, New Membership (Spanish Version)	25	FREE	
	Fact Sheet – VFW Talking Paper (Spanish Version)	1*	FREE	

* Items marked with * can be downloaded for free on www.vfw.org

** Includes 1 each of all campaign medals that qualify veterans for VFW membership

For information and pricing on Membership items included in the Membership Product Catalog but not listed here, please contact the Membership Department. NOTE: **If you order applications only, the shipping is free.**

Sub-Total

Shipping

TOTAL

Payment Details:

Shipping Information:

PAYMENT METHOD: ☐ Cash ☐ Check/Money Order ☐ Credit Card
Card Type: ☐ AMEX ☐ MasterCard ☐ VISA ☐ Discover
☐ Bill me (*Quartermaster only*)

Name on Card: _____

Credit Card # _____

Credit Card Exp. Date: ____ / ____

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!

VFWSTORE.ORG

(2022-2023)

MAIL: VFW MEMBER SERVICE CENTER,
406 W. 34th STREET, KANSAS CITY, MO 64111

ONLINE: vfwstore.org

CALL: 1.833.VFW.VETS (1.833.839.8387)

FAX: 816.968.1115

DATE: _____



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Musta chcredit
cardb1llmgaddress.
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Order#	
Date	
Name	
CCB	
Check Amt.	
Cash	

POST/ **AUX#** DEPT _____

MEMBER#

CUSTOMER NAME _____

STREET ADDRESS _____
(Avoid using P.O.Box number)

CITY _____ STATE _____ ZIP _____

HOME PHONE _____
(AreaCode)

BUS.PHONE _____
(AreaCode)

E-MAIL ADDRESS

POST/ AUX# _____ DEPT _____

CUSTOMER NAME _____

STREETADDRESS

CITY _____ STATE _____ ZIP _____

HOME PHONE _____
(Area Code)

BUS.PHONE _____
(Area Code)

E-MAILADDRESS

[illegible]

No returns on personalized items unless defective.

SIIRT/JACm
ORDER FORM ON
REVERSE SIDE



CREDIT CARD ORDERS MAY BE FAXED TO 816-968-1115.

When orders are FAXED -TO AVOID DUPLICATION,
PLEASE DO NOT MAIL OR GET IN ORDER.

PLEASE DO NOT MAIL IN ORIGINAL

aZ [il]

□ □ D D □ □ D D D D D I T D D D

Expiration Date: ' - | / ' - - - |

Money Order No.

Post Check No. _____

Signed _____

SHIPPING & HANDLING

Upto \$10.00.....	Add \$4.00
\$10.01to\$25.00.....	\$7.00
\$25.01to\$50.00.....	\$9.00
\$50.01to\$75.00.....	\$12.00
\$75.01to\$100.00.....	\$15.00
\$100.01to\$200.00.....	\$17.00
\$200.01to\$300.00.....	\$19.00
\$300.01to Over.....	\$24.00

Prices effective through 8-31-22

for your protection, do not send cash.
Make check or money order payable to
VFW STORE.

Total for MerchandiseOrdered

Missouri Resident Only-
Add 9.85% Tax

Shipping & Handling

Balance Due/Credit
from Invoice No.

Promo/Discount Code
(limit one per order)

Minus GiftCertificate
(#

TOTAL AMOUNT \$
vfwstore.org T 55

**VETERANS OF FOREIGN WARS OF THE UNITED STATES
NATIONAL COMMUNITY ACTIVITIES
AND
YOUTH ACTIVITIES PROGRAMS**

PROGRAM PURPOSE:

The VFW purpose as stated in the Congressional Charter clearly indicates that our organization should offer historical and educational programs: *programs that center on developing true patriotism; help educate our young people on the history of democracy, foster true allegiance, and duty to country; and programs that strengthen the common bond of VFW membership*

PROGRAM MISSION:

Our mission is to: Develop, administer, and promote programs that will benefit veterans, their dependents, and our fellow Americans; while serving our dedicated volunteers, fostering patriotism, encouraging membership, and prudently investing our organizations resources. Recognizing our many volunteers and the precious time they freely give to improve their communities; suggests that we provide more education/training for chairman and require less administrative reports and unnecessary paperwork. Continue to provide and seek out worthwhile VFW centered patriotic program activities for nationwide organizational involvement.

PROGRAM REPORTING:

It is essential that all posts and departments maintain a system of program reporting that will enable the department to substantiate its tax-exempt status and provide information about their community service projects.

It is suggested that all future program reporting by VFW Posts be directed to their Department for proper appropriate credit. The Department will be given full responsibility and accountability for maintaining up-to-date, accurate, and complete record of program activities within their jurisdiction.

Annually, the Department will provide the VFW National Community Service Department a report covering each Post. The report will state the amount of moneys expended to complete activities and the number of volunteer hours covering that time period. If Posts and Auxiliaries do not report their activities together, the Department Auxiliary should be requested to provide this information to the VFW Department on an annual basis, and the Auxiliary information should be incorporated on the annual report.

National Programs Directors will provide training support covering reporting procedures.

PROGRAMS

2023- 2024

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 an audio CD or flash drive (3-5 minutes in length) on an annual patriotic theme.

Each Department (state) first place winner receives an all-expense-paid trip to the national finals held in Washington, D.C. Four fun-filled days of tours, visits to monuments and meeting with the heads of state and often the President of the United States. The national preliminary judging takes place just prior to the students' arrival in D.C. when the judges listen to the fifty-four tapes representing the state winners (from each of our fifty states, the District of Columbia, Pacific Areas, Latin America/Caribbean and Europe). Once all of the finalists' recorded essays have been reviewed, the finals judges make their final decision in Washington, D.C. and we announce all of the national college scholarship winners in Washington, D.C. during the "Parade of Winners".

Over two million dollars in scholarships will be awarded during the contest year. The first place winner receives a \$30,000 scholarship and all national finalists receive at least a \$1,000 scholarship.

The first place State winner receives a \$1,000 award, second place winner receives a \$500 award and the third place winner receives a \$400 award.

If you do not take the Voice of Democracy Program to every school in the State of Alaska, we are not affording all the youth of this state the opportunity to participate in one of the best scholarship programs available.

The theme for 2023-2024 is “What Are the Greatest Attributes of Our Democracy”

*Deadline for student entries to the **Post** is now **October 31, 2023***

*Deadline for submissions to your **Department** Chairman is **December 1, 2023***

Entry forms and additional information are available on our website under the "From Your Program Chairperson" tab, 24/7 at www.alaskavfw.org

PATRIOT'S PEN

The VFW's "Patriot's Pen" Essay Competition is an annual nationwide essay completion for 6th, 7th and 8th grade students, with U.S. Savings Bonds as prizes. The student must write a 300-400 word essay on an annual patriotic theme.

Over one million dollars in state and national awards will be given during the contest year. The first place national winner receives a \$5,000 award and an all-expense-paid trip to Washington, D.C.

The first place State winner receives a \$250 check, second place winner receives a \$150 check and third place winner receives a \$100 check.

If you do not take the Patriot's Pen Program to every school in the State of Alaska, we are not affording all the youth of this state the opportunity to participate in one of the best scholarship programs available.

The theme for 2023-2024 is “How Are You Inspired by America”

*Deadline for student entries to the **Post** is now **October 31, 2023***

*Deadline for submissions to your **Department Chairman** is **December 1, 2023***

Entry forms and additional information are available on our website under the "From Your Program Chairperson" tab, 24/7 at www.alaskavfw.org

SCOUT OF THE YEAR

Annually, the Veterans of Foreign Wars of the United States awards three individuals who are: Eagle Scouts, Girl Scout Gold Award recipients, Venture Summit Award recipients and/or Sea Scout Quartermasters who have risen above their peers in exemplifying the qualities of that rank. Awards are as follows: \$5,000 1st place National scholarship, \$3,000 2nd place National scholarship, \$1,000 3rd place National scholarship.

Deadline for entries to the **Post is **March 1, 2024****

Deadline for submissions to your **Department Chairman is **April 1, 2024****

Entry forms and additional information are available on our website under the "From Your Program Chairperson" tab, 24/7 at www.alaskavfw.org

CITIZENSHIP EDUCATION TEACHER OF THE YEAR AWARD

Each year three exceptional teachers are recognized by the VFW for their outstanding commitment to teach Americanism and patriotism to their students. The VFW annually recognizes the nation's top classroom elementary, junior high and high school teachers who teach citizenship education topics - at least half of the school day in a classroom environment - and promote America's history, traditions and institutions effectively.

The Smart/Maher VFW National Citizenship Education Teacher Award (Teacher of the Year) national winners will receive:

- A \$3,000 award to the top K-12 teachers for professional development expenses.
- \$1,000 award for each winning teacher's school.
- Plaques for both the winning teacher and school.
- An all-expenses-paid trip to attend a VFW conference and receive their award.

Deadline for submissions to your **Post is **October 31, 2023****

Deadline for submissions to your **Department Chairman is **December 1, 2023****

Entry forms and additional information are available on our website under the "From Your Program Chairperson" tab, 24/7 at www.alaskavfw.org

JROTC PROGRAM

The following are requisites for JROTC Program:

- Must have a positive attitude towards the JROTC program.
- Must be enrolled as a 10th through 12th grade JROTC student.
- Must maintain a "B" average in JROTC curriculum and a "C" average in all remaining subjects, with no failing grades in previous semester.
- Is active in at least one other student extra-curricular activity (music, athletics, government, etc...)

Certificates and Medals are requested by the school instructors and mailed directly to them. Award recipients are chosen by the instructors, based on the Veterans of Foreign Wars award criteria, and presented to the student at the time of their ceremony.

ROTC PROGRAM

The following are requisites for ROTC Program:

- Must have a positive attitude towards the ROTC Program
- Must be an undergraduate student enrolled in Military Science I through IV.
- Must maintain a "B" average in ROTC and a "C" average in all remaining subjects, with no failing grades in previous semester.
- Is active in at least one other student extra-curricular activity (music, athletics, government, etc...)

Certificates and Medals are requested by the school instructors and mailed directly to them. Award recipients are chosen by the instructors, based on the Veterans of Foreign Wars award criteria, and presented to the student at the time of their ceremony.

VOICE OF DEMOCRACY POST COMMANDER / CHAIRMAN

It is imperative that the student entries are properly submitted in order for consideration. Please use the below checklist to be sure you are sending a **complete package** to your Department Chairman.

FIRST - Did your student complete all necessary portions on the front of the form?

Did the student's parent/guardian complete all necessary portions on the front of the form?

If your student and/or parent/guardian failed to complete all portions of the entry form, contact them and have it corrected prior to submitting the entry.

