



**HEADQUARTERS
DEPARTMENT OF MISSOURI
VETERANS OF FOREIGN WARS OF THE U.S. INC
GENERAL ORDERS NO. 3**

Series 2023-2024

September 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. **NOTE**, there was an error by the hotel staff concerning room reservations so if you tried to reserve a room and was told there were no rooms left, please call back. 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 is attached also.
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. 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. (Either the traditional Poppy or the new Tin Tab Poppy). The Tin Tab Poppies are not available currently but should be available to purchase sometime in September, (picture attached). We will send out an order form, with pricing, when they become available to purchase
The order form for the traditional Poppy is on page 53 in the Commander's Handbook. I have attached a sheet to help you determine your quota based on your membership.
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. All Posts and Districts are reminded that Annual Incorporation Reports to the Secretary of State were due in August. If you have not filed your report for this year, please do so immediately. If no report is filed, your Incorporation will lapse in November.

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. 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 Marilynn Archuleta at 660-473-3223, or e-mail: natlhomechrm@movfw.org.

10. 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.

11. 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. **More teams are needed**. Please see attached Flyer for more details and to register.

12. 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.

13. 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.

14. 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. **NOTE**, we will be having a workshop to show you how to enter reports and answer any question at the September C of A. It will be available via ZOOM also so if you cannot attend in person, please contact Angela @ hqangela@movfw.org for zoom meeting details.

15. **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.

16. 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.

17 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.

18. There are no District Meetings scheduled for the month of September.

Official:
Donald L. Hentges
Adjutant

By Order of:
Charles Williams
Commander