

**POST COMMANDER AND  
QUARTERMASTER  
HANDBOOK**

**2019 – 2020**



**TROY WILLIAMS  
STATE COMMANDER  
DEPARTMENT OF MISSOURI  
VETERANS OF FOREIGN WARS**

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## MISSOURI *Veterans Service Program*

Our dedicated service officers are the best in the nation and we need to treat them accordingly. Long hours fulfilling each veteran's request for benefit review is accomplished in a professional and timely manner. Although the department has not set a specific goal per member, but \$3 per member is recommended, the department needs \$100,000+ to fund our current program. Each gift you donate to our Veterans Service Officer Program gives each person the opportunity to help our fellow veterans.

Each member can also join the "Sustaining Membership" in the Veterans Service Officer Program. Check out your fellow members and see if they have a current "sustaining VSO support" pin (obtained from our department quartermaster). These VFW members are committing to a monthly donation to the Veterans Service Officer Program. Distributing Buddy Poppies will allow your post to make the needed donations and complete the circle of veteran care and focus. Our communities make donations as they receive the Buddy Poppy with the intent to remember our heroes. I'm relatively sure that the contributors expect us to use their donations to meet Veterans needs.

Veterans Service work depends on posts doing their part – having scheduled and advertised service officer events within and/or near their communities. Many of our posts have small communities nearby that are often overlooked so provision needs to be made to have service officer events throughout the local area. The value that you receive from making a referral and actually helping a fellow veteran is beyond belief. If, for no other reason, what we do aligns our actions with duty and honor.

*Felic Sullivan*

Department Sr. Vice Cdr

*Troy Williams*

Department Commander

*James Nail*

Department Jr. Vice Cdr



## POST COMMANDERS

### SCHOOL OF INSTRUCTION

#### **Purpose:**

The purpose of this course of instruction is to ensure that as a Post Commander you have the necessary knowledge and understanding of your responsibilities to enhance the successful operation of your Post.

#### **Objective:**

The objective of this course of instruction is to provide the Post Commander with a clear and precise understanding of their duties and obligations and the expectations of a Post Commander and their appointed chairmen.

## **COMMANDER EXPECTATIONS FOR**

### **2019 - 2020**

Raising your right hand and obligating yourself to accept a position of higher authority in the VFW, changes your status of a volunteer to someone that has made a commitment and accepts the responsibility of leadership.

As a Commander your responsibility is far reaching and can become overwhelming if you do not learn quickly to delegate and surround yourself with as much experience and proven leaders that you can find. Inspiring and encouraging your post officers by always using a positive motivational method of leadership supersedes any form of negative communication.

1. Providing Veteran Services, enhancing the lives of our Veterans and focusing our Posts to do all they can to prove to their communities by their actions, "No One Does More for Veterans" than the VFW, is the key to attracting new members and retaining the members that we already have. This should be your primary focus point.

2. Membership is the key to our continued existence and political influence to improve and maintain our Veteran benefits and services. As Post Commander, you and your staff should always lead by example and reach out to as many prospective members as you can and get them signed up. Membership retention committees should be developed at the Post level for setting up mailings, visitation and calling of each member. Instill the importance of keeping your members involved with their local and Post activities. **Recruit, Retain, Recover**

3. Enhance the awareness in your Post Officers of the success of our Veteran Service Officer (VSO) program. Promote the "Partners in Veterans Service" program. This program gives our members an opportunity to financially support our VSO's with an individual monthly donation. Three Distinctive Donor Pins, honor their support at three levels:

- A. Bronze Pin - \$10.00 per month or \$120.00 per year
- B. Silver Pin - \$20.00 per month or \$240.00 per year
- C. Gold Pin - \$30.00 per month or \$360.00 per year.



4. Supporting our Active Duty, National Guard and Reserve components and their families is imperative. Continual contact with individuals at each of these military levels will build a solid foundation of trust and support between them and your Post.

5. Stay informed about our National Defense. Make sure that your members know who their individual State Representatives and Senators are and what veteran legislation is being



considered at State and National levels of Government. Select a motivated comrade to be your Legislative Chairman to keep the Posts membership aware of our Veteran State and National Legislation.

6. Promote the understanding and importance of our Youth programs to your Post. From all levels of the Scouts and other programs, schools can be approached during their summer breaks. Make sure your Post and chairman fully understand our programs and bring awareness to local schools, students, and teachers about our Americanism and Patriotism Award and Scholarship programs:

- A. Patriot Pen: 6<sup>th</sup> – 8<sup>th</sup> grade essay writing program
- B. Voice of Democracy: 9<sup>th</sup> – 12<sup>th</sup> grade audio/essay writing program
- C. Teacher of the Year Recognition program

7. Develop an understanding and awareness of our National Home program in Eaton Rapids, Michigan. They provide a safe living environment and care for many children and families of veterans that have made the ultimate sacrifice and/or have fallen on difficult times. Encourage the Post to participate by sending a member on the yearly Department bus trip to visit our National Home.

8. Post Auxiliaries should use our On-Line reporting system to maintain the awareness of their Community Activities that support their Post within the District. Positive and motivational support for our Auxiliaries is imperative for our organization to be all it can be.

9. Motivate your Post to have as many highly visible projects as possible within the community each year to enhance the cohesiveness of their community's relationships with their Veterans. Encourage the Post to contact local news sources, i.e. local papers, radio and Cable TV stations to support District and Post efforts to provide services to their local Veteran population. To receive All-State credit for a POW-MIA event, the Post must perform a ceremony, present a POW flag with a program or make some public awareness event that supports our POW-MIA Awareness program at or outside of the Post Home.

- A. POW-MIA Awareness
- B. Memorial Day Services
- C. Flag Day
- D. Veteran Remembrances, etc.

10. Buddy Poppy programs need to be expanded throughout the year. Planning specific days for distribution are important but Post members should be encouraged to display cans at all Post functions and outside community events that the Post participate in. Whenever

poppies are being distributed, a table can be set up and the Post Service Officer or another informed dedicated Post member can offer to fill out Veteran Referral Forms. Members should be made aware that money collected from Poppy events goes directly into the Post Veteran Relief Fund to assist their own Post members as well as Veterans within their community in a wide variety of ways. Participation at the Post level to create a Buddy Poppy Display for our Department Convention and VFW National Convention competition is highly recommended. Poppies are not "sold", they are given freely but donations can be accepted.

11. Stay on top of program revisions as they occur during the year and be sure to pass these changes on to your Post Officers and Chairmen. To get up-to-date information and changes relevant to these programs and VFW news, go to [www.vfw.org](http://www.vfw.org) daily.

12. Ensure that your Post has a **CURRENT**, up-to-date Podium Edition of the VFW Congressional Charter By-Laws, Manual of Procedure and Ritual Manual (available Sept/Oct each year), plus a **CURRENT**, up-to-date Podium Edition of the Veteran Service Officer Manual (published every other year).

13. As Post Commander you need to be aware of the importance of recognizing your individual members who have devoted an extraordinary amount of their time and life since joining the VFW toward enhancing the growth and success of their Post with life-time stewardship toward serving Veterans. Our national **LEGACY LIFE** program is the perfect way of ensuring that the member is recognized immediately and for eternity for their individual efforts. The Legacy Life program enables current life members to leave a lasting legacy on this great organization by helping to ensure that we continue to "honor the dead by helping the living." Three levels of membership (Gold, Silver, or Bronze), each offer its own package of prestigious benefits (see brochure).



14. It is your responsibility to provide a thorough understanding of the VFW programs to your post leadership. The only way for your post leadership to gain support from their post members for these programs is for them to totally understand them and be able to explain the benefits of their support for each one. No post should be expected to contribute money and time to all of them.

15. Ensuring that your Post Officers are aware of all the resources that they have access to, where those resources are located and how to effectively use them is very important. The VFW has professionally developed extensive advertising programs for all media types. Attractive and highly effective handbooks, handouts, and literature covering Membership campaigning at the Post level and every VFW program that we support, is comprehensively covered with accurate and timely information. All of these are available through our **VFW STORE**. Most of them are all provided at **NO** charge (however there is a shipping and handling fee). Your Post should have a current VFW Store Catalog. For the latest

resources, information, ideas and tools to assist you in your efforts, and to assist your Post efforts, visit [www.vfwdepartmentresources.org](http://www.vfwdepartmentresources.org).

16. **STAY WELL INFORMED** read and study all of the material sent to you from the Department and National Headquarters. You cannot give solid advice or take it and make the right decisions without being well informed.

- A. Read the VFW Magazine and Checkpoint publication.
- B. Study the National and Department General Orders.
- C. Know the VFW By-Laws
- D. Familiarize yourself with the Podium Edition of the Veteran Service Officer Manual

17. Post meetings should be interesting and educational. Start on time and be organized. Look your best and always dress accordingly. Dress for success! If the Commander is sloppy, dirty or unkempt, the members are likely to follow suit. The image you project and the organization of your meetings could very well determine individual attitudes toward you, the District and possibly the entire VFW organization. You are the Cornerstone for your Post. Remember that, your District and Department is relying on you to be a successful leader.

You can always delegate your authority but it is still your responsibility that what you delegate is properly accomplished. Always remember, **“Character Determines Destiny”, Your Word is the most important aspect of Character.** If you give your word to anyone, keep it. A good leader is one that knows the way, goes the way, shows the way and always leads the way by example. Remember Proper Protocol.

18. Encourage all District and Post Officers to become ‘Life Members’ to preclude being removed from office for failing to renew their membership annually.



# COMMUNICATION

## CHAIN OF COMMAND:

1. Post Chairman to District Chairman
2. Post Commander to District Commander
3. District Chairman to Department Chairman
4. District Commander to Department Commander

Personal contact, face-to-face or phone calls is the preferred method of communicating. Texting seems to be the quickest way to get an immediate and short answer to a question. Email through our [www.vfwwebmail.com](http://www.vfwwebmail.com), which can be found under the TOOLS dropdown menu at our [www.vfwmo.org](http://www.vfwmo.org) web site, is the *official* way to electronically communicate within the VFW system. All Department, District, and Post Officers and Chairman have designated email addresses.

## **(DAILY CHECKING AND USE OF YOUR WEBMAIL ADDRESS IS MANDATORY)**

Cards and letters can be used as needed and is an additional way to send a personal thank you or an invitation.

Continual communication is the answer. There is NO substitution for personal contact with our new and in-active members. Using all forms of communication will guarantee our future success of a well-informed and motivated member, Officer or Chairman.

## LEADERSHIP

The responsibility of the management of every level of the VFW begins and ends with the position of Commander. Leadership is primarily the ability to get people to work together toward a common cause. A good leader must create enthusiasm, provide direction, and encourage initiative. Setting attainable goals, planning rewards for accomplishments, and obtaining the cooperation of others in achieving them is very important. Speaking ability is important. Some are born with it, most of us have to develop it. Nearly anyone can give a good speech if they are sincere, knows what they are talking about, and plans what they are going to say. It is always a good idea to plan your talk ahead of time and to prepare notes as reminders of the points you want to emphasize. Unless you are an accomplished humorist, don't try to tell funny stories or jokes. They usually distract attention from the points you are trying to convey. Sincerity, enthusiasm, and knowledge of your subject will gain you the respect of your membership. A public speaking course might help and certainly will do no harm. No matter what your audience, the Department of Missouri membership deserves the best you have to give.

As Post Commander your job is not just to preside over Post meetings and attend District and Department functions. Developing enthusiasm within your Post Officers, focusing them toward Veteran Services and supporting our VFW programs is a full time job in itself. You need to be prepared to give as much time and effort as you possibly can. A Post Commander who fully performs all the duties of their office is the busiest person in the VFW.

Positive, forward-thinking leadership is the key to our success. The inspiration, guidance, supervision, and advice that your Post Officers and Chairman will need, must come from you, the Post Commander.

You must always set the example. Familiarize and gain a clear understanding of our focus and our programs that the VFW supports. Your **passion** and **enthusiasm** to coordinate activities to promote our programs, such as the Voice of Democracy, Patriot Pen, Recognition of our Teachers, Scouting, Veteran and Military Services, Unmet Needs, Operation Uplink, Military Assistance Program, our National Home, Buddy Poppy and most of all, our Veteran Service Officer program will directly affect your Post members participation in these programs.

Developing team work, delegating authority, and creating passion within your Post and Post Officers are paramount to your successful year as a Post Commander.

Be flexible and sympathetic. Be willing to accept changes, suggestions, ideas, and assistance from others. Never assume any work or assignment has been completed until you communicate with your Officer's and chairmen. Always follow-up after you have requested a task or objective to be completed. Stay in personal contact, i.e. phone, text, email and especially face to face visits with your Post Officers. Don't micromanage. Follow-up weekly is imperative but give time to accomplish task.

Having the knowledge is one thing, but knowing the best way to apply that knowledge is the key. Using good judgment, recognizing the strengths and challenges of your Post Officers, and always being considerate of their feelings demonstrates your compassion and wisdom.

Effective leadership is being able to lift a person's vision to a higher level, raising their performance to a higher standard and helping to build their personality beyond its normal limitations.

