

VETERANS OF FOREIGN WARS



DEPARTMENT OF VIRGINIA

*Service to Others*

**NUMBER 1**

403 Lee-Jackson Highway  
(540) 886-8112

FAX: 866-416-0586

Website: [www.vfwva.org](http://www.vfwva.org)

Email: [stateheadquarters@va.vfwwebmail.com](mailto:stateheadquarters@va.vfwwebmail.com)

**July 1, 2007**

Staunton, Virginia 24401  
In Virginia 800-888-3521

The following are the Council of Administrations e-mail addresses:

State Commander	<a href="mailto:cdr@va.vfwwebmail.com">cdr@va.vfwwebmail.com</a>
Senior Vice Commander	<a href="mailto:sviceddr@va.vfwwebmail.com">sviceddr@va.vfwwebmail.com</a>
Junior Vice Commander	<a href="mailto:jrviceddr@va.vfwwebmail.com">jrviceddr@va.vfwwebmail.com</a>
Adjutant/Quartermaster	<a href="mailto:qm@va.vfwwebmail.com">qm@va.vfwwebmail.com</a>
Judge Advocate	<a href="mailto:judge@va.vfwwebmail.com">judge@va.vfwwebmail.com</a>
Surgeon	<a href="mailto:surgeon@va.vfwwebmail.com">surgeon@va.vfwwebmail.com</a>
Past Department Commander	<a href="mailto:pastcdr@va.vfwwebmail.com">pastcdr@va.vfwwebmail.com</a>
Chief of Staff	<a href="mailto:chiefofstaff@va.vfwwebmail.com">chiefofstaff@va.vfwwebmail.com</a>
State Chaplain	<a href="mailto:chaplain@va.vfwwebmail.com">chaplain@va.vfwwebmail.com</a>
State Inspector	<a href="mailto:inspector@va.vfwwebmail.com">inspector@va.vfwwebmail.com</a>
District 1 Commander	<a href="mailto:cdrdist1@va.vfwwebmail.com">cdrdist1@va.vfwwebmail.com</a>
District 2 Commander	<a href="mailto:cdrdist2@va.vfwwebmail.com">cdrdist2@va.vfwwebmail.com</a>
District 3 Commander	<a href="mailto:cdrdist3@va.vfwwebmail.com">cdrdist3@va.vfwwebmail.com</a>
District 4 Commander	<a href="mailto:cdrdist4@va.vfwwebmail.com">cdrdist4@va.vfwwebmail.com</a>
District 5 Commander	<a href="mailto:cdrdist5@va.vfwwebmail.com">cdrdist5@va.vfwwebmail.com</a>
District 6 Commander	<a href="mailto:cdrdist6@va.vfwwebmail.com">cdrdist6@va.vfwwebmail.com</a>
District 7 Commander	<a href="mailto:cdrdist7@va.vfwwebmail.com">cdrdist7@va.vfwwebmail.com</a>
District 8 Commander	<a href="mailto:cdrdist8@va.vfwwebmail.com">cdrdist8@va.vfwwebmail.com</a>
District 9 Commander	<a href="mailto:cdrdist9@va.vfwwebmail.com">cdrdist9@va.vfwwebmail.com</a>
District 10 Commander	<a href="mailto:cdrdist10@va.vfwwebmail.com">cdrdist10@va.vfwwebmail.com</a>
District 11 Commander	<a href="mailto:cdrdist11@va.vfwwebmail.com">cdrdist11@va.vfwwebmail.com</a>
District 12 Commander	<a href="mailto:cdrdist12@va.vfwwebmail.com">cdrdist12@va.vfwwebmail.com</a>
District 13 Commander	<a href="mailto:cdrdist13@va.vfwwebmail.com">cdrdist13@va.vfwwebmail.com</a>
State Headquarters	<a href="mailto:stateheadquarters@va.vfwwebmail.com">stateheadquarters@va.vfwwebmail.com</a>

At the 85<sup>th</sup> Annual State Convention of the Veterans of Foreign Wars, Department of Virginia, held in Richmond, Virginia, June 14-17, 2007, I Jimmy Lee Wallace, being duly elected and installed as State Commander in Accordance with Article V, Section 517 of the National By-Laws, do hereby assume Commander.

All previous appointments are hereby declared vacant as of June 17, 2007, except those set forth in the By-Laws.

## ELECTED COUNCIL MEMBERS AND APPOINTMENTS FOR 2007-2008:

<b>Commander</b>	Jimmy Lee Wallace	Post 1503
<b>SR. Vice Commander</b>	Harold Roesch, II	Post 3219
<b>JR. Vice Commander</b>	Rex Faris	Post 8467
<b>Adjutant/Quartermaster</b>	Kim A. DeShano	Post 993
<b>Judge Advocate</b>	James Martin	Post 1503
<b>Surgeon</b>	M. H. "Bob" Loy	Post 392
<b>Chaplain</b>	Ray Wells	Post 5715
<b>Chief-of-Staff</b>	Roy Swanner	Post 7726
<b>Inspector</b>	Bill Shifflett	Post 9292
<b>Past Dept. Commander</b>	Charles "Doc" Crouch	Post 3150
<b>Historian</b>	John S. Nealey	Post 7589
<b>District Commander 1</b>	Joseph Longstreet	Post 3219
<b>District Commander 2</b>	Steve Lasseter	Post 4809
<b>District Commander 3</b>	Charles Absher	Post 6364
<b>District Commander 4</b>	Nathaniel Miller	Post 5313
<b>District Commander 5</b>	Daniel Boyer	Post 7726
<b>District Commander 6</b>	Berkley Simmons, Jr	Post 4920
<b>District Commander 7</b>	Richard Griffith	Post 9760
<b>District Commander 8</b>	John "Sam" Nealey	Post 7589
<b>District Commander 9</b>	Milton Dye	Post 9640
<b>District Commander 10</b>	M. "Conrad" Agresti	Post 3150
<b>District Commander 11</b>	Jack Flick	Post 632
<b>District Commander 12</b>	Darrell "Duke" Parish	Post 10298
<b>District Commander 13</b>	John Bosley	Post 1827

