

# REGISTRATION DEADLINE DECEMBER 30<sup>TH</sup>

## WINTER COUNCIL MEETING

January 7 – 9, 2022  
Renaissance Portsmouth Hotel ~ Portsmouth, Virginia ~ 757-673-3000 ~  
\$94.00 Per night

*(Hotel Group Rate Deadline is December 6<sup>th</sup>)*

PRE-REGISTRATION FOR BANQUET TICKET  
\$45.00

**ALL TICKETS MUST BE PRE-PURCHASED. THERE WILL BE NO TICKETS SOLD AT THE WINTER COUNCIL MEETING.**

### Italian Buffet

Bucatini Pasta, Lasagna, Marinara Sauce  
Fresh Baked Herb and Garlic Breadsticks  
Choice of: Sausage and Onions, or Meatballs  
Mixed Green Salad with Herb Vinaigrette  
Tiramisu

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RETURN THIS PORTION TO STATE HEADQUARTERS BY **DECEMBER 30, 2021** (NO EXCEPTIONS)  
Check, Discover, American Express, Visa, or MasterCard Accepted

Person placing the order (name) \_\_\_\_\_ Phone: \_\_\_\_\_

Please fill out completely for each person you are registering including Post number or Auxiliary number:

Name: \_\_\_\_\_ Post/Aux: \_\_\_\_\_

Name: \_\_\_\_\_ Post/Aux: \_\_\_\_\_

Name: \_\_\_\_\_ Post/Aux: \_\_\_\_\_

Name: \_\_\_\_\_ Post/Aux: \_\_\_\_\_

Name: \_\_\_\_\_ Post/Aux: \_\_\_\_\_

Name: \_\_\_\_\_ Post/Aux: \_\_\_\_\_

Please charge my card: \$ \_\_\_\_\_ Name on Card: \_\_\_\_\_

Please Circle One: Discover American Express MasterCard Visa SIGNATURE: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Mail form to: State Headquarters, 403 Lee Jackson Highway, Staunton, VA 24401

You may also e-mail this form to: [statehq@vfwva.org](mailto:statehq@vfwva.org) or fax it to 1-866-416-0586 if paying by Credit Card only

*Pre-paid tickets will not be mailed to you; they will be available for pick up at registration.*

**NUMBER 6**

403 Lee Jackson Highway  
(540) 886-8112

**"Full steam ahead for vets"**

FAX: 866-416-0586  
Website: [www.vfwva.org](http://www.vfwva.org)  
Email: [statehq@vfwva.org](mailto:statehq@vfwva.org)

**December 1, 2021**

Staunton, Virginia 24401  
In Virginia 800-888-3521

Articles are listed by number not by pages:

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**1. COMMANDER'S MESSAGE:**

Comrades & Auxiliary:

First let Peggy and myself wish you all a Merry Christmas and a Happy New Year.

LET'S START OF WITH SOLICITATION OF FUNDS, SECTION 214 OF THE MAUNUAL OF PROCEDURE RITUAL, READ IT, IF ANY QUESTIONS PLEASE CALL HEADQUARTS AND TALK TO A/Q ED MANN.

As we start to come into December the Department is at 85.71%, we are ahead of last year's number by 722 let's see where we are at on 31 December. I want to thank you all for all the hard work your Post and District are doing, the Line Officers are the best, there are they to do whatever it is to make us look good.

As of November 15, we have 11 Posts that need 5 members or less to make 100% Districts 13 - 4 Posts; District 12 - 2 Posts; District 11 - 2 Posts; District 8 - 1 Post; District 5 - 1 Post and District 4 - 1 Post. District Commanders check your memberships for your District and help these Posts out before 31 December.

Just a reminder to email [district2schupska@gmail.com](mailto:district2schupska@gmail.com) all lower case that you are attending the Homecoming and how many in your party.

Butch Schupska  
State Commander

## 2. DISTRICT MEETINGS:

1 <sup>st</sup>	Date: 1/22/22 Meeting: 11:00 AM Location: Post 2296 Tasley 21503 Daugherty Road Rep: St Cmdr Butch Schupska	7 <sup>th</sup>	Date: 1/15/22 Meeting: 11:00 AM Location: Post 2447 Edinburg 100 Veterans Way Rep: St SVC Geoffrey Lyster
2 <sup>nd</sup>	Date: 2/12/22 Meeting: 1:00 PM Location: Post 4411 Franklin 3385 Beaver Dam Road Rep:	8 <sup>th</sup>	Date: 2/12/22 Meeting: 10:00 AM Location: Post 3103 Fredericksburg 2701 Princess Anne Street Rep:
3 <sup>rd</sup>	Date: 2/26/22 Lunch: 10:00 AM Meeting: To follow lunch Location: Post 637 Hopewell 1400 Lynchburg Street Rep:	9 <sup>th</sup>	Date: 1/15/22 Meeting: 10:00 AM Location: Post 1115 Hillsville 701 W Stuart Drive Rep:
4 <sup>th</sup>	Date: 2/19/22 Meeting: 10:00 AM Location: Post 12200 Emporia 4278 Belfield Road, Freeman Rep:	10 <sup>th</sup>	Date: 12/12/21 Lunch: NOON Meeting: 1:00 PM Location: Post 9275 Falls Church 7118 Shreve Road Rep: St. Judge Advocate Mitch Rubenstein
5 <sup>th</sup>	Date: 2/19/22 Meeting: 10:00 AM Location: Post 7800 Stuart 939 VFW Rd, Patrick Springs Rep:	11 <sup>th</sup>	Date: 1/22/22 Meeting: 10:00 AM Location: Post 632 Harrisonburg 450 Waterman Drive Rep: St Surgeon Doug Hoffman
6 <sup>th</sup>	Date: 12/4/21 Meeting: Noon Location: Post 4299 Clifton Forge 724A Commercial Avenue Rep: St Judge Advocate Mitch Rubenstein	12 <sup>th</sup>	Date: 2/12/22 Meeting: 11:00 AM Location: Post 1994 Abingdon 17581 Lee Highway Rep:
		13 <sup>th</sup>	Date: TBD Meeting: 10:00 AM Location: Post Rep:

## 3. ACTIVE MEMBERSHIP:

The National Bylaws provide for only one type of membership: active membership. There are no provisions in the National Bylaws, nor is there any authority or justification for issuance of Club Membership cards, Associate Member cards, Honorary Membership cards, Courtesy Membership cards or any other special type of cards. Any Post issuing such unauthorized cards, or conducting club operations open to the general public, endangers its standing with the Internal Revenue Service as a non-profit organization. Officers signing outlaw cards admitting non-members to VFW premises are subject to disciplinary action. National and Department officers cannot defend practices that conflict with VFW Bylaws or procedures.

#### 4. **ALL AMERICAN DASHBOARD:**

Military Assistance Program grants have been launched to show Departments and Posts how much in grant assistance that has been received from National HQs to supplement the Unmet Needs financial grants & VFW Sport Clips Help-A-Hero scholarship statistics. The information charts reside on the KPI tools section.

Please encourage Posts to read the 2021-2022 Membership program. Many Posts don't understand they need to sign up 5 New Action Corps subscribers, create a Facebook page, 2 separate partnering events along with a 10% increase in Community Service Impact from last year. They must submit reports through the dashboard to gain credit.

#### 5. **AMAZONSMILE:**

Amazon donates 0.5% of the price of eligible AmazonSmile purchases to charitable organizations selected by our customers. Our very own Foundation is listed – The Virginia Veterans Foundation.

#### 6. **BY-LAWS AND MANUAL OF PROCEDURE:**

All officers should obtain current 2022 copies of the podium edition of the Congressional Charter, Bylaws, Manual of Procedure and Ritual. Copies of the revised edition of the Congressional Charter, Bylaws, Manual of Procedure and Ritual are available through the VFW Store at National Headquarters. The 2022 revised edition reflects the amendments adopted by the 122nd National Convention, which becomes effective on September 2, 2021.

#### 7. **CITIZENSHIP EDUCATION TEACHER AWARD:**

The VFW Teacher of the Year award contest recognizes three exceptional teachers for their outstanding commitment to teaching Americanism and patriotism to their students. Nominations of outstanding teachers in three categories: grades K-5, 6-8 and 9-12.

ATTENTION: There are changes for this year's program. For starters, there is a new Teacher Entry Form which was published in the September 2021 General Orders. Go to the National Web Site and preprint your Post information before the Nominator fills out the form. Other changes include who can nominate a teacher and who is eligible.

The program dates for this year are as follows: District judging should be completed by **December 15<sup>th</sup>** and winners forwarded to the Department by **December 20<sup>th</sup>**. Department judging will be completed by **December 23<sup>rd</sup>** and winners submitted to VFW National Headquarters by **January 15<sup>th</sup>**. District chairpersons will provide District Reports with their District winners to the State Chairman.

District Chairman should send entries and District report to Chris Birch, at the following address: 304 E. Main St., Berryville, VA 22611.

If you have any questions, please don't hesitate to call me (540) 955-3311 or (540) 539-5446 or email me [bigredtruk@comcast.net](mailto:bigredtruk@comcast.net).

Chris Birch  
Teacher's Recognition Chairman

#### 8. **DUTIES OF TRUSTEES:**

Attention of Post Commanders is directed to Section 218 of the Manual of Procedure. "Duty of Trustees." Trustees Report of Audit must be completed in detail at the closed of each quarter, one of which ends December 31, 2021. Commanders are reminded that accurate and complete records shall be kept by all persons handling Post funds, including the Club Manager and Bingo Chairman. These records shall be audited by Post Trustees in the same manner as Post Quartermaster and Adjutant records.

## 9. E-MAIL ACCOUNT ACCESS:

All email accounts were reset so the new Officers could take control of their emails as of **June 7<sup>th</sup>**. This will be the primary means of sending correspondence from State Headquarters to Post and District Officers.

You will receive all General Orders, special notices and any other documentation that you need via email. This will help cut down on postal expenses and speed up the response time for you receiving the information.

Here are directions for logging into your new account for the first time.

1. Go to Department web site [www.vfwva.org](http://www.vfwva.org).
2. Click on Resources, Microsoft 365.
3. The username is your email address; put that on the first line (see below for your new address).
4. Your default password will be **VFW2021!** once you have accessed the mail program you will be asked to change it; it must contain at least one uppercase letter and one number.

For Post Officers, your address will be [cdrpost176@vfwva.org](mailto:cdrpost176@vfwva.org) where the 176 is you replace it with **your** Post number.

[adjpost176@vfwva.org](mailto:adjpost176@vfwva.org)  
[qmpost176@vfwva.org](mailto:qmpost176@vfwva.org)

For District Officers your address will be [cdrdist1@vfwva.org](mailto:cdrdist1@vfwva.org) for Districts other than the first just replace the 1 with your district # **Please note District Senior Vice Commander's now have an email address**

[svrdist1@vfwva.org](mailto:svrdist1@vfwva.org)  
[adjdist1@vfwva.org](mailto:adjdist1@vfwva.org)  
[qmdist1@vfwva.org](mailto:qmdist1@vfwva.org)

## 10. FUND RAISER:

Post and Districts are reminded that Sec.214 and Sec.414 of the National Bylaws and Manual of Procedure respectively cover Solicitation of funds and fundraising activities. Post and Districts should review and ensure they are in compliance.

## 11. GENERAL ORDERS:

The cut off for the General Orders is the 20<sup>th</sup> of the month. No EXCEPTIONS. Subscriptions for hard copy General Orders are \$30.00 for the year. Contact State Headquarters for more info.

## 12. HALF-STAFF U.S. FLAG ON DECEMBER 7:

Public Law 103-308, passed in 1994, designates Dec. 7 as "National Pearl Harbor Remembrance Day" and requests the flag of the United States to be flown at half-staff (sunrise to sunset) in honor of the individuals who lost their lives on that day. To order a flag, go to [vfwstore.org/category/flags/usflags](http://vfwstore.org/category/flags/usflags).

## 13. IRS FORM 8822-B:

IRS form 8822-B. It is now a requirement by the IRS that all Posts submit this form. This form must be submitted any time the Post Quartermaster changes and/or the Post address changes. This was effective January 1, 2014.

Here is the link to get the form and instructions – <http://www.irs.gov/pub/irs-pdf/f8822b.pdf>  
This will also apply to all Auxiliaries that have their own EIN number.

#### 14. IMPORTANT DATES:

- January 7 - 9, 2022 Winter Council, Renaissance Portsmouth-Norfolk Waterfront Hotel, 425 Water Street, Portsmouth, VA; phone 757-673-3000. Room Rates are \$94.00 per night. Group name "VFW Department of Virginia Winter Council Meeting"; Cut-off Date December 13, 2021. The State Commander/President's Homecoming will be held during this time.
- June 9 - 12, 2022 State Convention, Renaissance Portsmouth-Norfolk Waterfront Hotel, 425 Water Street, Portsmouth, VA; phone 757-673-3000. Room Rates are \$129.00 per night. Group name "Virginia Department VFW & Auxiliary State Convention 2022"; Cut-off Date May 9, 2022.
- July 16 – 21, 2022 National Convention, Kansas City, Missouri
- July 22 – 27, 2023 National Convention, Phoenix, Arizona
- July 27 – Aug 1, 2024 National Convention, Louisville, Kentucky
- August 9 – 14, 2025 National Convention, Columbus, Ohio
- August 15 – 20, 2026 National Convention Salt Lake City, Utah

#### 15. INSPECTIONS:

Hello, Comrades of Virginia,

I'm happy to report that our Posts are 90% and Districts are 100% inspection completion and climbing, keep up the excellent work. 13 more Posts to inspect!

