

District/Post Commander & Quartermaster Handbook 2025-2026



Department of Missouri Veterans of Foreign Wars

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SCHOOL OF INSTRUCTION

Purpose/Objectives:

- Provide Commanders with a clear explanation of their duties and responsibilities.
- Discuss Department and National objectives for the 2025-2026 year.
- Explain requirements of all VFW Programs and expectations for Program Chairperson.
- Provide Commanders with the tools to ensure a successful year.
- Ensure Commanders know how to access dashboard and enter reports.

DEPARTMENT OFFICERS, STAFF & CHAIRPERSONS

Commander – Quincy Myrick D8 Post 1831 573-200-0428 cdr@movfw.org

Sr. Vice Commander – Scott Huffman D18 Post 5993 417-543-6651 sviceddr@movfw.org

Jr. Vice Commander – Tom McLerran D9 Post 8828 636-383-5160 jrviceddr@movfw.org

Surgeon – TBD
surgeon@movfw.org

Quartermaster – Don Hentges D2 Post 1003 573-636-8761 qm@movfw.org

Judge Advocate – Chris (Samuel) Weber D12 Post 5468 314-288-9703 judge@movfw.org

Chief of Staff – Eric Sullivan D5 Post 5789 816-518-7035 chiefstaff@movfw.org

Asst. Chief of Staff – Gerome Cummins D12-Post 2365 314-412-5053
(geromec2000@yahoo.com)

Inspector – Randle Tolliver D8 Post 6660 573-924-2382 6689 Highway B, Ellington, MO
63638-9119 inspector@movfw.org

Adjutant – Paul Petterson D9, Post 5077, 314-435-1836, adj@movfw.org

Department Service Officer - Troy Williams D2 Post 1003 573-616-1751
troy.williams4@va.gov

Office Manager – Angela Anderson 573-636-8761 hqangela@movfw.org

Admin Assistant – Linda Prenger 573-636-8761

Americanism, First Responders, Teacher of the Year - Bert Williams D8-Post 6883 573-915-2576 - 2959 River Bend North, Bonne
Terre, MO 63628 americanismchrm@movfw.org

Buddy Poppy - Hanna Allgaier D1 Post 6278 678-850-6818 buddypoppychrm@movfw.org

Community Involvement – Tom McLerran D9 Post 8828 636-383-5160
jrviceddr@movfw.org

Homeless Vet – Surgeon surgeon@movfw.org

Hospitality Room – Chester Jones D6 Post 1894 660-924-3720 jonessiecl@gmail.com

Legislative - Mike Schroeder D2 Post 8045 573-694-9744 legislativechrm2@movfw.org

Asst Legislative – Troy Williams D2 Post 1003 573-536-2434 legislativechrm1@movfw.org

Membership – Don Hentges D2 Post 1003 573-636-8761 membershipchrm@movfw.org

National Home – Andre KillKelly D2 Post 3168 605 939 5877 27735 Sabrina, Dr. Laquey,
MO 65534 nationalhomechrm@movfw.org

Patriot's Pen & Voice of Democracy – Roger (James) Floyd D7 Post 257 417-876-7617 5715
S. 501 Rd., El Dorado Springs, MO 64744 7382 vodchrn@movfw.org

POW/MIA – Dan Goff D18 Post 3009 417-247-9862 (post3009@movfw.org)
powmiachrm@movfw.org

Public Relations – Ken Allison D14 Post 11290 636-448-3061 asstwebmaster@movfw.org
Asst. Public Relations - Randy Craig D15 Post 3174 573-212-3777 webmaster@movfw.org

Recruiter – Dave Bozarth D7 Post 257 843-697-0543 recruiter@movfw.org

Riders – West/Don Harris D5 Post 6789 816-674-1227 moriderschrm@movfw.org
East/Ed Miller D2 Post 280 618-975-6350 moriderseast@movfw.org

Scouting – Andre Sidney D5 Post 1829 816-898-5925 scoutchrm@movfw.org

Student Veterans – Ricky Mann D15 Post 7183 573-521-0191 studentvetchair@movfw.org

Veterans & Military Support – Larry Phillips D5 Post 5789 816-872-6404, vms@movfw.org

Veterans Assistance (review Veteran Assistance reports) - TBD
surgeon@movfw.org

VSIO (review VSO Event reports) – Scott Huffman D18 Post 5993 417-543-6651
srviccedr@movfw.org

Webmaster - Randy Craig D15 Post 3174 573-212-3777 webmaster@movfw.org
Asst. Webmaster - Ken Allison D14 Post 11290 636-448-3061 asstwebmaster@movfw.org

Officer of the Day – Billy Becker D15 Post 4680 573-379-0767 officeroftoday@movfw.org

Sergeant at Arms – Chester Jones D6 Post 1894 660-924-3720 sgtarms@movfw.org

Commander Expectations 2025-2026

Congratulations on your election to Commander. As Commander, you have the responsibility to ensure that your post fulfills the mission of the VFW: To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military and our communities. To advocate on behalf of all veterans. (<https://www.vfw.org/about-us>)

I expect you to do your job in the following areas:

1. Earn All-State honors.
2. Promote teamwork between the Post and its Auxiliary.
3. Promote teamwork between the VFW and other community groups and organizations.
4. Promote and support the service officer program.
5. Direct your members to provide veterans services.
6. Be up to date. Visit the Department website regularly and check your email often. Read and distribute the General Orders from Department. Have an up-to-date Podium Edition of the VFW Congressional Charter By-Laws, Manual of Procedure and Ritual.
7. Ensure that your post officers and chairpersons know their jobs and are doing their jobs. In the case of the former, I expect you to train them so that they know and can do their jobs.
8. Promote and support youth programs in your post/district.
9. Promote and support the National Home in Eaton Rapids, Michigan.
10. Ensure your posts and auxiliaries report their community service activities through the Department online portal, when reporting you **MUST** include your name and phone # so if questions arise you may be contacted.
11. Be visible in your community. This includes, but is not limited to, POW/MIA awareness, Memorial Day services, Patriot Day services, Flag Day recognition, and Veterans Day services/activities.
12. Ensure your Posts distribute Buddy Poppies in your community at least twice per year.
13. Be professional when conducting meetings. Professionalism includes dressing accordingly, being organized, and conducting a well-run, educational meeting in accordance with the by-laws.
14. Maintain your current district/post membership and recruit new members. The VFW cannot achieve its mission or realize its vision without maintaining and expanding its membership.
15. Stay informed on the legislative needs affecting veterans. Your post/district members should know who their State Representatives and Senators are and be prepared to contact these legislators when the need to do so arises.
16. Represent your District at all Council of Administration meetings.

Leadership

“Leadership is solving problems. The day soldiers stop bringing you their problems is the day you have stopped leading them. They have either lost confidence that you can help or concluded you do not care. Either case is a failure of leadership.”

~ Colin Powell

Leadership is an art, and every art requires a skillset that can be learned and applied to make the art easier to perform. As you serve this year, I ask that you view leadership through three broad umbrellas: communication, illustration, and appreciation. If you do so, I suspect that you will discover leadership to be rewarding and highly fulfilling.

I. Communication

- Clarity
- Honesty
- Sincerity
- Listening

II. Illustration

- Character
- Respect
- Sacrifice
- Transparency

III. Appreciation

- Acknowledgement
- Energy
- Encouragement
- Consultation

“A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader but becomes one by the equality of his actions and the integrity of his intent”.

Douglas MacArthur

2025 –2026 Department of Missouri Post All State Requirements

Ongoing Goals:

1. Your Post must reach **100%** + 1 and 75% Retention of last year's July 1st membership no later than June 30, 2026.
2. All Trustees' Reports of audit must be submitted to the State Quartermaster by the designated date. Postmarks do not count as each Post has 30 days to conduct and mail, fax, or email the completed Audit Report to: **State Quartermaster, 3401 Knipp Drive, Jefferson City, Mo. 65109, or email: qm@movfw.org; and hqangela@movfw.org.**
3. All required events **must** be reported using the online reporting system. The submitter name and phone number need to be on all reports.

Any Post making All-State by April 30, 2026 will be recognized at the State Convention in June, all others after that will be recognized at the Fall Convention.

Inspection Related Goals:

4. Post Quartermaster must be bonded in accordance with Section 703 of the National By-Laws.
5. Your Post must have in their possession the most currently published copy of the VFW Podium Edition Congressional Charter By-Laws Manual of Procedure Ritual Manual.
6. Your Post must be incorporated in accordance with National By-Laws, Section 708 and must obtain proper liability coverage according to the National By-Laws, Section 709. Post must have current Certificate of Insurance on hand and provide a copy to State Headquarters (If applicable).
7. Your Post must have the Post Website, or any other social media sites (i.e., Facebook, X, LinkedIn) updated with the names and contact information of its current Commander, Quartermaster, and Post Information Officer, (PIO).
8. The Post must have their email set up through the Department designated email (movfw.org).

Event Specific Goals:

9. The Post Commander **must** attend a District or Department School of Instruction. The Post Commander **-OR-** a designated representative **must** attend all District meetings. Only the State Commander may excuse the absence of an entire Post from a District meeting. Excusal must be requested prior to the meeting.
10. Your Post must have four **(4)** POW-MIA awareness activities at or outside of the Post home. The following are all ways to meet these All-State criteria:
 - a. Donate a POW flag to a school or business and hold a short program in commemoration.
 - b. Present the POW-MIA Honor Table program at a school, business or civic event.
 - c. Participate in a local parade with the Post colors and POW-MIA flag.
 - d. Display the POW-MIA flag at a public event.
 - e. Conduct an advertised program at the Post Home open to the public.
 - f. Host a POW/MIA internet web page. Each example will meet this requirement.
11. Your Post must hold four **(4)** Veteran Service Officer events. These events must be reported using the online reporting system. Posts can hold events together; however, at least 1 representatives from each Post must be present at the event.

To meet this criteria, it **MUST** be open to the public and be advertised that a Post Information Officer is present. The location of the advertisement (s) must be indicated on your online report.

Cont. 2025 –2026 Department of Missouri Post

All-State Requirements

12. Your Post must hold four (4) Recruiting events. Activity can be the following:
- Off Site (Public Forum), set up a booth/table at a community event
 - Cold Canvas (Stores, ECT.), you see someone with a veteran hat, shirt and ask to join.
 - Phone Calling (Member at Large/Membership Rosters) cold call in your community.
 - Face to Face Interview with potential members only counts for State, do not submit to National.
13. Your Post must have four (4) Legislative Activities.
- State, attend MAVO meetings, Rallies at the Capitol, talking to your local Representative about veteran issues.
 - National, have someone sign up for Action Corps and responds to alerts. Contact your US Senators and Representatives about Veterans issues.
 - Other, contact your local municipality representative about Veterans issues.
14. Your Post must have four (4) Americanism activities, the following are activities to meet that criteria:
- | | |
|---|------------------------|
| a. Get Out to Vote Program | g. Veterans Day |
| b. Color Guard Activities | h. Memorial Day |
| c. Honor Guard Activities | i. Pearl Harbor Day |
| d. Flag Disposal Ceremony | j. Loyalty Day |
| e. Participate or Conduct Flag Ceremony | k. 911 Remembrance Day |
| f. Present Flag Education Program | l. Other |
15. Post must have at least four (4) approved events in all categories listed on the Community Activity Report. These reports must be submitted on line, and must include your name and phone number.
- The following are all ways to meet this criteria:
- | | |
|---------------------------------------|---|
| a. Buddy Poppy Drive | j. Participate in Patriot's Pen |
| b. Tree Planting Program | k. Participate in Voice of Democracy |
| c. Community Blood Drive | l. Participate in Teacher Entry |
| d. Community CPR Class | m. Sponsor Youth Contests/Special Events |
| e. Recycle Program | n. Achievement Awards Community |
| f. Youth or Hunter Safety Program | o. Recognize Public Employees |
| g. Drug Awareness Program | p. Donate Hall to Non Profit Organization |
| h. Community Emergency Assistance | q. Sport/Athletic Sponsorship |
| i. Volunteer in Schools and Community | r. Scouting Organization Support |

16. NEW REQUIREMENT: Each Post email address will receive an email after June 15th with the subject line "All-State Qualification Email". The email will ask for a **REPLY (NOT A REPLY ALL)** be sent by September 15th. This will help identify posts that may need assistance with email and get all onboard with using the movfw.org emails.

Cont. 2025 –2026 Department of Missouri Post All-State Requirements

17. Your Post must have four (4) Veterans Assistance, the following will meet this criteria:

- a. Donate to Veterans Service Officer Fund
- b. Assist Veterans and their Families
- c. Loaning of Hospital Type Equipment
- d. Conduct Military Funerals
- e. other

FUND RAISING GOALS:

18. Your Post must make a donation to the Veterans Service Officer Program, Minimum of \$3.00 per member required for All-State. The check goes to the following:
Department Quartermaster, 3401 Knipp Drive, Jefferson City, MO. 65109. Notate in the memo field on the check, "Missouri Veterans Service Officer Program Donation." must be received no later than April 30, 2026.

19. Your Post must sponsor both school programs: Voice of Democracy, and Patriot Pen award. Each must be entered to the District for judging.

20. Your Post must make a donation to the Veteran and Military Support (i.e., Military Assistance Program, Operation Uplink, or Unmet Needs, minimum **\$125.00** to make All-American.

PLEASE NOTE:

**** VMS donations will only be handled through the dashboard moving forward. Attached to email is the explanation of the NEW donation page. All posts have to do is click on the VMS donation Tab on the Dashboard to donate. The link will point them to OMS. **No more checks.**

Credit will be given automatically daily on the dashboard. No more weekly updates.

*****DO NOT SEND TO STATE HEADQUARTERS. *******

21. Your Post must order at least five (5)– poppies per member, the minimum order is 500.

See chart on page (54) of handbook. **Examples of a Poppy Drive Below:**

Set up a table at a local business. If your Post has bingo or other fundraisers you may set up a container there for donations. Distribute poppies at fairs or other events such as recruiting or service officer

22. Your Post must have Liability/Dram Insurance FYI: Dram is only if you have a bar/canteen. and it is required that a **Certificate of Liability (see forms on page 77)** be sent to Department at the time of policy renewal.

**Dept of MO VFW
3401 Knipp Drive
Jefferson City, MO 65109**

EMAIL: qm@movfw.org; hqangela@movfw.org

23.. Each Post must have a representative attend at least (1) of the Counsel of Administration meetings. The post representative will report to their District commander just prior to the meeting and the District Commanders will report to the Adjutant. Department Staff, Counsel members and Department chairperson's do not count.

See last page of handbook for dates/times/location, this is also posted in the General Orders.

24. Post Information Officer MUST attend PIO training at the District SOI, if unable to attend their District SOI he/she will work with the District Commander to attend another Districts PIO training.