- Completed entry form
 - To include "Post Commander's/Chairman's Signature // Post#"
 - To include "Post Address // City, State, Zip"
 - To include "No. of students participating"
 - This is the number of entries received at your Post
 - To include "Amt. of Post/Aux. scholarship awards \$"
 - This includes all monetary awards from your Post
 - To include "Amt. of Post/Aux. additional expenses (banquet, pins, etc.)\$"
- Neatly typed essay, attached to entry form.
- Original 3-5 minute (+ or - 5 seconds, **max.**) essay on a flash drive.
- The recording is **clearly labeled** with participant's name.

All entries must be to the Department Chairman by December 1st.

PATRIOT'S PEN POST COMMANDER / CHAIRMAN

It is imperative that the student entries are properly submitted in order for consideration. Please use the below checklist to be sure you are sending a complete package to your Department Chairman.

FIRST - Did your student complete all necessary portions on the front of the form?

If your student failed to complete all portions of the entry form, contact them and have it corrected prior to submitting the entry.

- Completed entry form
 - To include "Post Commander's/Chairman's Signature // Post#"
 - To include "Post Address // City, State, Zip"
 - To include "No. of students participating"
 - This is the number of entries received at your Post
 - To include "Amt. of Post/Aux. scholarship awards \$"
 - This includes all monetary awards from your Post
 - To include "Amt. of Post/Aux. additional expenses (banquet, pins, etc.)\$"
- Neatly typed essay, attached to entry form.

****NOTE** In no way may the contestants identify themselves within their essay, or on their essay. The entry form serves as a coversheet. Be sure it is securely fastened to the essay, prior to submission.**

All entries must be to the Department Chairman by December 1st.

TEACHER OF THE YEAR

It is imperative that the Teacher of the Year nominations are properly submitted in order for consideration. Please use the below checklist to be sure you are sending a complete package to your Department Chairman.

- **Completed entry form**
 - To include Nominated Teacher information
 - * Name
 - * Email
 - * Subject and grade taught
 - * Current school
 - * School address
 - * School phone #
 - To include Number of words in written essay (**not to exceed 350**)
 - To include Person Nominating Teacher
 - * Name
 - * Address
 - * City, State, Zip
 - * Phone #
 - * Date submitted
 - * Signature

Please review the front of the entry form carefully and be sure all the information has been completed in its entirety.

**STOP! BEFORE SUBMITTING TO YOUR DEPARTMENT CHAIRMAN,
HAVE YOU ENCLOSED THE FOLLOWING?**

- Completed entry form
- Neatly hand printed or typed written nomination, not to exceed 350 words?
Information on what should be included in this brief essay can be found in the nomination packet.
- One page resume
- Up to five (5) pages of documentation of their teaching experience (references, news articles, etc.)
- Head and shoulder photo of themselves

All entries must be to the Department Chairman by December 1st.

COMMUNITY ACTIVITIES PROJECTS THAT CAN BE ACCOMPLISHED

This list of suggested Community Activities projects is by no means a complete list of projects that can be accomplished. Its sole purpose is to stimulate ideas and provide guidelines in your search for projects to perform.

1. Collect aluminum cans as a fund-raising project and donate the monies to a worthy cause.
2. Collect and present toys to needy children at Christmas time. Many agencies would appreciate toys and help in collecting them, (i.e. USMC Toys for Tots, churches and in some areas, fire stations).
3. Conduct a public health education program using local medical personnel to present information and conduct health screenings.
4. Plant an historic tree to honor local veterans.
5. Conduct a Drug Abuse Program for young people and their parents. Local law enforcement officers are generally happy to present such a program.
6. Present a program on Flag education to schools and youth groups.
7. Assist the homeless in your community by sponsoring a clothing collection drive.
8. Volunteer in schools (i.e. Reading Partners, Adopted Grandparents Program, teacher helper, etc.).
9. Conduct a "Get Out The Vote" effort in your community.
10. Ask each member to bring a can of some kind of food stuff to each meeting. This will provide the Post with a stockpile of canned foods from which food baskets for needy families may be filled.
11. Collect old eyeglasses and donate them to local service programs.
12. Conduct a program that will benefit the children of our National Home.
13. Decorate veterans' graves with Buddy Poppies (if you do not have grave flags) on Memorial Day.
14. Participate in local parades (Independence Day, Veterans Day, Loyalty Day, Memorial Day and local holidays). Carry the U.S. Flag and Post banner.
15. Establish a hospital and nursing home visitation service. Ask Post and Auxiliary members to volunteer to conduct at least one visitation a week.
16. Assist in your local adult literacy program.

Post Number _____

VFW, Department of Alaska
Post and Auxiliary
Community Projects Reporting Form

Reporting Period _____ - _____

[Numerical entries only, please]

Programs	Post	Post	Post	Auxiliary	Auxiliary	Auxiliary
	Proj	Hours	Dollars	Proj	Hours	Dollars
Americanism						
Safety						
Youth						
Community Service						
Hospital, Funerals etc.						
TOTALS						

Program Suggestions

AMERICANISM: Veterans in the Classroom, Voice of Democracy, Patriots Pen, Proper use and display of the American Flag, Presenting Flags, and Patriotic materials.

SAFETY: Fire Safety, Hunters Safety, Water Safety, Bicycling Safety and off road Vehicle safety are excellent projects.

YOUTH ACTIVITIES: Boy and Girl Scouting, Junior Reserve Officer Training Corps

COMMUNITY SERVICE: You know the City, Town or Village that you live in. Find out what the Seniors or Elders need, Adopt a Road program, can you volunteer for Meals on Wheels? Can your Post become a resource center for the Community?

GENERAL GUIDELINES:

Projects: Actual projects completed (to include donation of VFW Post for functions)

Hours: Actual hours spent on community activities

Dollars: Actual monies spent/donated plus \$0.14 per mile

Return this Completed Form to the Department of Alaska:

500 E. Park Avenue, Wasilla, AK 99654

(907) 373-7601, fax

vfwstatehq@mtaonline.net

Signature of Post or Auxiliary Community Activities Chairperson

Date

Please keep a copy for your records.

OUTSTANDING NATIONAL COMMUNITY SERVICE POST

**Each Department selects one Post.
Posts should have completed and reported their community activities throughout
the administrative year.**

Outstanding Posts are selected by:

**State Commander
State Junior Vice Commander / Community Activities Chairman**

THE SELECTED POST RECEIVES:

**A plaque inscribed with the name of the VFW Post and its Auxiliary
(if applicable)**

**\$599 stipend to cover part of the Post Commander's expenses to National
Convention**

Publication of the Post's name in the Convention program booklet

DEADLINE: JUNE 1



Since 1922, the “Buddy”® Poppy has been an integral part of the VFW community. As VFW’s official memorial flower, the Poppy represents the bloodshed by American service members. It reiterates that we will not forget their sacrifices.

The Poppy movement was inspired by Canadian Army Col. John McCrae’s famous poem, “In Flanders Fields.” Poppies were originally distributed by the Franco-American Children’s League to benefit children in the devastated areas of France and Belgium following WWI.

In 1922, VFW conducted a campaign and got Poppies from France. Members soon discovered it took too long to get the flowers in from France and they came up with a better idea. Disabled, hospitalized and aging veterans could make the paper flowers and ship them out to the members for distribution.

And so it was known, for veterans in VA hospitals and domiciliaries and in state veterans’ homes, every day would be VFW “Buddy”® Poppy Day. These men and women assemble the Poppies, tie them in bunches of 10 and pack them in boxes of 500, 1,000 or 2,000 for shipment to the Posts and Auxiliaries. VFW pays the disabled veteran for the work. In most cases, this extra money provides additional income for the worker to pay for the little luxuries, which makes life more tolerable. Furthermore, Poppy assembly is often used as a therapy program to provide exercise for fingers and hands crippled by wounds, disease and the effects of old age. Another reason Poppies are so important is because all proceeds from distribution are used for veteran’s welfare or for the well being of their needy dependents and the orphans of veterans. More than 2,300 children of veterans have been, or are being cared for in the VFW National Home in Eaton Rapids, Michigan, thanks to a portion of Poppy funds.

As your Post’s “Buddy”® Poppy Chairman, you need to build enthusiasm for this program. Reiterate to your fellow members the two-fold importance of Poppies. It’s truly all about veterans helping veterans and living up to VFW’s motto of “No One Does More for Veterans.”

Distribution of “Buddy”® Poppies should be included in every Post or Department activity and anything in which you participate.

WHY WEAR A POPPY

"Please wear a poppy", the lady said
and held one forth, but I shook my head.
Then I stopped and watched as she
offered them there,
And her face was old and lined with care;
But beneath the scars the years had
made
There remained a smile that refused to
fade.

A boy came whistling down the street
Bouncing along on care-free feet
His smile was full of joy and fun,
"Lady", said he, May I have one?"
When she's pinned it on he turned to say,
"Why do we wear a poppy today?"

The lady smiled in her wistful way
And answered, "This is Remembrance
Day,
And the poppy there is the symbol for
The gallant men and women who died in
war,
And because they did, you and I are free-
That's why we wear a poppy, you see.

"I had a boy about your size,
With golden hair and big blue eyes.
He loved to play and jump and shout,
Free as a bird he would race about.
As the years went by he learned and
grew
And became a man-as you will, too.

"He was fine and strong, with a boyish
smile,
But he'd seemed with us such a little
while
When war broke out and he went away.
I still remember his face that day

When he smiled at me and said "Good-
bye,
I'll soon be back, Mom, so please don't
cry".

"But the war went on and he had to stay,
And all I could do was wait and pray.
His letters told of the awful fight,
(I can see it still in my dreams at night),
With the tanks and guns and cruel
barbed wire,
And the mines and bullets, the bombs
and fire.

"Till at last, the war was won -
And that's why we wear a poppyson".
The small boy turned as if to go,
Then said "Thanks, lady, I'm glad to
know.

That sure did sound like an awful fight,
But your son-did he come back all right?"

A tear rolled down each faded cheek;
She shook her head, but didn't speak.
I slunk away in a sort of shame,
And if you were me you'd have done the
same;
For our thanks, in giving, is oft delayed,
Though our freedom was bought - And
thousands paid.

And so when we see a poppy worn,
Let us reflect on the burden borne
By those who gave their very all
And asked to answer their country's call
That we at home in peace might live.
Then wear a poppy. Remember...and
give!

Lest we forget.



HOW TO BE A GOOD POST ADJUTANT

The office of Adjutant is intended to be one of the most responsible and important in the Post. You are the Executive Officer of the Post and the Commander's right arm.

As Adjutant, you are responsible for correspondence, records, minutes and the history of the Post. In most Posts, the Adjutant carries on from year to year and is the link between administrations. As such, you are expected to be the authority on what has been done in the past and what is permissible to do in the future.

It is not the purpose of this sheet to tell you how to handle the routine of your office; it is rather to give suggestions as to how you can better fulfill your duties.

