

ATTENTION

- 1) The State Convention will be held June 27th at VFW Post 9808 in Mechanicsville, Virginia. This has been approved by the State Council of Administration and the agenda is included in these General Orders.
- 2) The deadline for All-State awards is Friday, May 8th. All memberships needing to be processed can also be called into State HQs by phone for processing.
- 3) Changes to the All-State plan are as follows:

POST ALL-STATE TEAM AWARDS

1. All-State Post Commanders and Quartermasters who have met all the criteria by May 8, 2020 will receive an award of \$300 for the Post, a citation, an All-State pin, and for first time recipients, an All-State cap. Those who have received an All-State cap in 2019 will receive a custom All-State pin in lieu of a cap. Those who achieve all the criteria and membership by June 30, 2020 will receive all the above except the \$300 award for the Post. Awards will be presented at the first District meeting after the Convention.
2. From the All-State Team, the Post with the highest points in the All-State judging on May 9, 2020 will be designated as the Outstanding Post of the Year 2019-20. The Commander and Quartermaster of this Post will be the Captains of the All-State Team.
3. The Awards and Citation Committee will break all ties and their decision will be considered the recommendation to the State Commander.
4. The State Commander shall make the final decision for all recommendations of awards and the decision shall be final.

DISTRICT ALL-STATE DISTRICT AWARDS

1. All-State District Commanders who have met all the other criteria except membership by May 8 and then membership by June 30, 2020 will receive an All-State District Commander's cap and an All-State pin at their next District meeting.
2. All-State District Commanders will receive a VFW jacket if **all Posts** within their District are 100% or more in membership by June 30, 2020.

VETERANS OF FOREIGN WARS



DEPARTMENT OF VIRGINIA

NUMBER 11

403 Lee Jackson Highway
(540) 886-8112

"Communicate for Success"

FAX: 866-416-0586
Website: www.vfwva.org
Email: statehq@vfwva.org

May 1, 2020

Staunton, Virginia 24401
In Virginia 800-888-3521

GUIDE TO THE GO:

Articles are listed by number not by pages:

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1. COMMANDER'S MESSAGE:

With the Coronavirus shutting down our activities we are still faced with the challenge of keeping our organization vibrant. Our recruiting efforts have been stymied with the cancellation of gun shows, fairs and other community activities. I expect that our Buddy Poppy drives will also be greatly reduced if not eliminated. That is the bad news. On the positive side we can continue to contact our members to see how they are getting along during this challenging time. You would be surprised how many times I have heard positive things from our members about receiving that phone call. It's less formal and touches everyone on a personal level.

We can also continue to contact our unpaid members and ask them to renew. However, don't open the conversation with a sales pitch. Instead, ask them how they are doing and engage them in conversation. You can then approach the renewal question. If they are in financial peril you may be able to use Post relief funds to secure their renewal. That is a Post decision that your Post Commander and Quartermaster would be best able to confirm.

Your Post Quartermaster has access to the Post database at National and can download the membership lists. The data can be sorted as needed and the list divvied up between those volunteering to make calls. The Department can also assist with obtaining the membership data. We are only a phone call away. Please continue your efforts to make 100% membership.

We have cancelled the State Convention in Portsmouth and rescheduled it for June 27 at Post 9808 in Mechanicsville. This will be a one-day convention dedicated solely to business. The agenda is included in these General Orders. We ask that all committee chairs submit written reports as you will not be required to attend in person. Subsequently, there will only be reimbursement of expenses for those whose presence is required.

National has cancelled the Reno Convention. You should cancel any travel reservations you may have made and obtain a refund.

Regarding the National officers in the absence of a National Convention: “... *the National Council of Administration shall determine that the 2019 – 2020 terms of all officers have ended thereby vacating those offices. Those positions which have a successor are filled pursuant to the Bylaws, and all other elected vacancies are filled by the National Council of Administration.*”

I can assure you that the National Bylaws Study Group is going to be very busy in the coming year to add language to handle any future disruption to the way we do business. I expect there will be extensive revisions to accommodate electronic meetings. We have observed that across the entire VFW there has been an increased attendance at electronic meetings versus what we see in person.

In closing, we hope to get back to normal soon, so in the meantime stay safe and healthy.