<b>Advisory Committee</b>	Chairman	Charles	(Doc)	Crouch	Post	3150
	Vice Chairman	Daniel	D	Boyer	Post	7726
<b>Audit Committee</b>	Chairman	Tom		Gimble	Post	1503
	Member	Gary	D	Dressel	Post	1503
	Member	M.	Conrad	Agresti	Post	3150
	Member	Joe	B	Martin	Post	1827
<b>Awards &amp; Citations Committee</b>	Chairman	Conrad		Yetter	Post	993
	Member	Jill	A	Lynch	Post	3219
	Member	John	S	Nealey	Post	7589
	Member	Margo	D	Sheridan	Post	5412
<b>Blogmaster</b>	Chairman	Jerry		Peterson	Post	3150
<b>Budget &amp; Finance</b>	Chairman	Paul	T	Moore	Post	4491
	Chairman-Vice	Fred	L	Wolking	Post	1426
	Member	Christopher		Birch	Post	9760
	Member	John		King	Post	5500
	Member	Conrad		Yetter	Post	993
<b>By Laws &amp; SOP</b>	Chairman	James	K	Martin	Post	1503
	Chairman-Vice	Rex		Faris	Post	8467
	Member	J.	Gary	Wagner	Post	3150
<b>Community Services</b>	Chairman	Rex		Faris	Post	8467
	Vice Chairman Citizenship Education	J.	Gary	Wagner	Post	3150

	Vice Chairman Community Activities	Lynn		Harris	Post	7166
	Vice Chairman Safety	Steve		Lasseter	Post	4809
	Hospital Committee Chairman	M.H.	Bob	Loy	Post	392
	Vice Chairman Youth Activities	John		Miska	Post	8208
<b>Council of Administration &amp; Convention Meetings</b>	Chairman	Eugene		Chavis	Post	10826
	Member	Earle	P	Weekley, Jr.	Post	8644
<b>Credentials Committees</b>	Chairman	Fred	L	Wolking	Post	1426
<b>Fund Raisers</b>	Chairman	Kim	A	DeShano	Post	993
<b>Grave Registrar</b>		Ray		Wells	Post	5715
<b>Homecoming Committee</b>	Chairman	James	K	Martin	Post	1503
	Member	Kim	A	DeShano	Post	993
<b>Homeless Veterans Committee Chairman</b>	Chairman	M.H.	Bob	Loy	Post	392
<b>Honor Guard</b>	Captain	Ronald	L	Mills	Post	647
	Lieutenant	Fred	L	Wolking	Post	1426
	Member	Richard		Zick	Post	4639
	Member	Oscar	K	Creasy	Post	3103
	Member	Richard		Schmidt	Post	993
	Member	Douglas	S	Hayes	Post	647
	Member	Robert	H	Crowe	Post	8545
	Member	Kenneth	R	Williams	Post	647
	Member	Melvin	E	Webb	Post	1115
	Member	George		McCracken	Post	609
<b>Hospitality Committee</b>	Chairman	Joe	O	Longstreet	Post	3219
	Member	Christopher		Birch	Post	9760
<b>Joint Leadership Council</b>	Chairman	Daniel	D	Boyer	Post	7726
	Chairman-Vice	Kim		DeShano	Post	993
<b>Legislative Committee</b>	Chairman	Peter	M	Snelling	Post	2157
	Member	J	B	Young	Post	7327
	Member	Eric		Hilleman	Post	9274
<b>Medicare Membership/Life Membership Committee</b>	Chairman	Charlie		Sloan	Post	824
	Chairman-Co	Harold	J	Roesch	Post	3219
	Chairman-Co	Charles	“Doc”	Crouch	Post	3150
<b>Military Assistance Program</b>	Chairman	Graham	R	Leaver	Post	4809
<b>Outreach</b>	Chairman	Graham	R	Leaver	Post	4809
<b>Parliamentarian</b>	Chairman	M.	Conrad	Agresti	Post	3150
<b>Patriots Pen</b>	Chairman	Donald	L	Hall	Post	2216
	Member	Joe	B	Martin	Post	1827

<b>Political Action</b>	Chairman	Jerry		Peterson	Post	3150
<b>POW/MIA Committee</b>	Chairman	Joe	B	Martin	Post	1827
<b>Public Relations Committee</b>	Chairman	Lawrence	F	Mattera	Post	5500
	Member	Jerry		Peterson	Post	3150
<b>Resolutions Committee</b>	Chairman	J	B	Young	Post	7327
	Member	Eric		Hilleman	Post	9274
	Member	M.	Conrad	Agresti	Post	3150
<b>Scouting</b>	Chairman	Curtis	S	Hunter	Post	1503
<b>Service Officer</b>		Cindy		Lawhorn	Post	2157
<b>Teacher's Recognition Committee</b>	Chairman	Christopher		Birch	Post	9760
<b>Time &amp; Place Committee</b>	Chairman	Clarence	E	Clements	Post	2239
<b>Time &amp; Place Committee</b>	Member	Christopher		Birch	Post	9760
<b>Virginia Cottage</b>	Chairman	W	J	Leonard	Post	7327
	Member	Wirt	C	Alvis	Post	9808
<b>Voice of Democracy</b>	Chairman	Earle	P	Weekley, Jr	Post	8644
<b>VAMC Hospital Representatives</b>						
Hampton	Representative	Wayne	P	Pierce	Post	4809
	Deputy	Charles		Bohlinger, III	Post	824
	Deputy	James		Maley, Sr	Post	176
Martinsburg	Representative	William	R	Shifflett	Post	9292
McGuire	Representative	Clarence		Clements	Post	2239
	Deputy	James	D	Rose	Post	9808
	Deputy	Tom		Briggs	Post	2239
Mountain Home	Representative	Bascomb	E	Giles	Post	5715
Salem	Representative	Cyrus	E	Lee	Post	1841
	Deputy	Waynard	E	Caldwell	Post	4522
Washington, DC	Representative	Albert		Quaye	Post	3150

## COMMANDERS MESSAGE:

I would like to start my first Commander's Message with a "thank you" to all for your support in electing me your State Commander for the 2007-2008 Membership Year. I pledge that I will give 100% to carry out the duties and obligations you have bestowed on me with this great honor. My motto for this year is, "**Service to Others**", for this is what we, as a veterans service organization do. Since 1899, the VFW has been there whenever called upon to offer "Service to Others". This is going to be a challenging, yet exciting year. There are many changes happening in the VFW of today. As in past years, membership is still our number one program. Without a thriving and growing membership, our Posts will wither and die. With the current war on terrorism, there are many eligible veterans returning every day to our communities. We must reach out to them, and offer them the opportunity to join this great organization. Along with that, we must reach out to those members, who for whatever reason failed to renew the membership last year. Let's invite them back and make them active members once more. Also we must be cognizant of the many things we do in our respective communities, and ensure we report these events in our Community Activities Reports.