I. BEFORE THE POST MEETING:

- A. Get together with the Commander to look over correspondence and decide what is to be read in its entirety; what should be condensed, expanded upon or explained; what needs action and what does not apply to the Post and does not require reading. Outline the business to be taken care of.
- B. Send out meeting notices at least a week in advance.
- C. Look over the minutes of the last meeting to determine if any business was held over or needs further action.

II. AT THE POST MEETING:

A. Correspondence

- 1. Number the letters to be read so they may be referred to in your notes more easily.
- 2. Read each letter clearly and distinctly. If you are a poor reader, ask someone else to do it for you. There is no purpose in spending time reading letters if no one knows what you are saying.
- 3. If any of the correspondence asks or requires action by the Post, make certain that it is held aside to be acted upon.

B. Minutes

- 1. Do not attempt to take finished minutes at the meeting. Take notes and write them up later.
- 2. Do not try to take down everything that is said at the meeting. Concentrated on the motions and actions and just enough of the discussion to give an idea of why the motion was made or action taken.
- 3. Demand that concise motions be made and take them down exactly. Read the motion back before it is noted upon. Many times a member will launch into a fifteen minute oration and conclude it by saying, "that's my motion". Insist that he put his motion in exact words.

C. Procedure

- 1. As the recording officer of the Post, you have a perfect right to protest any action being taken which is contrary to the Post, Department or National By-Laws, but do it in a respectful manner.

2. Make sure that all business has been taken care of before the meeting closes.

III. AFTER THE POST MEETING:

- A. Write up the minutes in the form in which they will be entered in the permanent record. Make copies for the Commander and for the Quartermaster so they will know what has to be done. Take care of this within a day or so after the meeting while your memory can assist you in interpreting your notes.
- B. Write all letters and take care of all business directed by the Post meeting as soon as possible. This will allow the person to whom you write to answer before the next meeting. Keep copies of all letters.

IV. BETWEEN MEETINGS:

- A. Keep your correspondence files up to date; file letters by subject matter. Keep an open file on matters which should be brought up at the next meeting.
- B. Send changes of Post Officers or their addresses to Department and the Adjutant General as soon as they occur. Send changes of addresses of all members to the National Circulation Department so they will get their National and Department publications.
- C. Be certain that you have up-to-date copies of Post, Department and National By-Laws on hand. Be familiar with their contents.
- D. Make sure that important Post documents, such as the Charter, Articles of Incorporation, etc., are kept in a safe place and that someone else knows where they are kept in case of an emergency.
- E. Keep an inventory of Post property and in whose possession it is.

These suggestions are merely a guide and do not pretend to cover the multitude of things you probably have to take care of. If you have any problems with which you need help, do not hesitate to ask someone. In many matters of record or procedure, the Department Adjutant can probably help you. Do not be afraid to write to him.

PREPARING A RESOLUTION

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 Department before being acted upon at a National Convention. Many times an otherwise worthy idea gets nowhere merely because it is not correctly presented.

Generally speaking, 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. The following is an example of how NOT to prepare a resolution:

WHEREAS, the rising cost of living has created an intense hardship on those disabled veterans whose only income is a meager pension check; and WHEREAS, non-service connected pensions should be increase accordingly; now therefore

BE IT RESOLVED, that we petition Congress to do so immediately.

Note that the "RESOLVED" section said nothing when it is separated from the "WHEREAS" clauses. The sample resolution shown below is CORRECTLY written:

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.

A resolution may deal with a local problem, in which case it needs no action on a level higher than that of the Post. 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 resolutions to the Department Convention, a notation on the bottom should show the previous action taken. approval by Post and, if applicable, by the District or County Council.

Since the Department and National Conventions are held only once in a year, it is of prime importance that Post resolutions be acted upon and submitted to the Department Adjutant at least a month prior to the opening of the Department Convention.

INCORPORATION

The first step 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 (2) general sets of rules that cover incorporation of a VFW Post - the laws of the individual state and the National By-Laws of the Veterans of Foreign Wars. To be recognized, your incorporation must comply with both and must be submitted to the Commander-in-Chief for review.

In most 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. These guidelines contain a very simple set of instructions on how to fill them out and what to do once they are filled out.

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 or bingo license may be issued to it. Secondly, and perhaps just as important to the officers of the Post, the active 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 could be permitted to exist under that approval, but there will be no more in the future.

There is no particular advantage in the pyramiding of corporations. The Post corporation is sufficient to protect all of its operations, if those operations are kept under the 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.

Any 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.

Posts not incorporated are only asking for trouble.

BY-LAWS

By-Laws on any level of this organization are very important to maintain the continuity of operation of the organization.

If your Post does not have By-Laws to govern the business operation, you are putting the operation of the Post almost exclusively into the hands of the Commander.

Post By-Laws should cover such things as operation of the canteen, bingo operation and any other projects not covered through the National and Department By-Laws.

Department By-Laws

The Department By-Laws cover such things as voting at the Department Convention, Post delegates, and Department committees.

National By-Laws

National By-Laws are amended each year at the National Convention. At the beginning of each year, every Post should order four (4) or five (5) podium editions from the National Supply Catalog. Once these are available, sometime around the first of October, they will be mailed to the Posts.

There are changes to the National By-Laws each year. If your Post does not have a current edition of the National By-Laws, you are operating under an old set of By-Laws.

By-Laws are guidelines for a smooth operation. They are not to be feared. They are to be used. However, to be used effectively, it takes common sense along with the By-Laws.

HOW TO BE A GOOD POST QUARTERMASTER

There is no doubt that a good Post Commander is the major factor in the success of a Post. On the other hand, there is no one who can ruin a Post better or faster than a poor Quartermaster.

The National By-Laws are probably more explicit on the duties of the Post Quartermaster than those for any other officer. He is the custodian of the money and property of the Post, the guardian of its finances, the keeper of the financial records and the collector of most of the membership dues.

He is meant to be and ***must*** be more than a bookkeeper. He generally knows more about the Post than any other individual and ***must*** be dependable, honest and capable.

These are some of the more important requirements as set forth in Section 218 of the National By-Laws:

1. The Quartermaster shall receive and hold all monies, securities and other property of the Post as may pertain to his office.
2. He shall collect all monies due the Post and give proper receipt.
3. He shall pay out monies upon authorization of the Post.
4. He shall use a uniform system of books as prescribed by National Headquarters.
5. He shall sign all checks for payment of expenditures.
6. He shall be treasurer of all Post Committees handling funds.
7. He shall be properly bonded.

Here are some suggestions as to how you can best perform your duties and aid the Post:

KEEP NATIONAL AND DEPARTMENT HEADQUARTERS INFORMED: If your address changes during the year, or if your Post votes to increase its dues during the year, notify National Headquarters and Department Headquarters immediately. Most incorrect information appearing on dues reminders or in mailing results from a lack of information rather than a direct error. Death or change of address of a member must also be reported promptly.

YOUR BOOKKEEPING: Quartermaster's Ledger No. 4204 (Supply Department \$29.00) should be used for regular Post business. Make entries in this book regularly. Do not trust your memory. Post them as often as possible. Balance your books each month, reconciling them with your bank statement. If you do not understand the system, ask another Post Quartermaster or your Department Quartermaster to help you set them up.

CLUB BOOKS: If your Post operates a club or other business, it will be necessary that you keep more detailed records than is possible with the Quartermaster's ledger. A Receipt Ledger and a Disbursement Ledger, each showing a breakdown of income or expenditures, is advisable. Additional forms should include a day sheet for the manager, a payroll record for employees, cash paid out forms, etc. Federal and state reports must be made from your club or canteen books and they must be accurate and complete.

INCOME AND EXPENDITURES: Insist that all monies are turned in to you and that all money is paid out by you. Do not allow a committee chairman to pay bills from cash collected. Have him turn in the total receipts and you pay the bills. This is the only way you can have an accurate record.

BANKING OF THE MONEY: Do not allow money to lie around at home or carry it in your pocket. Bank as often as you can. If necessary, bank by mail. Most banks have a night depository for large amounts of cash and arrangements can be made for its use on special occasions. Bank all cash and checks on hand on the last day of the month so that your books will balance with the bank statements.

AUDITS: The By-Laws require that the Post Trustees audit your books quarterly. It is to your advantage to insist that they do so. After each audit, the Trustees are to read the report of audit at the next Post meeting. If there is a questionable item, it is easier to explain while it is still fresh in your mind.

BOOKS AND SUPPLIES: Nearly any specialized record forms you will need may be purchased from the VFW National Department. If you do not have a catalog, request one from Supply Department, VFW National Headquarters, 406 West 34th Street, Kansas City, MO 64111 or go online to www.vfwstore.org .

BONDS AND SECURITIES, ETC: These should be stored in a safety deposit box in your bank and a record kept with your books. Another person should be authorized to open the box in case of emergency. Trustees should check the contents of the box at least annually.

HONESTY BOND: The By-Laws require that you be bonded with an indemnity company in an amount at least equal to the funds for which you might be accountable. This bond only reimburses the Post if you steal the money. Losses from other causes must be covered by insurance.

VETERANS OF FOREIGN WARS OF THE UNITED STATES
OFFICE OF THE ADJUTANT GENERAL
BONDING OF ACCOUNTABLE OFFICERS

The VFW National By-Laws, Article VII, Section 703 - Bonds, states:

"Each accountable officer of this Organization shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, he may be accountable. The bond premium shall be paid from the funds of the National Organization, Department, District, County Council of Post, as the case may be, to which each officer is accountable."

"The bonds of such accountable officers, in amount and as to surety, shall be approved by their respective units and held by their respective commanding officers. The Commander of each unit shall be responsible for the proper and adequate bonding of all accountable officers in his unit."

Although the language of the above section is quite specific, experience has shown a need for greater clarification as to its application, the degree of protection offered, and procedures in establishing a claim.

The reference to ACCOUNTABLE OFFICER is primarily to the position of Quartermaster, although it might very well in some Posts extend to an Assistant Quartermaster, Club Manager, etc. From a practical standpoint, anyone who has access to funds should be bonded; particularly club employees and others who regularly handle cash. The premium rate for a club employee is higher than for a Post officer.

Just about every Department has an arrangement with an indemnity or surety company to handle the bond requirements of its Posts under a FRATERNAL POSITION BOND. The cost of such a bond is relatively low and there is a particular advantage in having the position bonded rather than the individual in that it is not necessary to change records each time there is a change in office. The bonding company may, however, require personal information on the individual officer in cases where an exceptionally large bond is carried.

The bond only guarantees the HONESTY of the person holding the bonded position. Before any indemnity is paid it must be proven that the money has been lost through the fraudulent or dishonest acts of the bonded person. It does not cover money lost through burglary, careless handling, or mismanagement. It does not take the place of insurance in any way.

