

# District/Post Commander

## Handbook

**2023 - 2024**



**Department of Missouri Veterans  
of Foreign Wars**

# TABLE OF CONTENTS

<b>MATERIAL</b>	<b>PAGE</b>
Purpose and Objectives.....	4
Commander Expectations.....	5
Leadership.....	6
Post All State Requirements.....	7-9
District All State Requirements.....	10
All State Awards.....	11
National Membership Program.....	13-24
Department Membership Program.....	25-28
Reporting– The Basics & Who to Contact.....	29-30
Service Officer Program.....	31
Chaplain Duties.....	32
Roadway to Success.....	33-34
Duties of Chairmen and Committees.....	35-36
Department Webmail.....	37
District Meeting Disciplinary Action Procedure.....	38
Basics of Parliamentary Procedure.....	30-42
Post Meeting Script.....	43-46
District Meeting Script.....	47-50
Trustee’s Report of Audit.....	52
Poppy Order Form.....	53-54
Officer/Change Correction Form.....	55
District Commander Post Visit Report.....	56
District Commanders Report of District Meeting.....	57

# CONTINUED TABLE OF CONTENTS

MATERIAL	PAGE
District Commanders Report for C of A.....	58
Post Commanders Report (Take to District Meeting).....	59
Patriots Pen Forms.....	50-62
Voice of Democracy Forms.....	63-65
Teacher of the Year Forms.....	66-67
Articles of Incorporation.....	68-74
Veterans Service Referral Form.....	75
Post Special Project Award.....	77-78
Fred C. Hall Memorial Outstanding Post Special Project Award.....	79
Distinguished Community Service Post.....	80
Outstanding Veterans Service Post Award.....	81
Department Bylaws.....	83-88
Record Retention Guide.....	89-91
Department of Missouri Future Meetings.....	Back Cover

# SCHOOL OF INSTRUCTION

## Purpose/Objectives:

- Provide Commanders with a clear explanation of their duties and responsibilities.
- Discuss Department and National objectives for the 2023-2024 year.
- Explain requirements of all VFW Programs and expectations for Program Chairmen.
- Provide Commanders with the tools to ensure a successful year.

# Commander Expectations 2023-2024

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 phone number so if denied you can be called.
11. Be visible in your community. This visibly includes – but is not limited – POW-MIA awareness, Memorial Day services, Flag Day recognition, and Veterans' Day remembrances and 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.
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

As you demonstrate leadership, consider which of the above categories best suits the situation, follow your guides (e.g., General orders, By-laws, SOP), and know your limitations. If you can find a balance in these areas, your year is likely to be an enjoyable one.

*“When placed in command, take charge.”*

*~ Norman Schwarzkopf*

# 2023 –2024 Department of Missouri Post All State Requirements

## Ongoing Goals:

1. Your Post must reach 100% of last year's July 1<sup>st</sup> membership no later than June 30, 2024.
2. All Trustees' Reports of Audit reports 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, FAX: 573-636-2664 or email: [adj@movfw.org](mailto:adj@movfw.org); [hqangela@movfw.org](mailto:hqangela@movfw.org).**

Any Post making All-State by April 30, 2024 will be recognized at the State Convention in June, all others after that will be recognized at the Fall Convention.

## Inspection Related Goals:

3. Post Quartermaster must be bonded in accordance with Section 703 of the National By-Laws.
4. 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.
5. 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 and sent to State Headquarters. (If applicable).
6. Your Post must have the Post Website, or any other social media sites (i.e., Facebook, Twitter, LinkedIn) updated with the names and contact information of its current Commander, Quartermaster, and Post Service Officer.
7. The Post must have their email set up through the Department designated email (movfw.org).

## Event Specific Goals:

8. The Post Commander **must** have attended a District or Department School of Instruction and all District meetings **-OR-** have a designated Representative at all District meetings. Only the State Commander can excuse the absence of an entire Post from a District meeting. Excusal must be requested prior to the meeting.
9. Your Post must have two (2) 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.

# Cont. 2023 –2024 Department of Missouri Post

## All-State Requirements

10. Your Post must hold two **(2)** Veteran Service Officer events. These events must be reported using the online reporting system. Posts can hold events together; however, representatives from each Post must be present at the event.  
To meet this criteria, it **MUST** be advertised that a Veteran Service Information officer is present, and entered on your online report.

11. Your Post must hold two **(2)** 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

12. Your Post must have two **(2)** Legislative Activities.

- State, attend MAVO meetings, Rallies at the Capitol, talk 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.

13. Your Post must have two **(2)** 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

14. Post must have at least two **(2)** 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                  | k. Participate in Patriot's Pen           |
| b. Tree Planting Program              | l. Participate in Voice of Democracy      |
| c. Community Blood Drive              | m. Participate in Teacher Entry           |
| d. Community CPR Class                | n. Sponsor Youth Contests/Special Events  |
| e. Recycle Program                    | o. Achievement Awards Community/          |
| f. Adopt a Highway Program            | p. Recognize Public Employees             |
| g. Youth or Hunter Safety Program     | q. Donate Hall to Non Profit Organization |
| h. Drug Awareness Program             | r. Sport/Athletic Sponsorship             |
| i. Community Emergency Assistance     | s. Scouting Organization Support          |
| j. Volunteer in Schools and Community |   |



# Cont. 2023 –2024 Department of Missouri Post All-State Requirements

15. Your Post must have two (2) Veterans Assistance, the following will meet that 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

## **Funding Related Goals:**

16. Your Post must make a donation to the Veterans Service Officer Program. The check goes to the Department Quartermaster, 3401 Knipp Drive, Jefferson City, MO. 65109. Notate in the memo field on the check, “Missouri Veterans Service Officer Program Donation.” No later than April 30, 2024
17. Your Post must sponsor both school programs: Voice of Democracy, and Patriot Pen award. Each must be entered to the District for judging.
18. Your Post must make a donation to the Veteran and Military Support (i.e., Military Assistance Program, Operation Uplink, or Unmet Needs).