Congratulations to our District Inspectors of the Month for October to District 13. Both inspectors are from D13, Great Job! And thanks for your participation in the training.

Comrade James White                      District 13  
Comrade Lorijean Brady                      District 13

**Part 4 Question of the month: "When identified, how are discrepancies handled?" and "What are three lessons learned from your experience as an Inspector or observing an inspection?"**

This question is open to all. You can take the opinion to provide an answer or comments.

The Inspectors **No. 1 Objective** is to create and support a plan **to inspect all Posts and Districts by December 17, 2021**, and to **correct all discrepancies by April 30, 2022**.

Are **You Inspection ready?** You, too, can get a certificate for Post Inspection readiness! Each District has Posts on the list. **We will post our Inspection Ready Posts in the next General Orders.**

Any questions, comments, recommendations, or if support is needed; don't hesitate to get in touch with me at:

Charles Bush  
State Inspector  
[inspector@vfwva.org](mailto:inspector@vfwva.org)  
540-907-5292

**16. LIFE MEMBER DRAWING:**

Congratulations to Dula Byerly Post 3060, Deerfield as the winner of a free Life Membership in the Veterans of Foreign Wars, Department of Virginia. Dula Byerly Post 3060 was made eligible for this Free Life Membership for having 85% of their membership reported to State Headquarters by October 29, 2021 deadline.

**17. MEMBERSHIP:**

Comrades and Commanders,

We will have one month left in the year 2021 as these General Orders come out. It has been a fast six months since Butch was installed as State Commander. Your Membership Team has been busy preparing and presenting the Recruiter School at Five Locations around the State. We also zoomed from two locations in Hillsville and Edinburg. Thanks go out to those two Posts along with Dale City, Mechanicsville, and Norfolk 4809 for hosting our efforts.

Our presence at gun shows and other events has produced members and hopefully helped Post members gain some knowledge and confidence as recruiters. We were over 86% in membership this morning and moving toward our goal of 100% in May 2022. I also noticed that we have quite a few Post needing 10 or less members to reach 100%. Just a reminder, any Post Commander that has their Post at 100% by December 31st will receive the State Commanders Jacket. Go for it if you are one of the Post needing ten or less. I encourage all Post to review the All State and All American Programs in the July General Orders. There is a check list for both to keep you on track as we complete the year.

The State Team, along with help from some of our Districts have been representing the VFW at Yellow Ribbon Events all around the State for the 116th Army National Guard that is being deployed very soon to Africa. A member of the Membership Team, Lynchburg Post Commander George Winters, will be among those being deployed. We wish them all a safe return. Our Team is ready to assist any Post with membership events, please contact State H.Q. or any member of the Team.

The Membership Team would like to wish all of our Veterans a Merry Christmas and good health and happiness for the New Year.

Tom Hines PSC  
Membership Team

**18. OFFICE CLOSURE:**

State Headquarters and the Norfolk and Dale City Service Offices will be closed December 24, 2021 and reopen January 3, 2022 in observance of Christmas and New Year's. The State Adjutant/Quartermaster will be available by phone and email for any issues that may arise.

Hopewell Service Office will be closed December 20, 2021 and reopen January 3, 2022 in observance of Christmas and New Year's.

**19. PARLIAMENTARY AUTHORITY:**

Procedure and Ritual establish that *Robert's Rules of Order, Newly Revised, 12th Edition* shall be the parliamentary authority on procedural matters not governed by VFW By-Laws and Manual of Procedure. This edition of *Robert's Rules of Order* is readily available at local bookstores and online retailers such as Barnes & Noble and Amazon.

**20. PATRIOT’S PEN:**

Request District Chairpersons forward winning Patriots Pen Packages to:

Dennis W Walk  
State Chair Patriots Pen  
401 Chowan Place  
Newport News, VA 23608-1333

I have attached the District report Forms to be completed. The packages must be complete by ensuring a head and shoulder picture of the winner. Need to be received at my address by 16 December 2021. The State judging will be on 18 December 2021 at a location to be announced. Any Questions, please call 757-874-4660 or 757-532-0435.

Dennis Walk  
Patriot’s Pen Chairman

**21. POST RELIEF FUND:**

Sections 219 and 704 of the Manual of Procedure outline the various things for which the Post Relief Fund can be use. “To foster true patriotism and through historical and educational programs,” is part of this section. This allows the Post to use the relief funds for the Voice of Democracy, Patriot’s Pen and Teacher of the Year programs and other Americanism programs that are educational. This does not include Post building projects, hall remodeling, Color Guard uniforms or any other expenditures that does not follow these guidelines.

**22. PUBLIC SERVANT AWARDS:**

Posts are asked to submit three nominees (one for each career area) to State Headquarters no later than January 10, 2022.

Law Enforcement Award  
Firefighter Award  
Emergency Medical Technician Award

NOTE: VFW PUBLIC SERVANT AWARD CITATION POST ENTRY FORM. This form was developed to assist VFW Post Safety Chairmen with an entry form to hand out to the local Fire Department, Police Department, etc. to assist interested individuals in nominating one of their own. The entry form along with the required documentation (nominees’ background, resume of background in appropriate work, accomplishments in appropriate field, title and address) are to be returned to the local VFW Post for their judging. Once the winner in each category have been chosen, the Post will forward those entries on to the next level of judging.

Instructions and entry forms are enclosed.

**23. REPORTING:**

Comrades to view whether your Post has submitted an Audit Report, Americanism, Community Service, Safety, Youth or Hospital report you should visit the Department website ([www.vfwva.org](http://www.vfwva.org)).

The website is updated daily. If you have any questions, please call State Headquarters.

There will be no form for Homeless when reporting for assistance to a homeless veteran please put it on a Community Activity report under aid to others.



## 24. RESOLUTIONS:

The 2022 National By-Laws, Manual of Procedure, and Ritual books are out and I am pleased to report that at least one resolution originating in the Department of Virginia again made their way into the document. Specifically, Resolution VA-2021-01 – Vietnam Veterans Memorial Day (March 29) – has been added to the list of Commemorative dates. The Resolutions Committee continues to look at areas where the VFW might be able to focus Congress' and the Administration's attentions to issues benefiting veterans. Some of these areas are counseling (especially for veterans of Afghanistan), improving PTSD adjudications for military sexual trauma (MST), and expanding the availability and funding for breast cancer screening for veterans exposed to burn pits. As you identify other topics that merit concern, please bring them to the attention of the Committee – Michelle Swindle ([mlswindle@cox.net](mailto:mlswindle@cox.net)), Ben Guinan ([guinanbt@gmail.com](mailto:guinanbt@gmail.com)), Ron Riffle ([vfw4809ron@gmail.com](mailto:vfw4809ron@gmail.com)), Charles Bush ([inspector@vfwva.org](mailto:inspector@vfwva.org)), or myself ([mcaiii@aol.com](mailto:mcaiii@aol.com)). We can help you draft a resolution into the proper format and get it cued up for presentation. Happy Holidays!

M. Conrad "Connie" Agresti  
Resolutions Chairman

## 25. ROSTER CHANGES:

Post 1841  
Location – Daleville

Post 3103 JVC  
Donald Dunn  
113 Parliament St  
Locust Grove, VA 22508  
571-477-0718  
[dmichaeld61@gmail.com](mailto:dmichaeld61@gmail.com)

Post 4411 Cmdr  
Phillip J. Haley  
10893 Wyanoke Trl  
Suffolk, VA 23437  
757-759-1955  
[cdrpost4411@vfwva.org](mailto:cdrpost4411@vfwva.org)

Pos 4411 SVC  
Jeffrey W. Draughn  
29453 Deer Trl  
Courtland, VA 23837  
757-327-9690  
[jeffrey.draughn@gmail.com](mailto:jeffrey.draughn@gmail.com)

Post 8902  
Location – Drakes Branch

## 26. SPECIAL ORDER NO. 77:

Their eligibility to membership having been questioned under the provisions of Section 108 of the National Bylaws and the veteran having failed to submit proof of campaign medal service which would qualify for membership,

IT IS HEREBY ORDERED that the name of Mark A. Stephens, Life Membership No. 1149409, be removed from the rolls of General Mac Arthur Memorial Post No. 392, Virginia Beach, Virginia and their membership in the Veterans of Foreign Wars of the United States terminated by reason of ineligibility.

By order of  
Fritz Mihelcic  
Commander-in-Chief

**27. THE HOME DEPOT FOUNDATION:**

Please find in the attachments “The Home Depot Foundation Community Impact Grant Completion Guide 2021,” and carefully read the instructions before attempting to complete the application.

The deadline is December 31, 2021.

**28. VFW FOUNDATION (NATIONAL):**

**#StillServing Grants Available!**

The VFW Foundation still has plenty of grant funding to award to Posts and Auxiliaries through our #StillServing and UTCH grant programs. Our new slate of programs includes two new grants, the #StillServing Community Volunteerism Grant and the #StillServing Corporate Partnership Grant, in addition to the long-standing #StillServing Community Support Grant.

Posts and Auxiliaries may receive all three grants during the fiscal year for a total of \$3,500! #StillServing Grants will remain open until July 31, or until all funding has been exhausted which typically happens in mid to late spring each year. The #StillServing grant applications can be found attached and information about each opportunity is available at [vfw.org/Grants](http://vfw.org/Grants).

**Uniting to Combat Hunger (UTCH) Grant Funding Available!**

VFW Posts and Auxiliaries may receive up to \$5,000 in matching funds for cash donations made to local food banks. Posts and Auxiliaries can also donate food and will be awarded \$1 for every pound donated to a food bank. Each volunteer hour logged while serving at a food bank will earn an applicant \$1. A minimum combination of cash, hours and pounds of food donated totaling 500 is needed to receive a matching UTCH grant. The attached application is also available online; additional information can be found at [www.vfw.org/UTCH](http://www.vfw.org/UTCH).

Any questions regarding these grant programs can be directed to [jcouch@vfw.org](mailto:jcouch@vfw.org). Plenty of funding for all grants is still available, apply today!

**29. VOICE OF DEMOCRACY:**

The 2021 Department Voice of Democracy Selection Board will be held at Post 9808 Mechanicsville, Virginia on Saturday 18 December 2021 beginning at 10:00 A.M. At least one representative from each District should be present.

The January 2022 Awards ceremony for the top three finalists will be held Saturday 8 January 2022 in Portsmouth, Virginia. Further information will be forth coming.

Louis Filippone  
Voice of Democracy Program Chairman

**30. WINTER COUNCIL MEETING:**

You will find the information for your online reservation link below. If you have questions or need help with the link, please do not hesitate to ask. We appreciate your business and look forward to a successful event.

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1620421775100&key=GRP&app=resvlink>

To book via phone, please call Central Reservations at 1-888-839-1775 and ask for the 'VFW' group rate.

Official:



Ed Mann  
State Adjutant

By Order of:



Butch Schupaska  
State Commander

**STAY SAFE AND HAVE A  
MERRY CHRISTMAS AND HAPPY NEW YEAR!**



## **District Voice of Democracy and Patriot's Pen Participation Reporting**

District Chairmen: Please forward the completed District Report Form and Summary to your Department Chairman.

### **POST NO.**

List Posts that have actually declared student winner(s) and have forwarded at least one winner on to the next (i.e. District) level. Co-sponsorships between VFW Posts are not allowed. These Posts can be listed in either District or numerical order.

### **AUXILIARY**

If Post has an Auxiliary, credit their participation by indicating *YES* or *NO*.

### **NUMBER OF PARTICIPATING STUDENTS**

Number of students that actually entered the competition by writing an essay.

### **NUMBER OF POST WINNERS ADVANCED**

Number of Post winners that were advanced up to the second level of competition (i.e. District.)

### **MONETARY AWARDS**

Total amount of dollars actually awarded to student participants.

### **ADDITIONAL MONEY EXPENDED**

All additional monies (other than scholarships and award monies) allocated and expended in conducting their program (banquets, gifts, pins, jackets, etc.)

## **Fowarding District Voice of Democracy and Patriot's Pen Winners to Department**

District Chairmen: The District winner's materials that should be forwarded to the Department Chairman (immediately after the District judging is complete) are:

*(For both Voice of Democracy and Patriot' Pen)*

- 1.) First Place District winner's completed official entry form.
- 2.) For Voice of Democracy only: First Place District winner's audio recording (audio CD or USB drive—checked for 3-5 minute time, good audio quality, and other rule compliance.)
- 3.) First Place District winner's typed essay.
- 4.) First Place District winner's photograph (close-up of head & shoulders.)

### **If you have any questions, please contact:**

Kris Harmer  
Programs Department  
VFW National Headquarters  
406 West 34<sup>th</sup> Street  
Kansas City, MO 64111  
Phone: (816) 968-1117  
E-mail: [kharmer@vfw.org](mailto:kharmer@vfw.org)

# SUMMARY

## DISTRICT PATRIOT'S PEN PARTICIPATION REPORT

DISTRICT NO. \_\_\_\_\_

DEPARTMENT OF \_\_\_\_\_, VFW

The VFW Posts and Auxiliaries identified in this report in this District participated in the VFW annual Patriot's Pen Program.