The By-Laws only give a rough guide as to how much the individual should be bonded. There may be only \$2,000 in the Post treasury - but this may be because the Quartermaster has been systematically skimming off thousands of dollars before the money is banked. Usually the money is stolen before it goes into the bank, but it may also disappear because of the conversion of bonds, savings, or investments to cash. Anything which is easily converted to cash should be protected by a bond.

Only the person holding the bonded position is covered by the bond. Funds stolen by an Assistant Quartermaster are not protected by the bond on the Quartermaster. If the Assistant Quartermaster handles funds, he must be covered by a bond on that position.

The fact that an accountable officer is already bonded by his regular employer does not protect the VFW. A County Treasurer, for instance, may be bonded by his regular employer does not protect the VFW. A County Treasurer, for instance, may be bonded for \$100,000 or more but this only protects the County from his dishonest acts. If he steals from the Post in his capacity as Post Quartermaster, the Post cannot collect on his County bond.

All bonding companies require reasonable care on the part of the insured. Regular audits and controls on the individual are presumed to be a part of the agreement. Claims filed reveals that most defalcations occur where the Post Trustees do not conduct regular audits, do not take the precaution of obtaining monthly statements directly from the bank, or fail to verify the books against other records.

PROCEDURE IN SUBMITTING INDEMNITY CLAIMS:

The insured Post has the responsibility of reporting a loss just as soon as possible after it is discovered. The fraternal position bond form requires the Post to give all reasonable cooperation in determining details of fact to substantiate the claim and in attempted to make recovery from the defaulting person.

If the bond is held through a local agent, that agent should be informed immediately when a loss is discovered. If the bond was obtained through the Department, Department Headquarters must be notified so the information can be passed on to the proper person.

The Post or other insured unit will be required to show evidence of loss and submit a "proof of loss" form with any further information which may be required. This form will be provided by the bonding company or its agent. The final claim should not be submitted until it is substantiated, preferably through an audit by a qualified accountant.

The bonding company may itself follow up the claim or it may have an outside attorney or adjustor gather details on the claim and on the defaulting officer or employee. It will probably attempt to recover losses from the defaulting person. The Post in accepting the bonding or surety company's check passes on its right of recovery of Post funds to the bonding company.

Because of variations in circumstances and in the laws of the states, it is recommended that the Post seek the advice of an attorney in determining whether criminal charges should be pressed. Such action is not generally required to fulfill the terms of the bonding agreement.

The funds of a Post are the responsibility of its officers. If dishonest acts result in a loss to the Post, the Commander and other officers are obligated to attempt recovery. It is generally better for all concerned to present a claim to the bonding company and let them arrange recovery from the individual rather than to try to do so on the Post level.

The diversion of Post funds to personal use is a serious offense and one with which the Post should have no sympathy. A person who has stolen money from his Comrades has no place in the Veterans of Foreign Wars. The Post is entirely justified in and should consider taking disciplinary action against the miscreant and removing him from membership.

HOW TO SAFEGUARD FUNDS

During recent years, bonding companies covering Veterans of Foreign Wars operations have paid out hundreds of thousands of dollars in claims resulting from the dishonesty of VFW officers and employees. Losses which could not be proven, remain undetected, or are charged off to experience, probably total several times as much.

This does not mean that a crime wave has struck the Veterans of Foreign Wars, nor that our people are more dishonest than others. In fact, our experience is probably better than that of most organizations.

IT DOES PROVE ONE THING: We can no longer afford to be complacent and trusting. Every Post must proceed as though it EXPECTS its funds to be stolen or misappropriated, and must take the proper precautions.

Not all lost funds are stolen. SLOPPY MANAGEMENT AND INEFFICIENT OPERATIONS have probably accounted for more broke Posts than all other factors combined - and this is the fault of every member of the Post as well as its accountable officers.

What can your Post do to hang onto its money? FIRST, you CAN AVOID LOSS FROM THEFT. This is comparatively easy. There are just four things to do:

KEEP ACCURATE RECORDS
CONDUCT REGULAR AUDITS
INSURE AGAINST THEFT AND
OTHER LOSSES

A BOND only guarantees a man's honesty. It doesn't protect against any loss except by deliberate action of the bonded officer. You can INSURE against loss by theft, robbery, fire or other causes beyond your control.

Your Post may be protected by bonds and insurance, but it may do you absolutely no good if you can't prove how much money was lost. Here is where RECORDS come in. Records must be adequate enough and accurate enough to show exactly how much you have, where it came from, and where it is stored.

The accuracy of your records is proven by a regular AUDIT. An audit will show when there is a loss, how much the loss is, and will warn of possible losses in the future if more safeguards are not taken.

THERE IS NO CLEAR CUT CURE FOR LOSS THROUGH INEFFICIENT OPERATION, except the interest and effort of the entire membership.

Efficiency of operation is probably not a big factor in a small Post whose funds are provided by occasional special events and drives. It is when the Post runs a business (such as the operation of a club) that the men are separated from the boys. Some Posts make a substantial profit - others find themselves putting on outside events to help support the club.

Generally, those showing a profit have these things in common:

SPECIFIC POST RULES COVERING THE OPERATION OF THE CLUB
DEFINITE LIMITS OF AUTHORITY ON EACH LEVEL
EFFICIENT AND ACCURATE ACCOUNTING SYSTEM

ACTIVE HOUSE COMMITTEE EFFICIENT MANAGER CAREFUL PERIODIC AUDIT

Confusion results from a lack of rules. The Post itself, the Post Commander, the House Committee, and the Club Manager each have certain authority. Each must understand where his authority ends or his responsibility begins. Since each Post operates under different conditions, each must compile its own rules, although a sample form is available from National Headquarters.

The Post itself is the supreme authority over the club. It is by permission of the Post that the club exists. The membership at a Post meeting must adopt the rules under which the club operates, and the membership of the Post must make the final decision in the event of a disagreement.

The Post Commander is the representative of the Post, and is responsible for seeing that the rules of the Post are followed, and that the wishes of the members are obeyed. He is the person who will be in trouble if State and Federal laws or VFW rules are not followed, so he must be given authority for enforcement.

The Post Quartermaster, according to VFW By-Laws, is responsible for all funds of the Post and is automatically a member of all committees handling funds. For practical purposes, this means that he cannot be by-passed in financial matters, and has as much authority in handling of club funds as he has in other Post funds. It does not mean that he personally has to keep the books of the club. This may be done by a bookkeeper and, in the case of large clubs, may be handled by an accounting firm. No matter how it is handled, the accounting system must be adequate for the business. It must show profit or loss, overhead, all types of expenses, all types of income and percentage of profit. Regular financial reports must be made to the House Committee and to the membership. Federal and State forms must be completed and submitted on time.

An Audit must be conducted no less than every three months. This may be conducted by the Post Trustees in person, if they know what they are doing and are capable of understanding and interpreting the bookkeeping system. There is nothing in the book saying that it cannot be done by someone else, under the direction of the Trustees. An audit by a certified public accountant will usually pay for itself in the improvements which will result.

HOW TO CONDUCT A POST AUDIT

POST FUNDS: Many ingenious (and some not so ingenious) methods have been tried over the past years to get away with Post funds. A number of dishonest Post Quartermasters tried these angles:

1. Deposited only a portion of the proceeds of special events
2. Made check stubs payable to someone else and the checks to himself
3. Secured a personal loan with a Post check
4. Made up his own bank statements
5. Staged a fake holdup
6. Collected membership dues but did not turn them in
7. Cashed Post bonds and pocketed the money

Each of the foregoing methods has been used with equal lack of success. In some cases they have worked for awhile but the end result has been exposure.

The purpose of the audit is two-fold. It will reveal a shortage before it gets too large and it is the most successful preventative of itchy fingers.

When conducting an audit, you are nobody's friend. You view everyone with suspicion and give no one the benefit of the doubt. The Quartermaster is the enemy. You can be friends again later but right now you believe what can be proven.

Some of the items which should be at least spot-checked in the audit included:

1. Balance the monthly books for yourself to check accuracy
2. Reconcile the books with the bank statement
3. Count the cash on hand
4. Actually view and count bonds and other investments
5. Compare the canceled checks with:
 - a. Check stubs
 - b. Cash book entries
 - c. Bank Statements
 - d. Vouchers and bills
6. Confirm the bank balance with the bank
7. Check payments for unusual items against Adjutant minutes to determine authority for payment
8. Verify bills with creditors (it's easy to get cash in change for an overpayment)
9. Check official receipts against book entries
10. Check stubs of membership receipts against total membership as shown by books and by Quartermaster's copy of dues transmittals
11. Where committees have handled special events, determine just how much money was turned in and check it against entries
12. Watch very closely any bills paid by cash or income not covered by receipts

Watch for the following danger signals between audits:

1. Stalling in getting books ready for audit
2. Slowness in paying bills of the Post
3. Delay in making deposits
4. Large amounts carried as "cash on hand"
5. Checks made out to others than the person to whom indebted
6. Checks cashed by others than payee
7. Complaints by members of non-receipt of the VFW Magazine or

- Department publication
8. Checks which have not cleared the bank at the time of the audit
 9. Keep your eye on a Quartermaster who begins drinking heavily, maintains a girlfriend on the side, who has a lot of illness in the family or loses his job

A basically honest person can slip if he needs the money badly enough. An air of prosperity is seldom an indication of dishonesty.

It is up to the Trustees and the Commander to check on the honesty of any person handling the Post funds. YOU do the checking and YOU form your conclusions and act accordingly. Do not convey your suspicions to others until you are certain - do nothing which may hurt the reputation of an innocent person - and do not cover up for anyone.

If the books are not kept in an efficient manner; if they cannot be audited because of lack of records; or if you find definite discrepancies, report it to the Post. Don't just sit back and refuse to sign the audit.

Remember - the Trustees do not tell the Post or the Quartermaster how to run their business; they just make certain that everything is on the up-and-up.

CLUB FUNDS: Clubs are specialized businesses and require more specific safe-guards than Posts which do not have clubs. Besides the mere question of honesty, problems of management, governmental regulations, state laws, etc., must be considered.

