

VETERANS OF FOREIGN WARS



DEPARTMENT OF VIRGINIA

NUMBER 8

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Staunton, Virginia 24401

"Steady the Course"

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March 1, 2021

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GUIDE TO THE GO:

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1. COMMANDER'S MESSAGE:

Comrades,

I personally wish all of you a safe recovery from the latest deep freeze and extend any relief the Department of Virginia can offer if needed call HQ.

We are on the back stretch about 4 months to go to complete our goals for this year here is a little data as of the time I'm writing this General Orders 2-20-21; 18 Post in the Department during a National pandemic are at 100%. I salute you for the hard work, 10 Post are at the March 31 goal of 95% already. I salute you all for your hard work. Keep up the push to 100%. 24 Post have met the Dec 31 goal and are 90 to 94.99% I salute you all and keep pushing to 100%. On the other hand, we have 62 Post with no new members at all this year. 76 Post below the Dec 31 goal of 90%. All I'm asking is for the staff of these Post at your next Post meeting get a recruiting plan together and execute your plan to make goal by March 31 of 95%, I'm just asking for you all to do the best you can do, think outside the box. We have 52 Post working their program and its working for them, if you can look in the mirror and ask this question "Am I doing the best I can do every day to meet the goals of my Post?" If your answer is YES, then thank you. We have 8 Districts below 90%. The Post in these Districts need to recruit and use the unpaid list to help their District.

On this date last year, we had 29,501 members. We now have 29,332. We are now 169 members behind. We are trailing behind National by almost 1%. We need 1,500 new or reinstated members by March 3 to meet the goal of the Department being 95%.

I have got another membership incitive. The first three District Commanders and the first Post Commanders in their division, as listed below, will receive \$500.00. The deadline is March 31.

Post Divisions 1,2,3,4 First 100% in membership \$500.00

Post Divisions 5,6,7 First 100% in membership \$500.00

Post Divisions 8,9,10 First 100% in membership \$500.00

The next deadline goal is for ALL Districts and Post to be at 95% in membership by March 31, 2021. CALL YOUR UNPAIDS. If COVID19 has you locked down, or you NEED HELP with an unpaid list CALL HQ. If your QM can't get the list from OMS call HQ. Call me if you need help.

I need to direct your attention to the National By-Laws Manual of procedure section 218 (A) officers. (1) Duties and obligations of the Post Commander and Duties and obligations of the Post Quartermaster. We have 9 Post 20 days or more past the due date of the last quarterly audit. This is unacceptable. Dec. 31 was the end of the quarter and you had 30 days to make this report to HQ with no exceptions period and they had to be accepted by the State Quartermaster as correct. They also had to be reconciled by the 3 elected Post trustees' section 218, and signed by them, along with the Post Commander. It is the responsibility of the Post Commander to make sure this happens on time each quarter. The District Commander is responsible to make sure the Post Commander has submitted the Audit report on time per Sec 418. We need to work together and make sure the Audits are submitted on time. I would rather this happen than have to enforce disciplinary action per Sec 220, Removal – Department.

We have 8 Districts that have not yet made the Donation to the Virginia's Veterans Foundation. We have 50 Post that have not even purchased ONE Buddy poppy this year. We have 31 Post with lapsed building insurance. We need to get this fixed. Renew your insurance, this is a Post Commander and Post Quartermaster function. Make sure that National and Department is on the policy as co-insured and forward the renewal to State HQ as soon as possible.

Reporting: Please submit all your reports for the second half. I would like to see us 100% reported this last half. There are a lot of Post not reported this also. This is a Post Commanders function that should be over seen by the District Commander.

If the Districts and Post have not made their donations to National VMS or to the States Foundation, please try to accomplish this soon.

In closing I want to thank every member for the work they do in their community, Hospital, school, and their Post homes. Post Commanders set up a group to call your Post members to accomplish "Buddy Checks". Find out how they are doing. Do they need anything during this winter season with COVID19. Find ways to contact our veterans in the VA Hospital, even if just by a card. Let them know we are all thinking of them.

GREAT JOB TEAM Virginia.

Eric Mallett
State Commander

2. DISTRICT MEETINGS:

1 st	Date:	5/15/21	2 nd	Date:	5/8/21
	Meeting:	11:00 AM		Lunch:	Noon
	Location:	Post 3219 Phoebus 122 E Mellen St, Hampton		Meeting:	1:00 PM
	Rep:	Butch Schupska, SVC		Location:	Post 392 Virginia Beach 2408 Bowland Parkway
				Rep:	Butch Schupska, State SVC

3 rd	Date: 4/17/21 Meeting: 10:00 AM Location: Post 9808 Mechanicsville 7168 Flag Lane Rep: Doug Hoffman, State Inspector	8 th	Date: 4/17/21 Meeting: 10:00 AM Location: Post 2524 Culpeper 12210 Sperryville Pike Rep: Rick Raskin, PDC
4 th	Date: 5/8/21 Meeting: 10:00 AM Location: Virtual Rep: Tom Hines, PDC	9 th	Date: 4/24/21 Meeting: 10:00 AM Location: Post 9696 Bluefield 131 Lovelane Street Rep: Gary Adams, State Surgeon
5 th	Date: 5/15/21 Meeting: 10:00 AM Location: TBA Rep: Rick Raskin, PDC	10 th	Date: 3/7/21 Lunch: 11:30 am Meeting: 1:00 PM Location: Post 1503 Dale City 14631 Minnieville Road
6 th	Date: 4/10/21 Meeting: Noon Location: Post 1841 Daleville 4902 Roanoke Road Rep: Gary Adams, St Judge Advocate	11 th	Date: 5/8/21 Meeting: 10:00 AM Location: Post 2216 Staunton 212 Frontier Drive Rep: Mitch Rubenstein, St Surgeon
7 th	Date: 5/15/21 Lunch: 11:30 AM Meeting: 12:15 PM Location: Post 9760 Berryville 425 S Buckmarsh St Rep: Geoffrey Lyster, State JVC	12 th	Date: 4/3/21 Meeting: 11:30 AM Location: Post 6975 Bristol 317 Gate City Hwy Rep: Gary Adams, St Judge Advocate
		13 th	Date: 5/8/21 Meeting: 10:00 AM Location: Post 8947 Mineral 201 Mineral Avenue Rep: Gary Adams, State Surgeon

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. 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.

5. ASSISTANT DEPARTMENT SERVICE OFFICER VACANCY IN VIRGINIA:

The VFW Department of Virginia has an opening for the position of Assistant Department Service Officer.

Candidate must be a VFW Member in Good Standing.

Candidates for the position must have proficient human relations skills and basic analytical abilities are required to interface with the veterans' community, analyze claims folders, research and apply applicable statutes, regulations, government directives and VFW policies pertinent to the claim. Position requires knowledge of given subjects to such a degree as to make the incumbent authoritative in the veteran's entitlements and benefits programs.

Associates Degree required or the applicant must have three to five years of related experience in the same or closely related field with advanced knowledge of personal computers to include software applications, case management techniques and other electronic application used in an automated office environment. The Virginia VFW State Service Office is looking to fill a vacancy in the Norfolk Service Office. The successful candidate will be offered conditional employment based on satisfactory completion of training and a six months' probationary period. The Department understands the selected individual will have to give appropriate notice to the current employer.

Interested parties should send a resume to Ed Mann, Department Adjutant at adj@vfwva.org

6. AWARDS:

MEMBERSHIP PLAQUES

Membership plaques will be presented at the State Convention to the Post with the largest numeric membership increase in each category. The judging will be based on Membership as of May 8, 2021.

- a. Category A – Posts with Membership of 10 thru 75
- b. Category B – Posts with Membership of 76 thru 150
- c. Category C – Posts with Membership of 151 thru 250
- d. Category D – Posts with Membership of 251 thru 500
- e. Category E – Posts with Membership of 501 or more

LIFE MEMBERSHIP INCREASE AWARD

A Life Membership increase award and \$200.00 will be awarded at State Convention to the Post with the greatest increase in Life members (must be at least 3 new Life members) in each category. The judging will be based on Life Membership as of May 8, 2021.

- a. Category A – Posts with Membership of 10 thru 75
- b. Category B – Posts with Membership of 76 thru 150
- c. Category C – Posts with Membership of 151 thru 250
- d. Category D – Posts with Membership of 251 thru 500
- e. Category E – Posts with Membership of 501 or more

MEMBERSHIP RENEWAL AWARD

A Membership Renewal Award will be awarded to each Post that renews ALL viable Annual Members on its unpaid list who were Annual Members the previous year by membership goal by May 8, 2021. Deceased members and conversions to Life Membership will not count against total.

POST 100% MEMBERSHIP AWARD

In addition, the respective Post Commander and Quartermaster will receive 100% Membership Pins and Tumblers if the Post meets its 2020-2021 100% membership goal by May 8, 2021. These awards will be presented at the Posts' respective District meetings.

LEGACY LIFE MEMBERSHIP AWARD

The Post with the largest increase of new Legacy Life Members will receive a check in the amount of \$200.00. The judging will be based on Legacy Life Membership as of May 8, 2021. The award will be presented at the State Convention.

2020-2021 POST ALL-STATE REQUIREMENTS

There is no limit on the number of Posts that can be All-State.

All State Post Requirements:

1. The Post must meet their 100% Membership Quota by May 8, 2021.
2. The Post Quartermaster must be bonded.
3. The Post must have been inspected and the Inspection Reports must be received by State Headquarters no later than 4pm on December 16, 2020, also with all documented discrepancies corrected by May 8, 2021 to complete this requirement.
4. The Post Commander, Senior Vice Commander, or Junior Vice Commander must attend each District meeting.
5. The Post Commander, Senior Vice Commander, or Junior Vice Commander must attend the School of Instruction.
6. The Post Commander must send Post members or Post Officers to State Recruiting School.
 - a. 500 or more members - 3 Members or Officers
 - b. 100 to 499 members - 2 Members or Officers
 - c. 99 members or less – 1 Member or Officer
7. All Audit Reports must be turned into State Headquarters as required by Section 218 of the National By-Laws and Manual of Procedure. Posts may not have more than one late report out of the 4 required.
8. The Post must purchase 500 Buddy Poppies per 100 members or fraction thereof.
9. The Post must donate to the Department **Virginia Veterans Foundation** (VVF). Posts with:
 - a. 500 or more members - \$125.00
 - b. 100 to 499 members - \$100.00
 - c. 99 members or less - \$75.00
10. The Post must have submitted the following reports at least **ONCE** during the first half of the year (May 1 thru October 31) and **ONCE** during the second half (November 1 thru April 30)
 - a. Hospital Report
 - b. Americanism Report
 - c. Community Activities Report
 - d. Safety Report
 - e. Youth Activities Report

11. The Post must participate in at least 2 of the 3 following programs:

- a. Voice of Democracy Program (must submit a student to the District level for District judging)
- b. Patriot's Pen Program (must submit a student to the District level for District judging)
- c. Teacher of the Year Program (must submit at least one Teacher to the District Level for District judging)

12. The Post must submit a Community Service Record Book, By May 8, 2021.

Note: Five (5) additional points towards the Captain of the All-State Team will be awarded to Posts submitting entries in all three programs.

Note: One (1) additional point for each of the submission of an entry for EMT, Fireman, Law Enforcement, and/or Scout of the Year.

Note: Posts will receive additional points towards the Captain of the All-State Team for membership. One fifth (1/5) of one (1) point will be assigned for each additional member above 100%.

Note: Posts with less than 50 members are not eligible for the All-State Team. To be eligible Posts must increase their membership to 50 or more members.

Note: A Post with less than 50 members who completes all other requirements of the All State program, achieves 100% in membership, but does not surpass 50 total members will be honored with a certificate and a check for \$300. These Posts will each be known as a "Meritorious Post".