One of the major programs we have is our Hospital Program. It is our noble obligation to care for those who are hospitalized, home sick, in assisted living and in nursing homes. I look forward to working with the members of

this Department, and our Ladies Auxiliary, to meet our goals and responsibilities. As we all know, our Ladies Auxiliary is an important and integral part of this organization, and their assistance in our joint programs is outstanding. I will remind all that your State Headquarters and all of the line officers and District Commanders are here to offer whatever assistance may be required to make the Posts, Districts and Department successful in our joint endeavors.

All are invited to attend the State Commander and State Presidents Homecoming on Saturday, September 8<sup>th</sup> at VFW Post 1503 (Dale City, VA). Our annual School of Instruction (SOI) will be held July 21<sup>st</sup> & 22<sup>nd</sup> at Post 9808 (Mechanicsville). ALL Post Officers and District Officers are encouraged to attend, especially Post Commander's and Post Quartermasters. Please read in these General Orders the agenda for the SOI. Again, I look forward to visiting with as many of you as possible this year, and wish all continued success for what you do in your Posts and in your respective communities. A very Happy 4<sup>th</sup> of July to all – be safe. Now, let's all get to work, and make Virginia number one in the nation!

Jimmy Lee Wallace  
State Commander

## SPECIAL ORDER NO. 278

Upon the recommendation of the Commander, Department of Virginia, that portion of Special Order No. 216, dated May 7, 2007 announcing the cancellation of the following Posts is hereby rescinded and the Post restored to good working order.

Highland County                      Post 4989                      Monterey

By order of  
Gary L. Kurpius  
Commander-in-Chief

## AUDIT REPORTS:

Attention is directed to Section 218, Manual of Procedure Duty of Trustees, Form P-113. Trustees Report of Audit must be prepared in detail at the close of each quarter, one of which is June 30 and is now due. Please submit to State Headquarters. 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 records.

## DISTRICT MEETINGS:

<p><b>1<sup>ST</sup>-</b>     <b>Date:</b>                      TBA <b>Time:</b> <b>Location:</b>                      Post 7167 Warsaw <b>Rep:</b></p>	<p><b>6<sup>TH</sup>-</b>     <b>Date:</b>                      08-12-07 <b>Time:</b>                              1:00 PM <b>Location:</b>                      VAMC Salem <b>Sponsored by:</b>              Post 4491 <b>Rep:</b>                                State Surgeon Bob Loy</p>
<p><b>2<sup>ND</sup>-</b>     <b>Date:</b>                      08-11-07 <b>Lunch:</b>                              1:00 PM <b>Meeting:</b>                              2:00 PM <b>Location:</b>                      Post 392 Virginia Beach <b>Rep:</b>                                State CMDR Jimmy Lee Wallace</p>	<p><b>7<sup>TH</sup>-</b>     <b>Date:</b>                      09-09-07 <b>Time:</b>                              11:30 am <b>Location:</b>                      Post 9660 Broadway <b>Rep:</b>                                State CMDR Jimmy Lee Wallace</p>
<p><b>3<sup>RD</sup>-</b>     <b>Date:</b>                      08-11-07 <b>Meeting:</b>                              2:00 PM <b>Location:</b>                      3<sup>rd</sup> District Headquarters <b>Rep:</b>                                TBA</p>	<p><b>8<sup>TH</sup>-</b>     <b>Date:</b>                      09-16-07 <b>Time:</b>                              1:00 PM <b>Location:</b>                      Post 2524 Culpeper <b>Rep:</b>                                State Judge Advocate Jim Martin</p>
<p><b>4<sup>TH</sup>-</b>     <b>Date:</b>                      08-12-07 <b>Time:</b>                              2:00 PM <b>Location:</b>                      Post 7897 Blackstone <b>Rep:</b>                                State CMDR Jimmy Lee Wallace</p>	<p><b>9<sup>TH</sup>-</b>     <b>Date:</b>                      09-16-07 <b>Time:</b>                              10:30 AM <b>Location:</b>                      Post 1184 Pulaski <b>Rep:</b>                                Chaplain ray Wells</p>
<p><b>5<sup>TH</sup>-</b>     <b>Date:</b>                      08-26-07 <b>Lunch:</b>                              Noon <b>Time:</b>                              Meeting follows lunch <b>Location:</b>                      Post 4637 Martinsville <b>Rep:</b>                                State C-O-S Roy Swanner</p>	<p><b>10<sup>TH</sup>-</b>     <b>Date:</b>                      TBA <b>Time:</b> <b>Location:</b> <b>Rep:</b></p>

11<sup>TH</sup>- **Date:** 09-16-07  
**Lunch:** 11:30 AM  
**Time:** Meeting follows Lunch  
**Location:** Post 2216 Staunton  
**Rep:** State JVC Rex Faris

12<sup>TH</sup>- **Date:** TBA  
**Registration:**  
**Meeting Time:**  
**Location:** Post 1994 Abingdon  
**Rep:**

13<sup>TH</sup>- **Date:** TBA  
**Time:**  
**Location:**  
**Rep:**

## IMPORTANT DATES:

July 4, 2007	Department Headquarters Closed.
July 6, 2007	Deadline for School of Instruction Registration.
July 20-22, 2007	School of Instruction, Post 9808 Mechanicsville. Room Rates \$99.00 at the Holiday Inn Express, 7441 Bell Creek Rd, Mechanicsville, Telephone, 804-559-0022.
August 18-23, 2007	National VFW Convention, Kansas City, MO. Hyatt Regency-Crown Ctr. Form attached. Registration deadline July 16, 2007.
September 8, 2007	State Commander Jimmy Lee Wallace and Ladies Auxiliary President Ellen Stogsdill Homecoming. VFW Post 1503 Dale City. Information enclosed.
September 22, 2007	Fall Council Meeting, State Headquarters.
November 1-4, 2007	Southern Conference, Myrtle Beach, SC. Room Rates \$102.00 at the Marriott Resort at Grande Dunes, 8400 Costa Verde Dr, Myrtle Beach, SC. Registration form attached. Phone 843-449-8880. Room rates through October 1, 2007.
January 18-20, 2007	Winter Council Meeting, Crowne Plaza Fort Magruder Williamsburg 757-220-2250.
February 12, 2008	Commander's Official visit at Martinsburg VAMC.
June 12-15, 2008	State Convention Room Rates \$89.00, Sheraton Richmond West Hotel, Richmond, VA, Telephone 804-285-2000.
August 16-21, 2008	National VFW Convention, Orlando, FL.
August 15-20, 2009	National VFW Convention, Phoenix, AZ.

