



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

Series 2024-2025

October 2024

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

1. The Big Ten Conference will be October 18-20, 2024, at the Marriott Indianapolis East, Indianapolis IN. Please see attached for more information.

2. This is your annual reminder to get your Liability and Dram Insurance up to date.

**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](mailto:adj@movfw.org) or [hqangela@vfwmo.org](mailto:hqangela@vfwmo.org). If your Post no longer has a Canteen, let us know so that we can update the dashboard.

3. There is a **New Requirement** added to the All-American Program. Below is the information and link sent out by Lynn Rolf concerning VFW's Day of Service.

Team, you will see the Day of Service requirement has been added to the Post dashboard. This will be updated by your VFW National HQs beginning shortly as we get the sign-ups from Posts. The requirement is for our posts to sign up for the VFW Day of Service. Last year we had about 250 posts signed up to participate. Let's shatter this # this year. We as VFW HQs will then upload weekly reports to give them credit. It will be assumed they have submitted their event after completion as a community service entry through your community service system.

To sign up for the VFW Day of Service click here

<https://todaysvfw.org/day-of-service/>

4. The National Home trip is scheduled for 25-27 October 2024. If you're going, it's time to get you Hotel Transylvania costumes finished. Make sure you post pictures.

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](mailto: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, Randle Tolliver, 6689 Highway B, Ellington, MO 63638-9219. 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.

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](mailto: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 members 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](mailto:webmaster@movfw.org) or Randall at [asstwebmaster@movfw.org](mailto: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](mailto:postxxx@movfw.org); i.e., [postxxx@movfw.org](mailto:postxxx@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](http://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 2025 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. Voice of Democracy, Patriots Pen, and Teacher of the Year deadlines are coming up. Please remember to get these in on time. If you have any question please call Eric Sullivan, VOD/PP Chairperson, @ 816-518-7025, Jim Nail, Americanism Chairperson, @ 816-726-3916.

18. The Winter Council of Administration Meeting and Voice of Democracy, Patriots Pen, and Teacher of the Year Banquet will be held on February 7 and 8, 2025, at Marriott St. Louis Airport, 10700 Pear Tree Lane, St. Louis, Mo 63134, phone 314-423-9700 All members of the Council, as well as Committee and Chairpersons, should make every effort to attend and be prepared to report in accordance with the agenda, which will be provided as we get closer to the meeting date. Room reservations can be made by clicking the link on the attached flyer or you may call 314-423-9700. Please see the flyer for additional information. The banquet form for the VOD/PP, & Americanism banquet will come out by end of October 2024.

19. These are the District Meetings scheduled for the month of October. All Staff Officers are required to attend the Big 10 meeting October 18-20. Because of this, some Districts may not have a Staff Officer listed to attend their meeting.

Dist.	DATE	POST	LOCATION/TIME	OFFICER	REMARKS
1	10/12/24	1471	Princeton, 10 am	Asst. Chief of Staff	District Meeting
3	10/20/24	5717	Kearny, 1 pm	Asst. Chief of Staff	District Meeting
5	10/13/24	1000	Independence, 2 pm	Jr Vice Cdr	District Meeting
9	10/13/24	3056	Wellsville, 1 pm	Sr. Vice Cdr	District Meeting
12	10/12/24	4223	Lemay, 12 pm	Sr. Vice Cdr	District Meeting
14	10/20/24	3404	Springfield 12:30 pm		District Meeting
15	10/20/24	7183	Cape Girardeau, 12 pm		District Meeting
17	10/20/24	5553	Bowling Green, 1 pm	Judge Advocate	District Meeting

Official:  
Susan Kelb  
Adjutant

By Order of:  
Ric DePontee  
Commander