**GRAND TOTALS FOR POST COMPETITION:** list totals taken from District report form(s)

_____	_____	_____	_____
Posts	Auxs	Students	Post Winners Advanced
\$ _____			\$ _____
Monetary Awards			Addl. Money Expended

MONETARY VALUE OF DISTRICT COMPETITION (add County Councils if applicable):

District Monetary Awards \$ \_\_\_\_\_

District Additional Expenses \$ \_\_\_\_\_

Signed by: \_\_\_\_\_ Date \_\_\_\_\_

District Chairman

***PLEASE ATTACH COMPLETED REPORT FORM(S) AND GIVE  
THIS COMPLETED SUMMARY TO YOUR DEPARTMENT  
Patriot's Pen Chairman***





## **PUBLIC SERVANT AWARD CITATIONS FOR EMERGENCY MEDICAL TECHNICIANS, LAW ENFORCEMENT PERSONNEL AND FIREFIGHTERS**

Each year, the Veterans of Foreign Wars selects emergency medical technicians, law enforcement and firefighter personnel to receive VFW Public Servant Awards. Post Safety Chairmen are encouraged to submit a candidate for these awards to their **Department Headquarters by Jan. 1**. The Department must select a single candidate for each of the three awards and submit those to **VFW National Headquarters by Feb. 1**.

NOTE: The only item the National VFW Programs Department requires is the “VFW Department Public Servant Award Citation Request Form” which is now available on the VFW website. You can locate this form by logging in to [vfw.org](http://vfw.org) and searching under “My VFW” in the Training & Support section.

### **VFW National Emergency Medical Technician Public Servant Citation:**

Any individual, who actively gives emergency medical treatment, provides rescue service or civil disaster assistance as a member of any public or volunteer company organized to give emergency medical care, provide rescue and civil disaster assistance to our nation’s citizens.

### **VFW National Law Enforcement Public Servant Citation:**

Any individual who serves in a municipal, county, state or federal unit tasked with enforcement of the laws pertaining to their area of responsibility. This award does not apply to individual employed by private companies or security services.

**VFW National Firefighters Public Servant Citation:** Any individual who actively fights fires as a member of any public or volunteer company organized to fight fires and give assistance to our nation’s citizens.

**Criteria for these awards** – Candidates must have demonstrated:

- 1) Recognition by their colleagues or those they serve.
- 2) Consistent excellence in the performance of their duties.
- 3) Consistent dedication to their official responsibilities over a period of years and continuous growth in responsibilities and skills within their profession.

### **Documentation required for all Candidates:**

- 1) Nomination letter containing the candidate’s name, title, address, telephone and identifying the award for which the individual should be considered.
  - a. Include justification outlining background in field, accomplishments and awards.

**Note NEW (not required)** One (1) page VFW Public Servant Award Citation Post Entry Form is now available on the VFW website. You can locate this form by logging in to [vfw.org](http://vfw.org) and searching under “My VFW” in the Training & Support section.

If you have any questions contact Tammy Beauchamp at 816.756.3390 Ext. 6287, e-mail [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org) .

### **NATIONAL HEADQUARTERS**

406 W. 34th Street  
Kansas City, MO 64111

Office 816.756.3390  
Fax 816.968.1157

### **WASHINGTON OFFICE**

200 Maryland Ave., N.E.  
Washington, D.C. 20002

Office 202.543.2239  
Fax 202.543.6719

[info@vfw.org](mailto:info@vfw.org)  
[www.vfw.org](http://www.vfw.org)



## VFW Public Servant Award Citation Post Entry Form

NOTE: VFW Point of Contact should fill out their section below prior to distributing this form.  
This will provide individuals from outside of the VFW with the needed information to submit their packets successfully.

### To be filled out by VFW representative

Sponsoring VFW Post #:  Sponsoring District #:   
Date of Presentation: MM/DD/YY (if available)

### VFW Post POC

Full Name:   
Phone:  Email:   
Address: (where to mail entry)   
City:  State:  Zip:

### Individual Submitting Nomination

Full Name:   
Phone:  Email:

### Nominee Information

Choose appropriate citation: (EMT, Firefighter or Law Enforcement)   
Full Name: (please list as you wish it stated on the citation)   
Occupation Title: (if any) (please list as you wish it stated on the citation)   
Employer Name: (please list as you wish it stated on the citation)   
Address of Employer:  
  
City:  State:  Zip:   
Employer Phone:  Employer Email: (if available)

Please complete this form and submit to your local VFW Post using the information provided above. Ensure to include all required documentation that is outlined on the instructions sheet provided with this form. All post entries must be received by their **Department Headquarters no later than January 1st**. If you have any questions, please feel free to contact Tammy Beauchamp at 816-756-3390 x 6287, e-mail [tbeauchamp@vfw.org](mailto:tbeauchamp@vfw.org)





**NO ONE DOES MORE FOR VETERANS.**



**The VFW Department  
of Virginia  
Oral History Project  
is about to begin!**

VFW Department of Virginia has contracted with Publishing Concepts (PCI), a trusted partner, to create this special member publication.

Up-to-date member information is essential for our organization to serve veterans, their families, and our communities in accordance with the traditions and proud history of VFW Department of Virginia. We are also collecting stories from our members to memorialize the history of their VFW experiences through the years.

**Don't miss out on the opportunity to be included!**



The Military Order of the Cootie is recognized as a subordinate and auxiliary order to the Veterans of Foreign Wars of the United States. It shall be considered as the "Honor Degree" of the parent organization and shall be governed by and under the control of the National Convention, the National Council of Administration, and the Commander-in-Chief.

Our service program is described as a directive to "Keep 'em Smiling in Beds of White." Each year the Cooties volunteer thousands of hours of time worth over ten million dollars to Department of Veterans Affairs (DVA) hospitals and domiciliaries throughout the United States. This work, in addition to the hours of service donated as active members of the VFW, set the members of the MOC apart as Foreign Service and Combat Veterans who are fully engaged in their communities.

Eligibility is determined through being active members for at least 6-months in a Veterans of Foreign Wars Post and through completion of satisfactory service on a Post committee or satisfactory performance of Post duties or participating actively as a leader of post functions.

If you are interested in learning more about what it takes to become a Cootie reach out to [grandcdr@vfwva.org](mailto:grandcdr@vfwva.org).

*Hay-U*

Ronnie Steele  
Commander  
Grand of Virginia  
Military Order of the Cootie



Comrades:

My name is Harold Milton Schupska, (aka), Butch. I am announcing my candidacy for National Council member for the Veterans of Foreign Wars in 2022-2026. I was in the Navy from 1972-1975, then came back into the Navy in 1979. I married Peggy Ann Barchaniwcz on July 18, 1983. We have no children, but we spoil nieces and nephews and then send them home. I retired from the Navy on September 30, 1996 as a First-Class Boiler Technician (SW). My wife Peggy and I reside in Norfolk, Virginia.



I joined the VFW in 1989 at Ocean View Post 3160 became involved with the Military Order of the Cooties, reaching the title of Seam Squirrel four times. In 2002 I became Junior Vice Commander of Post 3160. In 2003-2004 I was Senior Vice Commander and then in 2004-2005, I became Post Commander. As Post Commander I received the distinguished All-State Commander award and made All American Commander. In 2008-2009, I was elected as the Grand Commander of the Military Order of the Cooties. From 2010-2013, I was elected Post Commander again, and was an All-American Commander all three terms, and All-State two of the three terms.

In 2016, I ran for Department Surgeon and from 2017 until the present, I have made my way up the chairs and am the 2021-2022 Department Commander.

I will give this Department my all to ensure that Virginia continues to lead the Veterans of Foreign Wars. "Full Steam Ahead for Vets".

I hope I can count on your support at state convention in June of 2022.



Harold Milton Schupska (AKA) Butch





# Vote Ken Wiseman for National Council of Administration!

An Experienced Leader For Virginia!



## **Endorsed by current National Councilman Tom Gimble!**

The National Council of Administration oversees the National HQs of the VFW and Virginia needs someone to represent our interests and help oversee national-level efforts. With a multi-million dollar budget, important programs, and a future that must be as great as our past, we need experience and knowledge in the person holding this position.

As an All-American Past State Commander and All-American Past State Adjutant/Quartermaster, Ken knows firsthand Virginia's relationship with the National HQs and will fight to protect the more than \$175,000 Virginia gets annually from the National HQs. Ken knows the importance of Service Officers having been one and he sees the help they give veterans as a cornerstone of the VFW. Ken spent three years working in the VFW's D.C. office and knows well our fight on Capitol Hill and the need to support all VFW employees in their efforts to fulfill our mission.

Most importantly, Ken understands the challenges faced by our Posts. Having served multiple times as a Post Commander and Post Quartermaster and earning All-American and All-State honors along the way, Ken believes Posts are the most important level of the organization and should be supported as such. Ken will work to ensure that the National HQs empowers and strengthens Posts, not make it harder for them to succeed.

**Vote for experience and continued advocacy!**

# **Mark P. Maggio**

## **Candidate for the Office of State Surgeon 2022-23**



Comrades my name is Mark Maggio and I am running for State Surgeon. I moved from New York to Virginia in 2003. I have served in a variety of positions since living in Virginia and most recently served as the State Chief of Staff for Commander Eric Mallette. In my positions with the Posts, Districts and State, I have accumulated experience in the business of the VFW and feel that I am ready to serve my fellow comrades as a state officer and eventually State Commander. My goals are to continue the work that has been done by the state over the years growing the membership and reaching out to new members, and continuing to make the VFW a strong voice for veterans.

I enlisted in the Army November of 1982 and went to Basic Training at Fort McClellan, Alabama. I served as a Smoke Generator Operator until receiving my commission from Hofstra University in May 1986 as a Chemical Officer. I served as a platoon leader and executive officer of the 363<sup>rd</sup> Chemical Company and was transferred to the 318<sup>th</sup> Movement Control Agency just prior to deploying to Saudi Arabia for Desert Shield and Storm. During Operation Desert Storm I served as Freight Movements Officer from October 1990 till July of 1991. I returned home and went on to the Transportation Officer Advanced Course then went on to serve as a Company Commander of the 623<sup>rd</sup> Transportation Company. I then served in various staff assignment in the 354<sup>th</sup> and 436<sup>th</sup> Transportation Battalions. I later served with the 1179<sup>th</sup> Transportation Brigade and the Surface Deployment and Distribution Command where I served tours in both Afghanistan and Iraq. In Iraq I was awarded the Bronze Star Medal for establishing a redeployment system that streamlined the process of units moving in and out of theater while minimizing the disruption of the change over operations and combat operations.

While serving in Post 4639 I served as Jr and Sr Vice Commander becoming Commander in 2010. I was an All State Commander in my first year. In 2018 I was elected District 3 Commander and was an All American District Commander in my first year and a All State District Commander in my second. In 2018 11 of the 15 posts in the district made All State and 7 made All American. I was asked by Commander Mallette to be his Chief of Staff and worked in that position during the 2020-21 term. I am a member of the State Honor Guard and I am currently the Treasurer of the Commanders Club. I am also a member of the Military Order of the Cooties, where I currently serve as the Sky Pilot.

I am currently employed by the United States Army working at Fort Eustis for the Future Concepts Center under the Army Futures Command. I have been a civilian employee of the Department of the Army since 2010. My girlfriend Rosanne is a member of the Auxilliary and her father was a victim of Agent Orange which took his life in 2001. I have lost several comrades who served in Vietnam to Agent Orange and cancer. I have lost comrades to suicide as well. It is the remembrance of those lives that drive me to a voice for veterans whose voice may be lost in the din of competing voices for Government resources and aid. I want to be the voice that breaks through and helps them get the aid that they fought for and sacrificed for. We must always remain vigilant and never assume our work is finished. No one does more for Veterans than the VFW, must not just be a slogan but our lives work. Thank you Comrades for your consideration.

Fraternally,

Mark P. Maggio  
757-879-7724 - Cell  
[Mmaggio39@gmail.com](mailto:Mmaggio39@gmail.com)



**VETERANS OF FOREIGN WARS OF THE UNITED STATES  
AND  
VFW AUXILIARY**

Winter Council of Administration Meeting  
January 7 – 9, 2022  
Renaissance Portsmouth-Norfolk Waterfront Hotel  
Portsmouth, Virginia  
757-673-3000

**FRIDAY, JANUARY 7, 2022**

Noon	5:00 PM	VFW Headquarters Table Open	Washington Board Room
2:00 PM	4:00 PM	Virginia Veterans Foundation	Madison
5:00 PM	7:00 PM	State CMDR and Aux. Presidents Homecoming	Portsmouth I-III
9:00 PM	1:00 AM	VFW Riders Dance	Portsmouth I-III

**SATURDAY, JANUARY 8, 2022**

8:00 AM	2:30 PM	VFW Headquarters Table Open	Washington Board Room
8:30 AM	9:00 AM	Commanders Club Meeting	Portsmouth VI-VIII
8:00 AM	8:45 AM	VFW Auxiliary Floor Practice	Portsmouth V
9:30 AM	12:00 PM	VFW Council of Administration Meeting	Portsmouth VI-VIII
8:30 AM	2:00 PM	VFW Auxiliary Council Meeting/ Program Fair	Portsmouth V
9:00 AM	4:00 PM	Service Officer Training	Amphitheater
12:00 PM	1:00 PM	VFW Riders Meeting	Madison
1:30 PM	3:00 PM	MOCA Meeting	Madison
2:00 PM	3:00 PM	Membership & Recruiting Workshop	Portsmouth VI-VIII
2:00 PM	3:00 PM	MOC Meeting	Lee Room
4:00 PM	6:00 PM	VOD & PP BANQUET	Holley Ballroom

**SUNDAY, JANUARY 9, 2022**

9:00 AM	9:30 AM	Joint Devotional Service	Holley Ballroom IV
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TEACHER OF THE YEAR, VOICE OF DEMOCRACY, AND PATRIOT'S PEN BANQUET TICKETS: \$45.00  
FRIDAY NIGHT DANCE MUST BE PURCHASED FROM THE VFW RIDERS Cost \$10.00

Department Hospitality Room – Commodore Room

**(Tentative schedule subject to change)**



Years of Serving Veterans  
and Military Families



## #StillServing VFW Community Support Grant Application Page 1/2

Print or Type responses in the space provided. If printed, please use legible writing. **COMPLETING ALL FIELDS IS REQUIRED.** Posts and Auxiliaries may not submit a joint application; each applicant must submit their own form.

