

Post Commander Handbook

2020 - 2021



Department of Missouri
Veterans of Foreign Wars

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POST COMMANDERS SCHOOL OF INSTRUCTION

Purpose/Objectives:

- Provide Post Commanders a clear explanation of their duties and responsibilities.
- Discuss Department and National objectives for the 2020-2021 year.
- Explain requirements of all VFW Programs and expectations for Program Chairmen.
- Provide Commanders with the tools to ensure a successful year.

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

2020-2021 Department of Missouri Post All State Requirements

Ongoing Goals:

1. Your Post must reach 100% of last year's May 1 membership plus 1 no later than April 30, 2021.
2. Your Post must have a membership retention rate of 85% or higher.
3. 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

Inspection Related Goals:

4. Post Quartermaster must be bonded in accordance with Section 703 of the National By-Laws.
5. Your Post must have in their possession the most currently published copy of the VFW Podium Edition Congressional Charter By-Laws Manual of Procedure Ritual Manual and the current Podium Edition of the VFW Guide for Post Service Officers.
6. Your Post must be incorporated in accordance with National By-Laws, Section 708 and must obtain proper liability coverage according to the National By-Laws, Section 709. (If applicable).
7. Your Post must have the Post Website updated with the names and contact information of its current Commander, Quartermaster, and Post Service Officer.
8. The Post must have their email set up through the Department designated email system (movfw.org).

Event Specific Goals:

9. The Post Commander must have attended a District or Department School of Instruction and 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.
10. Your Post must have three (3) POW-MIA awareness activity at or outside of the Post home. The following are all ways to meet this 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;

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 - c. Participate in a local parade with the Post colors and POW-MIA flag;
 - d. Conduct an advertised program at the Post Home open to the public;
 - e. Host a POW/MIA internet web page. Each example will meet this requirement.
11. Your Post must hold three (3) veteran service 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.
 12. Post must have at least three (3) approved events in all categories listed on the Community Activity Report. These reports must be submitted on line.

Funding Related Goals:

13. 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, 2021.
14. Your Post must sponsor two out of three school programs: Voice of Democracy, Patriot Pen, and Teacher Award. Each must be entered to the District for judging.
15. Your Post must make a \$25.00 donation to the Veteran and Military Support (i.e. Military Assistance Program, Operation Uplink, or Unmet Needs). 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, 2021.
16. Your Post must purchase their quota of buddy poppies based on individual Post size.

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, 2020 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 \$50.00 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 will receive an ALL-STATE Commander Cover.
5. All District Commanders achieving 100% in membership by December 31, 2020 will receive a 100% Membership Shirt and a very Special Award from the Department Commander.

All-American Program 2020-2021

1. Achieve your Division Qualifying Percentage
2. Meet all the following Program Participation Criteria:
 - a. Voice of Democracy - minimum of one entry advanced to District judging (Overseas Post can donate \$75 to National in lieu of entry**see last page)
 - b. Patriots Pen - minimum of one entry advanced to District judging (Overseas Post can donate \$75 to National in lieu of entry*see last page)
 - c. Buddy Poppy- must purchase five Buddy Poppies per member
 - d. Hold a fundraiser with the proceeds going to Veterans & Military Support Programs Services, minimum of \$100.

2020-2021 National Membership Program

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

Over the past several years, the VFW has been successful in recruiting new members into the organization. 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. To do this, we must improve the way we communicate with our members at all levels of the organization. Posts, Districts, and Departments need to use all methods available to convey information for news and training to our membership; newsletters, emails, social media, and outreach teams are some of the most effective ways to maintain communication with our members. We need to know who our members are and how we can address their needs and concerns. We need to focus on the basic tenets of our organization: to take care of our members, their families, and the veteran community as a whole.