Never forget that you are dealing with Warrior's, men and women that have been tested, tried, and proven already. Instill once again within them the passion, drive and focus that they once had. Show them the respect that they have earned and they will be a great asset for you toward achieving the goals and requirements that they have raised their right hands once again to support and accomplish.

Your Post Officers and Chairman that you have carefully selected to support you and your Post need to understand fully your expectations of them. Take time to explain their job descriptions and your additional tasks and responsibilities that you have given them. They will respond quicker and exceed your expectations if they understand completely what you expect from them.

Do not take your Officer's and Chairman for granted, regardless of the number of years and positions that they have held in the past, that they know precisely what they are supposed to be doing in whatever position that you have selected them for or they have been elected to. You need to take the time and

put in the effort to fully explain their responsibilities. Don't take anything for granted.

If you are lucky enough to have Past Commanders readily available within your Post, do not forget to call upon them to assist you in your year.

Don't let personal friendships control the choices of individuals that you select for Chairmanships unless they can do the job. Their performance reflects on you and if the Program or responsibility fails the blame and responsibility for that failure will be yours.

## **Our Mission and Our Purpose should be reflected in all that we do:**

1. Post meetings shall be conducted in accordance with the Manual of Procedure and By-Laws of the Veterans of Foreign Wars. VFW Posts will be incorporated and operated in accordance with the By-Laws.
2. Representatives from all Posts in a district **MUST** attend all district meetings. These representatives are responsible to report on the business conducted at the district meeting with their individual posts.
3. District Chairman **MUST** make their reports at each district meeting – this information is also to be shared by the post representative with their post. No report is not an option.
4. Quartermasters are tasked to account for all monies at the district level as well as the post level. Trustee reports are not to be sent in late to the state quartermaster – everyone has 30 days after each reporting period to turn in report – for example, the 1<sup>st</sup> quarter report covers January 1 through March 30, but must be turned in before the end of April.
5. All post inspections **MUST** be completed by December 31<sup>st</sup>.
6. Promote the welfare of the Missouri Veterans Service Program by donating to the BEST Veterans Service Officer program in the United States. We must support our veterans in their quest for benefits – who better than OUR own Veteran Service Officers!!!!
7. Support the members and families of Active Duty, Reserve and National Guard. Our Veterans and Military Support Program donations greatly enhances this goal. Work on developing members who can help work Yellow Ribbon and Benefit Briefings for our returning warriors.
8. Our image and involvement in our communities is the key to recruitment as well as retention, of our membership. It's not the amount of money we spend in the community, it is how we spend it and did we let the public know what our projects were. Post are strongly encouraged to appoint a Public Relations Chairman who will actually inform the local media with pictures and a narrative of what is being done and by whom. The Public Relations Chairman should also share his pictures with the rest of the state through our weblog postings. **WE ARE WHAT THE PUBLIC THINKS WE ARE!!!**
9. District officers, as well as post officers, are expected to communicate via the [mo.vfwwebmail.com](mailto:mo.vfwwebmail.com) computer email system. This makes it possible to get information to and from officers without changing and updating email addresses for changing post officers – remember the Commander, Quartermaster, and Adjutant have accounts. So activate and maintain the account. When the email account is full it will start returning email to senders – a dead giveaway that an officer is not reading or maintaining the account. Examples: [cdrdist1@mo.vfwwebmail.com](mailto:cdrdist1@mo.vfwwebmail.com), [qmdist2@mo.vfwwebmail.com](mailto:qmdist2@mo.vfwwebmail.com), [adjdist3@vfwwebmail.com](mailto:adjdist3@vfwwebmail.com).



# DEPARTMENT MEETINGS FOR 2019 -2020

**SEPTEMBER 27<sup>TH</sup> & 28<sup>TH</sup>, 2019**

Council of Administration Meeting  
(Meeting begins tentatively at 8:00am)  
(Agenda will be published online)

State Commander and President's Testimonial Dinner  
(Dinner begins at 7:00pm – tickets must be purchased in advance)  
Chateau on the Lake – Branson

**JANUARY 31<sup>ST</sup> & FEBRUARY 1<sup>ST</sup>, 2020**

Council of Administration Meeting  
(Meeting begins tentatively at 8:00am)

Voice of Democracy Banquet  
(Dinner begins at 7:00pm – tickets must be purchased in advance)  
Capitol Plaza Hotel – Jefferson City  
Black Tie

**JUNE 4<sup>TH</sup>, 5<sup>TH</sup>, 6<sup>TH</sup> & 7<sup>TH</sup>, 2020**

Department Convention  
Oasis Hotel & Convention Center – Springfield  
(Agenda will be published online)

Please accept this as my personal invitation to attend all Department Meetings.

These meetings are not closed meetings. If you are a VFW Member in good standing, you are welcome and encouraged to attend any of these meetings.

I look forward to seeing each and every one of you at these meetings. It will be very beneficial to you as a VFW Member.

\*If you are being reimbursed by Department for your travel and lodging you are required to attend all meetings and workshops. There will be sign in sheets for this.

*Troy Williams*, Department Commander

## VFW DEPARTMENT OF MISSOURI 2019 – 2020 PROGRAMS DEADLINES

- Americanism:** Reported on Community Activity Report to be submitted online as activity occurs. To receive credit for All State must be reported by April 20<sup>th</sup>.  
Teacher of the Year Award  
October 31st – Teacher Nomination to the Post  
November 15th – Post Winner to District Chairman  
December 15th – District Winner to Department Chairman  
January 10th – Department Winner to National Headquarters
- Buddy Poppy:** To receive credit for All State order must be received by Department Headquarters by April 20<sup>th</sup>
- Community Service:** Community Activity Report to be submitted online as activity occurs. To receive credit for All State must be reported by April 20<sup>th</sup>.  
Department of Missouri Distinguished Community Service Post Award  
April 15<sup>th</sup> Post entry to Department Chairman  
Deadline is firm in order to have ample time to judge and forward the Department Winner to National for entry in the POST SPECIAL PROJECT CONTEST.
- Public Servant Award**  
Post to Department January 1<sup>st</sup>  
Department to National February 1<sup>st</sup>  
Refer to the Chairman's Manual VFW Community Activities and Citizenship Education on the National VFW website. In The LEADERSHIP portion click on Chairman's Guide.
- National Home:** Deadline for signing up for the National Home trip is September 1<sup>st</sup>. Payment for the trip is October 1<sup>st</sup>.  
  
The Home needs donations to be able to operate. Be ever thoughtful of the family members of our comrades living at the National Home and make a generous donation to the National Home earmarked for the Missouri House.
- Veterans & Military Support:** To receive credit on the DPR for All State donations need to be sent to VFW National Headquarters, Veterans & Military Support, 406 W 34<sup>th</sup> St, Kansas City, MO, 64111. Donations need to be noted on the check for Veterans & Military Support. National notifies the Department of the Post donation therefore donation needs to be sent to National in ample time for Department to be notified in April 2016.
- POW/MIA:** Reported on Community Activity Report to be submitted online as activity occurs. To receive credit for All State must be reported by April 20<sup>th</sup>.

**Scouting:**                   Deadlines for Scout of the Year are set by National  
Entry to a VFW Post March 1<sup>st</sup>.  
Post to Department Chairman April 1<sup>st</sup>.  
Department to National May 1<sup>st</sup>.

**VSIO:**                       Monitor Post Events  
A Post will receive credit for All State after it has reported TWO (2) Post Service  
Officer Events will be reported in online reporting.

**VOD/PP:**                   \*October 31<sup>st</sup> Student entry to Post  
November 10<sup>th</sup> Completion of Post judging  
November 15<sup>th</sup> Completion of District judging  
January 10<sup>th</sup> Completion of Department judging  
January 10<sup>th</sup> District participation reports to Department Chairman  
\*January 15<sup>th</sup> Department winners to National  
\* January 31<sup>st</sup> Department reports to National

**\*Required deadline by VFW National Headquarters. All other deadlines are suggested and can be internally set at the discretion of the VFW Department leadership.**

**Credit for All State will be given upon receipt by Department from the Department VOD/PP Chairman's report.**

# POPPY ORDER FORM

Poppy Department  
P.O. Box 26  
Jefferson City, MO 65102

POST/AUXILIARY NO. \_\_\_\_\_ DISTRICT NO. \_\_\_\_\_

Please check one of the following:

\_\_\_\_\_ 500 Poppies... \$60.00                      \_\_\_\_\_ 1000 Poppies... \$120.00  
\_\_\_\_\_ 1500 Poppies... \$180.00                      \_\_\_\_\_ 2000 Poppies... \$240.00  
Other: \_\_\_\_\_ Poppies @ \$120.00 per 1,000

**\*\*\*\* PAYMENT MUST BE INCLUDED WITH YOUR ORDER \*\*\*\***

**Date Poppies Needed:** \_\_\_\_\_ **ALLOW 10 TO 12 WEEKS FOR DELIVERY**  
(This information must be provided to ensure proper delivery).

Ship the above to: \_\_\_\_\_ Title: \_\_\_\_\_  
(First and Last Name)

Street Address: \_\_\_\_\_  
**(Do not use P.O. Box #)**

City, State and Zip: \_\_\_\_\_

PLEASE NOTE: Poppy orders are shipped by UPS. To avoid delay, please list a physical street address. UPS CANNOT DELIVER TO A POST OFFICE BOX.

**ALL PROCEEDS FROM THE SALE OF POPPIES ON THE POST AND DEPARTMENT LEVEL GO TO THE VETERAN SERVICE PROGRAM.**

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

*All other poppy supplies must be ordered through the Emblem and Supply catalog provided by National Headquarters, 406 W. 34<sup>th</sup> St., Kansas City, MO 64111.*

For Department Headquarters Use Only:

DATE REC'D \_\_\_\_\_ AMOUNT PD. \_\_\_\_\_ DATE SENT \_\_\_\_\_

## **All State Buddy Poppy Requirements 2019-2020 Post Membership Program**

Post orders quota of Buddy Poppies from Department Headquarters.  
*Mandatory for All State.*

1-100 members -- 500 Poppies	701-800 members --- 4,000 Poppies
101-200 members--1,000 Poppies	801-900 members --- 4,500 Poppies
201-300 members--1,500 Poppies	901-1000 members---5,000 Poppies
301-400 members --2,000 Poppies	1001-1100 members- 5,500 Poppies
401-500 members --2,500 Poppies	1101-1200 members--6,000 Poppies
501-600 members --3,000 Poppies	1201-1300 members--6,500 Poppies
601-700 members --3,500 Poppies	1301-1400 members--7,000 Poppies





# POST TRUSTEES' REPORT OF AUDIT

The preparation and completion of the Post Trustees' Report of Audit at the end of each quarter is the duty and responsibility of the Post Trustees. In those instances where, upon recommendation of the Post Trustees and authorization by the Post, qualified accountants are engaged to perform the quarterly audit, it continues to be the duty and responsibility of the Post Trustees to submit the Post Trustees' Report of Audit as set forth in the By-Laws.

## Explanation of Audit Form:

- 1-9. **FUNDS:** Listed are those funds most likely to be carried by a VFW Post, District or County Council. Any special funds may be added in the blank spaces. A "fund" is an account which normally has both income and expenditures. In most cases, just about all of your miscellaneous expenditures (community service, youth activities, officers' expenses, etc.) are chargeable to your miscellaneous expenditures (community service, youth activities, officers' expenses, etc.) are chargeable to your general fund and not miscellaneous income (proceeds from fund-raising activities, dues, etc.) are credited to your general fund.
10. **NET CASH BALANCES AT BEGINNING OF QUARTER:** The figures in this column are obtained from different funds as listed in your ledger. The individual items in this column as well as the total at the bottom of the column should be the same as the ending balances of the previous quarter.
11. **RECEIPTS DURING QUARTER:** The figures in this column are obtained by adding the amount shown in your ledger for the three months. This should include items transferred into a fund from another fund during the quarter.
12. **EXPENDITURES DURING QUARTER:** The figures in this column are obtained by adding the expenditures for each month. Include items transferred out of another fund during the quarter.
13. **NET CASH BALANCE AT END OF QUARTER:** The figures in this column are obtained by adding items 10 & 11 and subtracting item 12.
14. **TOTALS:** The figures in this line are obtained by adding the totals of items 10 & 11 and subtracting item 12 - you should arrive at the same figure by adding item 15.
15. **TOTALS:** Total should equal item 10 plus item 11 minus item 12.
16. **OPERATIONS:** Answer questions as applicable.
17. **RECONCILIATION OF CASH & INVESTMENTS**

Ending balance per statement	Enter ending balance shown on bank statement.
Less: Outstanding Checks	Total checks written on or before the date of the bank statement that are not on the bank statement.
Account Balance	Subtract outstanding checks and add deposits in transit from the ending balance per the bank statement.
Savings Account	Enter balance of any savings accounts.
Cash on hand	Amount of money on hand that has not been included in "Outstanding Deposits" above.
Total Cash	Add all amounts in this column.
Bonds & Other Investments	Enter cost value of bonds and other investments.
Total Cash and Other Investments	Add Bonds and Other Investments line to Total Cash line. This figure should be the same as the amount in Box 15.
18. **TRUSTEES' AND COMMANDERS' CERTIFICATE OF AUDIT:** Enter the date the audit is prepared, the Post name and number and the quarter for which the audit is prepared.