Are you applying on behalf of a VFW Post or a VFW Auxiliary? (SELECT ONLY ONE).

Post  or Auxiliary

Post or Auxiliary Number \_\_\_\_\_ Post/Auxiliary Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_

Please provide your Post or Auxiliary's full **MAILING** address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Grant Contact Person Name \_\_\_\_\_ Grant Contact Person Position \_\_\_\_\_

Contact Personal Phone Number \_\_\_\_\_ Personal Email Address \_\_\_\_\_

Name of Applying Organization's Commander or President \_\_\_\_\_

Personal Phone Number \_\_\_\_\_ Personal Email Address \_\_\_\_\_

Name of Applying Organization's Quartermaster or Treasurer \_\_\_\_\_

Personal Phone Number \_\_\_\_\_ Personal Email Address \_\_\_\_\_

Amount Requested (Up to \$1,000) \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Post Quartermaster or Auxiliary Treasurer

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Post Commander or Auxiliary President

By signing you agree to all of the terms and conditions stated in the application overview. You agree to use all grant funding received by the VFW Foundation in accordance with the purpose stated on the second page of this application. You agree to ensure that copies of all receipts, or other sufficient proof of spending, are provided to the VFW Foundation upon completion of your Post or Auxiliary's project.

### VFW FOUNDATION

## #StillServing VFW Community Support Grant Application Page 2/2

USING COMPLETE SENTENCES, PLEASE ANSWER THE FOLLOWING QUESTIONS IN 150 TOTAL WORDS OR LESS:  
You may provide your answers on a separate page if so desired

1. What are you requesting grant funding for?
2. Who will be impacted or benefit from receiving this grant? (Seniors, youth, veterans, etc.,).
3. How would you spend the grant funding? Please precisely explain how funding will be expended. For example, if you are cooking a holiday meal for the needy, provide an estimated dollar amount for each expenditure. Explain how much will be used to purchase food, how much would be spent on dinnerware, etc.
4. How will receiving a grant better facilitate involvement between your members and their community?

Email your completed application to  
[jcouch@vfw.org](mailto:jcouch@vfw.org)

**OR**

Mail to:

Jason Couch  
Grants Coordinator  
VFW Foundation  
406 W. 34th St., Suite 920  
Kansas City, MO 64111

**OR**

Clicking this button should launch a new message window from your default email client or web browser. This document should be attached to the new message. You will need to send the email to complete the process. If a window does not pop-up, or you do not press send, or the application is not attached, the form has not been submitted.

**VFW FOUNDATION**





## #StillServing VFW Corporate Partnership Grant Application Page 1/2

Print or Type responses in the space provided. If printed, please use legible writing. **COMPLETING ALL FIELDS IS REQUIRED.** Posts and Auxiliaries may not submit a joint application; each applicant must submit their own form.

Are you applying on behalf of a VFW Post or a VFW Auxiliary? (SELECT ONLY ONE).

Post \_\_\_\_

Auxiliary \_\_\_\_

Post or Auxiliary Number \_\_\_\_\_

Please provide your Post or Auxiliary's full **MAILING** address

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Post/Auxiliary Phone Number \_\_\_\_\_

Grant Contact Person Name \_\_\_\_\_ Grant Contact Person Position \_\_\_\_\_

Contact Personal Phone Number \_\_\_\_\_ Personal Email Address \_\_\_\_\_

Name of Applying Organization's Quartermaster or Treasurer \_\_\_\_\_

Personal Phone Number \_\_\_\_\_ Personal Email Address \_\_\_\_\_

Amount Requested (Up to \$1,500) \_\_\_\_\_

Supporter engaged \_\_\_\_\_ Supporter Contact Name and Position \_\_\_\_\_

(For a list of eligible supporters please visit [www.vfw.org/grants-supporters](http://www.vfw.org/grants-supporters))

Supporter Contact Person Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Signature of Supporter Contact Person \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Post Quartermaster or Auxiliary Treasurer \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Post Commander or Auxiliary President \_\_\_\_\_ Date Signed \_\_\_\_\_

By signing you agree to all of the terms and conditions stated in the application overview. You agree to use all grant funding received by the VFW Foundation in accordance with the purpose stated on the second page of this application. You agree to ensure that copies of all receipts, or other sufficient proof of spending, are provided to the VFW Foundation upon completion of your Post or Auxiliary's project.

### VFW FOUNDATION

## #StillServing VFW Corporate Partnership Grant Application Page 2/2

USING COMPLETE SENTENCES, PLEASE ANSWER THE FOLLOWING QUESTIONS IN 150 TOTAL WORDS OR LESS:

You may provide your answers on a separate page if so desired

1. What are you requesting grant funding for?
2. Who will be impacted or benefit from receiving this grant? (Seniors, youth, veterans, etc.,).
3. How would you spend the grant funding and how will your corporate partner help in the completion of your project? Please precisely explain how funding will be expended. For example, if your Post and partner are hosting a homeless stand down event, provide an estimated dollar amount for each expenditure. Explain how much will be used to provide hygiene items, blankets etc., how much would be spent each expense?
4. How will receiving a grant better facilitate involvement between your members, your corporate partner affiliate and your community?

Scan and email your completed application to [jcouch@vfw.org](mailto:jcouch@vfw.org)

**OR**

Mail to:

Jason Couch  
Grants Coordinator  
VFW Foundation  
406 W. 34th St., Suite 920  
Kansas City, MO 64111

**OR**

Clicking this button should launch a new message window from your default email client or web browser. This document should be attached to the new message. You will need to send the email to complete the process. If a window does not pop-up, or you do not press send, or the application is not attached, the form has not been submitted.

**VFW FOUNDATION**



Years of Serving Veterans  
and Military Families



## #StillServing VFW Community Volunteerism Grant Application Page 1/2

VFW Posts and Auxiliaries may apply to receive \$1 for each volunteer hour logged while completing community projects with one or more local nonprofit partners. To qualify, the Post must have completed a minimum of 500 total volunteer hours with a partner or partners. Along with this completed form, applicants must submit substantive photos, videos or news articles that highlight the project(s). Examples might include service projects with an area Boy Scout troop, student veteran organization, homeless shelter, etc. Requests for funding for service hours without a partner will not be considered.

**For food insecurity related projects, please use the Uniting to Combat Hunger (UTCH) grant application which can be found at [www.vfw.org/utch](http://www.vfw.org/utch).**

Print or type responses in the space provided. If printed, please use legible writing. Posts and Auxiliaries cannot submit a joint application; each applicant must submit their own form. **COMPLETING ALL FIELDS IS REQUIRED.**

Are you applying on behalf of a VFW Post or a VFW Auxiliary? (SELECT ONLY ONE).

Post \_\_\_ or Auxiliary \_\_\_ Post or Auxiliary Number \_\_\_\_\_

Street Address \_\_\_\_\_

Please provide your Post or Auxiliary's full **MAILING** address

City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_ Post Phone Number \_\_\_\_\_

Name of Applying Organization's Commander or President \_\_\_\_\_

Personal Phone Number \_\_\_\_\_ Personal Email Address \_\_\_\_\_

Name of Applying Organization's Quartermaster or Treasurer \_\_\_\_\_

Personal Phone Number \_\_\_\_\_ Personal Email Address \_\_\_\_\_

Community Partner(s) Engaged \_\_\_\_\_

Hours Logged During Volunteer Project(s) with Partner(s) \_\_\_\_\_ (Up to 1,000 hours)

Signature of Post Quartermaster or Auxiliary Treasurer \_\_\_\_\_ Date Signed \_\_\_\_\_

Signature of Post Commander or Auxiliary President \_\_\_\_\_ Date Signed \_\_\_\_\_

**By signing you agree that all statements made on this application are accurate and truthful.**

### VFW FOUNDATION

## #StillServing VFW Community Volunteerism Grant Application Page 2/2

USING COMPLETE SENTENCES, PLEASE ANSWER THE FOLLOWING QUESTION IN 150 TOTAL WORDS OR LESS: You may provide your answers on a separate page if so desired, please do this if you have multiple projects to chronicle.

1. Describe your project(s) and its impact.
2. Describe the role of your partner(s) in your project(s).
3. How your project(s) strengthened your relationship with your partner(s) and your community.

**\*Please be sure to provide the needed attachments or links, your request cannot be approved without them. Also be sure to share them on your social media accounts using the hashtag #StillServing!**

Email your completed application to [jcouch@vfw.org](mailto:jcouch@vfw.org)

**OR**

Mail to:

Jason Couch  
Grants Coordinator  
VFW Foundation  
406 W. 34th St., Suite 920  
Kansas City, MO 64111

**OR**

Clicking this button should launch a new message window from your default email client or web browser. This document should be attached to the new message. You will need to send the email to complete the process. If a window does not pop-up, or you do not press send, or the application is not attached, the form has not been submitted.

### VFW FOUNDATION

## UNITING TO COMBAT HUNGER GRANT 2021-2022 FISCAL YEAR

In 2018 the VFW joined forces with Humana and Feeding America® to establish the Uniting to Combat Hunger (UTCH) campaign. As of September 2021 the initiative has raised the equivalent of more than 2 million meals to address food insecurity in America. Beginning October 1, 2021, Uniting to Combat Hunger will sharpen its focus to address food insecurity among military families and veterans. To reward the efforts of VFW Posts and Auxiliaries that support the campaign, the VFW Foundation has the Uniting to Combat Hunger Grant. Posts and Auxiliaries may qualify for an unrestricted grant by meeting the following criteria:

1. For every \$1 raised by a VFW Post/Auxiliary to support Uniting to Combat Hunger, the VFW Foundation will provide a \$1 match in the form of an unrestricted grant to the VFW/Auxiliary Post. A minimum of \$500 must be raised to qualify for the matching grant.
2. For every hour that VFW Post/Auxiliary members volunteer to address food insecurity in their community, the Foundation will provide a \$1 match in the form of an unrestricted grant to the VFW Post/Auxiliary. A minimum of 500 hours must be documented to qualify for the matching grant.
3. Posts/Auxiliaries are encouraged to partner with their local Humana associate(s) on UTCH activities.

### UTCH GRANT GUIDELINES

1. UTCH grants are restricted to VFW Posts and Auxiliaries. Other VFW entities are ineligible. In order to qualify for the grant,
  - a. Financial contributions to UTCH must be made online at [www.vfw.org/UTCH](http://www.vfw.org/UTCH), or via check made out to VFW Foundation, designating UTCH in a cover letter or the memo portion of the check.
  - b. Volunteer hours must address food insecurity in your community. Volunteer activities may include, but are not limited to: serving meals at a homeless shelter, conducting a food drive, packing/sorting food at a food pantry, etc.
2. A Post and its Auxiliary may each apply for a UTCH grant, but donations and volunteer hours will only count toward one request. If a joint request is submitted, grant funds will be split evenly between the Post and Auxiliary.
3. Volunteer hours and financial contributions to UTCH may be combined in the grant application. For example, a VFW Post/Auxiliary donates \$500 to UTCH and documents 500 volunteer hours served at a local soup kitchen. They are eligible for a \$1,000 grant to be split evenly between the Post and its Auxiliary.
4. The grant that the Post or Auxiliary receives from the Foundation may be utilized by the Post or Auxiliary for any purpose, so long as it is in accordance with VFW or Auxiliary By-laws. **The maximum amount for a UTCH grant back to the Post or Auxiliary is \$5,000.**
5. **This is a retroactive grant; applicants will submit their requests after their projects have been completed.** VFW Posts and Auxiliaries must document financial contributions and volunteer hours; for example, a copy of the VFW Foundation receipt for the UTCH grant, photos or screenshots of qualifying volunteer event, etc. The exact donation amount and number of volunteer hours must be specified on any such documentation. Supporting documentation must be provided at the time of submission.
6. The VFW Foundation reserves the right to make changes to the application procedure at any time.

Please see the next page for the application form. If you have questions or need additional information, please contact Jason Couch at 816-968-1174 or at [jcouch@vfw.org](mailto:jcouch@vfw.org).

## VFW FOUNDATION

**VFW Foundation**  
**UTCH Limited Matching Grant Application Form**  
**(Applications accepted on or after 1 October 2021)**

Record your responses in the spaces provided. You must complete all fields to be considered for this grant. Where indicated, use personal phone numbers, not a general Post phone number.