Membership Goals

1. Build a strong organization for the future.
2. Work together to achieve the 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

- Recruit new and recover unpaid members
- Involve members directly in VFW functions at all levels
- Retain and mentor existing membership
- Develop new Posts and revitalize existing Posts
- Increase Life Membership
- Increase Legacy Life Membership

VFW National Membership Program



Hal J. Roesch II
Commander-in-Chief

Updated: March 24, 2020

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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)
- 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
- Promotional tools such as radio spots, sample advertisements, public service announcements, and media kits are all available through the Media Room on vfw.org

See the trend? Just about anything you will need is at 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

- **5, 10, 15** Corresponding numbered member pin
- **25** Commander-in-Chief membership coin & citation
- **50** VFW CIC Basecamp Backpack
- **75** Commemorative medallion set
- **100** Century cap and citation or \$50 VFW Store credit
- **150** \$250 VFW store gift certificate

Department “100 Percent” Incentive

Any Department that attains 100% in membership by close of business on March 31, 2021 will be entered into a random drawing. The commander plus guest and quartermaster plus guest for the Department 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, 2021 will receive:

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

Department Early Bird Incentive

For every Department that achieves 92% in membership by Jan. 1, 2021; the Department commander will receive:

- **A Henry Golden Boy .22 Caliber Rifle or a credit voucher of equal value for use with Veterans Travel Services (VTS).**

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 reinstated annual members by Jan. 1, 2021 will each be awarded:

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

Kansas City Spree

The top two Post commanders and the top two District commanders in each division who achieve 100% membership by April 1, 2021 along with their guest will each be awarded:

- Round-trip airfare to Kansas City, Mo. from the airport nearest the awardee's home.
- A fun-filled weekend (**May 20-23, 2021**) that may include but is not limited to touring, shopping and a complete tour of the VFW National Headquarters.

100% Post, District & Department

A distinctive streamer will be awarded to every Post, District and State/Department that achieves 100% or greater in membership before July 1, 2021.

100% Commander Drawing

Each Post and District commander that exceeds 100% in membership by June 1, 2021 will receive an entry in this drawing. Twenty Post commanders and 12 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, 2020 and April 1, 2021 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, 2021, 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.

Elite Recruiter

Any VFW member who signs up 250 or more new and/or reinstated annual members by July 1, 2021, 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 annual members greater than 250 by July 1, 2021, 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 Department Award

For each new Post chartered, the Department quartermaster will receive:

- \$250 for use towards necessary materials for the new Post and a \$250 VFW Store credit for 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

- Achieve your Division Qualifying Percentage (see table on page 10)
- Meet all the following Program Participation Criteria:

- Voice of Democracy - minimum of one entry advanced to District judging (Overseas Post can donate \$75 to National in lieu of entry**see last page)
- Patriots Pen - minimum of one entry advanced to District judging (Overseas Post can donate \$75 to National in lieu of entry*see last page)
- Buddy Poppy- must purchase five Buddy Poppies per member
- Hold a fundraiser with the proceeds going to Veterans & Military Support Programs Services, minimum of \$100(*see last page)

All-American Post Award

- All Posts that meet the Division 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 may purchase 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 greater than 100%
- Finish in top 10 Districts in your division that meet all the following criteria
 - Voice of Democracy - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry*see last page)
 - Patriots Pen - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry*see last page)

All-American District Award

- 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 greater than 100%
- Must conduct two Membership recruiting events; one between July 1 and December 31, 2020 and the other between January 1, 2021 and May 1, 2021. A report of these events must be submitted to the Membership Department.
- Hold a Department Commander's Round-Up prior to Jan 1, 2021 with a report submitted to the Membership Department.
- One new post or increase the membership of three posts of 50 members or less to over 50 members by July 1, 2021. If a Department does not have 3 Posts below 50 members at the beginning of the year, raising all their Posts below 50 members to above 50 members would be required.

- **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, 2020
- Monthly activity report from Department Service Officer or designated NVS Committee member to NVS in Washington, D.C.
- **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 a State/Department fundraiser and proceeds donated to Veterans & Military Support Programs, Kansas City, Mo. (*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 State/Department leading each conference will be entrusted with the conference membership colors for the following year. The 2019-2020 Conference winners will return the colors to the membership booth at National Convention in Baltimore, MD no later than COB on Monday after the Joint Opening Session. The 2020-2021 Conference winners will then pick up the colors from the Membership Director at National Convention in July 2021 in Baltimore, MD any time after 0800 on Tuesday at the Membership booth.

