



**HEADQUARTERS
DEPARTMENT OF MISSOURI
VETERANS OF FOREIGN WARS OF THE U.S. INC
GENERAL ORDERS NO. 2**

Series 2022-2023

August 2022

(To be read or distributed at a regular Post meeting and filed)

1. The Fall Council of Administration Meeting will be held on October 7th and 8th 2022 at the Holiday Inn Executive Center, 2200 Interstate 70 Dr SW, Columbia, MO. All members of the Council, as well as Committees and Chairpersons, should make every effort to attend and be prepared to report in accordance with the agenda. The room rate is \$109 per night. Please see attached flyer for link to hotel to make reservations and other information. A tentative Agenda and Saturday evening Banquet Ticket Form are also attached. The hotel has hospitality rooms available. You will need to contact the hotel directly to arrange or if you have questions. The VFW and Auxiliary will be conducting a community outreach program to collect canned food items, toiletries, and diapers for the Mid-Missouri Military Family Pantry located at Department Headquarters. We will also accept monetary donations and in fact encourage this so the pantry can go purchase needed items not normally stocked.
2. The Big Ten Conference will be October 14–16, 2022 at the Potawatomi Hotel & Casino, 1721 W. Canal St., Milwaukee, WI. 53233. Please see attached for more information.
3. Congratulations to the Post and Districts that achieved ALL- American Status for the 2021-2022 year.
4. Posts are reminded that **ALL** Officer Changes must be reported to National and Department. You can email a copy of the Officer Change Form to me at adj@movfw.org or Fax a copy to 1-573-636-2664 or mail a copy to: 3401 Knipp Dr, Jefferson City, MO 65109.
5. Reminder to Post Commanders: The National By-Laws and the Missouri All-State Program require the Post Commander or a Post Representative to attend all meetings called by the District Commander. **This includes Schools of Instruction.**
6. Reminder to Posts and Districts: The Voice of Democracy and Patriots Pen Scholarship program needs your support. Department needs Posts or Auxiliaries to (co)sponsor scholarships. Please forward \$500.00 to Department Headquarters prior to September 30, 2022. You can make a onetime payment for the full amount or monthly installments. Scholarships will be paid out over a five-year period to district winners. Scholarship sponsor's name(s) will be listed in the banquet program each year.
7. All Posts are required to file a Federal Income Tax return. **NO EXCEPTIONS!** Posts may obtain forms 990EZ, 990 and/or 990T from any IRS Office, or online at <http://www.irs.gov>. Posts with a year end of 30 June must file with the IRS prior to 15 November 2022, (most posts

have a year end of 30 June). **Failure to file will result in the loss of your tax-exempt status.**

8. All inspection reports should be mailed directly to the Department Inspector, Randal Wansing, 41 Jamestown Dr. Saint Peters, MO. 63376-1335. If a Deputy Inspector wishes to claim mileage for travel in connection with the inspections, he/she must submit a voucher to the Department Inspector for approval.

9. The annual trip to the National Home for Children will be 20-23 October, 2022. If your Post would like to make a donation to help offset the Cost of the trip for individual members, please send to Dept. Headquarters. Please see attached Registration Form and Agenda. If you have questions concerning the National Home you can contact Marilyn Archuletta at 660-473-3223, or e-mail: nathomechrm@movfw.org

10. Anyone requesting a Department Officer to attend a function must submit a **written request** to Department Headquarters at least 30 days prior to the date of the function. An e-mail to the Adjutant at adj@movfw.org is acceptable.

11. Quarterly audit reports for the period ending 6-30-22 are due 7-31-22. This deadline must be met for All State Contest purposes and is required by National By-Laws. Audits must be at Dept. Headquarters on or before the last day of the month. Postmarks do not count as each Post has 30 days to conduct and mail, fax, or email the complete Audit Report to Dept. Headquarters, 3401 Knipp Drive, Jefferson City, MO. 65109. The fax # is (573) 636-2664 or email to adj@movfw.org; or hqangela@movfw.org.

12. The reporting section of the Online Reporting is up and running. You can now submit all reports using the system. Chairman should be able to view and approve or reject their reports. To login go to movfw.org and click on Login, then Members Only. You will need your membership ID number. The password is your last name with the first character capitalized. The system works the same as last years, in that you must submit a report for each activity. Therefore, if the event was for instance a Service Officers event, recruiting event, and Buddy Poppy event, 3 reports will be necessary. The Dashboard for the Online Reporting System should be up and running or will be in the very near future. This will provide totals for every post and district by category for anyone to check on their progress. If you have any member that cannot log on or have any questions or problems, please call Ken Allison at 636 448-3061.

13. **All Post are strongly encouraged to log onto the VFW Department of Missouri Webmail.** The Post account is post (your post #) @movfw.org; i.e., postxxxx@movfw.org; Please see your predecessor for current password. You can then change the password to whatever you want. 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. You will see in the middle "change email password". Once this is 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.

14. If your Post has not ordered your quota of Buddy Poppies, you are encouraged to do so ASAP. Due to staffing issues at National Headquarters, we are experiencing some delays. Please see your Post Commander Handbook for order form and quota you need to order. If you wish to charge them on a Credit Card, please fill out the Credit Card information. Otherwise mail a check along with the form. **(Orders will not be taken over the Phone)**

(When we place the order with National your Post will be Cc'd on the email. If you do not see an email within a few days of sending your order to us, please give us a call to verify that we rec'd your order.)

15. The following District Schools of Instruction and District Meetings for the month of August are announced:

DIST.	DATE	POST	LOCATION/TIME	OFFICER	REMARKS
6	8/7/22	3118	Pleasant Hill 9 am	Jr. Vice	SOI & District Meeting
7	8/13/22	2175	Nevada 10 am	Commander	SOI & District Meeting
8	8/7/22	5331	Cedar Hill, 1 pm	Commander	SOI & District Meeting

Official:

Donald L. Hentges
Adjutant

By Order of:

Royce Kelb
Commander