2025—2026 Department of Missouri District

All-State Program

The 2025-2026 All-State District Commander program is meant to ensure that posts are participating in VFW programs and realizing the VFW's mission.

All District Commanders are eligible to qualify.

All requirements must be met by April 30, 2026 to qualify, except for membership.

A District Commander who exhibits exemplary performance may be chosen as Captain at the Department Commander's discretion.

The performance requirements for All-State District Commander are as follows:

1. The District must be at **100%** or better in member percentage by June 30, 2026.
2. The Commander must attend a Department School of Instructions.
3. The District Commander and District Information Officer (DIO) must attend DIO Training at Department Convention.
4. The Commander must hold a District School of Instruction.
5. The District DIO must conduct Post Information Officer (PIO) training at the District SOI.
6. All District Trustees Reports must be submitted to Department within 30 days following the end of the observed quarter.
7. District meeting reports must be submitted to Department within 30 days after the held meeting.
8. The Commander must complete all Post visits and submit corresponding reports by December 31, 2025.
9. The District must submit an entry to Department Chairperson for Voice of Democracy, Patriot's Pen, (**Roger Floyd**) and Teacher/Americanism (**Bert Williams**) of the December 15, 2025 for judging. The Chairperson's address's are found in the **Department roster on the web-site or in the front of this handbook**.
10. The District must make a donation of a minimum \$125 to the National Veterans and Military support Program (VMS). VMS donations will only be handled through the Programs Dashboard Tool on the National website. To make a donation, log onto the National website, select My VFW-Programs Dashboard Tool. On the upper right of the page, select VMS Donation. Credit will automatically be given on the dashboard. **CHECKS WILL NOT BE ACCEPTED.**
11. The District must have 100% of it's Posts report a minimum of four **(4) of each category**. Community Involvement, Veterans Assistance, Americanism, POW/MIA, VSO Events, Legislative Advocacy, and Recruiting.
12. All posts within a District must have an active, updated website.
13. The District must have a National Home Chairperson and must have at least one of it's members go on the National Home Trip.
14. The Commander must designate a District recruiter. The recruiter's name **MUST** be submitted to the Department recruiter.
15. The District Commander **MUST** recruit at least one (1) new member prior to Dec 31, 2025.

DEPARTMENT AWARDS FOR ALL-STATE POSTS & DISTRICTS

Post and District ALL-STATE Awards are a reflection of exemplary Post and District performance and a reflection of exceptional leadership and dedication to VFW programs and membership initiatives. To honor this success, Department will provide the following awards.

1. All Post Commanders and Quartermasters achieving 100% in membership by December 31, 2025 will receive a 100% Membership Shirt.
2. All Post Commanders who achieve ALL-STATE will receive an ALL-STATE Commanders Cover. All Post Quartermasters who achieve ALL-STATE will receive an ALL-STATE Quartermasters Cover. Commanders or Quartermasters may receive a \$75.00 Gift certificate from the National Supply store in lieu of an All-State Cover.
3. The Post will receive a distinctive ALL STATE plaque for the Post Home to recognize their Post success.
4. The ALL-STATE District Commander and Quartermaster will receive an ALL-STATE Commander Cover.
5. All District Commanders achieving 100% in membership by December 31, 2025 will receive a 100% Membership Shirt and a very Special Award from the Department Commander.



VFW National Membership Program
2025-2026

Carol Whitmore
Commander-in-Chief
“For Veterans, By Veterans”

VERSION DATE: April 14th, 2025

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Commander's Introduction:

Carol Whitmore was elected Senior Vice Commander-in-Chief of the Veterans of Foreign Wars of the U.S. on Aug. 1, 2024, at the 125th VFW National Convention in Louisville, Kentucky.

Carol served in the U.S. Army from 1977 to 2013, earning her VFW eligibility by serving in Iraq. In recognition of her service, she received the Legion of Merit Medal, Bronze Star Medal, Army Commendation Medal (six), Army Achievement Medal, Good Conduct Medal, among many others.

She joined the VFW in 2012 at Post 9127 in Des Moines, Iowa, where she maintains her Gold Legacy Life membership. In 2022, she was elected as designee for National VFW Commander-in-Chief for the year 2025, becoming the first woman and first Iowan to hold the position.

Commander's Statement:

Commanders, this will be the longest year, with the shortest days. It will test you in more ways than you can imagine. If it were easy, everyone would do it. Membership is tremendously important in our organization, but it is not the only thing. When you go through your year, change what you can, do the right things and leave the rest. Prioritize and organize.

I have three main focuses: Advocacy, service officers and our POW/MIA mission. They all tie together, and it is what the VFW was founded on. They impact fellow veterans and their families lives. Be the change for a fellow veteran. Honor those who came before us. If we promote these three things, I know we will evoke more interest, which will bring more members.

101% membership is our goal. The OIF/OEF community is ready to be involved. Let them know what we do, how we can change lives, and how they can feel a part of the military community again. Tell our story, tell your story!!!

Have no regrets, don't take anything personally, never assume anything....be the transformation to the future! Honor the dead, by helping the living!

FOR VETERANS BY VETERANS**Membership Mission:**

To build a strong organization through recruiting new members while retaining our current membership, building a solid foundation for the future. To assist in mentoring our leadership and members, coordinate programs to support our Posts, Districts, and Departments in their membership efforts, and to provide training for all levels of VFW membership.

All-American Program:

The All-American program exists to recognize exceptional leadership and teamwork, authentic accomplishment in membership growth, and participation in VFW core programs.

All-American Post Criteria

All Posts who have met the following criteria as of June 30th, 2026 will be named as All-American Posts:

- At least 101% in membership, based on adjusted prior year totals.
- Must have a Post election report submitted and be in good standing.
- Must meet the following Program Participation Criteria by January 31, 2026:
 - o Voice of Democracy – minimum of one entry advanced to District judging (Overseas Posts may donate \$125 to National in lieu of entry)
 - o Patriot's Pen – minimum of one entry advanced to District judging (Overseas Posts may donate \$125 to National in lieu of entry)
 - o Donate to Veterans & Military Support Programs Services, minimum of \$125.
- Must participate in the VFW Day of Service event held during the month of May and registered at todaysvfw.org/day-of-service/ no later than May 15th. Participation may count as community service for All-American quarterly requirements. The event must meet certain criteria aimed at making a meaningful difference in the community. The criteria and more information can be found here: <https://todaysvfw.org/vfw-day-of-service-faq/>
- A Post must submit a community service report quarterly to their department for submission to the All-American Dashboard. The quarters are July-Sept, Oct-Dec, Jan-March, and April-June.
- Must purchase a minimum of 500 Buddy Poppies.

All-American Post Award

All Posts that meet the listed criteria will receive: An All-American Post Streamer, a Post Home Citation, and will be recognized in the VFW Magazine.

In addition, the top 15 Posts in each membership division will receive:

- All-American Post Commander's Citation
- All-American Post Commander's Cap
- All-American Post Commander's Badge
- All-American Post Commander's lapel pin

These awards for the top 15 Posts will be presented on stage at the 127th National Convention.

The Top five Post Commanders in each division will also be reimbursed for up to \$1,000 of travel/lodging expenses for the 127th VFW National Convention. The top two Post Commanders in each division will be named as Captain and Co-Captain of the All-American Team, and their caps will bear a special designation.

All-American District Criteria

All Districts that have met the following criteria as of June 30th, 2026 will be named as All-American Districts:

- At least 101% in membership, based on adjusted prior year totals.
- District Election report must be submitted to National Headquarters
- Must meet the following Program Participation Criteria by January 31, 2026:
 - o Voice of Democracy – minimum of one entry advanced to District judging (Overseas Districts may donate \$125 to National in lieu of entry)
 - o Patriot's Pen – minimum of one entry advanced to District judging (Overseas Districts may donate \$125 to National in lieu of entry)

All-American District Awards

All Districts that meet the listed criteria will receive an All-American District Streamer, an All-American District Commander's Citation, and recognition in the VFW Magazine.

In addition, the top 10 Districts in each membership division will receive:

- All-American District Commander's Cap
- All-American District Commander's Badge
- All-American District Commander's lapel pin

These awards for the top 10 District Commanders will be presented on stage at the 127th National Convention.

The top two District Commanders in each division will also be reimbursed for up to \$1,000 of travel/lodging expenses for the 127th VFW National Convention. The Top Two District Commanders in each division will be named as Captain and Co-Captain of the All-American Team, and their caps will bear a special designation.

All-American Department Criteria

All Departments that have met the following criteria as of June 30th, 2026 will be named as All-American Departments:

- At least 101% in membership, based on adjusted prior year totals.

- Department must submit Department legislative chairman reports monthly through the Program dashboard tool.
- Must meet the following Program Participation Criteria by January 31, 2026:
 - o Voice of Democracy – an entry advanced to National judging
 - o Patriot’s Pen – an entry advanced to National judging
 - o Veterans & Military Support Programs – must complete State/Department fundraiser with proceeds donated to Veterans & Military Support Programs, Kansas City, MO.

All-American Department Awards

All Departments that meet the listed criteria will receive the following:

- All-American Department streamer
- All-American Department Commander’s Citation
- All-American Department Commander’s Cap
- All-American Department Commander’s Badge
- All-American Department Commander’s lapel pin
- Reimbursement for up to \$1,000 of travel/lodging expenses for the 127th National Convention.

These awards will be presented on stage at the 127th National Convention.

All-American Notes

- Any member of a Post that is named as an All-American Post may purchase a All-American Post Member cap from the VFW Store after the 127th National Convention. Post, District, and Department Quartermasters and Adjutants may purchase an All-American Post Member cap bearing their title. Quartermasters may also purchase an All-American Quartermaster pin from the VFW Store.
- Donations made to replace Program Participation by eligible overseas Posts, Districts, or Departments as well as fundraising donations must be made through the All-American Dashboard, not through any other means.

Triple Crown:

The Triple Crown is one of the most prestigious membership awards that an individual can achieve. It requires being named as an All-American Commander at Post, District, and Department level. Leaders who attain this level of excellence will be recognized at the 127th National Convention with a special Triple Crown pin.

Membership Programs and Awards

Individual Recruiting Awards:

5/10/15 members recruited: corresponding recruiter pin

25 members recruited: Commander-in-Chief's Coin

50 members recruited: Recruiter's Medical Bag

75 members recruited: Commander-in-Chief's Medallion Set

100 members recruited: Century Cap and Citation. Recruiters may opt to receive a \$50 credit to the VFW Store in lieu of a Century Cap.

Individual Recruiting Awards will be sent out periodically during the membership year to the Post, to be given out at a Post meeting to recognize those members who have helped achieve the membership mission. Mailings will take place near the end of October, January, March, May, and then after the end of the membership year.

Early Bird Award:

The top two Posts in each division as of January 1, 2026 will each be awarded a \$1,000 gift certificate to the VFW Store.

Legacy Life Membership Acquisition:

Each Post that achieves the cumulative benchmarks of 25, 50 and 75 Legacy Life Members will be awarded a Legacy Society Post Proclamation. Proclamations will be sent out to the Post along with recruiting awards throughout the year.

For each Post that achieves the distinctive benchmark of 100, 250, or 500 Legacy Life members by June 30th, 2026, their commander or Post representative will be reimbursed up to \$1,000 for travel / lodging for the National Convention, reserved seating at the 127th VFW National Convention joint opening session and a Legacy Society Post Proclamation presented at the National Convention.

101% Membership Streamer:

All Posts, Districts, and Departments that reach the goal of 101% membership based on adjusted prior year totals by June 30, 2026 or before will receive a distinctive streamer.

Divisional Recruiting Challenge:

The top two Posts in each membership division based on new and reinstated members according to the table below will receive a \$1,000 membership grant deposited into the Post's account.

Division	Size	New Member Quota
1	951+	At least 125 new/reinstated members
2	750-950	At least 120 new/reinstated members
3	356-749	At least 100 new/reinstated members
4	246-355	At least 75 new/reinstated members
5	185-245	At least 60 new/reinstated members
6	143-184	At least 50 new/reinstated members
7	112-142	At least 40 new/reinstated members
8	88-111	At least 30 new/reinstated members
9	68-87	At least 20 new/reinstated members
10	51-67	At least 15 new/reinstated members
11	Under 50	At least 10 new/reinstated members

Department Above & Beyond Award:

Each Department that exceeds the membership goal and reaches 102% membership on June 30, 2026 will receive a \$2,000 award deposited into the Department account. If the Department reaches 103% membership, the award will increase to \$4,000. If the Department reaches 104% or above in membership, the award will increase to \$7,500.

Top Department Recruiter:

The top recruiter in every Department as of June 30th, 2026 will receive a Commander's Medical Bag. A minimum of 25 new/reinstated members is required to win this award.

Elite Recruiter:

Any VFW member who signs up 250 or more new and/or reinstated members as of June 30th, 2026 will also be reimbursed for up to \$1,000 of travel/lodging expenses for the 127th VFW National Convention as well as a distinctive cap, citation, and name badge. In the event that an Elite Recruiter is already being reimbursed for travel/lodging from another award, a \$1,000 stipend will be issued at the 127th National Convention.

Recruiter of the Year:

The Elite Recruiter who signs up the greatest number of new and/or reinstated members greater than 250 as of June 30th, 2026, will receive an additional \$1,000 stipend, reserved seating at the 127th VFW National Convention joint opening session, a distinctive cap, citation, and name badge, and the Commander-in-Chief's Crystal Eagle trophy.

Life Member Recruiter Award:

Any VFW member who recruits at least 50 new and/or reinstated Life members by June 30th, 2026 or before will receive a special citation from the Commander-in-Chief and a Recruiter Satchel with the Commander-in-Chief's logo.

New Post Development Department Grant:

For each new Post chartered the Department Quartermaster will receive a \$250 credit from the VFW Store to be used towards necessary materials for the new Post. Department Commanders and Quartermasters may apply for this grant directly through the National Membership Department.

Commander-in-Chief's Challenge:

To emphasize the importance of Life Membership as the backbone of our membership strength, the Commander-in-Chief is issuing the following challenge to all VFW Posts. Each quarter (July-September, October-December, January-March, April-June), Posts will accumulate points as follows:

New Annual Member: 1 point

Annual or Lapsed Member converts to Life Member: 5 points

New Life Member: 10 points

Each quarter, the Post that leads their membership division in points will receive a special award designated by the Commander-in-Chief. In addition, at the end of the year every Post who has led their division in the challenges will be recognized at the 127th National Convention for their achievements.