The Conference with the highest membership percentage of the four Conferences will 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 2019-2020 Conference Chairman will return the trophy to the membership booth at National Convention in Baltimore, MD no later than COB on Saturday to ensure placement of the new nameplate. This trophy will be presented to the 2020-2021 Conference Chairman on stage during the Joint Opening Session**.

Post Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage
1	951+		Over 101%
2	750	950	Over 102%
3	356	749	Over 113%
4	246	355	Over 114%
5	185	245	Over 115%
6	143	184	Over 116%
7	112	142	Over 117%
8	88	111	Over 118%
9	68	87	Over 119%
10	51	67	Over 125%
11	10	50	Over 127%

District Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage	# Eligible
1	5,000	14,000	Over 100%	10
2	3,282	4,999	Over 100%	10
3	2,172	3,281	Over 100%	10
4	1,447	2,171	Over 100%	10
5	906	1,446	Over 100%	10
6	1	905	Over 100%	10

Post Qualifying percentage is based off prior five-year average for top 25 Posts in each Division.

Important Notes

- In order to receive stipends, awardees must be in attendance at designated events
- Only **one** National paid stipend per event (National Convention, legislative Conference, etc.)
- All awards are non-transferable
- The *Department Commander's Round-Up* program 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 development events. For further information about the *Commander's Round-Up*, please contact the Membership Department by calling **1-888-JOIN-VFW** or by email at membership@vfw.org
- *Donations made to replace a Voice of Democracy and Patriot's Pen (By eligible overseas Post). **Do not donate through your Department or by any other means.**
https://VFWPrograms.formstack.com/forms/vfwprogramsdonation2020_21
- Veterans & Military Support Programs Services as listed above will only be accepted only through the following link: <https://heroes.vfw.org/page/22950/donate/1>
- **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

Department Membership Program

2020 - 2021



Department of Missouri Veterans of Foreign Wars

2020-2021 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 three fronts:

recruitment, retention, and reinstatement

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

Individual:

- Any new or continuous member who purchases a Life Membership will receive a \$45 dollar stipend once the membership is paid in full.
- Any Life member who upgrades to a Legacy membership will receive a \$45 stipend once the upgrade is paid in full.

Retention:

- All Posts who achieve 100% retention by May 1 will be entered into a drawing for \$500 stipend. Memstats will be used to determine which posts achieved this mark.

Benchmark:

- Any Post Commander whose post reaches 92% in their membership by 1/1 will be entered into a drawing to attend the VFW Legislative Conference in Washington DC.

Over the Top:

- Any Post that earns All-American status will receive \$250 stipend.

Reinstatement:

- The District with the most reinstated members will be earn its Commander airfare for two 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, etc.

- If the Commander is already Gold Legacy Status, then they may receive a stipend for \$400.

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.

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. 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.

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 past donations for IRS purposes

How to report:

- Go to movfw.org
- Click on the “Resources” tab on the top of the page
- Scroll down to “online reporting”
- Click on “Click here for online reporting”
- Type your post number where indicated
- Apply your password: post1111
- Click on “Login”
- Find the appropriate category for your entry.
- Fill in the information accurately as required.
- 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.
- Sign out with your name and 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.
- Do not list a Buddy Poppy drive as community service. Instead, tie the event to a holiday (e.g. Memorial Day, Veterans Day, Loyalty Day). However, enter donations received from the drive when assisting veterans and their families.
- Reports submitted 60 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.

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 the check to Department;
- Contact the Department Quartermaster and become a sustaining 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.

During the 2019 fiscal year, Missouri Service Officers filed 4,683 favorable claims that netted \$81.3 million in benefits for veterans. The impact these successful claims have had on veterans and their families is difficult to express, but it's why the program exists.

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

Jim Nail

Sr. Vice Cdr

Eric Sullivan

Cdr

Royce Kelb

Jr. Vice Cdr

Chaplain's 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.

Chaplain Reporting System

Chaplain Reporting System is important. It identifies the active chaplains and shows indicators of whether the chaplains are doing the job or needs help from the district or state chaplain. It is an indicator to the commander to ensure community service hours are being accounted for. It is also the way that post and district chaplains are selected for District, State and National Chaplains of the Year Awards. These awards are wonderful acknowledgement for our hard-working chaplains.