POST ALL STATE TEAM AWARDS

1. All-State Post Commanders who have met all the criteria, including membership, by May 8, 2021 and have not received an All-State cap for this level of leadership since June, 2019 will receive a citation, an All-State cap, and an All-State pin during the State Convention. Additionally, a check in the amount of \$300.00, to *assist* in payment of expenses while attending and participating at the State Convention will be presented to those Post Commanders who achieve the All-State award by May 8, 2021 and attend all required events at the State Convention. Time of payment will be at the discretion of the Department Commander. All-State Commanders meeting the criteria except for membership by May 8, 2021 and then meeting the membership criteria by June 30, 2021 will receive a citation and an All-State pin at their next District meeting but will not receive any monetary award nor a cap.

2. All-State Post Quartermasters who have met all the criteria, including membership, by May 8, 2021 and have not received an All-State cap for this level of leadership since June, 2019 will receive a citation, an All-State cap, and an All-State pin during the State Convention. Additionally, a check in the amount of \$300.00, to *assist* in payment of expenses while attending and participating at the State Convention will be presented to those Post Quartermasters who achieve the All-State award by May 8, 2021 and attend all required events at the State Convention. Time of payment will be at the discretion of the Department Commander. All-State Quartermasters meeting the criteria except for membership by May 8, 2021 and then meeting the membership criteria by June 30, 2021 will receive a citation and an All-State pin at their next District meeting but will not receive any monetary award nor a cap.

3. From the All-State Team, the Post with the highest points in the All-State judging on May 8, 2021 will be designated as the Outstanding Post of the Year 2020-2021. The Commander and Quartermaster of this Post will be the Captains of the All-State Team.

4. The Awards and Citation Committee will break all ties and their decision will be considered the recommendation to the State Commander.

5. The State Commander shall make the final decision for all recommendations of awards and the decision shall be final.

2020-2021 DISTRICT ALL STATE REQUIREMENTS

There is no limit on the number of Districts that can be All-State.

All State District Requirements:

1. The District must meet their 100% Membership Quota by May 8, 2021.
2. All Posts in the District and the District must be inspected; State Headquarters must receive the Inspection Reports no later than December 16, 2020 with all documented discrepancies corrected by May 8, 2021 to complete this requirement.
3. The District Quartermaster must be properly bonded.
4. All Audit Reports for the District must be turned into State Headquarters as required by the National By-Laws and Manual of Procedure.
5. All Posts in the District must have submitted the following reports at least **once** during the first half of the year (May 1 thru October 31) and **once** during the second half (November 1 thru April 30):
 - a. Hospital Report
 - b. Americanism Report
 - c. Community Activities Report
 - d. Safety Report
 - e. Youth Activities Report
6. The District must conduct a District School of Instruction by the end of September 2020. Department led School of Instruction meets this requirement of the terms stated above.
7. The District must donate \$100.00 to the Department Virginia Veterans Foundation (VVF).

DISTRICT ALL STATE DISTRICT AWARDS

1. All-State District Commanders who have met all the criteria including membership by May 8, 2021 will receive an All-State District Commander's cap and an All-State Citation during the State Convention. All- State Commanders meeting the criteria, except for membership, by May 8, 2021, and then meet the membership criteria by June 30, 2021 will receive an All- State Citation at their next District meeting but will not receive an All-State cap.
2. All-State District Commanders will receive a VFW jacket if **all Posts** within their District are 100% or more in membership by May 8, 2021.

INDIVIDUAL MEMBERSHIP AWARDS

All individual recruiting awards will be awarded by using the National Recruiter Reports dated May 8, 2021. These awards will be presented at the State Convention. Annual members recruiting five (5) New or Reinstated Members will receive:

1. Their Annual Dues (National and Department portions) paid by the Department for the current year.
2. Their name and membership number will be entered in a drawing for a Life Membership.

Note: For each additional five (5) members recruited, an additional entry will be made in the Life Membership Drawing.

The drawing for *the Life Membership* listed above will be conducted on the day of awards judging.

Life Members recruiting 5 New or Reinstated Members will receive:

- a. Name and membership number will be entered in a drawing for one level of Legacy Life membership equal to \$400.00 or \$200.00 cash if already a Gold member.

Note: For each additional five (5) members recruited, an additional entry will be made in the drawing.

The drawing for the *Legacy Life Membership* award listed above will be conducted on the day of awards judging May 8, 2021.

Members recruiting five (5) New or Reinstated Members will be entered in a drawing for:

- a. Round trip airfare to the 122nd National Convention.
- b. Expense check in the amount of for \$599.00 to help defray expenses. Additionally, the winner will receive either the cost of round-trip airfare for one person or the actual cost of gas, not to exceed the cost of round-trip airfare for one person.

Note: For each additional five (5) members recruited, an additional entry will be made in the drawing.

The drawing for this award listed above will be conducted on the day of awards judging May 8, 2021.

INDIVIDUAL RECRUITER AWARDS

Individual recruiters will also receive for:

- a. 20 New or Reinstated Members – a Pen and Key Chain Set.
- b. 25 New or Reinstated Members – State Commander's challenge coin
- c. 50 New or Reinstated Members – a Department Aide-de-Camp Recruiting cap and citation
- d. 75 New or Reinstated Members – State Commander's jacket

These awards will be presented at the State Convention.

THE SAMUEL B. DeVAUGHAN MEMBERSHIP AWARD

The Samuel B. DeVaughan Membership Award is presented to the member who recruits the most new and/or reinstated members of the 2020-21 Membership Year. They will receive the following:

- a. A check in the amount of \$300.00 to help defray expenses of the State Convention.
- b. A Department citation.
- c. A distinctive cap and name badge

This award will be presented at the State Convention.

THE GEORGE C. DALBY AWARD

The George C. Dalby Award is presented to any Post member for outstanding participation in VFW programs. Rules for this contest are sent to each Post in the spring. Deadline for submission to State Headquarters is the day prior to awards judging May 8, 2021. Post and District Commanders are excluded from this award. This award will be presented at the State Convention.

THE W. B. SHAFER, JR. MEMBERSHIP AWARD

The W.B. Shafer, Jr. Membership Award is presented to the Post making the greatest percentage gain in membership as shown by the State Membership Report dated the day prior to awards judging May 8, 2021. This award will be presented at the State Convention.

THE RICHARD A. (AL) GUAGER AMERICANISM AWARD

The Richard A. (Al) Guager Americanism Award is presented annually. Rules for this contest are sent to each Post in the spring. Deadline for submission to State Headquarters is by the day prior to awards judging May 8, 2021. This award will be presented at the State Convention. Posts placing second through tenth will receive a citation.

THE GEORGE E. McCracken Honor Guard/Color Guard Award

The George E. McCracken Honor Guard/Color Guard Award is presented to the most outstanding Post Honor Guard/Color Guard. Deadline for submission to State Headquarters is by the day prior to awards judging May 8, 2021. This award will be presented at the State Convention.

THE W. I. WOODDELL MEMORIAL POST QUARTERMASTER AWARD

The W. I. Wooddell Memorial Post Quartermaster Award is presented to the Post Quartermaster who has shown outstanding dedication to his Post and the Department. The Post Commander must send in a nominating letter on why the Post Quartermaster should be considered for Quartermaster of the year. Submission must be received the day prior to the awards judging May 8, 2021. The recipient is to be selected by a committee headed by the State Quartermaster. The award will consist of a custom-lettered citation, plus a check in the amount of \$200.00 from the Department. This award will be presented at the State Convention.

THE ROBERT H. RINER AWARD

The Robert H. Riner Award is presented to the District Commander with the highest percentage gain in membership over the last year. Membership gain will be as shown by the State Membership Report dated the day prior to awards judging May 8, 2021. This award will be presented at the State Convention.

WILLIAM T. (BILL) ALLEN HOSPITAL AWARD

The William T. (Bill) Allen Hospital Award is presented to Posts with outstanding reporting of hospital work. The winning Posts will be determined by the State Hospital Chairman. These awards will be presented at the State Convention. Hospital award categories are:

- a. Category A – Posts with Membership of 10 thru 250
- b. Category B – Posts with Membership of 251 thru 500
- c. Category C – Posts with Membership of 501 or more

COMMUNITY SERVICE RECORD BOOK

The Community Service Record Book should be kept from May 1, 2020 to April 30, 2021 for State judging. Plaques will be awarded to the top three (3) entries at the State Convention. Special Citations will be awarded to the fourth through tenth places.

All Posts entering a Community Service Record Book will have a chance to win a monetary award in the amount of \$200.00 if judged best overall entry in their respective membership category. One (1) check will be issued in each membership category.

- a. Category A – Posts with Membership of 10 thru 250

- b. Category B – Posts with Membership of 251 thru 500
- c. Category C – Posts with Membership of 501 or more

BUDDY POPPY CITATIONS

Buddy Poppy Citations will be presented to the District Commander whose District purchased the most Buddy Poppies and to District Commanders whose Districts had 100% participation in the Buddy Poppy Program. The Post in each District that purchased the most Buddy Poppies will also be presented a citation. These awards will be presented at the State Convention.

7. BY-LAWS AND MANUAL OF PROCEDURE:

All officers should obtain current 2021 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 2021 revised edition reflects that in response to the deadly virus COVID-19, the 121st National Convention was held pro-forma where no amendments to the National Bylaws or Manual of Procedure were made.

8. CANDIDATE:

Fellow Members,

Last year, I announced that I would be running for Department Surgeon. Do to issues that have been happening since then, such as COVID and starting a new franchise, I have been unable to reach out and visit each and every District, I feel that it is not right to ask you to vote for me since I have not been able to visit. Once everything settles down, I hope to get out and meet you all and run for the office in the future.

Ronnie Steele
Second District Inspector

9. DELEGATES TO DISTRICT/DEPARTMENT CONVENTION:

Section 222 of the National Bylaws and the Manual of Procedure provides that delegates and alternates for the District Convention and meetings, Department and National Conventions shall be elected at a regular meeting in April. Posts are entitled to one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post as of March 31.

10. E-MAIL ACCOUNT ACCESS:

All email accounts were reset so the new Officers could take control of their emails as of **June 25th**. 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.
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 **VFW2020!** 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 where the 176 is you replace it with **your** Post number.

adjpost176@vfwva.org

qmpost176@vfwva.org

For District Officers your address will be cdrdist1@vfwva.org for Districts other than the first just replace the 1 with your district #

adjdist1@vfwva.org

qmdist1@vfwva.org

11. GENERAL ORDERS:

The cut off for the General Orders is the 20th of the month. No EXCEPTIONS. Subscriptions for hard copy General Orders are \$30.00 for the year (**please note new price**). Contact State Headquarters for more info.

12. THE HOME DEPOT COMMUNITY IMPACT GRANT FOR 2021:

VFW members can receive up to \$5,000 to fund repairs or construction projects at their Post building.

There are of course are no guarantees to being funded, but several VFW Posts have been awarded this grant.

To begin the process, click on the following link:

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

The application must be submitted online using the posted hyperlink. Telephone calls, emails or written submissions sent to Home Depot will **NOT** be accepted, nor will you be able to turn this application in at your local HD store.

Please find the attachment “HDGrantGuide2021,” and carefully read the instructions before attempting to complete the application. **NOTE: Home Depot Foundation has completely overhauled the application process.** We have created these user-friendly instructions to assist you in completing the application, screen captures and thorough descriptions of how to complete each field are included. Deviation from this guide could result in the applicant being unable to submit their request-

Pay close attention to the Tax ID Instructions. You will use the Employee Identification Number (EIN) of your Post and upload the Post’s 501(c)(19) IRS determination letter at the end of the application. If you cannot locate the Post’s 501(c)(19) letter, follow the instructions below under “Lost IRS Determination Letter” on how to request a copy from the IRS.

