

PROGRAMS BOOK



WE HAVE YOUR SIX

Department of Georgia
Veterans of Foreign Wars of the U.S.

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Commander Kevin Hammond

- Commander Kevin Hammond,
- I want to Congratulate you on your election as Commander of the Department of Georgia, Veteran of Foreign Wars. As America's oldest and largest combat Veterans organization. It is the States Officers who continue to offer guidance and support for our veteran needs." There is no I in team" and no better motto to close out 2021 and take our Department into the future than your motto, "I've Got Your Six"!
- This past year has been a struggle, not only for our State of Georgia, our Country but for our entire World. Yet you and countless others have been the "the First to Serve" by stepping up to complete those appointed duties regardless of the circumstances. As Veterans we have "answered the call" thus fulfilling the duties appointed us. Even to the point of laying it all on the line. And agreeing to pay the ultimate price if required. We as a Department have faced a very tough year and we know what needs to be done. We have your back and again together we will answer the call when asked to do so.
- It is my wish that you have smooth sailing, that you are Blessed, that you lean on your Department Officers, the Districts and the Post of this great State. We are your team members and that you always know that We pledge to "Have Your Six". To be the "First to Serve and Keep Stepping Up". In doing so you and this Department will have another Great year.
- Yours in Comradeship and Service,
- Jim Willis
- Senior Vice Commander
- Department of Georgia

Commander Hammond,

Congratulations on your election as Commander, Department of Georgia 2021 - 2022. I look forward to serving with you as the Junior Vice Commander. As we start the year during a pandemic it proves that we're not afraid to accept any challenge brought before us.

You have chosen "We have your Six" as your motto for this year and I promise to have you six through out the year as we continue to ensure that taking care of veterans and helping the VFW grown are our priorities during the year.

As the Junior Vice Commander, and Community Service Chairman for the year, my plan is to work directly with district commanders and the posts in their districts. I want to ensure that they are not only aware of what can and should be included as Community Service but how it should be recorded. The Department of Georgia is active in the community daily. We all must be better at training our members on how to capture what they are doing.

As your Ways and Means Chairman I will work diligently with you to raise funds for your Commander's Project. I know we all have projects that we hold near and dear to our hearts and I want to ensure you I am going to do all I can to help you reach your goal for your special project.

Commander as we face Challenges throughout this year know that I and the other officers of this great department have your six. Don't hesitate to reach out to me if I can help in any way. As always, I am standing by to assist.

Yours in true Comradeship,



Patsy Elizabeth Nuzum

Junior Vice Commander

Comrade Commanders,

Congratulations on being elected to fill the office of Commander of your Post or District. For many of you this is the first time while others of you have been here before. Whether you are new or “experienced,” the success of the year will depend a great deal on you.

Your ability to achieve success hinges on a couple of things as we come out of these trying times:

1. Set Post and District goals for activities in your community, for membership and for camaraderie. Know what you are shooting for and then go get it.
2. Put together a team determined to do what needs to be done. Most people want to the right thing and work for the common good. Engage them and their skills. Your memories will come from being out and doing things together. If you have one, make your Auxiliary a key part of your team.
3. Seek counsel of your officers and members. No one knows it all. Get their input and make it a team effort. Communication is key. Fewer Surprises for your officers and members mean a stronger chance of success.
4. Take time to review this book. It has been prepared to help you and your Post be successful. Use it. Mark it up. Wreck it if you must but use it.
5. Ask questions. You have State and District officers here to help you. Take time at District and State meetings to talk to others and learn from them. Ask.
6. This is a people organization. Be respectful and professional. Remember, a simple heartfelt “thank-you” goes a long way.

Hopefully, we through the worst of the COVID challenges. Regardless, we are not defined by our challenges but by how we respond to them. Let’s step forward and do what’s right, even when it is the harder choice. The VFW must continue to be a pocket of patriotism and a ray of hope in our communities.

Again, I offer you and Commander Hammond my sincere congratulations and my complete support. I hope you join him in making this a positive and successful, year. Know that we at the Department “Have Your Six.” Here’s to success beyond imagination!

Still Serving,

JEFF CARROLL
State Quartermaster



*Bren Bragg
Dept of GA
Auxiliary President
2021 – 2022*

Congratulations Commander Kevin Hammond becoming our leader for the State of Georgia. I am look forward to working alongside of you as we improve conditions for our female soldiers both active duty and retired.

The Covid-19 slowed us down for a short time. We are making a com back. This year I look forward to getting more Auxiliaries started in single Posts. As an Auxiliary member I can share that we are “go getters” we are here for our Veterans to assist them and “giturdone”! Covid isn’t going to stop this team of Hammond and Bragg we plan to do the best we can for this wonderful organization we know as our VFW.

It is an honor to have been asked to serve as VFW Dept of GA Auxiliary President and represent for our Veterans and Families. On more of a serious note and I look forward, Commander Hammond, to our year and all we can do for our Veterans and Family. We are going to have a fun year as well as a very productive year. It is up to us to make 2021 – 2022 “The Year of The Woman” and do that by way of “Team Work Makes Dreams Work”!

Respectfully

*Bren Bragg
VFW Dept of GA
President*

VFW Department of Georgia
Veterans of Foreign Wars of the United States

Department Officers

Commander	Kevin Hammond 3403 Coalson Corner Rd Rockmart GA 30153	404-788-4412 doughboyrepair@gmail.com
Sr Vice Commander	Jim Willis PO Box 4448 Eatonton GA 31024	706-473-0123 jim.willis105@countryfinancial.com
Jr Vice Commander	Patsey Nuzum 113 Craig Way Saint Marys GA 31558	912-674-8956 patseyschreiber911@gmail.com
Quartermaster	Jeff Carroll 660 Happy Valley Cir Newnan GA 30263	678-571-5333 qm@vfwga.com
Adjutant	Richard H Attaway 598 Corinth Rd Hogansville GA 30230	706-957-6082 richardattaway60@gmail.com
Judge Advocate	Dean Rakoskie 105 Black Oak Lane Pembroke GA 31321	703-298-0144 deanvfw@outlook.com
Chaplain	James W Gray 3599 Calumet Rd Decatur GA 30034	404-284-1504 (H) 404-579-0118 (C) the_gray_family@yahoo.com
Immediate Past	Joel L. Willis Jr 705 River Oak Loop Lawrenceville GA 30044	470-504-5701 jw250645@gmail.com
Chief of Staff	Rodney Pfeifer 149 Merrywood Dr Rossville GA 30741	423-802-9646 hotrodusmc86@hotmail.com

Inspector	Curtis Talley 1201 S Hill St Sardis GA 30456	912-682-2884 cs.talley1201@att.net
Advisor	Maury Jackson 855 Highway 319 S Moultrie GA 31768	229-985-7074 (H) 229-456-1499 (C) mjackson3@windstream.net
	Al Lipphardt 6009 Millstone Run Stone Mountain GA 30087	404-680-2891 al@lipphardt.org
Service Officer	Belinda Boldoe 2397 Charleston Terr Decatur GA 30034	404-983-3270 bboldoe03@comcast.net
Surgeon	Willie Guzman 1424 Brentwood Marietta GA 30062	678-524-9639 wguzman11@yahoo.com
District Commanders		
District 1	Kevin Daniel 1206 Brooks Street Cedartown GA 30125	404-205-1999 kdga7402@gmail.com
District 2	Bill Miles 2605 Stonepile Rd Clarkesville GA 30523	706-968-0854 vfwpost7720@outlook.com
District 3	Joe Couch 1581 Elmore Dr Jonesboro GA 30236	770-380-3301 cdr.district3vfwga@gmail.com
District 4	Arnold Gonzales 880 Carlene Dr Harlem GA 30814	706-373-1270 arnold.l.gonzales@gmail.com
District 5	Michel Johansen 911 Mountain Rd Hamilton GA 31811	706-587-1353 ltmikmed77@yahoo.com
District 6	Dee Adams 514 Jim Wimberly Rd Cochran GA 31014	478-298-9046 gacowboy1@windstream.net

District 7 Ben Atkinson 912-322-3499
 106 Hibiscus Ct
 Kingsland GA 31548 benjamin.l.atkinson@gmail.com

District 8 Charles Jackson 229-221-5504
 3200 Stagecoach Rd charlie9bhd@gmail.com
 Pelham GA 31779

Department Commander Appointments, Chairmen and Committees

Adjutant

Richard H Attaway 706-957-6082
598 Corinth Rd richardattaway60@gmail.com
Hogansville GA 30230

Americanism

Wilbert Jordan 404-754-0912
8781 Twin Oaks Dr wilbertjordan@bellsouth.net
Jonesboro GA 30236

Bingo/Video Machines

Ed Irby 229-890-5591 (H)
174 Tallspring Dr 229-529-7101 (C)
Moultrie GA 31788

Buddy Poppy

Bill Miles 706-968-0854
2605 Stonepile Rd soldieriowa@yahoo.com
Clarksville GA 30523

Budget & Finance Committee

Chairman Richard J Hack 706-779-7051 (H)
 5895 Brookhaven Cir 706-573-7877 (C)
 Martin GA 30557

 James W Gray 404-284-1504 (H)
 3599 Calumet Rd 404-579-0118 (C)
 Decatur GA 30034 the_gray_family@yahoo.com

 John F Gwizdak 404-317-8668 (C)
 501 Raleigh Rd 706-846-5692 (F)
 Woodbury GA 30293 john_gwizdak@yahoo.com

Bill Miles
2605 Stonepile Rd
Clarksville GA 30523

706-968-0854
soldieriowa@yahoo.com

Curtis Talley
1201 S Hill St
Sardis GA 30456

912-682-2884
cs.talley1201@att.net

Citizenship Education Teacher Award

Chad Long
PO Box 20
Locust Grove GA 30248

706-975-3421
chad_long75@outlook.com

Community Service

Arnold Gonzales
880 Carlene Dr
Harlem GA 30814

706-373-1270
arnold.l.gonzales@gmail.com

Convention Director

Dee Adams
514 Jim Wimberly Rd
Cochran GA 31014

478-298-9046
gacowboy1@windstream.net

Convention/Meeting Committee

Chairman Jeff Carroll
660 Happy Valley Cir
Newnan GA 302663

678-571-5333
qm@vfwga.com

Vice Chair Jim Willis
PO Box 4448
Eatonton GA 31024

706-473-0123
jim.willis105@countryfinancial.com

Kevin Hammond
3403 Coalson Corner Rd
Rockmart GA 30153

404-788-4412
doughboyrepair@gmail.com

Employment

Bryan Shue
1183 Wendy Way
Winder GA 30680

770-842-1002
Bryan.m.shue@gmail.com

Fraternal Review (Investigating) Committee:

All Past Commanders
Plus, team members assigned as needed

Grant Assistance Officer

Drew Keenan 770-298-7426
4816 Woodspring Dr NE drewkeenan51@comcast.net
Marietta GA 30056

Historian

David Worthen 912-227-7819
21 Edgewood St vfwwebmaster@outlook.com
Kingsland GA 31548

Homeless Veterans

Chairman

Dick Dickens 706-485-5322
106 Angeline Cir dickens112541@yahoo.com
Eatonton GA 31024

Larry Hester 423-364-7909
221 S Mission Ridge Dr georgiahammer@comcast.net
Rossville GA 30741

George A Langford 478-787-2246
85 Hillcrest Ln geolangford@gmail.com
Jackson GA 30233

Herbert Ward 770-961-4831 (H)
5941 Gretna Ct herbert.ward.va.gov
Rex GA 30273

Honor Guard

Captain

Alex Williams 770-593-0720 (H)
1808 Canberra Dr 404-313-9570 (C)
Stone Mountain GA 30088 alex174898@aol.com

Hospital

Chairman

Willie Guzman 678-524-9639
1424 Brentwood wguzman11@yahoo.com
Marietta GA 30062

Assistant

Joel L. Willis Jr 470-504-5701
705 River Oak Loop jw250645@gmail.com
Lawrenceville GA 30044

Information/Technology Advisor:

Jeff Carroll 678-571-5333
660 Happy Valley Cir jeff@polarshark.com
Newnan GA 30263

JROTC

Chairman	Steven Peters 113 Springwood Dr Carrollton GA 30117	801-888-6300 steven.peters@carrollcountyschools.com
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	Christopher Ramsey	678-371-7346 cramsey@paulding.k12.ga.us Ramsey4741@comcast.net
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Legislative, National

Chairman	Charles A (Tony) Dobbins 107 Meadow Ridge Way Stockbridge GA 30281	678-613-6519 cadobbins107@gmail.com
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Co-Chair	Sherrod Conyers	310-977-65154 sherrodconyers@gmail.com
----------	-----------------	-------------------------------------------

Legislative, State

Chairman	Drew Keenan 4816 Woodspring Dr NE Marietta GA 30056	770-592-4342 drewkeenan51@comcast.net
----------	-----------------------------------------------------------	------------------------------------------

	Joel L. Willis Jr 705 River Oak Loop Lawrenceville GA 30044	470-504-5701 jw250645@gmail.com
--	-------------------------------------------------------------------	------------------------------------

Membership

	Jim Willis PO Box 4448 Eatonton GA 31024	706-473-0123 jim.willis105@countryfinancial.com
--	------------------------------------------------	----------------------------------------------------

Membership, Recruiter/District Development Team Training

Chairman	Bill Miles 2605 Stonepile Rd Clarkesville GA 30523	706-968-0854 vfwpost7720@outlook.com
----------	----------------------------------------------------------	-----------------------------------------

	Leonard D Ott 739 Huntingdon Dr Jonesboro GA 30236	770-471-2589 (H) 678-977-1256 (C) leonarddott@bellsouth.net
--	----------------------------------------------------------	-------------------------------------------------------------------