The system is simple to use. It can be done one of two ways.

By far the easiest way to report activity is to have the district or post chaplain go to chaplain's Corner and click on the link for the reporting site and follow the directions provided on the page. OR:

Go directly to the reporting activity page to complete information for the report:
<http://vfwchaplain.puptent1.org/>

REMEMBER: The State name must be spelled out as "Missouri".

Note: Post chaplains who are also district chaplains should divide out their work for reporting purposes. Training sessions given by district chaplains should be noted in the "YOUR MESSAGE" session in the report.

The second option is for the chaplains that do not have access to the internet. A copy of the National Chaplain Report is included in this section and is on the website on the same page as listed above.

As always, your state chaplain is available at chaplain@movfw.org.

2020-2021 Road Way to Success

- JULY** Submit JUNE Trustees' Report of Audit to Department Quartermaster
- 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
- OCT.** Submit SEPTEMBER 2020 Trustees Report of Audit to Department Quartermaster
- Make your National Home trip

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

- JAN.** Submit DECEMBER 2020 Trustees Report of Audit to Department Quartermaster
- MARCH** Open Nominations for Post Officers

APRIL Submit MARCH 2021 Trustees Report of Audit to Department Quartermaster
 Continue Post Nominations and Elect Post Officers
 Commander Elect Appoints Post Officers and Committee Chairmen
 Send copies of Post Election Report to National, Department, and your District
 Quartermaster
 Send National Delegate Fees to VFW National Headquarters,
April 30 Last day to submit community activity reports for 2020-2021 credit
MAY MEMORIAL DAY WEEKEND – Conduct Buddy Poppy Drive.
JUNE 4th – 7th STATE CONVENTION at Oasis Hotel and Convention Center, Springfield, MO.

DUTIES OF POST CHAIRMEN & COMMITTEES

MEMBERSHIP: Plans membership program for the year, selects awards or incentives for membership recruiting, aids in collecting delinquent dues. State Chairman – James Nail: 816-726-3916

COMMUNITY SERVICE: Assist in the planning of Community Activity Projects. Reports all community activities not otherwise reported. State Chairman – Royce Kelb - 660-547-2578

AMERICANISM: Assures that the Post performs Americanism and patriotic projects. Reports all Americanism projects not otherwise reported. State Chairman – Adam St. Pierre: 573-263-5058

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 – vodchrnm@movfw.org or ppenyouthchrn@movfw.org

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: 636-856-8140

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 – Robert Kirtley – 816-262-7277

POW / MIA: Plans appropriate POW / MIA program. State Chairman – Joe Cerchi: 573-734-8048

VETERANS SERVICE INFORMATION OFFICER (VSIO): To promote and monitor the Veterans Service Information Program of the Posts in the District. State Chairman – Steven Jones: 314-604-0039

VETERANS AND MILITARY SUPPORT: Formerly known as National Military Support (MAP, Uplink & UnMet Needs Programs). State Chairman – Larry Phillips: 816-872-6404

WEBMASTER: Runs website, webmail and helps with other online issues. State Chairman – Ken Allison: 636-856-8140

VFW Department of Missouri Webmail

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

The District accounts are:

Commander	– cdrdist8@movfw.org
Adjutant	- adjdist8@movfw.org
Quartermaster	– qmdist8@movfw.org
Veterans Service Information Officer	– vsiodist8@movfw.org

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

The Post account is: 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.

The new default password for all VFW MO webmail accounts is Vfw20-21! Following the Installation of the new Dept. of MO Commander.

Access to webmail is through the State website, www.movfw.org. Go to the top task bar and click on LOGIN and then click on WebMail. Scroll down under WebMail and click on Change Email Password. The Plesk web host screen will appear. Enter your email address and the temporary password, Vfw20-21! 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 problem.

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

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.
- Most importantly, BE COURTEOUS.

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 preforming 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 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:

- 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?
- 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.)