MEMBERSHIP NOTES AND RESOURCES:

- Awards given to a Post may be transferred to any member of that Post.
- No more than one stipend will be awarded to an individual for a given event.
- Posts, Districts, and Departments must reach a minimum of 101% membership to qualify for any award. This does not apply to the Early Bird Award.
- NOTE: Cash stipends paid by the VFW will be reported to the Internal Revenue Service on Form 1099 if the total of payments made to you during any calendar year equals \$600.00 or more. The reimbursement you receive from the VFW will be deemed by the IRS to be taxable income. Since the circumstances of each individual are different, it is recommended that you consult your tax advisor to determine the effect these payments may have on your personal tax situation. It is your responsibility to keep receipts and other records as you and your accountant and/or tax advisor deem necessary in order to document your expenditures.
- Employees and officers of the VFW National Headquarters are excluded from receiving stipends or awards in this program unless otherwise authorized by the Adjutant General and/or Quartermaster General.
- Awardees receiving reimbursement for travel and lodging costs for the 127th National Convention must provide receipts to the VFW Membership Department no later than August 31st, 2026 in order to receive reimbursement. Reimbursements shall be made by ACH deposit.

For information on how to use the All-American Dashboard, scan the QR code below:



Membership Contacts:

David Prohaska, Director – 816-968-1114, dprohaska@vfw.org

Matt Nute, Associate Director – 816-961-1122, mnute@vfw.org

District/Post Commander & Quarter- master Handbook

Membership Program

2025-2026



Department of Missouri Veterans of Foreign Wars

2025-2026 Dept. of MO Membership

Membership is the lifeblood of our organization. Without active, passionate members, we will cease to exist. Our membership baseline must always be 100%. In order to realize our goal, we must promote membership on two fronts:

Recruitment, and Reinstatement.

The incentives below are designed to promote membership in these two areas.

Benchmark:

- Any Post commander whose Post reaches 100% in their membership AND has a minimum of four (4) approved reports under Legislative Advocacy on the Department Dashboard by 1/1/2026 will be entered into a drawing to attend the VFW Washington Conference in Washington D.C.
- Any District Commander whose District reaches 100% by 1/1 /26 will be entered into a drawing to attend the VFW Legislative Conference in Washington, DC..

Distinguished District Commander:

- Any District Commander earning All-American status will receive a membership upgrade.
 - ♦ If their membership is continuous, they will be upgraded to Life.
 - ♦ If their membership is Life, they will be upgraded to Bronze Legacy, etc.
 - ♦ If the Commander is already a Gold Legacy Member, they may receive a stipend for \$400.00

PLEASE NOTE: It is your responsibility to notify Department that you qualify for the Distinguished District Commander of the Membership program. You will need to complete an expense voucher and send to Department.

Methods to Maximize Membership

Membership simply does not happen. It needs to be worked at and pursued. Below are suggestions for you to consider as your Post works towards its membership goal.

- Call your members. Ask how they are doing and what the VFW can do for them.
- Be certain that annual post and district officers are paid up and encourage life membership.
- Be observant. When you see a man or woman wearing military apparel, ask them about it. If they served, thank them for serving. If they qualify for the VFW, ask them to join.
- Conduct a phone call campaign to reach out to expired members.
- Conduct a phone call campaign from the members-at-large list.
- Participate in community events – (e.g., parades, street & county fairs, flag ceremonies).
- Schedule and advertise a service officer event.
- Promote VFW programs at every opportunity.
- Volunteer in schools.
- Visit a nearby Veteran's Home or VA Hospital.
- Sponsor a local National Guard unit.
- Support a local ROTC program.
- Sponsor a local sports team.
- Sponsor a local youth contest or special event.
- Create and fund a scholarship at a local school.
- Schedule and advertise a tree planting ceremony.
- Conduct and advertise a community blood drive.
- Conduct and advertise a community CPR class.
- Institute a recycle program.
- Participate in an Adopt a Highway program.
- Recognize public employees at a Post dinner or other event open to the public.
- Support scouting.
- Support youth or hunting safety program.
- Support a drug awareness program (e.g., DARE).
- Volunteer in your community (e.g., drive for Meals on Wheels, assist an elderly neighbor).
- Donate your hall to a nonprofit organization.

Community Activities Program

Community service is a program sponsored by a VFW Post or Auxiliary that benefits the city, community, other organizations, institutions or individuals not affiliated with the VFW or its Auxiliaries.

Community involvement is essential for a Post to survive and grow. Being active in the community builds a good strong lasting relationship with the people. A Post will grow because of what they do.

The projects that a Post or Auxiliary are involved with will depend upon the needs of the community, the size of the Post or Auxiliary, and their budgets. A Post should consider the needs of the community and select activities that are best suited and will benefit the community the most.

You have 90 days from the event date to enter on Departments dashboard.

Guidelines Community Activities:

- Post Commander appoints a Chairperson. This person should be one who knows the community's needs and is knowledgeable in the program. Knowledge of the community will be a huge asset in knowing what projects will benefit the community the most and be easiest to complete.
- The Chairperson should review "Community and Citizen Chairmen Manual" at movfw.org. Click on "Resources" and scroll down to and click on "forms". The document is at the bottom of the webpage.
- The Chairperson selects a few members to be on the committee, 3 to 5 is typically sufficient.
- The Committee members should plan and develop the projects and get other Post members involved. The Committee should not be expected to carry out the project alone. If the Post has an Auxiliary, both organizations should work closely together in planning and carrying out the projects.
- After the project has been planned including the date, time, and location; determine how many workers will be needed. Make sure that all involved have a role.
- Invite the local news media to cover the event. Also, have the Post Public Relation Officer take pictures and write an article for the local newspaper. A little bit of PR often goes a long way in promoting the VFW.
- Have a follow up meeting to analyze the activity, discuss the good points and how to improve on the weak points of the event. At the same meeting start planning your next event.
- Chairmen should be trained to collect the necessary data and submit the on-line activity report for their event.

If a community activity is to realize success, then TEAMWORK is essential.

ALL CHAIRPERSONS ARE REQUIRED TO CHECK THE REPORTS A MINIMUM OF WEEKLY. THE REPORTING YEAR RESETS ON MAY 1, 2026. ANY REPORTS SUBMITTED AFTER APRIL 30, 2026 WILL GO TOWARD THE NEXT YEAR.

Reporting: The Basics

Why Report?

- ◆ It serves as a nonprofit justification.
- ◆ It serves as a proof that we do what we say we do.
- ◆ It serves as a record of past donations for IRS purposes.
- ◆ The Post Activity Reports provide the data to update the National VFW Fact Sheet

How to report:

- ◆ Go to movfw.org.
- ◆ Click on the "Login" tab on the top of the page.
- ◆ Scroll down and click on "Members Only."
- ◆ Type your Member ID# where indicated.
- ◆ Insert your password: last name.
- ◆ Click on "Login"
- ◆ Click on "Community Service Reporting"
- ◆ For Date of Activity, use the calendar icon. ***DO NOT INSERT DATE IN NUMERIC FIGURES!***
- ◆ When inserting dollar amount, use ONLY numeric characters and a decimal point.
- ◆ For the description, answer the following questions as best you can.
 - ◇ What was the name of the event?
 - ◇ Where did the event occur?
 - ◇ Was the event advertised? If so, where?
 - ◇ Who was involved in the event?
- ◆ If the event qualifies for multiple categories, list the money donated only in one category.
- ◆ Insert a good telephone number in case the reviewer needs to follow up. If this information is missing, the report will be rejected.

Some Advice:

- ◆ Do not enter fundraisers as community service. However, enter donations received from a fundraiser when assisting veterans and their families.
- ◆ Reports submitted 90 days after the event will not be considered. The reporting year ends on April 30.
Reporting events are NEVER about bragging. Reporting is always about showing that we do what we say we do as an organization. Nothing more, nothing less.
- ◆ **ALL Reports submitted after April 30, 2026 will go toward the next year.**

WHO DO I CONTACT FOR 2025-2026

Dashboard Reporting:

Community Service, Tom McLerran, jrvicedr@movfw.org.....636-383-5160

VOD/PP Program, Roger Floyd, vodchrm@movfw.org, 417-876-7617

Mail entries to: Roger Floyd
5715 S 501 Rd
El Dorado Springs, MO 64744

Americanism, Teacher of the Year, Bert Williams, americanismchrm@movfw.org
.....573 915-2576

Mail Entries to: Bert Williams
2959 River Bend North
Bonne Terre, MO. 63628

Legislative, Mike Schroeder.....573-636-9998

Troy Williams..... 573-616-1751

Recruiting, David Bozarth.....843 697-0543

National Home, Andre Killkelley..... 605 939-5877

VSIO, Sr. Vice Commander, Scott Huffman 417 543-6651

Buddy Poppy Events, Hanna Allgier 678-850-6818

POW/MIA, Dan Goff417-247-9862

Webmaster, Randy Craig.....573-212-3777

Asst. Webmaster, Ken Allison.....636-448-3061

Scouting, Andre Sidney.....816-898-5925

Missouri's Veterans Service Officer Program

The VFW's mission is to serve all veterans and to advocate on behalf of all veterans.

The Service Officer Program realizes the VFW's mission every day by working directly with veterans to process referrals so that qualified veterans get the benefits they have earned.

This is Missouri's program. Therefore, it's our duty to care for it.

While some of the program's funding comes from the Missouri Veterans Commission, the program desperately needs funding annually from VFW posts within the Department. It is post and individual donations that directly impact a service officer's capacity to assist qualified veterans to get their benefits.

Here are four steps posts can take to support the program:

- ◆ Budget for a \$3 per member donation and mail check to Department.
- ◆ Contact the Department Headquarters and become a sustain member of the Service Officer program.
- ◆ Distribute Buddy poppies and donate the proceeds to the Service Officer Program.
- ◆ Schedule and Advertise multiple events that include a Post Information Officer to take Veterans referrals.

The total annual amount the VFW helped veterans recoup in VA disability compensation and pension benefits is **\$17.4 Billion!**

The impact these successful claims have had on veterans and their families is difficult to even express, but it's why the program exists.

Their work is your donation in action. Please support this program generously and often.

Scott Huffman
Sr. Vice Commander

Quincy Myrick
Commander

Tom McLerran
Jr. Vice Commander

Chaplain Duties

One of the biggest assists to having a post with a positive attitude and sticking together as comrades is having an active chaplain. The chaplain can do the things that add a personal touch to the membership of the VFW.

It is important that the chaplain at any level be someone that cares to do more for the VFW than simply reading the prayers at the meeting. The chaplain needs to be involved in activities and with comrades in need outside of the normal post activities. It is important we as leaders encourage active members to become our chaplains.

The **post chaplain** is one person that can easily ask the comrade how they are doing and get an answer that can lead to help for the comrade if needed. With other officers, the comrade may not be as comfortable.

Post Chaplains should be involved with:

- Hospital visits
- Hospice visits
- Funerals and Memorials
- Performing ceremonies and rituals
- Assisting comrades to find service officer assistance
- Consoling the families
- Providing counsel for the commander

Sending:

- get well cards
- thinking of you cards
- sympathy cards
- other greetings

The **district chaplain** is responsible for not only district meetings prayers but for counsel of the line officers of the district (includes post commanders and most importantly the TRAINING OF THE POST CHAPLAINS. Offering training to new chaplains, answering questions, and offering assistance to the post chaplains is a large part of the job.

Any chaplain can find the resources to use for training under REFERENCES and TRAINING on the website: <https://movfw.org/di/vfw/v2/default.asp?pid=76106>

The website works well as a side presentation for doing training with your subordinate Chaplains or assistant chaplains.

This on-line reference is available whenever the chaplain is connected to the web. Otherwise, this information is available to be downloaded and printed for ease of access.

2025-2026 Road Way to Success

JULY Submit **JUNE 2025** Trustees' Report of Audit to Department Quartermaster
District dues notices will be mailed to each Post Quartermaster by July 15th. Dues shall be remitted to the District Quartermaster by September 30th.

Order Buddy Poppies.

Make Veterans Service Officer Fund Donation (write "VSO" on memo of check).

National Home Donation ("Missouri House" on memo of check).

Remit the above three donations to:

Dept. Quartermaster

3401 Knipp Drive

Jefferson City, MO, 65109

Make National Vet & Military Support Donation

Please NOTE: To make All American donation must be a minimum of **\$125.00**.

**** VMS donations will only be handled through the dashboard moving forward. Attached to email is the explanation of the NEW donation page. All posts have to do is click on the VMS donation tab on the dashboard to donate. The link will point them to OMS. **No more checks**. Credit will be given automatically daily on the dashboard. No more weekly updates

*****DO NOT SEND TO STATE HEADQUARTERS. *******

SEPT. Conduct POW/MIA Ceremony, Commanders and Quartermasters

Fall C of A, Oct 10-12 see back cover for location

OCT. Submit SEPTEMBER 2025 Trustees Report of Audit to Department Quartermaster.

OCTOBER 31st:	VOD & PP Submissions Must be submitted to Posts
	Teacher Nomination Due to Post.
NOVEMBER 15th:	VOD & PP Post Winners to District Chairperson
DECEMBER 15th:	VOD & PP Completion of District Judging

Cont. 2025-2026 Road Way to Success

- JAN.** Submit DECEMBER 2025 Trustees Report of Audit to Department Quartermaster.
- FEB.** Winter C of A February 7th and 8th
- MARCH** Open Nominations for Post Officers
- APRIL** Submit **MARCH 2026** Trustees Report of Audit to Department Quartermaster
Continue Post Nominations and Elect Post Officers
Commander Elect Appoints Post Officers and Committee Chairmen
Enter your Post-Election Report on Nationals website and we automatically get A copy of it at Department. If you cannot enter yourself online please email to Department Quartermaster, qm@movfw.org.
Also send to your District Quartermaster.
- Send National Delegate Fees to VFW National Headquarters, **NOT** to Department Headquarters.
- April 30** Last day to submit community activity reports for 2025-2026 credit
- MAY** MEMORIAL DAY WEEKEND – Conduct Buddy Poppy Drive.
- JUNE 11th—14th** STATE CONVENTION at Oasis, Springfield, MO

******NOTE*******

Please see back of handbook for C of A meetings, dates/times/location

DUTIES OF POST DEPARTMENT CHAIRMEN & COMMITTEES

MEMBERSHIP: Plans membership program for the year, selects awards or incentives for membership recruiting, aids in collecting delinquent dues. State Chairperson – Don Hentges ,

membershipchrm@movfw.org, 573-636-8761

COMMUNITY SERVICE: Assist in the planning of Community Activity Projects. Reports all community activities not otherwise reported. State Chairperson – Tom McLerran, jrvicecdr@movfw.org, 636-383-5160

AMERICANISM: Assures that the Post performs Americanism and patriotic projects. Reports all Americanism projects not otherwise reported. This also includes Teacher of Year program.