## BONDS:

All bonds will expire August 31, 2007. Please see attached rate schedule for costs of your bond and return completed form and payment to State Headquarters.

## BUDGET AND FINANCE:

Each Chairperson appointed for this year is advised that our Standard Operating Procedures (SOP) requires that a budget be prepared and forwarded to the Chairman of the Budget and Finance Committee within a period of thirty (30) days after appointment. This budget is to show the anticipated expenses for the ensuing year.

Paul T. Moore, Chairman  
Budget and Finance Committee

## GENERAL ORDERS:

The cut off for the General Orders is the 20<sup>th</sup> of the month. No EXCEPTIONS. If you received a hard copy of the General Orders and have the ability to print satisfactory copies from the internet please call us or email us at [stateheadquarters@va.vfwwebmail.com](mailto:stateheadquarters@va.vfwwebmail.com). Subscriptions for General Orders are \$24.00 for the year or \$2.00 per issue. Form enclosed.

## **HOMECOMING:**

**Place:** Post 1503 in Dale City

**Date:** September 8, 2007

**Times:** Social 18:00    Dinner 19:00    Program 20:00    DJ 21:00

**Hotel:** Days Inn - on Rt. 234, in Dumfries, VA

**Directions to hotel:** From the south (on I-95N), take Rt. 234 (exit 153-B) going towards Manassas. The hotel will be on your right - behind the Exxon Station and just after Cracker Barrel. Phone number: 703 221-6300. Mention the VFW party and receive a special rate of \$69.99 per night. A breakfast bar will be provided the following morning.

**Reservations will be taken beginning July 1st.**

**Directions to 1503:** From the Days Inn to VFW Post 1503 is approx. 10 minutes. Turn right (west onto 234 from the hotel), turn right on Spriggs Road (about 5 traffic lights), then turn right at the second traffic light (Minnieville Rd.). VFW Post 1503 will be directly ahead on your right.

## **MEMBERSHIP:**

Attached to the General Orders is the 2007-2008 Membership & Awards Program. Also enclosed is the Individual Recruiting Awards for new/reinstate members. All individual recruiting awards must be certified to State Headquarters by the Post Quartermasters no later than 5:00 PM May 16, 2008. The names of the individuals recruited, Post Number and the name of the recruiter must be received before any award is given.

## **NATIONAL CONVENTION BANQUET:**

The National Convention Banquet will be held on Monday, August 20, 2007 at 7:00 p.m. Tickets are \$50.00 each and must be purchased through State Headquarters. Requests with payment must be received at State Headquarters by July 27, 2007.

## **PINNACLE FINANCIAL SERVICES:**

National Headquarters wants to remind you that Pinnacle Financial Services is our broker of record for the VFW Sponsored Long Term Care and Annuity Plans. Through major companies, Pinnacle is able to offer a variety of products to fit the needs of our members.

Authorized agents contact our members either by mail or telemarketing to explain the benefits and customize a plan to fit the member's needs. When an agent visits, they will have identification to affiliate them with VFW National Headquarters, i.e. badge, ID card. If the member does not desire further information, they simply need to state this to the agent. If the member chooses not to have an agent contact them, information may be sent via mail. All agents are cautioned against high-pressure sales.

For more information on insurance products visit [www.vfwinsurance.com](http://www.vfwinsurance.com).

## **POW/MIA:**

Comrades,

This month is a time for reflection. From the time of Department Commander Doc Crouch's term, June 06 to June 07, the JPAC team has recovered, identified, and returned 87 soldiers to American soil for proper burial. Of those brave soldiers, there was one recovered from World War I, fifty from World War II, seventeen from Korea, nineteen from Viet Nam one CIA civilian pilot and four missing / duty status unknown from Iraqi Freedom. May their souls rest in peace.

It has been a pleasure serving Doc and I look forward to serving Department Commander Wallace this year.

Joe B. Martin  
POW/MIA Chairman

## RAFFLE WINNER:

The Cancun Raffle was held during the banquet at the State Convention. Congratulations to Mary Carter from Ladies Auxiliary 1860, Front Royal and to Bill Shifflett, VFW Post 9292, Elkton, who sold the winning ticket.

The Dell Desktop raffle was also held and congratulations go to Paul Moore from Post 4491, New Castle.

## REPORT FORMS:

Please mail all reports To State Headquarters. This includes Americanism, Community Activities, Deceased reports, Homeless Veterans, Hospital, Inspection, Safety, and Youth Activities. A copy of all reports are attached. District Commanders will have the inspection forms.

## SCHOOL OF INSTRUCTION:

There will be a School of Instruction held Friday, July 20, 2007 through Sunday morning, July 22, 2007, at Post 9808, 7168 Flag Lane, Mechanicsville. Deadline for registration is July 6<sup>th</sup>. Information attached.

## WEBMAIL ACCOUNTS:

We need your help. It is time for all Virginia Officers to sign up for their VFW Web Mail accounts. It is also time for all Posts and Districts to 'adopt' their web blogs. The workload to maintain your separate personal e-mail accounts are excessive, especially after elections of Officers. The ability to broadcast VFW information to at a touch of a button is a powerful way to communicate by the Department.

You can contact comrade Jerry Peterson at [blogmaster@va.webmail.com](mailto:blogmaster@va.webmail.com) for assistance and initial temporary user name and passwords.

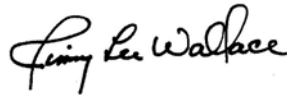
Jerry Peterson  
Blogmaster

Official:



Kim A. DeShano  
State Adjutant

By Order of:



Jimmy Lee Wallace  
State Commander



# GENERAL ORDERS SUBSCRIPTION FORM (CMDR's & QM's Automatically Receive the GO's)

JULY 2007 – JUNE 2008

PRICE \$24.00 PER YEAR OR \$2.00 PER ISSUE

Name: \_\_\_\_\_

Post: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Please circle method of payment:

CHECK   MONEY ORDER   CREDIT CARD (MASTERCARD/VISA ONLY)