With additional opportunity, Club Managers or workers have thought up new angles of getting away with funds. Some peculiar to this field include:

1. Padded inventory of liquor on hand
2. Bad or fictitious checks carried as cash on hand
3. Leakage of petty cash
4. Padded payrolls
5. Bootlegging on the side
6. Kick-backs from suppliers
7. Gambling operations on the side

A complete audit of club operations, in addition to those standard items listed under Post audits, must be accomplished with the aid of the following records and information:

1. A regular monthly inventory of stock (taken by the House Committee)
2. Dated cash register tapes for each day
3. A "Day Sheet" on bar sales for each day
5. Receipts for all bills paid by cash
6. Records of all stock purchases
7. Complete accounting of income from all non-bar-sources
8. Copies of completed federal and state payroll tax forms
9. Payroll records
10. All licenses and permits required
11. Copies of all insurance policies, bonds, etc.
12. All bills and vouchers
13. A list of unpaid bills
14. Any other records found to be necessary

In completing the audit:

1. Compute gross profit by comparing gross sales with cost of merchandise sold. If this varies more than a few percent from month to month, find out why.
2. Check all payments and income in the same manner as for Post audits.
3. Check the accuracy of the inventory.
4. Insist on seeing any bad checks and checking them out.
5. Check cash register tapes against recorded receipts for the day. Don't expect them to always be exactly the same.
6. Make certain that the proper amount of state and federal withholding tax and Social Security is deducted from employees salaries and that it is turned in on proper forms at the proper time. Don't permit any employees to be paid without proper deductions. It's your neck that's stuck out.
7. Determine that all necessary licenses and permits are taken out.
8. Check the income from cigarette machines, jukeboxes, etc., with that reported by similar businesses. There's lots of room for leakage here.
9. Make certain that the Post is adequately insured.
10. Check with liquor and beer distributors to determine that all current bills are paid.



TRUSTEES' REPORT OF AUDIT of

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

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

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

FUNDS:	Net Cash Balances at Beginning of 10. Quarter	Receipts During Quarter 11.	Expenditures During Quarter 12.	Net Cash Balances at End of Quarter 13.
1. National and Department Dues (Per Capita Tax)	\$	\$	\$	\$
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Dues Reserve Fund (See Sec. 717, Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but Not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and Investments Not Credited to Funds				
14. TOTALS:	\$	\$	\$	15. \$

16. OPERATIONS
Have required payroll deductions been made? _____
Have payments been made to the proper State and Federal agencies this quarter? _____
Have sales taxes been collected and paid? _____
Are club employees bonded? _____
Amount of outstanding bills _____ \$
Value of Real Estate _____ \$
Amount of liability insurance _____ \$
Owed on Mortgages and Loans _____ \$
Value of Personal Property _____ \$
Amount of Property Insurance _____ \$

17. RECONCILIATION OF CASH & INVESTMENTS
General Fund Checking Account
Ending Balance Per Bank Statement \$ _____ -
Less: Outstanding Checks _____
Plus: Deposits in Transit _____
Account Balance _____
Other Checking Accounts (if applicable)
Ending Balance Per Bank Statement \$ _____ -
Less: Outstanding Checks _____
Plus: Deposits in Transit _____
Account Balance _____
Savings Account Balance _____
Cash on Hand _____
Total Cash _____
Bonds and Other Investments _____
Total Cash and Investments \$ _____ -
(This figure must match Box 15)

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date _____, 20 _____

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

Post Quartermaster _____ (Name)	Signed _____ Trustee
_____	Signed _____ Trustee
_____ (Address)	Signed _____ Trustee

This is to certify that the Office of the Quartermaster is bonded with _____ in
the amount of \$ _____ until _____, 20 _____, and that this Audit is correctly made out to the best of my knowledge
and belief.

Signed: _____ Commander

NOTE: Forward Original to your Department Quartermaster and copy to the Adjutant for the Post record.

RECORD RETENTIONGUIDE

The following list has been compiled in response to requests from Posts that have asked how long to retain certain files and records. Please keep in mind that this list does not have the effect of law, and a judicious amount of common sense should be used when applying it to your Post.

<u>Record Name</u>	<u>Retention</u>
Accounts payable invoices	7 years
Accounts payable ledger	7 years
Accounts receivable ledger	7 years
Annual financial reports	Permanently
Annuity & deferred payment plans	Continuing record
Audit reports, annual	10 years
Audit reports, periodic	2 years
Audit work papers	5 years
Balance sheets	5 years
Bank deposit slips	5 years
Bank statements and reconciliations	5 years
Bills of lading	2 years
Bonds - Fidelity	3 years after termination
Bonds - Surety	3 years after termination
Budgets	5 years
By-Laws	Until superseded
Canceled checks (for important payments, i.e., taxes, purchases of property, special contracts, etc.) (checks should be filed with papers pertaining to the underlying transactions)	Permanently
Canceled checks - other	7 years
Cash receipt records	7 years
Charts of Accounts	Permanently
Certified Annual Financial Statements	Permanently
Community Activity Reports	3 years
Contracts and leases	7 years following expiration
Correspondence, executive	10 years
Correspondence, general	3 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation schedules	Permanently
Election of Officer Reports	5 years
Employee accident reports	30 years after settlement
Employee contracts	7 years after termination of employment
Employee insurance records	11 years after termination
Employee records	4 years following termination of employment
Employee withholding records	7 years
Employee application	7 years following termination of employment for employees, 1 year for applicants not employed
Entertainment, gift & gratuity records	3 years
Expense vouchers	7 years
Freight bills	3 years
Freight claims	2 years
Garnishments	7 years after termination of employment

General ledger	Permanently
Gifts, records of gifts	Permanently
Income statements, annual	Permanently
Incorporation papers	Permanently
Inspection reports	3 years
Insurance policies, reports and claims (current)	4 years after policy expiration
Inventory records	Permanently
Invoices	7 years
Journals	Permanently
Labor cost records	3 years
Lease records	3 years after termination
Membership applications	Permanently
Membership rosters	5 years
Minute books of directors and stockholders, including by-laws and charter	Permanently
Minutes of Post meetings	5 years
Notes receivable ledger and schedules	7 years
Payroll register	Permanently
Periodic financial reports	3 years
Petty cash records	3 years
Physical inventory tags	3 years
Postal records	1 year after end of fiscal year
Property appraisals by outside appraisers	Permanently
Property records	Permanently
Purchase orders	7 years
Quartermaster reports	5 years
Retirement and pension records	Permanently
Sales records	7 years
Savings bonds registration records of employee	3 years
Shipping & receiving documents	2 years
Stock and bond records; ledgers, transfer registers, coupons	Permanently
Subsidiary ledgers	7 years
Tax records	Permanently
Trade mark registrations	Permanently
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (including allowances and reimbursements of employees, officers, etc., for travel and entertainment expenses)	7 years

Obviously, the foregoing list is not all-encompassing, nor is it intended to be. A good rule of thumb in determining what files and records to keep is that if the file or record has not financial or historical significance, then it is probably time to dispose of it.

ONLINE MEMBERSHIP SYSTEM (OMS)

Encourage your members to sign up for an online membership account. There they can:

- Update contact information
- Update/change passwords
- Update payment profile(s)
- Request a new membership card
- Pay continuous dues
- Convert to Life Membership -
added bonus - a member can sign up online for Life Member INSALLMENTS whereas the Post Quartermaster cannot.
- Upgrade to Legacy Life Membership
- Access forms and training materials for various VFW programs
.... and much much more!

Are you the Post Quartermaster? Online access allows you to:

- Process membership application (annual and life memberships)
- Transfer members
- Decease members
- Update member contact information
- Request new cards for membership
- Access your post roster (filter by paid/unpaid/deceased, etc.)
- Submit and update your Post Election Report throughout the year (as needed)
.... and much much more!



MEMBER DUES PROCESSING

CONTACT INFORMATION

**Dues Processing phone inquiries
can be made toll-free by calling:
1-800-963-3180**

Dues Processing Fax: **816-968-1115**

Dues Processing E-mail Inquiries:
memberduesprocessing@vfw.org

**Annual dues packages sent by package
delivery or express mail, address to:**

Dues Processing Department
VFW National Headquarters
406 W. 34th Street, Suite 316
Kansas City, MO 64111

**All Life Membership payments
should be sent to:**

Life Membership Department
VFW National Headquarters
406 W. 34th Street, Suite 316
Kansas City, MO 64111

Life Membership E-mail Inquiries:
lifememberprocessing@vfw.org

**Name and address corrections
should be sent to:**

Circulation Department
VFW National Headquarters
406 W. 34th Street, Suite 316
Kansas City, MO 64111
dataentry@vfw.org



YOUR GUIDE TO MEMBER DUES PROCESSING

A major part of your responsibility as Post

Quartermaster is to process member dues

in a timely manner. This entails knowing what forms

to fill out and when. The information contained in

the following pages will serve as your guide to

Member Dues Processing. Everything you need to

know is right at your fingertips, including examples

of forms you will be using throughout the year. The

instructions for forms are included on the same

page as the example, or adjacent page.

And remember that in this age of technology,

nearly everything can be done online. (Only the

life member installment plan can't be processed

online.) Furthermore, be sure to sign up for V-Mail

and receive up-to-the-minute information from VFW

National Headquarters. It's all designed to make

your job as Quartermaster a little easier.

ON-LINE MEMBERSHIP SYSTEM (OMS)

Why not save yourself the headache of paperwork and the cost of postage by logging on to VFW's Web site at **www.vfw.org** to submit transmittals via credit card.

Remember, the more you can do to help on your end, the easier it is for the Member Dues Processing staff to process your request.

And of course, you can always call us between **8:15 a.m.-4:30 p.m. (CST), Mon.-Fri., at 1-800-963-3180.**

1. Go to www.vfw.org and click on Login
2. First time users must create an account by clicking on the Create An Account link.
3. Enter the requested information and click on Go.
4. An email is sent to the email address provided. Open this email and click on the link to activate your OMS account.
5. Once a personal OMS account has been activated, you will be recognized as the Post Quartermaster and prompted to activate your Quartermaster account. The prompt will ask you to "Request a Quartermaster Pin Number". Click on this link and, the Quartermaster pin number will be mailed to the Quartermaster's address on file.
6. When your Quartermaster pin number has been received, log into your OMS account to enter it and activate the Quartermaster tools.

VFW Online Membership System (OMS) allows you to perform the following functions:

- Manage Contact Information
- Request Duplicate Card for Yourself or a Member
- Mark a Member's Record as Deceased
- Add New Members (Annual and Life)
- Transfers (Both Paying and Non-Paying)
- Add New Members (Annual and Life)
- Transfers (Paying and Non-Paying)
- Renew Annual Members
- Convert an Annual Member to Life Membership
- Convert a Life Member to Legacy Life Membership



PERTINENT INFORMATION TO HELP US HELP YOU

Did you know that VFW's Member Dues Processing Department receives 5,000 letters a day? About 75% of those are membership renewals. That's a lot of mail. When procedure isn't followed in the field, 23% of the mail has to be opened by hand, costing VFW time and money.

Furthermore, a dues check for the incorrect amount actually costs the organization money. It costs \$15 to process a \$10 refund. Additionally, this increases the turn-around time in updating membership rosters.

So before you mail an envelope to the Member Dues Processing Department at VFW National Headquarters, find out how you can do your part and help save your organization money.



Follow these time-saving measures:

- Stress the Online Membership System - it is a very powerful Quartermaster tool and results in instantaneous processing via the web.
- Encourage your members to mail their dues notice and payment directly to National Headquarters. This allows us to use the system as it was designed.
- Do not include extra paperwork in the envelope.
- Use the appropriate form because new, continuous or life members are all processed differently.
- Write the check for the correct amount, not for multiple items. Meaning, do not include a payment to VFW's Supply Department with a dues renewal.
- Double-check Social Security numbers and names.