Rick Raskin
State Commander

2. DISTRICT MEETINGS:

| | | | |
|-----------------|---|------------------|--|
| 1 st | Date: 5/16/20 Meeting: 11:00 AM Location: Phone conference Rep: JVC Butch Schupska | 6 th | Date: 6/14/20 Meeting: 2:00 PM Location: Post 1264 Roanoke 4930 Grandview Ave NW (Hosted by Post 776 Radford) Rep: State Adj/Qm Ken Wiseman |
| 2 nd | Date: 6/20//20 Lunch: Noon Location: Post 4809 Norfolk 5728 Bartee Street Rep: State Adj/QM Ken Wiseman | 7 th | Date: 5/16/20 Lunch: 11:30 AM Meeting: 1:00 PM Location: Phone conference or Post 2447 Rep: Surgeon Geoff Lyster |
| 3 rd | Date: 6/13/20 Meeting: 10:00 AM Location: Post 9808 Mechanicsville 7168 Flag Lane Rep: Nat'l Councilman Tom Gimble | 8 th | Date: 9/19/20 SOI: 9:00 AM Meeting: To follow SOI Location: Post 2524 Culpeper 12210 Sperryville Pike Rep: |
| 4 th | Date: 6/13/20 Meeting: 1:00 PM Location: Post 7166 South Hill 1472 N Mecklenburg Avenue Rep: Chief-of-Staff Tom Hines | 9 th | Date: 5/16/20 Lunch: 12 Noon Location: Phone conference Rep: State Commander Rick Raskin |
| 5 th | Date: 6/20/20 Meeting: 10:00 AM Location: Post 4637 Martinsville 2327 Old Chatham Road Rep: Judge Advocate Eddie Reasor | 10 th | Date: 6/14/20 Meeting: 1:00 PM Location: Post 1503 Dale City 14631 Minnieville Road Rep: Nat'l Councilman Tom Gimble |

11th Date: 6/13/20
Meeting: 10:00 AM
Location: Post 8644 Bridgewater
118 Dry River Road
Rep: State Adj/Qm Ken Wiseman

12th Date: 6/13/20
Registration: 10:00 AM
Meeting: 11:00 AM
Location: Post 9830 Damascus
23489 Mountain City Road
Rep: Judge Advocate Eddie Reasor

13th Date: 6/13/20
Meeting: 12:00 Noon
Location: Post 8947 Mineral
201 Mineral Avenue
Rep: Sr. Vice CDR Eric Mallett

3. ACTIVE MEMBERSHIP:

The National By-Laws provide for only one type of membership: active membership. There are no provisions in the National By-Laws, 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 By-Laws or procedures

4. AUDITS:

Attention of Post Commanders is directed to Section 218(a)(11) of the National Manual of Procedure, Officers: Duties and Obligations. Trustees Report of Audit must be prepared in detail within thirty (30) days from the end of each quarter, one of which ended March 31 and is **NOW PAST DUE**.

5. AWARDS:

Awards and All-State judging information were in last month's General Orders, along with the various entry forms.

Due to the cancellation of the State Convention all awards will be given out at the first District Meeting after the Convention.

6. CANDIDATE FOR THE OFFICE OF STATE QUARTERMASTER:

I, Ed Mann, do hereby announce my candidacy for State Quartermaster for the 2020-2021 year.

7. COMMANDER-IN-CHIEF HAL ROESCH'S HOMECOMING:

Volunteers are needed to support the Homecoming of our own Hal Roesch, who will be Commander-in-Chief next year. People are needed for various committees including drivers, decorations, and various other activities. Contact Eric Mallett at sviceddr@vfwva.org if you would like to help. The Homecoming packet was enclosed in last month's General Orders.

8. DELEGATE FEES:

In accordance with the National By-Laws Section 222 (C), each Post will pay in accordance with Department By-Laws a delegate registration fee for each delegate to which the Post shall be entitled.

Therefore, you must submit your delegates list to the Department in accordance with Section 222 of the Manual of Procedure (B) along with a check in the amount of \$3.00 for every delegate your Post is entitled to as of membership status of March 31st. all delegate list and monies should be sent to Department Headquarters by June 1, 2020. Failure to do so will put your Post in arrears to the Department and Post will have no voting strength at the State Convention.

The Delegate sheet was the front page of the March and April General Orders.

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. DUTIES OF TRUSTEES:

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

11. E-MAIL ACCOUNT ACCESS:

All email accounts were reset so the new Officers could take control of their emails as of **June 17th**. 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 **VFW#2019** 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

12. 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.

13. HALF-STAFF US FLAG:

The U.S. Flag should be at half-staff on Memorial Day, the last Monday in May (federal holiday - half-staff until noon).

