

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

AMERICANISM REPORT

(REPORTING YEAR - - MAY 1 TO APRIL 30)

POST/AUX NO. _____ DISTRICT NO. _____
REPORTING PERIOD: FROM _____ TO _____
DATE DATE

THE FOLLOWING AMERICANISM PROJECTS HAVE BEEN COMPLETED:

- _____ FLAG PRESENTATION
- _____ FLAG RAISING
- _____ COLOR GUARD
- _____ HONOR GUARD
- _____ DISTRIBUTED PATRIOTIC LITERATURE
- _____ PATRIOTIC ASSEMBLY
- _____ SCHOOL FLAG EDUCATION PROGRAM
- _____ COMMUNITY FLAG EDUCATION PROGRAM
- _____ LOYALTY DAY PROGRAM
- _____ MEMORIAL DAY PROGRAM
- _____ FLAG DAY PROGRAM
- _____ FLAG RETIREMENT CEREMONY
- _____ INDEPENDENCE DAY PROGRAM
- _____ POW/MIA PROGRAM
- _____ GET OUT THE VOTE
- _____ VETERANS DAY PROGRAM
- _____ PEARL HARBOR DAY PROGRAM
- _____ OTHER _____

PROGRAMS SUMMARY

- _____ **TOTAL NUMBER OF COMPLETED PROJECTS**
- _____ **TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS**
- _____ **TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS**
- _____ **TOTAL MILES DRIVEN TO COMPLETE PROJECTS**
- _____ **TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS**

(NOTE: INCLUDE MILEAGE CREDIT OF \$.14 PER MILE IN TOTAL MONIES)

PREPARED BY: _____
TITLE: _____
DATE: _____

SENT REPORT TO: Department of Virginia, VFW
403 Lee Jackson Highway
Staunton, VA 24401

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

YOUTH ACTIVITY REPORT
(REPORTING YEAR - - MAY 1 TO APRIL 30)

POST/AUX NO. _____ DISTRICT NO. _____
REPORTING PERIOD: FROM _____ TO _____
DATE DATE

THE FOLLOWING YOUTH ACTIVITY PROJECTS HAVE BEEN COMPLETED:

- ___ SPORTS/ATHLETICS
- ___ CONTEST
- ___ EDUCATIONAL INSTRUCTION
- ___ SCOUTING
- ___ RECOGNITION
- ___ OTHER _____

PROGRAMS SUMMARY

_____ **TOTAL NUMBER OF COMPLETED PROJECTS**
_____ **TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS**
_____ **TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS**
_____ **TOTAL MILES DRIVEN TO COMPLETE PROJECTS**
_____ **TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS**

(NOTE: INCLUDE MILEAGE CREDIT OF \$.14 PER MILE IN TOTAL MONIES)

PREPARED BY: _____
TITLE: _____
DATE: _____

SENT REPORT TO: Department of Virginia, VFW
403 Lee Jackson Highway
Staunton, VA 24401

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

SAFETY REPORT

(REPORTING YEAR - - MAY 1 TO APRIL 30)

POST/AUX NO. _____ DISTRICT NO. _____
REPORTING PERIOD: FROM _____ TO _____
DATE DATE

THE FOLLOWING SAFETY PROJECTS HAVE BEEN COMPLETED:

- PEDESTRIAN SAFETY
- DRUG AWARENESS
- RECREATIONAL SAFETY
- HIGHWAY SAFETY
- HOME SAFETY
- RECOGNITION
- HUNTER SAFETY
- FIRE SAFETY
- OTHER _____

PROGRAMS SUMMARY

- _____ TOTAL NUMBER OF COMPLETED PROJECTS
- _____ TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS
- _____ TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS
- _____ TOTAL MILES DRIVEN TO COMPLETE PROJECTS
- _____ TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS

(NOTE: INCLUDE MILEAGE CREDIT OF \$.14 PER MILE IN TOTAL MONIES)