If you receive funding it will come in the form of Home Depot gift cards that can be used to buy materials at your local HD store. You will need to recruit Post members and/or other community volunteers as the use of contractors to complete your project is not permitted. The project must be completed within six months. You will also be required to submit a final report. You must be willing to include stories and before-and-after photos of the project. Failure to do so will negatively impact your Post’s ability to receive any future funding from The Home Depot Foundation.

After submitting the application, you should receive an email response after six weeks.

Should you have any questions and or concerns, please contact Jason Couch, VFW Foundation Grants & External Relations Coordinator, directly at (816) 968-1174 or jcouch@vfw.org.

Best wishes and good luck!

13. IMPORTANT DATES:

- June 3-6, 2021 State Convention, Renaissance Portsmouth-Norfolk Waterfront Hotel, 425 Water Street, Portsmouth, VA; phone 757-673-3000. Room Rates are \$125.00 per night. Group name “Virginia VFW”; Cut-off Date May 3, 2021
- July 8-11, 2021 National Commander-in-Chief Hal Roesch Homecoming, Portsmouth, VA (a revised packet is enclosed)
- July 31-August 5, 2021 National Convention, Baltimore, MD
- November 18-21, 2021 Southern Conference, Hilton Head, South Carolina
- 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 6, 2021.

14. LEGACY LIFE MEMBERSHIP:

CHECK OUT OUR LEGACY LIFE VIDEO! Go to vfw.org, click on JOIN, and scroll down to Legacy Life Membership and then click on the video on the right. This prestigious program is available to all Life members and is now available in memoriam for past Life members. There are three levels of membership; each offer their own package of exclusive member benefits. Financial contributions to the Legacy Life Member Program are tax deductible to the maximum extent allowed by law.

<i>Enrollment Cost:</i>	<i>Annual Payouts:</i>		
<i>Levels</i>	<i>Posts</i>	<i>Departments</i>	<i>National</i>
Gold- \$1,200.00	\$18.00	\$18.00	\$18.00
Silver- \$800.00	\$12.00	\$12.00	\$12.00
Bronze- \$400.00	\$6.00	\$6.00	\$6.00

What will your Legacy be?

15. LIFE MEMBERSHIP DRAWING:

Congratulations to Louisa County Post 8947 as the winner of a free Life Membership in the Veterans of Foreign Wars, Department of Virginia. Louisa County Post 8947 was made eligible for this Free Life Membership for having 95% of their membership goal reported to State Headquarters by January 29, 2021 deadline.

The next drawing will be March 26, 2021 for Posts who show at least 100% in membership.

16. MEMBERSHIP:

Comrades and Commanders,

February was an interesting month for membership. While we have seen COVID slow some things, others have moved along nicely. We had some gun shows get cancelled, but our online efforts with MailChimp using the unpaid list have shown results. I want to thank Past State Commander Ken Wiseman and District 7 Commander Mike Diaz for rolling out that campaign which shows technology is a powerful tool we need to be using. We also had snow slow our efforts to get out to some locations, but our new Post in Kilmarnock, Post 12201 in District 1, is on the MEMSTATS report and slated for installation in March. That makes two new Posts for this year and our plans for a third are moving forward very well. Never underestimate what determined people working together can accomplish.

I want to encourage you to pull out the unpaid list and make calls or emails. As of the 20th of February, 31 Posts need 10 or fewer members to make their goal of 100% and we have many Posts who are behind the state's percentage. Be mindful of where you stand for All-State and All-American as they have different requirements. Also, call us for any issues you may have or for help in making your goal of 100%. We have four months left and some serious work to get done in order to make the state-wide goal of 100% but I have been around long enough to know we can do it. With the great leadership we have in our own Commander-in-Chief Hal Roesch, our State Commander Eric Mallett, and with each of you reading this, I know we can make a state-wide goal of 100% be something we accomplish.

Tom Hines, PDC
Membership Team

17. MEMBERSHIP TRAINING:

Membership Monday Webinar Training Series Tentative Schedule:

- March 8, 2021 – Identify your potential Post Officers and Chairmen for the upcoming new membership year.

Join Zoom Meeting

<https://vfw.zoom.us/j/92263422696?pwd=SWhvQjBSZmVhVVdiSXILRTJKVGUrQT09>

Meeting ID: 922 6342 2696

Passcode: 818768

One tap mobile

+13126266799,,92263422696# US (Chicago)

+13017158592,,92263422696# US (Washington D.C)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington D.C)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 922 6342 2696

Find your local number: <https://vfw.zoom.us/u/addLOL1krF>

Each Membership Monday training topic is developed with the Post-level leadership in mind. Each of these sessions are intended to be live with ability for audience interaction. These training sessions are recorded and can be viewed throughout the year. Videos are posted on the VFW Membership Facebook page:

<https://www.facebook.com/VFWmembershipHQ> and on the VFW website, www.vfw.org

All Membership Monday Webinars are planned to be held at 2:00 PM, CST on the dates provided.

Training is open to every member of the VFW and Auxiliary.

Each Membership Monday will be recorded and available for viewing for members who cannot attend the training live. Visit the sites below to view training topics.

- OMS under Membership Recruiting & Retention, VFW.org
- The Membership Facebook Page, <https://www.facebook.com/VFWmembership>
- VFW YouTube Channel, https://www.youtube.com/playlist?list=PLS17GMBRjUlatKGz_QdpAoUHnXAvaPXi

If you would like to suggest a Membership Monday training topic, please email us at, membership@vfw.org.

18. NATIONAL CONVENTION HOUSING AND REGISTRATION:

122nd National Convention housing will officially open March 19, 2021. Housing reservation information will be located on the convention website accessed through the main VFW website at vfw.org/convention. The convention website will also have general convention information including the registration form and links to other convention related information for Baltimore, MD, July 31 – Aug. 5, 2021, including a tentative agenda.

Attention of Post Commanders is directed to Section 222 of the National Bylaws and the Manual of Procedure, which provides that each Post will pay, in advance, a National Convention registration fee of twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten-dollar (\$10) delegate fee. Posts are encouraged to register their Post delegate(s) online through the Online Membership System (OMS) or by submitting their National Convention Post and Delegate Registration form that will be mailed to all Posts as part of the Election Report/Convention Registration mailing going out later this month. Registration forms for the 122nd National Convention may be mailed to: Convention Registration, 406 W. 34th Street, Kansas City, MO 64111.

19. OFFICE CLOSURE:

Please note the Norfolk Service Office is temporarily closed.

20. POST ELECTIONS:

Attention is directed to Section 217 of the National Bylaws and the Manual of Procedure covering the nomination, election and installation of Post Officers. Post Election Report forms are being mailed to Post Quartermasters with instructions that they complete the form online through the Online Membership System (OMS) or they can complete the form and return directly to National Headquarters immediately following the election of Post Officers but not later than June 1.

21. POSTS IN ARREARS FOR FINANCIAL OBLIGATIONS:

Attention is directed to Section 213 of the National Bylaws concerning any Post in arrears for any financial obligations to County Council (if applicable), District, Department and National for fees, dues, poppy money, supply money, failing to have the office of Quartermaster properly bonded in accordance with Section 703, failing to ensure that the Post is properly insured in accordance with Section 709, failing to submit properly completed quarterly Post Trustees Report of Audit, Post Election Report for the ensuing year, or other obligations, shall be deprived of all representation in County Council and District meetings; County Council, District, Department and National Conventions. Such representation shall be restored promptly upon proper adjustment of such deficiencies.

22. 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).

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.

23. STATE CONVENTION:

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 look forward to a successful event.

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1602798939355&key=GRP&app=resvlink>

24. TECH4TROOPS:

Obtaining Laptops from Tech4Troops

Any VFW Virginia Post wishing to obtain laptops from Tech4Troops must contact them directly on their website.

<https://techfortroops.org/contact/>

Their two organizations will take it from there.

Rick Raskin – PDC

25. VFW SPECIAL PROJECT PROGRAM:

This program was put in place to recognize VFW units for creating and completing unique and extraordinary community service projects.

Record book entry nominations that are found to be complete and well-substantiated should be endorsed by the Department Adjutant or VFW Department Community Activities Chairman and forwarded to National Programs Department. Deadline for entries is April 30 of each year.

Every Post Special Project receiving the Award of Excellence in the May judging will be entered in the Fred C. Hall Memorial Outstanding Post Special Project Competition. Complete information can be found in the VFW Community Activities and Citizenship Education Chairman's Manual.

26. VIETNAM WAR COMMEMORATION:

The following historical events for the Vietnam War took place during March:

March 23, 1961 - Seven of the eight U.S. crewmen aboard a C-47 aircraft are killed when the Pathet Lao—Laotian Communist insurgents allied with North Vietnam— shoot them down over the Plain of Jars using antiaircraft artillery. Army Major Lawrence R. Bailey survives and is subsequently captured, becoming the first American prisoner of war in Southeast Asia since the end of World War II. Bailey is held and interrogated for 17 months. He is released in August 1962, and President John F. Kennedy presents him with the Bronze Star.

March 10, 1962 - Members of Navy Sea-Air-Land (SEAL) Team 1 arrive in Saigon to begin training South Vietnamese naval commandos in covert maritime operations. Established only two months earlier, in January 1962, the SEALs are the Navy's experts in special warfare—sabotage, demolition, and other clandestine activities conducted in enemy areas and from restricted seas and waterways.

March 26, 1964 - Viet Cong small arms fire downs a U.S. Air Force observation plane carrying pilot Captain Richard L. Whitesides and U.S. Army Special Forces Captain Floyd J. Thompson near the DMZ. Whitesides is never found and presumed killed. Thompson is severely wounded and eventually captured. Thompson is not released until nine years later on March 16, 1973, becoming the longest held American POW in U.S. history.

March 8, 1965 - U.S. Marines of the 9th Marine Expeditionary Brigade (MEB) arrive at Da Nang, South Vietnam. The brigade consists of two Marine battalions. One makes an amphibious landing and the other arrives by air. The 9th MEB assumes command of the helicopters of SHUFLY, which becomes Marine Aircraft Group 16. This is the first deployment of a major U.S. ground combat unit to Vietnam. Although the mission of the 9th MEB is strictly limited to the defense of the air base at Da Nang, it signals another step in the United States' transition from an advisory role to direct participation in the war.

March 1 – 31, 1966 - The remainder of the U.S. Army 25th Infantry Division deploys to South Vietnam, establishing its headquarters at Cu Chi, northwest of Saigon. The 25th's 2d and 3d Brigades, which arrived months

earlier, are joined by the rest of the division. The 25th's first major offensive begins at the end of the month. Additionally, the division's commander, General Frederick C. Weyand, is an active proponent of pacification, sometimes known as "the other war" for "hearts and minds." In line with the Johnson administration's renewed emphasis on pacification decided at the Honolulu Conference, Weyand's division carries out both pacification and offensive search-and-destroy operations.

March 4, 1966 - In Operation UTAH between March 4 and 7, units of the U.S. 3d Marine Division and the South Vietnamese 2d Division defeat elements of the 21st North Vietnamese Regiment south of Chu Lai. It is the first engagement between U.S. Marines and the North Vietnamese regular military, illustrating the growing presence of North Vietnamese regular troops operating within the borders of South Vietnam.

March 18, 1967 - Marine Master Sergeant Barbara J. Dulinsky arrives in Saigon. She is the first woman Marine to serve in Vietnam. Dulinsky serves at the combat operations center for U.S. MACV.