Membership, Life & Legacy Life

Chairman	Curtis Talley 1201 S Hill St Sardis GA 30456	912-682-2884 cs.talley1201@att.net
----------	----------------------------------------------------	---------------------------------------

Motorcycle Groups & Issues Coordinator

Ty Matthews
606 Chamlee Dr
Fort Valley GA 31030

478-733-8130
ltmatthews506@gmail.com

National Home

Jim Willis
PO Box 4448
Eatonton GA 31024

706-473-0123
jim.willis105@countryfinancial.com

New Post Institution

Wilbert Jordan
8781 Twin Oaks Dr
Jonesboro GA 30236

404-754-0912
wilbertjordan@bellsouth.net

Officer of the Day

Sheldon Britt
708 Georgia Ave
Bremen GA 30110

470-214-2242
sheldonbritt63@gmail.com

Outreach

Chairman

Richard H Attaway
598 Corinth Rd
Hogansville GA 30230

706-957-6082
richardattaway60@gmail.com

Assistant

Jeff Carroll
660 Happy Valley Cir
Newnan GA 30263

678-571-5333
jeff@polarshark.com

Patriot's Pen

Kelli Kelley
40 Elmtree Dr
Sharpsburg GA 30277

575-415-0924
kelli.d.kelley@gmail.com

Photographer

David Worthen
21 Edgewood St
Kingsland GA 31548

912-227-7819
vfwwebmaster@outlook.com

POW/MIA

Chairman

James R (Rusty) Rogers
148 Valhalla Rd
Cordele GA 31015

229-869-2799
rrogers136@live.com

Public Relations

Richard H Attaway
598 Corinth Rd
Hogansville GA 30230
706-957-6082
richardattaway60@gmail.com

Charles A (Tony) Dobbins
107 Meadow Ridge Way
Stockbridge GA 30281
678-613-6519
cadobbins107@gmail.com

Quartermaster Assistant

Dean Rakoskie
105 Black Oak Lane
Pembroke GA 31321
703-298-0144
deanvfw@outlook.com

Surgeon

Willie Guzman
1424 Brentwood
Marietta GA 30062
678-524-9639
wguzman11@yahoo.com

Re-Districting

Chairman

Jim Willis
PO Box 4448
Eatonton GA 31024
706-473-0123
jim.willis105@countryfinancial.com

1st District

Kevin Hammond
3403 Coalson Corner Rd
Rockmart GA 30153
404-788-4412
doughboyrepair@gmail.com

2nd District

Richard J Hack
5895 Brookhaven Cir
Martin GA 30557
706-779-7051 (H)
706-573-7877 (C)
retired.n.georgia@gmail.com

3rd District

Charles A (Tony) Dobbins
107 Meadow Ridge Way
Stockbridge GA 30281
678-613-6519
cadobbins107@gmail.com

4th District

Dick Dickens
106 Angeline Cir
Eatonton GA 31024
406-485-5322
dickens112541@yahoo.com

5th District

John Skinner
25 Southfield Ct
Newnan GA 30265
770-301-4074
jskinn13132@gmail.com

6th District Dean Rakoskie 703-298-0144
105 Black Oak Lane
Pembroke GA 31321 deanvfw@outlook.com

7th District Michael J O'Steen 912-389-2701
1265 Briston Rd mjovfw@windstream.net
Willacoochee GA 31650

8th District James R (Rusty) Rogers 229-869-2799
148 Valhalla Rd rrogers136@live.com
Cordele GA 31015

Safety

John A Kepler 678-634-0065
7130 Bannister Park Ln jkeplerUSAFVET@gmail.com
Cumming GA 30028

Scouting

Charles Bond 706-271-6165
2728 River Rd cabond008@gmail.com
Chatsworth GA 30705

Special Advisor to All Committees

R D (Bulldog) Smith Jr 706-886-0779
PO Box 761 bulldogsmithpastcnc@windstream.net
Toccoa GA 30577

John F Gwizdak 404-317-8668 (C)
501 Raleigh Rd 706-846-5692 (F)
Woodbury GA 30293 john_gwizdak@yahoo.com

Special Advisor to the Department Commander

All Past State Commanders

Student Veterans of America (SVA)

Bryan Shue 770-842-1002
1183 Wendy Way Bryan.m.shue@gmail.com
Winder GA 30680

Advisor Brian Stone 478-954-1801
106 Buckeye Branch vmi91h@aol.com
Athens GA 30605

Time and Place Committee

Jeff Carroll
660 Happy Valley Cir
Newnan GA 30263
678-571-5333
qm@vfwga.com

Richard H Attaway
598 Corinth Rd
Hogansville GA 30230
706-957-6082
richardattaway60@gmail.com

All Department Line Officers

VAVS Representatives, Deputies and Associates**Atlanta VA Medical Center**

Rep. Belinda Boldoe
2397 Charleston Terr
Decatur GA 30034
404-929-5345(W)
404-312-5752
bdoldoe02@comcast.net

Augusta VA Medical Center

Rep. James W Johnson
2940 Wakefield Ct
Hephzibah GA 30815
706-294-3393
jmsw2940@comcast.net

Dublin Carl Vinson VA Medical Center

Rep Richard Dunlop
912-583-4028
Richdun2@hotmail.com

Lake City VA Medical Center

Associate Maury Jackson
855 Highway 319 S
Moultrie GA 31768
229-985-7074 (H)
229-456-1499 (C)
mjackson3@windstream.net

CAVHCS East Campus (Formerly Tuskegee VAMC)

Associate Wendell Kistler
1048 Country Rd 495
Valley AL 30854
706-586-1399
kistler36854@gmail.com

Alvin C York Medical Center

Associate Larry Hester
221 S Mission Ridge Dr
Rossville GA 30741
423-364-7909
georgiahammer@comcast.net

Georgia Department of Veterans Service

Associate Herbert Ward
1701 Hardee Ave SW
Atlanta GA 30310
404-321-6111
Herbert.ward1@va.gov

Milledgeville Georgia War Veterans Home

Dick Dickens 406-485-5322
106 Angeline Cir dickens112541@yahoo.com
Eatonton GA 31024

Augusta Georgia War Veterans Home

Matthew (Tex) Funsch 706-631-1062
2106 Boykin Rd matthewfunsch6@gmail.com
Augusta GA 30906

Veterans and Military Support

Chairman Curtis Talley 912-682-2884
1201 S Hill St cs.talley1201@att.net
Sardis GA 30456

Veterans Liaison for Insurance

Anthony Dixon 904-449-8214
2138 Calhoun Falls Hwy adixon@humana.com
Elberton GA 30635

Veterans Service Committee

Chairman Pledge Cannon 478-923-7743 (H)
118 Scarborough Rd 478-397-9498 (C)
Centerville GA 31028 pledge@bellsouth.net

James R (Rusty) Rogers 229-869-2799
148 Valhalla Rd rrogers136@live.com
Cordele GA 31015

Al Lipphardt 404-680-2891
6009 Millstone Run al@lipphardt.org
Stone Mountain GA 30087

Michael J O'Steen 912-389-2701
1265 Briston Rd mjovfw@windstream.net
Willacoochee GA 31650

Richard H Attaway 706-957-6082
598 Corinth Rd richardattaway60@gmail.com
Hogansville GA 30230

Voice of Democracy

James W Gray 404-284-1504 (H)
3599 Calumet Rd 404-579-0118 (C)
Decatur GA 30034 the_gray_family@yahoo.com

Ways and Means

Patsey Nuzum 113 Craig Way Saint Marys GA 31558	912-674-8956 patseyschreiber911@gmail.com
-------------------------------------------------------	----------------------------------------------

"We Care Fund" Committee

Chairman	James R (Randy) Coggins 6182 Graceland Cir Morrow GA 30260	770-827-1111 randycoggins@att.net
	Jeff Carroll 660 Happy Valley Cir Newnan GA 30263	678-571-5333 qm@vfwga.com
	Richard Attaway 598 Corinth Rd Hogansville GA 30230	478-474-3737 706-957-6082 (C) richardattaway60@gmail.com

Webmaster

David Worthen 21 Edgewood St Kingsland GA 31548	912-227-7819 vfwwebmaster@outlook.com
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Women Veterans Committee

Chairman	November Graves 1169 Midland Dr NW Acworth GA 30102	404-822-0403 novigraves@gmail.com
----------	-----------------------------------------------------------	--------------------------------------

Youth Activities

Kelli Kelley 40 Elmtree Dr Sharpsburg GA 30277	575-415-0924 kelli.d.kelley@gmail.com
------------------------------------------------------	------------------------------------------

Carrollton Complex Committee

Chairman	Richard Attaway 598 Corinth Rd Hogansville GA 30230	478-474-3737 706-957-6082 (C) richardattaway60@gmail.com
	Kevin Daniel 1206 Brooks Street Cedartown GA 30125	404-205-1999 kdga7402@gmail.com
	Willie Guzman 1424 Brentwood Marietta GA 30062	678-524-9639 wguzman11@yahoo.com

Sheldon Britt
708 Georgia Ave
Bremen GA 30110
470-214-2242
sheldonbritt63@gmail.com

James W Gray
3599 Calumet Rd
Decatur GA 30034
404-284-1504 (H)
404-579-0118 (C)
the_gray_family@yahoo.com

VFW Auxiliary Department President

Bren Bragg
124 Dusty Way
Cataula GA 31804
706-329-0599
vfwauxbb05@gmail.com

National Council Member, Georgia

Al Lipphardt
6009 Millstone Run
Stone Mountain GA 30087
404-680-2891
al@lipphardt.org

VFW Auxiliary National Council Member, District 8 (Georgia/Alabama)

Donna Howell
500 O Z Davis Rd
Eva AL 35621
256-651-2831
donnahowell103@gmail.com

VFW National Headquarters

Veterans of Foreign Wars
of the United States
406 West 34th St
Kansas City MO 64111
816-756-3390 (Main)
816-968-1149 (Fax)
816-968-1196 (Supply Fax)

VFW Auxiliary National Headquarters

Auxiliary VFW
406 West 34th St, 10th Flr
Kansas City MO 64111
816-561-8655 (Main)
816-931-4753 (F)

VFW Washington Office

VFW
200 Maryland Ave NE
Washington DC 20002
202-543-2239 (Main)

VFW National Home for Children

VFW National Home
3673 S Waverly Rd
Eaton Rapids MI 48827
800-424-8360
mail@vfnationalhome.org

VFW Department of Georgia

478-474-3737

VFW Department of Georgia Email Addresses

Adjutant:	richardattaway60@gmail.com
Quartermaster:	qm@vfwga.com
Executive Secretary:	admin@vfwga.com

VFW Department of Georgia Website

www.vfwga.com

VFW National Headquarters Website

www.vfw.org

State Meetings/Convention

GLT	September 10 – 12, 2021
Fall Meeting	October 21 – 23, 2021
Mid-Winter Meeting	February 18 – 20, 2022
80 th State Convention	June 23 – 26, 2022

Kevin Hammond
State Commander

Official:

Richard Attaway

Richard Attaway
State Adjutant

PAST STATE COMMANDERS

Julian Poole	Deceased	1944 - 45
Mayo Buckley	Deceased	1945 - 47
C. Flannery Pope	Deceased	1947 - 49
James L. Carmichael	Deceased	1949 - 50
Emmett E. Culbreth	Deceased	1950 - 51
James H. Floyd	Deceased	1951 - 52
Asa D. Kelley, Jr.	Deceased	1952 - 53
Joe T. Wood	Deceased	1953 - 54
Roland N. Richardson	Deceased	1954 - 55
Randolph Medlock	Deceased	1955 - 57
Wiley M. Griffin, Jr.	Deceased	1957 - 58
Grady C. Pittard, Jr.	Deceased	1958 - 59
William Poole	Box 95 Butler GA 31006 912-862-5577	1959 - 60
Gene Brown	Deceased	1960 - 61
Julian M. Brisendine	Deceased	1961 - 62
R. D. Smith, Jr.	PO Box 761 Toccoa GA 30577 706-886-0779	1962 - 63
H. E. Isaacs	Deceased	1963 - 64
Paul F. Clements	Deceased	1964 - 65
George H. Pugh	Deceased	1965 - 66
Hulette Goodman	Deceased	1966 - 67
Ed B. Hitt	Deceased	1967 - 68
Johnnie Shiver	Non-Member	1968 - 69
William S. Shields	Deceased	1969 - 70
Ogie V. Hayes	Deceased	1970 - 71
W. Ray Giles	Deceased	1971 - 72

Wynder Giles	Deceased	1972 - 73
Harold L. Barrett	Deceased	1973 - 74
Olin C. Wright	Deceased	1974 - 75
James E. Warren	Deceased	1975 - 76
Marcus T. Smith	Deceased	1976 - 77
H. A. Rainwater	Deceased	1977 - 78
Sammy L. Cates	Deceased	1978 - 79
Leo H. Melanson	Deceased	1979 - 80
Robert H. Lancaster	Deceased	1980 - 81
J. B. Smith	Deceased	1981 - 82
Rance J. Taylor	Deceased	1982 - 83
J. W. Bohanan	Deceased	1983 - 84
T. D. Culpepper	Deceased	1984 - 85
Norman T. Brown	Deceased	1985 - 86
Dallas Reeves	Deceased	1986 - 87
Jimmy J. Fulbright	Deceased	1987 - 88
John F. Gwizdak	501 Raleigh Rd Woodbury GA 30293 706-846-5699	1988 - 89
Charlie B. Stephenson	Deceased	1989 - 90
Ray E. Brooks	Deceased	1990 - 91
General M. Crumley	Deceased	1991 - 92
Desso F. Faulkner	Deceased	1992 - 93
Glenn E. Mitchell	802 Highway 87 S Cochran GA 31014 478-934-6642	1993 - 94
Edward N. Williams	Deceased	1994 - 95
James T. Wood	Non-Member/Deceased	1995 - 96
Donald F. Ziegler	Deceased	1996 - 97
William S. Satchell	Deceased	1997 - 98
William J. Wilson	Deceased	1998 - 99