**Please NOTE:** To make All American donation must be a minimum of \$100.00

This check must be sent directly to **VFW National Headquarters, c/o Military Assistance Program, 406 West 34th Street, Kansas City, Mo. 64111-2736. Notate in the memo field on check: “Veterans and Military Support Donation”. No later than April 30, 2024. DO NOT SEND TO STATE HEADQUARTERS.**

19. **\*\*\*NEW REQUIREMENT\*\*\*** Your Post must have two (2) buddy poppy drives.

Examples Below:

Set up a table at Wal-Mart, Local Grocery Stores, if you have bingo at your post you can set up a Container there for donations, or other fundraising events.

20. 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** be sent to Department by April 30, 2024.

**Dept of MO VFW**

**EMAIL: [adj@movfw.org](mailto:adj@movfw.org); [hqangela@movfw.org](mailto:hqangela@movfw.org)**

**3401 Knipp Drive**

**Jefferson City, MO 65109**

**\*\*PLEASE NOTE:** Several items can be done to get credit for multiple requirements.

Example: Flag disposal ceremony can be Americanism and Community activities.\*\*

## 2023-2024 Department of Missouri District

### All-State Program

The 2023-2024 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, 2024 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 98% or better in member percentage by June 30, 2024.
2. The Commander must attend a Department School of Instructions.
3. The Commander must hold a District School of Instruction.
4. All District Trustees Reports must be submitted to Department within 30 days following the end of the observed quarter.
5. District meeting reports must be submitted to Department within 30 days after the held meeting.
6. The Commander must complete all Post visits and submit corresponding reports by December 31, 2023.
7. The District must submit an entry to Department Chairman for Voice of Democracy, Patriot's Pen, (**Scott Huffman**) and Teacher/Americanism (**Jerry Youngblood**) of the December 15, 2023 for judging. The chairman's address's are found in the **Department roster**.
8. The District must make a donation of a minimum \$100 to the National Veterans and Military support Program (VMS). The check must be sent to the following address,  
**DO NOT MAIL TO DEPARTMENT:**  
  
**VFW National Headquarters**  
**c/o Veterans and Military Serve Program**  
**406 West 34th Street**  
**Kansas City, MO 64111-2736**
9. The District must have 100% of its posts report in a minimum of two (**2**) community involvement, Americanism, Veterans Service, POW/MIA, VSO, Legislative, and Recruiting.
10. All posts within a District must have an active, updated website.
11. The District must have a National Home chairman and must have at least one of it's members go on the National Home Trip.
12. The Commander must designate a District recruiter. The recruiter's name **MUST** be submitted to the Department recruiter.

# 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, 2023 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, 2023 will receive a 100% Membership Shirt and a very Special Award from the Department Commander.

# notes

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

# **VFW National Membership Program**

**MEET THE CHALLENGE**



**2023-2024**

**Duane T. Sarmiento  
Commander-in-Chief**

Updated: April 10, 2023

## Table of Contents

Membership Mission .....	3
Introduction .....	3
Membership Goals.....	4
Membership Objectives.....	4
Membership Resources .....	4
Triple Crown Award .....	5
Recruiting Awards.....	5
Department “102 Percent” Incentive .....	5
Early Bird Award—VFW Legislative Conference .....	5
Post Commander and Quartermaster – New & Reinstated Member Award.....	6
Meeting the Challenge Award .....	6
102% Post, District & Department.....	6
102% Commander Drawing .....	6
Post Commander and Quartermaster Division Challenge .....	6
Legacy Life Membership Acquisition .....	6
Top Department Recruiter .....	7
Elite Recruiter.....	7
Recruiter of the Year.....	7
New Post Development and Post Revitalization Department Award .....	7
All-American Criteria.....	8
All-American Post Criteria.....	8
All-American Post Award .....	8
All-American District Criteria .....	9
All-American District Award.....	9
All-American Department Criteria .....	10
All-American Department Award .....	11
Conference Membership Award.....	11
Post Membership Divisions and Minimum Qualifying Percentages.....	11
District Membership Divisions and Minimum Qualifying Percentages .....	12
Important Notes.....	12
Recruiter Awards .....	13

## **Membership Mission**

To recruit, retain and mentor a stable membership base including all generations of veterans. To cultivate a membership that is well versed in institutional knowledge and actively involved at all levels of the organization and in the local community. To establish Posts with an established vision of service, leadership, and community outreach.

## **Introduction**

Today, the Veterans of Foreign Wars is 124 years old. During those years, we have had WWI, WWII, Korean, Vietnam, and other veterans joining en masse. Today, however, we have lost many of these honorable men and women. As history has proven, the Post-9/11 veterans will join our organization like others have when they are ready, however usually not until their kids grow or their retirements are in place.

We must not stereotype any of our future members regardless of sex, color, or personal beliefs. If a member qualifies, bring them in. The only way to make this success permanent is to retain those members, recover past members, and continue to recruit new veterans into our ranks. There are still many veterans eligible to join and at all ages. However, our focus needs to be on our Post-9/11 veterans, for they will be our future.

You might ask, how do we build our organization? It's simple, leadership by example. If you are a Commander of a Post, District, Department, or the National Commander, then get out there and recruit members yourself and show your team that if you can do it, so can they. A good way to do this is to improve the way we communicate with our members at all levels of the organization. Posts, Districts, Departments, and our National Officers need to use all methods available to convey information for news and training to our membership through newsletters, emails, social media, recruiting booths and outreach teams.

We need to know who our members are and how we can address their needs and concerns. It's time to step it up and recruit Post-9/11 veterans. Each of us needs to do our part and recruit at least one new member. Think about it. If we all recruit one each, we would show substantial growth in membership in just one year.

## **Membership Goals**

1. Build a strong organization through recruiting new members while retaining our current membership, creating a solid baseline for the future.
2. Work together to achieve VFW's goals. The VFW National Headquarters staff is available to assist in coordinating programs, developing membership initiatives, and building awareness among our membership and the entire veteran community.