Post or Auxiliary Number \_\_\_\_\_

Is the applicant a VFW Post \_\_\_\_, VFW Auxiliary Post \_\_\_\_, or is this a joint request? \_\_\_\_

Please provide the address of your Post home:

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Post Phone Number \_\_\_\_\_

Grant Contact Person Name \_\_\_\_\_

Grant Contact Person Position (Member or Officer Position) \_\_\_\_\_

Contact Personal Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Post Commander's Name \_\_\_\_\_

Personal Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Post Quartermaster's Name \_\_\_\_\_

Personal Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Amount of Donation to Uniting To Combat Hunger \_\_\_\_\_

Volunteer hours completed \_\_\_\_\_ Corporate Supporter \_\_\_\_\_

**\*We strongly recommend partnering with a local affiliate of Humana, if there is no branch in your area you can find a list of eligible supporters at [www.vfw.org/grants-supporters](http://www.vfw.org/grants-supporters)**

Corporate Supporter \_\_\_\_\_

Supporter Contact Person Name and Position \_\_\_\_\_

Supporter Phone Number \_\_\_\_\_ Supporter Email \_\_\_\_\_

**VFW FOUNDATION**

**VFW Foundation**  
**UTCH Limited Matching Grant Application Form**  
**(applications accepted on or after 1 October 2021)**

Describe your project, including details of partnership with Humana associates (if applicable):

If you are including volunteer hours in the application, please describe volunteer activities and include copies of pictures, media coverage, screenshots of social media posts, etc. to document the activity:

Signature of Post Quartermaster \_\_\_\_\_ Date Signed \_\_\_\_\_

---

**Once you have completed the above fields, please print and scan this form. You will then need to send this completed form, along with proof of donation to your Feeding America local food bank, in an email to [jcouch@vfw.org](mailto:jcouch@vfw.org). Applications will not be accepted via regular mail or fax.**

**VFW FOUNDATION**

# **THE HOME DEPOT FOUNDATION COMMUNITY IMPACT GRANT COMPLETION GUIDE 2021**

Please read through all information on this guide before beginning the application so you will become acquainted with the general rules and process. Do not worry that your Post is not a registered 501(c)(3) nonprofit organization. You can still apply as a 501(c)(19), nonprofit veterans group.

You may access the application using the link found toward the bottom of this page.

Once you have begun the application, try to complete it in one session without saving. We have received multiple reports that using the “Save and Finish Later” option has led to a loss of work and applicants had to re-enter parts of the application.

It is strongly recommended that you copy your answers to a separate document after completing the essay style questions.

**PLEASE NOTE:** Applicants must provide a Project Budget via a Microsoft Excel File. Details and an example of how to do this can be found on pages beginning on page 21 of this document.

If you have any questions about this application or guide, please contact Grants & External Relations Coordinator Jason Couch at [jcouch@vfw.org](mailto:jcouch@vfw.org) or at 816-968-1174.

TO APPLY FOR A HOME DEPOT COMMUNITY IMPACT GRANT, BEGIN BY GOING TO THE FOLLOWING WEBSITE:

**<https://corporate.homedepot.com/grants/community-impact-grants>**

Once the page has loaded, read all of the details and scroll to the heading, “How do organizations apply?” and press the orange text labeled “CLICK HERE.”

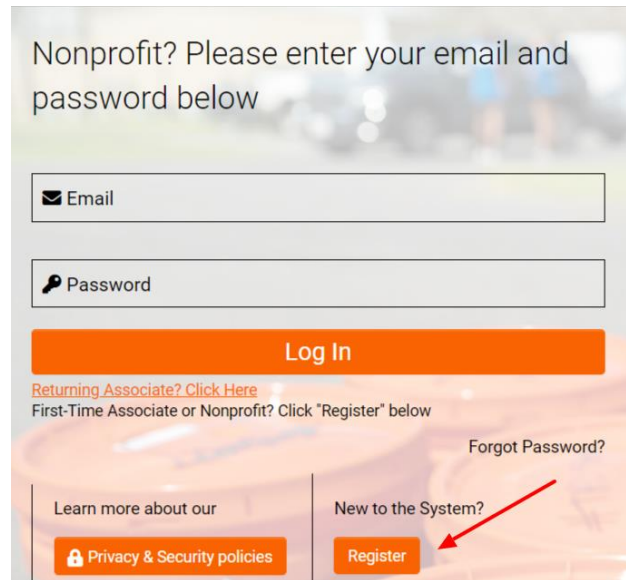
## **How do organizations apply?**

- **Please read through these instructions as our grant platform has changed.**
- To access the new grant platform **CLICK HERE**

A tab should launch in your browser and you will arrive at the screen seen on the next page of this guide.



## STEP 1 – Registration, Organization and Contact Information



The screenshot shows a registration form for nonprofits. At the top, it says "Nonprofit? Please enter your email and password below". There are two input fields: "Email" and "Password". Below these is an orange "Log In" button. Underneath the "Log In" button, there are two links: "Returning Associate? Click Here" and "First-Time Associate or Nonprofit? Click 'Register' below". To the right of the "Log In" button is a link for "Forgot Password?". At the bottom, there are two columns. The left column has a link "Learn more about our" and a button "Privacy & Security policies". The right column has a link "New to the System?" and a button "Register". A red arrow points to the "Register" button.

Once the page loads click the button labeled “Register” indicated by the red arrow in the screenshot above if you have never applied for a Home Depot account. It is highly recommended that you create only one account for your organization to be shared by all users.

Please note that this is a new grant system Home Depot has implemented. If you have applied for this grant before and had an account in the old system, you will need to select “Forgot Password?”. You will be prompted to enter your account email, and a new password will be sent to that email address.

After clicking “Register” you will be brought to the screen seen below. Click “First time Registrant –Registered US Nonprofit Organization” indicated by the red box if you have not

applied before.

## Registration Options

I am a:

### Home Depot Associate

Home depot associates - First time here? [Click here to register](#)

### First time Registrant - Registered US Nonprofit Organization

If your nonprofit appears in the IRS nonprofit database, and you have never applied for a grant with The Home Depot Foundation on any platform - [click here to register](#)

### First time Registrant - Other Organization

If your nonprofit does NOT appear in the IRS nonprofit database (ex. public school, church, or government org), and you have never applied for a grant with The Home Depot Foundation on any platform - [click here to register](#)

### Returning Organization

If you have previously applied for a grant with The Home Depot Foundation - [click here to log in](#)

If you're an organization and are not sure you have an account, click "Returning Organization" above, then click "Forgot Password" for instructions on resetting your password. If you do NOT receive a password reset, then please try registering your organization as a new organization above.

Once you have clicked that button, you will be brought to the page seen below. Enter your EIN, Post name, city and state in the fields below. Your EIN number, also called a Tax ID number, can be found at the top of your most recent tax return (990). Be sure not to include any dashes in the EIN and use the two letter abbreviation for your state. After you have completed all fields, click "search" at the bottom of the screen.

## Organization Search



### Instructions:

- Enter your organization's **legal name** as registered with the IRS (keyword search is sufficient, example: "Waco" instead of "The Waco Foundation") or Enter your organization **EIN** (do not include spaces or dashes, example: 123456789).
- Click "Search"
- Click on the name of your organization in the search results.
- If your organization is not a registered charity with the IRS (ex. is a public school or a church), please click your browser's back button or start again and use the "Other Organization" registration link.

### EIN



### Name



### Address

### City

### State



If the information matches what the IRS has on file for your Post, you will get a result in your search and be met with a screen that looks similar to this, but with information for your Post:

## Organizations



### Instructions:

- Click the desired organization below.

#	EIN	Organization Name/Home Depot Store #	Address	City	State	Zip Code
1.	111111111	VETERANS OF FOREIGN WARS POST 1234	123 MAIN ST.	ANYTOWN	ST	64111-2721

Record searched : 1957866. Records found : 1. Time used : 5 milliseconds

Click the result indicated by the red box which will take you to the next page.

The information on the top of the page, the beginning of the Organization Information section, will be imported from the previous page as shown below. Please note that the top field says "Organization Name/Home Depot Store #," disregard "Home Depot Store #," as this field is also for applying stores and not your nearest store. You should not need to enter any information in

the “Legal Name” field. If your Post does business, for example, as “Waters-Gilmour Post 1234,” you can enter that information in a later section, but do not write it here.



## US Non-profit Organization Registrations

### Organization Information

Search IRS Database



#### Instructions

- Required fields are marked with an asterisk “\*”.
- If different from name above, please provide your legal name as registered with the IRS; if the same, please leave this field blank.
- If this is not the correct profile, click “Search IRS Database” at the top to begin your search again

**\* Organization Name/Home Depot Store #**

VETERANS OF FOREIGN WARS POST 1234

**Legal Name**

Please provide if your legal name as registered with the IRS is different from your organization name above; if the same, please leave this field blank.

**EIN Number**

111111111

The next field is where you would write your doing business as (DBA) name, as shown below. The address information should have also been imported from the previous page.

If your organization is known by another name (such as a d/b/a) or goes by an acronym, please list below

Waters-Gilmour Post 1234

**\* Address**

1234 Main St.

**\* City**

Anytown

**Country**

United States

**\* State**

State

**\* Zip Code**

64111-2721

You will now need to provide your Post’s phone number and website address. You can use [www.vfw.org](http://www.vfw.org) if you do not have your own website. It might be more preferable to use your

Post's Facebook page if you do not have your own website, if the page is active and paints a good picture of what your Post does in your community.

Once the phone and website fields are complete, provide your Post's mission statement. If your Post does not have one, it can use VFW National's Mission and Vision statements:

*Our Mission: To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military and our communities. To advocate on behalf of all veterans. Our Vision: Ensure that veterans are respected for their service, always receive their earned entitlements, and are recognized for the sacrifices they and their loved ones have made on behalf of this great country.*

After that's filled in, provide a brief description of your Post's, history, goals and/or purpose. The copy used below reads:

*Founded in 1939, our organization has always strived to provide services to veterans and others in need in our community. We are proud to continue the tradition our founders started all those years ago and aim to inspire youths in our community to do the same.*

*Please see the list below of just a few of the many programs/services we provide. --Regularly provide cash grants to needy local veterans from our relief fund program. -Annually provide scholarships to K-12 students. -Hold fundraisers and clothing and food drives for needy area residents. -Recognize under-appreciated heroes such as police officers and teachers in our community with awards and events. -Lend our space free-of-charge to other nonprofit groups. We provide funeral honors for our area's fallen veterans. -We hold POW and Memorial remembrance events, patriotic celebrations on 4th of July, Flag Day, Veterans Day.*

We want as many Posts as possible to receive this grant. If all use this exact copy it could potentially hinder some from receiving the award. Please only use this copy as a loose guide of what to input here.

---

**Phone**  
333-333-3333

**Website**  
www.vfw1234.org

**\* Please copy your organization's mission statement below**

Our Mission: To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military and our communities. To advocate on behalf of all veterans.  
Our Vision: Ensure that veterans are respected for their service, always receive their earned entitlements, and are

38 words left

**\* Please briefly describe your organization's history, basic goals, and/or purpose**

Founded in 1939, our organization has always strived to provide services to veterans and others in need in our community. We are proud to continue the tradition our founders started all those years ago and aim to inspire youths in our community to do the same. Please see the list below of just a few of the many programs/services we provide.

59 words left

---

On the same page below the Organization Information section is the Contact Information section. In this section you will need to provide the personal information for the person overseeing the grant. You can use the Post’s information for the address but we highly recommend you use a cell phone for the phone number and an email address that is checked often. If you select the “Copy Address” button, it will import some of the information you provided in the Organization Information section.

### Contact Information

[Copy Address](#)

**Prefix**  
Mr

**\* First Name**  
John

Middle Name

**\* Last Name**  
Doe

Suffix

**\* Title**  
Post Quartermaster

**\* Email**  
VFWPost1234@Mail.com

**\* Address**  
1234 Main St.

Address 2

**\* City**  
Anytown

**\* State**  
ST

**\* Country**  
United States

**\* Zip Code**  
64111-2721

**\* Phone**  
333-333-3333

Phone Ext.

**\* Phone Type**  
Office

[Submit](#)

Complete all fields and press the orange “Submit” button.

You will then get a “Registration Complete” notice informing you that you will be emailed a username.

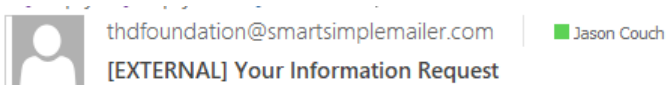
## Registration Complete

Thank you for registering.

Your username and password will be emailed to you. Click the link below to return to main login page.

[Login here](#)

It should take ten to fifteen minutes to get the email. It will be from [thdfoundation@smartsimplemail.com](mailto:thdfoundation@smartsimplemail.com) and will look similar, but not exactly like what is listed on the image below. There should be a link to click that will take you to your account.