State Chairperson Bert Williams, americanismchrm@movfw.org, 573-915-2576

VOICE OF DEMOCRACY & PATRIOT’S PEN/YOUTH: Contacts local schools and encourages them to participate in the Voice of Democracy or Patriot’s Pen Program. Extend help and assistance to schools and students through the program. Plans and assists in projects that are beneficial to youth of the community and is responsible for reporting projects after complete. State Chairperson Roger (James) Floyd

vodchrm@movfw.org or ppenyouthchrm@movfw.org, 417-876-7617

PUBLIC RELATIONS: Maintain contacts with television stations, radio stations, and newspapers. Provides articles to media on activities of the VFW Post. State Chairperson – Ken Allison: 636-448-3061

Asst. Chairperson—Randall Craig: 573-212-3777

NATIONAL HOME: Sees that all members are familiar with the facilities available at the National Home. Encourages support of the Missouri Cottage by donations for upkeep and repairs. State Chairperson –

Andre KillKelly, 605-939-5877

BUDDY POPPY: Oversees the Post in conducting a Buddy Poppy Drive sometime during the year. Is in charge of assuring enough poppies are on hand for the drive and scheduling workers for the day of the drive.

State Chairperson – Hanna Allgaier, buddypoppychrm@movfw.org, 678-850-6818

POW / MIA: Plans appropriate POW / MIA program. State Chairperson – Dan Goff,

powmiachrm@movfw.org, 417-247-9862

CONT.. DUTIES OF POST DEPARTMENT CHAIRMEN & COMMITTEES

VETERANS AND MILITARY SUPPORT: Formerly known as National Military Support (MAP, Uplink & Unmet Needs Programs). State Chairperson –Larry Phillips, vms@movfw.org, 816-872-6404

VAVS-(VA Voluntary Service program): State Surgeon (TBD)

WEBMASTER: Runs website, webmail and helps with other online issues.

State Chairperson, Randy Craig: webmaster@movfw.org, 573-212-3777,

Asst. Webmaster, Ken Allison, asstwebmaster@movfw.org, 636-448-3061

SCOUTING: To promote and monitor the National Scouting Programs within the Districts and Posts of the Department of Missouri Veterans of Foreign Wars, Andre Sidney, scoutchrn@movfw.org, 816-898-5925

LEGISLATIVE CHAIRPERSON: To promote and monitor the Legislative/PAC/Action Corp Program with the Districts and Posts of the Department of Missouri Veterans of Foreign Wars. Chair, Michael Schroeder, Asst Chair, 573-636-9998 and Troy Williams, legislativechrml@movfw.org, 573-616-1751

RECRUITER CHAIRPERSON: The intent is, and always has been, to build a cadre of interested, Energetic recruiters in the field. Assist department leadership with membership recruiting and training. Identifying areas of opportunity for membership growth, both areas of new and existing Post development. Dave Bozarth, recruiter@movfw.org, 843-697-0543

VFW RIDER EAST AND WEST CHAIRPERSONS: To promote and monitor the Motorcycle Association Programs within the Districts and Posts of the Department of Missouri Veterans of Foreign Wars.

WEST, Don Harris, moriderschrmwest@movfw.org, 816-674-1227

EAST, Ed Miller, moriderschrmeast@movfw.org, 618-975-6350

STUDENT VETERAN CHAIRPERSON: studentvetchair@movfw.org, Ricky Mann, 573-521-0191

VFW Department of Missouri Webmail

The Dept. of MO webmail is the official method of electronic communications within the Dept. of MO, VFW. Each Dept. Line Officer and all Chairpersons have webmail addresses. Each District Commander, Adjutant, Quartermaster and Veterans Service Information Officer have an account and each Post an account.

The District accounts are:

Commander – cdrdist8@movfw.org

Adjutant - adjdist8@movfw.org

Quartermaster – qmdist8@movfw.org

Veterans Service Information Officer – vsiodist8@movfw.org

Adjust the *number* following dist. to reflect the proper district

The Post account example for email is: [post\(post #\)@movfw.org](mailto:post(post #)@movfw.org)

You can send e-mails to any of the above addresses after using the proper dist./post number to contact any of the district or post officers.

Our Webmail group will no longer be changing the passwords to a “default” password, it takes too much time to reset over 350 email addresses. So please see your predecessors for the current password and then after logging in you will do the following steps to change the password:

Access to webmail is through the State website, www.movfw.org. Go to the top task bar and click on LOGIN and then click on Webmail. Scroll down under Webmail and click on Change Email Password. The Plesk web host screen will appear. Enter your email address and the current password. The Mail screen will appear. On the left tab, click on My Profile. This will bring you to My Profile Screen. Under the Plesk Preferences you will see the email address and an area to enter the new password which you will choose. A few lines down, you are asked to Confirm the Password. Click on OK.

After the above steps are completed, go back to the WebMail login screen, and go to Check Your Email. Enter your email address and password on the next screen. You should be in your emails. If you have any issues, please contact
Randy Craig at 573-212-3777 or Ken Allison at 636-448-3061.

*******PLEASE NOTE: Do NOT set up email forwarding to Yahoo, AOL or Verizon.net email addresses from the email accounts that we provide. We are getting blamed for ALL junk mail that is being forwarded to those accounts and Yahoo, AOL and Verizon.net are blocking our server as a result. We are continually trying to resolve this.**

DISTRICT MEETING DISCIPLINARY ACTION PROCEDURE

All posts must have a COMMANDER or REPRESENTATIVE attend each District meeting. Only the Department Commander may excuse a Post from attending. When a Post fails to send a representative to a District meeting, the following process will be followed:

DURING ANY VFW ADMINISTRATIVE YEAR

Step – 1 Post Commander fails to attend or have a representative attend a meeting called by the District Commander.

District Commander attends Post meeting prior to the next scheduled District meeting to discuss attendance at District meetings and Department Disciplinary Procedure with the Commander and membership.

Department Commander issues a letter reminding Post Commander of duties and responsibilities and actions authorized by Article II section 218 of the National By – Laws and Manual of Procedures.

Step – 2 Post Commander fails to attend or have a representative attend two (2) meetings called by the District Commander.

District Commander reviews Post and Auxiliary performance on meeting Post requirements on Audit Reports, Post meeting attendance and VFW program performance and submits a letter to the Department Commander recommending the Department Commander place the Post on Suspension in accordance with the By – Laws.

-OR-

District Commander submits a letter recommending the Department Commander remove the Post Commander from office and restricts the Commander from holding office in the Post for the remainder of the VFW Administrative year.

-OR-

District Commander submits a letter recommending no action and a detailed explanation of why they are recommending no action be taken at this time.

Step – 3 Post Commander or Post Representative fails to attend (3) meetings called by the District Commander.

District Commander submits a letter to the Department Commander recommending the Department Commander place the Post on Suspension in accordance with the By – Laws.

***Note: Charges and Specifications may not be limited to Post Commander Duties and Responsibilities of Article II section 218. Trustees shall be the District Commander and two (2) members of the district, as assigned by the District Commander.**

Appendix A

Procedures

1. Parliamentary Procedure
2. Post Meeting Script
3. District Meeting Script

The Basics of Parliamentary Procedure

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence
3. All members have equal rights, privileges and obligations. One of the chairperson's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally--for example, not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.
5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members--majority and minority--should be the concern of every member, for a person may be in a majority on one question but in minority on the next.
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented to a meeting and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.

Conducting a Meeting

Members express themselves in a meeting by making motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- Call to order
- Second motions
- Debate motions
- Vote on motions

There are four basic types of motions:

Main motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and they yield to subsidiary, privileged and incidental motions.

Subsidiary motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.

The Basics of Parliamentary Procedure, Cont.

Privileged motions: Their purpose is to bring up items that are urgent or important matters unrelated to pending business.

- **Incidental motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How motions are presented

1. Obtain the floor

- Wait until the last speaker has finished.
- Rise and address the chairperson by saying, "Mr./Ms. Chairperson" or "Mr./Ms. President."
- Wait until the chairperson recognizes you.

2. Make your motion

- Speak in a clear and concise manner.
- Always state a motion affirmatively. Say, "I move that we..." rather than "I move that we do not..."
- Avoid personalities and stay on your subject.
- Wait for someone to second your motion.
- Another member will second your motion or the chairperson will call for a second.
- If there is no second to your motion, it is lost.

3. The chairperson states your motion

- The chairperson will say, "It has been moved and seconded that we ...," thus placing your motion before the membership for consideration and action.
- The membership either debates your motion, or may move directly to a vote.
- Once your motion is presented to the membership by the chairperson, it becomes "assembly property" and cannot be changed by you without the consent of the members.

4. Expanding on your motion

- The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- The mover is always allowed to speak first.
- All comments and debate must be directed to the chairperson.
- Keep to the time limit for speaking that has been established.
- The mover may speak again only after other speakers are finished unless called upon by the chairperson.

The Basics of Parliamentary Procedure, Cont.

5. Putting the question to the membership

- The chairperson asks, "Are you ready to vote on the question?"
- If there is no more discussion, a vote is taken.
- On a motion to move the previous question may be adapted.

Voting on a motion

The method of vote on any motion depends on the situation and the bylaws of your organization.

There are five methods used to vote by most organizations, they are:

- By voice--The chairperson asks those in favor to say "aye," those opposed to say "no." Any member may move for an exact count.
- By roll call--Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- By general consent--When a motion is not likely to be opposed, the chairperson says, "If there is no objection..." The membership shows agreement by their silence; however, if one member says, "I object," the item must be put to a vote.
- By division--This is a slight verification of a voice vote. It does not require a count unless the Chairperson so desires. Members raise their hands or stand.
- By ballot--Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

- Motion to table--This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
- Motion to postpone indefinitely--This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary procedure is the best way to get things done at your meetings. It will only work however, if you use it properly. Remember to:

- Allow motions that are in order.
- Have members obtain the floor properly.
- Speak clearly and concisely.
- Obey the rules of debate.

POST MEETING SCRIPT

COMMANDER: The officers will take their respective stations. All persons not members of the VFW will kindly retire, and the Guard will close the door. By the power and authority vested in me, I am about to open VFW Post ____ for the transaction of any business that may lawfully come before it.”

(TWO GAVEL RAPS, all rise/stand)

COMMANDER: Officer of the Day, satisfy yourself that all present are entitled to remain.

OFFICER OF THE DAY: Comrade Commander, all present are entitled to remain.

COMMANDER: Officer of the Day, prepare the room for a salute to the Colors.

OFFICER OF THE DAY: All rise...Salute the colors...Attention...Present arms... Order arms.

COMMANDER: Comrade Chaplain, you will open the Bible and deliver the opening prayer.

OFFICER OF THE DAY: Uncover, Parade Rest.

Chaplain delivers prayer.

COMMANDER: COVER, ATTENTION. Comrades, join me in the Pledge of Allegiance to the Flag of the United States of America.

POST MEETING SCRIPT, CONT.

OFFICER OF THE DAY: Present Arms.

ALL: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

OFFICER OF THE DAY: Order Arms.

(One gavel rap, unless performing the Charter draping ceremony)

Draping of the Charter ceremony (if necessary)

COMMANDER: Officer of the Day, you will obtain the drape in preparation for draping the charter.

(Officer of the Day obtains the drape, proceeds to the altar and salutes Commander.)

COMMANDER: Comrades, face the charter at attention. Officer of the day, you will now drape the charter in memory of our beloved Comrade(s) _____ who has/have passed on.

(Officer of the Day proceeds to the charter and draped charter.)

COMMANDER: (While Officer of the Day is draping charter) By so doing, we as members of VFW Post ____ offer solemn tribute to our departed comrade(s).

(Officer of the Day returns to the altar, salutes the Commander, and retires to his station.)

COMMANDER: Comrades, salute – Order Arms.

COMMANDER: Comrades, please be seated.

COMMANDER: Comrades, we are assembled again to transact business of mutual benefit. Do not let petty jealousies or trivial personalities influence our deliberations. Let us uphold always the obligations of unselfish comradeship and loyalty to our organization and to the government of the United States of America. I now declare VFW Post ____ duly opened for the transaction of business.

Guard, you will admit any in waiting who may be worthy.

POST MEETING SCRIPT, CONT.

COMMANDER: The purpose of this corporation shall be fraternal, patriotic, historical, charitable and educational, and are:

- to preserve and strengthen comradeship among its members;
- to assist worthy Comrades; to perpetuate the memory and history of our dead, and to assist their spouses;
- to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws;
- to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all her enemies whomsoever.

COMMANDER: Officer of the Day, do we have any guests?

(Officer of the Day announces any guests.)

COMMANDER:

- Roll call of Officers
- Reading and referral of membership applications
 - ◊ Report of the investigating committee
 - ◊ Balloting of candidates (motion and vote on new members)
 - ◊ Mustering in of new recruits (obligation of new members)
- Reading of Post minutes
- Quartermaster's Report
- Reading of the bills
- Service officer's Report
- Chaplain's Report: Is there a Comrade or a family member of a Comrade in distress?
- Post Reports:
- Committee Reports
 - ◊ Membership
 - ◊ Community Service
 - ◊ Buddy Poppy
 - ◊ POW/MIA
 - ◊ Ritual Team
 - ◊ Voice of Democracy/Patriot's Pen
 - ◊ Teacher of the Year
 - ◊ Legislative
- National Home

POST MEETING SCRIPT, CONT.

COMMANDER: (two gavel raps) All rise. Comrade Chaplain, ask for the Divine blessings upon our National Home.

OFFICER OF THE DAY: Uncover, Parade rest.
(Chaplain reads prayer.)

OFFICER OF THE DAY: Cover.

COMMANDER: (One gavel rap.) Please be seated.

UNFINISHED BUSINESS: Requires a motion

NEW BUSINESS: Requires a motion

GOOD OF THE ORDER: Does not require a motion

COMMANDER: There being no further business, we will have our closing ceremonies.
(Two gavel raps)

COMMANDER: Officer of the Day, prepare the room for the salute to Colors.

Officer of the Day: All rise...Salute the colors...Attention...Present arms...Order arms.

COMMANDER: Comrade Chaplain, you will deliver the closing prayer, and close the Bible.

Officer of the Day: Uncover, Parade rest.

COMMANDER: Comrades, I now declare this business session of VFW Post ____ closed.
Our next regular meeting will be (give date, time, and location).

(One gavel rap.)

DISTRICT MEETING SCRIPT

COMMANDER: The officers will take their respective stations. All persons not members of the VFW will kindly retire, and the Guard will close the door. By the power and authority vested in me, I am about to open the ____ District meeting for the transaction of any business that may lawfully come before it.”

(TWO GAVEL RAPS, all rise/stand)

COMMANDER: Officer of the Day, satisfy yourself that all present are entitled to remain.

OFFICER OF THE DAY: Comrade Commander, all present are entitled to remain.

COMMANDER: Officer of the Day, prepare the room for a salute to the Colors.