## **Membership Objectives**

- Achieve 102% in Membership
- For everyone to recruit at least one new member and then mentor that member.
- Increase membership drives and/or events.
- Develop new Posts and/or revitalize existing Posts.
- Increase Life Membership and Legacy Life Membership

## **Membership Resources**

In order to assist our Posts, Districts, and Departments in meeting the goals set out by the Commander-in-Chief in this membership program, the National Headquarters has a wealth of resources at your disposal. Many of those are available free of charge to our members.

- Membership materials ranging from applications, recruiting brochures, posters, and benefits brochures can be ordered directly from the Membership Department using the Membership Order Form (located under Membership Quick Links once you log into [vfw.org](http://vfw.org) )
- Resources for Post Development, Membership Campaigns, and Mentorship such as training guides, videos, and webinars are available in the Training & Support section on [vfw.org](http://vfw.org)
- Promotional tools such as radio spots, sample advertisements, public service announcements, and media kits are all available through the Media Room on [vfw.org](http://vfw.org)

See the trend? Just about anything you will need is at [vfw.org](http://vfw.org), check it out.



The VFW National Headquarters staff is ready and trained to answer any questions you may have concerning membership, VFW programs, or other issues. You can contact our **Member Service Center directly at 1.833.VFW.VETS**, or the **Membership Department at 1.888.JOIN.VFW**.

### **Triple Crown Award**

Any commander who achieves All-American at the Post, District and Department level will receive a Triple Crown pin and recognition at the National Convention.

### **Recruiting Awards**

- **1,5, 10, 15** Corresponding numbered member pin
- **25** CIC coin and Citation
- **50** National Aide-De-Camp cap and Citation
- **75** CIC Medallion Set
- **100** Century cap or \$50 VFW Store credit & Citation
- **150** CIC Custom Desk Name Plate

### **Department “102 Percent” Incentive**

Any Department that attains 102% in membership by close of business on June 30th, 2024, will be entered into a random drawing. The commander and quartermaster that is selected will each receive:

- **\$2500 voucher through Veterans Travel Services (VTS) applied towards airfare, accommodations, and transportation for a trip of their choice.**

### **Early Bird Award—VFW Legislative Conference**

The top three Post commanders and quartermasters in each division on Jan. 1, 2024, will receive:

- **A \$1,000 stipend to be used toward attending the VFW Legislative Conference, Washington D.C.**

### **Post Commander and Quartermaster – New & Reinstated Member Award**

The top 10 Post commanders and quartermasters in each division who report more than 50 new and/or reinstated members by Jan. 1, 2024, will each be awarded:

- **A travel charger with the official VFW Commander-in-Chief logo.**

### **Meeting the Challenge Award**

The top two Post commanders and the top two District commanders in each division who achieve 102% membership by April 1, 2024, will each be awarded:

- **Five-night hotel accommodation at the National Convention.**

### **102% Post, District & Department**

A distinctive streamer will be awarded to every Post, District and State/Department that achieves 102% or greater in membership before July 1, 2024.

### **102% Commander Drawing**

Each Post and District commander that exceeds 102% in membership by June 1, 2024, will receive an entry in this drawing. Twenty Post commanders and Twelve District commanders will receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**

### **Post Commander and Quartermaster Division Challenge**

For every 10 new/reinstated members recruited between July 1, 2023, and April 1, 2024, Posts will earn one entry for both Post commander and quartermaster entered into a drawing. One Post per division will receive:

- **A \$1,000 stipend each for commander and quartermaster to be used toward attending the VFW National Convention.**

### **Legacy Life Membership Acquisition**

Each Post that achieves the designated benchmarks of 25, 50 and 75 Legacy Life Members will be awarded:

- **A Legacy Society Post Proclamation.**

Each Post that achieves the distinctive benchmark of 100 Legacy Life members by July 1, 2024, commander or Post representative will receive:

- A \$1,000 stipend to be used toward attending the VFW National Convention.
- Reserved seating at the VFW National Convention joint opening session.
- Legacy Society Post Proclamation.

#### **Top Department Recruiter**

The top Recruiter in every Department on July 1, 2024, will receive:

- Engraved Navy Cutlass

**Note:** Minimum of 25 new/reinstated members required to win this award.

#### **Elite Recruiter**

Any VFW member who signs up 250 or more new and/or reinstated members by July 1, 2024, will receive:

- A \$1,000 stipend to be used toward attending the VFW National Convention.
- Distinctive cap, citation, and name badge.

#### **Recruiter of the Year**

The VFW member who signs up the greatest number of new and/or reinstated members greater than 250 by July 1, 2024, will receive:

- A \$1,000 stipend to be used toward attending the VFW National Convention.
- Reserved seating at the VFW National Convention joint opening session.
- Distinctive cap, citation, and name badge.
- Commander-in-Chief's Crystal Eagle.

#### **New Post Development and Post Revitalization Department Award**

- For each new Post chartered, and/or revitalized, the Department Quartermaster will receive:

- A \$250 credit from the VFW Store to be used towards necessary materials for the new Post.

## **All-American Criteria**

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

### **All-American Post Criteria**

- Membership must be at least 102%
- Must conduct two Membership recruiting events, submit reports through All-American Dashboard
- Post-Election Report must be submitted to National Headquarters
- Meet all the following Program Participation Criteria:
  - Voice of Democracy - minimum of one entry advanced to District judging (Overseas Post can donate \$100 to National in lieu of entry)
  - Patriots Pen - minimum of one entry advanced to District judging (Overseas Post can donate \$100 to National in lieu of entry)
  - Hold a fundraiser with the proceeds going to Veterans & Military Support Programs Services, minimum of \$100.
  - National Citizenship Education Teachers Award –Post must advance a teacher to District; if no District judging applies then advance to Department for judging (Overseas Post donate \$100 to National in lieu of entry)
  - 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.
  - Buddy Poppy- Purchase Three per member in the Post

### **All-American Post Award**

- All Posts that meet the Qualifying Percentage and the program participation criteria will receive an All-American Post Citation, Post Streamer and be recognized in the VFW magazine.