Dear Jason Couch,

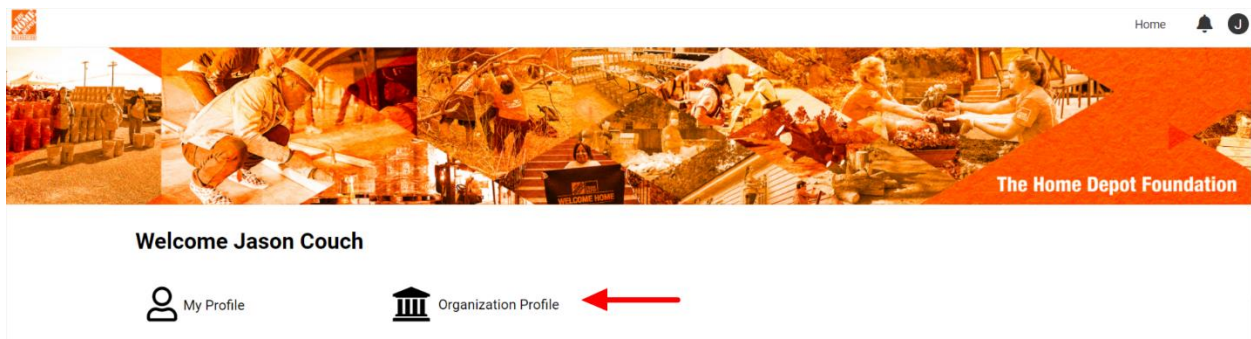
Please go to the address below to reset your password.  
<https://protect-us.mimecast.com/s/jk70Cn5oXKCQD5VF9OpX>

Log in to Your Account, <https://protect-us.mimecast.com/s/dQ3gCo20KLhJY4mTzWnM2> at anytime to access your application forms.  
Username: [jcouch@VFW.org](mailto:jcouch@VFW.org)

The Home Depot Foundation

## STEP 2 – Starting an Application & Eligibility Questions

You should now arrive at a page that looks like the image below. Click on “Organization Profile.”



You should be taken to the page shown below. Most of the information should have been imported and you should only have to complete one field. Write “6,200” in answer to the affiliates question indicated by the blue arrow, then click the “next button” indicated by the red arrow.

The screenshot shows a web form for 'Veterans Of Foreign Wars Post'. The form includes fields for Zip Code (64111) and Website (https://vfw.org). It has tabs for OVERVIEW and METRICS. A section for 'Waters-Gilmour Post 1234' contains a mission statement and a description of the organization's history. The question 'How many Affiliates or Branches does your organization have in the US?' has the answer '6200' entered. A blue arrow points to this field, and a red arrow points to the 'NEXT >' button. A 'Save' button is also visible at the bottom of the form. On the right, a 'Contacts (2)' sidebar shows a contact named 'John Doe' with details like address, email, and phone number.

After clicking “Next,” you will need to answer three questions and upload a list of board members (we will use Post Officers). In answer to Financial 990 question, click the drop down box and select “Yes.” Estimate the number of people who use the Post to answer the first Community question. For the second Community question, use the number of Post members you have plus the number of patrons and community members who volunteer at your Post.

The screenshot shows a web form with two main sections: 'Financial' and 'Community'. The 'Financial' section has a question: '\* Does your organization file an annual IRS Form 990?' with a dropdown menu set to 'Yes'. The 'Community' section has two questions: '\* Approximately how many people does your organization serve annually?' with the answer '2000', and '\* Approximately how many annual volunteers does your organization have?' with the answer '330'. Below these is a 'Board Members List' section with an 'Edit/Update Board Names' button. At the bottom, there are navigation buttons: '< BACK' and 'Save'. On the right side, there is a 'JUMP TO' menu with options for 'Financial' and 'Community'.



Once that information has been entered, click “Edit/Update Board Names.”

#### Board Members List

Edit/Update Board Names

When you click it, a new window that looks like the one below. Put the Post Commander’s name and title in the first three fields. Then press the “+” and three more fields will appear. Do this until all of your Post’s officers have been entered. Then press “Save.” A green checkmark should appear confirming that the information was saved. Close the window.

foundation.homedepot.com/s\_viewxmlpage.jsp?fieldid=Dnx6TGJ3VntwS1gFAQRGW3N4e3YfXVnAgglBwYCBaw-&code...

### Board Members List

**i** Home Depot Foundation is required to maintain an up-to-date list of your organization’s staff and board members. Please use the tables below to provide the full names and titles for all of your staff and board members.

#### Board Members

First Name	Last Name	Position(s)	
Joe	Smith	Commander	×
John	Doe	Quartermaster	×
+			

Save Close

You can confirm that the process was successfully completed by scrolling to the bottom of the page. If it was done correctly the board member names will be listed like they are below. Click “Save” on the organizational profile page. Then click the small Home Depot icon at the top left corner of the same page, it will take you back to the main menu.

**\* Approximately how many annual volunteers does your organization have?**

**Board Members List**

First Name	Last Name	Position(s)
Joe	Smith	Commander
John	Doe	Quartermaster/Adjutant
Mickey	Mouse	Sr. Vice Commander
Donald	Duck	Jr. Vice Commander
Mini	Mouse	Chaplin
John	Wayne	Post Service Officer


[Edit/Update Board Names](#)


[Save](#)

Scroll down to the heading “New Applications” and click “Start A New Application.”

**New Applications**

This is to begin a new Veteran Housing Grant (VHG) program or Community Impact Grant (CIG) program application only - if you have already started an application or have been invited to apply for a different program, check under "Existing Applications" above to check the status or any action required

 Start A New Application - VHG & CIG Programs Only



Once clicked, you'll be taken to a page with a list of grant applications. Be sure to click "View Details" under "Community Impact Grant."

### Start A New Application - VHG & CIG Programs Only

The screenshot shows a search bar at the top right with a magnifying glass icon and the text "1-4 of 4". Below the search bar is a navigation bar with "Opportunity Details" and "Eligibility and Guidelines" tabs. The main content area displays the details for the "Community Impact Grant (CIG)". The text reads: "The Foundation offers grant awards up to \$5,000 to 501(c)(3) designated organizations (recognized and in good standing with the IRS for a minimum of one year) and tax-exempt public service agencies in the U.S. that are using the power of volunteers to improve the community. Grants are given in the form of The Home Depot gift cards for the purchase of tools, materials or services and are required to be completed within six months of approval date." Below this text is an orange "View Details" button, which is highlighted by a red arrow.

After hitting the "View Details" button, you will be taken to the New Grant page. Your name should be listed in the field for Primary Nonprofit Contact. There is a single question below under the Eligibility heading: "Have you reviewed the Community Impact Grant Program guidelines. You will click the drop down arrow and select "Yes." Once you answer the question another will appear, and then another and so on.

#### New Grant

The "New Grant" form contains the following fields and sections:

- Application Type:** (empty field)
- \* Organization:** Veterans Of Foreign Wars Post 1234
- \* Primary Nonprofit Contact:** John Doe
- ELIGIBILITY** section:
  - \* Have you reviewed the Community Impact Grant Program guidelines?** (dropdown menu with "Select One" selected)
  - Community Impact Grant
- Buttons:** Save Draft, Submit

The first ten questions should be answered “Yes.”

* Have you reviewed the Community Impact Grant Program guidelines?
Yes
* Is your organization a registered 501(c)(3) nonprofit organization, tax-exempt public school, OR tax-exempt public agency in the U.S. with a valid IRS Tax ID?
Yes
* Do you have a copy of the detailed project budget in Excel format?
Yes
* Will your project begin in the next 6 -12 weeks?
Yes
* If funded, will your project be completed within 6 months of The Home Depot Foundations grant award date
Yes
* If funded, would you be able/willing to provide pictures and a story from your project within 30 days of the project end date?
Yes
* This program awards grant funds exclusively in "The Home Depot" gift cards. Will your project be able to leverage gift cards for materials?
Yes
* Has your organization been in existence for more than one year?
Yes
* Will volunteers from your community be used to complete this project?
Yes
* Will the project take place in the United States?
Yes

The eleventh question, “Have you received a Home Depot Community Impact Grant in the last 12 months?,” should be answered “No.” If your Post has, it is not eligible to receive another grant until the twelve months has passed. The thirteenth question asks, “Are you requesting a grant for any of the following?” Select “Veteran service organization projects directly impacting veterans.”

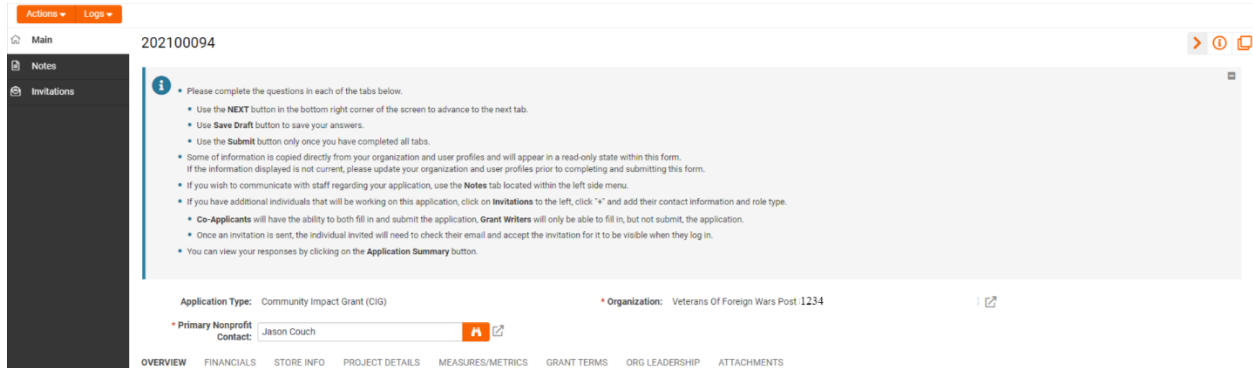
* Has your organization received a Community Impact Grant from The Home Depot Foundation in the last twelve months?
No
* Are you requesting a grant for any of the following?
Veteran service organization projects directly impac
Community Impact Grant

[Save Draft](#) [Submit](#)

Please note that all questions MUST be answered as shown in the above images or you will not be able to proceed. Once the questions have all been answered, press the orange “Submit” button at the bottom of the page.

## STEP 3: Grant Application and Project Information

If you answered the questions correctly, you should now be on the application portal page. The top of the page looks like the image below. Scroll down and go to the Grant Summary heading.



You will first need to enter a project title. For this example, we are calling our project “Restroom Repair – Toilet and Wall Replacement.” We recommend using a concise but comprehensive title that clearly explains what you would accomplish if you were awarded this grant.

The next section is the project description. You will need to fully and clearly articulate exactly how you would spend the funding and how you would use the materials. For our example, restroom repair, we have provided the following answer: *“Four of our six toilets in our two restrooms are in need of repair and in one of the restrooms black mold is starting to grow. We have made minor repairs to the walls and toilets in the past, but this has merely put a Band-Aid on the problem. We are in need of new toilets and parts for them. Several of the members at our Post have made this repair before in their own homes, and solved all of their problems with a full replacement. One of our members is a drywall professional who told us what we would need to fully replace the walls and ceiling, and possibly some of the studs. An itemized list of materials he recommended can be found on the project budget. We will need sheetrock, paint, etc. to repair the part of the wall affected with black mold among other materials. We will also need calking to reseal the windows and cut down on the moisture causing the mold. We believe our old central air system is mostly to blame. It sits directly underneath the restroom in question. The rest of the building has been unaffected. To ensure the problem is abated after we make all of our repairs, we would like to install a dehumidifier for the same purpose.”*

Application Summary

Grant Summary

Project Title

Please list a short title for your project (limit to under 25 words)

Restroom Repair – Toilet and Wall Replacement

Project Description

Please provide an overview or summary of your project.

Four of our six toilets in our two restrooms are in need of repair and in one of the restrooms black mold is starting to grow. We have made minor repairs to the walls and toilets in the past, but this has merely put a Band-Aid on the problem. We are need of new toilets and parts for them. Several of the members at our Post have made this repair before in their own homes, and solved all of their problems with a full replacement. One of our members is a drywall professional who told us what we would need to fully replace the walls and ceiling, and possibly some of the studs. An itemized list of materials he recommended can be found on the project

The next question asks for project outcomes. For our example we have answered: *“The outcomes of this project would be providing safe and functional restrooms for our visitors. Our post is used as a gathering space for our community's veterans and for other social and nonprofit groups, such as the Boy Scouts, Girl Scouts, JAYCEES, and more. We are afraid that if the problem is unabated, it could lead to a major plumbing problem, or worse, someone could get sick. A gift from the Home Depot Foundation would ensure that veterans and other members of our community have a safe, working restroom to use without fear of falling ill.”*

\* What are the specific outcomes that will be achieved from the funding from The Home Depot Foundation?

The outcomes of this project would be providing safe and fictional restrooms for our visitors. Our post is used as a gathering space for our community's veteran and for other social and nonprofit groups, such as the Boy Scouts, Girl Scouts, JAYCEES, and more. We are afraid that if the problem is on abated, it could lead to a major plumbing problem, or worse, someone could get sick. A gift from the Home Depot Foundation would ensure that veterans and other

The final Grant Summary question asks us to provide three-five short and long term goals. We have responded: *“Our first short-term goal is to provide working toilets for all those who use our facility. Our second short term goal is to remove the mold-affected sheetrock, possible effected studs, put up a vapor barrier, install a dehumidifier and replace the wall afterwards. The long term goal is to complete the project in such a way to ensure these problems stay solved, and the members of our community have a safe and working restroom to use. Our building and maintenance committee have recommended these repairs for two years, but we have been unable to raise the needed funding, as we had to purchase a new roof last year. They do monthly inspections of our property to note deficiencies and ensure that everything is in safe and working order. They will keep a close eye on the repaired spaces to make sure this goal is continually being achieved.”*

\* What are your project short and long term goals?