March 21 – 1967 - The United States directs the Air Force to begin construction of the Infiltration Surveillance Center (ISC) at Nakhon Phanom Air Base, in northeastern Thailand. By 1968, the ISC becomes the monitoring location for Project IGLOO WHITE. This project deploys thousands of acoustic and seismic sensors designed to detect vehicles moving along the Ho Chi Minh Trail in Laos and Cambodia. ISC computers then sift through sensor data and pass it to analysts who assign air strikes against select targets. The ISC also mines sensor data to predict the times and routes of future convoys.

March 16, 1968 - Members of Company C, 1st Battalion, 20th Infantry, 11th Brigade of the U.S. Army 23d Infantry Division (Americal) murder up to 500 civilian men, women, and children in the hamlet of My Lai, Quang Ngai Province in I Corps. Army leadership outside of the Americal Division becomes familiar with the event in April 1969 when a U.S. Vietnam veteran writes to General Westmoreland and some congressmen, requesting an investigation. While Army public affairs officers release some information in September 1969, it does not receive widespread attention until journalist Seymour Hersh publishes a detailed account of the charges in November 1969. In the Army's investigation, 13 men are charged with committing these crimes. One, Lieutenant William Calley, is convicted of war crimes and sentenced to life in prison. (*See March 29, 1971 below*) The investigation also finds that the Americal Division's chain of command has suppressed reports of the incident.

March 31, 1968 - The Tet Offensive ends as the fighting in Hue subsides. It is a disastrous tactical defeat for Communist forces. As many as 50,000 Viet Cong and North Vietnamese soldiers have been killed, and the offensive achieves none of its major objectives. Viet Cong units are severely crippled and unable to mount new combat operations. The U.S. and South Vietnamese militaries lose more than 2,100 and 4,000 dead, respectively. The other allied nations suffer a total of 214 killed. An estimated 12,500 civilians are dead. Urban warfare in Saigon and other towns and cities produces hundreds of thousands of homeless refugees. Though the offensive is a tactical defeat for Hanoi, it earns Communist forces a strategic victory. The offensive stuns the American public and sows increased doubts about America's chances of winning the war.

March 18, 1969 - The United States conducts the first of a round of bombings against North Vietnamese and Viet Cong sanctuaries in Cambodia. These strikes evolve into the top secret bombing campaign known as Operation MENU, which lasts for 14 months. The Nixon administration hopes the bombings will demonstrate American resolve to Hanoi while also significantly reducing the flow of North Vietnamese troops and supplies into South Vietnam. The administration also believes that the campaign will increase pressure on the North to negotiate more seriously for peace. Although the bombings are a tightly held secret within the U.S. government and military, the New York Times breaks the story of the bombings on May 9. The possible leak prompts the Nixon White House to order wiretaps on the phones of journalists and administration officials, including an official in DoD. This and similar actions by the White House eventually lead to the Watergate scandal in 1972.

March 1, 1971 - A bomb explodes in the Capitol building in Washington D.C., near the Senate chambers. It causes an estimated \$300,000 in damage. No one is hurt in the blast. A group known as the Weather Underground claims credit for the bombing. The Weather Underground is a radical organization that advocates violence as a legitimate

means to change American society. They assert that the bombing is in protest of the ongoing U.S.-supported South Vietnamese invasion of Laos.

March 29, 1971 - After a four-month-long court martial, Lieutenant William Calley is convicted of murder for his role in the My Lai massacre. He is sentenced to life in prison. Calley's sentence is reduced twice in ensuing months and years. He is ultimately paroled and released in 1974.

March 30, 1972 - The North Vietnamese launch the Nguyen Hue Campaign, also known as the Easter Offensive, with a multipronged attack across the DMZ and the Laotian and Cambodian borders into multiple regions of South Vietnam. The attacking forces are well equipped: armed with new weapons, heavy artillery, and tanks from the Soviet Union and China. It is the largest offensive launched by the North Vietnamese Army in the war. There are fewer than 70,000 U.S. troops left in Vietnam. U.S. military advisers play a crucial role rallying South Vietnamese units in retreat. After suffering heavy losses, the South Vietnamese army—with ample help from U.S. air support—slows and reverses the offensive by the end of the summer. They stabilize the front in Quang Tri Province and successfully hold out against attacks around Hue, Kontum, and Saigon. The North Vietnamese lose much of their armor and equipment and as many as 100,000 troops. South Vietnamese casualties are approximately 43,000, including 10,000 killed. The Easter Offensive also results in the deaths of about 25,000 Vietnamese civilians and leaves almost one million homeless.

March 14, 1973 - U.S. Marine Sub Unit One, 1st Air Naval Gunfire Liaison Company (ANGLICO) is formally deactivated, ending eight years of combat support for the South Vietnamese armed forces. Sub Unit One is the last Fleet Marine Force unit to leave Vietnam.

March 29, 1973 - General Frederick C. Weyand formally deactivates U.S. MACV. Included in this action is the deactivation of CORDS and the U.S. Navy, Air Force, and Marine Corps Advisory Groups, Vietnam.

March 24, 1975 - Having been evacuated by the South Vietnamese army, the old Vietnamese imperial capital of Hue falls to North Vietnamese forces. Many of the city's residents join the masses of refugees retreating south and east, to the coast, hoping for evacuation.

March 29, 1975 - North Vietnamese troops, having surrounded Da Nang days earlier, occupy the city. More residents stream to the airport and seaport, hoping for evacuation, and frantic refugees begin rushing planes as they land and take off—some even cling to landing gear. At the harbor, people pile onto large and small vessels while under heavy fire from Communist forces. Over five days, non-combatant ships of the U.S. Military Sealift Command take part in evacuating refugees from Da Nang south to Cam Ranh Bay. The SS *Pioneer Commander*, SS *Pioneer Contender*, USNS *Miller*, and several other vessels evacuate over 30,000 refugees. CIA-owned Air America also helps evacuate refugees by air. U.S. and allied vessels evacuate thousands of additional refugees from several other ports in I and II Corps.

Jeff Dombroff
Vietnam War Commemoration Committee Chairman
cdrpost9835@vfwva.org

Official:

By Order of:



Ed Mann
State Adjutant



Eric Mallett
State Commander

VFW SCOUT OF THE YEAR Information

Some of our earliest ties to the community involve youth groups and perhaps none are stronger or more lasting than the relationship between the VFW and America's scouting organizations. In fact, our partnership with the Boy Scouts of America dates back to 1915 when VFW Post 2100 helped to establish Troop 1 in Everett, Washington.

The VFW Scout of the Year program provides members of the Boy Scouts and Girl Scouts who display standout citizenship, patriotism and love of country with the opportunity to be rewarded with college scholarships.

Annually, the National Veterans of Foreign Wars of the United States awards three individuals who are: Eagle Scouts, Girl Scout Gold Award recipients, Venture Summit Award recipients and/or Sea Scout Quartermasters who have risen above their peers in exemplifying the qualities of that rank. Awards are as follows:

- 1st place National scholarship = \$5,000
- 2nd place National scholarship = \$3,000
- 3rd place National scholarship = \$1,000

The winners at each VFW Post and VFW District offer a lesser sum. The following dates are to be observed:

- Deadline for entry to a VFW Post is **March 1**.
- One candidate with full entry criteria must be submitted by a VFW Post to the next level of judging by **March 15**.
- The VFW District winning entry must reach the VFW Department Scouting Chairman by **April 1**.
- The Department winner must be selected and submitted by the VFW Department to the VFW National Headquarters by **May 1**.

For additional information and entry forms. Please see the following:

- Get the Brochure and Entry Form: <https://vfworg-cdn.azureedge.net/-/media/VFWSite/Files/Community/Youth-and-Education/Scout-of-the-Year/ScoutoftheYearBrochureandEntryForm.pdf?la=en&v=1&d=20191021T165123Z>
- Get the Rules and Eligibility information: <https://vfworg-cdn.azureedge.net/-/media/VFWSite/Files/Community/Youth-and-Education/Scout-of-the-Year/Scout-of-the-Year-Rules-and-Eligibility.pdf?la=en&v=1&d=20190417T135916Z>
- See who were the 2020 winners: <https://www.vfw.org/community/youth-and-education/scout-of-the-year>

For Questions, please call the Department Scout Chair, Bob Fenlason at (703) 730-5414 or e-mail > elangomat3@gmail.com.

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 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

Nonprofit? Please enter your email and password below

Email

Password

Log In

[Returning Associates: Click Here](#)
First-Time Associate or Nonprofit? Click "Register" below

[Forgot Password?](#)

Learn more about our:

[Privacy & Security policies](#)

New to the System?

[Register](#)

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 associate? 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 return organization you 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 email 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

i 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
111111111

Name
VFW Post 1234

Address
222 Main St

City
Anytown

State
ST

[Search](#)

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 [Refine Search](#)

i 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](#)

i 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
94111-2721

You will now need to provide your Post’s phone number and website address. You can use 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.

The image shows a screenshot of a grant application form. It contains the following fields and text:

- Phone:** 133-333-3333
- Website:** www.vfw1234.org
- Mission Statement:** A text area containing the VFW National Mission and Vision statements, with a "38 words left" indicator.
- Organization History:** A text area containing a brief description of the organization's history and programs, with a "59 words left" indicator.

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.

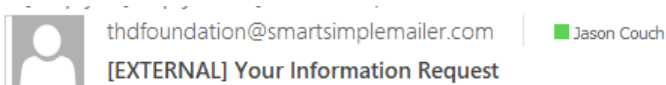
Registration Complete

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@smartsimplermail.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/jk70Cn5oXKCQD5VF9OpXY>

Log in to Your Account, <https://protect-us.mimecast.com/s/dQ3gCo20KLhJY4mTzWnM2> at anytime to access your application forms.
Username: 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.

Veterans Of Foreign Wars Post

Zip Code: 64111 Website: https://vfw.org

OVERVIEW

If your organization is known by another name (such as a d/b/a) or goes by an acronym, please list below
Waters-Galmour Pool 1234

* Please copy your organization's mission statement below

Our Mission: To foster camaraderie among United States veterans of overseas conflicts. To accept our veterans, the military and his loved ones. To advocate on behalf of all veterans.

100 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 com

100 words left

* How many Affiliates or Branches does your organization have in the US?
6200

NEXT

Contacts {2}

1 John Doe
Organization: VFW Post 1234
Contact Address: 123456 St, Newark, NJ
Email: vfwpost1234@vfw.org
Phone: (555)123-1234

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.