OFFICER OF THE DAY: All rise...Salute the colors...Attention...Present arms... Order arms.

COMMANDER: Comrade Chaplain, you will open the Bible and deliver the opening prayer.

OFFICER OF THE DAY: Uncover, Parade Rest.

Chaplain delivers prayer

COMMANDER: COVER, ATTENTION. Comrades, join me in the Pledge of Allegiance to the Flag of the United States of America.

DISTRICT MEETING SCRIPT, CONT.

OFFICER OF THE DAY: Present Arms.

ALL: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

OFFICER OF THE DAY: Order Arms.

(One gavel rap, unless performing the Charter draping ceremony)

Draping of the Charter ceremony (if necessary)

COMMANDER: Officer of the Day, you will obtain the drape in preparation for draping the charter.

(Officer of the Day obtains the drape, proceeds to the altar and salutes Commander.)

COMMANDER: Comrades, face the charter at attention. Officer of the day, you will now drape the charter in memory of our beloved Comrade(s) _____ who has/have passed on.

(Officer of the Day proceeds to the charter and draped charter.)

COMMANDER: (While Officer of the Day is draping charter) By so doing, we as members of the ____ District offer solemn tribute to our departed comrade(s).

(Officer of the Day returns to the altar, salutes the Commander, and retires to his station.)

COMMANDER: Comrades, salute – Order Arms.

COMMANDER: Comrade Chaplain, you will read the prayer. Uncover, parade rest.

(Chaplain proceeds to altar and reads prayer. Upon completion, one gavel rap.)

COMMANDER: Comrades, please be seated.

COMMANDER: Comrades, we are assembled again to transact business of mutual benefit. Do not let petty jealousies or trivial personalities influence our deliberations. Let us uphold always the obligations of unselfish comradeship and loyalty to our organization and to the government of the United States of America. I now declare the ____ District duly opened for the transaction of business.

DISTRICT MEETING SCRIPT, CONT.

Guard, you will admit any in waiting who may be worthy.

COMMANDER: The purpose of this corporation shall be fraternal, patriotic, historical, charitable and educational, and are:

- to preserve and strengthen comradeship among its members;
- to assist worthy Comrades; to perpetuate the memory and history of our dead, and to assist their spouses and orphans;
- to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws;
- to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all her enemies whomsoever.

COMMANDER: Officer of the Day, do we have any guests?

(Officer of the Day announces any guests.)

COMMANDER: At this time, I would like to recognize...

- Department Representative
- Past State Commanders
- Past District Commanders

COMMANDER:

- Roll call of District Officers:
- Roll call of Posts:
- Reading of minutes: Are there any corrections to the Minutes as posted? If not, they will stand as read.
- Quartermaster's Report:
- Chaplain's Report: Is there a Comrade or a family member of a Comrade in distress?

DISTRICT MEETING SCRIPT, CONT.

- Post Reports:
- Committee Reports:
 - ◊ Membership
 - ◊ Service officer
 - ◊ POW/MIA
 - ◊ Ritual Team
 - ◊ Community Service
 - ◊ Voice of Democracy/Patriot's Pen
 - ◊ Teacher of the Year
 - ◊ Buddy Poppy
 - ◊ Ways and means
 - ◊ Legislative
 - ◊ National Home

National Home ceremony is optional

COMMANDER: (two gavel raps) all rise. Comrade Chaplain, ask for the
Divine blessings upon our National Home.

OFFICER OF THE DAY: Uncover, Parade rest.

(Chaplain reads prayer.)

OFFICER OF THE DAY: Cover.

Commander: (One gavel rap.) Please be seated.

UNFINISHED BUSINESS: Requires a motion

NEW BUSINESS: Requires a motion

GOOD OF THE ORDER: Does not require a motion

COMMANDER: There being no further business, we will have our closing ceremonies.

(Two gavel raps)

COMMANDER: Officer of the Day, prepare the room for the salute to Colors.

Officer of the Day: All rise...Salute the colors...Attention...Present arms...Order arms.

COMMANDER: Comrade Chaplain, you will deliver the closing prayer, and close the Bible.

Officer of the Day: Uncover, Parade rest.

COMMANDER: Comrades, I now declare this business session of the ____ District, Missouri,
closed. Our next regular meeting will be (give date, time, and location).

(One gavel rap.)

Appendix B

Commonly Used Forms

1. Trustees Audit Report, pg 51
2. Buddy Poppy Order Form, pg 52-54
3. Officer Change or Correction Form, pg 55
4. District Commander Post Meeting Official Visit Form, pg 56
5. District Commanders Report of District Meeting, pg 57
6. District Commanders Report for C of A, pg 58
7. Post Commanders Report to take to your District Meeting, pg 59
8. PP/VOD forms and Report Form, pg 60– 65
9. Teacher Award Forms and Report Form , pg 66-67
10. Articles of Incorporation Forms, pg 68– 74
11. Service Officer Referral Form, pg 75
12. Public Servant Award Citation Post Entry Form, pg 76
13. COI (Certificate of Insurance) completed by your insurance company, pg 77

NOTE: All of these forms are available on our website, see Resources, Forms and Documents @ movfw.org

***Please use the forms in this manual do not use the old forms, thank you. ***



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: April 1 to June 30 July 1 to Sept 30 Oct 1 to Dec 31 Jan 1 to March 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. 218, Manual of Procedure)				
6. Post Home or Building Fund (Including Savings but Not Real Estate)				
7. Post Canteen or Club Fund				
8. Other				
9. Bonds and 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	\$ -

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date _____, 20 _____

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

Post Quartermaster _____
(Name)

(Address)

Signed: _____ Trustee
Signed: _____ Trustee
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 (Blue) Copy to your Department Quartermaster - See instructions on reverse side of both Yellow and Blue Copies.

No. 4214



VETERANS OF FOREIGN WAR
DEPARTMENT OF MISSOURI
BUDDY POPPY ORDER FORM



3401 Knipp Dr
Jefferson City, MO 65109

DATE: _____
POST/AUX NAME: _____ POST# _____ DISTRICT# _____
NAME ORDER IS SHIPPING TO: _____ MEMBER ID# _____ TITLE: _____
STREET: _____ CITY: _____ STATE: _____
ZIP CODE: _____ CONTACT PHONE# _____
EMAIL: _____ DELIVER BY DATE: _____

NEW PRICING EFFECTIVE APRIL 15, 2023

(multiples of 500 only)	(Add Shipping & Handling)
Per 500.....\$135.00	\$135.00.....\$15.95
Per 1000.....\$270.00	\$270.00.....\$29.95
Per 1500.....\$405.00	\$405.00.....\$39.95
Per 2000.....\$540.00	\$540.00 & OVER.....\$69.95

ANNIVERSARY POPPIES (Multiples of 1000)
Please indicate if you need 25th (SILVER) _____
50TH (GOLD) _____
75TH (DIAMOND) _____

Total Quantity of Poppies _____

Poppies \$ _____

Shipping & Handling \$ _____

(SEE CHART ON LEFT)

Total \$ _____

PLEASE NOTE: Poppy orders are shipped by UPS. To avoid delays, please list a physical street address.

UPS CANNOT DELIVER TO A POST OFFICE BOX. ALLOW 4-6 WEEKS FOR DELIVERY.

ALL PROCEEDS FROM THE SALE OF POPPIES ON THE POST AND DEPARTMENT LEVEL GO TO THE
VETERAN SERVICE PROGRAM.

*****PAYMENT MUST BE INCLUDED WITH YOUR ORDER*****

Mail checks to Headquarters, payable to VFW or use Credit Card, 3.5% convenience fee with CC.

Credit Card Information - Card Number _____

Expiration _____ CVC _____ Name on Card _____

Address _____

Authorized Signature: _____

Updated 10.2.23

VETERANS OF FOREIGN WAR
DEPARTMENT OF MISSOURI



TIN ONLY BUDDY POPPY ORDER FORM



3401 Knipp Dr
Jefferson City, MO 65109

DATE: _____
POST/AUX NAME: _____ POST# _____ DISTRICT# _____
NAME ORDER IS SHIPPING TO: _____ MEMBER ID# _____ TITLE: _____
STREET: _____ CITY: _____ STATE: _____
ZIP CODE: _____ CONTACT PHONE# _____
EMAIL: _____ DELIVER BY DATE: _____

NEW PRICING EFFECTIVE OCTOBER 1, 2023

(multiples of 500 only)	(Add Shipping & Handling)
Per 500.....\$70.00	up to....\$135.00.....\$15.95
Per 1000.....\$140.00	\$270.00.....\$29.95
Per 1500.....\$210.00	\$405.00.....\$39.95
Per 2000.....\$280.00	\$540.00 & OVER.....\$69.95
OTHER _____ \$ _____	

Total Quantity of Poppies _____

Poppies \$ _____

Shipping & Handling \$ _____

(SEE CHART ON LEFT)

Total \$ _____

TIN ONLY



PLEASE NOTE: Poppy orders are shipped by UPS. To avoid delays, please list a physical street address.

UPS CANNOT DELIVER TO A POST OFFICE BOX. ALLOW 4-6 WEEKS FOR DELIVERY.

*****PAYMENT MUST BE INCLUDED WITH YOUR ORDER*****

Mail checks to Headquarters, payable to VFW or use Credit Card, 3.5% convenience fee with CC.

Credit Card Information - Card Number _____

Expiration _____ CVC _____ Name on Card _____

Address _____

Authorized Signature: _____

Updated 10.6.23

All-State Buddy Poppy Requirements

2025-2026 Post Membership Program

Post orders quota of buddy Poppies from Department Headquarters. Mandatory for All-State.

1-100 Members500	701-800 Members.....4,000
101-200 Members..... 1,000	801-900 Members.....4,500
201-300 Members.....1,500	901-1,000 Members.....5,000
301-400 Members.....2,000	1001-1100 Members.....5,500
401-500 Members.....2,500	1101-1200 Members.....6,000
501-600 Members.....3,000	1201-1300 Members.....6,500
601-700 Members.....3,500	1301-1400 Members.....7,000





Department of Missouri
Veterans of Foreign Wars

OFFICER CHANGE / CORRECTION FORM

DATE	POST NUMBER	POST LOCATION	DISTRICT NUMBER
OFFICE TITLE TO BE CHANGED OR CORRECTED (i.e. Commander, Quartermaster, etc.)			
NAME OF NEW OFFICER		MEMBERSHIP NUMBER	
STREET ADDRESS			
CITY, STATE, ZIP CODE			
DAYTIME PHONE NUMBER		CELL PHONE NUMBER	
E-MAIL ADDRESS			
REASON FOR CHANGE (Deceased, resigned, etc.)			
NAME OF PERSON REPORTING CHANGE		PHONE NUMBER	

THIS FORM IS TO BE USED TO CHANGE CURRENT POST OR DISTRICT OFFICERS ONLY. IT IS NOT TO BE USED AS AN ELECTION REPORT.

NOTE: Post may report Officer Changes online in the National OMS System at: www.VFW.org

Send completed form to: Dept. of Missouri VFW Headquarters

3401 Knipp Drive

Jefferson City, MO 65109

OR

E-mail: qm@movfw.org, hqangela@movfw.org

**REPORT OF DISTRICT COMMANDER/REPRESENTATIVE
POST MEETING OFFICIAL VISIT FORM
(Completed by District Commander or Representative)**

DATE: _____
DISTRICT NUMBER: _____

POST VISITED: _____ LOCATION: _____

POST OFFICERS PRESENT: _____

POST OFFICERS ABSENT: _____

POST OFFICERS EXCUSED: _____

MEMBERS PRESENT: _____

TOTAL PRESENT: _____

WAS MEETING CONDUCTED IN ACCORDANCE WITH BY-LAWS/RITUAL/MANUAL
OF PROCEDURES: _____

COMMENTS/SUGGESTIONS/PROBLEMS:

COMMANDER/REPRESENTATIVE SIGNATURE

**[Completed report should be submitted to Department Headquarters] 3401
Knipp Dr, Jefferson City, Mo 65109 or email to both**

adj@movfw.org, hqangela@movfw.org

DEPARTMENT OF MISSOURI
VETERANS OF FOREIGN WARS
REPORT OF DISTRICT MEETING
(Completed by Dist-Commander)

DISTRICT # _____

Held its regular meeting on _____ **at** _____
(Date) (Location)

Total number of members present _____, number of guests, _____

Total number of District Officers present _____, absent/excused _____

Number of Post Commanders present _____

Post # of Commanders present:

Number of Posts represented (Commanders not present) _____

Post # of representatives present:

Number of Posts not represented _____

Post # of absentees:

Name of Department Officer assigned to attend: _____, present Y / N

Other guests present _____

Next District Meeting is scheduled for:

Date _____, Post # _____, Location _____, Time _____

Department Officer requested for next meeting:

1st choice: _____

2nd choice: _____

3rd choice: _____

(District Commander's Signature)

(District Adjutant's Signature)

*One copy to Department Headquarters: Mail – 3401 Knipp Dr. Jefferson City, MO 65109;
Email – adj@movfworg, hqangela@movfw.org. Keep one copy for the District file.*

**COUNCIL OF ADMINISTRATION
DISTRICT COMMANDER REPORT**

DISTRICT # _____

of Service Officer Events held _____

of Recruiting Events held _____

My goals for District are:

Goals I have achieved:

Special events being planned in District:

What is your District's greatest weakness?

What are you and your Posts doing to improve upon this weakness?

Is there anything Department can assist you with?

Commander's signature _____ Date _____

*****DISTRICT COMMANDER REPORT IS TURNED IN TO MISSOURI DEPARTMENT A MINIMUM OF ONE WEEK
PRIOR TO C OF A EVENTS*****

Email to hqangela@movfw.org and adj@movfw.org

**Post _____ to District Commander Missouri
Veterans of Foreign Wars
Activity Report To Be Presented At Each District Meeting**

Meeting Date _____ (Details includes Dates and Description of Activity)
Completed Key Events – List with Brief Detail

Planned Key Events – List in Brief Detail

Missouri Veteran Service Officer Fund Donation

Date _____ Amount _____

National Military and Veteran Support Program Donation

Date _____ Amount _____

Submitted by _____ Position _____

PATRIOT'S PEN



2025-2026 Theme

“How Are You Showing Patriotism And Support For Our Country?”

Student Entry Deadline: October 31, 2025

Patriotic Written Essay Competition Grand Prize: \$5,000 Award

What is the Patriot's Pen Program?

Conducted nationwide, this VFW-sponsored youth essay competition gives students an opportunity to write essays expressing their views on an annual patriotic theme.

We invite you to join the more than 60,000 students who participated last year in this contest.

Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, state and national level. Department (state) winners receive a portion of \$55,000 in national awards. National winners will receive at least \$500. **The first place national award is currently \$5,000.**

The Internal Revenue Service requires a recipient awarded more than \$599 be given Form 1099 identifying the proceeds as taxable income. This may require the winner to provide their social security number.