List 3-5 goals of this project, and how you plan to track these goals

Our first short-term goal is to provide working toilets for all those who use our facility. Our second short term goal is to remove the mold-affected sheetrock, possible effected studs, put up a vapor barrier, install a dehumidifier and replace the wall afterwards. The long term goal is to complete the project in such a way to ensure these problems stay solved and our the members of our community have a safe and working restroom to use. Our building and maintenance

You will now need to request an amount for your project. Complete the field and then click the “Next” button at the bottom right of the page.

## ▼ Grant Amount

\* Amount Requested

 NEXT >[Save Draft](#)[Submit](#)[Withdraw](#)

### Step 3.5: Creating and Uploading a Budget

You have now reached the Financials page and will need to upload a budget in Excel format. In years passed you could provide an estimated budget to The Home Depot. This is no longer the case. You must provide a detailed, line item budget in an Excel file. You can obtain a template for a budget by contacting the Foundation staff using the information found on the first page of this document. Before any of the answers can be completed, you will need to ascertain the amount the project will cost. There are two ways to do this. You can go into a Home Depot store and get the prices of the items you will need, or use The Home Depot online store. We strongly recommend using the online store, because there is more information available about each item.

This section of the guide will cover each of the three steps needed to finish the Project Financials and later portions of the application. These steps are:

- 1) Obtaining the value of each item using The Home Depot Store.
- 2) Creating a budget using the collected information.
- 3) Using the budget to answers questions in the grant application.

#### 1) Creating an Items List

Before you do anything, please consult with the key figures doing the labor for your project and determine everything you're going to need. Once you have a list of items you are going to need, proceed to The Home Depot website <https://www.homedepot.com>.

Once you have accessed the website, type in an item in the search bar as shown below. In most cases, suggestions should pop-up below as you type. For our example project, we will need dry wall screws. Notice that it gives the option to click, "in dry wall screws." If you get an option with "in" before it, select it. This is a dedicated section they have designed for this product type and will give you the most results.

Dry Wall Screws

You should now see a page full of search results as shown on the next page.

Shop **113** results for "dry wall screw"

Sort By: **Best Match**

Get It Fast

- Pick Up Today  
Your Store | Change  
**Midtown Kansas City**
- Same-Day Delivery

Top Filters








Department

- < Hardware
- < Fasteners
- < Screws

Drywall Screws

Screw Length

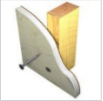
- 1 in (4)
- 1-1/2 in (5)
- 1-1/4 in (24)
- 1-1/8 in (1)
- 1-5/8 in (29)

<input type="checkbox"/> Compare   <b>Grabber #6 x 1-1/4 in. Coarse Phillips Bugle Drywall Screw (5 lb.-Pack)</b> Model# 23465 ★★★★★ (1) <b>\$23<sup>91</sup></b> /box If you buy 2 or more \$20.32 /box ✓ Schedule delivery ✓ 14 in stock to pick up today	<input type="checkbox"/> Compare  3 Options Available <b>Grip-Rite #6 x 1-5/8 in. Phillips Bugle-Head Coarse Thread Sharp Point Drywall Screw</b> Model# 158cdws1 ★★★★★★ (37) <b>\$3<sup>78</sup></b> <del>\$6.47</del> Save \$2.69 (42%) ✓ Free shipping with \$45 order ✓ 217 in stock to pick up today	<input type="checkbox"/> Compare   <b>Grip-Rite #6 x 1-5/8 in. Coarse Phosphate-Plated Black Phillips Flat-Head Collated Drywall Screw (800-Pack)</b> Model# CS158CBK ★★★★★★ (2) <b>\$16<sup>40</sup></b> ✓ Same-day delivery ✓ 4 in stock to pick up today	<input type="checkbox"/> Compare   <b>Grabber #6 x 1-5/8 in. Coarse Drywall Screw (5 lb.-Pack)</b> Model# 23475 ★★★★★★ (2) <b>\$23<sup>91</sup></b> /box If you buy 2 or more \$20.32 /box ✓ Same-day delivery ✓ 10 in stock to pick up today
--	--	--	--

You can use the filter in the top right, shown here reading “Best Match,” or use the selections on the left side to narrow down the results. Determine which item is right for your project and click on its page.



Model # 23465 Internet #203553726 Store SKU #633464



**Grabber**

#6 x 1-1/4 in. Coarse Phillips Bugle Drywall Screw (5 lb.-Pack)

★★★★★ (1) Write a Review Questions & Answers (1)

- High-grade steel construction
- Extra-sharp threads for easy driving
- Ideal for drywall and wood applications

\$23.91 / box **BULK PRICE ELIGIBLE** If you buy 2 or more **\$20.32** / box

Share Save to List Print

Quantity - 1 +

Pick Up In Store Today

Add to Cart

We'll Deliver It to You


Express Delivery

Once you have chosen an item, click on its page and click “Add to Cart.” You do not need to create a Home Depot account, but you should create your item list in one sitting so as not to lose your work. After clicking “Add to Cart” a pop-up window will appear. Click “Continue Shopping” in the top right of the window as indicated by the red arrow.

✓ 1 Item Added to Cart Continue Shopping ✕

---

View Cart (1)



**Grabber** #6 x 1-1/4 in. Coarse Phillips Bugle Drywall Screw (5 lb.-Pack)

Qty: 1 \$23.91

**Cart Total: \$23<sup>91</sup>**  
Taxes are calculated during checkout.


**Checkout Now**

— or —

Check out with **PayPal**

---

Suggested Items with Your Purchase




Sheetrock 250 ft. Drywall Joint Tape

★★★★☆ (13)

**\$2<sup>18</sup>**/each

**Add To Cart**

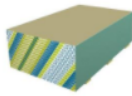


SHEETROCK Brand All-Purpose

★★★★★ (50)

**\$14<sup>47</sup>**/each

**Add To Cart**




SHEETROCK Brand UltraLight

★★★★★ (61)

**\$10<sup>98</sup>**/each

**Add To Cart**



Saint-Gobain ADFORS Filafloor

★★★★★

**\$8<sup>91</sup>** >

**Add To Cart**

You should now be back to the page you had just come from. If you look at the top right, you should notice that next to cart it says “1 Item.”

Store Finder   Truck & Tool Rental   For the Pro   Gift Cards   Credit Services   My List   Track Order   Help

🔍
My Account 
Cart | 1 Item

Projects & Ideas   Home Services   Specials & Offers   Local Ad

Continue this process until everything you need to complete your project is in your cart.

Once everything you need is in the cart click the cart button on the top right hand side of the screen. For this example, fifteen items are in our cart but only two are shown. It is strongly recommended that you print out this page to make it easier to create a line item budget. Review all of your items and ensure you have everything.

Store Finder Truck & Tool Rental For the Pro Gift Cards Credit Services My List Track Order H

**THE HOME DEPOT** To See Inventory Choose A Store

What can we help you find today?




My Account Cart | 15 Items

All Departments Shop by Room DIY Projects & Ideas Home Services Specials & Offers Local Ad

**FREE IN-STORE PICK UP** Over A Million Online Items Eligible >

## Shopping Cart

FREE Shipping on eligible items. See Details

Item	How To Get It	Qty	Item Total
 <p><b>DANCO</b> Universal Toilet Tank Repair Kit Model #80816</p>	<input checked="" type="radio"/> Ship to Home <b>FREE</b> Order within <b>3 hrs 51 mins</b> get it by <b>Feb. 07</b> \$13.98/Item  <input type="radio"/> Ship To Store	<input type="text" value="4"/>	\$55.92
<p> Free Shipping on Most Orders. See Details</p> <p>Save for Later   Add to List   Remove</p>			
 <p><b>Frigidaire</b> 70 pt. Dehumidifier Model #FAD704DWD</p>	<input checked="" type="radio"/> Ship to Home <b>FREE</b> Estimated Arrival: <b>Feb. 14</b> \$219.99/Item  <input type="radio"/> Ship To Store	<input type="text" value="1"/>	\$219.99
<p>Save for Later   Add to List   Remove</p>			

### Your Order


<b>Subtotal</b>	<b>\$539.76</b>
<b>Discount</b>	<b>-\$12.49</b>
Estimated Shipping*	\$12.49
Pick Up In Store	FREE
Sales Tax	\$43.10
<b>Total</b>	<b>\$582<sup>86</sup></b>
You Saved	\$7.18

Have a promo code?

\* Shipping and delivery charges are calculated at the lowest rate available. Other methods will be viewable on the next page.

**Checkout Now**

---

**Get \$25 Off Your First Purchase**  
Get \$25 off your first purchase of \$25 or more on your new Home 

Pay special attention to the quantities of each item and make sure they're correct. We will use the data under "Your Order," as well as the data from each item to build our spread sheet as seen on the next page.

## 2) Creating a Budget

Now that you have established which and how many materials you will need, you can proceed to creating your budget. Again, if you are not skilled with Excel, a template can be obtained by contacting the VFW Foundation staff. The budget must be submitted in Excel format. FYI: More than likely, your budget sheet will be quite longer than the example, which you can see on the next page of this guide.

When creating your budget, it is recommended to use the following five column names:

**Item Description** – Copy this straight from the item page as labeled by The Home Depot.

**Model Number** – Also copy this verbatim, it could be used by The Home Depot staff to determine accuracy.

**Quantity** - Ensure the quantities are correct for each item.

**Individual Price** - The unit price of each item.

**Total Price** - This is the item price times the quantity.

<b>Home Depot Project Budget</b>				
<b>ITEM DESCRIPTION</b>	<b>MODEL NUMBER</b>	<b>QUANTITY</b>	<b>INDIVIDUAL PRICE</b>	<b>TOTAL PRICE</b>
DANCO Universal Toilet Tank Repair Kit	80816	4	\$ 13.98	\$ 55.92
Frigidaire 70 pt. Dehumidifier	FAD704DWD	1	\$ 219.99	\$ 219.99
9 in. Plastic Tray Liner (10-Pack)	HD RM 9110	1	\$ 5.97	\$ 5.97
Kilz 2 2-gal. White Water-Based Latex..	20005	1	\$ 29.37	\$ 29.37
The Home Depot 5 gal. Homer Bucket (3-Pack)	05GLHD2	1	\$ 8.91	\$ 8.91
3M Scotch 1.41 in x 60.1 yds.	2020-36A	1	\$ 2.82	\$ 2.82
BEHR Premium Plus Ultra 5-Gal	775005	1	\$ 152.00	\$ 152.00
Grabber #6 x 1-1/4 in. Coarse Phillips	23465	1	\$ 40.64	\$ 40.64
SHEETROCK Brand UltraLight Mold	14302111708	2	\$ 10.98	\$ 21.96
Sheetrock 250 ft. Drywall Joint Tape	382175	1	\$ 2.18	\$ 2.18
			<b>Item Total Cost</b>	<b>\$ 539.76</b>
			<b>Estimated Shipping</b>	<b>\$ 12.49</b>
			<b>Sales Tax</b>	<b>\$ 43.10</b>
			<b>GRAND TOTAL</b>	<b>\$ 595.35</b>

Once you have all of the data entered, add the numbers in the Total Price column to get your Item Total Cost result.

Now that you have the Item Total Cost of the items combined, add a row for Estimated Shipping and one for Sales Tax. Make sure they are doubled spaced and placed directly underneath the Item Total Cost to include the additional costs in your Grand Total. These two figures can be found on the “Your Cost” box on the Cart page as shown on the next page of this guide.

## Your Order

<b>Subtotal</b>	<b>\$539.76</b>
<b>Discount</b>	<b>-\$12.49</b>
Estimated Shipping*	\$12.49
Pick Up In Store	FREE
Sales Tax	\$43.10
<b>Total</b>	<b>\$582<sup>86</sup></b>
You Saved	\$7.18

Have a promo code?

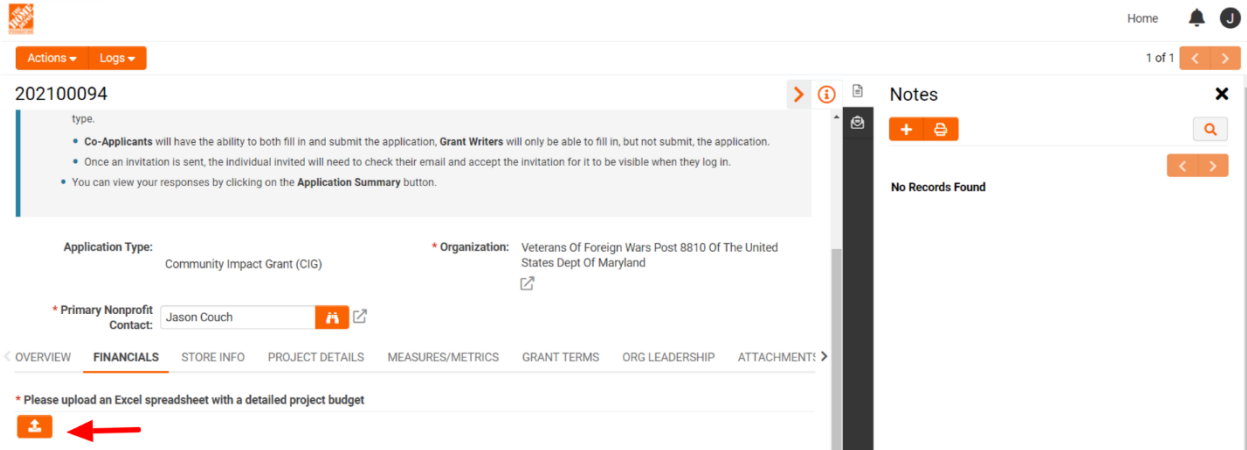
\* Shipping and delivery charges are calculated at the lowest rate available. Other methods will be viewable on the next page.