William R. Johnson	Deceased	1999 - 00
Frederick Engelhardt III	Deceased	2000 - 01
Billy W. Smith	177 River Oaks Dr Bainbridge GA 39817 229-246-6292	2001 - 02
Dick D. Dickens	106 Angeline Cir SE Eatonton GA 31024-7655 706-485-5322	2002 - 03
Edward P. Grealish, Jr.	Deceased	2003 - 04
James R. Coggins	6182 Graceland Cir Morrow GA 30260 770-961-1497	2004 - 05
Manis V. Long	2028 4th St SE Moultrie GA 31768 229-985-7325	2005 - 06
Ralph E. Thomas	Deceased	2006 - 07
Dean E. Smith	5461 Dry Fork Creek Ter Stone Mountain GA 30087 770-469-1714	2007 - 08
H. Dwayne Epps	1746 Bethany Rd Canon GA 30520 706-376-9630	2008 - 09
David G. Pipes	Non-Member	2009 - 10
Leonard D. Ott	739 Huntingdon Dr Jonesboro GA 30326 770-471-2589	2010 - 11
Pledge M. Cannon	118 Scarborough Rd Centerville GA 31028 478-923-7743	2011 - 12
James R. "Rusty" Rogers	148 Valhalla Rd Cordele GA 31015 229-869-2799	2012 - 13
Ronald E. Keller	Deceased	2013 - 14
Al Lipphardt	6009 Millstone Run Stone Mountain GA 30087 404-680-2891	2014 - 15
Michael J. O'Steen	1265 Briston Rd Willacoochee GA 31650 912-389-2701	2015 - 16
William C. Sandberg	Deceased	2016 - 17

Richard Attaway	598 Corinth Rd Hogansville GA 30230 706-637-6299	2017 - 18
Charles "Tony" Dobbins	107 Meadow Ridge Way Stockbridge GA 30281 678-613-6519	2018-19
Jeff Carroll	660 Happy Valley Cir Newnan GA 30263 678-571-5333	2019-20
Joel L. Willis Jr.	705 River Oak Loop Lawrenceville GA 30044 470-504-5701	2020-21

DATES TO REMEMBER

JULY 2021

- 1st Quarter Audit for April, May, June due (NLT 31st)
- 5 HQ Closed for Independence Day
- 31-Aug 3 National Convention (Kansas City MO)

AUGUST 2021

- 31 Must have QM bonded

SEPTEMBER 2021

- 10-12 Georgia Leadership Training (Macon)
- 11 Patriot Day
- 17 POW/MIA Recognition Day
- 29 VFW Day

OCTOBER 2021

- 2nd Quarter Audit for July, August, September due (NLT 31st)
- 22-24 Fall Conference/Commander & President's Homecoming (Macon)
- 31 Patriots Pen, Voice of Democracy, Teacher entries due to Post

NOVEMBER 2021

- 11 Veterans Day
- 15 Teacher, Patriots Pen, Voice of Democracy due to District
- 17-21 Southern Conference (Hilton Head SC)
- 23-26 HQ Closed for Thanksgiving Day

DECEMBER 2021

- 7 Pearl Harbor Day
- 15 Teacher, Patriots Pen, Voice of Democracy due to State (from Districts)
- Dec 24-Jan 3 HQ Closed for Christmas Day
- 31 Public Servant Nominations due to State (Law Enforcement/Firefighter/EMS)

JANUARY 2022

3rd Quarter Audit for October, November, December due (NLT 31st)

17 Closed for Martin Luther King, Jr Day

FEBRUARY 2022

18-20 Mid-Winter Conference & Awards Banquet (Macon)

15 Washington's Birthday / Presidents Day

28 Scout of the Year nominations due to Post

MARCH 2022

Feb 27-Mar 3 National Legislative Conference (Washington DC)

31 Scout of the Year nominations due to State Chairman

APRIL 2022

4th Quarter Audit for January, February, March due (NLT 30th)

1 Delegate Dues and Admission Fees billed

17 Easter Sunday

30 Mr/Ms VFW nomination due to Dept HQ

30 Richard Branson Outstanding Service Officer nomination due to Dept HQ

30 Close out for "All State" Programs

MAY 2022

1 Start of new Programs Year

1 Loyalty Day

8 Mother's Day

15 Delegate Dues and Admission Fees due to HQ

21 Armed Forces Day

31 Memorial Day

JUNE 2022

14 Flag Day

23-26 State Convention



GEORGIA MEMBERSHIP/PROGRAMS

2021 – 2022

**Department of Georgia
Veterans of Foreign Wars of the U.S.**

POST AWARDS

- The Commander and Quartermaster of each Post that attains 95% in membership by December 31, 2021 will be placed in a drawing for five (5) \$100.00 gift certificates from the VFW National Emblem and Supply Catalog.
- The Post Commander and Quartermaster whose Post is 1st or 2nd in each of the Georgia membership divisions on December 31, 2021 (at least 98%) will receive \$100.00 as a Travel/Trip award to help defray expenses at the Department of Georgia Mid-Winter Conference. You must attend the State Conference in order to receive the award. Post must have at least 30 members for contest purposes.
- The Commander and Quartermaster selected as "Captain" of the "All-State Team" of Post Commanders and Quartermasters will receive \$250.00 as a Travel/Trip award to help defray expenses at the Department of Georgia State Convention. You must attend the State Convention to receive the award.

MEMBERSHIP BASICS

MEMBERSHIP MISSION AND VISION:

- **Recruit, Retain, and Reinstate a stable membership base.**

MEMBERSHIP GOALS AND BENCHMARKS FOR 2021-2022:

- **Recruit new and recover unpaid members: 100% +1**
- **Retain existing membership: 85%**
- **Increase Life Membership: 5%**
- **Increase Legacy Life Membership: 1%**

We must improve the way we communicate with our members. This needs to be done at the grassroots level.

We must get back to the basics. That means taking care of our members and their families; staying current on veterans' issues and being an advocate on the local, state, and federal level; and getting involved in our local community to become a more relevant community partner.

If we can dedicate ourselves to this mission, we will have measurable growth in our membership and programs.

“We have your six”

SUCCESSFUL POST CRITERIA

Mandatory Requirements

- Attain 100% Plus 1 in membership for the 2021-2022 year (ends June 30, 2022)
- Participate in the Department Membership Round-up
- Submit an entry for judging in **two of the three** core programs. (All three are required for All-American)
 - Voice of Democracy
 - Patriot's Pen
 - Smart/Maher Citizenship Education Teacher Award one teacher (1)
- Make donations to all three (3) of the programs: Veterans and Military Support (VMS), National Home for Children (Georgia House), and Department "Dream Flights" Fund. These divisions are established exclusively for Georgia **not to be compared** with National Divisions. Divisions are based on the ending 2021-2022 membership year.

Division 1	(449 and over)	\$200 minimum
Division 2	(280 - 448)	\$150 minimum
Division 3	(173 - 279)	\$125 minimum
Division 4	(130 - 172)	\$100 minimum
Division 5	(87 - 129)	\$75 minimum
Division 6	(55 - 86)	\$50 minimum
Division 7	(54 and below)	\$25 minimum

- Post Commander (or in their absence, the Post Sr Vice or Post Jr Vice) attends all District meetings. Attendance must be verified by signature on sign-in sheet.
- Post Commander (or in their absence, the Post Sr Vice or Post Jr Vice) must attend all sessions of Georgia Leadership Training (GLT).
- Post Quartermaster is sufficiently bonded in accordance with Section 703 of the National By-Laws for the current membership year.
- Post Service Officer must attend the VFW sponsored Service Officer Training School.
- Submit four (4) Trustee Reports of Audit to the State Headquarters in a timely manner:

1st by July 31, 2021
2nd by October 31, 2021
3rd by January 31, 2022
4th by April 30, 2022

- Purchase five (5) Buddy Poppies per member before April 30, 2022. (Minimum order 500)
- Consistently submit reports in Community Service, Americanism, Youth, Safety, Hospital programs throughout the year.
- Pay all Department and District obligations.
- Have Facebook page with State and National linked.
- One new Female member
- Sponsor a ROTC or JROTC by giving award. Picture posted on Facebook

ALL-STATE TEAM OF POST COMMANDERS CRITERIA/AWARDS

Criteria

- All "Successful Post Criteria" from the previous page.
- Posts must attain at least 100% plus one (1) for membership in 2021-2022 year.
- **At least 1%** of Post membership is New and/or Reinstated.
- **Membership Growth Requirement**
 - In determining the All-State team, Department of Georgia posts will be based on the ending 2021-2022 membership year.

Award

Each member of the All-State Team of Post Commanders will receive

- "All-State" Post Commanders' cap, pin and citation
 - Posts that meet criteria by April 30, 2022 will receive these awards at the 2022 Department of Georgia State Convention
 - Posts that meet the criteria between May 1, 2022 and June 30, 2022 will receive their awards at the Georgia Leadership Training (GLT).
- Post Commanders that meet criteria by April 30, 2022 will receive a travel/trip award of \$150 to help defray expenses to the Department of Georgia State Convention (Must attend the State Convention to receive the award).

In determining the All-State team, Department of Georgia posts will be divided into the following divisions. These divisions are established exclusively for Georgia not to be compared with National Divisions. Divisions are based on the ending 2021-2022 membership year.

Division 1	2 may be awarded
Division 2	2 may be awarded
Division 3	2 may be awarded
Division 4	2 may be awarded
Division 5	2 may be awarded
Division 6	2 may be awarded
Division 7	2 may be awarded

Notes

Additional winners may be selected from each division at the discretion of the Awards Committee.

The Captain of the All-State team will be selected from the All-State Team of Post Commanders by the Awards Committee. All divisions will be considered in the selection process.

POST WORKSHEET/CHECKLIST

<u>Criteria</u>	<u>POINTS</u>	
<u>GLT (In Attendance)</u>		
Commander (20)	50	_____
Sr. Vice Commander (20)	50	_____
Jr. Vice Commander (20)	50	_____
Quartermaster (20)	50	_____
Chaplain (20)	50	_____
Trustees (1,2,3) (20) each	50	_____
<u>Core Programs:</u>		
Voice of Democracy: Entry sent to District	50	_____
Patriot's Pen: Entry sent to District	50	_____
Teacher Award: Entry sent to District	50	_____
<u>Program Goals:</u>		
Submission of Safety Recognition	30	_____
Law Enforcement (10)	50	_____
Firefighter (10)	50	_____
EMT/Paramedic (10)	50	_____
Adopt-A-Unit Program	50	_____
Scout of the Year Award – Entry Submitted	40	_____
Service Officer of the Year – Entry Submitted	20	_____
Mr./Ms. VFW Nomination Submitted	20	_____
ROTC or JROTC	50	_____
<u>Commander's Special Project – "Dream Flights"</u>		
\$50 - \$99 Donation	25	_____
\$100 - \$249 Donation	50	_____
\$250 and up Donation	100	_____

<u>Criteria</u>	<u>MAX Points</u>	<u>POINTS</u>
<u>Georgia We Care Fund:</u>		
\$50 - \$99 Donation	25	_____
\$100 - \$249 Donation	50	_____
\$250 and up Donation	75	_____
<u>National Home (Georgia House):</u>		
\$50 - \$99 Donation	25	_____
\$100 - \$249 Donation	50	_____
\$250 and up Donation	75	_____
<u>Veterans and Military Support (VMS):</u>		
\$50 - \$99 Donation	25	_____
\$100 - \$249 Donation	50	_____
\$250 and up Donation	75	_____
<u>Wreaths Across America:</u>		
\$45 - \$99 Donation	25	_____
\$100 - \$249 Donation	50	_____
\$250 and up Donation	75	_____
<u>Membership Bonus Goals:</u>		
Each New/Reinstate Member (2 points each)		_____
Each New Legacy Life Member (15 points each)		_____
Each New Life member (10 points each)		_____
State Winner of Voice of Democracy 1 st Place	100	_____
State Winner of Patriot's Pen 1 st Place	100	_____
State Winner of Teacher Award 1 st Place	100 (each level)	_____
State Winner of Scout of the Year	100	_____
State Winner of Public Safety	100 (each level)	_____
TOTAL POINTS		_____

ALL-STATE TEAM OF POST QUARTERMASTERS CRITERIA/AWARDS

Criteria

- All "Successful Post Criteria" from the previous page.
- Quartermaster attends all GLT sessions
- Quartermaster attends all District meetings (Any absence must be approved by the district commander prior to the meeting)
- Membership requirements are the same as Post Commander
- Post records are kept up-to-date
- Post must have a EIN registered with the IRS and must file tax reports with the State and Federal government on time (including Form 990, 990N, 990T, Sales Tax returns, and annual bingo report as reported on the Post Inspection form).

Award

Each member of the All-State Team of Post Quartermasters will receive

- "All-State" Post Quartermasters' cap, pin and citation
 - Posts that meet criteria by April 30, 2022 will receive these awards at the 2022 Department of Georgia State Convention
 - Posts that meet the criteria between May 1, 2022 and June 30, 2022 will receive their awards at the Georgia Leadership Training (GLT).
- Post Quartermasters that meet criteria by April 30, 2022 will receive a travel/trip award of \$150 to help defray expenses to the Department of Georgia State Convention (Must attend the State Convention to receive the award).