The Post Commander and Trustees must sign the Audit prior to submittal to the Department.

Enter the name of the Post Quartermaster, the name of the bonding company, the amount of the bond and the expiration date of the bond.

It is the duty of the Post Trustees to conduct the quarterly audits. It is the duty of the Commander to see that the audits are made.  
**Note:** The completed form, with the signatures of the Post Trustees certifying its accuracy, together with the signature of the Post Commander, should be forwarded to the Department Quartermaster. The Post Trustees should also sign the General Ledger at the ending point of the current audit period.

## TRUSTEE'S REPORT OF AUDIT OF

The books and Records of the Quartermaster and Adjutant of VFW Post #123

Department of MISSOURI for the Fiscal Quarter ending: 30 Sept 2015

Fiscal Quarters Jan 1 to March 31 April 1 to June 30 (July 1 to Sept 30) (Oct 1 to Dec 31)

Funds:	Net Cash Balances at Beginning of Quarter	Receipts During Quarter	Expenditures During Quarter	Net Cash Balances at End of Quarter
1. National and Department Dues (per Capita Tax)	\$0.00	\$0.00	\$0.00	\$0.00
2. Admission or Application Fees (Department)	\$0.00	\$0.00	\$0.00	\$0.00
3. Post General Fund	\$0.00	\$0.00	\$0.00	\$0.00
4. Post Relief Fund (Poppy Profits, Donation, etc.)	\$0.00	\$0.00	\$0.00	\$0.00
5. Post Dues reserve Fund (See Sec 218, Manual of Procedure)	\$0.00	\$0.00	\$0.00	\$0.00
6. Post Home or Building Fund (Including Saving but Not Real Estate)	\$0.00	\$0.00	\$0.00	\$0.00
7. Post Canteen or Club Fund	\$0.00	\$0.00	\$0.00	\$0.00
8 Savings	\$0.00	\$0.00	\$0.00	\$0.00
9 CD's	\$0.00	\$0.00	\$0.00	\$0.00
10		\$0.00	\$0.00	\$0.00
11. Bonds and Investments Not Credited to Funds	\$0.00	\$0.00	\$0.00	\$0.00
<b>13. Total</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>14. Operations</b>	<b>15. Reconciliation of Fund Balances</b>			
Have required payroll deductions been made? Have payment been made to the proper State and Federal agencies this quarter?	NA	Checking Account Balance		\$0.00
	NA	Less Outstanding Checks		
Have sales taxes been collected and paid?	NA	Actual Balance		\$0.00
Are club employees bonded?	NA	Other Checking Accounts (If applicable)		
Amount of outstanding bills	\$0.00	Ending Balance Per Bank Statement		\$0.00
Value of Real Estate	\$0.00	Less Outstanding Checks		\$0.00
Amount of liability insurance	\$0.00	Plus Deposits in Transit		\$0.00
Owed on Mortgages and Loans	\$0.00	Account Balance		\$0.00
Value of Personal Property	\$0.00	Savings/CD's Account Balance		\$0.00
Amount of Property Insurance	\$0.00	Cash on Hand		\$0.00
		Total		\$0.00
		Bonds and investments (Cost Value)		\$0.00
		Total		\$0.00
<b>16. Trustee's and Commander Certificate of Audit Date:</b>				
This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of Post 123 for the Fiscal Quarter ending				
Sept 30, 2014 in accordance of the National By-Laws and that this Report is a true and correct.				
POST QUARTERMASTER		Trustee's		
John Doe	Signed:			
610 NW Village Drive	Signed:			
Home Town, USA 00000	Signed:			
This is to certify that the Officer of the Quartermaster is bonded with Lockton Risk Services Co. in the amount of \$150,000.00 until Nov 6, 2009, and				
That this Audit is correctly made out to the best of my knowledge and belief.				
		Signed:		
		Commander		



Department of Missouri  
Veterans of Foreign Wars

## OFFICER CHANGE / CORRECTION FORM

DATE	POST NUMBER	POST LOCATION	DISTRICT NUMBER
OFFICE TITLE TO BE CHANGED OR CORRECTED (i.e. Commander, Quartermaster, etc.)			
NAME OF NEW OFFICER		MEMBERSHIP NUMBER	
STREET ADDRESS			
CITY, STATE, ZIP CODE			
DAYTIME PHONE NUMBER		CELL PHONE NUMBER	
E-MAIL ADDRESS			
REASON FOR CHANGE (Deceased, resigned, etc.)			
NAME OF PERSON REPORTING CHANGE		PHONE NUMBER	

**THIS FORM IS TO BE USED TO CHANGE CURRENT POST OR DISTRICT OFFICERS ONLY. IT IS NOT TO BE USED AS AN ELECTION REPORT.**

**NOTE: Post may report Officer Changes online in the National OMS System at: [www.VFW.org](http://www.VFW.org)**

Send completed form to:

Dept. of Missouri VFW Headquarters  
P.O. Box 26  
Jefferson City, MO 65102-0026  
- OR -

Fax: 573-636-2664

E-mail: [stateheadquarters@mo.vfwwebmail.com](mailto:stateheadquarters@mo.vfwwebmail.com)

**DISTRICT MEETING  
POST COMMANDERS REPORT**

POST # \_\_\_\_\_

(Identify yourself as Post Commander or position held at the Post)

Membership: (Do you have a current membership Roster at the Post?) \_\_\_\_\_.

**Current Post Standings:**

Quota: \_\_\_\_\_ . Life members; \_\_\_\_\_ New; \_\_\_\_\_ Reinst; \_\_\_\_\_ Cont \_\_\_\_\_

New Life \_\_\_\_\_

Total Paid: \_\_\_\_\_ Projected By: Oct 30<sup>TH</sup> \_\_\_\_\_ March; 31<sup>ST</sup> \_\_\_\_\_ June; 30<sup>TH</sup> \_\_\_\_\_

**Post Recruiting & Veterans Benefit Events:**

Number of events conducted: \_\_\_\_\_ . Number of Events Planned: \_\_\_\_\_

**VSO Donation:** ( Department Quartermaster, P.O. Box 26, Jefferson City, Mo. 65102)

**Memo notation:** Missouri Veterans Service Officer Program Donation.

Date sent; \_\_\_\_\_ Amount; \$ \_\_\_\_\_ Check Number # \_\_\_\_\_

**Military Assistance Program Donation:** (VFW National Headquarters, c/o Military Assistance Program, 406 West 34<sup>th</sup> Street, Kansas City, Mo. 64111-2736)

**Memo notation:** Veteran & Military Support Donation

Date Sent; \_\_\_\_\_ Amount; \$ \_\_\_\_\_ Check Number # \_\_\_\_\_

**Buddy Poppies Ordered:** (Poppy Department, P.O. Box 26, Jefferson City, Mo 65102)

Date Ordered; \_\_\_\_\_ Amount; \$ \_\_\_\_\_ Check Number # \_\_\_\_\_

**Audit Reports:** (State Quartermaster, P.O. Box 26, Jefferson City, Mo. 65102 Fax; 573-636-2664 or email: [adj@mo.vfwwebmail.com](mailto:adj@mo.vfwwebmail.com)) Put Date Report Submitted;

June \_\_\_\_\_ September \_\_\_\_\_ December \_\_\_\_\_ March \_\_\_\_\_

Community Service \_\_\_\_\_ Americanism \_\_\_\_\_ Veterans Service \_\_\_\_\_ POW/MIA \_\_\_\_\_

**Participation in following Programs:** (Put date turned into District VOD-PP-TEACHER Chairman)

Voice of Democracy: \_\_\_\_\_, Patriots Pen: \_\_\_\_\_, Teacher Award: \_\_\_\_\_

Upcoming events: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there problems within your Post that you wish to discuss with a District Officer: Y / N ?  
(if you marked "Y", please describe the issue on the reverse side of this form).

Respectfully submitted: \_\_\_\_\_

Signature

Title

When the report has been given, please turn the report into the District Adjutant to be given to the District Commander for review.

(optional – to be determined by District Commander, however, Posts are encouraged to present their upcoming events)

**VETERANS OF FOREIGN WARS  
DEPARTMENT OF MISSOURI**

**PROCEDURE FOR DISCIPLINARY ACTION**

**POST FAILING TO HAVE COMMANDER OR  
REPRESENTATIVE ATTEND DISTRICT MEETINGS  
DURING ANY VFW ADMINISTRATIVE YEAR**

- Step – 1 Post Commander fails to attend or have a representative attend a meeting called by the District Commander.

District Commander attends Post meeting prior to the next scheduled District meeting to discuss attendance at District meetings and Department Disciplinary Procedure with the Commander and membership.

Department Commander issues a letter reminding Post Commander of duties and responsibilities and actions authorized by Article II section 218 of the National By – Laws and Manual of Procedures.

- Step – 2 Post Commander fails to attend or have a representative attend two (2) meetings called by the District Commander.

District Commander reviews Post and Auxiliary performance on meeting Post requirements on Audit Reports, Post meeting attendance and VFW program performance and submits a letter to the Department Commander recommending the Department Commander place the Post on Suspension in accordance with the By – Laws.

-OR-

District Commander submits a letter recommending the Department Commander remove the Post Commander from office and restricts the Commander from holding office in the Post for the remainder of the VFW Administrative year.

-OR-



District Commander submits a letter recommending no action and a detailed explanation of why they are recommending no action be taken at this time.

**Step – 3** Post Commander or Post Representative fails to attend (3) meetings called by the District Commander.

District Commander submits a letter to the Department Commander recommending the Department Commander place the Post on Suspension in accordance with the By – Laws.

**\*Note:** Charges and Specifications may not be limited to Post Commander Duties and Responsibilities of Article II section 218. Trustees shall be the District Commander and two (2) members of the District, as assigned by the District Commander.

# Officers and Chairmen, Duties and Obligations

## Section 218: Manual of Procedure Officers

**Commander:** Among the duties of a Post Commander:

- 1) Preside at all meetings of the Post, conducting such meetings in accordance with Article X of the By-Laws and Manual of Procedure and other applicable parliamentary rules;
- 2) Enforce strict observance of the laws and usages of this organization, including Post, District and Department By-Laws and the Congressional Charter, National By-Laws, Manual of Procedure and Ritual and all lawful orders from proper authorities;
- 3) Insist that Post business and activities be conducted in such a manner that they do not violate any applicable governmental law, ordinance or regulation, not bring or tend to bring dishonor or embarrassment upon the Post, its members or the Veterans of Foreign Wars of United States;
- 4) Decide all questions of law and usage in the Post, subject to appeal pursuant to the By-Laws;
- 5) Appoint officers, committee chairmen and committees not otherwise provided for. Commander may remove such appointed officers, committee chairmen and committees as desired. Commander shall, by virtue of his office, be a member of all committees;
- 6) Approve all disbursements of funds properly authorized by the Post;
- 7) Assure that the office of the Quartermaster is bonded according to Section 703 of the By-Laws;
- 8) Assure that all dues and other monies due to the National Headquarters and Department are forwarded promptly together with accurate reports and returns pertaining there to;
- 9) Assure that all reports are correctly prepared and promptly forwarded, that all the business of the Post is handled with dispatch and that all necessary licenses and permits are obtained for proper operation. Ensure that a properly completed Report of Election of Officers for the ensuing year is submitted to Department and National Headquarters by June 1;
- 10) Assure that the Post Trustees have examined the books and records of the Post and prepared Post Trustees Quarterly Report of Audit no later than the end of the month following the last day of each quarterly period. Commander shall forward a copy to the Department Quartermaster;
- 11) Assure that representatives attend all properly called District Conventions or meetings;
- 12) Comply with and perform all of the duties required by the laws and usages of this organization, the provisions of these By-Laws, the Manual of Procedure and Ritual and Department, District, or Post By-Laws pertaining to the duties and obligations of a

Post Quartermaster and lawful orders from proper authority and perform such other duties as are usually incident to the office. Failure without just cause to perform these duties may result in removal from office.

**Senior-Vice Commander:** The Post Senior-Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander, provide such advice or assistance as may be required and perform such other duties as are usually incident to the office. Failure without just cause to perform these duties may result in removal from office.

**Junior-Vice Commander:** The Post Junior-Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander and Senior-Vice Commander, provide such advice or assistance as may be required and perform such other duties as are incident to such office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.

**Commander Pro-Tempore:** In the event that neither the Commander, Senior-Vice Commander or Junior-Vice Commander is present, the Post shall elect a Commander Pro-Tempore to preside at the meeting of the Post.