PREPARED BY: _____
TITLE: _____
DATE: _____

SENT REPORT TO: Department of Virginia, VFW
403 Lee Jackson Highway
Staunton, VA 24401

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA

COMMUNITY ACTIVITY REPORT
(REPORTING YEAR - - MAY 1 TO APRIL 30)

POST/AUX NO. _____ DISTRICT NO. _____
REPORTING PERIOD: FROM _____ TO _____
DATE DATE

THE FOLLOWING ACTIVITY PROJECTS HAVE BEEN COMPLETED:

1. COMMUNITY INVOLVEMENT:

- _____ ORGANIZED BLOOD DRIVE
- _____ ASSISTED IN BLOOD DRIVE
- _____ ORGANIZED CPR CLASS
- _____ RECYCLING PROGRAM
- _____ NEIGHBORHOOD BEAUTIFICATION
- _____ HIGHWAY BEAUTIFICATION
- _____ OTHER _____

HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

2. COOPERATION WITH OTHER ORGANIZATIONS:

- _____ ORGANIZED FUND RAISING DRIVES (MARCH OF DIMES, ETC.)
- _____ ASSISTED IN FUND RAISING DRIVES (MARCH OF DIMES, ETC.)
- _____ U.S. SAVINGS BOND PROMOTION
- _____ OTHER _____

HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

3. AID TO OTHERS:

- _____ COMMUNITY HOSPITAL
- _____ NURSING HOME
- _____ VA MEDICAL CENTER
- _____ SENIOR CITIZENS
- _____ SPECIAL NEEDS INDIVIDUAL
- _____ PERSONAL OR FAMILY TRAGEDY/ILLNESS
- _____ OTHER _____

HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

4. SCHOOL AND CHURCH ASSISTANCE:

- _____ VOLUNTEER IN SCHOOL
- _____ VOLUNTEER IN CHURCH
- _____ SPEAKER PROGRAM IN SCHOOL
- _____ SPEAKER PROGRAM IN CHURCHES
- _____ OTHER _____

HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

5. VFW FUND RAISER:

____ BUDDY POPPY
____ OTHER _____

HOW MANY VOLUNTEERS _____ TOTAL HOURS _____ MILES _____ COST \$ _____

PROGRAMS SUMMARY

____ TOTAL NUMBER OF COMPLETED PROJECTS
____ TOTAL NUMBER OF VFW VOLUNTEERS INVOLVED IN PROJECTS
____ TOTAL NUMBER OF HOURS DONATED TO COMPLETE PROJECTS
____ TOTAL MILES DRIVEN TO COMPLETE PROJECTS
____ TOTAL AMOUNT OF MONIES USED TO COMPLETE PROJECTS

(NOTE: INCLUDE MILEAGE CREDIT OF \$.14 PER MILE IN TOTAL MONIES)

PREPARED BY: _____
TITLE: _____
DATE: _____

SENT REPORT TO: Department of Virginia, VFW
403 Lee Jackson Highway
Staunton, VA 24401

Instruction For Completion of Hospital Committee Report

The reporting chain is from the Post Hospital Chairman to the Department Hospital Committee Chairman. The Department Hospital Committee Chairman will submit two(2) combined reports to the National Hospital Committee, National Veterans Service, 200 Maryland Avenue,NE, Washington D.C. 20002

The first report will be in November and the second in May.

1. Enter the date of the actual event in the "Date" column.
2. A brief entry identifying the activity should be made in the "Description" column
3. The "Number of Individuals Participating In Each Visit" column is the total VFW members who actively served to support the activity.
4. "Total Hours" is the sum of the time devoted to the event (including travel to and from).
5. "Patients Benefited" is the total number of veterans (all veterans; not just members of your Post) served by the particular visit or activity.
6. The "Value of Services Or Donations" column requires an entry of the estimated dollar value of goods or services contributed in support of the activity. Including value of mileage (14 cent per mile) in the column.
7. A report should be submitted if you visited any of the following: VA Medical Center, VA Nursing Home, VA Domiciliary, State Care Center, State Hospital, State Nursing Home, Community Hospital, Community Nursing Home, Private Home or if you donated the use of medical equipment.
8. Questions about this form should be directed to the Department Hospital Committee Chairman or the Department Adjutant.
9. When the form is completed, it should be mailed to:

403 Lee Jackson Highway, Staunton, VA 24401

EXAMPLE:

Four (4) Post members travel to a VA Medical Center to visit with Patients. They each drive two (2) miles to meet at the Post and will drive two (2) miles to return home. They all ride in one (1) car to the center. It is 25 miles each way to the facility. It takes one (1) hour to drive each way. In route they purchase ten (10) newspapers at a cost of 50 cents each. While at the facility they pass out the newspaper and spend three (3) hours visiting 20 patients.

- 4 members drive 4 miles each: $4 \times 4 \text{ miles} = 16 \text{ miles}$.
- 1 trip of 25 miles each way: $2 \times 25 \text{ miles} = 50 \text{ miles}$.
- $16 \text{ miles} + 50 \text{ miles} = 66 \text{ miles}$ $\times 14 \text{ cents per mile} = \9.24 .
- 10 newspapers at 50 cents each: $10 \times 50 \text{ cents} = \5.00

each member donates a total of five (5) hours [1 hr to get there, 3hrs visiting & 1 hr to return]

4 members \times 5 hours each = 20 hrs.

| Date | Description | No. of VFW | Hours | Patients | Value |
|------|----------------------------|------------|-------|----------|---------|
| 8/17 | Visit to VA medical Center | 4 | 20 | 20 | \$14.24 |

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DEPARTMENT OF VIRGINIA
REPORT OF DECEASED COMRADE

Post No. _____

District No. _____

NAME OF COMRADE _____

Last

First

Middle Initial

Annual Membership Number _____ Life Membership Number _____

DATE OF DEATH: _____

Month/Day/Year

Address _____

Street

City

State Zip

Signed _____

Date _____

IMMEDIATELY AFTER INTERMENT, MAIL OR FAX THIS REPORT TO:

*Department of Virginia, VFW
403 Lee Jackson Highway
Staunton, VA 24401
Phone: (540) 886-8112
FAX (540) 886-1731*

INDIVIDUAL RECRUITING AWARDS
NEW/REINSTATED MEMBER AWARDS

This is to certify that the comrade listed below has qualified for the following by recruiting the amount required of new/reinstated members for _____ year. Name and Post number of the new/reinstated members must be shown in the space provided on this application form.

AWARDS

| | |
|---|---|
| _____ 5 new/reinstated members _____ 10 new/reinstated members _____ 25 new/reinstated members _____ 50 new/reinstated members _____ 100 new/reinstated members _____ 125 new/reinstated members | Annual Dues paid, entry into a drawing for a Life Membership, each additional 5 members an additional entry will be made in the Life Drawing (Life Members will be entered into a drawing for \$300.00, each additional 5 members an additional entry will be entered) VFW Pen and Pencil Set Department Aide-de-Camp Recruiting Award with engraved citation and an official cap National Aide-de-Camp Recruiting Award with engraved citation and an official cap; Century Recruiter Award with engraved citation, an official cap, a travel bag and a pen and pencil set VFW Jacket |
|---|---|

NAME OF RECRUITER _____ POST NO. _____
 ADDRESS _____

CAP SIZE _____ JACKET SIZE _____

Application deadline is MAY 31.

Completed applications are to be mailed to DEPARTMENT OF VIRGINIA, VFW,
 403 LEE JACKSON HIGHWAY, STAUNTON, VA 24401.

CERTIFICATION: We certify that the recruiter listed above recruited _____ new/reinstated members for _____ year as listed on the back of this application.

Signed _____ Signed _____
 Post Commander Post Quartermaster

New/reinstated members from any Post can be used to qualify recruiter for this award...all applications for recruiter awards are checked against department tax records for verification...awards will not be mailed until verification is made.