EXPEDITING DUES PAYMENTS

The fastest, most convenient way to pay dues is online. VFW's Member Dues Processing Department accepts all major credit cards, including American Express. You can also pay on-line through your Post checking or savings account by going to the "Payment Profile" link. This feature allows you to save a dues payment method of ACH Debit or a credit/debit card. Rest assured, online payments to VFW are completely secure.

If you opt for writing a check, be sure to follow the measures reviewed above.

For more information on Member Dues Processing, call toll-free **1-800-963-3180**, fax **816-968-1115** or e-mail **memberduesprocessing@vfw.org**. Life membership inquiries should be e-mailed to **lifememberprocessing@vfw.org** and data entry questions should be directed to **dataentry@vfw.org**.

By mail, the address is: **Member Dues Processing Department, VFW National Headquarters, 406 W. 34th St., Ste. 316, Kansas City, MO 64111**. If writing in regards to Life Membership or Circulation, replace "Member Dues Processing" in the address line with the department to which you are writing.

PROCESSING ENROLLMENT AND OTHER ISSUES

Below are the answers to questions you are sure to be asked during your tenure as Quartermaster:

- Processing time begins the day the mail is received at National Headquarters, and is based on a normal five-day work week.
- The membership card is mailed directly to the member via first class mail in 10 days or less following processing of the dues payment. If you feel you should have already received your card, you may log onto your On Line Membership System account and then request a replacement membership card. You may also call 1-800-963-3180 and request a duplicate card to be issued.
- New, recovered or transfer members, address changes or exceptions may take up to 10 days to process.
- Additional Member Dues Processing forms can be attained several ways.
 1. Forms are available online for printing or saving to your computer. Go to www.vfw.org and sign in. Go to the OMS system and click on Forms under Online Documents (See example on next page).
 2. Make a request through your Department Headquarters.
- Duplicate payments, received from the Member or the Post, will be processed and extend the membership "Paid Through Date."

VFW MEMBERSHIP APPLICATION ver. 01/14

NAME _____ EMAIL _____ DATE OF BIRTH _____
 ADDRESS _____ HOME OF RECORD _____ PHONE _____ GENDER (M) (F) _____
 CITY _____ STATE _____ ZIP _____ CITY _____ STATE _____ ZIP _____ SSN (optional) _____

BRANCH OF SERVICE ☐ ARMY ☐ NAVY ☒ AIR FORCE ☐ MARINES ☐ COAST GUARD
 DATES _____ OF _____ SERVICE _____

MEMBERSHIP TYPE (choose one)
☐ **ANNUAL MEMBER**
 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 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 me \$45.00 initial payment and understand that I will be billed for the remaining 11 monthly installment payments.

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.
 Please see reverse for terms and conditions of Automatic Payment and Installment Life Plans.

QUALIFYING FOREIGN SERVICE
☐ WORLD WAR II ☐ DESERT SHIELD/STORM
☐ OCCUPATION SERVICE ☐ BOSNIA/KOSOVO
☐ KOREAN SERVICE (1950-1954) ☐ GLOBAL WAR ON TERRORISM EXPEDITIONARY
☐ KOREA DUTY (1955 - present) ☐ AFGHANISTAN (2001-present)
☐ VIETNAM SERVICE ☐ IRAQ (2003-2011)
☐ EXPEDITIONARY OPERATIONS ☐ SSBN DETERRENT PATROL INSIGNIA
☐ HOSTILE FIRE/IMMINENT DANGER PAY

☐ NEW Post No. _____ FORMER MEMBER ID No. _____
☐ TRANSFER From Post No. _____ to Post No. _____
 RECRUITER (please print) _____ name _____ member no. _____
 QUARTERMASTER: _____

NATIONAL COPY ☐ AMEX ☐ DISCOVER ☐ VISA ☐ MASTERCARD ☐ Exp. Date _____ / _____ AMOUNT: \$ _____
 SIGNATURE: _____

All new membership applications must be signed by the Post Quartermaster.

* Available on request from the National Membership Department or your State Headquarters.

MEMBERSHIP APPLICATION FORM



In addition to mailing this form, Quartermasters can now submit new and recovered members online, making payments by credit card or ACH debit. Refer to p. 43 for more information.

If you'd still rather mail in your

forms and payment, here's how:

- Complete the form by providing full and accurate information.
- Indicate whether the member is new, recovered or transfer.
- Provide recruiter's name and membership card number, if applicable.
- If member dues are being paid by credit card, please complete the area provided for credit card authorization.
- Membership Application Forms forwarded by the Post should only include National and Department dues amount. The Post should retain its portion of the dues payment.
- Do not forward new member admission fee to National Headquarters. The Post Quartermaster should transmit the admission fee to Department Headquarters. If the fee is received at National Headquarters, it will be considered a payment overage.
- Top copy is for National Headquarters use and should accompany the Post Quartermaster Transmittal Summary Form (PQMT-01).
- A temporary receipt (which is found on the Post's copy) is given to the member.
- Retain second copy of the membership application form for your Post records.

Please note: A completed Member Change Request form, signed by the Post Quartermaster, must also accompany all member transfers.

VFW ANNUAL/LIFE MEMBER CHANGE REQUEST FORM

1 Annual Member 2 Replacement Card 3 Old Post No. 4 Report Death
 5 Life Member 6 Post Transfer 7 New Post No. 8 Accountant Death
 Location 9 Post AD&D Instructions

Member No. _____
 Member Name _____
 Old Address _____
 New Address _____

I certify that information submitted for the member is correct to the best of my knowledge. I further certify that to the best of my knowledge, I will keep on file a properly filled (PTMP) (Post Transfer Member Change Request), properly signed by the member and that the member was accepted by the Post under provisions of Sec. 107 national bylaws.
 Post Quartermaster (Please Sign) _____ Phone No. () _____
 NEW YORK CONFERENCE THERE ARE INSTRUCTIONS ON THE BACK OF THIS FORM VFW YORK 003-0011

Instructions for use of this form (form MCR)

1. Please type or print. Use one form per member.
2. Member's old address is required for address changes and transfers.
3. Transfers: Life and Non-pay Annual
 - a. Form PT/MD should be signed by the member and kept on file at the Post.
 - b. Member must be accepted by transfer under Sec. 107. of national bylaws.
4. DO NOT SEND CASH WITH THIS FORM.
5. Standard life membership card replaced at no cost.
6. Post Quartermaster must sign this form where indicated. Please include phone number.

Mail completed form to:
 VFW National Headquarters
 Data Entry Department
 405 W. 34th St., Suite 316
 Kansas City, MO 64111

Attach VFW Magazine label here for any address change (if available).
 Please do not staple in paper clip.
 Thank You.

* MEMBER CHANGE REQUEST (MCR) FORM

This form, also called the MCR form, should be used to:

- Report changes for both annual and life members.
- Report name and address changes. (Note: Change of a member's address to the Post address is NOT acceptable.)
- Report a member's death.
- Request life, continuous or non-paying Post transfers.
- Request replacement life or annual membership cards.

This form is self-explanatory. Provide accurate information and be sure to sign the form when reporting continuous or non-paying transfers. Attach Part III of renewal form, if applicable, and mail to VFW National Headquarters.

* This form is available online for downloading or printing.

*POST TRANSFER-MEMBER DECLARATION (PT-MD) FORM

When a member wishes to transfer to another Post, this form will need to be completed. This declares that the transferring life or annual member owes nothing nor has any pending charges in the former Post.

Important: This form is to be kept **ON FILE AT THE POST** and is **NOT** forwarded to Department or National Headquarters.

*POST CONTINUOUS TRANSMITTAL FORM

This form is used when a continuous member pays dues directly to the Post. Dues submitted with this form should only include National and Department's share of dues. It is your responsibility to retain your Post's portion of the dues.

*POST QUARTERMASTER TRANSMITTAL (PQMT-01) SUMMARY FORM

When transmitting dues, this is the form you need to use. It also is referred to as the PQMT-01 form.

Here's what you need to do:

- Record the number of continuous, new or reinstated members and multiply by the dues amount for the total.
- Indicate the life members and the total fees for the life members.
- Posts should forward a copy to VFW National Headquarters. Be sure to include all renewal forms and/or National copies of all membership application forms, life member applications and payments.
- Retain a copy for your Post records.

Here's what you do:

- Indicate your Post number and Department on the upper right side of the form.
- List the membership number and the name of each member being submitted.
- Only list a member's address information if it differs from what is currently on record.
- Indicate the amount being sent per member.
- List Recruiter's membership number and name, if the member is a recovered member.
- Indicate on the bottom of the form, the total amount being remitted for this transmittal.
- Forward Continuous Transmittal Form with payment to VFW National Headquarters.

Do Not:

- Do not use the Post Continuous Transmittal Form to submit new members. A new member should be submitted by completion of a Membership Application which has been signed by the Post Quartermaster.
- Do not submit transfer requests without including a completed MCR form, signed by the Post Quartermaster.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

Attention Quartermasters

An email notification will be sent to the Post's V-mail account after each ACH Deposit has been transmitted providing the date of deposit and amount. If your Post would like to also receive an email message to a different email account, please provide below.

VFW DEPT OR
VFW POST/AUX NAME _____

TAX ID
NUMBER _____

I (we) hereby authorize Veterans of Foreign Wars of the United States, hereinafter called VFW of US, to initiate credit entries and to initiate, if necessary, debit* entries and adjustments for any credit entries in error to our ☐ Checking or ☐ Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit* the same to such account.

DEPOSITORY/BANK

NAME _____

BRANCH _____

CITY _____

STATE _____ ZIP _____



Routing # Account #

ROUTING NO. _____ ACCOUNT NO. _____

This authority is to remain in full force and effect until VFW of US has received written notification from me (or either of us) of its termination in such time and in such manner as to afford VFW of US and Depository a reasonable opportunity to act on it.

POST QUARTERMASTER

NAME _____

DAYTIME PHONE NUMBER _____

E-MAIL ADDRESS _____

DATE _____ SIGNATURE _____

Be advised, it takes approximately 1 week to process, therefore, it is important to return this form as soon as possible.

FOR DIRECT DEPOSIT, PLEASE MAIL OR FAX THIS COMPLETED FORM TO:

VFW NATIONAL HEADQUARTERS
ACCOUNTING DEPT
ATTN: DONALD HOLLAND
406 W. 34TH ST., SUITE 1100
KANSAS CITY, MISSOURI 64111
816-756-3390 Ext 230 / FAX 816-968-1137

PLEASE ATTACH VOID OR CANCELLED CHECK HERE

MORE IMPORTANT INFORMATION

Pay Out Options

Monthly cut-off is completed the last business day of each month. All in-house dues renewal payments are processed. Since new, reinstated and transfer members may take up to 10 days for processing, those not completed will be rolled into the next cut-off period. Payments received after those dates are rolled into the next month.