CREDIT CARD # \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

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

**Friday, July 20, 2007**

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

**Saturday, July 21, 2007**

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 & Nat'l Membership-Awards Program	
9:45 A.M.	Reports-General Information	Community Service
	Americanism	Chairman Rex Faris
	Community Activities	
	Safety	
	Youth Activities	
	Hospital	Dept. Surgeon
	Deceased Comrade	Dept. Chaplain
	Homeless Veteran	Dept. Surgeon
10:15 A.M.	Break	
10:30 A.M.	Parliamentary Laws and Procedures	Dept. Judge Advocate
11:00 A.M.	By-Laws (National/Dept/Post) & SOP	Dept. Judge Advocate
11:30 A.M.	Legislative	Pete Snelling
12:00 Noon	Lunch	
1:00 P.M.	Post Visits/Roundups	Dept. Chief-of-Staff
1:15 P.M.	Inspections	Dept. Inspector
1:30 P.M.	Things to do at a Post Inspection	Dept. Chief-of-Staff
2:00 P.M.	Duties & Responsibilities of Post Commander, Sr Vice & Jr Vice Commanders	Dept. Chief-of-Staff
2:45 P.M.	Break	
3:00 P.M.	Duties & Responsibilities of Post Adj/QM Quartermaster Records (Ledgers & Computer) Dues Processing Quarterly Audits	Dept. Adj/QM
6:30 P.M.	Evening Meal	

**Sunday, July 22, 2007**

7:00 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	Graham Leaver
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	

**TO: ALL MEMBERS OF THE DEPARTMENT OF VIRGINIA, VFW**

**SUBJECT: SCHOOL OF INSTRUCTION**

There will be a School of Instruction held Friday, July 20, 2007 through Sunday morning, July 22, 2007, at Post 9808, 7168 Flag Lane, Mechanicsville.

All upcoming Council Members are required to attend, Post Commanders and Quartermasters are urged to attend, and everyone else is invited. Each person will be required to make their own room reservation and furnish their own transportation. Meals cost \$25.00 per person (non-refundable) and cover meals from breakfast on Saturday through breakfast Sunday morning for VFW members who **HAVE PRE-REGISTERED. IF YOU ARE NOT REGISTERED MEALS WILL NOT BE PROVIDED.**

You must call the Holiday Inn Select, 7141 Bell Creek Rd, Mechanicsville, and make your own reservation; the phone number is 804-559-0022. Let them know you are with the VFW group. Room rate is \$99.00 plus tax for hotel.

Subjects of Instructions will include:

- *Membership*
- *MIP & Recruiting Programs*
- *Dept. & National Membership Awards Program*
- *Rules and Regulations of Club Rooms*
- *Parliamentary Law & Procedure, By-Laws (Nat'l/Dept/Post) & SOP*
- *Inspections & Reports*
- *Duties & Responsibilities of Post CMDR's, SVC & JVC*
- *Duties of Post ADJ & QM, QM Records (Ledger & Computer)*
- *Post Visits/Roundups*
- *VOD, Patriots Pen, Teachers Recognition Program, Scouting, MAP*
- *eMembership and Web Development*

We must know how many will be attending, so therefore, the following form must be completed and returned to State Headquarters **no later than July 6th.**

No food will be prepared for those that do not register with the Department.

---

**SCHOOL OF INSTRUCTION REGISTRATION - July 20-22, 2007**

Return this form to:  
Department of Virginia, VFW  
403 Lee Jackson Hwy  
Staunton, VA 24401

Or by Fax: 1-866-416-0586

Name of Attendees: (please print)

No. of People Attending \_\_\_\_\_

Total number of meals: \_\_\_\_\_

Amount enclosed: \_\_\_\_\_

Post: \_\_\_\_\_

Signed: \_\_\_\_\_  
Post Commander

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# VETERANS OF FOREIGN WARS OF THE UNITED STATES OFFICE OF THE ADJUTANT GENERAL

## BONDING OF ACCOUNTABLE OFFICERS

The VFW National By-Laws, Article VII, Section 703: **BONDS**, states:

“Each officer accountable for funds or property pursuant to any provision of these By-Laws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, so far as can be anticipated, he may be accountable. The bond premium shall be paid from the funds of the Veterans of Foreign Wars of the United States, Department, County Council, or Post, as the case may be, to which each officer is accountable.”

“The bonds of such accountable officers, in amount and as to surety, shall be approved by their respective units and held by their respective Commanders. The Commander of each unit shall be responsible for the proper and adequate bonding of all accountable officers in his unit.”

Although the language of the above section is quite specific, experience has shown a need for greater clarification as to its application, the degree of protection offered, and procedures in establishing a claim.

The reference to **ACCOUNTABLE OFFICER** is primarily directed to the position of Quartermaster, although it might very well extend to an Assistant Quartermaster, Club Manager, or Bingo Chairman. From a practical standpoint, anyone who has access to funds should be bonded, especially club employees and others who regularly handle cash. The premium rate for club employees is higher than for a Post Officer.

Departments have made arrangements with an indemnity or surety company to handle the bond requirements under a **FRATERNAL POSITION BOND**. The cost of such a bond is relatively low and there is a particular advantage in having the position bonded rather than the individual in that it is not necessary to change records each time there is a change in the officer.

The bond only guarantees the **HONESTY** of the person holding the bonded position. Before any indemnity is paid, it must be proven that the money has been lost through the fraudulent or dishonest acts of the bonded person. It does not cover money lost through burglary, careless handling, or mismanagement. It does not take the place of insurance in any way.

The By-Laws only give a rough guide as to how much the individual should be bonded for. There may be only \$2,000 in the Post treasury, but this may be because the Quartermaster has been systematically skimming off thousands of dollars before the money is banked. Usually the money is stolen before it goes into the bank, but it may also disappear because of the conversion of bonds, savings, or investments to cash. Anything which is easily converted to cash should be protected by a bond.

Only the person holding the bonded position is covered by the bond. Funds stolen by an Assistant Quartermaster are not protected by the bond on the Quartermaster. If the Assistant Quartermaster handles funds, he must be covered by a separate bond on that position.

The fact that an accountable officer may already be bonded through his regular employer does not protect the VFW. A County Treasurer, for instance, may be bonded for \$100,000 but this only protects the County from his dishonest acts. If he steals from the Post in his capacity as Post Quartermaster, the Post cannot collect on his County bond.

All bonding companies require reasonable care on the part of the insured. Regular audits and controls on the individual are presumed to be a part of the agreement. Claim files reveal that most defalcations occur where the Post Trustees do not conduct regular audits, do not take the precaution of obtaining monthly statements directly from the bank, or fail to verify the books against other records.

If Post Trustee Reports have not been done in accordance with the by-laws and forwarded to Department Headquarters within thirty (30) days of the end of each quarter, bonds will be considered forfeited.

## PROCEDURE IN SUBMITTING INDEMNITY CLAIMS

The insured Post has the responsibility of reporting a loss as soon as possible after it is discovered. The fraternal position bond form requires the Post to give all reasonable cooperation in determining details of fact to substantiate the claim and in attempting to make recovery from the defaulting person.