In determining the All-State team, Department of Georgia posts based on the ending 2021-2022 membership year.

Notes

Same as Post Commanders above

SUCCESSFUL DISTRICT CRITERIA WORKSHEET

Mandatory Requirements

- District reaches at least 100% in membership.
- Submit at least one (1) entry to the Department Chairman for all three (3) core programs:
 - Voice of Democracy
 - Patriot's Pen
 - Smart/Maher Citizenship Education Teacher Award
- Make at least a \$150 donation to the Veterans and Military Support program.
- Make at least a \$150 donation to the Commander's Special Project – “Dream Flights”.
- Make at least a \$100 donation to the VFW National Home for Children.
- Inspect all Posts in the District by December 31, 2021.
- Submit a Trustee Report of Audit to Department Headquarters after each District Meeting/Convention.
- Conduct at least four (4) District-wide recruiting events and report the results to Department Headquarters by April 30, 20122
- Participate in the Department Membership Round-up
- Sufficiently bond the District Quartermaster for the current year in accordance with Section 703 of the National By-Laws.
- Appoint a Student Veterans chairman coordinator, by name, to Department Headquarters by August 30, 2021
- Submit at least one (1) correct SVA report per semester (Fall and Spring) to the Department SVA Chairman.
- Appoint a District Service Officer, by name, to Department Headquarters by August 30, 2021.
- District Service Officer must attend the VFW-sponsored Service Officer training.

ALL-STATE TEAM OF DISTRICT COMMANDERS AWARDS

Criteria

- All "Successful District Criteria" from the previous page.
- **At least 1%** of District membership is New and/or Reinstated.
- District reaches **at least 100%** in membership.

AWARDS FOR DISTRICT COMMANDERS/DISTRICTS

Recognizing that District Commanders are a very important part of the success of the Department of Georgia, the following awards are being offered to those District Commanders and Districts that excel with their leadership.

- Each District Commander reaching 80% in membership by October 15, 2021 will receive two (2) banquet tickets, special seating, and recognition at the Commander's Homecoming banquet.
- Each District that reaches or exceeds 90% of the District membership goal by December 31, 2021 will receive \$200 from the Department of Georgia for the district general fund.
- Each District achieving 95% or greater in membership by January 31, 2022 will receive six (6) banquet tickets and special seating/recognition at the Mid-Winter Awards Banquet.
- VFW National Convention - Each District Commander reaching **100%** in District membership and at least **1%** New/Reinstated by April 30, 2022 will receive \$500 to help defray other National Convention expenses. This award is not transferrable and is not payable if the District Commander receives a National Appointment. You must attend the National Convention to receive this award.

Award

Each member of the All-State Team of District Commanders will receive

- "All-State" District Commanders' cap, pin and citation
 - Districts that meet criteria by April 30, 2022 will receive these awards at the 2022 Department of Georgia State Convention
 - Districts that meet the criteria between May 1, 2022 and June 30, 2022 will receive their awards at the Georgia Leadership Training (GLT).
- District Commanders that meet criteria by April 30, 2022 will receive a travel/trip award of \$150 to help defray expenses to the Department of Georgia State Convention (Must attend the State Convention to receive the award).

VFW National Membership Program



Matthew “Fritz” Mihelcic
Commander-in-Chief

Updated: April 09, 2021

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Membership Mission

To recruit, retain and mentor a stable membership base including all generations of veterans.

To cultivate a membership that is well versed in institutional knowledge and actively involved at all levels of the organization and in the local community. To establish Posts with an established vision of service, leadership and community outreach.

Introduction

Over the past several years, the VFW has been successful in recruiting new members into the organization. The only way to make this success permanent is to retain those members, recover past members, and continue to recruit new veterans into our ranks. To do this, we must improve the way we communicate with our members at all levels of the organization. Posts, Districts, and Departments need to use all methods available to convey information for news and training to our membership; newsletters, emails, social media, and outreach teams are some of the most effective ways to maintain communication with our members. We need to know who our members are and how we can address their needs and concerns. We need to focus on the basic tenets of our organization: to take care of our members, their families, and the veteran community as a whole.

Membership Goals

- 1.** Build a strong organization through recruiting new members while retaining our current membership that creates a solid baseline for the future.
- 2.** Work together to achieve the VFW's goals. The VFW National Headquarters staff is available to assist in coordinating programs, developing membership initiatives and building awareness among our membership and the entire veteran community.

Membership Objectives

- Recruit new and recover unpaid members
- Involve members directly in VFW functions at all levels
- Retain and mentor existing membership
- Develop new Posts and revitalize existing Posts
- Increase Life Membership

- Increase Legacy Life Membership

Membership Resources

In order to assist our Posts, Districts, and Departments in meeting the goals set out by the Commander-in-Chief in this membership program, the National Headquarters has a wealth of resources at your disposal. Many of those are available free of charge to our members.

- Membership materials ranging from applications, recruiting brochures, posters, and benefits brochures can be ordered directly from the Membership Department using the Membership Order Form (located under Membership Quick Links once you log into vfw.org)
- Resources for Post Development, Membership Campaigns, and Mentorship such as training guides, videos, and webinars are available in the Training & Support section on vfw.org
- Promotional tools such as radio spots, sample advertisements, public service announcements, and media kits are all available through the Media Room on vfw.org

See the trend? Just about anything you will need is at vfw.org, check it out.

The VFW National Headquarters staff is ready and trained to answer any questions you may have concerning membership, VFW programs, or other issues. You can contact our **Member Service Center directly at 1.833.VFW.VETS**, or the **Membership Department at 1.888.JOIN.VFW**.

Triple Crown Award

Any commander who achieves All-American at the Post, District and Department level will receive a Triple Crown pin and recognition at the National Convention.

Recruiting Awards

- **5, 10, 15** Corresponding numbered member pin
- **25** Commander-in-Chief membership coin & citation
- **50** VFW CIC Basecamp Backpack
- **75** Commemorative medallion set
- **100** Century cap and citation or \$50 VFW Store credit
- **150** \$250 VFW store gift certificate

Department “100 Percent” Incentive

Any Department that attains 100% in membership by close of business on March 31, 2022 will be entered into a random drawing. The commander plus guest and quartermaster plus guest for the Department that is selected will each receive:

- **\$2500 voucher through Veterans Travel Services (VTS) applied towards airfare, accommodations and transportation for a trip of their choice.**

Early Bird Award—VFW Legislative Conference

The top three Post commanders and quartermasters in each division on Jan. 1, 2022 will receive:

- **A \$1,000 stipend to be used toward attending the VFW Legislative Conference, Washington D.C.**

Department Early Bird Incentive

For every Department that achieves 92% in membership by Jan. 1, 2022; the Department commander will receive:

- **A Henry Golden Boy .22 Caliber Rifle (VFW Tribute edition if available) or a credit voucher of equal value for use with Veterans Travel Services (VTS) or the VFW Store.**

Post Commander and Quartermaster – New & Reinstated Member Award

The top 10 Post commanders and quartermasters in each division who report more than 50 new and reinstated annual members by Jan. 1, 2022 will each be awarded:

- **A travel charger with the official VFW Commander-in-Chief logo.**

Kansas City Spree

The top two Post commanders and the top two District commanders in each division who achieve 100% membership by April 1, 2022 along with their guest will each be awarded:

- **Round-trip airfare to Kansas City, Mo. from the airport nearest the awardee's home.**
- **A fun-filled weekend (May 19-22, 2022) that may include but is not limited to touring, shopping and a complete tour of the VFW National Headquarters.**

100% Post, District & Department

A distinctive streamer will be awarded to every Post, District and State/Department that achieves 100% or greater in membership before July 1, 2022.

100% Commander Drawing

Each Post and District commander that exceeds 100% in membership by June 1, 2022 will receive an entry in this drawing. Twenty Post commanders and 12 District commanders will receive:

- **A \$1,000 stipend to be used toward attending the VFW National Convention.**

Post Commander and Quartermaster Division Challenge

For every 10 new/reinstated members recruited between July 1, 2021 and April 1, 2022 Posts will earn one entry for both Post commander and quartermaster entered into a drawing. One Post per division will receive:

- **A \$1,000 stipend each for commander and quartermaster to be used toward attending the VFW National Convention.**

Legacy Life Membership Acquisition

Each Post that achieves the designated benchmarks of 25, 50 and 75 Legacy Life Members will be awarded:

- **A Legacy Society Post Proclamation.**

Each Post that achieves the distinctive benchmark of 100 Legacy Life members by July 1, 2022, commander or Post representative will receive:

- A \$1,000 stipend to be used toward attending the VFW National Convention.
- Reserved seating at the VFW National Convention joint opening session.
- Legacy Society Post Proclamation.

Elite Recruiter

Any VFW member who signs up 250 or more new and/or reinstated annual members by July 1, 2022, will receive:

- A \$1,000 stipend to be used toward attending the VFW National Convention.
- Distinctive cap, citation, and name badge.

Recruiter of the Year

The VFW member who signs up the greatest number of new and/or reinstated annual members greater than 250 by July 1, 2022, will receive:

- A \$1,000 stipend to be used toward attending the VFW National Convention.
- Reserved seating at the VFW National Convention joint opening session.
- Distinctive cap, citation, and name badge.
- Commander-in-Chief's Crystal Eagle.

New Post Development and Post Revitalization Department Award

- For each new Post the department will receive two entries into a drawing, and one entry for increasing the membership of a Post of 50 members or less to over 50 members by July 1, 2022, the Department selected will receive:
 - \$1000 paid directly to Department.

All-American Criteria

The All-American program exists to recognize exceptional leadership and teamwork, authentic accomplishment in membership growth and VFW core programs.

All-American Post Criteria

- Membership greater than 100%
- Meet all the following Program Participation Criteria:

- Voice of Democracy - minimum of one entry advanced to District judging (Overseas Post can donate \$75 to National in lieu of entry)
- Patriots Pen - minimum of one entry advanced to District judging (Overseas Post can donate \$75 to National in lieu of entry)
- Hold a fundraiser with the proceeds going to Veterans & Military Support Programs Services, minimum of \$100.
- Partner twice with two separate organizations like Team RWB, Operation Ramp It Up, Operation Gratitude, Team Rubicon, Merging Vets & Players and other VSOs to include our friends at Sport Clips and Burger King. (Submit both online reports through dashboard).
- Create Post social media site or actively maintain existing site.
- 5 New Action Corps Sign-Ups: To sign up: Text "VFW" to "50457" to sign-up 5 previously unsubscribed members or VFW supporters.
- Have a 10% increase in total impact in Community Service. (\$ Donated + Hours = Total Impact) * Baseline has been established within the KPI Tools for Community Service. ***See notes on page 12.**

All-American Post Award

- All Posts that meet the Qualifying Percentage and the program participation criteria will receive an All-American Post Citation, Post Streamer and be recognized in the VFW magazine.

- The Top **25** Posts in each Division will receive:

- Acknowledgment in VFW Magazine
- Acknowledgement during the All-American Awards Ceremony at the National Convention
- All-American Post citation
- All-American Post streamer
- All-American citation - commander
- All-American name badge - commander
- All-American cap (commander only, quartermaster and Post members may purchase "Post Member" cap)
- All-American lapel pin (commander only, quartermaster may purchase pin)
- All-American Team Post Member lapel pin (25 pack)

- The top **five** commanders in each division will also receive:
 - **A \$1,000 stipend to be used toward attending the VFW National Convention.**
 - **Reserved seating at the VFW National Convention joint opening session.**

All-American District Criteria

- Membership greater than 100%
- Finish in top 10 Districts in your division that meet all the following criteria
 - Voice of Democracy - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry*see last page)
 - Patriots Pen - minimum of one entry advanced to Department judging (Overseas District donate \$100 to National in lieu of entry*see last page)

All-American District Award

- All-American District streamer
- All-American District citation - commander
- All-American name badge - commander
- All-American cap (commander only, quartermaster may purchase cap)
- All-American lapel pin (commander only, quartermaster may purchase pin)
- The top **two** District commanders in each division will also receive:
 - **A \$1,000 stipend to be used toward attending the VFW National Convention.**
 - **Reserved seating at the VFW National Convention joint opening session.**

All-American Department Criteria

- Membership must be greater than 100%
- Must conduct two Membership recruiting events; one between July 1 and December 31, 2021 and the other between January 1, 2022 and May 1, 2022. A report of these events must be submitted to the Membership Department.
- Conduct a Department Commander's "Good Will Tour" prior to Jan 1, 2022 with a report submitted to the Membership Department.

- **National Legislative Service**
 - Monthly National Legislative Service committee member reports submitted to National Legislative Service in Washington, D.C.
- **National Veterans Services**
- Must have a State/Department service officer and submit his or her name and contact information to National Veterans Services in Washington, D.C. by July 31, 2021
- Monthly activity report from Department Service Officer or designated NVS Committee member to NVS in Washington, D.C.
- **Programs**
 - Voice of Democracy - An entry advanced to National judging
 - Patriot's Pen - An entry advanced to National judging
 - Veterans & Military Support Programs – Must complete a State/Department fundraiser and proceeds donated to Veterans & Military Support Programs, Kansas City, Mo. (*see last page)
 - Must have at least 1 teacher submitted for the Teacher of the Year competition. (No longer three categories, entries can come from K-12).
 - Have a 10% increase in total impact in Community Service.
(\$ Donated + Hours = Total Impact) * Baseline has been established within the KPI Tools for Community Service.