Posts on electronic deposit will be paid monthly. Those posts not on electronic deposit will be mailed their dues check twice a year, in January and July.

If you'd like to sign up for electronic deposit, please fill out the form on page 37.



Annual Membership Cards

The membership card is mailed directly to the member via first class mail in 10 days or less following processing of the dues payment. If a member's address is listed at VFW National Headquarters as "U," no membership card is created.

If a membership card is returned by the Post Office as undeliverable, the member will be marked as "U" on the roster.

To replace a lost or damaged current year membership card, you may go online to the VFW Web site at www.vfw.org or call 1-800-963-3180.

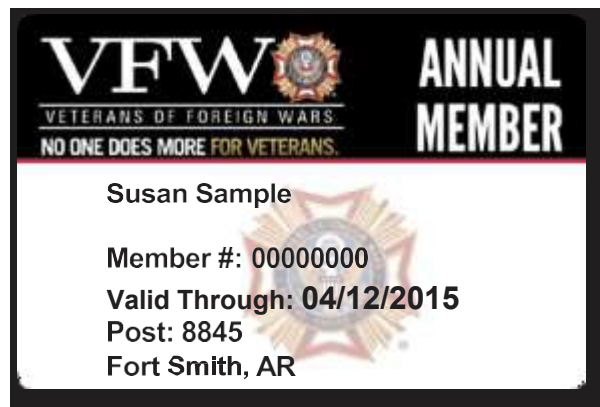


Dues Notices

Members shall receive up to 3 dues notice prior to their membership subscription end date.

Under Subscription dues, dues notices will be mailed monthly. Therefore, notification at least 90 days prior to any requested dues increases by Department or Post, must be communicated to National Headquarters prior to becoming effective.

All dues payments received after an increase will be disbursed to the Department and the Post based upon the dues notice returned by the member with their payment.



PROCESSING LIFE MEMBERSHIP APPLICATIONS

Anyone eligible for VFW membership also has the option of becoming a life member. By opting for this membership, individuals save a significant amount compared to renewing annually.

If you have a member of your Post who is interested in life membership, please submit the life membership transmittal form.

Here's what you need to do:

- Complete the VFW Membership Application (see example at right).
- Forward the top copy of the VFW Membership Application, along with fee, to VFW National Headquarters.
- The full fee is required for processing.
DO NOT remit short any annual dues paid.
- Retain bottom copy of the completed VFW Membership Application for your Post records.

For our members' convenience, acceptable methods of payment are checks, money orders, American Express, Discover, MasterCard and Visa credit cards. The payment required in each age category is listed in the box at right.



A Life Member having an "Undeliverable" status for a minimum of one (1) years and the membership record indicates age 80 or older, will have their status

changed to "Inactive." Based on this procedure, please make every effort to obtain and forward a current address for your members that are reported as "Undeliverable."

Note: Change of a member's address to the Post address is not accepted.

LIFE MEMBERSHIP CARDS

When life member dues are fully processed, a life membership card is mailed to the member the following business day.

If the life membership card is returned by the post office as undeliverable, the life member will be marked accordingly and will reflect as such on your Monthly maintenance journal.



To replace a lost or damaged life membership card, you may go online to the VFW Web site at www.vfw.org or call 1-800-963-3180, ext. 152.

A Quartermaster has both the fiduciary and ethical obligation to their post, department and national organization to insure every deceased member (annual and life) is purged from the post or department roster in a timely manner.

ATTAINED AGE BY DEC 31

Through Age 30

31-40

41-50

51-60

61-70

71-80

81+

LIFE MEMBER FEES

\$425.00

\$410.00

\$375.00

\$335.00

\$290.00

\$225.00

\$170.00

This fee is determined using the applicant's attained age as of Dec. 31 of the calendar year in which the application is submitted.

LIFE MEMBERSHIP INSTALLMENT PLAN

FEE SCHEDULE		
ATTAINED AGE BY DEC 31	ONE TIME PAYMENT LIFE MEMBER FEES	LIFE 12-MONTH PAYMENT PLAN
		\$45 FIRST PAYMENT, PLUS 11 PAYMENTS -
Through Age 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

UNDERSTANDING THE LIFE MEMBERSHIP INSTALLMENT PAYMENT PLAN

The Life Membership Installment Plan allows a new member or 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 the year) can join this plan by making an initial payment of \$45.00. The \$45 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 payments for the 12-month plan remaining.

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 a 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 Install".
- If the member chooses to have payments automatically deducted from an account, they can complete the payment authorization area of the membership application or complete and sign the "Authorization Agreement for Automatic Payments."
- 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 the payment. The form must be signed by the applicant in order to be processed.
- Forward the application (top copy), \$45 payment (check or credit card), and authorization agreement, if applicable, to the Life Membership Department at VFW National Headquarters.
- Billing reminders will be mailed monthly from National Headquarters directly to the member when the member has elected to be invoiced. No reminders are mailed for the automatic payment option.

Current annual members may also enroll in the Life Membership Installment Plan on-line at www.vfw.org.

***This function is NOT available to Post Quartermasters.**



HOW TO TRANSFER A LIFE MEMBERSHIP

According to provisions of Sect. 107 of the *National By-Laws and Manual of Procedure*, life members have the option of transferring membership.

Here's how you can help expedite this:

- The Post to which the member is transferring should complete an MCR form (see p. 35).
- The Quartermaster at the receiving Post must sign the form when reporting life member transfers.
- Forward the member's old life membership card, along with the completed MCR form, to the Life Membership Department at VFW National Headquarters.
- The PT-MD (see p. 36) should be signed by the transferring life member and kept on file indefinitely at the Post.
- A new life membership card, showing affiliation with the new Post, will be mailed to the member.



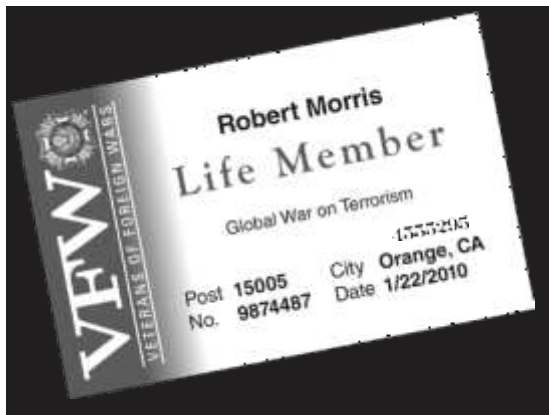
Please note: Post Quartermasters may now submit non-paying transfers online. Please refer to the Web Sites for Everyday Use on p. 46 for more information.

NO COST REPLACEMENT LIFE MEMBER CARD

Use the MCR form (see p. 35) to request a replacement card for a life member.

The Life Membership Department will issue the standard Life Membership card at no charge to the member.

To replace a lost or damaged Life Membership card, you may go online to VFW's Web site at: www.vfw.org



PERSONALIZED LIFE MEMBER CARDS

The VFW Store offers personalized life member cards. These cards are available through the catalog and reflect the chosen branch of service and up to three military actions. **\$5 plus S&H.**



ALUMINUM LIFE MEMBER CARDS

Back by request, for VFW Life Members only. Personal and Post information is engraved, rather than stamped and is included in the price of the card. Caution: these cards can set off metal detection alarms. Be sure to include your name, Life Membership number and your VFW Post number. Life Membership will be verified prior to production of this card. **\$10 plus S&H.**



To purchase either a personalized life member card or aluminum life member card, contact the VFW Store at 1-800-821-2606 or order online at www.vfwstore.org.



Aluminum Card \$10 plus S&H through VFW Store.

VFW LEGACY LIFE MEMBER

Life Member No. _____ Social Security No. _____

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Phone _____
(Home) (Business or Cell) (E-mail)

☐ Bronze \$400 ☐ Silver \$800 ☐ Gold \$1200

☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express ☐ Installment Plan

Expiration Date: Month _____ Year _____

Upon my demise, ☐ make a One-Time Endowment or ☐ continue the Annual Endowment
(See Terms and Conditions - item #5 for explanation.)

I hereby agree to the terms and conditions of this Legacy Installment Plan. (over)

SIGNATURE _____ DATE _____



LEGACY LIFE MEMBERSHIP

The Legacy Life Membership program offers life members the opportunity to ensure the good work of VFW will continue for generations to come.

Here's how to help your members fill out the form to become a legacy life member:

- Complete the application.
- Select from three categories of membership: Gold, Silver or Bronze, each offering its own package of exclusive benefits. A life member can upgrade to another level at any time by making additional payments.
- Payment options: check or credit card.
- Sign the application.
- Mail application and payment to **VFW National Headquarters, Life Membership Department, 406 W. 34th St., Kansas City, MO 64111.**

Installment options also are available for Legacy Life Membership by making four equal payments. The first payment must accompany this form and be equal to one-fourth (Bronze \$100, Silver \$200, Gold \$300) of the level being purchased. The remaining balance will be billed quarterly by VFW National Headquarters. An automatic payment is also available.

On the enrollment form, be sure to mark whether the member wants a one-time endowment payment or to continue the annual endowment.

In the case of a one-time endowment, the principle amount of the legacy will be paid in equal amounts to your Post, Department and the National organization, as applicable, upon the member's death.

With the annual endowment, the Legacy level payment will continue annually after the member's death.

Once activated, the membership will endow additional income made in the member's name that will provide a

stable financial foundation for your Post and VFW overall.

LEGACY LIFE INSTALLMENT PLAN

TOTAL 4 PAYMENTS OF		
	TOTAL	4 PAYMENTS OF
BRONZE	\$400	\$100
SILVER	\$800	\$200
GOLD	\$1200	\$300



Call the Life Membership Department at **1-800-963-3180** or visit **www.vfw.org** for more information.

Reports are archived over a 12 month period. Select the report to be viewed from the dropdown window.

Monthly Maintenance Journal

Monthly Maintenance Journal reports are available for the past 12 months.

Available Reports:

4/1/2013

3/1/2013

2/1/2013

1/1/2013

12/1/2012

11/1/2012

10/1/2012

9/1/2012

8/1/2012

7/1/2012

6/1/2012

Main Report

100%

DEPARTMENT: Missouri POST: 30 Kenneth L Yeagle Memorial Post
AS OF: 4/30/2013

State	Post	Life	New	Reinstated	Continuous	Total	Prior Year	Percent	Div	City	State	N/L/M
MO	30	138	13	9	59	219	316	101.39		BLUE SPRINGS	MO	3

The PostQuery report provides a current register of active Postmembers. This report will not list inactive member records, such as reported deceased, non-paying transfers from the Post, cancelled memberships, etc.