**Quartermaster:** The Quartermaster shall:

- 1) Qualify and secure a bond in a sum at least equal to the amount of the liquid assets for which they may be accountable in accordance with Section 703;
- 2) Collect all monies due the Post, giving receipt therefore, and have charge of the funds, securities and other property of the Post, all of which shall be placed in his care. The Quartermaster shall be the accountable officer of the Post and the Treasurer of all committees handling funds;
- 3) Disburse funds as properly authorized by the Post using accepted banking practices. Unless otherwise provided for in Post By-Laws, all disbursements of Post funds shall bear the signature of the Quartermaster or other person(s) authorized by the Quartermaster. Such other authorized person(s) shall be bonded with an indemnity company as surety in a sum of at least equal to the amount of the liquid assets for which he or she may be accountable in accordance with Section 703;
- 4) Receive annual membership dues (admission fees if applicable) and life membership fees and forward the Department and National dues and life membership fees immediately to National Headquarters as prescribed in Section 104 or by using OMS or postal mail;
- 5) Provide the Post Trustees with all records, files and statements required or necessary for the preparation of the Post Trustees Quarterly Report of Audit;
- 6) Maintain a dues reserve fund as prescribed in Section 704 of the By-Laws and Manual of Procedure;
- 7) Maintain a relief fund as prescribed in Section 704 of the By-Laws and Manual of Procedure;
- 8) The books and records of the Quartermaster shall be maintained in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up and a hard copy is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Reconcile and verify all transactions listed on all bank statements to assure the accuracy of post records. Unless authorized by the Post to remove such books and records from its facilities, all such books and records shall be kept at the Post facilities;

- 9) He shall provide access and transfer to his successor to office or any designated by higher authority, without delay, all books, records, papers, monies, securities and other property of the Post in his possession or under his control;
- 10) Comply with, and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are incident to such office;
- 11) Report on transactions concerning receipts and expenditures, for any period, at a regular or special meeting of the Post;
- 12) File appropriate forms as required by Federal, State and Local Statutes.

**Adjutant:** Among the duties of the Post Adjutant, he or she shall:

- 1) Be the official corresponding officer for the Post and shall attest to all official communications and reports with his signature;
- 2) Under the direction of the Commander, prepare all reports and returns required of him;
- 3) Maintain the books and records in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up and a hard copy is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless authorized by the Post to remove such books and records shall be kept at the Post records;
- 4) The Post Adjutant shall maintain the following records:
  - a. A copy of the original application of every member admitted to the Post;
  - b. Minutes of each Post meeting after correction and approval;
  - c. All current orders of circulars issued by the Commander-In-Chief, the National Council of Administration, the Department Commander, the District Commander or the Post Commander;
  - d. A correspondence file
  - e. A file containing a copy of the proof of eligibility submitted by officers pursuant to Section 216;
- 5) Maintain a current copy of the By-Laws, Manual of Procedure and Ritual of the Veterans of Foreign Wars of the United States and copies of the By-Laws of the Post, Department, and District;
- 6) Transfer to his successor, without delay, all books, papers, records, monies and other records and property of the Post in his possession or under his control;
- 7) Comply with and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are incident to such office.

**Chaplain:** The Post Chaplain shall perform such duties as are incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

**Judge Advocate:** The Post Judge Advocate shall perform such duties as may be incident to the office or as may from time to time be required of him by the laws and usages of this organization, or lawful orders from proper authority.

**Surgeon:** The Post Surgeon shall perform such duties as are incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

**Officer of the Day:** The Officer of the Day shall perform such duties as may be incident to the office or may from time to time be required of him by the laws and usages of the organization or lawful orders from proper authority.

- 1) Be the custodian of the Post colors, altar flag, Bible, ballot box, gavel and such other Post property as is incident to a Post meeting.
- 2) At the beginning of every meeting, the official membership dues receipt card or life membership card of every member present to be inspected. He or she shall instruct comrades who may not have paid dues, for the current calendar year and, as a result, do not possess an official membership receipt card, to immediately pay the required dues to the Quartermaster. In the event the member does not have an official dues receipt card or life membership card in his possession, but claims that his dues are paid, or were remitted, the Officer of the Day will ascertain the membership status of the comrade from the Post Quartermaster. Unless dues have been properly remitted in accordance with By-Laws or Manual of Procedure, delinquent member will immediately pay dues to the end of the current calendar year, or leave the meeting room. The Officer of the Day must not permit a member whose dues have not been paid or remitted to the end of the current calendar year to remain at a Post meeting;
- 3) Prior to a meeting have the Post colors in position to be properly presented, the altar properly decorated with flag and Bible, and all officer stations in proper position and in order. He or she shall, with the assistance of the Color Bearers, present and retire the National Flag and Post Colors and properly present and introduce distinguished guests;
- 4) At the close of the meeting, assure that all Post property under his control is properly and safely taken care of;
- 5) At the direction of the Post Commander, prepare the ballots (is voting is done by ballot), permit only those to cast ballots, who are qualified and observe that the balloting is done in a secret and proper manner;
- 6) To the best of his ability, carry out the orders of the Commander and the Post and perform other duties as may be usually incident to the office or may from time to time be required of him by the laws and usages of the organizations or lawful orders from proper authority.

**Duty of Guard:** Among the duties of the Post Guard, he or she shall:

- 1) Allow no one to enter the Post meeting room that does not possess a dues receipt card for the current calendar year or a life membership card. Should the person requesting admittance state that his dues were paid but that he or she does not have the official receipt card or life membership card. Should the person requesting admittance state that his dues were paid but that he or she does not have the official receipt card or life membership card in their possession, then the Guard shall inform the Commander who shall ascertain from the Quartermaster whether the person seeking admittance has paid dues for the current calendar year and, if so, the member shall be admitted, provided he or she is otherwise in good standing;
- 2) Notify the Officer of the Day of the presence of all distinguished guests who may be awaiting admittance;
- 3) Perform such other duties as may be usually incident to the office or may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.



**Trustees:** Trustees shall not be eligible to serve as chairman of a committee whose books, records and accounts are audited by the Trustees. Among the duties of Post Trustees, they shall:

- 1) At least monthly, review the Monthly Report of Receipts and Expenditures of the Post Quartermaster;
- 2) Within thirty (30) days from end of each quarter, properly audit the books and records of the Post Quartermaster, Post Adjutant, and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post and submit a Post Trustees Report of Audit to the Department Quartermaster for referral to the Department Inspector;
- 3) The Report shall be in accordance with and upon such form as may be prescribed by the Adjutant General. The audit shall be signed by the Commander and Trustees, who shall, by their signatures, certify to the accuracy of the information contained therein;
- 4) Perform such other duties as may be incident to the office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.

**Service Officer:** The Post Service Officer shall assist member of the Post, their widows and orphans and other worthy cases brought to their attention in obtaining rightful entitlements from federal and state governments. The work of a Service officer shall be performed in accordance with the instructions contained in the VFW Guide for Service Officers under the general supervision of the Department Service Officer. He or she shall perform such other duties as may be incident to the office and as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority. **The Post Service Officer is not authorized to fill out any other form (form is attached at VSO tab)**

**All Chairmen will attend all District and Post Meetings. Failure to attend could result in removal from position.**

## **DUTIES OF POST CHAIRMEN & COMMITTEES**

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**MEMBERSHIP CHAIRMAN:** Plans membership program for the year, selects awards or incentives for membership recruiting, aids in collecting delinquent dues.  
State Chairman – Eric Sullivan: 816-518-7025

**COMMUNITY SERVICE CHAIRMAN:** Assist in the planning of Community Activity Projects. Reports all community activities not otherwise reported.  
State Chairman – James Nail: 816-726-3916

**AMERICANISM CHAIRMAN:** Assures that the Post performs Americanism and patriotic projects. Reports all Americanism projects not otherwise reported.  
State Chairman – Aydogan Girgin: 660-553-0565

**VOICE OF DEMOCRACY & PATRIOT'S PEN/YOUTH CHAIRMAN:** Contacts local schools and encourages them to participate in the Voice of Democracy or Patriot's Pen Program. Extend help and assistance to schools and students through the program. Plans and assists in projects that are beneficial to youth of the community and is responsible for reporting projects after complete.  
State Chairman – Charles Williams: 573-310-1938

**PUBLIC RELATIONS CHAIRMAN:** Maintain contacts with television stations, radio stations, and newspapers. Provides articles to media on activities of the VFW Post.  
State Chairman – Ken Allison: 636-856-8140

**NATIONAL HOME CHAIRMAN:** Sees that all members are familiar with the facilities available at the National Home. Encourages support of the Missouri Cottage by donations for upkeep and repairs.  
State Chairman – Marilyn Archuleta: 660-473-3223

**BUDDY POPPY CHAIRMAN:** Oversees the Post in conducting a Buddy Poppy Drive sometime during the year. Is in charge of assuring enough poppies are on hand for the drive and scheduling workers for the day of the drive.  
State Chairman – Adam St. Pierre: 573-263-5058

**POW / MIA CHAIRMAN:** Plans appropriate POW / MIA program.  
State Chairman – Joe Cerchi: 573-734-8048

**VETERANS SERVICE INFORMATION OFFICER (VSIO):** To promote and monitor the Veterans Service Information Program of the Posts in the District.  
State Chairman – Steven Jones: 314-604-0039

**VETERANS AND MILITARY SUPPORT CHAIRMAN:** Formerly known as National Military Support (MAP, Uplink & UnMet Needs Programs).  
State Chairman – Larry Phillips: 816-872-6404

**WEBMASTER:** Runs website, webmail and helps with other online issues.  
State Chairman – Steven Jones: 314-604-0039

## **OPENING POST CEREMONIES**

### **COMMANDER:**

"The officers will take their respective stations. All persons not members of the VFW will kindly retire, and the Guard will close the door."

"By the power and authority vested in me, I am about to open (*POST NAME, VFW POST #*), for the transaction of any business that may lawfully come before it." (TWO GAVEL RAPS, all rise/stand)

"Officer of the Day, satisfy yourself that all present are entitled to remain."

### **OFFICER OF THE DAY:**

"Comrade Commander, all present are entitled to remain."  
(Salute the Post Commander) (Commander returns salute)

### **COMMANDER:**

"Officer of the Day, you will prepare the room for a salute to the colors".

### **OFFICER OF THE DAY:**

"ATTENTION!"

"Comrades, salute the colors."

"PRESENT ARMS!" (Salute) "ORDER ARMS!"

### **COMMANDER:**

"Comrade Chaplain, you will open the Bible and deliver the opening prayer."

"UNCOVER!" "PARADE REST!" (wait for Chaplain to deliver prayer)

## **OPENING POST CEREMONIES**

**COMMANDER: "COVER!" "ATTENTION!"**

**COMMANDER:**

**"Comrades, join me in the Pledge of Allegiance to the Flag of the United States of America."**

**"PRESENT ARMS! .... I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all. "**

**"ORDER ARMS!"**

**"Comrades, please be seated." (Rap gavel one time)**

**"Comrades, we are assembled again to transact business of mutual benefit. Do not let petty jealousies or trivial personalities influence our deliberations. Let us uphold always the obligations of unselfish comradeship and loyalty to our organization and to the government of the United States of America".**

**"I now declare (*POST NAME, VFW POST #*) duly opened for the transaction of business."**

**"Guard, you will admit any in waiting who may be worthy."**

**COMMANDER:**

**"The purpose of this corporation shall be fraternal, patriotic, historical, charitable and educational, and are:**

**to preserve and strengthen comradeship among its members;**

**to assist worthy Comrades;**

**to perpetuate the memory and history of our dead, and to assist their widows and orphans;**

**to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws;**

**to foster true patriotism;**

**to maintain and extend the institutions of American freedom; and to**

preserve and defend the United States from all her enemies whomsoever.”

### **ORDER OF POST BUSINESS**

1. ROLL CALL OF OFFICERS
2. READING AND REFERRING OF MEMBERSHIP APPLICATIONS
3. REPORT OF THE INVESTIGATING COMMITTEE
4. BALLOTING ON CANDIDATES (**motion and vote on new members**)
5. MUSTERING IN OF RECRUITS (**obligation of new members**)
6. READING OF POST MINUTES
7. QUARTERMASTERS REPORT (**disbursements, receipts, balances, etc.**)
8. READING OF THE BILLS (**vote on payment**)
9. SERVICE OFFICERS REPORT
10. “IS THERE A COMRADE OR THE FAMILY OF A COMRADE IN DISTRESS”
11. REPORT OF ALL COMMITTEES
12. REMEMBER THE NATIONAL HOME (*interrupt at approximately 9:00 p.m. or immediately after committee reports for the National Home Prayer*) (**TWO GAVEL RAPS, all rise/stand**)

**COMMANDER:**

**“UNCOVER!” “PARADE REST!”**

**“Comrade Chaplain, ask for Divine blessings upon our National Home.”**

**“RECOVER!” “Please be seated.”** (*One Gavel Rap*)

13. UNFINISHED BUSINESS
14. NEW BUSINESS
15. GOOD OF THE ORDER

### **CLOSING CEREMONIES**

**COMMANDER:**

**“There being no further business, we will have our closing ceremonies.”**

**(Two gavel raps)**

**“ALL RISE....SALUTE THE COLORS....PRESENT**

**ARMS....ORDER ARMS!"**

**"Comrade Chaplain, will you deliver the closing prayer, and close the Bible."**

**"UNCOVER!"**

**"PARADE REST!"**

**"Comrades, I now declare this business session of (POST NAME, VFW POST #) closed. Our next regular meeting will be (give date of next meeting)."**



**VFW Missouri  
Membership Program  
2019 – 2020**



**Troy Williams  
State Commander**

**DEPARTMENT MEMBERSHIP**  
**PROGRAM**  
**2019-2020**

**PRIORITIES AND GOALS**  
**"ROAD TO SUCCESS"**

**Membership through our Programs**

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**Troy Williams, Commander**

**Introduction to 2019 - 2020 - "The Challenge"**

Moving into the 2019 – 2020 membership year, our goal is to make our organization grow.