Please feel free to duplicate

NEW/REINSTATED MEMBERS RECRUITED

| Name of member | Post no. | Name of member | Post no. |
|----------------|----------|----------------|----------|
| 1. | | 26. | |
| 2. | | 27. | |
| 3. | | 28. | |
| 4. | | 29. | |
| 5. | | 30. | |
| 6. | | 31. | |
| 7. | | 32. | |
| 8. | | 33. | |
| 9. | | 34. | |
| 10. | | 35. | |
| 11. | | 36. | |
| 12. | | 37. | |
| 13. | | 38. | |
| 14. | | 39. | |
| 15. | | 40. | |
| 16. | | 41. | |
| 17. | | 42. | |
| 18. | | 43. | |
| 19. | | 44. | |
| 20. | | 45. | |
| 21. | | 46. | |
| 22. | | 47. | |
| 23. | | 48. | |
| 24. | | 49. | |
| 25. | | 50. | |

If extra space is needed, add additional sheet

**VETERANS OF FOREIGN WARS
DEPARTMENT OF VIRGINIA
SCHOOL OF INSTRUCTION**

Friday, July 16, 2004

7:30 P.M. Meeting of Department Line Officers & Comrades Making Presentations

Saturday, July 17, 2004

| | | |
|------------|--|----------------------------|
| 6:30 A.M. | Breakfast for Attendees | |
| 8:00 A.M. | Opening Ceremony & General Comments | Dept. Commander |
| 8:15 A.M. | Membership, MIP & Recruiting Programs | Dept. Sr. Vice Cmdr |
| | Eligibility, SF-180 | |
| | Department & National Membership-Awards Program | |
| 9:30 A.M. | Reports-General Information | Community Service Chairman |
| | Americanism | J. Gary Wagner |
| | Community Activities | Lynn Harris |
| | Safety | Victor Weaver |
| | Youth Activities | Richard Hoffman |
| | Hospital | Dept. Surgeon |
| | Deceased Comrade | Dept. Chaplain |
| | Homeless Veteran | Leon J. Fields |
| 10:15 A.M. | Break | |
| 10:30 A.M. | Parliamentary Laws and Procedures | Dept Jr. Vice Commander |
| 11:00 A.M. | By-Laws (National/Dept/Post) & SOP | Dept. Judge Advocate |
| 11:30 A.M. | Inspections | Dept. Inspector |
| 11:50 A.M. | Post Visits/Roundups | Dept. Chief-of-Staff |
| 12:00 Noon | Lunch | |
| 1:00 P.M. | Duties & Responsibilities of Post Commander, Sr Vice & Jr Vice Commanders | Dept. Chief-of-Staff |
| 1:15 P.M. | Duties & Responsibilities of Post Adj/QM | Dept. Adj/QM |
| | Adjutant Records | |
| | Quartermaster Records (Ledgers & Computer) | |
| | Dues Processing | |
| | Quarterly Audits | |
| 5:00 P.M. | Outreach | Fred L. Wolking |
| 5:30 P.M. | Public Relations | Lawrence F. Mattera |
| 6:30 P.M. | Evening Meal | |

Sunday, July 18, 2004

| | | |
|------------|--|-----------------------|
| 6:30 A.M. | Breakfast for Attendees | |
| 8:00 A.M. | Rules & Regulations of Canteens/Club Rooms | Dept. Judge Advocate |
| 8:30 A.M. | Voice Of Democracy Program | Earle P. Weekley, Jr. |
| 8:45 A.M. | Patriot's Pen Program | Donald L. Hall |
| 9:00 A.M. | Teachers' Recognition Program | Christopher Birch |
| 9:15 A.M. | Scouting | Stan Hunter |
| 9:30 A.M. | MAP | John King |
| 10:00 A.M. | Interview Participation | Dept. Commander |
| 10:15 A.M. | New Posts | Dept. Chief-of-Staff |
| | Question and Answer Session | All Presenters |
| | Wrap Up by Department Commander | |