If the bond is held through a local agent, that agent should be informed immediately when a loss is discovered. If the bond was obtained through Department, the Department must be notified so the information can be passed on to the proper Bonding Company.

The Post will be required to show evidence of loss and submit a "proof of loss" form with any further information which may be required. The Proof of Loss form will be provided by the bonding company or its agent. The final claim should not be submitted until it is substantiated, preferably through an audit by a qualified accountant.

The bonding company may itself follow up the claim or it may have an outside attorney or adjuster gather details on the claim and on the defaulting officer or employee. It will probably attempt to recover losses from the defaulting person. The Post, accepting the bonding or Surety Company's check, passes on its right of recovery of Post funds to the bonding company.

The funds of a Post are the responsibility of its officers. If dishonest acts result in a loss to the Post, the Commander and other officers are obligated to attempt recovery. It is generally better for all concerned to present a claim to the bonding company and let them arrange recovery from the individual rather than to try to do so on the Post level.

The diversion of Post funds to personal use is a serious offense and one with which the Post should have no sympathy. A person who has stolen money from his comrades has no place in the Veterans of Foreign Wars. The Post is entirely justified in and should consider bringing Disciplinary Actions against the miscreant and removing him from membership.

## TYPES OF BONDING AVAILABLE THROUGH DEPARTMENT

VFW Department of Virginia presently offers two (2) types of bonding. Following is a short description of each type of bond:

### QUARTERMASTER BONDING

This bond is available on **ONLY** the Post Quartermaster. The minimum amount of coverage is \$3,000.<sup>oo</sup> at a cost of \$9.<sup>oo</sup>. Additional coverage is available see rate sheet Enclosure 3. Since this is a Position Type Bond, it only requires the submission of the Post Quartermaster's name, along with amount of bond desired and proper premium to Department. A change of Post Quartermaster only requires that Department be notified of the name of the new Post Quartermaster.

### VFW CLUB MANAGERS & BINGO CHAIRMAN BONDING

This bond is through Tallman Insurance Agency. The cost of coverage is attached as Enclosure 4 and Application form as Enclosure 5.

### MEN'S AUXILIARY TRASURER BONDING

VFW National By-Laws require that the Men's Auxiliary Treasurer shall be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, so far as can be anticipated, he may be accountable.

This type bond is available through the VFW for the Men's Auxiliary Treasurer. This is a "**POSITION TYPE BOND**", should your Treasurer change during the year, the new Treasurer would automatically be covered.

The minimum amount of bond coverage is \$3,000 for a cost of \$9.<sup>oo</sup>. Additional coverage is available see rate sheet Enclosure 3. The bonding period runs from September 1 of the current year through August 31 of the next year.

# 2007-2008 QUARTERMASTER BONDING

VFW National By-Laws require that the Post/District Quartermaster shall be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, so far as can be anticipated, he may be accountable.

This type bond is available through the VFW for the Post/District Quartermaster. This is a “**POSITION TYPE BOND**”, should your Post/District Quartermaster change during the year, the new Quartermaster would automatically be covered.

The minimum amount of bond coverage is \$3,000 for a cost of \$9.<sup>00</sup>. Additional amounts are available see rate sheet Enclosure 3. The bonding period runs from **September 1** of the current year through **August 31** of the next year.

Bonds are only good **if Trustee Reports** are done on time and **accurately**. If trustee reports are not received at Department Headquarters within thirty (30) days of the end of the quarter, the bond will be suspended until the trustee report is received. Negligently done trustee reports will void any future claims. Claims must be filed within two (2) years of the theft.

All Posts/Districts desiring this Quartermaster Bond should complete and return the following form, along with the proper amount of premium, to:

**VFW Department Headquarters  
403 Lee Jackson Hwy  
Staunton, VA 24401**

## BOND INFORMATION

VFW Post: \_\_\_\_\_ VFW District #: \_\_\_\_\_

Post/District Location: \_\_\_\_\_

Amount of Bond: \_\_\_\_\_ Premium Enclosed: \$ \_\_\_\_\_

**Minimum Bond is \$3000.00 for \$9.00 – For Additional amounts see rate sheet Enclosure 3**

## IF USING A LOCAL BONDING COMPANY, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name of Bonding Company: \_\_\_\_\_

Name of Bonding Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Amount of Coverage: \$ \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

# MENS AUXILIARY TREASURER BONDING for 2007-2008

VFW National By-Laws require that the Men's Auxiliary Treasurer shall be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, so far as can be anticipated, he may be accountable.

This type bond is available through the VFW for the Men's Auxiliary Treasurer. This is a **"POSITION TYPE BOND"**, should your Treasurer change during the year, the new Treasurer would automatically be covered. The minimum amount of bond coverage is \$3,000 for a cost of \$9.<sup>00</sup>. Additional amounts are available see rate sheet Enclosure 3. The bonding period runs from September 1 of the current year through August 31 of the next year.

Bonds are only good **if Trustee Reports** are done on time and **accurately**. If trustee reports are not received at Department Headquarters within thirty (30) days of the end of the quarter, the bond will be suspended until the trustee report is received. Negligently done trustee reports will void any future claims. Claims must be filed within two (2) years of the theft.

All Men's Auxiliaries desiring this Treasurer Bond should complete and return the following form, along with the proper amount of premium, to:

VFW Department Headquarters  
403 Lee Jackson Hwy  
Staunton, VA 24401

## BOND INFORMATION

Men's Auxiliary #: \_\_\_\_\_ VFW District #: \_\_\_\_\_

Auxiliary Location: \_\_\_\_\_

Amount of Bond: \_\_\_\_\_ Premium Enclosed: \$ \_\_\_\_\_

**Minimum Bond is \$3,000 for \$9.<sup>00</sup>. Additional amounts are available see rate sheet Enclosure 3.**

## IF USING A LOCAL BONDING COMPANY, PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name of Bonding Company: \_\_\_\_\_

Name of Bonding Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Amount of Coverage: \$ \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

## FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

**VFW QUARTERMASTER BOND --- ALL STATES**

**\$3.00 Per Thousand**

\$ 3,000.----\$ 9.00  
 \$ 4,000.----\$12.00  
 \$ 5,000.----\$15.00  
 \$ 6,000.----\$18.00  
 \$ 7,000.----\$21.00  
 \$ 8,000.----\$24.00  
 \$ 9,000.----\$27.00  
 \$ 10,000.----\$30.00  
 \$ 11,000.----\$33.00  
 \$ 12,000.----\$36.00  
 \$ 13,000.----\$39.00  
 \$ 14,000.----\$42.00  
 \$ 15,000.----\$45.00  
 \$ 16,000.----\$48.00  
 \$ 17,000.----\$51.00  
 \$ 18,000.----\$54.00  
 \$ 19,000.----\$57.00  
 \$ 20,000.----\$60.00  
 \$ 21,000.----\$63.00  
 \$ 22,000.----\$66.00  
 \$ 23,000.----\$69.00  
 \$ 24,000.----\$72.00  
 \$ 25,000.----\$75.00

(\$3,000. To \$25,000.)  
 \$3.00 Per Thousand

**\$2.50 Per Thousand**

\$ 26,000.----\$ 65.00  
 \$ 27,000.----\$ 67.50  
 \$ 28,000.----\$ 70.00  
 \$ 29,000.----\$ 72.50  
 \$ 30,000.----\$ 75.00  
 \$ 40,000.----\$ 100.00  
 \$ 50,000.----\$ 125.00  
 \$ 60,000.----\$ 150.00  
 \$ 70,000.----\$ 175.00  
 \$ 80,000.----\$ 200.00  
 \$ 90,000.----\$ 225.00  
 \$100,000.----\$ 250.00  
 \$110,000.----\$ 275.00  
 \$120,000.----\$ 300.00  
 \$130,000.----\$ 325.00  
 \$140,000.----\$ 350.00  
 \$150,000.----\$ 375.00  
 \$160,000.----\$ 400.00  
 \$170,000.----\$ 425.00  
 \$180,000.----\$ 450.00  
 \$190,000.----\$ 475.00  
 \$200,000.----\$ 500.00  
 \$210,000.----\$ 525.00  
 \$220,000.----\$ 550.00  
 \$230,000.----\$ 575.00  
 \$240,000.----\$ 600.00  
 \$250,000.----\$ 625.00

(\$26,000. To \$250,000.)  
 \$2.50 Per Thousand

**\$2.00 Per Thousand**

\$251,000.----\$ 502.00  
 \$252,000.----\$ 504.00  
 \$253,000.----\$ 506.00  
 \$254,000.----\$ 508.00  
 \$255,000.----\$ 510.00  
 \$256,000.----\$ 512.00  
 \$257,000.----\$ 514.00  
 \$258,000.----\$ 516.00  
 \$259,000.----\$ 518.00  
 \$260,000.----\$ 520.00  
 \$270,000.----\$ 540.00  
 \$280,000.----\$ 560.00  
 \$290,000.----\$ 580.00  
 \$300,000.----\$ 600.00  
 \$310,000.----\$ 620.00  
 \$320,000.----\$ 640.00  
 \$330,000.----\$ 660.00  
 \$340,000.----\$ 680.00  
 \$350,000.----\$ 700.00  
 \$360,000.----\$ 720.00  
 \$370,000.----\$ 740.00  
 \$380,000.----\$ 760.00  
 \$390,000.----\$ 780.00  
 \$400,000.----\$ 800.00  
 \$410,000.----\$ 820.00  
 \$420,000.----\$ 840.00  
 \$430,000.----\$ 860.00  
 \$440,000.----\$ 880.00  
 \$450,000.----\$ 900.00  
 \$460,000.----\$ 920.00  
 \$470,000.----\$ 940.00  
 \$480,000.----\$ 960.00  
 \$490,000.----\$ 980.00  
 \$500,000.----\$ 1,000.00

(\$251,000. To \$500,000.)  
 \$2.00 Per Thousand

**\$1.75 Per Thousand**

\$501,000.---\$ 876.75  
 \$502,000.---\$ 878.50  
 \$503,000.---\$ 880.25  
 \$504,000.---\$ 882.00  
 \$505,000.---\$ 883.75  
 \$506,000.---\$ 885.50  
 \$507,000.---\$ 887.25  
 \$508,000.---\$ 889.00  
 \$509,000.---\$ 890.85  
 \$510,000.---\$ 892.50  
 \$520,000.---\$ 910.00  
 \$530,000.---\$ 927.50  
 \$540,000.---\$ 945.00  
 \$550,000.---\$ 962.50  
 \$560,000.---\$ 980.00  
 \$570,000.---\$ 997.50  
 \$580,000.---\$1,015.00  
 \$590,000.---\$1,032.50  
 \$600,000.---\$1,050.00

(\$501,000. And UP)  
 \$1.75 Per Thousand



VFW CLUB MANAGERS AND BINGO RATE SCHEDULE

\$ 3,000.----- \$ 21.00 Minimum Premium

Rates \$4,000. And Over - \$7.00 Per Thousand

\$ 4,000.-----	\$ 28.00
\$ 5,000.-----	\$ 35.00
\$ 6,000.-----	\$ 42.00
\$ 7,000.-----	\$ 49.00
\$ 8,000.-----	\$ 56.00
\$ 9,000.-----	\$ 63.00
\$ 10,000.-----	\$ 70.00
\$ 15,000.-----	\$105.00
\$ 20,000.-----	\$140.00

Rates \$25,000. And Over - \$5.00 Per Thousand

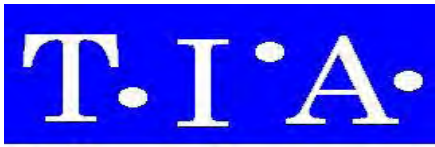
\$ 25,000.-----	\$125.00
\$ 30,000.-----	\$150.00
\$ 35,000.-----	\$175.00
\$ 40,000.-----	\$200.00

Rates \$50,000. And Over - \$4.00 Per Thousand

\$ 50,000.-----	\$200.00
\$ 55,000.-----	\$220.00
\$ 60,000.-----	\$240.00
\$ 65,000.-----	\$260.00
\$ 70,000.-----	\$280.00
\$ 75,000.-----	\$320.00
\$ 80,000.-----	\$320.00
\$ 85,000.-----	\$340.00
\$ 90,000.-----	\$360.00
\$100,000.-----	\$400.00

Form (9/00)

Enclosure 4



Tallman Insurance

APPLICATION FOR DISHONESTY BOND TO BE COMPLETED BY BONDED INDIVIDUAL

- 1. a) Name of Post Post # b) Post Address
2. a) Name of Person to be Bonded b) Residence Address c) Social Security #
3. Position to be Bonded Bond Amount \$
4. Largest amount of cash or check at one time? \$ Amount Monthly? \$
5. How frequently will such cash or checks be audited or reconciled?
6. Are you authorized to sign checks? If yes, will check be countersigned?
7. Is the audit done by an independent CPA or Public Accountant?
8. a) Have you ever been discharged from any position b) If yes, please explain
9. a) Have you ever been bankrupt or insolvent? b) If yes, please give details in a separate confidential letter to the Insurance Company.
10. a) Have you ever been refused a bond? b) When c) What Company
11. a) Have you ever been convicted of a felony or misdemeanor? (Other than Traffic Violations) b) If yes, explain

The foregoing answers, statements and representations are made with the intent to induce The Travelers Insurance Company to execute the policy described herein and are true to the best of our/my knowledge and belief.