All-American Department Award

- All-American Department streamer
- All-American Department citation - commander
- All-American name badge - commander
- All-American cap - commander - *quartermaster may purchase cap*
- All-American lapel pin - commander - *quartermaster may purchase pin*
- \$1,000 stipend to be used toward attending the VFW National Convention
- Reserved seating at the VFW National Convention Joint Opening Session

Conference Membership Award

The State/Department leading each conference will be entrusted with the conference membership colors for the following year. The 2020-2021 Conference winners will return the colors to the membership booth at National Convention in Kansas City, MO no later than COB on Monday after the Joint Opening Session. The 2021-2022 Conference winners will then pick up the colors from the Membership Director at National Convention in July 2022 in Kansas City, MO any time after 0800 on Tuesday at the Membership booth.

The Conference with the highest membership percentage of the four Conferences will have their name and year engraved on a traveling trophy presented by the Commander-in-Chief to the Conference Chairman at the National Convention. The 2021-2022 Conference Chairman will return the trophy to the membership booth at National Convention in Kansas City, M) no later than COB on Saturday to ensure placement of the new nameplate. This trophy will be presented to the 2021-2022 Conference Chairman on stage during the Joint Opening Session**.

Post Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage
1	951+		Over 100%
2	750	950	Over 100%
3	356	749	Over 100%
4	246	355	Over 100%
5	185	245	Over 100%
6	143	184	Over 100%
7	112	142	Over 100%
8	88	111	Over 100%
9	68	87	Over 100%
10	51	67	Over 100%
11	10	50	Over 100%

District Membership Divisions and Minimum Qualifying Percentages

Division	Total Membership		Qualifying Percentage	# Eligible
1	5,000	14,000	Over 100%	10
2	3,282	4,999	Over 100%	10
3	2,172	3,281	Over 100%	10
4	1,447	2,171	Over 100%	10
5	906	1,446	Over 100%	10
6	1	905	Over 100%	10

Important Notes

- In order to receive stipends, awardees must be in attendance at designated events
- Only **one** National paid stipend per event (National Convention, legislative Conference, etc.)
- All awards are non-transferable
- **Post/District/Department:** Membership must be greater than 100 percent, which means 100 percent plus one in overall membership.
- **Post member cap,** members must be in the Post during the membership year.
- **5 New Action Corps Sign-Ups:** VFW's strength on Capitol Hill rests with the voices of our members and patriotic supporters. It is vitally important that VFW's National Grassroots Advocacy network remains actively engaged in the fight for veteran's benefits. As a VFW advocate you receive an e-newsletter each week keeping you up to date on current issues facing our service members, veterans, and their families. When it is urgent that Congress hear from their constituents regarding a VFW legislative priority, VFW will release an Action Alert. The Action Alert will provide the necessary information and tools our advocates need in order to ensure their voices are heard.
- The *Department Commander's "Good Will Tour"* is for Department commanders to visit Posts in their Department to get face-to-face time with their Post and District leadership and assist with membership and Programs. For further information about the *Commander's "Good Will Tour"*, please contact the Membership Department by calling **1-888-JOIN-VFW** or by email at membership@vfw.org
- Donations made to replace a Voice of Democracy and Patriot's Pen (By eligible overseas Post). **Do not donate through your Department or by any other means.** Use this link: <https://heroes.vfw.org/page/22948/donate/1>
- Veterans & Military Support Programs Services Donations for Post/District/Department as listed above will only be accepted only through the following link: <https://heroes.vfw.org/page/22950/donate/1>
- ****For the Conference Membership Award traveling trophy, the Conference Chairman will be responsible for the return of the trophy to the Membership Department booth at the National Convention each year**

LEAVE YOUR MARK FOR THE FUTURE



Legacy Life Membership

The VFW's Legacy Life Membership provides an opportunity for Life Members to leave their mark on the nation's largest combat veterans' organization.

Available only to current Life Members, the Legacy Life Membership not only offers expanded and exclusive benefits, but also helps ensure that the VFW's good work will continue for generations to come.

Legacy Life Members can select from three membership categories: Gold, Silver or Bronze. Each offers a selection of exclusive benefits.

Once activated, your membership will endow additional income - made in your name - that will provide a stable financial foundation for both your Post and the VFW.

Here are some of the benefits of becoming a Legacy Life Member:

- An annual endowment will be made in your name to the VFW, your Department, and to your Post in perpetuity
- Your personally engraved Legacy Life Membership card
- An official Legacy Life Membership certificate
- A Legacy Life Membership lapel pin
- Recognition at the Memorial Building kiosk in Washington D.C.
- Recognition at the VFW National Headquarters Museum
- Discounts for personal and gift purchases through National Emblem and Supply
- Specially designed membership products (shirts, caps, lapel pins) specifically for Legacy Life Members
- Tax deductible to the maximum extent allowed.

It's easy to get started:

- Choose from Gold, Silver or Bronze, each with its own prestigious benefits.

*Gold - \$1,200

*Silver - \$800

*Bronze - \$400

- Installment plans with quarterly payments available.
- Choose "continue the annual endowment" upon demise.

State/Post Recognition Awards

Legacy Life Member Award

Plaque will be awarded to the Post recruiting the largest number of Legacy Life Members for the 2021-2022 membership year. Contest participation dates are May 1, 2021 to April 30, 2022.

Joe L Smith Memorial Award

Plaque presented to Mr./Ms. VFW of the Year. Deadline for nomination is April 30, 2022.

Richard Branson Outstanding Service Officer Award

Plaque and award presented to the Outstanding Service Officer of the Year. Deadline for nomination is April 30, 2022.

Commanders Association Award

Plaque presented to the Captain(s) of the All-State District Commander, All-State Post Commander, and All-State Post Quartermaster teams.

Community Service Award

Plaque presented to the Post having the most outstanding Community Service program for the year. Participation dates are May 1, 2021 to April 30, 2022.

Americanism Award

Plaque presented to the Post having the most outstanding Americanism program for the year. Participation dates are May 1, 2021 to April 30, 2022.

Youth Activity Award

Plaque presented to the Post having the most youth activities . Youth program for the year. Participation dates are May 1, 2021 to April 30, 2022.

Public Safety Award

Plaque presented to the Post having the most outstanding Public Safety program for the year. Participation dates are May 1, 2021 to April 30, 2022.

Hospital Award

Plaque presented to the Post having the most outstanding Hospital program for the year. Participation dates are May 1, 2021 to April 30, 2022.

National Home Life Membership Award

Plaque presented to the Post having the most life members in the National Home. Participation dates are May 1, 2021 to April 30, 2022.



Dream Flights

Commander's Special Project

Your donation is used for military veterans' of WWII flights.

Post/District # _____
Date: _____
Check # _____
Amount _____

Post Relief funds can be used for this donation.

Keep a copy of this form to track your donation.

Multiple donations are allowed.

Make Check Payable to VFW Department of Georgia

Put "Commander's Special Project" in check memo

Mail Donation to VFW Department of Georgia

PO Box 3025
Macon GA 31205-3025

Questions? adj@vfwga.com

VFW National Home For Children



Mission Provide children and families of active-duty military, war veterans, and descendants of the **VFW** and its **Auxiliary**, opportunities for growth and development in a nurturing community, and to serve as a living memorial to all veterans.

History It was founded in 1925 as a place where the families left behind by war - mothers and children, brothers and sisters - could remain together, keeping the family circle intact even when their serviceman didn't come home.

Today's families face different challenges - reintegration, post-traumatic stress, high unemployment, and rehabilitation from battlefield injuries, among others - and the National Home has evolved over their decades-long history to meet these changing needs.

More Info Go to www.VFWNationalHome.org

Donation Post/District # _____
Date: _____
Check # _____
Amount _____

Post Relief funds can be used for this donation.

Send **check to National Home** and this form to State HQ.

Keep a copy of this form to track your donation.

Multiple donations are allowed.

Make Check Payable to **VFW National Home for Children**
Put "Georgia House" in check memo

Mail Donation to **VFW National Home**
3573 S Waverly Rd
Eaton Rapids, MI 48827

Questions? Jim Willis
706-473-0123
jim.willis105@countryfinancial.com

Encourage all members to become Life Members of the National Home

This form may be copied for additional National Home donations



LIFE MEMBERSHIP APPLICATION

MEMBER INFORMATION

Title: Mr. Mrs. Ms. Miss	Name:	
Address:		
City:	State:	ZIP Code:
Date of birth:	Email:	Phone:
Membership Type: <input type="checkbox"/> Associate (<i>not a member of the VFW or VFW Auxiliary</i>) <input type="checkbox"/> Life Member (<i>must be a member in good standing of the VFW or VFW Auxiliary or a unit of the VFW or VFW Auxiliary. Complete affiliation information below. If no Post or Auxiliary number is provided, an Associate Membership will be issued.</i>)		

VFW & VFW AUXILIARY INFORMATION (Required if a VFW or VFW Auxiliary member)

I am a member of VFW Post _____ in the Department of _____ VFW

I am a member of VFW Auxiliary _____ in the Department of _____ VFW Auxiliary

RECRUITER (Not required)

Recruiter name: _____ Recruiter Post or Auxiliary number: _____

PAYMENT INFORMATION

Please allow 3-4 weeks for your membership certificate, card and other information to be sent. You can also apply online at: www.vfwnationalhome.org/membership	One time membership fee and Life Member pin \$50	
	<input type="checkbox"/> Check enclosed and made payable to VFW National Home for Children <input type="checkbox"/> Charge my <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	

Name on card:	Card number:
Signature:	Expiration date:

WHY SHOULD YOU BECOME A LIFE MEMBER

BEING A LIFE MEMBER or an Associate Life Member of the VFW National Home for Children is one way you can create a bond between yourself and the mission of the National Home. Your support and encouragement honors our veterans and today's military by helping their children and families in times of need. Life Members in good standing with the VFW or VFW Auxiliary may vote for trustees representing their National Home District and proposed Bylaw or Articles of Incorporation changes.

SHOW YOU STAND



FOR VETERANS

Veterans and Military Support

Veterans & Military Support is the umbrella incorporating the VFW troop support programs. All four of the Veterans & Military Support programs are funded solely by donations.

By donating to Veterans & Military Support, you are giving Operation Uplink, MAP, Unmet Needs and the VFW's "Sport Clips Help A Hero Scholarship" program the chance to continue our mission of providing assistance and support to our military service members and veterans in their time of need. During the year, the needs of our military change. Your donation to Veterans & Military Support will help our programs respond to those changes and assist our service members when and where they need it the most.

Post/District # _____

Date: _____

Check # _____

Amount _____

Post Relief funds can be used for this donation.

Keep a copy of this form to track your donation. Email a copy to HQ.

Multiple donations are allowed.

Make Check Payable to VFW National Headquarters

Put "Veterans & Military Support" in check memo

Mail Donation to VFW National Headquarters
406 W 34th St
Kansas City MO 64111

Questions? adj@vfwga.com

This form may be copied for additional Veterans & Military Support donations



BUDDY POPPY ORDER FORM



Post # _____ Location _____ Date _____

_____ Buddy Poppies (Multiples of 500 Only) @ \$120/1000 _____
(how many?)

Amount Enclosed with Order _____

Balance Due _____

Where to send them

Ship To _____

Street Address _____

City, State, ZIP _____

Date of Poppy Drive _____ Signed _____

Email _____ Phone _____

NOTES:

- *National will not mail poppies to a Post Home address*
- *Shipments are made by UPS and cannot be left at Post Office boxes*
- ***Please allow 8 to 10 weeks for delivery.***
- *To ensure delivery for your Buddy Poppy Drive, Buddy Poppies must be ordered 60 days in advance*

Make Check Payable to VFW Department of Georgia

Mail Order to VFW Department of Georgia
PO Box 3025
Macon GA 31205-3025

Questions? vfwpost7720@outlook.com



Georgia's "We Care" Fund

Your donation is used to for military veterans' assistance and relief throughout Georgia.

Post/District # _____

Date: _____

Check # _____

Amount _____

Post Relief funds can be used for this donation.

Keep a copy of this form to track your donation.

Multiple donations are allowed.

Make Check Payable to VFW Department of Georgia

Put "We Care Fund" in check memo

Mail Donation to VFW Department of Georgia
PO Box 3025
Macon GA 31205-3025

Questions? randycoggins@att.net



Disaster Relief

Your donation is used to for military veterans' assistance resulting from a natural disaster.

Post/District # _____

Date: _____

Check # _____

Amount _____

Post Relief funds can be used for this donation.

Keep a copy of this form to track your donation.

Multiple donations are allowed.

Make Check Payable to VFW Department of Georgia

Put "Disaster Relief" in check memo

Mail Donation to VFW Department of Georgia
PO Box 3025
Macon GA 31205-3025

Questions? adj@vfwga.com



Wreaths Across America

We're on a mission to remember, honor and teach. Join us by sponsoring a wreath to be placed in honor of a veteran this December. We'll ensure that their sacrifice is remembered yet again and passed on to a new generation of Americans.

Go to website: donate.wreathscrossamerica.org

Post/District # _____

Date: _____

Check # _____

Amount _____

Questions: adj@vfwga.com



This form may be copied for additional Wreaths Across America donations.

Georgia Voice of Democracy Awards Program



STATE CHAIRMAN	James Gray	DISTRICT CHAIRMAN	
	404-579-0118 (c)	PHONE	
	The_gray_family@yahoo.com	EMAIL	

State Awards

1 st Place Winner	\$1,000 and Plaque
2 nd Place Winner	\$750 and Plaque
3 rd Place Winner	\$500 and Plaque

The State winner will be honored at the Awards Banquet at the Mid-Winter meeting in Macon on Saturday, February 19, 2022.