Financial

Does your organization file an annual IRS Form 990?
Yes

Community

Approximately how many people does your organization serve annually?
2000

Approximately how many annual volunteers does your organization have?
330

Board Members List

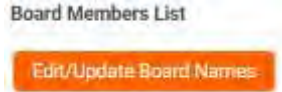
Edit/Update Board Names

BACK

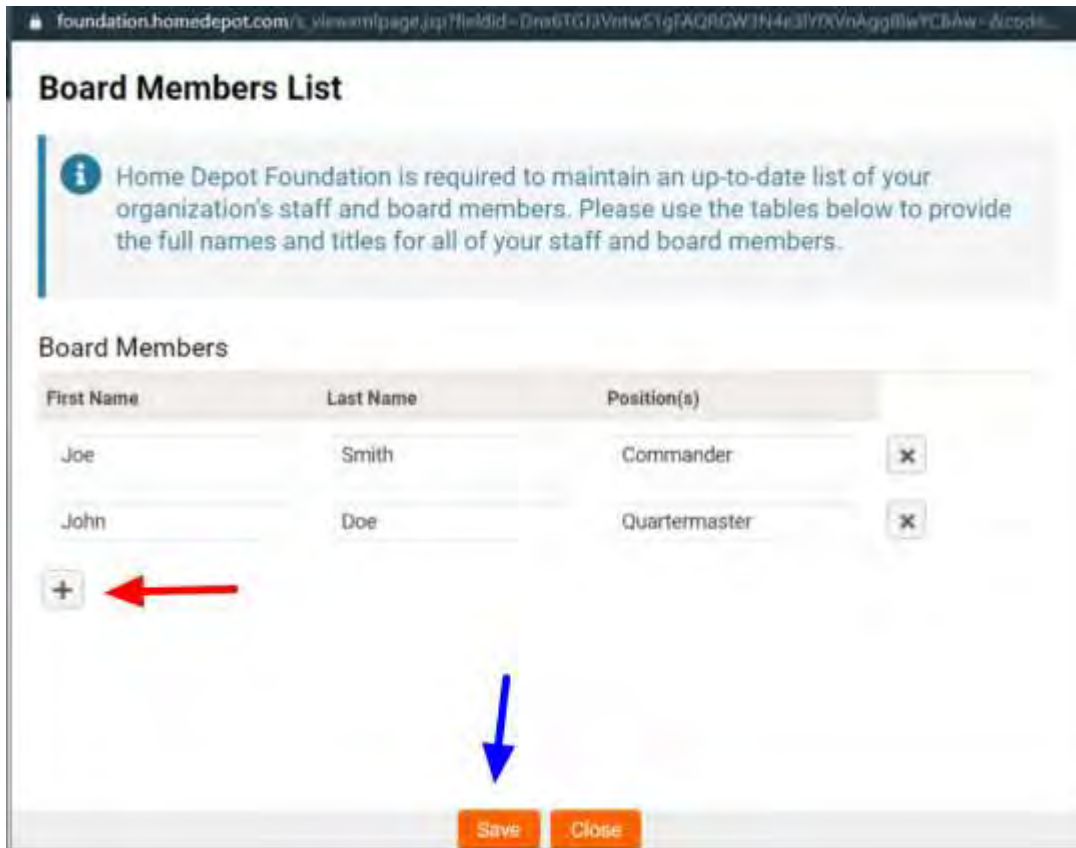
Save

JUMP TO
Financial
Community

Once that information has been entered, click “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.



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?

330

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

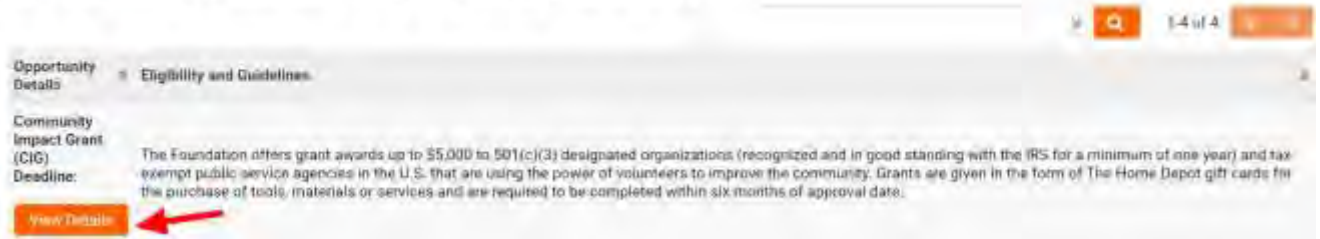
This is to begin a new Veteran Housing Grant (VHG) program or Community Impact Grant (CIG) program application only - if you have already started an application or have been invited to apply for a different program, check under “Existing Applications” above to check the status or any action required

 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 web interface for starting a new application. At the top, there's a search bar and a page indicator '1 of 4'. Below that, there are two tabs: 'Opportunity Details' and 'Eligibility and Guidelines'. The 'Eligibility and Guidelines' tab is active. Underneath, there's a section for 'Community Impact Grant (CIG)'. The text describes the grant awards: '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.' At the bottom of this section, there is an orange button labeled 'View Details' with a red arrow pointing to it.

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.



The screenshot shows the 'New Grant' page. At the top, there's a title 'New Grant'. Below it, there are two fields: 'Application Type' and 'Organization'. The 'Organization' field is filled with 'Veterans Of Foreign Wars Post 1214'. Below that, there's a field for 'Primary Nonprofit Contact' filled with 'John Doe'. Underneath, there's a section titled 'ELIGIBILITY'. The first question is '* Have you reviewed the Community Impact Grant Program guidelines?'. Below the question is a dropdown menu with 'Select One' and a downward arrow. The dropdown menu is open, showing the option '(Community Impact Grant)'. At the bottom of the page, there are two orange buttons: 'Save Draft' and '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 caulking 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.”*

Equipment Request

Grant Summary

*** Project Title**
Please list a short title for your project (limit to under 25 words).
Restroom Repair - 2014 and 2015 Request

*** Project Description**
Please provide an overview summary of the project.
This is the 2nd year in our two restrooms are in need of repair and is one of the restrooms that needs to be repaired. We have made these repairs to the walls and floors in the past but this time they got a little bit of 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 trained professional who told us what we would need to fully replace the walls and ceiling, and possibly some of the studs. A detailed list of materials for reconstruction 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 functional 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 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

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

5000

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



My Account

dry wall screw
 projects in drywall 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
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 (25)

Compare



Grabber #6 x 1-1/4 in. Coarse Phillips Bugle Drywall Screw (5 lb-Pack)
 Model: 2345
 ★★★★★ (1)
\$23⁹¹/box
If you buy 2 or more \$20.33/box

- ✓ Schedule delivery
- ✓ 14 in stock to pick up today

Compare



Grip-Rite #6 x 1-5/8 in. Phillips Bugle-Head Coarse Thread Sharp Point Drywall Screw
 Model: 1550w1
 ★★★★★ (27)
\$3⁷⁵
Free Sale \$2.69/box

- ✓ Free shipping with \$45 order
- ✓ 217 in stock to pick up today

Compare



Grip-Rite #6 x 1-5/8 in. Coarse Phosphate-Plated Black Phillips Hex-Head Collated Drywall Screw (300-Pack)
 Model: CS1802R
 ★★★★★ (2)
\$16⁴⁵

- ✓ Same-day delivery
- ✓ 4 in stock to pick up today

Compare




Grabber #6 x 1-5/8 in. Coarse Drywall Screw (5 lb-Pack)
 Model: 2345
 ★★★★★ (2)
\$23⁹¹/box
If you buy 2 or more \$20.33/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.

Home / Hardware / Fasteners / Screws / Drywall Screws

Item # 2040 Name # 4020102 Qty # 50 # 2040



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

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

- High grade steel construction
- Extra coarse threads for easy driving
- Best for drywall and wood applications


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

Quantity

Pick Up In Store Today **We'll Deliver It to You**

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 ✕



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

Qty: 1 \$23.91

View Cart (1)





Cart Total: \$23⁹¹
Taxes are calculated during checkout.

Checkout Now

— or —

Check out with **PayPal**

Suggested Items with Your Purchase

 <p>Sheetrock 250 ft. Drywall Joint Tape</p> <p>★★★★☆ (13)</p> <p>\$2¹⁸ /each</p> <p>Add To Cart</p>	 <p>SHEETROCK Brand All-Purpose</p> <p>★★★★★ (50)</p> <p>\$14⁴⁷ /each</p> <p>Add To Cart</p>	 <p>SHEETROCK Brand UltraLight</p> <p>★★★★☆ (61)</p> <p>\$10⁹⁸ /each</p> <p>Add To Cart</p>	 <p>Saint-Gobain ADFORS</p> <p>★★★★☆</p> <p>\$8⁹¹ /each</p> <p>Add To Cart</p>
--	--	---	--

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](#) | [Tools & 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.

The screenshot shows a shopping cart on The Home Depot website. The cart contains two items:

Item	How To Get It	Qty	Item Total
DANCO Universal Toilet Tank Repair Kit Model #W08816	<input checked="" type="radio"/> Ship to Home-FREE Order within 3 hrs 51 mins get it by Feb. 07 <input type="radio"/> Ship To Store	4	\$55.92 \$13.99/item
Frigidaire 70 qt. Dehumidifier Model #FAD704DWD	<input checked="" type="radio"/> Ship to Home-FREE Estimated Arrival Feb. 14 <input type="radio"/> Ship To Store	1	\$219.98 \$219.99/item

The 'Your Order' summary on the right shows:

Subtotal	\$599.76
Discount	-\$12.49
Estimated Shipping*	\$12.49
Pick Up in Store	FREE
Sales Tax	\$43.10
Total	\$582.04
You Saved	\$7.18

A 'Checkout Now' button is located below the summary. A promotional banner at the bottom offers '\$25 Off Your First Purchase'.

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.

Home Depot Project Budget				
ITEM DESCRIPTION	MODEL NUMBER	QUANTITY	INDIVIDUAL PRICE	TOTAL PRICE
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
			Item Total Cost	\$ 539.76
			Estimated Shipping	\$ 12.49
			Sales Tax	\$ 43.10
			GRAND TOTAL	\$ 595.35

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

Subtotal	\$539.76
Discount	-\$12.49
Estimated Shipping*	\$12.49
Pick Up In Store	FREE
Sales Tax	\$43.10
Total	\$582⁸⁶
You Saved	\$7.18

Have a promo code?

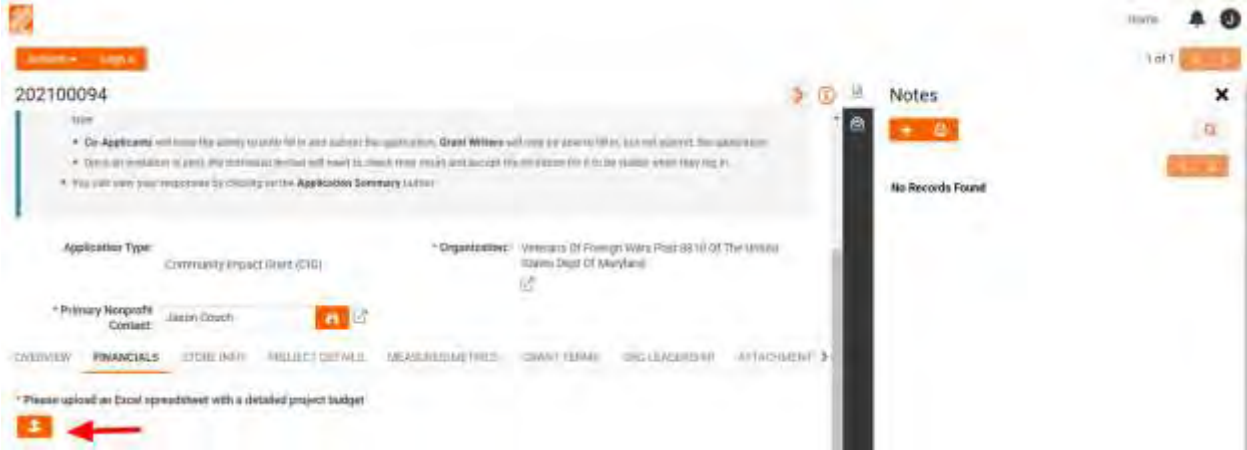
* Shipping and delivery charges are calculated at the lowest rate available. Other methods will be viewable on the next page.

Checkout Now

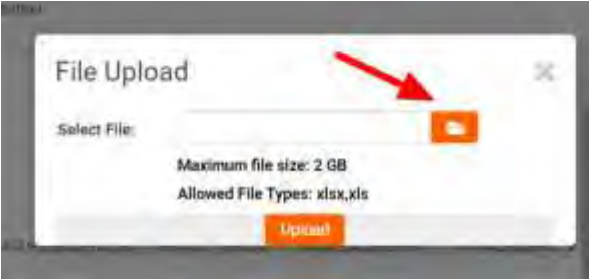
Do not include the “Discount” figure, as this could include current sales that may no longer be valid by the time your grant is reviewed. Add the three items together to determine your Grant Total as shown below.