Appendix B

Commonly Used Forms

1. Trustees Audit Report
2. Buddy Poppy Order Form
3. Officer Change or Correction Form
4. District Meeting Post Commander's Report Form
5. VOD/PP Forms and Report Form
6. Teacher Award Forms and Report Form
7. Article of Incorporation
8. Service Officer Referral Form



TRUSTEES' REPORT OF AUDIT of

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

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

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

FUNDS:	Net Cash Balances at Beginning of 10. Quarter	Receipts During Quarter 11.	Expenditures During Quarter 12.	Net Cash Balances at End of Quarter 13.
1. National and Department Dues (Per Capita Tax)	\$ _____	\$ _____	\$ _____	\$ _____
2. Admission or Application Fees (Department)	_____	_____	_____	_____
3. Post General Fund	_____	_____	_____	_____
4. Post Relief Fund (Poppy Profits, Donations, etc.)	_____	_____	_____	_____
5. Post Dues Reserve Fund (See Sec. 218, Manual of Procedure)	_____	_____	_____	_____
6. Post Home or Building Fund (Including Savings but Not Real Estate)	_____	_____	_____	_____
7. Post Canteen or Club Fund	_____	_____	_____	_____
8. Other	_____	_____	_____	_____
9. Bonds and Investments Not Credited to Funds	_____	_____	_____	_____
14. TOTALS:	\$ _____	\$ _____	\$ _____	15. \$ _____

16. OPERATIONS

Have required payroll deductions been made? _____

Have payments been made to the proper State
and Federal agencies this quarter? _____

Have sales taxes been collected and paid? _____

Are club employees bonded? _____

Amount of outstanding bills _____ \$

Value of Real Estate _____ \$

Amount of liability insurance _____ \$

Owed on Mortgages and Loans _____ \$

Value of Personal Property _____ \$

Amount of Property Insurance _____ \$

17. RECONCILIATION OF CASH & INVESTMENTS

General Fund Checking Account

Ending Balance Per Bank Statement \$ _____

Less: Outstanding Checks _____

Plus: Deposits in Transit _____

Account Balance _____

Other Checking Accounts (if applicable)

Ending Balance Per Bank Statement \$ _____

Less: Outstanding Checks _____

Plus: Deposits in Transit _____

Account Balance _____

Savings Account Balance _____

Cash on Hand _____

Total Cash _____

Bonds and Other Investments _____

Total Cash and Investments \$ _____

18. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date _____, 20 _____

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of _____ for the Fiscal Quarter
(District/County Council/Post No.)
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 _____ Signed: _____ Trustee
(Name)
I: _____ Trustee

(Address) Signed: _____ Trustee

This is to certify that the Office of the Quartermaster is bonded with _____

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

Signed: _____ Commander

NOTE: Forward Original (Blue) Copy to your Department Quartermaster - See instructions on reverse side of both Yellow and Blue Copies.

All State Buddy Poppy Requirements 2019-2020 Post Membership Program

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

1-100 members --	500 Poppies	701-800 members ---	4,000 Poppies
101-200 members--	1,000 Poppies	801-900 members ---	4,500 Poppies
201-300 members--	1,500 Poppies	901-1000 members---	5,000 Poppies
301-400 members --	2,000 Poppies	1001-1100 members-	5,500 Poppies
401-500 members --	2,500 Poppies	1101-1200 members--	6,000 Poppies
501-600 members --	3,000 Poppies	1201-1300 members--	6,500 Poppies
601-700 members --	3,500 Poppies	1301-1400 members--	7,000 Poppies



POPPY ORDER FORM

Department of Missouri Veterans of Foreign Wars
3401 Knipp Drive
Jefferson City, MO 65109

POST/AUXILIARY NO. _____

DISTRICT NO. _____

Please check one of the following:

_____ 500 Poppies... \$60.00

_____ 1000 Poppies... \$120.00

_____ 1500 Poppies... \$180.00

_____ 2000 Poppies... \$240.00

Other: _____ Poppies @ \$120.00 per 1,000

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

Date Poppies Needed: _____ **ALLOW 10 TO 12 WEEKS FOR DELIVERY**

(This information must be provided to ensure proper delivery).

Ship the above to: _____ Title: _____
(First and Last Name)

Street Address: _____
(Do not use P.O. Box #)

City, State and Zip: _____

PLEASE NOTE: Poppy orders are shipped by UPS. To avoid delay, please list a physical street address. UPS CANNOT DELIVER TO A POST OFFICE BOX.