- The Top **25** Posts in each Division will receive:

- Acknowledgment in VFW Magazine
- Acknowledgement during the All-American Awards Ceremony at the National Convention
- All-American Post citation
- All-American Post streamer
- All-American citation - commander
- All-American name badge - commander

- All-American cap (commander only, quartermaster and Post members may purchase “Post Member” cap)
- All-American lapel pin (commander only, quartermaster may purchase pin)
- All-American Team Post Member lapel pin (25 pack)
- The top **five** commanders in each division will also receive:
  - **A \$1,000 stipend to be used toward attending the VFW National Convention.**
  - **Reserved seating at the VFW National Convention joint opening session.**

#### **All-American District Criteria**

- Membership must be at least 102%
- Conduct two Membership recruiting events, submit report through the dashboard.
- District-Election Report must be submitted to National Headquarters.
- Meet all the following Program Participation criteria:
  - Voice of Democracy - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry)
  - Patriots Pen - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry\*see last page)
  - National Citizenship Education Teachers Award – one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry)

#### **All-American District Award**

- All Districts that meet the Qualifying Percentage and the program participation criteria will receive an All-American District Commander Citation, All-American Streamer and be recognized in the VFW magazine.

- The Top **15** Districts in each Division will receive:

- All-American District streamer
- All-American District citation - commander
- All-American name badge - commander
- All-American cap (commander only, quartermaster may purchase cap)
- All-American lapel pin (commander only, quartermaster may purchase pin)
- The top **two** District commanders in each division will also receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**
- **Reserved seating at the VFW National Convention joint opening session.**

#### **All-American Department Criteria**

- Membership must be at least 102%.
- Must conduct two Membership recruiting events, report of these events must be submitted through the All-American dashboard.
- Conduct a Department Commander's "Official Visit or Round Up" prior to Jan 1, 2024, with a report submitted through the All-American dashboard.

#### **National Legislative Service**

- Monthly National Legislative Service committee member reports submitted to National Legislative Service in Washington, D.C.

#### **National Veterans Services**

- Must have a State/Department service officer and submit his or her name and contact information to National Veterans Services in Washington, D.C. by July 31, 2023.
- Department Service Officer successfully completes NVS training requirements with a passing grade.
- Department Service Officer or appropriate designee reports hosting Post Service Officer training to NVS. Reports due by 30 June 2024.

#### **Programs**

- Voice of Democracy - An entry advanced to National judging
- Patriot's Pen - An entry advanced to National judging
- Veterans & Military Support Programs – Must complete State/Department fundraiser and proceeds donated to Veterans & Military Support Programs, Kansas City, Mo. (see last page)
- Must have at least One teacher submitted for the Teacher of the Year competition. (One entry from one of the three categories).
- Must enter one Employer of the Year Nomination (see last page)
- Must enter one JROTC Cadet of the Year Nomination (see last page)

- Must enter one VFW Member of the Year Nomination (see last Page)

**All-American Department Award**

- All-American Department streamer
- All-American Department citation - commander
- All-American name badge - commander
- All-American cap - commander - *quartermaster may purchase cap.*
- All-American lapel pin - commander - *quartermaster may purchase pin.*
- \$1,000 stipend to be used toward attending the VFW National Convention
- Reserved seating at the VFW National Convention Joint Opening Session

**Conference Membership Award**

The Conference with the highest membership percentage of the four Conferences will receive a \$1500 award and have their name and year engraved on a traveling trophy presented by the Commander-in-Chief to the Conference Chairman at the National Convention. The 2023-2024 Conference Chairman will return the trophy to the membership booth at National Convention in Louisville, KY no later than COB on Saturday to ensure placement of the new nameplate. This trophy will be presented to the 2023-2024 Conference Chairman on stage during the Joint Opening Session\*\*.

**Post Membership Divisions and Minimum Qualifying Percentages**

Division	Total Membership		Qualifying Percentage
1	951+		102%
2	750	950	102%
3	356	749	102%
4	246	355	102%
5	185	245	102%
6	143	184	102%
7	112	142	102%
8	88	111	102%
9	68	87	102%
10	51	67	102%
11	10	50	102%

## District Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage
1	5,000	14,000	102%
2	3,282	4,999	102%
3	2,172	3,281	102%
4	1,447	2,171	102%
5	906	1,446	102%
6	1	905	102%

### Important Notes

- Awards are transferable inside the Post, Districts or Department.
- **Post/District/Department:** Membership must be at least 102 percent.
- **Post member cap,** any member in a Post that achieves All-American status can purchase a “Post Member” cap. Those members must be in the Post during the membership year.
- The *Department Commander’s “Official Visit or Round Up”* is for Department commanders to visit Posts in their Department to get face-to-face time with their Post and District leadership and assist with membership and Programs. For further information about the *Commander’s “Official Visit or Round Up”*, please contact the Membership Department by calling **1.888.JOIN.VFW** or email [membership@vfw.org](mailto:membership@vfw.org)
- Donations made to replace Voice of Democracy and Patriot’s Pen (By eligible overseas Post). **Do not donate through your Department or by any other means.** Use the dashboard for your donation.
- Veterans & Military Support Programs Services Donations for Post/District/Department as listed above will only be accepted only through the following link: Use the dashboard for online donation.
- **\*\*For the Conference Membership Award traveling trophy, the Conference Chairman will be responsible for the return of the trophy to the Membership Department booth at the National Convention each year.**
- Employer of the Year nomination link:  
[https://VFWPrograms.formstack.com/forms/vfw\\_employer\\_of\\_the\\_year\\_award](https://VFWPrograms.formstack.com/forms/vfw_employer_of_the_year_award)
- JROTC Cadet of the Year nomination link:  
[https://VFWPrograms.formstack.com/forms/vfw\\_jrotc\\_cadet\\_of\\_the\\_year\\_award](https://VFWPrograms.formstack.com/forms/vfw_jrotc_cadet_of_the_year_award)
- VFW Member of the Year nomination link:  
[https://VFWPrograms.formstack.com/forms/vfw\\_member\\_of\\_the\\_year\\_award](https://VFWPrograms.formstack.com/forms/vfw_member_of_the_year_award)
- Department “102 Percent” Incentive, NOTE: Reimbursement for travel expenses 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. Travel expenses paid for a guest or spouse for the award will also be reported to the IRS. 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.