Item Total Cost	\$ 539.76
Estimated Shipping	\$ 12.49
Sales Tax	\$ 43.10
GRAND TOTAL	\$ 595.35

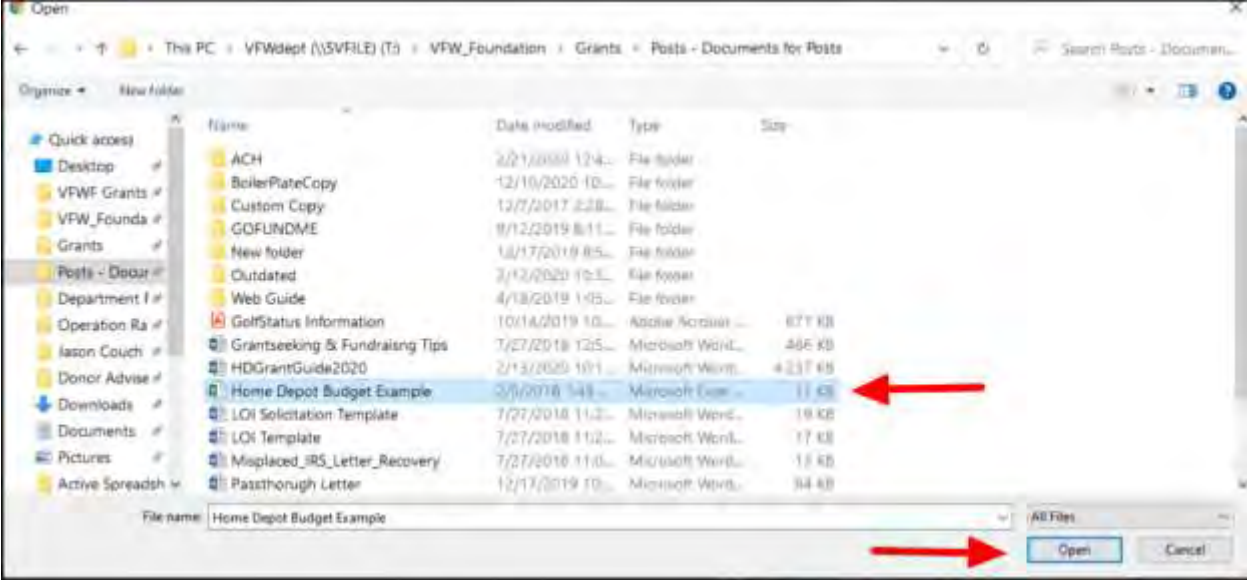
- Now that you have completed the budget, you can upload it to the website. Go back to the website and click the orange upload button indicated by the red arrow in the screen grab image below.



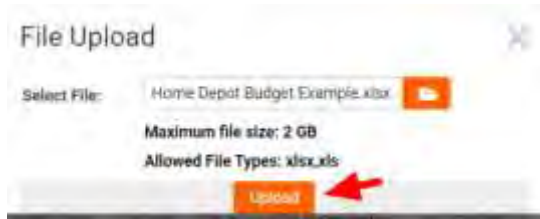
Pressing this button will open a small prompt window as shown below. Once it loads, click the orange button with the file icon it.



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

* Additional Home Depot Stores
Store 3006-Independence

< 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

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.

The screenshot shows a web form titled "Facility Info". It contains three main sections: "Facility Type" with a dropdown menu set to "Community Building", "Facility Type - Sub" with a dropdown menu set to "VFW or American Legion", and "How many housing units/homes are expected to be constructed/rehabbed/refurbished?" with a text input field containing "0". At the bottom, there are navigation buttons: "Save Draft", "Submit", "Withdraw", and "NEXT" (with a right arrow). A "BACK" button (with a left arrow) is also visible on the left side.

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.

The screenshot shows a web form titled "Measures/Metrics". It features a navigation bar at the top with tabs: "ERVIEW", "FINANCIALS", "STORE INFO", "PROJECT DETAILS", "MEASURES/METRICS" (which is underlined), "GRANT TERMS", "ORG LEADERSHIP", and "ATTACHMENTS". Below the navigation bar, there are two questions: "How many veterans will be impacted?" with a text input field containing "650", and "Veterans Population Served" with a dropdown menu set to "Disabled/Elderly". At the bottom, there are navigation buttons: "BACK" (with a left arrow) and "NEXT" (with a right arrow).

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.

OVERVIEW ORGANIZABLE STORE INFO PROJECT DETAILS MEMBERSHIP DIRECTIVE **GRANT TERMS** ONG LEADERSHIP ATTACHMENTS

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:** Grants will be used for the specific purposes of the application and will promptly follow, without be diverted or removed from the Foundation, any portion of the grant intended for such purpose(s).
- Effective Dates:** The agreement shall be effective for six months following the date granted by grant to the Foundation.
- Timeline:** The Donor agrees to issue awards and complete award disbursements and disbursements using Grant funds to at least five (5) years after the completion of use of the Grant funds and will retain funds means and reserves to the Foundation for inspection or distribution purposes. An officer of the Foundation may also schedule a site visit in order to discuss your work and experience.
- Public Acknowledgment:** The Donor may publicly acknowledge the Grant, and if it does so, will request the Grant was received from The Home Depot Foundation. The Foundation reserves the right to withdraw its consent to the public acknowledgment whenever the Foundation.
- Representation:** Donor will not use any portion of the Grant, directly or indirectly, (a) to carry out propaganda or other views, opinions, registered, (b) to participate in, interfere or any political campaign or related activity in opposition to the candidate for public office or (c) for any purpose other than a charitable or educational purpose (except for the use defined in Section 501(c)(3) of the IRC) consistent with the applicable laws and regulations of the event.
- Change of Status and Control:** Donor warrants that, on the date this application is submitted, (a) no event status remains in full force and effect. Donor agrees to inform the Foundation immediately if any change in, or (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z) (aa) (ab) (ac) (ad) (ae) (af) (ag) (ah) (ai) (aj) (ak) (al) (am) (an) (ao) (ap) (aq) (ar) (as) (at) (au) (av) (aw) (ax) (ay) (az) (ba) (bb) (bc) (bd) (be) (bf) (bg) (bh) (bi) (bj) (bk) (bl) (bm) (bn) (bo) (bp) (bq) (br) (bs) (bt) (bu) (bv) (bw) (bx) (by) (bz) (ca) (cb) (cc) (cd) (ce) (cf) (cg) (ch) (ci) (cj) (ck) (cl) (cm) (cn) (co) (cp) (cq) (cr) (cs) (ct) (cu) (cv) (cw) (cx) (cy) (cz) (da) (db) (dc) (dd) (de) (df) (dg) (dh) (di) (dj) (dk) (dl) (dm) (dn) (do) (dp) (dq) (dr) (ds) (dt) (du) (dv) (dw) (dx) (dy) (dz) (ea) (eb) (ec) (ed) (ee) (ef) (eg) (eh) (ei) (ej) (ek) (el) (em) (en) (eo) (ep) (eq) (er) (es) (et) (eu) (ev) (ew) (ex) (ey) (ez) (fa) (fb) (fc) (fd) (fe) (ff) (fg) (fh) (fi) (fj) (fk) (fl) (fm) (fn) (fo) (fp) (fq) (fr) (fs) (ft) (fu) (fv) (fw) (fx) (fy) (fz) (ga) (gb) (gc) (gd) (ge) (gf) (gg) (gh) (gi) (gj) 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* Do you agree to these terms? Yes No

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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.

OVERVIEW ORGANIZABLE STORE INFO PROJECT DETAILS MEMBERSHIP DIRECTIVE **GRANT TERMS** **ONG LEADERSHIP** ATTACHMENTS

Board of Directors

Board Member List

First Name	Last Name	Position
Jim	Zeff	Chairman
John	Cox	Quartermaster/Adjutant
Malley	Mason	1st Vice Commander
Dorland	Busch	2nd Vice Commander
Mrs.	Malyer	Chaplin
John	Wayne	Post Service Officer

* Is the board members list above correct?

Yes No

← BACK NEXT →

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.

VFW Riders VA
7th

Annual 4 Season's Poker Run

First 50 riders who register will
get a FREE VFW buff!



\$15 per Rider/\$5 per passenger

Come help support the VFW Riders Virginia. Cost includes lunch provided by Mission BBQ at the end of the run. Musical Guest Sons of the Beach! Cash prizes for best hand and as always there will be items for raffle/auction. All proceeds support the VFW Vander Clute fund, which supports Veterans and their Families.

May 1st Registration 930 – 1030 First bike out at 10AM

Poker run starts at VFW Post 3160, 111 A View Ave,
Norfolk, VA & ends at VFW
Post 3219, 122 E. Mellen
St, Phoebus, VA. Route to
be determined.

Poker Run is sponsored in part
by Powerhouse Gaming




Powerhouse Gaming

2021 4-SEASON'S
POKER RUN

- You can buy breakfast at VFW Post 3160 for \$5.
- Bar at Post 3160 will be open during registration.
- Raffle & Auction prizes at end at VFW Post 3219.
- First 50 riders registered will get a FREE VFW BUFF.
- VFW Guardian Bells will be available for only \$5.



- Lunch proudly donated by
- 
- Live music from Sons of the Beach!





VETERANS OF FOREIGN WARS.

Doug Hoffman
for
Department Surgeon
2021-2022



-
- **Qualifying Campaign—Operation Iraqi Freedom**
 - **Retired Navy Chief**
 - **Two time Post Commander of Ocean View Post 3160**
 - **All State and All American Post Commander**
 - **Commander of District Two**
 - **State Inspector**
 - **Past Department Deputy Chief of Staff**

My Goals as a member of the VFW is the continued recognition of our Vietnam Veterans and assisting them as they are entering their retirement years. They seem to be the forgotten members and they have a lot of wisdom and leadership to offer our communities. We need to be the ones to find them and offer membership and services to them as we continue to do for all veterans.

Hal Roesch
VFW Commander-in-Chief 2020-2021
Homecoming



July 8-11, 2021
Renaissance Portsmouth-Norfolk Waterfront Hotel
425 Water Street Portsmouth, VA 23704

Hotel Information

**DEADLINE FOR HOTEL RESERVATIONS IS June 7, 2021
USE NORFOLK INTERNATIONAL AIRPORT FOR ALL FLIGHTS**

LINK TO MAKE RESERVATIONS: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1611690097306&key=GRP&app=resvlink>

CALL TO MAKE THE RESERVATION: 1-800-839-1775 (Say you are with the “Hal Roesch” group to get the special rate)

We have the dates of the event plus more both before and after for the same price. Make sure you book accordingly.

The Department of Virginia has used this hotel for several years for our conventions and conferences. With beautiful views of the harbor, U.S. Navy warships, and historical and vibrant surroundings, this is the ideal location for a homecoming! The hotel is newly renovated with all rooms ready to welcome you in comfort and style. A modern, sleek approach to the well-known “Virginia Hospitality” awaits your arrival!

Rooms are \$135, plus tax, per night. Parking is \$10 per day. The rooms include complimentary Wi-Fi, a pool and exercise room, and the rate is good for three days before and three days after the event for those who want to stay longer. In addition to the hospitality provided by the Department of Virginia, a full restaurant and bar are available in the hotel.