We are losing our members at an alarming rate, membership is drastically declining, which should worry us all. In looking at these statistics it is time to look at what it will take to get us back to the strength we should be. The next few sections will explain our membership team program and how we will execute "Operation Increase." Follow on sections will contain All State Commander and Membership Chairman Requirements as well as the National Membership Program requirements.

**The 2019 – 2020 Mission - Operation Increase through the "Road to Success"**

This year we have challenges before us. Achieving 100% of the national goal and increasing our membership to achieve identifiable growth. This means that instead of focusing on the single 100% goal we will focus on growth. **The Starting marker I have set is the growth goal of 200 new and/or reinstated members.**

To accomplish this I have come to the conclusion that we will have to change our approach from that of the past to a more coordinated and integrated one. We must increase our

membership by integrating the membership program into Service to Veterans (regional service officers), Veterans and Military Support and the Community Service program. While executing these three very important programs we increase our public image and awareness. It has long been established that when we work these programs as we are chartered to, we gain membership.

The Road to Success is just taking a look within your district as to what services you may provide to your community. A good example is if you have a military base or reserve center that is a focal point for the transfer of troops in and out of theater. As part of the Veterans and Military Support program, you should have assigned teams who are there to greet the members of the armed forces who are departing and returning. As you build your credibility and recognition, ask the membership team to make themselves available at the Exchange and actively recruit in those areas. It is not recommended that recruiting be conducted at the actual transfer sites, as this is not considered in good taste.

Other items to consider are community events such as fairs, festivals, sports, etc. These major events almost always like to have the presence of veterans. Most likely they require color guard assistance and such. These venues are great for setting up tables or booths to advertise things like VOD or Patriot Pen and other community service programs. You can use these venues to conduct veteran benefit awareness and much, much more. This too is a good place to have an experienced recruiter handy as we find that once veterans understand that we have great knowledge regarding veterans and their benefits they are likely interested in joining. Our State Service Officers located at each regional VA centers throughout the state are essential in our growth. They are the front line for insuring veterans who are eligible for VA benefits get their entitlements. Your district/post membership chairman should invite them to community events and use their expertise to draw those who are eligible.

### **The Plan**

Our Membership Goal this year is to reach 100% of last year's ended membership.

Developing a membership committee at Post level is imperative. This committee can create teams of dedicated members which will make personal calls and face to face visits with our in-active and new members a rewarding and successful experience. Proving through our actions, that, "No One Does More for Veterans," than the VFW. These calls and visits will ensure that we are providing our members with the most updated Veteran Benefits Information and personal contact that we have available. It is not just about numbers and white hats. Our true focus should be on Serving our Veterans and our members. But, having stated that, we recognize your dedication and hard work is deserving of recognition, therefore:

All Post Commanders and Quartermasters achieving 100% in membership by **December 31, 2019** will receive a 100% Membership Shirt.

## Membership Strategies

- I. Maintain – Take care of your post home
  - a. Take care of your non-life member officers.
  - b. Know who your continuous members are.
    - i. Set a routine: Each month review your membership for expirations and call them.
  - c. Be professional.
  - d. Be inclusive.
  - e. Provide opportunities for growth.
    - i. How we conduct ourselves and our meetings and how we treat one another matters.
  - f. Contact expired members
    - i. CDR/QM can access post specific lists through vfw.org
    - ii. CDR/QM can get at-large expired list from Department
  - g. Nurture a positive, respectful relationship with your Auxiliary.
- II. Innovate – Take it to the streets
  - a. Be active in your community:
    - i. Promote VFW programs
  - b. Sponsor something: a sports team, a Boy Scout troop, a recycling program, etc.
  - c. Place those comrades who enjoy recruiting into positions to do so.
    - i. Yellow Ribbon events
    - ii. State and local fairs
  - d. Adopt a National Guard unit.
  - e. Conduct a food drive
  - f. Be active in and provide for the needs of your local veterans home
  - g. Partner with your local Chamber of Commerce, Historical Society, or other local civic-minded institutions.
  - h. Work with other service organizations.

**WE ARE NOT ELITE BECAUSE OF OUR MILITARY SERVICE BUT FOR OUR SERVICE TO COMMUNITY**

# Membership Benchmarks

## Benchmarks

- Goal: 85% by 31 Oct
- Goal: 92% by 1 Jan
- Goal: 95% by Winter C of A
- Goal: 100% by May 1

## Methods

- Participate in community events – (e.g. parades, street & county fairs, flag ceremonies)
- Schedule and advertise a service officer event
- Promote VFW programs at every opportunity
- Volunteer in schools
- Be certain that annual post and district officers are paid up or go life
- Conduct a phone call campaign to reach out to expired members
- Conduct a phone call campaign from the members-at-large list
- Visit a nearby Veteran's Home or VA Hospital
- Sponsor a local National Guard unit
- Support a local ROTC program
- Sponsor a local sports team
- Sponsor a local youth contest or special event
- Create and fund a scholarship at a local school
- Schedule and advertise a tree planting ceremony
- Conduct and advertise a community blood drive
- Conduct and advertise a community CPR class
- Institute a recycle program
- Participate in an Adopt a Highway program
- Recognize public employees at a Post dinner or other event open to the public
- Support scouting
- Support youth or hunting safety program
- Support a drug awareness program (e.g. DARE)
- Volunteer in your community (e.g. drive for Meals on Wheels, assist an elderly neighbor)
- Donate your hall to a nonprofit organization
- Others...



## 2019-2020 Recruiting Incentive Tiers

### Just One:

- Post: Any post that recruits a new or reinstated member for a life membership will be included in a monthly \$100 dollar drawing.
- Individual: Any comrade who recruits a new or reinstated member for a life membership will be included in a \$250 dollar drawing to be held at Department Convention. Comrades will earn a chance in this drawing for each new life member they recruit.  
(National recruiters and Department line officers are exempt from this incentive.)

### Recruiter:

- Any member who meets the following member quotas will earn a stipend as listed:

o 25-29	\$250	35-39	\$350
o 30-34	\$300	40+	\$500

(These stipends do not aggregate. In other words, if a comrade recruits 31 members she will not receive \$550, \$250 for 25-29 + \$300 for 30-34. Service officers are exempt from this incentive.)

### Benchmark:

- Any post that reaches the membership benchmark by close of business on the date prescribed below will be entered into a drawing to be held at the Winter C of A for \$250.

o 10/31	-	85%
o 1/1	-	92%
o 2/1	-	95%

### Over the Top:

- Any Post that earns All-American status will receive \$250 stipend.

### Distinguished District Commander:

- Any District Commander earning All-American status will receive a membership upgrade.
  - o If their membership is continuous, they will be upgraded to Life.
  - o If their membership is Life, they will be upgraded to Bronze Legacy, etc.
  - o If the Commander is already Gold Legacy Status, then they may receive a stipend for \$500.

**POSTS WHO WIN A CASH AWARD ARE ENCOURAGED TO PAY THEIR WINNINGS FORWARD. IN OTHER WORDS, POSTS WHO WIN ARE ENCOURAGED TO USE THEIR WINNINGS TO SUPPORT THE VFW MISSION IN SOME MANNER.**

## **Department of Missouri Post All State Program 2019-2020**

The 2019-2020 All-State Post Commanders and Post Quartermaster contest features competition by Posts participating in Veterans of Foreign Wars programs without regard to size of membership. It is designed to recognize Missouri VFW Posts who participate successfully in ALL VFW Programs. The program is designed so that if the Post qualifies for All-State both the Commander and the Quartermaster will be recognized - **This is a VFW Team Effort**

### **PLEASE READ CAREFULLY**

The first criteria for any Post to be considered for All-State is obtaining one hundred percent (100%) in membership as of April 30, 2020, and complete the additional requirements as listed below. One (1) Captian will be chosen based on the best overall program and solely at the discretion of the State Commander.

**The following requirements must be met before a post will be considered for All-State Honors during 2019-2020:**

1. Post that reach 100% + 1 of last year's May 1 membership no later than April 30, 2020, or last year's (of 2019) ending membership total by June 30<sup>th</sup>, 2020, and having met all requirements by April 30<sup>th</sup>, 2020, will be awarded the Post All-State Award at the Fall Council Meeting.
2. The Post Commander must have attended a District or Department School of Instruction and have a designated Representative at all District meetings. **Only the State**

**Commander can excuse the absence of an entire Post from a District meeting. Excusal must be requested prior to the meeting.**

3. Post must make a donation to the Veterans Service Officer Program. The check goes to the Department Quartermaster, P.O. Box 26, Jefferson City, Mo. 65102-0026. Notate in the memo field on the check, "Missouri Veterans Service Officer Program Donation." No later than April 30, 2020.
4. Post must sponsor three out of three of the Voice of Democracy, Patriot Pen, and Teacher Award entry to District for Judging. If you do not have three out of three categories you can donate \$100 to the VOD/PP State Scholarship Fund. Send Checks to: Department of Missouri-VFW, P.O. Box 26, Jefferson City, MO, 65102, make sure to have on the memo line of the check that is for the VOD/PP Scholarship Fund.
5. Post must make a minimum donation of at least \$25.00 to the Veteran and Military Support , i.e. MAP (Military Assistance Program, Operation Uplink, and Unmet Needs). This check must be sent directly to VFW National Headquarters, c/o Military Assistance Program, 406 West 34<sup>th</sup> Street, Kansas City, Mo. 64111-2736. Notate in the memo field on check, "Veterans and Military Support Donation". No later than April 30, 2020.
6. All Trustees' Reports of Audit reports must be submitted to the State Quartermaster by the designated date. Postmarks do not count as each post has 30 days to conduct and mail, fax, or email the completed Audit Report to: State Quartermaster, P.O. Box 26, Jefferson City, Mo. 65102, FAX: 573-636-2664 or email: [qm@mo.vfwwebmail.com](mailto:qm@mo.vfwwebmail.com)
7. Post must have three (3) POW-MIA awareness activity at or outside of the Post home i.e. donate POW flag to school or

business with a short program, present the POW-MIA Honor Table program at a school, business or civic event.

Participating in a local parade with the Post colors and POW-MIA flag or conducting an advertised program at the Post Home open to the public, or host a POW/MIA internet web page will also meet this requirement.

8. Post must hold 3 (three) post veteran service events which are reported using the online reporting system. Posts can hold events together, however, representatives from each Post must be at the event.
9. Post Quartermaster must be bonded in accordance with By-Laws (Section 703 National By-Laws).
10. Post must have in their possession the most currently published copy of the VFW Podium Edition Congressional Charter By-Laws Manual of Procedure Ritual Manual and the current Podium Edition of the VFW Guide for Post Service Officers
11. Post must purchase their quota of buddy poppies based on individual Post size.
12. **Post must have their Post Website updated with the names and contact information of their current Commander, Quartermaster and Post Service Officer.**
13. Post must be incorporated in accordance with By-Laws (Section 708 National By-Laws). And a post must obtain proper Liability coverage according to Section 709 of the By-Laws (If applicable).
14. Post must have at least 3 (three) approved event in all categories listed on the Community Activity Report.

**VFW COMMUNITY ACTIVITY REPORTS MUST BE ENTERED ON-LINE. AUXILIARIES ARE ENCOURAGED TO COMBINE THEIR REPORTS WITH POSTS.**

Post Commanders by virtue of their office are responsible for reviewing and ensuring that these Post activities are accomplished and forwarded by proper means to Department Headquarters.



## **DEPARTMENT AWARDS**

### **FOR ALL-STATE POST & DISTRICTS**

Post and District ALL-STATE Awards are a reflection of your leadership success within your Post or District. Developing the enthusiasm within the Post or District to support our programs and membership initiatives and goals is difficult, but the most rewarding objective you can achieve. It is a clear and precise measurement of the time and effort you devoted to accomplishing all of the requirements within the Post or District ALL-STATE program.

All Post Commanders and Quartermasters achieving 100% in membership by December 31, 2019 will receive a 100% Membership Shirt.

All Post Commanders that achieve ALL-STATE will receive an ALL-STATE Commanders Cover. All Post Quartermasters that achieve ALL-STATE will receive an ALL-STATE Quartermasters Cover. Commanders or Quartermasters may receive a 50.00 Gift certificate from the National Supply store in lieu of All State Cover. The Post will receive a distinctive ALL STATE plaque for the Post Home to recognize their Post Success.

The ALL-STATE District Commander will receive an ALL-STATE Commander Cover. All District Commanders achieving 100% in membership by December 31, 2019 will receive a 100% Membership Shirt and a very Special Award from the Department Commander.