**Department Membership  
Program  
2023-2024**



**Department of Missouri Veterans of  
Foreign Wars**

# 2023-2024 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 three areas.

### **Benchmark:**

- Any Post commander whose post reaches 100% in their membership by 1/1 will be entered into a drawing to attend the VFW Legislative Conference in Washington, DC.
- Any District Commander whose District reaches 100% by 1/1 will be entered into a drawing to attend the VFW Legislative Conference in Washington, DC..

### **Reinstatement:**

- The District with the most reinstated members will earn its Commander air-fare to the VFW National Convention.

### **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, ect.
  - ◆ If the Commander is already a Gold Legacy Member, they may receive a stipend for \$400.00

# 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 or go life
- 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 Chairman. 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 Chairman should review "Community and Citizen Chairmen Manual" at [movfw.org](http://movfw.org). Click on "Resources" and scroll down to and click on "forms". The document is at the bottom of the webpage.
- The Chairman 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.**

# 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 post 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 is NEVER about bragging. Reporting is always about showing that we do what we say we do as an organization. Nothing more, nothing less.

# WHO DO I CONTACT FOR 2023-2024

## **Dashboard Reporting:**

Community Service, Quincy Myrick, [jrvicedr@movfw.org](mailto:jrvicedr@movfw.org).....573-200-0428

VOD/PP Program, Scott Huffman, [vodchrm@movfw.org](mailto:vodchrm@movfw.org), [ppenyouthchrm@movfw.org](mailto:ppenyouthchrm@movfw.org),  
.....417-683-1904

*Mail entries to:*            Scott Huffman  
                                      RR 1 Box 360  
                                      Ava, MO 65608

Americanism, Teacher of the Year, Jerry Youngblood, [americanismchrm@movfw.org](mailto:americanismchrm@movfw.org)  
.....816-520-2174

*Mail Entries to:*            Jerry Youngblood  
                                      416 NW Fox Hollow Ln  
                                      Blue Springs, MO 64015

Legislative, Troy Williams..... 573-636-2434

                                      Mike Schroeder.....573-694-9744

Recruiting, Joe Wolfgeher.....417-619-0731

National Home, Marilyn Archuleta.....660-473-3223

VSIO, Sr. Vice Commander, Ric DePontee .....573-647-6647

Buddy Poppy Events, Jeff Heise.....573-225-0771

# 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 service officer to take Veterans referrals.

The total annual amount the VFW helped veterans recoup in VA disability compensation and pension benefits is **\$11.2 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.

**Ric DePontee**  
**Sr. Vice Commander**

**Charles Williams**  
**Commander**

**Quincy Myrick**  
**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.



# 2023-2024 Road Way to Success

## JULY

Submit **JUNE 2023** 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 (write "Military Assistance Program" on memo of check). Send check to:

**VFW National Headquarters, c/o Military Assistance Program**

**406 West 34th Street**

**Kansas City, MO, 64111**

## SEPT.

Conduct POW/MIA Ceremony, Commanders and Quartermasters, when you read this line call headquarters 573-636-8761 to be entered in a drawing for \$50.00 to be given out at the fall C of A.. Don't tell anyone so your chances are greater.

## OCT.

Submit **SEPTEMBER 2023** Trustees Report of Audit to Department Quartermaster.

Make your National Home trip October 26th to 29th

<b>OCTOBER 31<sup>st</sup>:</b>	VOD & PP Submissions Must be submitted to Posts Teacher Nomination Due to Post.
<b>NOVEMBER 15<sup>th</sup>:</b>	VOD & PP Post Winners to District Chairman
<b>DECEMBER 15<sup>th</sup>:</b>	VOD & PP Completion of District Judging

## JAN.

Submit **DECEMBER 2023** Trustees Report of Audit to Department Quartermaster

## MARCH

Open Nominations for Post Officers

## Cont. 2023-2024 Road Way to Success

- APRIL**      Submit **MARCH 2024** 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 Adjutant, [adj@movfw.org](mailto:adj@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 2023-2024 credit
- MAY**          MEMORIAL DAY WEEKEND – Conduct Buddy Poppy Drive.
- JUNE 6<sup>th</sup> – 9<sup>th</sup>**      STATE CONVENTION at Oasis, Springfield, MO

## **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 Chairman – Tom McLerran, qm@movfw.org, 636-383-5160

**COMMUNITY SERVICE:** Assist in the planning of Community Activity Projects. Reports all community activities not otherwise reported. State Chairman – Quincy Myrick, jrvicecdr@movfw.org, 573-200-0428

**AMERICANISM:** Assures that the Post performs Americanism and patriotic projects. Reports all Americanism projects not otherwise reported. State Chairman – Jerry Youngblood, americanismchrm@movfw.org, 816-520-2174

**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 Chairman Scott Huffman– vodchrm@movfw.org or ppenyouthchrm@movfw.org, 417-683-1904

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

**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 Chairman – Marilyn Archuleta: 660-473-3223

**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 Chairman – Jeff Heise, buddypoppychrm@movfw.org, 573-225-0771

**POW / MIA:** Plans appropriate POW / MIA program. State Chairman – Joe Cerchi, powmiachrm@movfw.org, 573-734-8048

## **CONT.. DUTIES OF POST DEPARTMENT CHAIRMEN & COMMITTEES**

**VETERANS AND MILITARY SUPPORT:** Formerly known as National Military Support (MAP, Uplink & Unmet Needs Programs). State Chairman –Chris Weber: 314-288-9703

**WEBMASTER:** Runs website, webmail and helps with other online issues. State Chairman – Ken Allison: webmaster@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 CHAIRMAN:** To promote and monitor the Legislative/PAC/Action Corp Programs with the Districts and Posts of the Department of Missouri Veterans of Foreign Wars. Chair, Troy Williams, Asst Chair, Michael Schroeder. legislativechrn@movfw.org,

**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. Chair, Joseph Wolfgeher, recruiter@movfw.org

**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, moriderschrwest@movfw.org, 816-674-1227

**EAST,** Barry Dennison., moriderschrmeast@movfw.org, 573-220-3795

# 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](mailto:cdrdist8@movfw.org)

Adjutant - [adjdist8@movfw.org](mailto:adjdist8@movfw.org)

Quartermaster – [qmdist8@movfw.org](mailto:qmdist8@movfw.org)

Veterans Service Information Officer – [vsiodist8@movfw.org](mailto:vsiodist8@movfw.org)

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

The Post account is: [post6274@movfw.org](mailto:post6274@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](http://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 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 the 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.