**DEADLINE FOR HOTEL RESERVATIONS IS June 7, 2021
USE NORFOLK INTERNATIONAL AIRPORT FOR ALL FLIGHTS**

Homecoming Agenda

Thursday, July 8th

11am-6pm: Registration

3pm: Hospitality room opens (open bar)

Friday, July 9th

645am: Golf tournament departs from the hotel

10am-5pm: Registration

Tour groups depart

12pm: USS Wisconsin and Nauticus Museum

12pm: Tour of the General of the Army Douglas MacArthur Memorial Museum

12pm-3pm: Hospitality room open (open bar)

630pm: Reception with a "Tailgate Party" theme. Guests are encouraged to wear the jersey of their favorite sports team (casual otherwise).

Hospitality continues until late (open bar).

Saturday, July 10th

11am-4pm: Registration

Tour groups depart

915am: 2-hour narrated Naval Base cruise (on a pleasure boat, 100-person max)

11am: Shopping at Norfolk Premium Outlets

12pm-3pm: Hospitality room open (open bar)

630pm: Dinner with guests encouraged to wear Hal's homecoming shirt (casual otherwise).

Hospitality and entertainment continue until late (open bar).

Sunday, July 11th

All Day: Guests depart

Event Descriptions

ALL EVENTS INCLUDE ROUND-TRIP TRANSPORTATION

Thursday

“The Local Nightlife”: Our hotel is conveniently located near a pedestrian-only ferry (literally, beside the hotel) that takes you to the Norfolk side of the water where bars, restaurants, and entertainment goes late into the night. Maybe you catch an Uber into the historical Ghent neighborhood of Norfolk, just a few miles away, and enjoy amazing food. Within walking distance of the hotel is Portsmouth’s Old Towne district with local establishments, history, and easy to navigate streets. As you fly in and unpack, an easy night or a fun filled night are all at your disposal!

Friday

USS Wisconsin and Nauticus Museum: 12pm departure for approx. 3 hours at a cost of \$5 for transportation plus whatever admission fee you select (average of \$16). Visit the “Big Whiskey” and the museum dedicated to the rich history of Hampton Roads and the U.S. Navy. Our region is forever tied to the Navy and we are proud to showcase that inside a massive museum. Situated with the battleship tied to the pier connected to the museum, it is a “one-stop shop” for all of the Navy history, pride, and fun you could ever imagine! While some parts of the battleship are not handicap friendly, parts of it are and the entire museum is.

Tour of the General of the Army Douglas MacArthur Memorial Museum: 12pm departure for approx. 3 hours at a cost of \$5 plus whatever other costs you incur (museum admission is free). Come and learn about General of the Army Douglas MacArthur and those wars he served in, including WWI, WWII, and Korea.

Saturday

2-hour narrated Naval Base cruise on a pleasure boat (100-person max): 915am departure from the hotel. \$30 per person. Set sail on the Victory Rover with a climate-controlled main cabin, large picture windows, and ample comfortable seating. More seating is available on the open-air bow and top deck. A large portion of our top deck has an awning to provide shade. In the main cabin are restrooms as well as a fully stocked ship store and bar with all your favorite refreshments and souvenirs

Shopping at Norfolk Premium Outlets: 11am departure for approx. 3 hours at a cost of \$5 for transportation plus whatever you spend at the mall. With nearly 70 stores, this is a chance for some deals!

Homecoming Registration Form

(Deadline June 7th, 2021)

REGISTRATION FEE: \$100 PER PERSON

Registration includes:

Welcome packet

Friday dinner and entertainment

Saturday dinner and entertainment

Hospitality all weekend

PLEASE PRINT LEGIBLY

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

ALL DOCUMENTS WITH "FORMS" IN THE TITLE SHOULD BE MAILED OR EMAILED:

**VFW Department of Virginia
ATTN: HAL'S HOMECOMING
403 Lee-Jackson HWY Staunton, VA 24401
adj@vfwva.org
Call for payments: 540-886-8112**

Airport Transportation Form

USE NORFOLK INTERNATIONAL AIRPORT FOR ALL FLIGHTS

Name(s): _____

State/Department: _____

Cell phone number: _____

Number of passengers: _____

Arrival Date: _____ Airline: _____ Arrival time: _____

Departure Date: _____ Airline: _____ Departure time: _____

Transportation will be available using this form for the period of July 8-11. We are unable to handle travel outside of those dates.

DUE TO THE EXPECTED NUMBER OF FLIGHTS, THIS FORM MUST BE RETURNED TO ENSURE TRANSPORTATION.

ALL DOCUMENTS WITH "FORMS" IN THE TITLE SHOULD BE MAILED OR EMAILED:

**VFW Department of Virginia
ATTN: HAL'S HOMECOMING
403 Lee-Jackson HWY Staunton, VA 24401
adj@vfwva.org
Call for payments: 540-886-8112**

Homecoming Payment Form

(NOT INCLUDING FEES AND COSTS AT THE EVENT WHICH YOU PAY SEPARATELY)

Name of those attending: _____ State: _____

Homecoming Registration Fee: Number of people _____ x\$100 per person = _____

USS Wisconsin & Nauticus Museum: Number of people _____ x\$5 per person = _____

MacArthur Memorial Museum: Number of people _____ x\$5 per person = _____

Shopping at Norfolk Premium Outlets: Number of people _____ x\$5 per person = _____

Naval Base cruise on a pleasure boat: Number of people _____ x\$30 per person = _____

HOMECOMING SHIRTS \$35

(WOMEN SHOULD GET ONE SIZE LARGER THAN NORMAL DUE TO DESIGN OF THE SHIRT)

POSTAGE FOR SHIRTS \$9 REGARDLESS OF ADDRESS

GENDER		SIZE	QUANTITY	COST	SHIP?	COST W/ POSTAGE	TOTAL DUE
M	F	S			Y N		
M	F	M			Y N		
M	F	L			Y N		
M	F	XL			Y N		
M	F	2XL			Y N		
M	F	3XL			Y N		

Are you picking up this shirt at homecoming? _____

If you want it mailed, what is the address? _____

Make all checks payable to VFW Virginia c/o "Hal's Homecoming"

ALL DOCUMENTS WITH "FORMS" IN THE TITLE SHOULD BE MAILED OR EMAILED:

VFW Department of Virginia
ATTN: HAL'S HOMECOMING
403 Lee-Jackson HWY Staunton, VA 24401
adj@vfwva.org
Call for payments: 540-886-8112

Hal's "Battle of the Fairway" Golf Tournament
Where the Shankopotamus runs wild!



Friday, July 9th 8am

Captain's Choice, shotgun start, with teams of 4 (make your own team or get partnered)

\$50 per person gets 18 holes, cart, and lunch

Suffolk Golf Course Suffolk, VA

Name: _____

Address: _____

Phone: _____

Email: _____

Names of your partners (if known): _____

Deadline for registration is June 7th, 2021

Checks payable to "VFW Department of Virginia" earmarked "Golf Tournament"

Mail check and form to 403 Lee Jackson HWY Staunton, VA 24401

**Transportation to/from the course will be provided from the Renaissance Portsmouth-
Norfolk Waterfront Hotel and will leave at 645am**

adj@vfwva.org

Call for payment 540-886-8112

Hal's "Battle of the Fairway" Golf Tournament
Where the Shankopotamus runs wild!



Support Hal's Homecoming by sponsoring a hole!

Make checks payable to "VFW Department of Virginia" and earmark "Hole Sponsor"
All holes available and only \$75 per sign
Payment due by June 7th, 2021

Person/Post/District/State sponsoring the hole: _____

Address: _____

Phone: _____

Mail this form and payment to 403 Lee Jackson HWY Staunton, VA 24401
adj@vfwva.org
Call for payments: 540-886-8112



**VFW 122nd National Convention
Baltimore, Maryland
Baltimore Convention Center
July 31-August 5, 2021**

TENTATIVE

All meetings are held in the convention center unless otherwise noted.

Meetings/times for various functions are subject to change.

Meeting rooms will be posted closer to conference dates and are subject to change

Friday, July 30, 2021

8:00 a.m. – 5:00 p.m.

Remote registration – VFW/Auxiliary – Hilton and Hyatt Regency

Note: If pre-registered, you can pick-up your badge at either hotel, if not you will need to come to registration on Saturday at the convention center.

Saturday, July 31, 2021

8:00 a.m.-4:00 p.m.

VFW Health Fair

8:00 a.m.-4:00 p.m.

VFW/Registration/Exhibits

8:00 a.m.-9:30 a.m.

National Veterans Service Advisory Committee

9:00 a.m.

Vander Clute Memorial Motorcycle Ride

10:00 a.m. – 12Noon

Budget and Finance Committee

1:30 p.m.-3:30 pm.

National Council of Administration Meeting

4:00 p.m.-6:00 p.m.

Conference Meetings

6:00 p.m.

Catholic Mass

6:00 p.m.

Protestant Service

6:00 p.m.

NVS Resolutions Sub-Committee Chairmen & Vice Chairmen

Sunday, August 1, 2021

7:00 a.m.

Gold Star Families Reception

7:00 a.m.

Catholic Mass

8:00 a.m.-4:00 p.m.

VFW Health Fair

8:00 a.m.-4:00 p.m.

VFW Registration/Exhibits

8:30 a.m.

Joint Memorial Service

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
www.vfw.org

10:00 a.m.-12Noon	VFW Riders National Advisory Committee
10:00 a.m.-Noon	Membership Seminar
10:00 a.m.- 11:00 a.m.	Veterans and Military Support Committee Meeting
12:30 p.m. – 1:30 p.m.	First Time Attendees Welcome Orientation <i>(Meet & Greet First -time Convention attendees)</i>
11:00 a.m. – Noon	VFW Veterans Service Update
11:00 a.m. – Noon	Update on VFW Legislative Priority Goals
1:00 p.m. – 4:00 p.m.	VFW Programs Workshop 1-2 All American Dashboard Training 2-3 Programs Overview 3-4 All American Dashboard Training

Sunday, August 1, 2021

Committee Meetings:

1:45 p.m.	Resolutions Committees
2:00 p.m.	National By-Laws, Manual of Procedure and Ritual

Resolutions Committees:

2:00 p.m.	Finance and Internal Organization (200 series)
2:00 p.m.	General Resolutions (300 Series)
2:00 p.m.	National Security and Foreign Affairs (400 series) VFW POW/MIA Sub-committee
2:00 p.m.	National Veterans Service Resolutions (600 series) Sub-committee I – Health Sub-committee II-Benefits Sub-committee III–Economic Opportunities/Other
3:30 p.m.	Membership Seminar – Post Development
7:00 p.m.	Concert

Monday, August 2, 2021

8:00 a.m.-4:00 p.m.	VFW Health Fair
8:00 a.m.-4:00 p.m.	VFW Registration/Exhibits
8:00 a.m.-12:00 p.m.	Joint Opening Session
1:00 p. m.-1:30 p.m.	National Outstanding Community Service Post Luncheon
1:00 p. m.	The Future of TRICARE and Military Health

Tuesday, August 3, 2021

8:00 a.m.- 3:00 p.m.	VFW Health Fair
8:00 a.m.- 3:00 p.m.	VFW Registration/Exhibits
8:00 a.m.-11:30 a.m.	VFW Business Session
1:00 p. m.-2:30 p.m.	2021-2022 Incoming CIC (<i>Dept. Cmdrs.</i>) Luncheon <i>By Invitation</i>
1:00 p.m. -2:30 p.m.	2021-2022 Department Senior Vice Commander/Senior Vice President Lunch <i>By Invitation</i>
1:00 p.m. -2:30 p.m.	2021-2022 Department Junior Vice Commander/Junior Vice President Lunch <i>By Invitation</i>
1:00 p.m.-3:00 p.m.	Update on Federal Benefits and Services for Veterans
1:00 p.m.-3:00 p.m.	Chaplains Workshop
1:00 p. m - 3:00 p.m.	Grants and Fundraising for Posts
1:00 p. m. – 2:00 p.m.	Parliamentary Procedure 101
1:00 p. m - 2:00 p.m.	OMS Q&A
1:30 p.m. – 2:30 p.m.	Parliamentary Procedure 101
6:00 p.m.	Patriotic Celebration

Wednesday, August 4, 2021

8:00 a.m.	VFW Business Session
8:00 a.m.-12Noon	VFW Health Fair
8:00 a.m.-12Noon	VFW Registration/Exhibits
1:00 p.m.-2:00 p.m.	All-American Commanders Lunch <i>Ticketed Event</i>
1:00 p.m.-2:00 p.m.	VFW National Home for Children

Thursday, August 5, 2021

8a	Nomination/Election/Installation of National Officers National Council of Administration (<i>immediately following installation</i>)
4:00 p.m.-6:00 p.m.	Commander-in-Chief's and National President's Reception (<i>Ticketed Event</i>) – Baltimore Convention Center

Updated: 2/19/2021 11:57 AM

**VETERANS OF FOREIGN WARS DEPARTMENT OF VIRGINIA
AMERICANISM
RECORD BOOK GUIDELINES
Post Americanism Record Book Program**

There will be a Post somewhere that will be recognized for their efforts in Americanism.