Signed this day of , (day) (month) (year)

Signature: Person to be Bonded

VETERANS OF FOREIGN WARS OF THE UNITED STATES  
DEPARTMENT OF VIRGINIA

**SAFETY REPORT**

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (*Deadline to report November 15*)  
SECOND HALF - NOVEMBER 1 TO APRIL 30 (*Deadline to report May 11*)

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

REPORTING FOR **FIRST HALF** or **SECOND HALF**  
(*CIRCLE ONLY ONE*)

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: \_\_\_\_\_ EMAIL / PHONE \_\_\_\_\_

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

Veterans of Foreign Wars of the United States  
 Department of Virginia  
**HOSPITAL COMMITTEE REPORT**

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (Deadline to report November 15)  
 SECOND HALF - NOVEMBER 1 TO APRIL 30 (Deadline to report May 11)

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

REPORTING FOR **FIRST HALF** or **SECOND HALF**  
 (CIRCLE ONLY ONE)

Date	Description (Identify Activities Performed)	Number of VFW Individuals Participating in each Visit	Total Hours	Number of Patients Benefited	Value of Services or Donations
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
Totals:					\$

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_ EMAIL / PHONE \_\_\_\_\_

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

## Instruction for Completion of Hospital Committee Report

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 x 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

**VFW DEPARTMENT OF VIRGINIA  
HOMELESS VETERANS COMMITTEE**

POST/AUX NO. \_\_\_\_\_ DISTRICT NO. \_\_\_\_\_

Post report for helping homeless veterans and needy families, suggested projects, report by numbers on form below.

1. Held a canned food and/or clothing drive, coordinated with local homeless facilities.
2. Volunteered at local soup kitchens or other homeless facilities.
3. Participated in local Stand Down for homeless veterans.
4. Help homeless veterans to file claims for VA or other public assistance.
5. Participated in Make a Difference in One Day Program.
6. Donated funding, usable building space, or housing to VA or non-VA programs that assist homeless veterans.
7. Donated Holiday food baskets to needy families.
8. Help renovate a house so that it can be used for transitional or supported permanent housing for homeless veterans.

Other projects-please add a brief description-type of project-man hours-dollar value.

Please complete this report and forward recommendations/comments to me at the address below before February 1. I must report to National by February 10.

Department of Virginia, VFW, 403 Lee Jackson Highway, Staunton, Virginia 24401

PROJECT #	NUMBER BENEFITTED	MEMBERS PARTICIPATING	TOTAL HOURS	\$ VALUE OF SERVICES	\$ VALUE OF DONATION
(SAMPLE)					
#1	125	8	24@8.00=	192.00	425.00
#2	65	6	15@8.00=	120.00	65.00
#7	50	12	36@8.00=	288.00	300.00

**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*                      *Life Membership*  
*Number*                      *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 (866) 416-0586*

VETERANS OF FOREIGN WARS OF THE UNITED STATES  
DEPARTMENT OF VIRGINIA

**COMMUNITY ACTIVITY REPORT**

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (*Deadline to report November 15*)  
SECOND HALF - NOVEMBER 1 TO APRIL 30 (*Deadline to report May 11*)

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

REPORTING FOR **FIRST HALF** or **SECOND HALF**  
(*CIRCLE ONLY ONE*)

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 / ASSISTED FUND RAISING DRIVES (MARCH OF DIMES, ETC.)  
\_\_\_\_ U.S. SAVINGS BOND PROMOTION  
\_\_\_\_ VOLUNTEER IN SCHOOL / CHURCH  
\_\_\_\_ SPEAKER PROGRAM IN SCHOOL / CHURCH / COMMUNITY  
\_\_\_\_ OTHER \_\_\_\_\_

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

3. AID TO OTHERS:

- \_\_\_\_ COMMUNITY HOSPITAL  
\_\_\_\_ NURSING HOME / SENIOR CITIZENS  
\_\_\_\_ VA MEDICAL CENTER  
\_\_\_\_ OTHER \_\_\_\_\_

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

4. 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: \_\_\_\_\_ EMAIL / PHONE: \_\_\_\_\_

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

**REVISED: April 26, 2006**



VETERANS OF FOREIGN WARS OF THE UNITED STATES  
DEPARTMENT OF VIRGINIA

**AMERICANISM REPORT**

REPORTING PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (*Deadline to report November 15*)  
SECOND HALF - NOVEMBER 1 TO APRIL 30 (*Deadline to report May 11*)

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

REPORTING FOR **FIRST HALF** or **SECOND HALF**  
(*CIRCLE ONLY ONE*)

THE FOLLOWING AMERICANISM PROJECTS HAVE BEEN COMPLETED:

- \_\_\_\_\_ FLAG PRESENTATION
- \_\_\_\_\_ FLAG RAISING
- \_\_\_\_\_ COLOR GUARD/HONOR GUARD/PARADE
- \_\_\_\_\_ 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/COLLECT OLD FLAGS
- \_\_\_\_\_ INDEPENDENCE DAY PROGRAM
- \_\_\_\_\_ POW/MIA PROGRAM
- \_\_\_\_\_ GET OUT THE VOTE
- \_\_\_\_\_ VETERANS DAY PROGRAM
- \_\_\_\_\_ PEARL HARBOR DAY PROGRAM
- \_\_\_\_\_ SUPPORT OUR TROOPS
- \_\_\_\_\_ 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: \_\_\_\_\_ EMAIL / PHONE \_\_\_\_\_

SEND 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 PERIODS: FIRST HALF - MAY 1 TO OCTOBER 31 (*Deadline to report November 15*)  
SECOND HALF - NOVEMBER 1 TO APRIL 30 (*Deadline to report May 11*)

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

REPORTING FOR **FIRST HALF** or **SECOND HALF**  
(*CIRCLE ONLY ONE*)

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: \_\_\_\_\_ EMAIL / PHONE \_\_\_\_\_

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

**REVISED: April 26, 2006**