## **Department of Missouri Post Reward**

The Department of Missouri is offering a chance for four (4) Posts to win \$250 at the State Convention in June, 2020. All Posts that are 100% will have their Post placed in a drawing for a \$250 award. If posts are actually working their all-state membership program, several posts will be in the running. **The deadline to have 100% as a post is April 30, 2020, to be included in this drawing.** Post leadership should be working closely with post membership to strengthen retention rates and make our VFW posts relevant. As a reminder, post membership quotas are established by the ending membership of previous year (2019).

## **Department of Missouri District Reward**

The Department of Missouri is offering a chance for Districts to win \$250 at the State Convention in June, 2020. All districts that have their membership at 100% will have their District placed in a drawing for a \$250 award. If district posts are actually working their all-state membership program, several districts will be in the running. **The deadline to have 100% as a district is April 30, 2020, to be included in this drawing.** District leadership should be working closely with post leadership to strengthen retention rates and make our VFW posts relevant. As a reminder, post membership quotas are established by the ending membership of previous year (2019).

## **Department Of Missouri District All-State Program 2019 – 2020**

The 2019-2020 All-State District Commander program features competition by Districts ensuring their Posts are participating in Veterans of Foreign Wars programs without regard to size of membership. It is designed to recognize Missouri VFW District Commanders who motivate Posts to participate successfully in ALL VFW Programs. The program is designed so that if the Posts participate in the VFW programs the District benefits. **ALL REQUIREMENTS MUST BE MET BY APRIL 30, 2020 TO QUALIFY. -This is a VFW Team Effort**

Up to 13 District Commanders can earn this distinct honor and one (1) Captain will be chosen based on the best overall program and solely at the discretion of the State Commander

The All-State District Commanders team for the Department of Missouri will be selected for the upcoming year based on performance requirements listed below:

### **To qualify for All- State District Commander**

1. The District should be at 98% or equal to or exceeds the Department membership percentage on **April 30, 2020.**
2. Commander must have conducted a District School of Instruction and attended a Department School of Instruction.
3. All Inspections (Post and District) must have been conducted and the Inspection report form received at Department no later than **December 31, 2020.**
4. All District Trustees' Reports of Audit must have been received at Department. Each Audit must be received **within 30 days following the end of the observed quarter.**
5. The District Commander completes all Post Visits and submits all Post Visit Reports by **December 31, 2019.**

6. The District must submit a Voice of Democracy, Patriot Pen, and Teacher Award entry to Department for judging or make a \$100 donation in each category that is missing an entry. Send donations to Department of Missouri – VFW, P.O. Box 26, Jefferson City, MO, 65102 and put in Memo line which category it is for.

7. District must make a donation of \$100.00 dollars to the National Veteran and Military Services Program, i.e. MAP (Military Assistance Program, Operation Uplink, and Unmet Needs). This check must be sent directly to VFW National Headquarters, c/o Military Assistance Program, 406 West 34<sup>th</sup> Street, Kansas City, Mo. 64111-2736. Notate in the memo field on check, “National Military Service Donation”.

8. The District must have 100% of the posts in the District, to be reported in Community Involvement, Americanism, Veterans Service, and POW/MIA.

**9. All Posts within the District must have their Post Website updated with the names and contact information of their current Commander, Quartermaster and Post Service Officer, by December 31, 2019.**

10. The District Commander must appoint a District National Home Chairman and the District must have at least one Member go on the National Home Trip. If any District fails to have a member travel on the National Home Trip, the District will make a donation to the Department in the amount of the trip, with the memo block notated for National Home Trip.

11. Each District must submit one name for the District Recruiter position to the State Membership Chairman (Sr. Vice Commander) by the Fall Council Meeting.

12. The District Recruiter is required at each District Meeting to give a short (15 minute) training on membership and recruiting. This training must be reported on the District Meeting report that is submitted to Department Headquarters.

**13. District Meeting Reports are required to be submitted for each District Meeting. These reports are required to be sent to Department Headquarters no less than 30 days after held meeting.**

**14. One District Community Service Event with at least one representative from each post, within the District, being held off of Post property (somewhere within the community) is required before April 30, 2020. This event must be reported to the Community Service Chairman (Jr. Vice Commander), with pictures and write-up that can be shared with our other members.**

# VFW National Membership Program

DARE TO CARE



2019-2020

**William "Doc" Schmitz  
Commander-in-Chief**

## **Membership Mission**

To recruit, retain and mentor a stable membership base including all generations of veterans. To cultivate a membership that is well versed in institutional knowledge and actively involved at all levels of the organization and in the local community. To establish Posts with a strong tradition of service, leadership and community outreach.

## **Introduction**

For the past several years, the VFW has been relatively successful in recruiting members aged 39 and younger. The only way to make this success permanent is to retain those members, recover past members and recruit new members. We must improve the way we communicate with our members at all levels of the organization. Does your Post, District, State or Department have a newsletter, email, social media presence or an outreach team that visits fellow members? In many cases, we have lost touch with our members. We need to know who they are and what their needs are. Let us get back to the basics. Our first priority is taking care of our members and the veteran community as a whole.

## **Membership Goals**

1. Build a strong organization for the future.
2. Work together to achieve the VFW's goals. The VFW National Headquarters staff is available to assist in coordinating programs, developing new membership initiatives and building awareness among our membership and the entire veteran community.

## **Membership Objectives**

- Recruit new and recover unpaid members
- Retain and mentor existing membership
- Develop new Posts and revitalize existing Posts
- Increase Life Membership
- Increase Legacy Life Membership



### **Retention Defined**

Although retention is not a prerequisite for the All-American program, it is extremely important to understand how retention is derived and the important role retention plays in accomplishing growth. The number of paid annual members in your Post on July 1 is the ensuing year's "prior year total." One more new or reinstated member is required to make up for each prior year annual member the Post fails to retain.

Your Post retention is derived from six types of payment components based on your prior year total of annual members:

- A prior year annual member pays his or her annual membership dues.
- A prior year annual member pays the life membership installment fee.
- A prior year annual member pays for life membership dues.
- A prior year annual member transfers to another Post and pays his or her annual membership dues to your Post prior to transfer.
- A prior year annual member transfers to another Post and pays the life membership installment fee to your Post prior to transfer.
- A prior year annual member transfers to another Post and pays life membership dues to your Post prior to transfer.

### **Triple Crown Award**

Any commander who achieves All-American at the Post, District and Department level will receive Triple Crown pin and recognition at the National Convention.

### **Recruiting Awards**

- 5, 10, 15 Corresponding numbered member pin
- 25 Commander-in-Chief membership coin & citation
- 50 VFW CIC leather travel bag
- 75 Commemorative medallion set
- 100 Century cap and citation or CIC KA-BAR knife
- 150 \$250 VFW store gift certificate

**Department "First to Finish" Incentive**

The commander plus guest and quartermaster plus guest for the Department that is the first to attain 100% in membership will each receive:

- **\$2500 voucher through Veterans Travel Services (VTS) applied towards airfare, accommodations and transportation for a trip of their choice.**

**Early Bird Award—VFW Legislative Conference**

The top three Post commanders and quartermasters and the top two District commanders in each division on Jan. 1, 2020 will receive:

- **A \$1,000 stipend to be used toward attending the VFW Legislative Conference, Washington D.C.**

**Department Early Bird Incentive**

For every Department that achieves 92% in membership by Jan. 1, 2020; the Department commander will receive:

- **A VFW Tribute Edition Henry Golden Boy .22 Caliber Rifle or a credit voucher of equal value for use with Veterans Travel Services (VTS).**

**Post Commander and Quartermaster – New & Reinstated Member Award**

The top 10 Post commanders and quartermasters in each division who report more than 50 new and reinstated annual members by Jan. 1, 2020 will each be awarded:

- **A travel charger with the official VFW Commander-in-Chief logo.**

**Kansas City Spree**

The top two Post commanders and the top two District commanders in each division who achieve 100% membership by April 1, 2020 along with their guest will each be awarded:

- **Round-trip airfare to Kansas City, Mo. from the airport nearest the awardee's home.**
- **A fun-filled weekend (May 07-10, 2020) that may include but is not limited to touring, shopping and a complete tour of the VFW National Headquarters.**

**100% Post, District & Department**

A distinctive streamer will be awarded to every Post, District and State/Department that achieves 100% or greater in membership before July 1, 2020.

**100% Commander Drawing**

Each Post and District commander that exceeds 100% in membership by June 1, 2020 will receive an entry in this drawing. Twenty Post commanders and 12 District commanders will receive:

- A \$1,000 stipend to be used toward attending the VFW National Convention.

**Post Commander and Quartermaster Division Challenge**

For every 10 new/reinstated members recruited between July 1, 2019 and April 1, 2020 Posts will earn one entry for both Post commander and quartermaster entered into a drawing. One Post per division will receive:

- A \$1,000 stipend each for commander and quartermaster to be used toward attending the VFW National Convention.

**Legacy Life Membership Acquisition**

Each Post that achieves the designated benchmarks of 25, 50 and 75 Legacy Life Members will be awarded:

- A Legacy Society Post Proclamation.

Each Post that achieves the distinctive benchmark of 100 Legacy Life members by July 1, 2020, commander or Post representative will receive:

- A \$1,000 stipend to be used toward attending the VFW National Convention.
- Reserved seating at the VFW National Convention joint opening session.
- Legacy Society Post Proclamation.

**Elite Recruiter**

Any VFW member who signs up 250 or more new and/or reinstated annual members by July 1, 2020, will receive:

- A \$1,000 stipend to be used toward attending the VFW National Convention.
- Distinctive cap, citation, and name badge.

### **Recruiter of the Year**

The VFW member who signs up the greatest number of new and/or reinstated annual members greater than 250 by July 1, 2020, will receive:

- A \$1,000 stipend to be used toward attending the VFW National Convention.
- Reserved seating at the VFW National Convention joint opening session.
- Distinctive cap, citation, and name badge.
- Commander-in-Chief's Crystal Eagle.

### **New Post Development Department Award**

For each new Post chartered, the Department quartermaster will receive:

- \$250 for use towards necessary materials for the new Post.

### **All-American Leadership Criteria**

*The All-American leadership program exists to recognize exceptional leadership, authentic accomplishment in membership growth and VFW core programs.*

#### **All-American Post Leadership Criteria**

- Greater than 50 members on July 1, 2020
- Membership greater than 100%
- Finish in the top 50 posts in your respective division
- Voice of Democracy - minimum of one entry advanced to District judging (Overseas Post donate \$50 to National in lieu of entry)
- Patriots Pen - minimum of one entry advanced to District judging (Overseas Post donate \$50 to National in lieu of entry)
- National Citizenship Education Teachers Award – submit an entry in all three categories (K-5, 6-8, 9-12) advanced to District judging (Overseas Post donate \$50 to National in lieu of each entry)
- Buddy Poppy- must purchase Buddy Poppies
- Hold a fundraiser with the proceeds going to Veterans & Military Support Programs Services, minimum of \$100
- National Veterans Service – Appoint a Post service officer

### **All-American Post Leadership Award**

- Acknowledgment in *VFW Magazine*
- All-American Post citation
- All-American Post streamer
- All-American citation - commander
- All-American name badge - commander
- All-American cap - commander - *quartermaster may purchase cap*
- All-American lapel pin - commander - *quartermaster may purchase pin*
- All-American Team Post Member lapel pin (25 pack)
- The top *five* commanders in each division will also receive:
  - **A \$1,000 stipend to be used toward attending the VFW National Convention.**
  - **Reserved seating at the VFW National Convention joint opening session.**

### **All-American District Leadership Criteria**

- Membership greater than 100%
- Finish in the top 25 Districts in your division
- Voice of Democracy - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry)
- Patriots Pen - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry)
- National Citizenship Education Teachers Award – submit an entry in all three categories (K-5, 6-8, 9-12) advanced to Department judging (Overseas District donate \$50 to National in lieu of each entry)

### **All-American District Leadership Award**

- All-American District streamer
- All-American District citation - commander
- All-American name badge - commander
- All-American cap - commander - *quartermaster may purchase cap*
- All-American lapel pin - commander - *quartermaster may purchase pin*
- The top *two* District commanders in each division will also receive:
  - **A \$1,000 stipend to be used toward attending the VFW National Convention.**
  - **Reserved seating at the VFW National Convention joint opening session.**

### **All-American Department Leadership Criteria**

- Membership must be greater than 100%
- Must conduct two Membership recruiting events prior to May 1, 2020. A report of these events must be submitted to the Membership Department.
- Hold a Commander's Round-Up\* prior to Jan 1, 2020 with a report submitted to the Membership Department.
- One new post or increase the membership of three posts of 50 members or less to over 50 members by July 1, 2020
- **National Legislative Service**
  - Monthly National Legislative Service committee member reports submitted to National Legislative Service In Washington, D.C.
- **National Veterans Services**
- Must have a State/Department service officer and submit his or her name and contact information to National Veterans Services in Washington, D.C. by July 31, 2019
- Monthly activity report from Department Service Officer or designated NVS Committee member to NVS in Washington, D.C.
- **Programs**
  - Voice of Democracy - An entry advanced to National judging
  - Patriot's Pen - An entry advanced to National judging
  - National Citizenship Education Teacher Award – submit an entry in all three categories (K-5, 6-8, 9-12) and entries must advance to National judging
  - Veterans & Military Support Programs – Must complete a State/Department fundraiser and proceeds donated to Veterans & Military Support Programs, Kansas City, Mo.

