



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

Series 2023-2024

August 2023

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

1. The Fall Council of Administration Meeting will be held on September 22-23, 2023 at the Oasis Hotel & Convention Center, 2546 N. Glenstone, Springfield, Missouri. All members of the Council, Chairman, as well as Committees, should make every effort to attend and be prepared to report in accordance with the agenda. For reservations you can call (417) 866-5253 or (888) 532-4338. The Commander and President's Homecoming Banquet will held on Saturday evening. Please see attached form for more information and to order tickets. A tentative agenda will be sent out soon.
2. The Big Ten Conference will be October 20-23, 2023 at the Westin Chicago Northwest, 400 Park Blvd. Itasca, IL. Please see attached for more information.
3. Congratulations Department of Missouri, and to all the Posts and Districts that achieved ALL- American Status for the 2022-2023 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. 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 2023, (most posts have a year end of 30 June). **Failure to file will result in the loss of your tax-exempt status.**
6. 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.
7. The annual trip to the National Home for Children will be 26-29 October, 2023. 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: natlhomechrm@movfw.org.

8. Reminder to Post Commanders: The National By-Laws and the Missouri All-State Program require the Post Commander attend the Dept. or District School of Instructions and attend, or have a Post Representative attend all meetings called by the District Commander.
9. Mark your calendar for Friday, September 29, 2023. There will be a Charity Golf Tournament benefiting the VFW National Home. The event will be held at the Bear Creek Golf Course in St Charles, MO. Please see attached Flyer for more details and to register.
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.
12. Quarterly audit reports for the period ending 6-30-23 are due 7-31-23. 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.
13. The reporting section of the Online Reporting is up and running. 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. For Auxiliary members that input reports the webmaster will need the following information to set them up in the system:
Auxiliary member ID number, First Name, Last Name, Complete address, Post #, District, Email address, & Phone number.
If you have any member that cannot log on or have any questions or problems, please call Ken Allison at 636 448-3061.
14. **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.
15. Article VII sec. 704 of the National By-Laws and Manual of Procedures establishes the requirement for all Posts to establish and maintain a Relief Fund. Expenditures from the relief fund shall be as prescribed in sections 219 & 704 of the Manual of Procedures. Expenditures authorized include donations to Veteran Service, National Home, and support of the National Guard and their families. Audit Reports received at Dept Headquarters indicate that many Posts may not be meeting this requirement. All Posts are to review their accounting practices and ensure they are meeting this requirement.

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

Dist.	DATE	POST	LOCATION/TIME	OFFICER	REMARKS
2	8/5/23	3176	Wayneville, 10 am	Sr. Vice Cdr	SOI & District Meeting
6	8/6/23	5649	Concordia, 9 am	Sr. Vice Cdr	SOI & District Meeting
7	8/12/23	2175	Nevada, 10 am	Commander	SOI & District Meeting
8	8/6/23	1831	DeSoto, 1 pm	Jr. Vice Cdr.	District Meeting
18	8/5/23	5366	Isabella, 10 am	Commander	District Meeting

Official:
Donald L. Hentges
Adjutant

By Order of:
Charles Williams
Commander