How will this recognition be earned? By participating in the Americanism Program and by being the “Outstanding” Americanism Post in the Department. From the entries received the Post selected number one will receive a trophy at Department Convention. The Post placing second through ten will receive a Department Citation.

The rules governing this completion are relatively simple.

1. To qualify a winner at the Department level, the Post must be selected by the Department’s Awards Committee.
2. The entry must include the name and address of the person to whom the entry is to be returned.
3. Selection by the Department shall be based on Americanism projects performed during May 1, 2020 - April 30, 2021.
4. For the Post to qualify as an entrant, it must be reported in Americanism for the current year.
5. In order for the judges to have something on which to base their decision, some form of substantiating data (newspaper clippings, photographs, correspondence, etc.,) must accompany each entry. All substantiating data should be organized into a record book format.

You should record the following programs and any other Americanism Projects completed in your entry.

Independence Day

Parades

Loyalty Day

Legislative Program

Buddy Poppy Education Program

Flag Presentation

Voice of Democracy

POW/MIA Program

Veterans Day

Memorial Day Services

Other Patriotic Holidays

Citizenship Education Programs

Flag Day

Post and District Americanism Chairmen have to begin their program early because the Department entry must be received at Department Headquarters no later than May 8, 2021.

For further information contact your Department Chairman.

Commanders Club Luncheon

ATTENTION: ALL PAST AND PRESENT COMMANDERS

You are invited to attend the Annual Commanders Club Luncheon to be held on Friday, June 4, 2021 at the Portsmouth Renaissance Hotel from 11:30 am to 2:00 pm.

COST: \$45.00 (*includes tax & gratuity*)

MENU:

- Mixed Greens Salad with Assorted Dressings
- Prime Rib of Beef au Jus with Horseradish Sauce
- Red Bliss Whipped Potatoes
- Green Beans
- Oven Fresh Rolls with Butter
- Chef's Choice Dessert
- Iced Teas and Ice Water

Beer, Spirits and Mixers Provided by the Commanders Club

MAKE CHECK PAYABLE TO: Department of Virginia Commanders Club

MAIL CHECK TO: Mark Maggio
Commanders Club Treasurer
6481 Revere Street
Williamsburg, VA 23188

DEADLINE: ***PRE-REGISTRATION FOR MEAL IS REQUIRED.***
PAYMENT MUST BE RECEIVED BY May 21, 2021 NO EXCEPTIONS.
NO MEALS WILL BE AVAILABLE UNLESS PRE-REGISTERED.

NOTES: ALL Past and Present Post, District and Department Commanders are encouraged to join the Commanders Club. Life Membership is \$30.00. You must be a member to attend the Commanders Club Luncheon. This year's meal is only \$45.00. We are calling on all Commanders Club Members to attend the luncheon as well as encouraging all current and/or Past Commanders to join the Commanders Club and join us. Those joining the Commanders Club would pay \$75.00 for Life Membership and the luncheon.

Harold (Butch) Schupska, President
Department of VA Commanders Club

Mark Maggio, Treasurer
Department of Virginia Commanders Club

PLEASE SEND THE FORM BELOW ALONG WITH YOUR CHECK TO ASSURE ACCURACY.

Post No. _____

Amount Enclosed _____

Name of each person attending luncheon *(please print clearly)*

NAME

POST NUMBER

Life Member Dues for:

OUTSTANDING COMMUNITY SERVICE POST

RECORD BOOK ENTRY FORM

1. This form must be filled in and attached to the inside cover of the Community Activities Record Book that your Post enters in the Department Community Activities Record Book Contest.
2. This form must be signed by the Post Commander.
3. After judging the Record Book, books can be picked at State Headquarters. Any Record Books left will be taken to the State Convention where it must be picked up. **No** Record Books will be brought back from the State Convention.

CATEGORIES FOR RECORDING PROJECTS

The Community Activities Program is divided into seven general categories:

- | | |
|---|---------------------------------|
| 1. Community Involvement | 4. School and Church Assistance |
| 2. Cooperation with other organizations | 5. Safety |
| 3. Aide to others | 6. Americanism |
| | 7. Youth and Voice of Democracy |

Post No. _____ City _____ State _____

Total Projects Since 5/1/20 Total Hours (Volunteered)

Total Funds Used/Donated

Total Post Members as of 4/1/21

Total Auxiliary Members as of 4/1/21

City Population

COMMUNITY ACTIVITIES CHAIRMEN

Post _____ Auxiliary _____
(Name of Chairman) (Name of Chairman)

JUDGES, NOTE THE FOLLOWING LEADING PROJECTS

Page _____, _____

Page _____, _____

Page _____, _____

Page _____, _____

Books must be picked up at State Convention

Signature - Post Commander _____

Post Commander's Name (Print) _____

COMMUNITY ACTIVITIES RECORD BOOK GUIDELINES

1. Record books should contain community service projects that are completed during the period May 1, through April 30.
2. FASTENER and COVER: If books have metal posts, steel is preferable to brass or aluminum. If covers have decals, place self-adhesive clear plastic over the decals so they will not be damaged during shipping and handling. Please use superior quality page dividers and index tabbing; the extensive handling that the record books experience must be considered.
3. CLIPPINGS AND PHOTOGRAPHS: Show dates and captions. Include supporting information.
4. ACCOUNTING OF EXPENSES: In a brief statement show how money was spent for each category (one or two pages at the most for each category).
5. ARRANGEMENT OF BOOK: Enter each project by category. (Chronological or month by month listing makes your entry more difficult for the judges to evaluate.)
6. ENTRY FORM: Complete and fasten inside front cover of volume one.
7. MAIL OR SHIP RECORD BOOK ENTRY FOR THE DEPARTMENT CONTEST to your Department Headquarters or the address they designate.
8. Avoid non-community service related items in your record book entry. Pictures of Post Officers, installation of officers, meeting, etc., will not be credited.

(This material should be assembled in a separate section and kept by the Post until the record book is returned after the competition, then it can be added to the record book for permanent reference).

PREPARING A RECORD BOOK

Posts and Auxiliaries carry on many projects which are of public service. The best way to tell the story of your Post and Auxiliary's work in the community is through a Community Activity record book that contains evidence of the many projects and programs your Post and Auxiliary perform.

The contents of your record book should be arranged and in such detail that it tells the story of each project, clearly and completely, to those who may read and judge it.

Posts and Auxiliaries should combine their community activity programs into one book or one set of books the Post and its Auxiliary are judged as a unit.

When making up a record book it is advisable to group your projects and programs into one of the seven categories. If a project qualifies for more than one category, select and list it under one category. It will be given credit, regardless of whether it is listed under the proper category.

For example:

Lite-a-Bike could be listed under categories five or seven.

Do not duplicate your efforts by placing them in each of the categories.

Remember, when compiling your community service record book you are telling a story of your work to judges who generally are not familiar with your efforts or community. The easier it is for the judges to read the facts, the easier it is for them to evaluate your work.

Some Community Activity record book entries have an additional index for each category which lists the subgroups within the categories. Some entries have an index only in the front of volume one.

Remember, also if you enter your record book in other competitions, the judges will be less likely to know about the VFW Community Activities Program. Just like composing a good letter, let your record book present the story so there will be no misunderstanding.

RULES FOR CONTEST
GEORGE C. DALBY PERPETUAL TROPHY
VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

- 1. Post Commanders and District Commanders are excluded from this award because other awards have been set up for them.**
- 2. Contest will run from Convention to Convention - the award to be made at the Annual Department Convention and based on:**
 - A. Number of dues collected;**
 - B. Hospital Visits - (visits to Comrades in hospitals and in homes);**
 - C. Community Activities: Number of projects participated in and what part the contestant performed;**
 - D. Youth Activities: Number of projects in which the contestant participated in and what she/he did;**
 - E. What part the contestant took in Buddy Poppy sales;**
 - F. How much time was lost from work in each project;**
 - G. How much money contestant spent in attending meetings out of her/his area in which she/he was not reimbursed; and**
 - H. Approximately the time, money, and miles traveled in performing tasks beyond the call of duty.**
- 3. Nominee from each Post to be submitted to the District Commander, who will appoint a committee of at least three members to select the winner in her/his District. Each District Commander will be responsible for forwarding the application of the winner in her/his District to Department Headquarters.**

****ENTRIES MUST BE AT STATE HEADQUARTERS BY MAY 8, 2021 by 4:00 PM.**

GEORGE C. DALBY PERPETUAL TROPHY
NOMINATION BLANK
VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

Name of Comrade (Post Commanders and District Commanders excluded):

Post Number: _____ Address: _____

A. Number of dues collected: _____

B. Hospital Visits (visits to Comrades in hospitals and in homes):

C. Community Activities (number of projects participated in what part the contestant performed):

D. Youth Activities (number of projects in which the contestant participated and what she/he did):

E. What part the contestant took in the Buddy Poppy Sales: _____

F. How much time missed from work in each project: _____

G. How much money contestant spent in attending meetings out of her/his area in which she/he was not reimbursed:

H. Approximately the time, money, and miles traveled in performing tasked beyond the call of duty: _____

REMARKS:

**GEORGE E. McCracken HONOR GUARD/COLOR GUARD PLAQUE
ENTRY FORM**

George E. McCracken served for over 30 years as the State Honor Guard Captain and knows of the many hours, out-of-pocket funds given by these truly special groups, who serve with pride, dignity, and honor throughout the state, representing their Posts and the Veterans of Foreign Wars.

This contest runs from July 1 to the following May.

To enter, a Post must submit a complete detailed report of the participation and activities of their Post Honor/Color Guard, including the following:

Post Number: _____ **Post Name:** _____

Number of Parades:

Number of Funerals:

Number of Flag Raising Ceremonies:

Number of Members Participating:

Other Activities:

**This report must be submitted to STATE HEADQUARTERS by 4:00 p.m.,
May 8, 2021 for the STATE AWARD JUDGING.**

State Commander Shirt Order Form

Deadline is May 1, 2021



State Commander Shirt \$35

Postage for Shirts \$9

Size	Quantity	Ship	Cost with Postage	Total Due
S		Y N		
M		Y N		
L		Y N		
XL		Y N		
2 XL		Y N		
3 XL		Y N		
4 XL		Y N		
5 XL		Y N		

Are you picking up this shirt at the State Convention? _____

If you want it mailed, what is the address? _____

Make all checks payable to Department of Virginia, VFW

Department of Virginia, VFW
403 Lee Jackson Highway, Staunton, VA 24401
adj@vfwva.org
Call for payments: 540-886-8112