### **All-American Department Leadership Award**

- All-American Department streamer
- All-American Department citation - commander
- All-American name badge - commander
- All-American cap - commander - *quartermaster may purchase cap*
- All-American lapel pin - commander - *quartermaster may purchase pin*
- \$1,000 stipend to be used toward attending the VFW National Convention

- Reserved seating at the VFW National Convention Joint Opening Session

### Conference Membership Award

The State/Department leading each conference will be entrusted with the conference membership colors for the following year. The 2018-2019 Conference winners will return the colors to the membership booth at National Convention in Reno, NV no later than COB on Monday after the Joint Opening Session. The 2019-2020 Conference winners will then pick up the colors from the Membership Director at National Convention in July 2020 in Reno, NV any time after 0800 on Tuesday at the Membership booth.

The Conference with the highest membership percentage of the four Conferences will have their name and year engraved on a traveling trophy presented by the Commander-in-Chief to the Conference Chairman at the National Convention. The 2018-2019 Conference Chairman will return the trophy to the membership booth at National Convention in Reno, NV no later than COB on Saturday to ensure placement of the new nameplate. This trophy will be presented to the 2019-2020 Conference Chairman on stage during the Joint Opening Session\*.

### Post Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage	# Eligible
1	951+		Over 100%	50
2	750	950	Over 100%	50
3	356	749	Over 100%	50
4	246	355	Over 100%	50
5	185	245	Over 100%	50
6	143	184	Over 100%	50
7	112	142	Over 100%	50
8	88	111	Over 100%	50
9	68	87	Over 100%	50
10	51	67	Over 100%	50
11	1	50	Over 100%	50

### District Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage	# Eligible
1	5,000	14,000	Over 100%	25
2	3,282	4,999	Over 100%	25
3	2,172	3,281	Over 100%	25
4	1,447	2,171	Over 100%	25
5	906	1,446	Over 100%	25
6	1	905	Over 100%	25



## Important Notes

- In order to receive stipends, awardees must be in attendance at designated events
- Only one National paid stipend per event (National Convention, legislative Conference, etc.)
- All awards are non-transferable
- For the Conference Membership Award traveling trophy, the Conference Chairman will be responsible for the return of the trophy to the Membership Department booth at the National Convention each year
- The *Commander's Round-Up* program is for Department commanders to visit Posts in their Department to get face-to-face time with their Post and District leadership and assist with membership development events. For further information about the *Commander's Round-Up*, please contact the Membership Department by calling 1-888-JOIN-VFW or by email at [membership@vfw.org](mailto:membership@vfw.org)

# Chaplain Duties

One of the biggest assists to having a post with a positive attitude and sticking together as comrades is having an active chaplain. The chaplain can do the things that add a personal touch to the membership of the VFW.

It is important that the chaplain at any level be someone that cares to do more for the VFW than simply reading the prayers at the meeting. The chaplain needs to be involved in activities and with comrades in need outside of the normal post activities. It is important we as leaders encourage active members to become our chaplains.

The **post chaplain** is one person that can easily ask the comrade how they are doing and get an answer that can lead to help for the comrade if needed. With other officers, the comrade may not be as comfortable.

Post Chaplains should be involved with:

- Hospital visits
- Hospice visits
- Funerals and Memorials
- Performing ceremonies and rituals
- Assisting comrades to find service officer assistance
- Consoling the families
- Providing counsel for the commander

Sending:

- get well cards
- thinking of you cards
- sympathy cards
- other greetings

The **district chaplain** is responsible for not only district meetings prayers but for counsel of the line officers of the district and most importantly the TRAINING OF THE POST CHAPLAINS. Offering training to new chaplains answering questions and offering assistance is a large part of the job.

Any chaplain can find the resources to use as training and reference at:

<http://myvfw.org/mo/chaplainscorner/key-resources/>

This on-line reference is available whenever the chaplain is connected to the web.

Otherwise this information is available to be downloaded and printed for ease of access.

## **Chaplain Reporting System**

**Chaplain Reporting System is important.** It identifies the active chaplains and shows indicators of whether the chaplains are doing the job or needs help. It is also the way that post and district chaplains are selected for District, State and National Chaplains

of the Year Awards. These awards are wonderful acknowledgement for our hard-working chaplains.

**The system is simple to use.** It can be done one of two ways.

By far the easiest way to report activity is to have the district or post chaplain go to the reporting site and follow the directions provided on the page.

For reporting activity and to complete for Chaplain of the Year online:

<http://myvfw.org/mo/chaplainscorner/chaplains-resources/missouri-vfw-chaplains-reporting-page/>

Note: Post chaplains who are also district chaplains should divide out the work for reporting purposes. Training sessions given by district chaplains should be noted in the "YOUR MESSAGE" session in the report.

The second option is for the chaplains that do not have access to the internet. A copy of the National Chaplain Report is included in this section and is on the website on the same page as listed above.

As always, your state chaplain is available at [chaplain@mo.vfwwebmail.com](mailto:chaplain@mo.vfwwebmail.com).

## National Chaplain Report

- State/Department Chaplains report their state or department name. They DO NOT report their personal post or district number. Only the state they represent.
- District Chaplains report the state/department name and the district #. They DO NOT report any post number.
- Post Chaplains Report State/Department, district # and post #

### Reporting Chaplains Information:

FROM: (month and year)*	TO: (month and year) *
State/Department of: Missouri	District #:
Post#:	Chaplain's name:
Your Email Address:	Telephone #:

### REPORT DETAILS

#### VISITS

# of Hospital/Hospice Visits:	Mileage:
Hours:	Unreimbursed Expenses:

# of Home/Nursing Home Visits:	Mileage:
Hours:	Unreimbursed Expenses:

# of Funeral/Memorials:	Mileage:
Hours:	Unreimbursed Expenses:

Ceremonies and Rituals Performed:	Mileage:
Hours:	Unreimbursed Expenses:

#### CARDS SENT

# of Get Well Cards:	# of Sympathy Cards:
# of Thinking of You Cards:	# of Other Cards:
# of Total Cards Sent:	Unreimbursed Expenses:

#### GRAND TOTALS

Total Visits/Services:	Total Hours:
Total Miles:	Total Unreimbursed Expenses:

YOUR NAME:
YOUR EMAIL:
YOUR MESSAGE:

**REFERRED METHOD IS TO GO TO: <http://myvfw.org/mo/chaplainscorner/chaplains-resources/missouri-vfw-chaplains-reporting-page/> AND FILE ON LINE. OR Email copy to [chaplain@mo.vfwwebmail.com](mailto:chaplain@mo.vfwwebmail.com) OR snail mail to Chaplain Debb Halter, 6370 Lansdowne Ave., St. Louis, MO 63109 OR fax 314-832-6914. State Chaplain will confirm when reports are received.**

## COMMUNITY ACTIVITIES PROGRAM

**Community service is an activity or program sponsored by a VFW Post or Auxiliaries, which benefits the city, community, other organizations, institutions or individuals not affiliated with the VFW or its Auxiliaries.**

The projects that a Post and/or its Auxiliaries are involved with will depend on the needs of the community, the size of the Post and/or Auxiliary and their budgets. These projects will vary by location. A Post should consider the needs of the community and select activities that are best suited and will benefit the community the most. It is better to do a few projects and do them well instead of half way by doing many projects.

Helpful guidelines for a successful year in Community Activities are:

Post Commander appoints a competent Chairman. This person should be one who is knowledgeable in the program or is willing to learn in a short time. The Chairman should be familiar with the community and know its needs. Knowledge of the community will be a huge asset in knowing what projects will benefit the community the most and be easiest to complete.

The Chairman selects a few members to be on the committee, three to five should be sufficient. The Committee members are not expected to do all of the work but plan and develop the projects that the Post will be involved in. If the Post has an Auxiliary both organizations should work closely together in planning and carrying out the projects.

After the project has been planned including the date, time and location, determine how many workers will be needed. Too many and people will be standing around doing nothing and getting bored. The next event they may not volunteer.

Invite the local news media to cover the event. Also have the Post Public Relation Officer take pictures and write an article for the local newspaper. A little bit of PR goes a long way in promoting the VFW.

Have a follow up meeting to analyze the activity, discuss the good points and how to improve on the weak points of the event. At the same meeting start planning your next event.

TEAMWORK is the success to any community activity. If the VFW and its Auxiliaries work together it means less work for all.

Begin with the basic VFW National and Department projects and those that the Post/Auxiliary has already developed and intends to continue. Consult the CHAIRMAN'S MANUAL VFW COMMUNITY ACTIVITIES AND CITIZENSHIP EDUCATION manual. It can be accessed thru VFW Missouri website on the right hand toolbar click on LEADERSHIP.

Community involvement is essential for a Post to survive and grow. Being active in the community builds a good strong lasting relationship with the people. A Post will grow because of what they do. Posts that don't grow are usually Posts that are not active in their community.



A well- rounded community activities program should include, but are not limited to, the following general categories:

**Community involvement**  
**Cooperation with other organizations**  
**School, church, military assistance**

**Americanism**  
**Veteran Service**  
**Aid to others**

Following are activities that the Post can be involved in. Remember that this is only a suggested list and that the projects are limited only to what the members want to do.

#### **COMMUNITY INVOLVEMENT:**

Hidden Heroes (provide support to family members of Missouri service personnel)

Conduct one of the following:

- Tree planting program
- Community Blood Drive
- Community CPR class
- Recycle program
- Neighborhood or highway beautification program
- Bicycle/tricycle safety class
- Hunter/water safety class
- Drug awareness (have the local health and law enforcement involved)
- Survival program (what to do during severe weather... tornadoes, floods, earthquake etc...)
- Volunteering (at schools, community centers, libraries, retirement centers, hospitals, parks)

Youth Programs are considered a Community Activity Project:

Sport/Athletic.. Sponsorship or VFW member involvement in the activity

Scouting Organizations: Sponsor or involvement in scouting units or other youth fellowships

Contests/Special Events: Sponsor youth or youth organizations or working with them in special events such as parades, talent shows, dances, derbies or competition.

Recognition: Achievement awards for outstanding accomplishments in the community, school, volunteering.

Projects: Sponsor/supervise youth groups in community work such as rebuilding sport fields, park cleanup fund raisers for park equipment.

Recognize public employees: Police, fire and emergency personnel

#### **YOUTH, EDUCATION, PATRIOTISM**

Develop and promote Voice of Democracy, Patriot's Pen, Teachers Program

Volunteer in schools and libraries

Promote "American Education" week held the 3rd week of November (ex. "Veterans in the Classroom")

Speaker program to speak in schools and other public events promoting citizenship and

Patriotism. Donate use of Post Home for youth and other nonprofit community organizations.

## **AMERICANISM**

- Conduct a "Get out to Vote" program
- Conduct Color Guard Activities
- Honor Guard activities
- Flag Disposal ceremony
- Participate and/or conduct a flag dedication ceremony (ask youth organizations to participate)
- Present a flag education program to schools and other organizations
- Participate in Patriotic assemblies: Veterans Day, Memorial Day, Pearl Harbor Day, Loyalty Day, POW MIA recognition

## **VETERAN SERVICE:**

- Donate to Veterans Service Officer Fund (Department of Missouri)
- Assist veterans and their families
- Veteran Benefit Event: Conduct a Service Officer event, publish articles in the newspaper pertaining to benefits
- Loaning of hospital type equipment to veterans and their families

**NOTE:** There is no minimum dollar amount for a donation in order to receive credit.

Community activity projects should be planned by the Post Community Activity Committee. The recommendations of activities is then reported to the membership at a Post meeting by the Post Community Activity Chairman. The activity and the decision of the members is then recorded in the minutes of the meeting. All expenditures of Posts funds spent on a project needs to be approved by the membership, recorded in the minutes and paid by the Quartermaster. The IRS allows \$.14 per mile or actual expense for volunteer work. Posts/Auxiliaries should calculate this amount on the Program Report Form if they pay mileage to a post/auxiliary member. Include the mileage dollar amount on the line indicating total amount of monies used and total amount of monies donated to complete projects.



## VFW Department of Missouri Webmail

The Dept of Mo webmail is the official method of electronic communication within the Dept of Mo VFW. Each Dept Line Officer and all Chairmen have webmail addresses. Each District Commander, Adjutant, Quartermaster and Veterans Service Information Officer have an account and each Post Commander and Quartermaster have an account.

The District accounts are:

Commander – cdrdist9@movfw.org

Adjutant – adjdist9@movfw.org

Quartermaster – qmdist9@movfw.org

Veterans Service Information Officer – vsiodist9@movfw.org

Adjust the *number* following dist to reflect the proper district

The Post accounts are:

Commander – cdrpost8828@movfw.org

Quartermaster – qmpost8828@movfw.org

Adjust the number following post to reflect the proper post

You can send e-mails to any of the above addresses after using the proper dist/post number to contact any of the district or post officers.