- **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.

## 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 chairman 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.

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.

**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

**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:

NEW BUSINESS:

GOOD OF THE ORDER:

**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.

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 alter 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.



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 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.

**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?

- 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:

NEW BUSINESS:

GOOD OF THE ORDER:

**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
2. Buddy Poppy Order Form
3. Officer Change or Correction Form
4. District Commander Post Meeting Official Visit Form
5. District Commanders Report of District Meeting
6. District Commanders Report for C of A
7. Post Commanders Report to take to your District Meeting
8. PP/VOD forms and Report Form
9. Teacher Award Forms and Report Form
10. Articles of Incorporation Forms
11. Service Officer Referral Form
12. Posts Special Project Entry Form

**NOTE: All of these forms are available on our website, see Resources, Forms and Documents**

***Movfw.org***



# 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				
B. Other				
9. Bonds and Investments Not Credited to Funds				15.
14. TOTALS:	\$	\$	\$	\$

**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) Signed: \_\_\_\_\_ Trustee

\_\_\_\_\_ (Address) 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.



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: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_  
 ZIP CODE: \_\_\_\_\_ CONTACT PHONE# \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ DELIVER BY DATE: \_\_\_\_\_

**NEW PRICING EFFECTIVE APRIL 15, 2023**

<b>(multiples of 500 only)</b>	<b>(Add Shipping &amp; Handling)</b>	<b>Total Quantity of Poppies</b>
Per 500.....\$135.00	\$135.00.....\$17.00	_____
Per 1000.....\$270.00	\$270.00.....\$19.00	<b>Poppies \$</b> _____
Per 1500.....\$405.00	\$405.00 & Over.....\$24.00	<b>Shipping &amp; Handling \$</b> _____
Per 2000.....\$540.00		<b>Total \$</b> _____
	(Multiples of 500)	
Please indicate if you need 25th (SILVER)	_____	
50TH (GOLD)	_____	
75TH (DIAMOND)	_____	

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 10-12 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 3-28-23

## NEW TIN TAB POPPIES

The estimated cost of the new tin tab poppies will be 10-12 cents, plus shipping. The projected date these will be available to order is August, 2023. Once we have the exact amount, a new order form will be emailed to all posts. So please check your emails





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](http://www.VFW.org)**

Send completed form to: Dept. of Missouri VFW Headquarters

3401 Knipp Drive

Jefferson City, MO 65109

OR

E-mail: [adj@movfw.org](mailto:adj@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 [adj@movfw.org](mailto:adj@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;  
Fax - 573-636-2664; Email – [adj@movfw.org](mailto:adj@movfw.org). Keep one copy for the District file.

**Council of Administration  
District Commander Report**

**District # \_\_\_\_\_**

Service officer events held: \_\_\_\_\_

Service officer events scheduled: \_\_\_\_\_

Recruiting events held: \_\_\_\_\_

Recruiting events scheduled: \_\_\_\_\_

What is your District's strength?

---

---

List three community events of which you are most proud?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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 TURNS FORM INTO MISSOURI DEPARTMENT  
A MINIMUM OF A WEEK PRIOR TO C OF A EVENTS\*\*\*\*\***

**Email to [hqangela@movfw.org](mailto:hqangela@movfw.org), and [adj@movfw.org](mailto:adj@movfw.org)**

**DISTRICT MEETING  
POST COMMANDER'S REPORT**

**(Completed by Post Commander to take to your District Meeting)**

**POST #** \_\_\_\_\_

**(Identify yourself as Post Commander or position held at the Post)**

**Membership: (Do you have a current membership Roster at the Post?)**

Quota: \_\_\_\_\_ Total paid: \_\_\_\_\_ Projected By: Oct. 31: \_\_\_\_\_ March 31: \_\_\_\_\_ June 30: \_\_\_\_\_

**Veteran Service:**

Post is Donating to VSO Program? Yes \_\_\_\_\_ No \_\_\_\_\_

**Community Service Reports:**

Reports Submitted: Yes \_\_\_\_\_ No \_\_\_\_\_ Categories Completed: \_\_\_\_\_

(Americanism, Veteran Service, POW/MIA, All)

**Americanism:**

Participation in Voice of Democracy: \_\_\_\_\_

Participation in Patriots Pen: \_\_\_\_\_

Participation in Teachers Award: \_\_\_\_\_

Participation in Support the Troops Projects: \_\_\_\_\_

Other: \_\_\_\_\_

**Buddy Poppies:**

Purchased Quota? Yes \_\_\_\_\_ No \_\_\_\_\_

**Audit Reports:**

Audit report submitted for: June: \_\_\_\_\_ September: : \_\_\_\_\_ December: \_\_\_\_\_ March: \_\_\_\_\_

**Upcoming events:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there problems with in your Post that you wish to discuss with a District Officer: Y / N?

(If you marked "Y", please describe the issue on the reverse side of this form).

Respectfully submitted:

\_\_\_\_\_  
Signature Title

**When the report has been given, please turn in the report to the District Adjutant for attachment to the District Meeting minutes , (optional – to be determined by District Commander).**

# PATRIOT'S PEN



2023-2024 Theme

**“How are you inspired by America?”**

**Student Entry Deadline: October 31, 2023**

**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 73,000 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. Home-schooled 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 intends to become a U.S. citizen at the earliest opportunity allowed by law. (Foreign exchange students or former winners that placed in the National contest 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 October 31, 2023. 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?