How Does the Contest Work?

All entries begin at the VFW Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the VFW Post. Individual students may submit their entry directly to the Post.

The contest consists of four levels. The first level (entry) is sponsored by VFW Posts. Post winners advance, one for every 15 entries, to the VFW District (regional) level where the one first place winner is advanced to the VFW Department (state) level. The first place winner at the Department level is then advanced into the VFW national competition.

Who Can Enter?

Patriot's Pen is open to 6th, 7th and 8th-grade students enrolled by the Oct. 31 deadline in public, private or parochial schools in the U.S., its territories or its possessions; or dependents of U.S. military or civilian personnel in overseas schools. Homeschooled students also are eligible. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application which has not been denied) and intend to become a U.S. citizen at the earliest opportunity allowed by law. (Foreign exchange students are ineligible.)

How Do I Get Started?

- Ask a teacher or youth group/club adult leader to supervise the Patriot's Pen writing contest.
- Contact a participating VFW Post and indicate your interest in participating.

- Establish a contact person who is a member of that VFW Post or its VFW Auxiliary.

- Make sure that your essay is submitted to the VFW Post before the contest deadline of Oct. 31, 2025. You can submit your essay and entry form by email upon the Post's approval. Entries sent to the VFW National Headquarters directly will be returned.

How Am I Judged?

Knowledge of the theme is worth 30 points:

You must show a thorough knowledge of the theme in your work. Demonstrate you have researched the issue extensively.

Theme development is worth 35 points:

Answer all relevant facts about the theme such as the who, what, where, when and why. Relate the theme to your own experiences.

Clarity of ideas is worth 35 points:

Write your essay in an easy-to-understand format. Leave your reader with a clear understanding of your explanation of the theme.

What Is the Theme?

The VFW Commander-in-Chief chooses the year's theme.

The 2025-2026 theme is:

“How Are You Showing Patriotism And Support For Our Country?”

Deadline Information.

To qualify, all entries must be submitted to a sponsoring VFW Post by midnight Oct. 31, 2025.

Note:

If you need help finding a participating VFW Post, follow these instructions:

First, visit vfw.org/FindaPost to “Find a VFW Post.”

If you don't have success in finding a Post, or if you have trouble contacting them, you can contact your VFW Department (state) headquarters office to see if they can offer any information or assistance. You can visit vfw.org/ContactUs to look for “Find a State Contact” to get your VFW state office's phone number and email.

**For assistance contact
the VFW National Headquarters
at 816.968.2787
Email: youthscholarships@vfw.org**

2025-2026 Official Entry Form Patriot's Pen Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

()
Phone Email

Date of Birth (mm/dd/yy) Grade in School Essay Word Count

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

(Required even if student is 18 or over)

Parent/Guardian Name (Printed)

Parent/Guardian Signature Date

()
Parent/Guardian's Daytime Phone

Parent/Guardian's Email

What Are the Rules?

- You must write your own essay.
- All essays should be typed in English with no color or graphics. 300 - 400 words in length (+ or - 5 word max). Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.
- In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on the essay. The entry form is your essays cover sheet. Secure the Official Student Entry Form with a staple or other fastener on top of your essay. Contestants are allowed to enter only once each year if otherwise eligible (one Post competition).
- The essay must be contestant's original work and a product of the contestant's own thinking. Inappropriate use of ChatGPT or other AI tools is not allowed. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's. Contestants will be judged on the basis of their essay alone and are not required to present the essay orally. All essays become the property of the Veterans of Foreign Wars. The VFW retains non-exclusive rights to the use of your essay and likeness in the promotion and execution of the organization's programs and activities.
- At any time during the contest additional participant personal information (i.e. SSN, photo, etc.) could be requested by the VFW.

I Have Read and Understand the Contest Rules

Signature of Student Participant

Date

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post level Patriot's Pen Competition.

Post Commander/Chairperson Signature Post#

VFW Auxiliary President/Chairperson Signature (If applicable)

Post Address

City, State, Zip

VFW Post Email

No. of participants No. of winners

Amt. of Post/Aux. scholarships awards \$

Amt. of Post/Aux. additional expenses (Banquet, Pins, etc.) \$

To Be Completed by the VFW District

I certify that the student named in the previous section is the duly selected winner of the Patriot's Pen Contest District Competition and is our sole entry into the Department.

District Chairperson Signature Dist. #

Address

City, State, Zip

()
Phone Email

To Be Completed by the VFW Department Chairperson

I certify that the student named in the previous section is the duly selected first place winner of the Patriot's Pen Department Competition and is our sole entry into the National Judging.

Department Chairperson Signature

()
Daytime Phone Email

The winner ☒ has been ☐ will be (check one) notified that they are the first place Department winner on .

Local VFW Post Information:

Contact: _____

Phone: _____ Best Time To Call: _____

Alternate Contact: _____

Phone: _____ Best Time To Call: _____



Revised 01/2024

Patriot Pen Post Awards Report Form

DISTRICT __, MISSOURI

[illegible]

2025-2026 Theme

“How Are You Showing Patriotism and Support for Our Country?”

Student Entry Deadline: Oct. 31, 2025

Patriotic Audio Essay Competition Grand Prize: \$35,000 Award

What is the Voice of Democracy Program?

Since 1947, the Voice of Democracy has been the Veterans of Foreign Wars' (VFW's) premier scholarship program. Each year, nearly 26,000 high school students compete for more than \$2 million in scholarships and incentives. Students compete by writing and recording an audio essay on an annual patriotic theme. This year's theme is, “How Are You Showing Patriotism and Support for Our Country?”

Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, state and national level. National winners will be notified of their scholarship & placement.

The Rules

Who can enter?

The Voice of Democracy is open to students in grades 9-12 by the Oct. 31 deadline who are enrolled in a public, private or parochial high school or home study program in the United States, its territories and possessions; or dependents of U.S. military or civilian personnel in overseas schools. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application for which has not been denied) and intend to become a U.S. citizen at the earliest opportunity allowed by law. Foreign exchange students, students age 20 or over, GED or Adult Education Students are ineligible.

What do I need to enter?

Record your original 3-5 minute (+ or - 5 second max.) audio essay on a flash drive, or other electronic device. You will submit the recording, typed essay and this completed entry form. Provide these items to your school/group competition or VFW Post for judging. In addition you can submit your emailed entry form, essay, and audio file to the VFW Post upon approval. You must be the sole author of your essay. Inappropriate use of ChatGPT or other AI tools is not allowed. The recording must be in your own voice and in English. Hearing/speech impaired students should email the Voice of Democracy National Office at youthscholarships@vfw.org for special instructions. No music, singing, poetry or sound effects are allowed. The body of the essay must not identify you in any way, (including, but not limited to your name, school, city, state, race or national origin) although the recording and typed essay should be labeled with your name, to show ownership.

Where Do I Submit My Entry?

All entries begin at the VFW Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the VFW Post. Individual students may submit their entry directly to the Post. Entries sent to VFW National will be returned. One winner for every 15 entries from each Post advances to District and one District winner advances to the state (Department) competition. If you need help finding a participating VFW Post, follow these instructions: First, visit this website vfw.org/FindaPost to “Find A VFW Post.” If you do not have success in finding a Post, or if you have trouble getting in touch with them, you can contact your VFW Department (state) office to see if they can offer any information or assistance. You can visit this link vfw.org/ContactUs and look for “Find a State Contact” to get your VFW state office's phone number and email. If you still need assistance, please email us at VFW National Headquarters at youthscholarships@vfw.org

What Is the Deadline for My Entry?

All entries competing at the Post level must be in the hands of that VFW Post by midnight, Oct. 31, 2025. It is the responsibility of the student to meet this deadline by submitting their entry to the proper location by ensuring it is a participating Post.

What Are the Judging Criteria?

Originality is worth 30 points:

Treatment of the theme should show imagination and human interest.

Content is worth 35 points:

Clearly express your ideas in an organized manner. Fully develop your theme and use transitions to move smoothly from one idea to another.

Delivery is worth 35 points:

Speak in a clear and credible manner.

2025-2026 Official Entry Form

Voice of Democracy Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

()

Phone

Email

Date of Birth (mm/dd/yy)

Grade in School

Age

Jacket Size

School Name, City, State

Teacher's Name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

(Required even if student is 18 or over)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

()

Parent/Guardian Daytime Phone

Parent/Guardian Email

Participant Agreement for Students Advancing to National Level

If selected as a first-place state winner, I have the consent of my parent/guardian and school to attend the Founding Forward Spirit of America Leadership trip to Valley Forge, Pennsylvania as a guest of the VFW National Organization. In consideration for permission to participate in the National Voice of Democracy Competition ("Competition") I do hereby, for myself, for my heirs, executors, administrators and assignees, waive, release and discharge all rights and claims which I have or which may hereafter accrue against the Veterans of Foreign Wars of the United States (VFW) and/or the Departments (state organizations) of the Veterans of Foreign Wars and their respective officers, agents, successors and assigns from any damages which may be sustained by me in connection with my participation in or association with the Competition and/or arising out of any travel related to the Competition. In the event of sickness, accident or injury in connection with the Competition, I consent to and accept the services of a duly licensed medical, surgical or dental specialist selected on my behalf and for such treatments, as they may deem necessary. I understand that VFW will not be liable for such treatment. I further understand that the Veterans of Foreign Wars of the United States retains non-exclusive rights to use my audio file, essay, name and likeness in the promotion and execution of the organization's programs and activities.

I Have Read and Understand the Rules and Participant Agreement

I certify that I am the sole author of the enclosed audio/essay entry and that I have not inappropriately used any AI tools or Chat GPT. I have only entered the competition once yearly if otherwise eligible. I understand that if it is found that I have entered any other Post's competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant

Date

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post level Voice of Democracy Competition.

Post Commander/Chairperson Signature

Post #

VFW Auxiliary President/Chairperson Signature (if applicable)

Post Address

City, State, Zip

VFW Post Email

No. of students participating

No. of winners advanced to District

Amt. of Post/Aux. scholarship awards \$

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$

To Be Completed by the VFW District

I certify that the student named in the previous section is the duly selected winner of the Voice of Democracy Contest District Competition and is our sole entry into the Departments.

District Chairperson Signature

Dist. #

Address

City, State, Zip

()

Phone

Email

To Be Completed by the VFW Department Chairperson

I certify that the student named in the previous section is the duly selected first place winner of the Voice of Democracy Department Competition and is our sole entry into the National Judging.

Department Chairperson Signature

()

Daytime Phone

Email

The winner ☐ has been ☐ will be (check one) notified that they are the first place Department winner on

For assistance contact:
816.968.2787
Email: youthscholarships@vfw.org

Local VFW Post Information:

Contact:

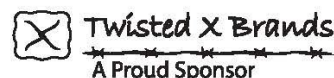
Phone:

Best Time To Call:

Alternate Contact:

Phone:

Best Time To Call:



Revised 0/2025

Voice of Democracy Post Awards Form

DISTRICT _____, MISSOURI

[illegible]



SMART/MAHER VFW NATIONAL CITIZENSHIP EDUCATION TEACHER AWARD CITATIONS FOR ELEMENTARY, MIDDLE AND HIGH SCHOOL TEACHERS AND THEIR SCHOOLS

Each year, the Veterans of Foreign Wars selects elementary, middle and high school teachers to participate in the Smart/Maher VFW National Citizenship Education Teacher program.

Effective this year, VFW Post Teacher Award Chairpersons may submit one candidate in each grade level to their District by November 15, if applicable, or to their **Department Headquarters by January 1**. The Department will select a single candidate in each grade level and submit them to **VFW National Headquarters by February 1 for national judging**. Department Teacher winners that are received at National Headquarters will receive a VFW National citation for both the winning teacher and their school.

NOTE: The only item the National VFW Programs Department requires is the completed “VFW Department Teacher Award Citation Request Form” located on the VFW website.

Simply visit vfw.org/#login, log in to My VFW, then look under Member Resources, click on VFW Training & Support, then click on Community Service & Youth Programs, then look under Additional Resources. The Teacher Entry form, Instruction sheet, Citation request form and Chairperson's Guide will be up on the VFW website in the near future.

Who Is Eligible?

1. Teachers who promote civic responsibility, flag etiquette and patriotism are prime candidates for this award. For example, do you know a teacher who plans field trips to city hall or organizes community volunteer projects? Maybe you know an instructor who invites veterans into the classroom to discuss their military experiences. Perhaps you are familiar with a teacher who fosters the development of democratic values and beliefs through special projects. If you know of such a teacher, honor him or her today.
2. All current certified/licensed teachers in grades K-12 are eligible. Previous national winners are ineligible. Nominations can be submitted by themselves, fellow teachers, supervisors, family members or other interested individuals.

Documentation Required for all Candidates:

1. All Post-level nominees should provide a one-page resume as a minimum or up to five pages as a maximum of documentation of their teaching experience (for example: references, news articles, etc.) and a head-and-shoulder photo of themselves, if available. These items will be forwarded on to the Department with the winning teacher entry form.

NATIONAL HEADQUARTERS

406 W. 54th Street
Kansas City, MO 64111
Office 816.756.3590
Fax 816.968.1157

WASHINGTON OFFICE

200 Maryland Ave., N.E.
Washington, D.C. 20002
Office 202.543.2259
Fax 202.543.6719

info@vfw.org
www.vfw.org

Teacher of the Year Post Awards Form

DISTRICT __, MISSOURI

[illegible]

ARTICLES OF INCORPORATION

DISTRICT # _____ Department of _____

VETERANS OF FOREIGN WARS OF THE UNITED STATES

In accordance with the provisions of the State of _____, relating to corporations not for profit, the undersigned persons do hereby constitute themselves into a non-profit corporation and adopt the following Articles of Incorporation in accordance with said Statutes.

ARTICLE I - NAME:

The name of this corporation shall be: District # _____ Department of _____, VETERANS OF FOREIGN WARS OF THE UNITED STATES, INC.

ARTICLE II - PURPOSES:

The general nature and purposes of this corporation shall be:

Fraternal, patriotic, historical, charitable and educational; to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead and to assist their widows and orphans; to maintain true allegiance to the government of the United States of America and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom and to preserve and defend the United States from all her enemies, whomsoever.

This incorporated subordinate unit of the VETERANS OF FOREIGN WARS OF THE UNITED STATES, shall at all times remain under the jurisdiction of, and be governed according to the Congressional Charter and By-Laws of the Veterans of Foreign Wars of the United States. In the event that any provision of this Certificate of Incorporation conflicts with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States, such conflicting provisions shall be deemed null and void, and the National Charter and By-Laws shall, at all times, govern.