2021-2022 Theme	Where Do We Go From Here	
Eligibility	9 th , 10 th , 11 th and 12 th grade students properly enrolled in public, private, parochial or home schools in the United States, its territories and possessions, and in overseas schools for dependents of military and civilian personnel. Foreign Exchange students are excluded.	
National Award	National College Scholarship - \$30,000 first prize	
Where to Start?	All information can be found at www.VFW.org/VOD	
Deadlines	Student entry to Post	October 31, 2021
	Post judging completed	November 15, 2021
	District judging completed	December 4, 2021
	State judging completed	January 7, 2022
	District reports to State	January 15, 2022
	State winners to National	January 15, 2022
	State reports to National	January 31, 2022

District Chairmen: Send District participation report, district winner's recording, typed essay, head and shoulders photo, and entry form to State Chairman.

2021-2022 Theme

“America: Where do we go from here?”

Student Entry Deadline: October 31, 2021

Patriotic Audio Essay Competition Grand Prize: \$30,000 Award

What is the Voice of Democracy Program?

Since 1947, the Voice of Democracy has been the Veterans of Foreign Wars' (VFW's) premier scholarship program. Each year, nearly 57,000 high school students compete for more than \$2 million in scholarships and incentives. Students compete by writing and recording an audio essay on an annual patriotic theme. This year's theme is, **America: Where do we go from here?**

Why Should I Enter?

Prizes and scholarships can be awarded at the Post, District, state and national level. Department (State) winners receive an all-expense-paid trip to Washington, to tour the city, be honored by the VFW and its Auxiliary and receive their portion of \$154,000 in national awards, the top scholarship being \$30,000.

The Rules

Who can enter?

The Voice of Democracy is open to students in grades 9-12 by the Oct. 31 deadline who are enrolled in a public private or parochial high school or home study program in the United States, its territories and possessions; or dependents of U.S. military or civilian personnel in overseas schools. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application for which has not been denied) and intends to become a U.S. citizen at the earliest opportunity allowed by law. Foreign exchange students, students age 20 or over, previous Voice of Democracy first place state winners, GED or Adult Education Students are ineligible.

What do I need to enter?

Record your original 3-5 minute (+ or - 5 seconds max.) audio essay and submit the recording, typed essay and completed entry form to your school/group competition or local VFW Post for judging. In addition you can submit your emailed entry form, essay, and audio file to the VFW Post upon approval. You must be the sole author of your essay. The recording must be in your own voice and in English. Hearing/speech impaired students should email the Voice of Democracy National Office at youthscholarships@vfw.org for special instructions. No music, singing, poetry or sound effects are allowed. The body of the essay must not identify you in any way, (including, but not limited to, your name, school, city, state, race or national origin) although the recording and typed essay should be labeled with your name, to show ownership. You may enter only one competition at one Post (if otherwise eligible) per year. At any time during the contest, additional participant personal information could be requested by the VFW, including but not limited to a photograph, SSN or biographical information.

2021-2022 Official Entry Form Voice of Democracy Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

() _____
Phone

_____ Email

Date of Birth (mm/dd/yy)

Grade in School

Age

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

(required even if student is 18 or over)

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

() _____

Parent/Guardian's Daytime Phone

Parent/Guardian's Email

Participant Agreement for Students Advancing to National Level

If selected as a first-place state winner, I have the consent of my parent/guardian and school to attend the Voice of Democracy National Finals in Washington, D.C. as a guest of the VFW National Organization. In consideration for permission to participate in the National Voice of Democracy Competition ("Competition") I do hereby, for myself, for my heirs, executors, administrators and assignees, waive, release and discharge all rights and claims which I have or which may hereafter accrue against the Veterans of Foreign Wars of the United States (VFW) and/or the Departments (state organizations) of the Veterans of Foreign Wars and their respective officers, agents, successors and assigns from any damages which may be sustained by me in connection with my participation in or association with the Competition and/or arising out of any travel related to the Competition. In the event of sickness, accident or injury in connection with the Competition, I consent to and accept the services of a duly licensed medical, surgical or dental specialist selected on my behalf and for such treatments, as they may deem necessary. I understand that VFW will not be liable for such treatment. I further understand that the Veterans of Foreign Wars of the United States retains non-exclusive rights to use my audio file, essay, name and likeness in the promotion and execution of the organization's programs and activities.

VOICE OF DEMOCRACY

2021-2022 Theme

“America: Where do we go from here?”

Student Entry Deadline: October 31, 2021

I Have Read and Understand the Rules and Participant Agreement (On Opposite Side)

I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once yearly if otherwise eligible. I understand that if it is found that I have entered any other Post's competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant Date

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post Level Voice of Democracy Competition.

Post Commander's/Chairman's Signature Post #

VFW Auxiliary President's/Chairman's Signature (if applicable)

Post Address

City, State, Zip

VFW Post Email

No. of students participating

No. of winners advanced to District

Amt. of Post/Aux. scholarship awards \$

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$

To Be Completed by the VFW District

I certify that the student named in the previous section is the duly selected winner of the Voice of Democracy Contest District Competition and is our sole entry into the Departments.

District Chairman's Signature Dist. #

Address

City, State, Zip

() _____
Phone Email

To Be Completed by the VFW Department Chairman

I certify that the student named in the previous section is the duly selected first-place winner of the Voice of Democracy Department Competition, is our sole entry into the National Judging.

Department Chairman's Signature

() _____
Daytime Phone Email

The winner has been will be (check one) notified that they are the first-place Department winner on _____.

Where Do I Submit My Entry?

All entries begin at the local VFW Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the local VFW Post. Individual students may submit their entry directly to the Post. This VFW Post should be within your local area and within your U.S. state of residence. Entries sent to VFW National will be returned. One winner for every 15 entries from each Post advances to District and one District winner advances to the state (Department) competition. If you need help finding a participating VFW Post in your area, follow these instructions: First, visit this website [vfw.org/FindaPost](http://www.vfw.org/FindaPost) to "Find A VFW Post." Be sure this Post is within the state you reside in. If you do not have success in finding a Post, or if you have trouble getting in touch with them, you can contact your VFW Department (state) office to see if they can offer any information or assistance. You can visit this link <https://www.vfw.org/ContactUs/> and look for "Find a State Contact" to get your VFW state office's phone number and email. If you still need assistance, please email us at VFW National Headquarters at youthscholarships@vfw.org

What Is the Deadline for My Entry?

All entries competing at the Post level must be in the hands of that VFW Post by midnight, **Oct. 31, 2021**. It is the responsibility of the student to meet this deadline by submitting their entry to the proper location by ensuring it is a participating Post.

What Are the Judging Criteria?

Originality is worth 30 points:

Treatment of the theme should show imagination and human interest.

Content is worth 35 points:

Clearly express your ideas in an organized manner. Fully develop your theme and use transitions to move smoothly from one idea to another.

Delivery is worth 35 points:

Speak in a clear and credible manner.

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.



For assistance contact:
816.756.3390 ext. 6155
Email: youthscholarships@vfw.org

Revised 4/2021

LOCAL VFW POST INFORMATION:

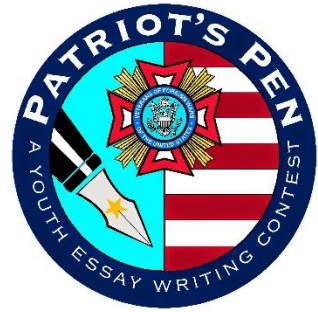
CONTACT: _____

PHONE: _____ **BEST TIME TO CALL:** _____

ALTERNATE CONTACT: _____

PHONE: _____ **BEST TIME TO CALL:** _____

Georgia Patriot's Pen Awards Program



STATE CHAIRMAN	Kelli Kelley	DISTRICT CHAIRMAN	
	575-415-0924	PHONE	
	kelli.d.kelley@gmail.com	EMAIL	

State Awards

1 st Place Winner	\$500 and Plaque
2 nd Place Winner	\$200 and Plaque
3 rd Place Winner	\$100 and Plaque

The State winner will be honored at the Awards Banquet at the Mid-Winter meeting in Macon on Saturday, February 19, 2022.

2021-2022 Theme	How Can I Be a Good American	
Eligibility	6 th , 7 th , and 8 th grade students properly enrolled in public, private, parochial or home schools in the United States, its territories and possessions, and in overseas schools for dependents of military and civilian personnel. Foreign Exchange students and former winners that placed in the National finals are excluded.	
National Award	First place - \$5,000 and an all-expense paid trip to Washington, DC.	
Where to Start?	All information can be found at www.VFW.org/PatriotsPen	
Deadlines	Student entry to Post	October 31, 2021
	Post judging completed	November 15, 2021
	District judging completed	December 4, 2021
	State judging completed	January 8, 2022
	District reports to State	January 15, 2022
	State winners to National	January 15, 2022
	State reports to National	January 31, 2022

District Chairmen: Send District participation report, district winner's typed essay, head and shoulders photo, and entry form to State Chairman.

2021-2022 Theme "How Can I Be A Good American?"

Student Entry Deadline: October 31, 2021

Patriotic Essay Writing Competition Grand Prize: \$5,000 Award

What Is Patriot's Pen?

Conducted nationwide, this VFW-sponsored youth essay competition gives students an opportunity to write essays expressing their views on an annual patriotic theme. We invite you to join the more than 138,000 students who participated last year in this contest. The national winners will receive at least \$500. The first place national award is currently \$5,000.

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.

Big National Prizes

National awards total: \$55,000

Prizes include the various amounts listed below:

1st: \$5,000	7th: \$1,750
2nd: \$4,000	8-10th: \$1,500
3rd: \$3,500	11-12th: \$1,250
4th: \$2,750	13-23rd: \$1,000
5th: \$2,500	24-25th: \$750
6th: \$2,000	26-53rd: \$500

The Internal Revenue Service requires that any recipient that receives more than \$599 award should receive a Form 1099, identifying the proceeds as taxable. This may require the winner to provide their social security number.

How Does the Contest Work?

All entries begin at the Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the local VFW Post competition. Individual students may submit their entry directly to the Post. This participating Post should be within your local area and within your U.S. state of residence.

The contest consists of four levels. The first level (entry) is sponsored by local VFW Posts. Post winners advance, one for every 15 entries, to the VFW District (regional) level where the one first-place winner is advanced to the VFW Department (state) level. The one first-place winner at the Department level is then advanced into the VFW national competition. The winner from each Department (state) then competes for the national prizes.

Who Can Enter?

Patriot's Pen is open to 6th-, 7th- and 8th-grade students enrolled by the Oct. 31 deadline in public, private or parochial schools in the U.S., its territories or its possessions. Home-schooled students also are eligible. Although U.S. citizenship is not required, students must be lawful U.S. permanent residents or have applied for permanent residence (the application for which has not been denied) and intends to become a U.S. citizen at the earliest opportunity allowed by law. Dependents of U.S. military or civilian personnel in overseas schools can participate, too. (Foreign exchange students and former winners that placed in the National contest are excluded from the contest.)

2021-2022 Official Entry Form Patriot's Pen Competition

Must Be Completed by All Contestants

Name: First, M.I., Last

Address

City, State, Zip

() _____

Phone

Email

Date of Birth (mm/dd/yy)

Grade in School

Age

School Name, City, State

Teacher's name and Email (if applicable)

To Be Completed by Student's Parent/Guardian

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date

() _____

Parent/Guardian's Daytime Phone

Parent/Guardian's Email

To Be Completed by the VFW Post

I certify that this student has an authorized entry in our VFW Post Level Voice of Democracy Competition.

Post Commander's/Chairman's Signature

Post #

VFW Auxiliary President's/Chairman's Signature (if applicable)

Post Address

City, State, Zip

VFW Post Email

No. of students participating _____

No. of winners advanced to District _____

Amt. of Post/Aux. scholarship awards \$ _____

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$ _____

2021-2022 Theme

"How Can I Be A Good American?"

Student Entry Deadline: October 31, 2021

I Have Read and Understand the Contest Rules

I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once yearly if otherwise eligible. I understand that if it is found that I have entered any other Post's competition or used this essay for another VFW competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant _____ Date _____

To Be Completed by the VFW District

I certify that the student named in the previous section is the duly selected winner of the Voice of Democracy Contest District Competition and is our sole entry into the Departments.

District Chairman's Signature _____ Dist. # _____

Address _____

City, State, Zip _____

() _____

Phone _____ Email _____

To Be Completed by the VFW Department Chairman

I certify that the student named in the previous section is the duly selected first-place winner of the Voice of Democracy Department Competition, is our sole entry into the National Judging.

Department Chairman's Signature _____

() _____

Daytime Phone _____ Email _____

The winner has been will be (check one) notified that they are the first-place Department winner on _____ .

How Am I Judged?

You will be judged on how well you understand, develop and present the theme. A positive approach is recommended to express your viewpoint.

Knowledge of the theme is worth 30 points:

You must show a thorough knowledge of the theme in your work. Demonstrate you have researched the issue extensively.

Theme development is worth 35 points:

Answer all relevant facts about the theme such as the who, what, where, when and why. Relate the theme to your own experiences.

Clarity of ideas is worth 35 points:

Write your essay in an easy-to-understand format. Leave your reader with a clear understanding of your explanation of the theme.

How Do I Get Started?

- Ask a teacher or youth group/club adult leader to supervise the Patriot's Pen writing competition.
- Contact a local VFW Post within your local area within your state and indicate your interest in participating.
- Establish a contact person who is a member of that VFW Post or its Auxiliary.
- Make sure that your essay is submitted to the VFW Post before the contest deadline of Oct. 31, 2021. You can submit your essay and entry form electronically (by email) upon the Post's approval. Entries sent to VFW National directly will be returned.

What Are the Rules?