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

Signed: _____ Title: _____

All other poppy supplies must be ordered through the Emblem and Supply catalog provided by National Headquarters, 406 W. 34th St., Kansas City, MO 64111.

For Department Headquarters Use Only:

DATE REC'D _____

AMOUNT PD. _____

DATE SENT _____



Department of Missouri
Veterans of Foreign Wars

OFFICER CHANGE / CORRECTION FORM

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

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

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

Send completed form to:

Dept. of Missouri VFW Headquarters
3401 Knipp Drive
Jefferson City, MO 65109
- OR -
Fax: 573-636-2664
E-mail: adj@movfw.org

**DISTRICT MEETING
POST COMMANDER'S REPORT**

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).

2020 - 2021 Theme "What is Patriotism to Me?"

Student Entry Deadline: October 31, 2020

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

What Is Patriot's Pen?

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 138,000 students who participated last year in this contest. The national winners will receive at least \$500. The first-place national award is currently \$5,000.

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.

Big National Prizes

National awards total: \$55,000

Prizes include the various amounts listed below:

1st: \$5,000	7th: \$1,750
2nd: \$4,000	8-10th: \$1,500
3rd: \$3,500	11-12th: \$1,250
4th: \$2,750	13-23rd: \$1,000
5th: \$2,500	24-25th: \$750
6th: \$2,000	26-53rd: \$500

The Internal Revenue Service requires that any recipient that receives more than a \$599 award should receive a Form 1099 identifying the proceeds as taxable. This may require the winner to provide their social security number.

How Does the Contest Work?

All entries begin at the 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 local VFW Post competition. Individual students may submit their entry directly to the Post. This participating Post should be within your local area and within your U.S. state of residence.

The contest consists of four levels. The first level (entry) is sponsored by local 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 one first-place winner at the Department level is then advanced into the VFW national competition. The winner from each Department (state) then competes for the national prizes.

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. 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. Dependents of U.S. military or civilian personnel in overseas schools can participate, too. (Foreign exchange students and former winners that placed in the National contest are excluded from the contest.)

Official Student Entry Form Patriot's Pen Competition

Entry Form Must Be Completed by All Contestants Please Print or Type Clearly

Name: First, M.I., Last

Address

City, State, Zip

()

Phone

Email

Date of Birth (mm/dd/yy)

Gender

Grade in School

Essay Word Count

School Name, City, State

Teacher's Name and Email (if applicable)

Parent/Guardian's Name Phone/Email

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's/Chairman's Signature

Post #

VFW Auxiliary President's/Chairman's Signature

Post Address

City, State, Zip

VFW Post Email

No. of students participation No. of winners advanced to District

Amt. of Post/Aux. 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 Essay Contest District Competition and is our sole entry into the Department finals.

District Chairman's Signature

District #

Address

City, State, Zip

()

Phone

Email

To Be Completed by the VFW Department Chairman

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

Department Chairman's Signature

()

Daytime Phone

Email

The winner has been or will be (check one) notified that they are the first place Department winner on _____. Note: National Headquarters will contact your winner after this date to notify them of their national placement.

PATRIOT'S PEN

2020 - 2021 Theme

"What is Patriotism to Me?"

Student Entry Deadline: October 31, 2020

How Do I Get Started?

- Ask a teacher or youth group/club adult leader to supervise the Patriot's Pen writing competition.
- Contact a local VFW Post within your local area within your state and indicate your interest in participating.
- Establish a contact person who is a member of that VFW Post or its Auxiliary.
- Make sure that your essay is submitted to the VFW Post before the contest deadline of Oct. 31, 2020. You can submit your essay and entry form electronically (by email) upon the Post's approval. Entries sent to VFW National directly will be returned.

How Am I Judged?

You will be judged on how well you understand, develop and present the theme. A positive approach is recommended to express your viewpoint.

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 2020-21 theme is

What is Patriotism to Me?

What Are the Rules?

- Essay length: 300-400 typewritten words (+ or - 5 words max).
 - You must write your own essay.
 - All essays should be typed in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (Essays under or over these word amounts will be eliminated.) Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.
- At any time during the contest additional participant personal information (i.e. SSN, photo, etc.) could be requested by the VFW.

