



**HEADQUARTERS
DEPARTMENT OF MISSOURI
VETERANS OF FOREIGN WARS OF THE U.S. INC
GENERAL ORDERS NO. 4**

Series 2023-2024

October 2023

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

1. 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.

2. I want to call your attention to the following section of the National By-Laws and Manual of Procedure. Any Post not in compliance is subject to suspension.

Sec. 709 - Control of Units - "Any Post owning and/or operating, directly or by reason of a holding company or other entity substantially controlled by the Post or its members, a canteen, clubroom or other facility available to members or guests must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. **Such insurance must be of a type and amount sufficient to protect the Post and must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which such Post is located. Post shall ensure policies purchased include these additional insured statements.**

If the Liability and Dram Insurance Blocks on the State Dashboard are **RED** it means we do not have a "Certificate of Insurance" on file for your Post, or it has expired. Please forward a copy, or have your agent send a copy, to Department ASAP. You can mail to 3401 Knipp Dr. Jefferson City, MO. 65109 or email to adj@movfw.org or hqangela@vfwmo.org.

3. There has been a change to the All-State Program. Because of issues in tracking, it is no longer required that you have two (2) Poppy Drives, although we encourage you to do so.

NEW REQUIREMENT;

To qualify for All-State you must order your quota of Buddy Poppies (5 per member). You can order either the traditional Poppy or the new Tin Tab Poppy. The Tin Tab Poppies will be available to purchase on October 1. We will send out an order form, with pricing, soon. The order form for the traditional Poppy is on page 53 in the Commander's Handbook.

4. There is still **ROOM ON THE BUS**. The deadline has been extended until October 20 for the annual trip to the National Home for Children. The trip is scheduled for 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 Archuleta at 660-473-3223, or e-mail: natlhomechrm@movfw.org.

5. 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.
6. 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.**
7. 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.
8. The Voice of Democracy and Patriots Pen Scholarship program needs your support. Department needs Posts, Districts, and Auxiliaries to donate to cover these scholarships. Besides helping the kids, there are some good incentives to donate. Please see attached flyer.
9. Reminder to Post Commanders: The National By-Laws and the Missouri All-State Program require the Post Commander attend, or have a Post Representative attend, all meetings called by the District Commander.
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. The attention of Post and District Commanders and Inspecting Officers is directed to section 703 of the National By-Laws - Bonds. Each accountable officer of this organization shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which he may be accountable. Liquid assets are defined as cash on hand or in the bank and other negotiable instruments readily convertible into cash.
12. All Posts should be using the Online Reporting Portal. If you have any member that cannot log on or have any questions or problems, please call Ken Allison at 636 448-3061 or Randall Craig at 573 312-3777. Or email Ken at webmaster@movfw.org or Randall at asstwebmaster@movfw.org.
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. 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.

15 If you have not ordered the 2024 edition of the VFW National Bylaws and Manual of Procedure from the VFW Store, please do so ASAP. You are required to have the latest addition on hand at your Post and District.

16. **REMINDER:** VMS donations will only be handled through the Dashboard moving forward. An email was sent out June 29, 2023, annotating this change and explaining the NEW donation page. All Posts have to do is click on the VMS donation tab on the Dashboard to donate. The link will point them to OMS. No more checks to the National Headquarters.

17. These are the District Meetings scheduled for the month of October.

Dist.	DATE	POST	LOCATION/TIME	OFFICER	REMARKS
1	10/14/23	4557	Brookfield, 10 am	Sr. Vice Cdr	District Meeting
3	10/22/23		Cameron Veterans Hm. 1 pm	Asst. C of S	District Meeting
5	10/15/23	1000	Independence, 1 pm	Asst. C of S	District Meeting
9	10/08/23	2482	St Clair, 1 pm	Sr. Vice Cdr	District Meeting
12	10/14/23	4223	Lemay, 12 pm	Chief of Staff	District Meeting
14	10/15/23	3404	Springfield 12:30 pm	Sr. Vice Cdr	District Meeting
15	10/15/23	7183	Lilbourn - 12 pm	Surgeon	District Meeting
17	10/15/23	4342	Kahoka, 1 pm		District Meeting

Official:
 Donald L. Hentges
 Adjutant

By Order of:
 Charles Williams
 Commander