- Essay length: 300-400 typewritten words (+ or - 5 words max).
- You must write your own essay.
- All essays should be typed in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (Essays under or over these word amounts will be eliminated. Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count. At any time during the contest additional participant personal information (i.e. SSN, photo, etc.) could be requested by the VFW.

In no way may contestants identify themselves within their essay (including, but not limited to, your name, school, city, state, race or national origin.) Do not put your name on your essay. The entry form is your essay's cover sheet. Secure the Official Student Entry Form with a staple or other fastener on top of your essay. Contestants are allowed to enter only once each year if otherwise eligible (one Post competition). Contestants found in violation of this rule will face elimination from the competition and will be required to return any and all prize money awarded or received.

The essay must be a contestant's original work and a product of the contestant's own thinking. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's. Contestants will be judged on the basis of their essay alone and are not required to present the essay orally. All essays become the property of the Veterans of Foreign Wars. The VFW retain non-exclusive rights to use your essay and likeness in the promotion and execution of the organization's programs and activities.

Deadline Information

To qualify, all entries must be submitted to a sponsoring local VFW Post by midnight October 31, 2021.

Note:

If you need help finding a participating VFW Post in your area, follow these instructions:

First, visit vfw.org/FindaPost to "Find A VFW Post." Be sure this post is within the state you reside in.

If you need assistance, please email us at the VFW National Headquarters at youthscholarships@vfw.org.



For assistance contact:
816.756.3390 ext. 6155
Email: youthscholarships@vfw.org

Revised 4/2021

LOCAL VFW POST INFORMATION:

CONTACT: _____

PHONE: _____ BEST TIME TO CALL: _____

ALTERNATE CONTACT: _____

PHONE: _____ BEST TIME TO CALL: _____

**Georgia
Citizenship Education Teacher
Awards Program**

**Smart/Maher
VFW National
Citizenship
Education
Teacher Award
Grades K-12**

STATE CHAIRMAN	Chad Long	DISTRICT CHAIRMAN	<hr/>
	706-975-3421 (c)	PHONE	<hr/>
	Chad_long75@outlook.com	EMAIL	<hr/>

State Awards

Grades 9-12	\$200 and Citation
Grades 6-8	\$200 and Citation
Grades K-5	\$200 and Citation

The State winners will be honored at the Awards Banquet at the Mid-Winter meeting in Macon on Saturday, February 18, 2022.

Eligibility Elementary, Junior High, and High School teachers who teach citizenship education topics, regularly teaching (at least half of the school day in a classroom environment), and promote America's history, traditions and institutions effectively.

National Award National winners at each level receive \$1,000 plus \$1,000 to their school, plaque for both the teacher and the school, all-expense paid trip to the VFW National Convention

Where to Start? Nominations can be submitted by fellow teachers, supervisors, or other interested individuals. Self-nominees are not eligible.
Posts will recognize one outstanding teacher in grades K-12

Deadlines	Student entry to Post	October 31, 2021
	Post judging completed	November 15, 2021
	District judging completed	December 4, 2021
	State judging completed	January 7, 2022
	District reports to State	January 15, 2022
	State winners to National	January 15, 2022
	State reports to National	January 31, 2022



VFW Smart/Maher VFW National Citizenship Education Teacher Entry Form

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

To be filled out by VFW representative

Sponsoring VFW Post #:

Sponsoring District #:

Date of Presentation: MM/DD/YY (if available)

VFW Post POC

Full Name:

Phone:

Email:

Address: (where to mail entry)

City:

State:

Zip:

Individual Submitting Nomination

Full Name:

Phone:

Email:

Nominee Information

Choose appropriate teacher citation:(Elementary, Middle, High)

Full Name: (please list as you wish it stated on the citation)

Phone :

Email:

Occupation Title: (if any) (please list as you wish it stated on the citation)

School Name: (please list as you wish it stated on the citation)

Address of School:

City:

State:

Zip:

School Phone:

School Email: (if available)

Please complete this form and submit to your local VFW Post using the information provided above by the Oct. 31 deadline. Ensure to include all required documentation that is outlined on the instructions sheet provided with this form. All winning Post entries must be received by their **VFW Department Headquarters no later than Jan. 1**. If you have any questions, please contact your Department Headquarters.



Georgia Scout of the Year Awards Program



STATE CHAIRMAN

Charles Bond
2728 River Rd
Chatsworth, GA 30705
706-271-6165
cabond008@gmail.com

Post entries are submitted to State Chairman

State Awards

1 st Place	\$1,000 and Citation
2 nd Place	\$750 and Citation
3 rd Place	\$500 and Citation

The State winner will be honored at the banquet at the VFW State Convention in Macon on Saturday, June 25, 2022.

Eligibility Scouts who are registered, active members of a Boy or Girl Scout Troop, Venturing Crew, or a Sea Scout Ship who have received the Eagle Scout Award, Girl Scout Gold Award, Venture Summit Award, or Sea Scout Quartermaster Award.

Scouts must be 15 years of age and have demonstrated practical citizenship in school, scouting, and the community.

Scouts must be enrolled in high school at the time of selection.

All applicants still in high school who reach their 18th birthday during the nomination year remain eligible if otherwise qualified.

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

Where to Start? All information can be found at www.VFW.org/Scout

Deadlines	Scout entry to Post	March 1, 2022
	Post Entry to State	April 1, 2022
	State Entry to National	May 1, 2022



Georgia Safety Recognition Awards Program



STATE CHAIRMAN

John Kepler
678-634-0065
jkeplerUSAFVET@gmail.com

Post entries are submitted to State Chairman

State Awards

1st Place Winner in Each Category \$200 and Plaque

The State winners will be honored at the Awards banquet at the Mid-Winter Conference in Macon on Saturday, February 19, 2022.

Emergency Services Award

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

Law Enforcement Award

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

Firefighter Award

Any individual who actively fights fires as a member of any public or volunteer company organized to perform those duties and give assistance to our nation's citizens.

Criteria for All Awards

Candidates must have:

- Been recognized by their colleagues or those they serve.
- Demonstrated consistent excellence in the performance of their duties.
- Displayed consistent dedication to their official responsibilities over a period of years
- Shown continuous growth in responsibilities and skills within their profession.

Documentation Required

- Nomination letter containing the candidate's name, title, address, telephone number, and identifying award for which the individual should be considered.
- One page resume of the candidate's overall background.
- One page resume of the candidate's background in their field.
- One page resume of the candidate's accomplishment and awards in their field.
- Photograph (preferably a headshot) of the candidate.

Deadlines

Post winners to State Chairman
State winners to National

January 1, 2022
February 1, 2022

Student Veterans Program

STATE CHAIRMAN	Bryan Shue	DISTRICT CHAIRMAN	_____
	770-842-1002	PHONE	_____
	Bryan.M.Shue@gmail.com	EMAIL	_____

Interacting with student veterans in your area is an excellent to engage new veterans who are potential members.

Contact them

- Invite them to your local events
- Offer to bring your Service Officer to the school or their meetings
- Offer to help/support their events.

Sport Clips Help A Hero Scholarship - provides service members and veterans with the financial assistance they need to complete their educational goals without incurring excessive student loan debt. It's just another way for us to say "thank you" to those who fought for our freedoms.

1 Student Veteran - No one knows education benefits better than the VFW. After all, we played a major role in the passage of the 1944 GI Bill of Rights, the Montgomery GI Bill Act of 1984 and the recent Post-9/11 GI Bill. To help ensure student veterans receive their benefits in a timely manner and have a place to turn to if they need help, the VFW, in conjunction with the Student Veterans of America (SVA), have developed the 1 Student Veteran program.

Veterans who send a message to 1studentveteran@vfw.org will receive a timely reply from a VFW staff member who specializes in student veteran issues.

If the student veterans have already confirmed their benefit eligibility through the VA's GI Bill Hotline, 888-GI BILL 1 (888-442-4551), and double-checked your enrollment verification with your school, take the next step and contact 1 Student Veteran today.

VFW-SVA Legislative Fellowship - We have been advocating on behalf of veterans, service members and their families for more than a century, and we want to share our experience with a new generation of veteran leaders. The VFW-SVA Legislative Fellowship grants 10 exemplary student veterans (fellows) the chance to join the VFW legislative team on Capitol Hill during the VFW Legislative Conference in early spring each year. The fellows will walk the halls of Congress, educating their legislators on the issues facing today's student veterans and have the opportunity to meet with policy-makers from federal agencies responsible for implementing veterans' policy.



VETERANS OF FOREIGN WARS
NO ONE DOES MORE FOR VETERANS.
 STUDENT VETERANS OUTREACH REPORTING FORM

VFW Liaison Name:		Department:	
Member Number:		Post Number:	
College or University:			
City, State & Zip:			
Student Veteran POC:			
Date & Time of Event:			

Please list details to include event type, Post members present, student veterans present, new members recruited and any additional outcomes.

Please complete this form and email or fax it to your Department Headquarters

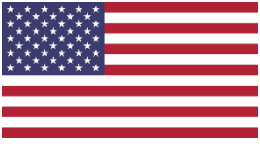
STATE CHAIRMAN

Bryan Shue
770-842-1002

DISTRICT CHAIRMAN _____

Phone _____

Bryan.M.Shue@gmail.com Email _____



CHAPLAIN'S MONTHLY REPORT

Post Number _____ District Number _____

Post Name, Number, City & State _____

Reporting Period _____ To _____

Number of Cards sent to Bereaved, Birthday, or Encouragement _____

Number of Phone Conversations (counseling, encouragement, etc) _____

Number of Private Counseling Situations _____

Number of Hosp. Visits this Month _____ Mileage: _____ Hours Spent: _____

Number of VA Hosp. Visits this Month _____ Mileage: _____ Hours Spent: _____

Number of Home Visits this Month _____ Mileage: _____ Hours Spent: _____

Number of Viewings this Month _____ Mileage: _____ Hours Spent: _____

Number of Funerals this Month _____ Mileage: _____ Hours Spent: _____

Number of Memorial Services _____ Mileage: _____ Hours Spent: _____

Number of Special Events this Month _____ Mileage: _____ Hours Spent: _____

Number of Other Chaplaincy Services _____ Mileage: _____ Hours Spent: _____

Totals: _____ Mileage: _____ Hours Spent: _____

Chaplain's Name: _____

Send a report to your Post Commander, Post Quartermaster, District Chaplain, and State Chaplain

WEBSITE & SOCIAL MEDIA

It is important to open communications with comrades, Auxiliary members, and the community. Getting your Post on the web is a big part of that. It will open opportunities for donations, recruiting, and better community visibility.

Department Resources

Website	VFWGA.com
Facebook	fb.com/VFWGeorgia
Twitter	@VFWGeorgia
Instagram	@VFWGeorgia

National Resources

Website	VFW.org
Facebook	fb.com/VFWFans
Twitter	@VFWHQ

District Resources

District 1	Request access via District Commander
District 2	fb.com/GAVFWDistrict2
District 5	fb.com/GAVFWDistrict5
District 6	fb.com/GAVFWDistrict6
District 8	fb.com/GAVFWDistrict8

Posts

Lots of Posts have websites and Facebook pages in various formats.

Facebook ads for use by your Post & YouTube video training is available by logging into your vfw.org account.

Use of the VFW Post/District Name & Number

If you create an email account, webpage, Facebook page or other Social Media account using the VFW Posts name or number, that account is the property of the Post/District. You must have the Post/District's permission before doing so. The Adjutant must have access to the account, and you must turn over control of the page when so ordered by proper authority.

Always have at least two (2) people as administrators of the account so that there is always a back-up.

VFW Website Solution Program

The VFW Website Solution program is geared to assist Posts and Departments in establishing a viable, easy-to-manage website. Working in conjunction with its developers, DrivePath's template-based platform offers Posts and Departments an affordable opportunity to stake their claim of the web, making pertinent information easily accessible to members, as well as the public. Further, the website templates being offered adopt a consistent look and feel, working to reinforce the official VFW brand and messaging.

Perhaps the most exciting part of this new program is, through Operation Uplink, the VFW is offering your Posts and Departments grants to cover the first year of service! However, this grant is limited to the first 52 Departments and 4,000 Posts to apply. The grant will cover the cost of domain management, development, integration and hosting for the first year. Thereafter, it is the responsibility of the Posts and Departments to fund the annual domain management and hosting fee of \$360. That's less than \$1 per day!

These websites boast many manager-friendly functions and feature an "integration" component which allows the national website, and Department and Post websites to share information, both manually and automatically. This includes a system which allows the Posts to efficiently submit reports directly to the Department. In addition, DrivePath offers each Post and Department ongoing support with each website.

Georgia is currently using this.

How do you take advantage of this great new program?

VFW Riders



STATE CHAIRMAN	Ty Mathews	DISTRICT CHAIRMAN	_____
	478-733-8130	PHONE	_____
	Ltmathews506@gmail.com	EMAIL	_____

- Promote and support the programs of the Veteran of Foreign Wars
- Promote motorcycle safety programs.
- Provide a social atmosphere for VFW members who share the same interest.

Each Post or District shall register its riders' group, using a form designated by the Adjutant General, and be required, from time to time, to update group contact information. Information provided will be used to promote and disseminate information regarding VFW organized riding events and VFWRG policy recommendations.

In addition, any unit adopting a uniform utilizing registered marks of the VFW, shall register and seek approval of said design in accordance with section 803 of the National By-Laws/Manual of Procedure and this policy.

New guidelines coming out this year.

Riders will make a monthly report to their sponsoring unit

Ride activities by the sponsoring unit will be required to have liability release waivers for each participant outside of the VFWRG, regardless of age or status, if those individuals will be participating in or on a motor vehicle for the event.