Undeliverable addresses are reflected in red

VFW

VETERANS OF FOREIGN WARS

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WELCOME, LARRY M

LO

NO ONE DOES MORE FOR VETERANS.

HOME

MY VFW

ASSISTANCE

VFW IN D.C.

NEWS & EVENTS

CONTRIBUTE

COMMUNITY

PERSONAL SERVICES

Manage Account

Account History

Payment Profile

Contact Information

Request Duplicate Card

Become Legacy Life

POST QM SERVICES

New Member Prospects

Renew Members

Transfer Member

Deceased a Member

Request Duplicate Card

Member Contact Info

Undeliverable Addresses

Convert to Life

Convert To Legacy

New Member Form

REPORTING

MAJ Online

Life Member Payout

Legacy Life Member Payout

Legacy Life Members

Member Stats

Post Query

Post Association Report

POST REPORT FOR ACTIVE MEMBERS

All

Life

Unpaid

Continuous

New Member

Reinstated

Cont. Trans.

Non-Pay Trans.

Deceased

View members expiring in:

30 Days or Less

31-60 Days

61-90 Days

GO

Red asterisks indicate an undeliverable address.

Report for Membership Year 2014

Total 247

Download

Print Friendly

Card Number	Name	Contact Information	Type	Paid Thru	Des
9999999	Smith, John	1236 Main St. Lithia, FL 33547 (201) 928-0092 smith@gmail.com	Life Member		
3321320	Perez, Peter M.	8020 Holly St Kansas City, KS 60227 (502) 547-1423 pperez@hotmail.com	Life Member		
451321	Parker, William F.	2200 78th St Los Angeles, CA 00123	Life Member		

Life Member Dues Payout Reports are archived over a 12 month period. Select the report to be viewed from the drop down window.

Life Member Payout

Available Reports:

1/3/2013

1/3/2013

9/1/2012

9/1/2011

1 / 1

Main Report

100%

Post: 30 Kenneth L Yeagle Memorial Post

Page 1 of 1

2013 Life Member Dues Payout as of 12/31/2012

Life Plan E

Card Number	Last Name	Payout Amount
10216752	Forster, Michael	\$5.34
9612099	Ojeda, Leonardo	\$5.34
Plan Totals		\$16.58
Post Totals		\$16.68

Membership Statistics are updated daily and represent all memberships paid and credited to the Post for the membership year.

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COMMUNITY

Click here to return to the Online Membership System

MEMBERSHIP STATISTICS

Post Statistics | District Statistics | Department Statistics | Division Statistics | National Membership Report | Dept SO Query

Post Statistics

Post Number:

30

GO

Print Friendly Version

State	Post	Dst	Life	New	Reinst	Cont	Total	Adjusted Prior Year	Percent	Div	RS	City	State	N/R	LM	Prior Annual	Retention
26	30	5	140	6	0	21	167	234	71.36%	7		BLUE SPRINGS	MO	0		79	13.92%

INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted. The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job. Do not limit your comments when reporting deficiencies; it may be necessary to attach an additional comment sheet.

Question Specific Reminders

1. Posts that have adopted by-laws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, and the name of the incorporated unit. All Posts should be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, Service Officer, and Guard.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected in accordance with Section 222 of the National By-Laws/Manual of Procedure. This can be done by checking the meeting minutes.
5. Self-explanatory. Any "NO" answer in this section may be a By-Law violation. In addition, item 5f, is verifying the information is present for each officer, you are not verifying the officer's is eligible.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National By-Laws.
7. The National By-Laws state every Post must hold at least one regular meeting per month.
8. Verify, using meeting minutes, that all committee reports are read and approved. This item includes any activity, canteen, clubroom, bingo, etc.
9. Activity reports assist the Post when their non-profit status is being questioned.
10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day, and Loyalty Day.
11. Section 1101 and 1301 of the National By-Laws discusses the formation and control of Auxiliaries.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.
13. Self-explanatory.
14. Monthly review of Post receipts and expenditures by the Trustees is required in the National By-Laws.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, etc., Post trustees must complete this audit not later than the month following the last day of each quarterly period. Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which he is accountable, and to which he has access.
17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Section 703 of the National By-Laws.
19. Verify all questions in this section by examining quartermaster records, adjutant records and by-laws.

Remember, Section 709 of the National By-Laws further require that the Post Quartermaster have custody of all funds of the subordinate unit and subject to the same Rules and Regulation as Post Funds.

The Post Quartermaster is required to maintain a Dues Reserve Fund. One-half of the Post's portions of current years' dues are to be credited to the Dues Reserve Fund and not used until the next membership year, which begins July 1. The purpose of this fund is to provide the incoming Commander with additional funds to operate the Post during the new administrative year.

The Internal Revenue Service requires all VFW Posts to file annually a form 990 "Tax Exempt Organizations Tax Form". A Post may also have to file a Form 990T and pay certain taxes if it has nonrelated business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing.
20. Expenditure of funds requires a vote on the Post floor, and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post By-Laws may allow for certain expenditures to be paid without a vote on the floor, these are usually reoccurring bills. If a Post Commander is not approving expenditures, he is violating the trust placed in him and is not controlling the expenditure of Post monies.
21. Buddy Poppy distribution net receipts are to be credited to the Relief Fund only (Section 219 of the National By-Laws) and used only as stated in Section 219 of the Manual of Procedure.
22. The National By-Laws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National By-laws. However, if the Post by-laws require the Commander and Quartermaster signatures on checks, they must adhere to the Post By-Law.
23. Checks shall never be "pre-signed" by any officer.
24. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark "N/A" if the amount is zero. Title holder may be a bank or lender, if the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.
25. It is desirable that the Post be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity, a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem.

Any Post owning property and/or operating any facility must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing policy(s).
26. Each Department will adopt a document retention policy which complies with federal and state law.
27. Every Post is required to have a Federal Employee Identification number.
28. Department's may require additional forms for inspecting licensed operations.

VETERANS OF FOREIGN WARS OF THE UNITED STATES
POST INSPECTION FORM

POST NO. CHARTERED LOCATION (CITY & STATE) DISTRICT NO. DEPARTMENT INSPECTION DATE

1) Are organizational By-Laws readily available to Post members?..... YES NO
a) Has the Post adopted by-laws in accordance with Section 202 of the National By-Laws?..... YES NO
b) Date reviewed by theCommander-in-Chief: _____

2) Is the Post incorporated in accordance with Section 708 of the National By-Laws?..... YES NO
a) Name of incorporated unit: _____
b) Date reviewed by theCommander-in-Chief: _____
c) Date filed with appropriate state agency (e.g.. Secretary ofState): _____
d) Has the name and contact information of the registered agent been updated with appropriate state agency?..... YES NO

3) Are all officer positions filled as prescribed in Section 216 of the National By-Laws?..... YES NO

4) Are Post delegates elected in accordance with Section 222 of the National By-Laws?..... YES NO

5) Does the Post adjutant... YES NO
a) Maintain books and records in a legible and uniform format?..... YES NO
b) Maintain a file containing a copy of the original application of every member admitted into the Post?..... YES NO
c) Maintain a file of meeting minutes after correction and approval?..... YES NO
d) Maintain a file of current orders or circulars issued from higher authority?..... YES NO
e) Maintain a correspondence file?..... YES NO
f) Maintain a file containing proof of eligibility submitted by officers?..... YES NO
g) Maintain a current copy of Department and National By-Laws?..... YES NO

6) Are applications for new, reinstated and transferring members read and voted on for approval?..... YES NO

7) Does the Post hold at least one meeting per month?..... YES NO

8) Do committee chairmen summarize their activities during meetings and allow for comments and discussion from the membership?..... YES NO

9) Are Post program accomplishments reported in accordance with Department By-Laws and/or guidelines?..... YES NO

10) Does the Post observe commemorative dates as mandated in Section 223 of the National By-Laws?..... YES NO

11) Does the Post have an auxiliary?..... YES NO
a) Is there proper cooperation between the Post and its auxiliary unit?..... YES NO

12) Does the Post distribute Buddy Poppies?..... YES NO
a) Date of last distribution: _____

13) Does the Post have an effective membership recruiting and retention program?..... YES NO

14) Do the elected trustees review the monthly report of receipts and expenditures?..... YES NO

15) Do the elected trustees audit quarterly all books and records of the Post quartermaster, Post adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post?..... YES NO
a) Date of last trustees report of audit: _____

16) Post funds:
a) Balance of all checking accounts.....\$
b) Balance of all savings accounts.....\$
c) Balance of all CD and bond accounts\$
d) All other account types.....\$
e) Total of all accounts.....\$
f) Amount of quartermaster bond\$
g) Do all account ledger balances match the balance of reconciled bank statements? YES NO
h) Is the quartermaster bond (f) greater than the total of all accounts (e)? YES NO

17) Name of bonding company:_____ Expiration date of bond: _____

18) Are additional officers accountable for funds, bonded in accordance with Section 703 of the National By-Laws?..... YES NO

19) Does the Post quartermaster... YES NO
a) Maintain books and records in a legible and uniform format?..... YES NO
b) Receive and properly transmit membership dues as required?..... YES NO
c) Maintain a dues reserve fund in accordance with Section 717 of the National By-Laws?..... YES NO
d) Does the dues reserve fund reflect payment of annual and life members?..... YES NO
e) Date dues reserve fund last transferred to general fund: _____
f) Maintain a relief fund in accordance with Section 219 of the National By-Laws?..... YES NO
g) Have care and custody of all committee funds?..... YES NO
h) Report on transactions concerning receipts and expenditures at Post meetings?..... YES NO
i) File appropriate forms as required by federal, state and local statutes?..... YES NO
j) Date of last 990 filing:_____ k) Is the 990 filing available for public inspection?..... YES NO

20) Post Federal Employer Identification Number (EIN): _____

21) Are all expenditures voted on by the Post membership and approved by the Post Commander?..... YES NO

22) Are expenditures from the relief fund in accordance with Section 219 of the National By-Laws?..... YES NO

23) Are signatures authorizing the disbursement of funds done in accordance with Post By-Laws?..... YES NO

24) Are checks pre-signed by any authorized officer?..... YES NO

25) Does the Post own real property?..... YES NO
a) Appraised Value: \$ Monthly Payment: \$ Amount Owed: \$
b) Title Holder: _____

26) Does the Post carry all proper types of insurance?..... YES NO
a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insured's?..... YES NO

27) Does the Post retain documents in accordance with the Department's Document Retention Policy?..... YES NO

28) Does the Post operate a clubroom/canteen or other state licensed entity such as Bingo? (Department Inspection Form Required)..... YES NO

INSPECTOR COMMENTS :

POST COMMANDER: _____ PRINT AND SIGN
INSPECTOR: _____ PRINT AND SIGN

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