14. IMPORTANT DATES:

| | |
|--------------------|---|
| June 27, 2020 | State Convention, VFW Post 9808 Mechanicsville; 7168 Flag Lane, Mechanicsville, Virginia (This will be a day event) |
| August 27-30, 2020 | National Commander-in-Chief Hal Roesch's Homecoming, Portsmouth, Virginia |
| Oct 29-Nov 1, 2020 | Southern Conference, Asheville, North Carolina |
| January 7-10, 2021 | 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 7, 2020. |
| February 5-7, 2021 | State Commander/State President/MOCA Homecoming, Virginia Beach, VA |

15. IRS FORM 8822-B:

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

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

16. LIFE MEMBERSHIP PAY-OUT:

CBIZ Cottonwood, a professional actuarial firm, recently completed an evaluation of the Life Membership Fund. Based on this evaluation, the Life Membership Board of Trustees, with the concurrence of the National Council of Administration, pursuant to Section 111 of the VFW Bylaws, has determined that for the 2021 membership year, the Life Membership Fund will pay out **\$3.50** for each **Plan A, B and C** life member, **\$3.84** for each **Plan D** life member and **\$7.94** for each **Plan E** life member to their Post, Department and to National Headquarters. Payment will be made in Sept. 2020 for all life members recorded as of Aug. 31, 2020.

In addition, **\$7.94 will be paid in Jan. 2021** for each life member processed from Sept. through Dec. 2020 (Plan E) to their Post, Department and to National Headquarters.

17. MEMBERSHIP:

Greetings Comrades,

The current medical conditions we are experiencing the last couple months are surely hindering our recruiting efforts. Hopefully you are staying at home as the guidelines recommend so that you are safe. Since you are at home, it is a good time to make some phone calls to the expired or soon to expire members of your Posts. There are 23,925 Life Members in Virginia so when you are talking with the expired members, be sure to suggest Life Membership. The Department currently stands at 30,735 of 32,264. We had 178 reinstate last month with 1331 new members. We

currently stand at 95.26% so there is still time. We need 1,529 for 100%. In my experience, our numbers jump during May and June as we get close to the end of our year. Let's do our best to reach our goal again this year.

Yours in Comradeship,
Kathy Goodall

18. NATIONAL CONVENTION:

Please note the National Convention has been canceled. This decision was made by the National Council of Administration in light of the current pandemic. The National Council will vacate the positions of the National HQs normally needing an election to fill and they will conduct the election. Our own Hal Roesch will be selected as the next National Commander-in-Chief of the VFW in July through this process.

19. POST ELECTIONS:

Attention is directed to Section 217 of the National By-Laws and the Manual of Procedure covering the nomination, election and installation of Post Officers. Post election report forms were mailed to Post Quartermasters with instructions that they complete the form online through the Online Membership System (OMS) or mail it directly to National Headquarters immediately following the election of Post Officers, but not later than June 1st.

20. 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.

21. PROPOSED NATIONAL RESOLUTIONS AND BYLAWS:

Resolutions and bylaw changed related to the National HQs of the VFW will not be considered this year as we will not have a National Convention. Those related solely to the State HQs will be considered at the State Convention which will be held on June 27th, 2020 at VFW Post 9808.

22. SCHOLARSHIP THEMES:

The 2020–2021 themes have been chosen by Senior Vice Commander-in-Chief Harold J. “Hal” Roesch, II. The Voice of Democracy theme will be “**Is This the Country the Founders Envisioned?**” and the Patriot’s Pen theme will be “**What is Patriotism to Me?**”

23. SPECIAL ORDER NO. 193:

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

IT IS HEREBY ORDERED that the name of George R. Lange, Life Membership No. 6178404, be removed from the rolls of Chimney Rock Post No. 9660, Broadway, Virginia and their membership in the Veterans of Foreign Wars of the United States terminated by reason of ineligibility.

By order of
William "Doc" Schmitz
Commander-in-Chief

24. 2020-2021 HOMECOMING:

The 2020-2021 Homecoming will be held February 5 – 7, 2021 at the Holiday Inn & Suites North Beach, Virginia Beach, Virginia. To make reservations guests can call: 1-866-456-3446 and use the code "VFW" to receive the special group rate. Below is the booking link for your guests to make reservations online: [VFW Department of Virginia](#)

Official:



Ken Wiseman
State Adjutant

By Order of:



Rick Raskin
State Commander

98th ANNUAL CONVENTION
DEPARTMENT OF VIRGINIA
VETERANS OF FOREIGN WARS OF THE UNITED STATES
BATTLEFIELD VFW POST 9808
MECHANICSVILLE, VIRGINIA
JUNE 27, 2020