VFW's Commander-in-Chief annually chooses the year's theme. The 2023-2024 theme is:

**“How are you inspired by America?”**

## Deadline Information.

To qualify, all entries must be submitted to a sponsoring VFW Post by midnight October 31, 2023.

## Note:

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

First, visit [vfw.org/FindaPost](http://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](http://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 816.968.1155  
Email: [youthscholarships@vfw.org](mailto:youthscholarships@vfw.org)**

# 2023-2024 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. 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: \_\_\_\_\_





## 2023-2024 Theme

### “What are the greatest attributes of our Democracy?”

Student Entry Deadline: October 31, 2023

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 27,000 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, “What are the greatest attributes of our Democracy?”

#### Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, state and national level. Department (State) winners receive an all-expense-paid trip to Washington DC, to tour the city, be honored by the VFW and its Auxiliary and receive their portion of \$171,000 in national awards, the top scholarship being \$35,000.

#### 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 intends to become a U.S. citizen at the earliest opportunity allowed by law. Foreign exchange students, students age 20 or over, previous Voice of Democracy first place state winners, 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. 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](mailto: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 & 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](http://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 <https://www.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](mailto: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, 2023**. 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.

# 2023-2024 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 Voice of Democracy National Finals in Washington, D.C. 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 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:  
816.968.1155  
Email: [youthscholarships@vfw.org](mailto:youthscholarships@vfw.org)

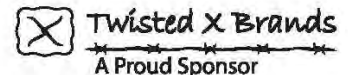
Local VFW Post Information:

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Best Time To Call: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Best Time To Call: \_\_\_\_\_





\_\_\_\_\_ - \_\_\_\_\_ Voice of Democracy Post Awards Form

DISTRICT \_\_\_\_\_, MISSOURI

Post #	Auxiliary Help Y/N	Number Participating Schools	Number Entries by Post	Number Advanced to District	Number Entries Received	Total Prize \$ Awarded	Donation to Dept. (amount)	Donation to Natl. (amount)	Other Empenses



## 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](http://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 202.545.2259  
Fax 202.543.6719

[info@vfw.org](mailto:info@vfw.org)  
[www.vfw.org](http://www.vfw.org)

\_\_\_\_\_ - \_\_\_\_\_ **Teacher of the Year Post Awards Form**

**DISTRICT \_\_\_\_\_, MISSOURI**

Post #	Auxiliary Help Y/N	Elementary School Y/N	Middle School Y/N	High School Y/N	Number Entries Received	Number Advanced to District	Total Prize \$ Awarded	Donation to Dept. (amount)	Donation to Natl. (amount)	Other Empenses

**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)

**ARTICLE V - MANAGEMENT & ELECTIONS:**

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.

**ARTICLE VI - OFFICERS:**

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 Commander: \_\_\_\_\_, (Name) \_\_\_\_\_ (Address) \_\_\_\_\_,  
 who shall serve as President.

District Sr. Vice Commander: \_\_\_\_\_, (Name) \_\_\_\_\_ (Address) \_\_\_\_\_,  
 who shall serve as Vice President.

District Adjutant: \_\_\_\_\_, (Name) \_\_\_\_\_ (Address) \_\_\_\_\_,  
 who shall serve as Secretary.

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

All of the above shall be elected at the District Convention to be held during the month of \_\_\_\_\_ of each and every year, except the Post Adjutant who shall be appointed by the District 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:

District Commander: \_\_\_\_\_, (Name) \_\_\_\_\_ (Address) \_\_\_\_\_, Director

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

District Quartermaster: \_\_\_\_\_, (Name) \_\_\_\_\_ (Address) \_\_\_\_\_, Director

The above Directors shall serve until the next election of District Officers during the month of \_\_\_\_\_ 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 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 NO. \_\_\_\_\_  
**(Post Name)**

**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

---

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  
9700 Page Avenue  
RM 1 – 027  
St. Louis, MO 63132  
Fax: 314-253-4162  
Email: [vw.vbastl@va.gov](mailto:vw.vbastl@va.gov)

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!**

# Appendix C

## Department Awards

1. Post Special Project Award
2. Fred C. Hall Memorial Outstanding Post Special Project
3. Department of Missouri Distinguished Community Service– Post
4. Department of Missouri Outstanding Veterans Service Award– Post

# Post Special Project Award

If your VFW Post, County Council, District or Department conducted a special project that you think should be nationally recognized by VFW National Headquarters, we would like to hear from you.

All entries must be in the form of a record book (binder) and this form must be the first page of your book. Information should be neatly presented and in chronological order. All entries must be post-marked by midnight April 30 each year.

To be considered your entry must include the following:

- Copy of the minutes of the VFW meeting at which the project was authorized.
- Signed statement from the Commander summarizing the impact of the project.
- Photos (limit of twenty) of the activity.
- Newspaper clippings featuring the project.
- Letters of congratulation/recognition from civic and local leaders.
- Copy of the project budget/expense sheet.
- Narrative describing how the project was planned and executed and its impact on the community.
- Entry form, signed by the Department Community Service Chairman and the Department Adjutant.
- This form is located within the Community Service Chairman's Manual, or it can be obtained by calling or e-mailing:

**Nick Lopez**  
**VFW Programs (National HQs)**  
**Phone: 816.968.1155**  
**Email: [nlopez@vfw.org](mailto:nlopez@vfw.org)**

Judging is conducted solely on the basis of the information indicated above. Points are awarded for each element and will be deducted for missing items. All documentation must be limited to one binder.

Entries must be postmarked by April 30. Projects must be executed and nominated within the 12 months preceding the national judging.

All entries receive a Community Service Citation. Noteworthy entries receive a Merit Award Plaque. Exceptional entries receive an Award of Excellence. All recipients of the Award of Excellence are automatically entered in the Fred C. Hall Memorial Outstanding Post Special Project Award competition.