ARTICLE III - MEMBERSHIP:

The active and voting membership of this corporation shall at all times consist of and be confined to the active membership in good standing in District # _____ Department of _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES, with eligibility to, acquiring of, suspension from, and discontinuance of membership being in accordance with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States.

ARTICLE IV - INCORPORATORS:

The names and residences of the incorporators of this Corporation are as follows:

District Commander:	_____	_____
	(Name)	(Address)
District Sr. Vice Commander:	_____	_____
	(Name)	(Address)
District Quartermaster:	_____	_____
	(Name)	(Address)

The Board of Directors shall manage the affairs of this Corporation and shall consist of the District Commander, the District Sr. Vice Commander, and the District Quartermaster, and they shall be elected at District Convention to be held during the month of _____ each and every year in accordance with the By-Laws of the Veterans of Foreign Wars of the United States. Actions of the Board of Directors as set forth herein shall be at all times subject to the approval of the District.

The names and addresses of the Officers of the District, who are to serve as Officers of the Corporation until their successors are duly elected and installed, are as follows:

District Quartermaster: _____,
 _____ (Name) _____ (Address)
 who shall serve as Treasurer.

District Commander: _____, Director
(Name) (Address)

District Sr. Vice Commander: _____, Director
(Name) (Address)

District Quartermaster: _____, Director
(Name) (Address)

By-Laws for this corporation may be made, altered, or rescinded after presentation to the District by any member in good standing and approved by a two-thirds (2/3) vote of the District Delegates present and in good standing at a District Convention. However, said By-Laws shall not conflict with the National Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States, nor shall they conflict with the By-Laws of the Department having jurisdiction and providing further a copy of same shall be forwarded, through channels, and reviewed by the Commander-in-Chief before becoming effective.

ARTICLE IX - AMENDMENTS TO ARTICLES OF INCORPORATION:

Amendments to these Articles of Incorporation may be made after presentation to the District by any member in good standing and approved by a two-thirds (2/3) vote of the District Delegates present and in good standing at a noticed meeting. However, said Amendments to the Articles of Incorporation shall be in accordance with the Laws of the State, and in accordance with the National Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States and further they shall be in accordance with the Department having jurisdiction and provided further a copy of same shall be forwarded, through channels, and reviewed by the Commander-in-Chief before becoming effective.

ARTICLE X - MISCELLANEOUS:

In the event of dissolution of this corporation all of the assets shall be the property of District # _____ Department of _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES and in the event of the simultaneous dissolution of this corporation and the forfeiture of the charter issued by the Veterans of Foreign Wars of the United States to said subordinate unit then, and in that event, title to all of the assets of this corporation shall pass to the Veterans of Foreign Wars of the United States to be disposed of in accordance with the National By-Laws, rules and regulations of the said Veterans of Foreign Wars of the United States. At no time shall the assets of the corporation be distributed among the individual members thereof.

ARTICLE XI - ADDRESS AND REGISTERED OFFICE AND AGENT:

The address of its initial Registered Office is _____
and the name of its initial Registered Agent is _____.
IN WITNESS WHEREOF we have hereunto set our hands and seals this _____ day of
_____, 20 _____. (All incorporators (Article IV), must sign and their signatures acknowledged).

_____ L.S.

_____ L.S.

_____ L.S.

ARTICLES OF INCORPORATION

OF

(Post Name) POST NO. _____

VETERANS OF FOREIGN WARS OF THE UNITED STATES

In accordance with the provisions of the state of _____, relating to corporations not for profit, the undersigned persons do hereby constitute themselves into a non-profit corporation and adopt the following Articles of Incorporation in accordance with said Statutes.

ARTICLE I - NAME:

The name of this corporation shall be _____ POST
(Post Name)

NO. _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES, INC.

ARTICLE II - PURPOSES:

The general nature and purposes of this corporation shall be:

Fraternal, patriotic, historical, charitable and educational; to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead and to assist their widows and orphans; to maintain true allegiance to the government of the United States of America and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom and to preserve and defend the United States from all her enemies, whomsoever.

This incorporated subordinate unit of the VETERANS OF FOREIGN WARS OF THE UNITED STATES, shall at all times remain under the jurisdiction of, and be governed according to the Congressional Charter and By-Laws of the Veterans of Foreign Wars of the United States. In the event that any provision of this Certificate of Incorporation conflicts with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States, such conflicting provisions shall be deemed null and void, and the National Charter and By-Laws shall, at all times, govern.

ARTICLE III - MEMBERSHIP:

The active and voting membership of this corporation shall at all times consist of and be confined to the active membership in good standing in _____ POST NO. _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES, with eligibility to, acquiring of, suspension from, and discontinuance of membership being in accordance with the National Charter and By-Laws of the Veterans of Foreign Wars of the United States.

ARTICLE IV - INCORPORATORS:

The names and residences of the incorporators of this Corporation are as follows:

Post Commander: _____
(Name) (Address)

Post Sr. Vice Commander: _____
(Name) (Address)

Post Quartermaster: _____
(Name) (Address)

ARTICLE V - MANAGEMENT & ELECTIONS:

The Board of Directors shall manage the affairs of this Corporation and shall consist of the Post Commander, the Post Sr. Vice Commander, and the Post Quartermaster, and they shall be elected at a regular meeting of the Post to be held during the month of April each and every year in accordance with the By-Laws of the Veterans of Foreign Wars of the United States. Actions of the Board of Directors as set forth herein shall be at all times subject to the approval of the Post.

ARTICLE VI - OFFICERS:

The names and addresses of the Officers of the Post who are to serve as Officers of the Corporation until their successors are duly elected and installed, are as follows:

Post Commander: _____,
(Name) (Address)
who shall serve as President.

Post Sr. Vice Commander: _____,
(Name) (Address)
who shall serve as Vice President.

Post Adjutant: _____,
(Name) (Address)
who shall serve as Secretary.

Post Quartermaster: _____,
(Name) (Address)
who shall serve as Treasurer.

All of the above shall be elected at a regular meeting of the Post to be held during the month of April of each and every year, except the Post Adjutant who shall be appointed by the Post Commander on the night of installation or as soon thereafter as possible.

ARTICLE VII - INITIAL BOARD OF DIRECTORS:

This corporation shall have not less than three (3) Directors and the initial Board of Directors shall be as follows:

Post Commander: _____, Director
(Name) (Address)
Post Sr. Vice Commander: _____, Director
(Name) (Address)
Post Quartermaster: _____, Director
(Name) (Address)

The above Directors shall serve until the next election of Post Officers during the month of April of each and every year and who, by virtue of their office, shall serve as Directors of the Corporation.

ARTICLE VIII - BY-LAWS:

By-Laws for this corporation may be made, altered, or rescinded after presentation to the Post by any member in good standing and approved by a two-thirds (2/3) vote of the Post Membership present and in good standing at a noticed meeting provided each member had been notified at least twenty (20) days in advance and upon request, provided a copy of the proposed By-Laws. However, said By-Laws shall not conflict with the National Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States, nor shall they conflict with the By-Laws of the Department having jurisdiction and providing further a copy of same shall be forwarded, through channels, and reviewed by the Commander-in-Chief before becoming effective.

ARTICLE IX - AMENDMENTS TO ARTICLES OF INCORPORATION:

Amendments to these Articles of Incorporation may be made after presentation to the Post by any member in good standing and approved by a two-thirds (2/3) vote of the Post Membership present and in good standing at a noticed meeting provided each member had been notified at least twenty (20) days in advance and upon request, provided a copy of the proposed amendments. However, said Amendments to the Articles of Incorporation shall be in accordance with the Laws of the State, and in accordance with the National Charter, By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States and further they shall be in accordance with the Department having jurisdiction and provided further a copy of same shall be forwarded, through channels, and reviewed by the Commander-in-Chief before becoming effective.

ARTICLE X - MISCELLANEOUS:

In the event of a dissolution of this corporation all of the assets shall be the property of _____ POST NO. _____ VETERANS OF FOREIGN WARS OF THE UNITED STATES and in the event of the simultaneous dissolution of this corporation and the forfeiture of the charter issued by the Veterans of Foreign Wars of the United States to said subordinate unit then, and in that event, title to all of the assets of this corporation shall pass to the Veterans of Foreign Wars of the United States to be disposed of in accordance with the National By-Laws, rules and regulations of the said Veterans of Foreign Wars of the United States. At no time shall the assets of the corporation be distributed among the individual members thereof.

ARTICLE XI - ADDRESS AND REGISTERED OFFICE AND AGENT:

The address of its initial Registered Office is _____
and the name of its initial Registered Agent is _____.

IN WITNESS WHEREOF we have hereunto set our hands and seals this _____ day of _____, 20____. (All incorporators (Article IV), must sign and their signatures acknowledged).

_____ L.S.

_____ L.S.

_____ L.S.

THIS IS A REFERRAL FORM, NOT A CLAIM FOR BENEFITS!



Department of Missouri Service Office

Veterans of Foreign Wars of the United States

The purpose of this form is to gather some basic information so we may evaluate your possibility to receive VA benefits. This information is held confidential and will not be released in any form or for any other use.

Please be thorough in the filling out of this form. (PLEASE PRINT)

Veteran's Name: _____ Birth Date: ____/____/____

Spouse's Name: _____ Birth Date: ____/____/____

Address: _____ City: _____ State: ____ Zip: _____

Phone: (____) _____ Best time to call: ____ AM ____ PM

Branch of Service: _____ Dates of Service: From: ____/____/____ To: ____/____/____

Registered in VA System: YES ☐ NO ☐

Email: _____

Service outside the USA: YES ☐ NO ☐ Country: _____ MOS _____

Medals or Decorations: _____

Combat Awards: Bronze Star/Higher ☐ Purple Heart ☐ Other: _____

Referred By: _____ Post #: _____

Phone: (____) _____ Date sent to Regional Office: _____

VSO OFFICE ONLY

Date Received: _____ Date Contacted: _____ Contacted By: _____

Please send this form to:

Veterans of Foreign Wars
3401 Knipp Dr
Jefferson City, MO 65109
Email: deptvso@movfw.org

Phone: 573-636-9998

V.F.W. Membership makes this service possible, if you are entitled to a FOREIGN SERVICE RIBBON, you belong in the VFW- Join today!

THIS IS A REFERRAL FORM, NOT A CLAIM FOR BENEFITS!

Revised 4.24.25



VFW Public Servant Award Citation Post Entry Form

NOTE: VFW Point of Contact should fill out their section below prior to distributing this form.
This will provide individuals from outside of the VFW with the needed information to submit their packets successfully.

To be filled out by VFW representative

Sponsoring VFW Post #: Sponsoring District #:

Date of Presentation: MM/DD/YY (if available)

VFW Post POC

Full Name:

Phone: Email:

Address: (where to mail entry)

City: State: Zip:

Individual Submitting Nomination

Full Name:

Phone: Email:

Nominee Information

Choose appropriate citation: (EMT, Firefighter or Law Enforcement)

Full Name: (please list as you wish it stated on the citation)

Gender:

Occupation Title: (if any) (please list as you wish it stated on the citation)

Employer Name: (please list as you wish it stated on the citation)

Address of Employer: (please list as you wish it stated on the citation)

City: State: Zip:

Employer Phone: Employer Email: (if available)

Please complete this form and submit to your local VFW Post using the information provided above. Ensure to include all required documentation that is outlined on the instructions sheet provided with this form. All post entries must be received by their **Department Headquarters no later than January 1st**. If you have any questions, please feel free to contact Tammy Beauchamp at 816-756-3390 x 6287, e-mail tbeauchamp@vfw.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY (i)						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$	
						\$	
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Appendix C

Department Awards

1. Department of Missouri Distinguished Community Service– Post
2. Department of Missouri Outstanding Veterans Service Award– Post

DEPARTMENT OF MISSOURI

DISTINGUISHED COMMUNITY SERVICE POST

AWARD

Each year the Department of Missouri selects six community service awards. Posts are divided and judged against Posts within their membership divisions as defined below.

<u>Division</u>	<u>Size of Post</u>
1	10 - 99 members
2	100 - 174 members
3	175 - 299 members
4	300 - 499 members
5	500 - 699 members
6	700 + members

Division judging is based on total volunteer hours and dollars reported per member through the online community service reports received through the Department website. The deadline to enter reports to be considered for this award is April 30, 2026. Total membership (including Auxiliaries) will be utilized for judging purposes.

The selected Post in each division will receive a Distinguished Community Service Post Plaque at the State Convention in June 2026.

DEPARTMENT OF MISSOURI OUTSTANDING VETERANS SERVICE POST AWARD

Posts will compete with Posts of similar size. Divisions for competition are as follows:

<u>Division</u>	<u>Size of Post</u>
1	10 - 99 members
2	100 - 174 members
3	175 - 299 members
4	300 - 499 members
5	500 - 699 members
6	700 + members

Division judging will be based on total volunteer hours and dollars per member reported on Online community service report forms received at Department Headquarters through April 30, 2026. Total membership (including Auxiliaries) will be utilized for judging purposes.

The top scoring Post in each division will receive a Distinguished Veterans Service Post Plaque at the State Convention in June 2026.

Department winners will be selected from division winners using the same criteria as described above.

Appendix D

Online Resources

VFW Department of Missouri Website

Department Email
General Orders
Program Information
Online reporting
Commonly Used Forms
Department Officers Directory

VFW National Website

Renew or upgrade membership
Memstats
Training and Support Guides and Videos
Promotional Tools
All-American Dashboard
Access KPI data
Action Center
Request a duplicate membership card
VFW Store

Appendix E

Department of Missouri By-Laws

**Changes to the Veterans of Foreign Wars,
Department of Missouri
By Laws (as adopted June 2023)**

Article 6 - Changed the last line of Eighth District to include the City of Bunker.

Article 6 – Removed the City of Bunker from the Eighteenth District.

Article 7 – Added Section 3 – The Department Council of Administration or Department Convention may allow delegates to participate in meetings using technology that allows participating members to communicate with each other simultaneously.

This brings the Department's use of Electronic Meetings into line with the National Bylaws.

BYLAWS FOR THE DEPARTMENT OF MISSOURI

Veterans of Foreign Wars of the United States

Revised June 2023

ARTICLE I NAMES AND JURISDICTION

Section 1. The subdivision of the Veterans of Foreign Wars of the United States shall be known as the Department of Missouri, Veterans of Foreign Wars of the United States.

Section 2. The jurisdiction of this Department shall conform to territorial limits of the State of Missouri.

Section 3. The Headquarters of the Department of Missouri, Veterans of Foreign Wars shall be situated in Jefferson City, Missouri.

ARTICLE II OBJECTS

Section 1. The objects of this Department are fraternal, patriotic, historical, charitable and educational; to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead, and to assist their surviving spouses and orphans; to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all enemies.