Eugene Chavis
Convention Chairman

Kathy Goodall
Convention Vice Chairman

Tentative Subject to Change

**Saturday,
June 27, 2020**

| | | |
|----------|----------|---|
| 7:30 AM | 9:45 AM | REGISTRATION, VFW |
| 8:00 AM | 9:00 AM | VIRGINIA VETERANS FOUNDATION BOARD MEETING |
| 9:15 AM | 10:00 AM | COUNCIL OF ADMINISTRATION MEETING (2019-2020 OFFICERS) |
| 10:15 AM | 11:30 PM | CONVENTION WITH ELECTION OF OFFICERS |
| 11:30 PM | 12:30 PM | LUNCH |
| 12:00 PM | 12:30 PM | COMMANDER'S CLUB MEETING |
| 12:45 PM | 2:00 PM | COUNCIL OF ADMINISTRATION MEETING/DISTRICT COMMANDER SOI (2020-2021 OFFICERS) |
| 2:15 PM | 3:00 PM | MILITARY ORDER OF THE COOTIE CONVENTION (MOC MEMBERS) |

Registration \$3.00 (All VFW members are required to register in advance as delegates from their Post)

Ed Mann

Candidate for the Office of State Quartermaster



Ed enlisted in the United States Navy through the Delayed Entry Program in June of 1978 as an Engineman. He served in A-gang aboard the USS John Rodgers for three years. He then served as a combatant craft crewman at Special Boat Unit 24 for 6 years culminating in being a Boat Captain on 65 ft. Patrol Boats.

He earned his eligibility serving on a 65 ft. patrol boat for the invasion of Grenada and off the coast of Beirut Lebanon earning the Armed Forces Expeditionary medal, the Navy Exp medal, Navy Unit Commendation ribbon, and the Combat Action ribbon.

After being honorably discharged in 1987, Ed started working at the Richmond International Airport Fire Department. He rose to the rank of Captain. He also served as a Shift Commander and the Department training officer. He retired in 2012.

Ed remains an active Adjunct Instructor for the Virginia Department of Fire Programs teaching Aircraft Rescue Firefighting.

Ed joined Post 9808 in 1986 as an annual member and maintains his Gold Legacy Life membership there today.

Ed has served on numerous committees at the Post, District, and Department levels. These include Audit, VOD Chairman, community activities, and membership committees.

He has served as an officer at Post and District levels that include: Post Service Officer, Post Jr Vice Commander, All State and All American Post Quartermaster, twice as an All State and All American Post Commander, National Aide De Camp, District Jr Vice Commander and District Sr Vice Commander.

Ed is a life member of the Black Creek Volunteer Fire Department.

He is Charter Member of the Military Order of the Cootie Pup Tent 13.

He serves as a Regional Manager and Newsletter editor of the Combatant Craft Crewman Association. Ed has been very active in his Post for 33 years.

Ed has been married to his wife, Eileen, for 20 years. They reside in Studley, Virginia.

The 2020-21 Post Election Report is to be completed by the outgoing Post Quartermaster during or immediately following the election meeting.

Information you will need to properly file your report:

- Elected Post officers membership information to include current contact information and membership number
- Post meeting information to include address, day and time. The day should be shown as "First Tuesday," "Third Wednesday," as appropriate. If a meeting is held more than once a month, show as "First and Third Monday," "Every Friday," as appropriate. Time should be shown as "11:00 am," "7:30 pm," as appropriate
- Post mailing address, Post email and website information
- Post Federal Employer Identification Number (EIN)
- Current Post dues amount
- Commander's named appointments for Adjutant and Service Officer (Judge Advocate and Surgeon if required by Post bylaws.)

ONLINE ELECTION REPORT

Online reporting is the preferred method of submitting the Post's 2020-21 Election Report. As Post Quartermaster, you will log into vfw.org accessing "My VFW." You will then click on the link "Online Membership System." You will find, in the left navigation pane "Election Report"; open the drop down and click "Post Election Report Filing." You are now ready to use the newly enhanced reporting procedure. Follow the step by step process, verify your summary, make any necessary corrections and submit. This is a 5-7 minute process for the average user.

Quartermasters who need assistance setting up their Online Membership System (OMS) account should review the "Quartermaster Guide to Member Dues Processing" training document located in "VFW Training and Support" under "Member & Officer Training, Forms & Templates." Additional technical support is available by calling VFW Member Service Center at 833.VFW.VETS (833.839.8387).