The new default password for all VFW Mo webmail accounts is ~~XXXXXXXXXX~~ following the Installation of the new Dept of Mo CDR

The first time you access the new webmail program you need to follow these steps

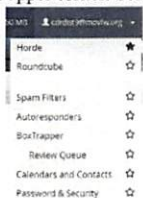
Go to webmail by going to [movfw.org:2095/](http://movfw.org:2095/)

Type in your email address and password

Click Set as Default under the Horde Webmail application and then click the Horde icon



Once you are in your webmail program change your password immediately, by clicking on the down arrow by your e-mail address in the right upper corner. Scroll down to Password & Security and click.



Password must be a least 5 characters long

Enter your new password and then re-enter it again in the confirm new password, click save. If you have any issue, please contact Steve Jones at 314-604-0039.

For more information on the new webmail go to [movfw.org](http://movfw.org) → VFW Tools → VFW Email

## **Online Program Reporting**

Community Activity Reports are all submitted online using the Online Program Reporting tool. Go to the Dept website ( [www.vfwmo.org](http://www.vfwmo.org) ) or any of the VFW Mo District or Post websites. Look in the Header under "Tools" and select 'Online Program Reporting'. Put in the number of the post (5789) you are reporting and the password is then post5789. Edit the number to reflect the number of the post you are reporting. The report must be filled out entirely but nothing in the field for mileage. Sign with the full name of the person making the report and not just CDR or Bill etc. Be sure to log out when finished.

# Post Special Project Award

If your Post, County Council, District or Department conducted a special project that you think should be nationally recognized by VFW National Headquarters, we would like to hear from you.

To be considered your entry must include the following:

- 1) Copy of the minutes of the VFW meeting at which the project was authorized.
- 2) Signed statement from the Commander summarizing the impact of the project.
- 3) Photos (limit of twenty) of the activity.
- 4) Newspaper clippings featuring the project.
- 5) Letters of congratulation/recognition from civic and local leaders.
- 6) Copy of the project budget/expense sheet.
- 7) Narrative telling how the project was planned and executed and its impact on the community
- 8) Entry form (on following page), signed by the Department Community Service Chairman and the Department Adjutant.

Judging is conducted solely on the basis of the information indicated above. Points are awarded for each element and will be deducted for missing items. All documentation must be limited to one binder. Projects must be executed and nominated within the 12 months preceding national judging.

All entries receive a Community Service Citation. Noteworthy entries receive a Merit Award Plaque. Exceptional entries receive an Award of Excellence. All recipients of the Award of Excellence are automatically entered in the Fred C. Hall Memorial Outstanding Post Special Project Award competition.

## Fred C. Hall Memorial Outstanding Post Special Project Award

Every Post Special Project receiving the award of excellence in the May judging will be entered in the Fred C. Hall Memorial Outstanding Post Special Project competition.

The winning Post receives a plaque at the VFW National Convention and a \$1,000 service scholarship for community projects. The Post Commander (or designated representative) and a guest will receive round-trip air fare, a cash stipend and accommodations to receive the award at the VFW National Convention.

*The late Fred C. Hall was an active Life Member of the Veterans of Foreign Wars as well as many other civic and fraternal organizations. Throughout his adult life, he was a great proponent of VFW Posts taking an active role in the community. He is credited with starting the VFW Post Insurance program.*

# **POST SPECIAL PROJECT ENTRY FORM**

The Department deadline for entries is April 13, 2018. Send entries to: Department of Missouri, Veterans of Foreign Wars, PO Box 26, Jefferson City, MO 65102. Be sure to read and follow all instructions. Incomplete entries will not be considered and will be returned to you.

VFW Post/Auxiliary (if applicable) County Council, District and Department \_\_\_\_\_

Address \_\_\_\_\_

Dates of the project from inception to conclusion \_\_\_\_\_

List of other organizations (if any) that assisted/participated \_\_\_\_\_

How many people directly benefited from this effort? \_\_\_\_\_ Approx. local population \_\_\_\_\_

List local media and addresses (we will send them news releases) \_\_\_\_\_

## **Signatures**

Department Community Service Chairman \_\_\_\_\_ Date \_\_\_\_\_

Printed name of Community Service Chairman \_\_\_\_\_

(NOTE: This signature confirms that you have reviewed this entry and are verifying that the form is complete and there is evidence to support the nomination.)

Department Adjutant \_\_\_\_\_ Date \_\_\_\_\_

Printed name of Department Adjutant \_\_\_\_\_

Submitted by (Submission will be returned to this individual)

Name \_\_\_\_\_

VFW position/title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

## NATIONAL PROGRAM AWARD OUTSTANDING COMMUNITY SERVICE POST

There should be at least one Post in your Department that will be selected as a National Outstanding Community Service Post. Each Department will select at least one Post (depending on Department size –see below) to receive the National Outstanding Community Service Post Award at the VFW National Convention.

The Award includes a plaque inscribed with the name of the VFW Post and its Auxiliary (if applicable), a \$599 stipend to cover part of the Post representative's expenses to the National Convention, publication of the Post's name in the Convention program booklet and a street sign identifying this national award for the Post to put up in their community.

Your VFW Department is responsible for the selection criteria for this award and sending the name of the selected Post(s) to the National Programs Department by June 1 each year.

Contact your Department for the selection criteria and further information about this award. See information listed below:



**DEPARTMENT OF MISSOURI  
DISTINGUISHED COMMUNITY SERVICE  
POST AWARD**

Posts will compete with Posts of similar size.

Posts will be divided and judged with Posts within their membership divisions. Membership will be based on the adjusted membership in memstats for the end of the 2018 – 2019 year.....

<u>Division</u>	<u>Size of Post</u>
1	10 - 99 members
2	100 - 174 members
3	175 - 299 members
4	300 - 499 members
5	500 - 699 members
6	700 + members

Division judging will be based on total volunteer hours and dollars reported per member reported on Online Community service reports received at Department Headquarters through April 30, 2020. Total membership (including Auxiliaries) will be utilized for judging purposes.

The top scoring Post in each division will receive a Distinguished Community Service Post Plaque at the State Convention in June 2020.

**DEPARTMENT OF MISSOURI  
OUTSTANDING VETERANS SERVICE  
POST AWARD**

Posts will compete with Posts of similar size. Divisions for competition are as follows:

<u>Division</u>	<u>Size of Post</u>
1	10 - 99 members
2	100 -174 members
3	175 -299 members
4	300 -499 members
5	500 -699 members
6	700+ members

Division judging will be based on total volunteer hours and dollars per member reported on Online community service report forms received at Department Headquarters through April 30, 2020. Total membership (including Auxiliaries) will be utilized for judging purposes.

The top scoring Post in each division will receive a Distinguished Veterans Service Post Plaque at the State Convention in June 2020.

Department winners will be selected from division winners using the same criteria as described above.



# **RESOURCE INFORMATION**

## **RECORD RETENTION GUIDE**

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The following list has been compiled in response to requests from Posts that have asked how long to retain certain files and records. Please keep in mind that this list does not have the effect of law, and a judicious amount of common sense should be used when applying it to your Post.

<u><i>Record Name</i></u>	<u><i>Retention Period</i></u>
Accounts payable invoices	3 years
Accounts payable ledger	Continuing record
Accounts receivable ledger	5 years
Annual financial reports	Permanent
Annuity & deferred payment plans	Continuing record
Audit reports, annual	10 years
Audit reports, periodic	2 years
Audit Work Papers	3 years
Balance sheets	Permanent
Bank deposit slips	3 years
Bank statements	3 years
Bills of Lading	2 years
Bonds - Fidelity	3 years after termination
Bonds - Surety	3 years after termination
Budgets	3 years
By-Laws	Until superseded
Cancelled checks	3 years
Cash receipt records	7 years
Certified Annual Financial Statements	Permanent
Community Activity Reports	3 years
Contracts	Permanent
Correspondence, executive	10 years
Correspondence, general	5 years
Depreciation schedules	Permanent
Election of Officer Reports	5 years
Employee records	4 years
Employee contracts	6 years after termination
Employee withholding records	4 years
Employee accident reports	30 years after settlement
Employee insurance records	11 years after termination
Employee termination	5 years
Entertainment, gift & gratuity records	3 years
Expense vouchers	3 years
Fidelity bonds	3 years after termination
Financial reports, periodic	2 years
Financial reports, annual	Permanent
Freight bills	3 years
Freight claims	2 years

<b><u>Record Name</u></b>	<b><u>Retention Period</u></b>
Garnishments	5 years
General ledger	Permanent
Income statements, annual	Permanent
Income statements, periodic	2 years
Incorporation Papers	Permanent
Inspection Reports	3 years
Insurance records, general	Policy expiration
Inventory records	Permanent
Labor Cost Records	3 years
Lease Records	3 years after termination
Membership Applications	Permanent *2
Membership Rosters	5 years
Minutes of Post Meetings	5 years *1
Payroll register	3 years
Periodic Financial Reports	2 years
Petty Cash Records	3 years
Postal records	1 year after end of fiscal year
Property records	Permanent
Quartermaster reports	5 years *3
Shipping & Receiving documents	2 years
Tax records	Permanent

- \*1 In some instances, it may be advisable to retain the minutes of Post meetings when those minutes contain policy decisions. Normally, however, those policy decisions would have been incorporated into the Post By-Laws, and the minutes would only be of minor historical significance.
- \*2 Membership applications should be retained as a permanent record to aid in establishing length of membership, original eligibility, and other items of historical value.
- \*3 Monthly Quartermaster reports usually prove to be "dead files" once the quarterly and annual audit reports are completed. However, it is recommended that they be retained for a period of five years, should a detailed reconstruction of the Post's financial situation be required by an auditor or IRS.

Obviously, the foregoing list is not all-encompassing, nor is it intended to be. A good rule of thumb in determining what files and records to keep is that if the file or record has no financial or historical significance, then it is probably time to dispose of it.

## **Road Way to Success:**

**JULY 1<sup>st</sup> – 31<sup>st</sup>, 2019:** JUNE 2019 Trustees' Report of Audit to Department Quartermaster

**JULY:** District dues notices will be mailed to each Post Quartermaster by July 15<sup>th</sup>. Dues shall be remitted to the District Quartermaster by September 30<sup>th</sup>.

\*Order Buddy Poppies. Send order to: Dept. Quartermaster, P.O. Box 26, Jefferson City, MO, 65102

\*Veterans Service Officer Fund Donation (VSO on memo of check). Send check to: Dept.

Quartermaster, P.O. Box 26, Jefferson City, MO, 65102

\*National Vet & Military Support Donation (Military Assistance Program on memo of check). Send check to: VFW National Headquarters, c/o Military Assistance Program, 406 West 34<sup>th</sup> Street, Kansas City, MO, 64111.

\*National Home Donation (Missouri House on memo of check).

\*Conduct POW/MIA Ceremony

**OCTOBER 1<sup>st</sup> – 31<sup>st</sup>, 2019:** SEPTEMBER 2019 Trustees Report of Audit to Department Quartermaster

**OCTOBER 31<sup>st</sup>, 2019:** VOD & PP Submissions Must be Submitted to Posts

**NOVEMBER 15<sup>th</sup>, 2019:** VOD & PP Post Winners to District Chairman

**DECEMBER 15<sup>th</sup>, 2019:** VOD & PP Completion of District Judging

**JANUARY 1<sup>st</sup> – 31<sup>st</sup>, 2019:** DECEMBER 2019 Trustees Report of Audit to Department Quartermaster

**FEBRUARY, 2020:** OCTOBER 31<sup>st</sup> – Teacher Nomination Due to Post.

DECEMBER 15<sup>th</sup> – Post Winner Due to District Chairman.

JANUARY 15<sup>th</sup> – Department Winner Due to National Headquarters.

**MARCH:** Post Meeting – Open Nominations for Post Officers

**APRIL 1<sup>st</sup> – 30<sup>th</sup>, 2020:** MARCH 2020 Trustees Report of Audit to Department Quartermaster

**APRIL 2020:** Post Meeting – Continue Nominations and Elect Post Officers

(Commander Elect Appoint Post Officers and Committee Chairmen)

Send copies of Post Election Reports to VFW National Headquarters, 406 West 34<sup>th</sup> Street, Kansas City, MO 64111 (Fax: 816-968-1149) and Department of Missouri – VFW, PO Box 26, Jefferson City, MO 65102 (Fax: 573-636-2664) and to your District Quartermaster.

Send National Delegate Fees to VFW National Headquarters, 406 West 34<sup>th</sup> Street, Kansas City, MO 64111.

**MAY, 2020:** Post Meeting – Install Post Officers

**MAY, 2020:** MEMORIAL DAY WEEKEND – Conduct Buddy Poppy Drive.

**JUNE 4<sup>th</sup> – 7<sup>th</sup>, 2020:** STATE CONVENTION at Oasis Hotel & Convention Center, 2546 North Glenstone, Springfield, MO.



# NOTES

A large rectangular box with a black border, containing 25 horizontal lines for writing notes. The lines are evenly spaced and extend across the width of the box.

**Property of...**