**Checkout Now**

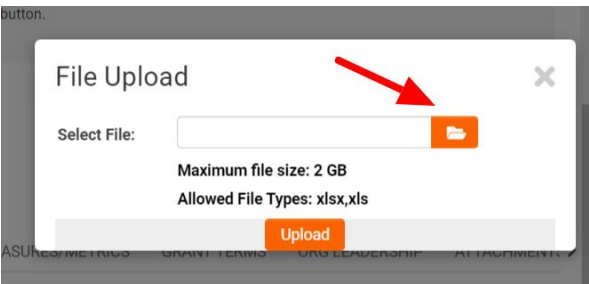
Do not include the “Discount” figure, as this could include current sales that may no longer be valid by the time your grant is reviewed. Add the three items together to determine your Grant Total as shown below.

<b>Item Total Cost</b>	<b>\$ 539.76</b>
<b>Estimated Shipping</b>	<b>\$ 12.49</b>
<b>Sales Tax</b>	<b>\$ 43.10</b>
<b>GRAND TOTAL</b>	<b>\$ 595.35</b>

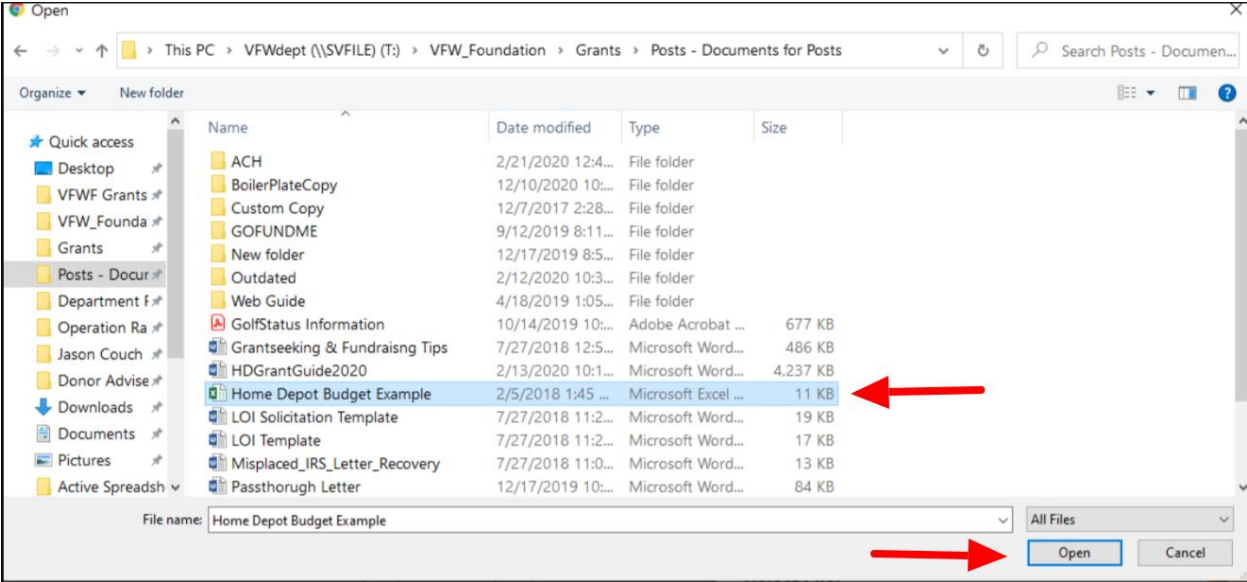
- 3) Now that you have completed the budget, you can upload it to the website. Go back to the website and click the orange upload button indicated by the red arrow in the screen grab image below.



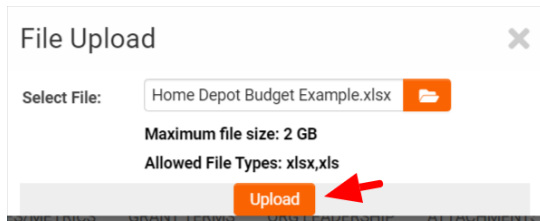
Pressing this button will open a small prompt window as shown below. Once it loads, click the orange button with the file icon it.



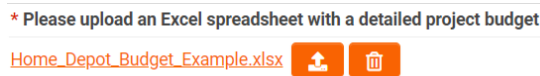
Pressing this button will cause your computer to launch a file explorer window. Navigate to the place you saved your budget, select the budget file and press "Open" (If using Chrome, another browser may say "OK" or "Upload.")



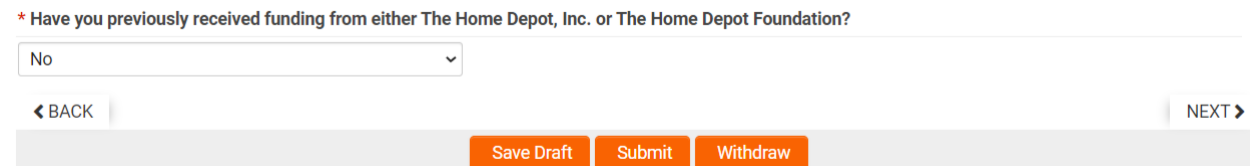
After selecting “Open,” the file explorer will close. The small prompt window will remain, but you should see the name of your budget file after “Select File.” Click the orange “Upload” button.



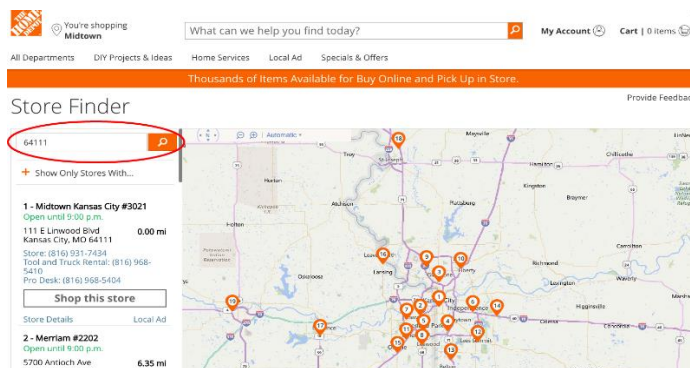
Once it loads, close the file upload window. You should be back to the Financials page, and the name of your file should be in orange text next to the upload icon button. You can press the trashcan and repeat the process if you selected the wrong file.



The final question of the Financials section asks if your Post has received a Community Impact Grant from Home Depot, answer appropriately. If you answer “Yes,” another question asking how you spent those funds will be asked. Answer the question and press the “Next” button in the bottom right corner of the screen. Nothing will appear if you select “No.” Press the “Next” button on the bottom right corner of the screen.



The next page is the Store Info section. If you do not know the store numbers of the two closest Home Depot stores to your Post, you will need to visit the Home Depot Store Finder to identify them. This is the link to that page: <https://www.homedepot.com/l/search/4136/full/>. Put your Post’s zip code into the search box. You’ll see the number next to the name of the store you’re looking for.



Use the numbers to respond to the two questions and press the “Next” button at the bottom right of the page.

◀ ERVIEW   FINANCIALS   **STORE INFO**   PROJECT DETAILS   MEASURES/METRICS   GRANT TERMS   ORG LEADERSHIP   ATTACHMENTS ▶

**\* Primary Home Depot Store**

Store 3029-Belton x


**\* Additional Home Depot Stores**

Store 3006-Independence x

◀ BACK NEXT ▶

Save Draft   Submit   Withdraw

You should now be at the Project Details section of the application. It’s broken down into three parts, starting with the Project Info portion. Answer the questions about what cities, state, and metro area will be served by your project.

▼ Project Info 

**\* Please list the city(ies) directly impacted by this project**

Anytown, Nowehersville, Cityton

**\* Please select state(s) being served**

Begin typing the name of the state to select. You may add more than one

Georgia x

If your project is in a Metropolitan Area, please select it below

Atlanta, GA

The next portion of the Project Details section is the Volunteer Info portion. Provide an estimated number of volunteers doing the labor and details about how they will complete the project.

▼ Volunteer Info

**\* Number of Community volunteers participating**

10

**How will volunteers be used?**

Four volunteers will be removing old toilets and installing new ones. Six volunteers will be removing the old walls and putting in new ones, including our member who is a drywall professional who will spear head that part of the project. No paid laborer will be used.



The final portion of this section asks questions about your facility. Answer the questions as shown below and then press the “Next” button at the bottom right corner of the screen.

▼ Facility Info

---

\* Facility Type

From the list, please select the type of facility your project will be improving

Community Building

\* Facility Type - Sub

VFW or American Legion

\* How many housing units/homes are expected to be constructed/rehabbed/refurbished?

0

◀ BACK

NEXT ▶

Save Draft Submit Withdraw

You will now be at the Measures/Metrics section which asks two questions. Provide a rough estimate of the number of veterans who will use your facility or benefit from its use. Select the type of veterans who will benefit most from your project using the dropdown box. Once both questions have been answered, press the “Next” button at the bottom right corner of the window.

◀ ERVIEW FINANCIALS STORE INFO PROJECT DETAILS MEASURES/METRICS GRANT TERMS ORG LEADERSHIP ATTACHMENTS ▶

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\* How many veterans will be impacted?

650

Veterans Population Served

Disabled/Elderly

◀ BACK

NEXT ▶

You will now be directed to the Grant Terms section. Read the section and click the check box next to “I Agree.” Then press the “Next” button at the bottom right corner of the page.

**Grant Terms**

By checking the box below, you agree to abide by the following terms if your grant (the "Grant") is approved:

- **Purpose of Grant:** Grantee will use the Grant only for the purpose(s) provided in this application and will promptly return, without the necessity of a request from the Foundation, any portion of the Grant not used for such purpose(s)
- **Effective Dates:** The agreement shall be effective for six months following the date payment is sent by the Foundation
- **Records:** The Grantee agrees to keep accurate and complete books and records of receipts and expenditures using Grant funds for at least four (4) years after the completion of use of the Grant funds and will make these books and records available to the Foundation for inspection as reasonably requested. An officer of the Foundation may also schedule a site visit in order to discuss your work and experience
- **Public Acknowledgement:** The Grantee may publicly acknowledge this Grant, and, if it does so, will indicate the Grant was received from The Home Depot Foundation. The Foundation reserves the right to withdraw its consent to any public acknowledgement referencing the Foundation
- **Representations:** Grantee will not use any portion of the Grant, directly or indirectly: (a) to carry out propaganda, or otherwise to influence legislation; (b) to participate or intervene in any political campaign on behalf of (or in opposition to) any candidate for public office; or (c) for any purpose other than a charitable or educational purpose (as such terms are defined in Section 501(c)(3) of the IRC) consistent with the basis on which Grantee is recognized as tax exempt
- **Change of Status and Certification:** Grantee certifies that, on the date this application is submitted, its tax-exempt status remains in full force and effect. Grantee agrees to inform the Foundation immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of, its tax status. If Grantee's tax exempt status changes, the Foundation reserves the right to request that all remaining Grant funds be immediately returned
- **Gift Cards:** Funds paid via gift cards are the responsibility of Grantee and will not be replaced if the gift cards or funds thereon are lost or stolen. Grantee shall not transfer any gift cards or funds thereon to another party, whether as a gift or exchange for cash or other consideration, and shall return any unredeemed gifts cards to the Foundation upon completion of the charitable project referenced in this application
- **Avoiding Appearance of Conflict of Interest:** No part of the Grant shall be paid to an employee, officer, or trustee of the Foundation, The Home Depot, or any affiliate thereof, or an immediate family member of any such individual. An "immediate family member" is defined as an individual's spouse, ancestor, sibling, child, grandchild, great-grandchild, or a spouse of one of such relatives. If the project funded by the Grant involves providing a service (including, for example, home building or repairs) to a specific individual, such service shall not be provided to an employee, officer, or trustee of the Foundation, The Home Depot, or any affiliate thereof, or an immediate family member of any such individual. The prohibitions in this paragraph shall not prevent the use of the Grant for a program benefitting the general public, and therefore potentially benefitting an individual described above, provided no such individual is provided goods or services on a more favorable basis than they are made available to the general public
- **Nondiscrimination:** Grantee declares that Grantee operates in accordance with the Foundation's non-discrimination policy and does not discriminate against any person or group on the basis of age, political affiliation, race, national origin, ethnicity, disability, sexual orientation, gender identity or religious belief

\* Do you agree to these terms?  I Agree

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NEXT ▶

Save Draft Submit Withdraw

You are now at the Organization Leadership page. We completed this portion in the Organization Portal before we started the application. You should only need to click the checkbox that ask you to verify that the list above is correct. Click "Next" to proceed.

Board of Directors

Board Member List

First Name	Last Name	Position(s)
Joe	Smith	Commander
John	Doe	Quartermaster/Adjutant
Mickey	Mouse	Sr. Vice Commander
Donald	Duck	Jr. Vice Commander
Mini	Mouse	Chaplin
John	Wayne	Post Service Officer

\* Is the board members list above correct.

If the list is not correct please navigate to your Organization profile and correct it

Yes

◀ BACK

NEXT ▶

JUMP TO  
Board of Directors

You have now reached the final portion of the grant application! This is the attachments page, but you should not need to provide anything. Click "Submit" at the bottom of the page and your application is submitted! You may receive an email confirmation upon submitting. Be sure to check your email address regularly for a notification of the decision.