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 your essay. The entry form is your essay's 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). Contestants found in violation of this rule will face elimination from the competition and will be required to return any and all prize money awarded or received.

The essay must be a 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 use your essay and likeness in the promotion and execution of the organization's programs and activities.

Deadline Information

To qualify, all entries must be submitted to a sponsoring local VFW Post by midnight October 31, 2020.

Note:

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

First, visit vfw.org/FindaPost to "Find A VFW Post." Be sure this Post is within the state you reside in.

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) headquarters office to see if they can offer any information or assistance. You can visit vfw.org/contactus and look for "Find a State Contact" to get your VFW state office's phone number and email.

If you need assistance, please email us at the VFW National Headquarters at youthscholarships@vfw.org.



Twisted X Brands

A Proud Sponsor



VETERANS OF FOREIGN WARS.

For assistance contact:

816.756.3390 ext. 6155
youthscholarships@vfw.org
vfw.org

Revised 3/2020

LOCAL VFW POST INFORMATION:

CONTACT: _____

PHONE: _____ BEST TIME TO CALL: _____

ALTERNATE CONTACT: _____

PHONE: _____ BEST TIME TO CALL: _____

Patriot Pen Post Awards Report Form

DISTRICT __, MISSOURI

[illegible]

2020-2021 Theme

"Is This the Country the Founders Envisioned?"

Student Entry Deadline: October 31, 2020

Patriotic Audio Essay Competition Grand Prize: \$30,000 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 57,000 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, **Is This the Country the Founders Envisioned?**

Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, state and national level.

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 seconds max.) essay on an audio CD or a flash drive. One student per CD or flash drive. When burning your CD, make sure that "Create Audio CD" option (or similar) is selected so the program can properly convert your sound file and burn it to CD. After it has finished, be sure to play back your audio CD on a system other than your computer, such as a standard radio or car CD player, to verify that the conversion/burning process was successful. You will submit the recording, typed essay and this completed entry form. Provide these items to your school/group competition or local 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 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. You may enter only one competition at one Post (if otherwise eligible) per year. At any time during the contest, additional participant personal information could be requested by the VFW, including but not limited to a photograph, SSN or biographical information.

2020-21 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

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

I Have Read and Understand the D.C. National Finals Rules
(On Opposite Side)

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

2020 - 2021 Theme

"Is This the Country the Founders Envisioned?"

Student Entry Deadline: October 31, 2020

Official Rules for Students Advancing to National Level

In the event my audio essay is selected for entry into the National Voice of Democracy 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 several 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 VFW Voice of Democracy Competition and/or arising out of my travel to and during 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 tape, essay and likeness in the promotion and execution of the organization's programs and activities.

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's/Chairman's Signature	Post #
VFW Auxiliary President's/Chairman's 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 Department finals.

District Chairman's Signature	Dist. #
Address	
City, State, Zip	
() Phone	Email

To Be Completed by the VFW Department Chairman

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

Department Chairman's Signature	
() Daytime Phone	Email

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

Where Do I Submit My Entry?

All entries begin at the local 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 local VFW Post. Individual students may submit their entry directly to the Post. This VFW Post should be within your local area and within your U.S. state of residence. 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 in your area, follow these instructions: First, visit this website vfw.org/FindaPost to "Find A VFW Post." Be sure this Post is within the state you reside in. If you do not have success in finding a Post, or if you have trouble getting in touch with them, you can contact your VFW Department (state) office to see if they can offer any information or assistance. You can visit this link vfw.org/ContactUs and look for "Find a State Contact" to get your VFW state office's phone number and email. If you still need assistance, please email us at VFW National Headquarters at youthscholarships@vfw.org

What Is the Deadline for My Entry?

All entries competing at the Post level must be in the hands of that VFW Post by midnight, **Oct. 31, 2020**. 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.

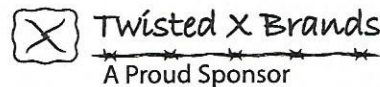
Content is worth 35 points:

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.

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.