ARTICLE III AUTHORITY

Section 1. The supreme power of this Department shall be vested in the National Convention of the Veterans of Foreign Wars of the United States; and the Department shall at all times be governed by the Congressional Charter and Bylaws adopted by said National Convention, mandates of the National Council of Administration, and orders of the Commander in Chief.

Section 2. The Department shall be governed by a Department Convention, subordinate to the National Convention and lawful orders of the Department Council of Administration and/or the Department Commander.

ARTICLE IV DEPARTMENT CONVENTION

Section 1. The Department Convention shall be composed by those specified in Article V, Section 504 of the National Bylaws.

Section 2. The delegate strength of each Post to the Department Convention shall be one (1) delegate for each thirty (30) members or a fraction thereof in good standing in the Post as of March 31st of current membership year.

Section 3. The stated meeting of the Department Convention shall be held annually as described in Section 503 of the National Bylaws. Not earlier than ninety (90) days prior to the convening of the National Convention and shall be concluded no less than thirty (30) days prior to the convening of the National Convention, at such time and place determined previously by a Department Convention.

Section 4. No proposed site for a Department Convention shall be considered by any Department Convention unless the facilities of the proposed site have first been thoroughly investigated with said investigation to be in compliance with instructions issued by the Department Commander. Deadline for the submission of bids for a Department Convention shall be March 15th prior to the Convention at which said bid is to be considered. In the event no bid is submitted by March 15th, the deadline on which the first bid for the designated Convention is received will govern. In the case more than one bid is received on the same day, all bids received that day shall be considered.

ARTICLE V OFFICERS

Section 1. The elected and appointed officers of the Department shall be those prescribed by the National Bylaws and as the Department Bylaws may hereafter provide.

Section 2. The elected officers of the Department shall be Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Chaplain, Judge Advocate and Surgeon.

Section 3. The duties and term of officers of the Department shall be those prescribed by the National Bylaws and as the Department Convention may direct.

Section 4. In addition to the duties of the Department Officers prescribed in the National Bylaws, the following officers are charged with the following specified duties and responsibilities:

A. The Department Commander shall be required to obtain an Audit Report from an independent firm of Certified Public Accountants of the Department Quartermaster's record covering receipts and disbursements of Department Funds for the previous fiscal year or for the period since the last audit by Certified Public Accountants. A copy of this report shall be submitted to the Department Council of Administration following the completion of the annual audit.

B. The Department Quartermaster shall be responsible for all financial matters, property and equipment for the Department of Missouri.

C. The Department Adjutant shall be responsible for administrative matters and for all communications between National Headquarters, District, Councils, Posts, Officers and members within the Department to include communications with other Departments and Veterans Organizations.

ARTICLE VI DEPARTMENT DISTRICTS

Section 1. The Department of Missouri in accordance with the provisions of the National Bylaws, shall be divided into thirteen (13) Districts. Charters of said Districts shall be granted by the Department Convention, signed by the Department Commander and counter signed by the Department Adjutant, on forms furnished at no expense by the Adjutant General. No District shall be recognized or function as such, unless acting under a legal and un-forfeited Charter.

FIRST DISTRICT: The counties of Caldwell, Carroll, Chariton, Daviess, Grundy, Harrison, Linn, Livingston, Mercer, Putman, Ray and Sullivan.

SECOND DISTRICT: The Counties of Boone, Camden, Cole, Cooper, Dent, Maries, Miller, Moniteau, Morgan, Osage, Phelps, Pulaski, Howard and Randolph.

THIRD DISTRICT: The Counties of Andrew, Atchison, Buchanan, Clay, Clinton, DeKalb, Gentry, Holt, Nodaway, Platte and Worth.

FIFTH DISTRICT: The County of Jackson (including Kansas City), as those limits existed January 1,

2004.

SIXTH DISTRICT: The Counties of Bates, Benton, Cass, Henry, Johnson, Lafayette, Pettis, St. Clair and Saline.

SEVENTH DISTRICT: The Counties of Barry, Barton, Cedar, Dade, Jasper, Lawrence, McDonald, Newton and Vernon.

EIGHTH DISTRICT: The Counties of Crawford, Iron, Jefferson, Madison, Perry, Reynolds, Ste. Genevieve, St. Francois, Washington, and the City of Bunker.

NINTH DISTRICT: The Counties of Audrain (west of Hwy No. 19), Callaway, Franklin, Gasconade, Lincoln, Montgomery, St. Charles and Warren.

TWELFTH DISTRICT: The County of St. Louis including that part of the State of Missouri within the limits of the City of St. Louis as those limits existed June 23, 1974.

FOURTEENTH DISTRICT: The Counties of Christian, Dallas, Green, Hickory, Polk, Stone, Taney and Webster.

FIFTEENTH DISTRICT: The Counties of Bollinger, Butler, Cape Girardeau, Dunklin, Mississippi, New Madrid, Pemiscot, Ripley, Scott, Stoddard and Wayne.

SEVENTEENTH DISTRICT: The Counties of Adair, Audrain (east of Hwy No. 19) Clark, Knox, Lewis, Macon, Marion, Monroe, Pike, Rails, Schuyler, Scotland and Shelby.

EIGHTEENTH DISTRICT: The Counties of Carter, Douglas, Howell, Laclede, Oregon, Ozark, Shannon, Texas, and Wright.

Section 2. The districts shall function as provided in the National Congressional Charter and Bylaws and Manual of Procedure, except:

A. At least four (4) District Meetings shall be held each fiscal year by Districts for the purpose of promoting schools of instruction for Post Officers and for the discussion of problems affecting the welfare of the Veterans of Foreign Wars within the District.

B. District boundaries shall be determined by majority vote of the member delegates of the Department of Missouri, at its annual convention. District boundaries shall be determined by transportation arteries or other topographical features, and may be changed from time to time based on geographical and demographic locations of Posts and their membership within the Department of Missouri, Veterans of Foreign Wars.

ARTICLE VII DEPARTMENT COUNCIL OF ADMINISTRATION

Section 1. The Department Council of Administration shall consist of the Department Commander, Senior Vice-Commander, Junior Vice-Commander, Adjutant, Quartermaster, Judge Advocate, Chief of Staff, Inspector, Surgeon, Chaplain, thirteen (13) District Commanders and the retiring Department Commander.

Section 2. The Department Council of Administration shall meet in regular session not less than two (2) times each year in addition to a meeting to be held before the Department Convention and at such other times as directed by the Department Commander or by the Council. The time and place of meetings shall be at the direction of the Department Commander, unless otherwise specified by the Council.

Section 3. The Department Council of Administration or Department Convention may allow Delegates to participate in meetings using technology that allows participating members to communicate with each other simultaneously.
This brings the Department's use of Electronic Meetings into line with the National Bylaws

ARTICLE VIII DEPARTMENT CONVENTION REPORTS AND RESOLUTIONS

Section 1. At each Annual Convention and Council of Administration meetings, all Department Officers and all Committee Chairmen shall submit their written reports.

Section 2. If any Officer or Committee Chairman submits a report containing any specific recommendation, a resolution covering such specific recommendation shall be submitted therewith.

Section 3. All resolutions except as provided in Section 4 hereof shall be prepared in quadruplicate and shall be in the hands of the Department Adjutant thirty (30) days prior to the convening of the Department Convention. All such resolutions shall be referred by the Department Commander to the appropriate committee for study and recommendations to the Convention body.

Section 4. Resolution of appreciation, sympathy and condolence may be presented at any time during the Department Convention.

Section 5. All resolutions, other than resolutions of appreciation, sympathy and condolence, presented after the convening of the Department Convention must have the unanimous approval of the Department Convention in regular session before any such resolution may be considered by the appropriate committee.

ARTICLE IX DEPARTMENT TAX AND FINANCE

Section 1. The Department Per Capita Tax (Department Dues) shall be Ten Dollars (\$10.00) per annum on each and every member in good standing except Life Members. Membership funds received by the Department shall be allocated to categories within the Department budget as approved by the Department Council of Administration.

Section 2. Not later than fifteen (15) days before the convening of the Department Convention, a delegate registration fee of six dollars (\$6.00) shall be paid by each Post to the Department in accordance with the National Bylaws, for each and every delegate to which the Post shall be entitled.

Section 3. Any monies or other things of value (in excess of the actual expenses incurred by the Department) realized from the Department Convention, shall revert to the Department's General Fund.

Section 4. All Department officials handling monies of the Veterans of Foreign Wars of the United States shall be bonded with a good and solvent indemnity company, as surety, in a sum at least equal to the average amount of funds and/or the value of property for which, so far as can be anticipated, he/she may be accountable during the year. In case of delinquencies due Department Headquarters, action shall be taken at once by the proper officials to bring about a speedy and complete settlement. The bond (or bonds) of all Department Officers shall be approved by the

Department Judge Advocate and the Department Council of Administration.

Section 5. The Financial Report, complete in every detail, shall be prepared by the Department Quartermaster as of the last day of the month following each annual Department Convention and shall be certified by an outside firm of Certified Public Accountants.

Section 6. All profits from the sale of Poppies shall be credited to the Department Veterans Service Fund.

ARTICLE X PUBLICATION AND OFFICIAL NOTICES

Section 1. The VFW Department of Missouri website is declared to be the official publication of the Department of Missouri, Veterans of Foreign Wars of the United States.

Section 2. General Orders of the Department Commander and official notice of the Department posted on the VFW Department of Missouri website or emailed to official emails shall be full and lawful notice to all officers and members of the Department for all purposes.

ARTICLE XI AMENDMENTS

Section 1. These Bylaws may be amended or altered only by the Department Convention and then only by a vote in favor thereof by two-thirds (2/3) of the votes cast at a stated meeting thereof; provided however, that such amendment have been forwarded, through channels, have been approved and have been proposed by a Post, District or Department or have been recommended by a National Officer and written notice thereof, together with a copy of the proposed amendment, has been given each Post, District Commanders, and Department Officers by the Department Adjutant at least fifteen (15) days before the assembling of the Department Convention. No amendment shall be effective until same has been reviewed by the Commander-in-Chief.

Section 2. All Bylaws heretofore enacted and not embodied in these Bylaws are hereby repealed.

Section 3. Wherever these Bylaws or subsequent amendments may be found to be in conflict with the present or any future National Bylaws the later shall prevail and be binding upon this Department as though written herein.

ARTICLE XII POST CONSOLIDATIONS

Section 1. Two or more Posts in the Department of Missouri, Veterans of Foreign Wars may consolidate as provided for in Section 209 of the National Bylaws and Manual of Procedure.

Approved at the Department Convention on June 8, 2023.

Approved: _____
State Commander

Attested to: _____
Adjutant



REVIEWED
FOR THE COMMANDER-IN-CHIEF
Brian Walker
ASSISTANT ADJUTANT GENERAL

BY *[Signature]*, DIRECTOR
ADMINISTRATIVE OPERATIONS

REVIEWED
By Administrative Operations at 8:51 am, Aug 17, 2023

RECORD RETENTION GUIDE

RECORD NAME	RETENTION PERIOD	RECORD NAME	RETENTION PERIOD
Accounts payable invoices	3 years	Election of Officer Reports	5 years
Accounts payable ledger	Continuing record	Employee Records	4 years
Accounts receivable ledger	5 years	Employee Contracts	6 yrs after termination
Annual financial reports	Permanent	Employee Withholding	4 years
Annuity & Deferred payments plans	Continuing record	Employee Accident Reports	30 years after settlement
Audit reports, annual	10 years	Employee insurance record	11 yrs after termination
Audit reports, periodic	2 years	Employee Termination	5 years
Audit Work papers	3 years	Entertainment, gift & gratuity records	3 years
Balance sheets	Permanent	Expense Vouchers	3 years
Bank deposit slips	3 years	Fidelity bonds	3 yrs after termination
Bank statements	3 years	Financial reports, periodic	2 years
Bills of Lading	2 years	Financial reports, annual	Permanent
Bonds—Fidelity	3 years after termination	Freight Bills	3 years
Bonds—Surety	3 years after termination	Freight claims	2 years
Budgets	3 years	Garnishments	5 years
By-Laws	Until Superseded	General Ledger	Permanent
Cancelled checks	3 years	Income Statements, annual	Permanent
Cash receipt records	7 years	Income Statements, periodic	2 years
Certified Annual Financial Statements	Permanent	Incorporation Papers	Permanent
Community Activity Reports	3 years	Inspection Reports	3 years
Contracts	Permanent	Insurance records, general	Policy expiration
Correspondence, executive	10 years	Inventory records	Permanent
Correspondence, general	5 years	Labor Cost Records	3 years
Depreciation schedules	Permanent	Lease Records	3 yrs after Termination

RECORD RETENTION GUIDE

Record	Retention	Record	Retention
Membership Applications	Permanent *2	Postal records	1 yr after end of fiscal yr
Membership Roster	5 years	Property records	Permanent
Minutes of Post Meetings	5 years * 1	Quartermaster Report	5 years *3
Payroll register	3 years	Shipping & Receiving Docs	2 years
Periodic Financial Reports	2 years	Tax Records	Permanent
Petty Cash Records	3 years		

*1 In some instances, it may be advisable to retain the minutes of Post meetings when those minutes contain policy decisions. Normally, however, those policy decisions would have been incorporated into the Post By-Laws, and the minutes would only be of minor historical significance.

*2 Membership applications should be retained as a permanent record to aid in establishing length of membership, original eligibility, and other items of historical value.

*3 Monthly Quartermaster reports usually prove to be "dead files" once the quarterly and annual audit reports are completed. However, it is recommended that they be retained for a period of five years, should a detailed reconstruction of the Post's financial situation be required by an auditor or IRS.

in Obviously, the foregoing list is not all-encompassing, nor is it intended to be. A good rule of thumb determining what files and records to keep is that if the file or record has no financial or historical significance, then it is probably time to dispose of it.

[illegible]

Planning Calendar Department of MO VFW

Schedule of VFW Meetings and Events

2025

June 28	National Home 100th Anniversary Celebration Eaton, MI
Aug 9-14	National Convention Columbus, OH
October 10-12	Fall C of A (Homecoming Banquet) The Resort at Lake of the Ozarks 3076 Bagnell Dam Blvd Lake Ozark, MO 65049
October 17-19	Big Ten Conference Bettendorf, IA

2026

Feb 20-22	Winter C of A, VOD & PP, & Teacher Awards Banquet The Resort at Lake of the Ozarks 3076 Bagnell Dam Blvd Lake Ozark, MO 65049
Feb 28- March 5	Washington Conference Washington, DC
May 30	District Commander SOI State Headquarters 3401 Knipp Dr Jefferson City, MO 65109
June 11 -14	State Convention Oasis Hotel and Convention Center Springfield, MO
Oct 9-10	Fall C of A (Homecoming Banquet) Lodge of Four Seasons 315 Four Seasons Dr Lake Ozark, MO 6504