Department Adjutants and Quartermasters have access to OMS; therefore, have the ability to enter Post Election results for a Post. Please consider this resource if you do not have access to OMS.

In addition to the annual Election Report, this system will be utilized to make officer changes during the administrative year.

MAIL-IN OR FAXED ELECTION REPORT

Although a return, postage paid envelope has been included in this year's mailing, we ask that you make every attempt to use the online reporting method. **Do not mail or fax your report if you have utilized the online reporting method.** Your report can be submitted by mailing one copy to the Adjutant General or fax to 816.968.1120.

NOTIFICATION

Changes in Post Officers will also be acknowledged by email to the Post Quartermaster's and Department Headquarters email addresses.

Post Quartermasters will receive a "Post Record Acknowledgment" via USPS. This card is used to show the reported change of the Post Commander, Post Quartermaster and/or Post Dues Amount. Only return this card to correct erroneous information. Corrections can also be made by accessing the OMS.

National Headquarters will be providing Post and officer information to the Department Headquarters.

Questions regarding the Post Election Report can be answered by calling 816.756.3390 ext. 6299.



20__ - __ POST ELECTION REPORT

DATE OF ELECTION:

| | | | | | |
|--------|------------|------------|-----------|---|----|
| POST # | DISTRICT # | DEPARTMENT | POST NAME | POST DUES AMOUNT Includes National and Department Per Capita | \$ |
|--------|------------|------------|-----------|---|----|

| | | | | | |
|--|-------|----------|--|-------|----------|
| POST MEETING LOCATION (PHYSICAL ADDRESS) | | | POST MAILING ADDRESS | | |
| BUILDING NAME (IF NOT POST NAME) | | | STREET ADDRESS or PO BOX # | | |
| STREET ADDRESS | | | ADDRESS LINE 2 | | |
| CITY | STATE | ZIP CODE | CITY | STATE | ZIP CODE |
| POST EMAIL ADDRESS | | | POST MEETING DAY/TIME | | |
| POST WEBSITE | | | CHECK ALL THAT APPLY: | | |
| POST PHONE # | | | <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> NO POST HOME <input type="checkbox"/> CANTEEN/CLUBROOM <input type="checkbox"/> PROVIDE HALL RENTALS <input type="checkbox"/> PROVIDE MILITARY FUNERAL HONORS | | |
| FEDERAL EMPLOYER IDENTIFICATION # (EIN) | | | | | |

| | | | | | |
|------------------|---------------|--|----------------------------|-------|----------|
| COMMANDER | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|------------------------------|---------------|--|----------------------------|-------|----------|
| SENIOR VICE COMMANDER | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|------------------------------|---------------|--|----------------------------|-------|----------|
| JUNIOR VICE COMMANDER | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|----------------------|---------------|--|----------------------------|-------|----------|
| QUARTERMASTER | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|-----------------|---------------|--|----------------------------|-------|----------|
| CHAPLAIN | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|-----------------------|---------------|--|----------------------------|-------|----------|
| 1 YEAR TRUSTEE | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|-----------------------|---------------|--|----------------------------|-------|----------|
| 2 YEAR TRUSTEE | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|-----------------------|---------------|--|----------------------------|-------|----------|
| 3 YEAR TRUSTEE | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|-----------------------------|---------------|--|----------------------------|-------|----------|
| ADJUTANT (APPOINTED) | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|------------------------------------|---------------|--|----------------------------|-------|----------|
| SERVICE OFFICER (APPOINTED) | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|--|---------------|--|----------------------------|-------|----------|
| JUDGE ADVOCATE (IF REQUIRED BY POST BYLAWS) <input type="checkbox"/> ELECTED <input type="checkbox"/> APPOINTED | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

| | | | | | |
|---|---------------|--|----------------------------|-------|----------|
| SURGEON (IF REQUIRED BY POST BYLAWS) <input type="checkbox"/> ELECTED <input type="checkbox"/> APPOINTED | | | | | |
| MEMBERSHIP # | NAME | | STREET ADDRESS or PO BOX # | | |
| PHONE # | EMAIL ADDRESS | | CITY | STATE | ZIP CODE |

INSTRUCTIONS FOR PROPERLY SUBMITTING POST CONVENTION REGISTRATION, DELEGATES, ALTERNATES AND ATTENDEES

NATIONAL BYLAW - SECTION 222

Delegate strength shall be one for every thirty (30) members or fraction thereof in good standing. Delegates and alternates shall be elected in accordance with the Manual of Procedure.

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.