# POST SPECIAL PROJECT ENTRY FORM

All entries must be in the form of a record book (binder) and this form must be the first page of your book. Information should be neatly presented and in chronological order. All entries must be post-marked by midnight April 30.

VFW Post/Auxiliary (if applicable), County Council, District and Department:

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of project from inception to conclusion: \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_

List of other organizations that assisted (if none leave blank):

\_\_\_\_\_

Number of people who benefitted from this effort: \_\_\_\_\_ Approximate Local Population: \_\_\_\_\_

List of local media and addresses (we will send them news releases):

\_\_\_\_\_

Submitted By:

Name: \_\_\_\_\_ VFW Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Department Signatures:

Community Service Chairman:

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

(This signature confirms that you have reviewed this entry and are verifying the form is complete and there is evidence to support the nomination.)

Department Adjutant:

Sign: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**Mail your Entry to:**

**VFW National Headquarters  
Attn: Nick Lopez  
406 W. 34th Street  
Kansas City, MO 64111**

**If you have any questions, please contact Nick Lopez at 816.968.1155 or [nlopez@vfw.org](mailto:nlopez@vfw.org)**

# **Fred C. Hall Memorial Outstanding Post Special Project Award**

Every Post Special Project receiving the award of excellence in the May judging will be entered in the Fred C. Hall Memorial Outstanding Post Special Project competition.

The winning Post receives a plaque at the VFW National Convention and a \$1,000 service scholarship for community projects. The Post Commander (or designated representative) and a guest will receive round-trip air fare, a cash stipend and accommodations to receive the award at the VFW National Convention.

The late Fred C. Hall was an active Life Member of the Veterans of Foreign Wars as well as many other civic and fraternal organizations. Throughout his adult life, he was a great proponent of VFW Posts taking an active role in the community. He is credited with starting the VFW Post Insurance program.

# 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, 2024. 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 2024.



# 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, 2024. 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 2024.

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

## **BY - LAWS FOR THE DEPARTMENT OF MISSOURI**

**Veterans of Foreign Wars of the United States**  
Revised June 2017 (Proposed Amendment # 1 by State Adjutant)

### **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 to institutions of American freedom; and to preserve and defend the United States from all her 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 By-Laws 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 503 of the National By-Laws.

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 on May 1st 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 By-Laws. No 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 elective and appointive officers of the Department shall be those prescribed by the National By-Laws and as the Department By-Laws 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 By-Laws and as the Department Convention may direct.

Section 4. In addition to the duties of the Department Officers prescribed in the National By-Laws, 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 By-Laws 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, Buchannan, 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 and Washington.

**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, Wright and the City of Bunker.

**SECTION 2.** The Districts shall function as provided in the National Congressional Charter and By-Laws 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.

**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 By-Laws, for each and every delegate to which the Post shall be entitled.

Section 4. 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 5. 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 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 6. 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 7. All profits from the distribution 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 By-Laws 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 By-Laws heretofore enacted and not embodied in these By-Laws are hereby repealed.

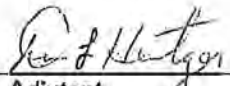
Section 3. Wherever these By-Laws or subsequent amendments may be found to be in conflict with the present or any future National By-Laws the later shall prevail and be binding upon this Department as though written herein.

**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 By-Laws and Manual of Procedure.

Approved at the Department convention on June 8, 2019.

Approved:   
State Commander

Attested to:   
Adjutant



# RECORD RETENTION GUIDE

---

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

<u><i>Record Name</i></u>	<u><i>Retention Period</i></u>
Accounts payable invoices	3 years
Accounts payable ledger	Continuing record
Accounts receivable ledger	5 years
Annual financial reports	Permanent
Annuity & deferred payment plans	Continuing record
Audit reports, annual	10 years
Audit reports, periodic	2 years
Audit Work Papers	3 years
Balance sheets	Permanent
Bank deposit slips	3 years
Bank statements	3 years
Bills of Lading	2 years
Bonds - Fidelity	3 years after termination
Bonds - Surety	3 years after termination
Budgets	3 years
By-Laws	Until superseded
Cancelled checks	3 years
Cash receipt records	7 years
Certified Annual Financial Statements	Permanent
Community Activity Reports	3 years
Contracts	Permanent
Correspondence, executive	10 years
Correspondence, general	5 years

<b><u>Record</u></b>	<b><u>Retention</u></b>
Depreciation schedules	Permanent
Election of Officer Reports	5 years
Employee records	4 years
Employee contracts	6 years after termination
Employee withholding records	4 years
Employee accident reports	30 years after settlement
Employee insurance records	11 years after termination
Employee termination	5 years
Entertainment, gift & gratuity records	3 years
Expense vouchers	3 years
Fidelity bonds	3 years after termination
Financial reports, periodic	2 years
Financial reports, annual	Permanent
Freight bills	3 years
Freight claims	2 years
Garnishments	5 years
General ledger	Permanent
Income statements, annual	Permanent
Income statements, periodic	2 years
Incorporation Papers	Permanent
Inspection Reports	3 years
Insurance records, general	Policy expiration
Inventory records	Permanent
Labor Cost Records	3 years
Lease Records	3 years after termination
Membership Applications	Permanent *2
Membership Rosters	5 years
Minutes of Post Meetings	5 years *1

<b><u>Record</u></b>	<b><u>Retention</u></b>
Payroll register	3 years
Periodic Financial Reports	2 years
Petty Cash Records	3 years
Postal records	1 year after end of fiscal year
Property records	Permanent
Quartermaster reports	5 years *3
Shipping & Receiving documents	2 years
Tax records	Permanent

- \*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.

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

# **Future Council of Administration Meetings for 2023-2024**

## **Fall Council of Administration**

September 22-23, 2023

Oasis, Springfield, MO

## **Winter Council of Administration**

### **Voice of Democracy/Patriot's Pen & Teacher Awards**

February 9-10, 2024

Stoney Creek, Columbia, MO

## **State Convention**

June 6-9, 2024

Oasis, Springfield, MO