For assistance contact:
816.756.3390 ext. 6155
Email: youthscholarships@vfw.org
vfw.org

Revised 3/2020

LOCAL VFW POST INFORMATION:

CONTACT: _____

PHONE: _____ BEST TIME TO CALL: _____

ALTERNATE CONTACT: _____

PHONE: _____ BEST TIME TO CALL: _____

1

Voice of Democracy Post Awards Report Form

DISTRICT

MISSOURI

[illegible]

Teacher of the Year

WHO SHOULD YOU NOMINATE?

Teachers who promote civic responsibility, flag etiquette and patriotism are prime candidates for the award.

If you know a teacher who plans field trips to city hall, organizes community volunteer projects or invites local veterans to speak in class, anything to help students develop a better understanding of democratic values and beliefs, this award is for them.

HOW DO I SUBMIT A NOMINATION?

Step 1: In 350 words or less, describe why you feel your nominee is deserving of the award. Be sure to describe the teacher's innovative teaching and resource development methods, as well as his or her dedication to education.

Step 2: Download and complete the Smart/Maher VFW National Citizenship Education Teacher Award nomination form.

Step 3: Submit the nomination form along with your explanation to your local VFW Post by Oct. 31.

Note: Nominations can be submitted by themselves, fellow teachers, supervisors, family members or other interested individuals.

HOW THE CONTEST WORKS

Based on the nominees submitted, VFW's local chapters - called Posts - will recognize one outstanding teacher in grades K-5, 6-8 and 9-12. Posts then submit their winning names and required Documents to their District-level judging.

From there, the selected winners and required documents are forwarded to the Department-level (state-level). Once they are judged on a state level, the winners are passed along to VFW National Headquarters for consideration in the national awards contest.

NATIONAL HEADQUARTERS

406 W. 34th Street
Kansas City, MO 64111
Office 816.756.3590
Fax 816.968.1157

WASHINGTON OFFICE

200 Maryland Ave., N.E.
Washington, D.C. 20002
Office 202.543.2239
Fax 202.543.6719

info@vfw.org
www.vfw.org

DISTRICT __, MISSOURI

62

ARTICLES OF INCORPORATION

OF

(Post Name) POST NO. _____

VETERANS OF FOREIGN WARS OF THE UNITED STATES

In accordance with the provisions 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.

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 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.



VFW Department of Missouri Veterans Service Referral Form

The purpose of this form is to gather some basic information in order that we can evaluate your possible eligibility 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)

Veterans Name: _____ Birth Date: ____/____/____ SVC #: ____ - ____ - ____

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

Address _____ City: _____ State: ____ Zip: _____

Phone (____) _____ E-Mail _____ Best Time to Call ____ AM ____ PM

Branch of Service _____ From ____/____/____ To ____/____/____ Military Svc. # _____

Registered in VA System: Yes ☐ No ☐ % Of Disability _____ VA File # _____ VA POA _____

Service Outside the USA: YES ☐ NO ☐ Country: _____ Military Job: _____

Medals or Decorations:

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

Referred By: _____ Date: _____

VSO OFFICE ONLY

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

Please forward this form to:

VFW Service Officer
VA Regional Office
9700 Page Ave RM 1-29
St. Louis, MO 63132

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

To be considered your entry must include the following:

1. Copy of the minutes of the VFW meeting at which the project was authorized.
2. Signed statement from the Commander summarizing the impact of the project.
3. Photos (limit of twenty) of the activity.
4. Newspaper clippings featuring the project.
5. Letters of congratulation/recognition from civic and local leaders.
6. Copy of the project budget/expense sheet.
7. Narrative telling how the project was planned and executed and its impact on the community
8. Entry form (on following page), signed by the Department Community Service Chairman and the Department Adjutant.

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. Projects must be executed and nominated within the 12 months preceding 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.

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, 2021. 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 2021.

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, 2021. 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 2021.

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

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
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

<u>Record Name</u>	<u>Retention Period</u>
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
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 2020 – 2021

Fall Council of Administration

****Location and Date to be Determined***

Winter Council of Administration Voice of Democracy/Patriot's Pen & Teacher Awards

January 29th to 31st, 2021

Marriott St. Louis Airport

State Convention

June 10th to 12th, 2021

Oasis Hotel and Convention Center, Springfield