NATIONAL MANUAL OF PROCEDURE - SECTION 222

Delegates and alternates for the National Convention shall be elected at a regular meeting in April. Delegate strength will be based on members in good standing as of March 31.

ONLINE

Online submission is the preferred method of submitting the National Convention-Post & Delegate Registration Fee(s). As Post Quartermaster, you will log into vfw.org and access "My VFW." You will then click on the link "Online Membership System." You will find, in the left navigation pane "National Convention"; open the drop down and click "National Convention Registration" and enter desired membership information. This is a 3-6 minute process for the average user. **Please have the membership number available of all delegates, alternates and attendees you are registering.**

Only a Post or Department Quartermaster, utilizing this system, can register the Post's delegates online. Members accessing the National Convention website are registered as attendees only.

The Post registration fee of \$25 must be remitted *prior* to the convention; Post delegates will not be able to register their credentials unless this fee is paid.

EMAIL OR PHONE

Commanders, Quartermasters or Adjutants may report any changes to a delegate's status through the Member Service Center via email at msc@vfw.org or by calling 833.VFW.VETS (833.839.8387). **Please have the membership number available of all delegates, alternates and attendees you are registering.**

MAIL-IN OR FAX

Enclosed with this notification is an invoice in the amount of \$25. Quartermasters may fill out and return this invoice using the enclosed pre-addressed, postage paid envelope. This form must be signed by the Adjutant or Quartermaster. The Post registration fee of \$25 must be remitted *prior* to the convention; Post delegates will not be able to register their credentials unless this fee is paid. When using the enclosed form you are required to include the membership number, name and address of all delegates, alternates and attendees you are registering.

DEFINITIONS

- Delegate- Member (in good standing) of the Post elected to represent the Post in all business activity at the National Convention. Delegates elected under Section 222 of the National Bylaws and Manual of Procedure shall not be considered instructed and may exercise full authority in the duty performed.
- Alternate- Member (in good standing) of the Post elected to represent the Post in all business activity at the National Convention in the event the elected delegate cannot attend. Alternates not fulfilling the role as "delegate" are considered "attendees."
- Attendee- Any member in good standing may register for the National Convention. Registering for the National Convention is another way a member can show support for VFW programs. The \$10 registration fee entitles the member to a convention packet which may be picked up at the convention.

NOTIFICATION

Post Quartermasters will receive letter confirmation that the Post is registered.

Delegates, alternates and attendees will receive a confirmation letter. Included in this letter will be a request for emergency contact information. We are asking all to fill-out and bring this form with them to convention; this is voluntary, but recommended.

All notification will be sent USPS, 3-5 days after processing.

INVOICE

Due Upon Receipt



National Convention - Post & Delegate Registration

Section 222 of the National Bylaws states "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." Each Post is encouraged to register at least one (1) delegate and one (1) alternate for every thirty (30) members or fraction thereof. Delegates and alternates shall be elected in accordance with the Manual of Procedure. Delegates and alternates for the National Convention shall be elected at a regular meeting in April. Delegate strength will be based on members in good standing as of March 31.

Any member in good standing may register for the National Convention. Registering for the National Convention is another way a member can show support for VFW programs. The ten dollar (\$10) registration fee entitles the member to a convention packet which may be picked up at the convention.

Please type or print each member's information below and designate as delegate, alternate or attendee.

(Any change to a delegate's status shall be reported to the Member Service Center)

| Registration Type | Membership Number | Member Name | Member Address | Email | Amount |
|---|--|-------------|----------------|-------|---------|
| Post Registration Fee w/ Delegate | | | | | \$25.00 |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | CHOOSE ONLY ONE REGISTRATION TYPE PER LINE | | | | |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | | | | | |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | | | | | |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | | | | | |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | | | | | |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | | | | | |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | | | | | |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | | | | | |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | | | | | |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | | | | | |
| <input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee | | | | | |

Packets not picked up at the convention will not be mailed unless a request is received in writing within 60 days of the close of the convention.

Post Registration Fee with one (1) Delegate \$ 25.00
 Add \$10.00 each additional Delegate/Alternate/Attendee \$ _____
 TOTAL ENCLOSED \$ _____

Signature of Adjutant or Quartermaster: _____
 Post # _____

CHECK/MONEY ORDER VISA MASTER CARD DISCOVER AMERICAN EXPRESS

Card Number: _____
 Expiration Date: _____
 Card Holder's Name: _____

Mail completed form & payment to:
VFW Convention Registration
406 W. 34th Street
Kansas City, MO 64111