Waivers and liability release forms will comply with the National Policy as well as guidelines from the American Motorcycle Association (AMA).

Sponsoring units will be required to have proof of general liability insurance to protect such units and must name, as additional insureds, the Veterans of Foreign Wars of the United States and the Department in which the sponsoring unit is located.

Check VFW Riders under About Us on VFWGA.com



Unmet Needs Eligibility Criteria

The applicant is the service member, veteran, or eligible dependent listed under the Defense Enrollment Eligibility Reporting System (DEERS).

The financial hardship must be due to one of the following:

- Currently on active duty, whose financial hardship is a result of a current deployment, military pay error, or from being discharged for medical reasons.
- Discharged on or after September 11, 2001, whose financial hardship is a direct result of your military service connected injuries and/or illnesses.
- Discharged prior to September 11, 2001, are on a fixed income that must include VA compensation, and facing an unexpected financial hardship.

The financial hardship cannot be caused by:

- Civil, legal or domestic issues, misconduct, or any issues that are a result of spousal separation or divorce.
- Financial mismanagement by self or others, or due to bankruptcy.

All grants are paid directly to the creditor and not to the applicant. The applicant must provide the most current bills due. We will render payment for eligible current bills only.

Expenses Eligible for payment:

- Household expenses – mortgage, rent, repairs, insurance.
- Vehicle expenses – payments, insurance, repairs (major repairs for vehicles over ten years old will not be considered).
- Utilities.
- Food and clothing.
- Children's clothing, diapers, formula, school or childcare expenses.
- Medical bills, prescriptions & eyeglasses – the patient's portion for necessary or emergency medical care only.

Ineligible Expenses:

- Credit cards, military charge cards or retail store cards.
- Cable, Internet, or secondary phones.
- Cosmetic or investigational medical procedures & expenses.
- Taxes - property or otherwise.
- Furniture, electronic equipment or vehicle rentals.
- Any other expenses not determined to be a basic life need.

The eligible and ineligible expense lists are not all inclusive. Each case will be carefully reviewed for its own merits. Upon approval, payments will be made for you directly to the creditor. All applications are individually reviewed and the VFW reserves the right to make exceptions on a case-by-case basis. For more information, contact Unmet Needs at 1-866-789-6333.



Military Assistance Program Grant Guidelines



Purpose:

To provide financial assistance to VFW Posts/Depts. and Auxiliaries who sponsor events with their local military community. These funds are meant to build relationships and provide information on VFW programs and services.

How to apply for a MAP Grant:

1. Only a VFW or Auxiliary member may submit a MAP Grant Application.
2. The application must be signed and dated by the Post/Dept. Commander, Quartermaster or the Auxiliary President or Treasurer.
3. The grant is limited to basic food items and Non Alcoholic beverages for currently serving military and their family members only.
It does not cover equipment/venue rentals, gifts, decorations, entertainment, etc.
4. The grant does not cover public or formal events such as: Military Dining In/Out, Military Balls, Change of Command/Responsibility Ceremonies, etc.
5. The grant application must be submitted no later than 14 days **prior** to the event. Any exceptions to this must be submitted in writing to the Director VFW Programs for approval.
6. An After Action Report along with eligible receipts must be submitted within 30 days of the event. Non submission will result in the Dept./Post/Auxiliary being billed for the grant amount.
7. If the event receipts total less that the grant amount provided, the Dept./Post/Auxiliary will be required to refund the difference within 30 days.
8. If the event is cancelled a full refund is required. If rescheduled for a later date, a written explanation must be submitted to the MAP office detailing the new dates. It will be determined by the MAP office and VFW Program Director whether a refund will be requested or the Dept./Post/Auxiliary will be allowed to keep the grant amount.
9. MAP Grants may be submitted by the following:
 - Email: map@vfw.org
 - Fax 816-968-2779
 - Mail to:
VFW National Headquarters
ATTN: MAP
406 W. 34th Street, Suite 902
Kansas City, MO 64111

Note: Prior approval of similar events does not guarantee future approval. All applications must be signed and dated.

For any further questions or concerns please contact the MAP Office by phone at (816) 756-3390



Military Assistance Program Grant Application Instructions



For any further questions or concerns please contact the MAP Office by phone at (816) 756-3390

To ensure the grant is processed in a timely manner all information needs to be complete and accurate.

Payee (Dept./Post/Auxiliary) Section

- Fill out **Post # and Department** information completely and specify if the request is being submitted by the Auxiliary.
- **Federal Tax ID and 501(c)** IRS Guidelines require the Federal Tax ID number and 501 C designations to be on the application. Contact your Dept./Post/Auxiliary Quartermaster or Treasurer to obtain this information.
- Please make sure that the Point of Contact (POC) is the individual at the post that is handling the event. Do not put the Commander or Quartermaster's name as POC if another person is handling the event. The VFW POC information must include a phone number and email address.

Grant Amount Requested / Event Total Budget Amount

- The **Grant Amount Requested** This amount should be what you are requesting MAP to cover after all other contributions are made.
- The **Total Budget Amount** This is the approximate amount that includes all money spent on any items/activities. MAP Grant funds, post contributions and any other outside contributions such as the military unit, Family Support Group, other community/veteran's organizations, etc.
- The **Event information** must include: Event name or type of event, date, attendance, location and activities.
- The **Event Attendance** must specify the **number** of military and family members expected. Do not include dignitaries or VFW members here

Military Unit Information

- **National Guard and Reserve Meal Rations** If the event takes place during a training weekend (required attendance) all service members should be provided a meal by the government. If you are unsure about this information you should contact the unit to verify.

Community Involvement (NOT VFW) Section

- List all other **organizations** that are going to be involved with the event and their contribution.

Post Contribution and Involvement

- **Post contribution** is any monetary contribution from the Post/Dept. that is separate from the MAP Grant funds that are being requested.

Authorization Section

- Ensure that you read and check both **Acknowledgement 1 and Acknowledgement 2**
- The application must be **signed by the VFW Dept. / Post Commander or Quartermaster**. If it is being submitted by the **Auxiliary it must be signed by the President or Treasurer**.



Military Assistance Program (MAP) Grant Application



Payee (Dept./Post/Auxiliary):

Post/Aux # _____
 Department: _____
 Federal TAX ID# (9 digits) _____ - _____
 Exempt Status, 501(c) 3, 4 ___ 19 ___ (check one)
 Street Address: _____
 City/State/Zip: _____
 VFW POC: _____
 Email: _____
 Phone: (____) _____

Grant Amount Requested: _____

Event Total Budget Amount: _____

Event Name: _____

Event Date (s): _____

How many are expected to attend for each group:

Currently-serving Military: _____ Family: _____

Event Location: _____

Activities: _____

Military Unit Information:

Unit Name: _____

Branch of Service: _____

Component: Active ___ Reserve ___ Guard ___ (check one)

Installation city/state: _____

MPOC Name & Rank: _____

For National Guard and Reserve units only:

Is this a drill for the unit? _____

If it is a drill, is the unit contributing their meal Rations

(GOV funds) for the Military meals? _____

If not, why not? _____

Community Involvement (NOT VFW):

Will there be any other community involvement, including other veterans' organizations?

YES _____ NO _____

IF YES- List the businesses/groups that are participating & what they are contributing:

Post Contribution and Involvement:

Expected # of VFW/Auxiliary members attending? _____

Is the Post/Department contributing to the event with funds, goods or services beyond what MAP is being asked to provide? YES _____ NO _____

If yes, what amount? _____

Please check all activities VFW/Auxiliary members will assist with:

Plan _____ Shop _____ Set-up/clean-up _____

Cook _____ Serve _____ Assist children _____

Recruit _____ Provide VFW materials/info _____

Speak during event _____

Is the Post contributing any other kind of goods or services?

VFW Recognition (check all that applies):

Will you have a VFW banner or flag on display? _____

Will the members wear items with VFW logos? _____

Will the Unit's CO acknowledge the VFW's contribution during his/her remarks? _____

*****Authorization*****

Acknowledgement 1:

To facilitate compliance with IRS regulations, the VFW Military Assistance Program (MAP) will require the Post to provide a report including eligible receipts no later than 30 days after the scheduled event date. Failure to do so will result in a request from National Headquarters for a full refund of the Grant amount.

_____(Must be checked)

Acknowledgement 2:

This money will not be used for lobbying in any way.

_____(Must be checked)

Payee QM or Commander Signature

X _____ Date: _____

Printed Name and Title



Military Assistance Program Grant Report



Date of Event: _____

VFW Department: _____ District: _____ Post: _____

Type of Event (i.e., Welcome Home, Deployment, Family Briefing, etc.):

Full Unit Name:

Unit City / State:

Brief Description of Event: _____

Total amount of MAP funds utilized for the event. _____

Are Receipts for Expenditures Attached?: _____

Actual Attendance:

Number of Military: _____ Families: _____

Number of VFW and Aux members attending the event? _____

Number of others in attendance (dignitaries other groups etc)? _____

Number of Members Recruited at the Event?: _____

- Please attach any newspaper articles or links to articles on the internet.

Names of VFW National or Department Officers or Certified Recruiters who attended:



Adopt-A-Unit FAQ



The Adopt-a-Unit Program assists in building relationships between the VFW and our military members.

Who is Eligible to Adopt-a-Unit:

- VFW Posts
- VFW Auxiliary
- Combination of Both

Why you should Adopt-a-Unit:

- To support your local military members and their families.
- As VFW/Auxiliary members, you understand the challenges military members and their families face and the support they need.
- To help connect military members with the vast network of resources the VFW has available.
- Conducting Adopt-a-Unit activities is a great recruiting opportunity.

How to find a military unit:

- Contact your local National Guard, Reserve and Active Duty units.
- Access the "Find a Unit Flyer" which is available at <http://www.vfw.org/troopsupport/>.
- Speak with other VFW Posts and Veterans Organizations who may have knowledge of units in the area.

When to adopt a unit:

- There is no time like the present and our military members and their families need your assistance now more than ever. Your assistance is equally important whether the unit is home or deployed overseas.

What kind of activities should you plan:

- Welcome Home, Deployment, Yellow Ribbon, Family Day, Dinner/Picnics, Holiday Parties, Meetings/Briefings and Funeral/Memorial Services to name a few.
- You are only limited by your imagination when it comes to supporting our troops and their families.

Where to get assistance for Adopt-a-Unit Questions:

- Call the Military Assistance Program Office at (816) 756-3390
- Email the MAP Office at map@vfw.org

How to Apply:

- Submit an Adopt-a-Unit Application to the MAP Office, the form is located on the VFW website at <http://www.vfw.org/troopsupport/>.

When to Report:

- Submit a minimum of one AAU Activity Report annually per adopted unit.
- Your first report is due at least one year from the date the application was received. You can also submit a report after every event that you conduct with your adopted unit.



How to Find a Unit to Adopt

The references and resources below are to help you *get started* supporting local military units and their families through **VFW's Adopt-a-Unit (AAU) program**.

Before submitting AAU paperwork to VFW National HQ or sending care packages to a unit:

- Get permission from the unit's Commanding officer or Senior NCO
- Review the information in the Adopt-a-Unit Application.

VFW HQs does not have a list of names &/or addresses of units or service members.

===== **R e s o u r c e s** =====

VFW Post/Auxiliary members are the BEST resources to make contact with a local military unit. Ask if anyone has a friend/relative currently serving in the military; or even knows of someone working/serving on a local base.

VFW & Auxiliary Department Chairmen are a critically important resource, they receive training on VFW troop support programs and receive regular communications from VFW HQs.

Your own hometown community (Churches, workplace, schools, VSOs etc.) As with your membership, ask around to see if anyone has a friend or relative currently serving in the military or working at a base or reserve center.

===== **Military/Internet Resources** =====

Active Duty Military Bases/Installations:

Military.com Assists 30 million Americans with military affinity stay connected and informed, including an online guide to military bases. <http://www.military.com/base-guide/>

The Military Zone is a website whose mission is to provide military news, information and resources of interest to active, retired, and future military personnel. Their information seems a little older, but it does have telephone numbers for many bases:

http://themilitaryzone.com/military_bases.html

My Base Guide primarily geared towards military and their families. Click on the link below to check the U.S. map and see if there is a base in your area. When you find a base, then click on the name. From the bases' webpage, look for the "Directory" and look for the "Public Affairs" office to make contact. <http://mybaseguide.com/>

National Guard & Reserves:

1. **Army & Air National Guard**: The link below is to a U.S. map, just click on your state & it takes you to your state's guard website.
<http://www.nationalguard.mil/resources/statewebsites.aspx>
2. **Marine Reserves**: The link below has the most detailed contact information to work from.
<http://www.marforres.marines.mil/ContactUs/DirectoryByState.aspx>
3. **Army Reserves**: Look on the right side of the home page of the link below for "Find A Unit" to look up your state. <http://www.usar.army.mil/Pages/default.aspx>
4. **Navy Reserves**: <<still working on what the symbols on map mean, 4/26>>
<http://www.navyreserve.com/about/locations/>
5. **Air Force Reserves**: Lists units by states. Click on the unit/state and it will take to you that AF base website. You will then need to go to the contact us to get the telephone number for the Airman and Family Assistance Center.
<http://www.afrc.af.mil/units/unitsbystate.asp>

Military Medical (Wounded Warrior) units:

1. **Army- Warrior Transition Units (WTU)**: This link also uses a U.S. map. Once, you've verified there is a unit in your area, you can use the telephone number provided to make contact with an ombudsman. http://wtc.army.mil/about_us/wtu_locations.html
2. **Marines- Wounded Warrior Regiment (WWR)** detachments are units/locations: Contact one of the 2 Battalions below to see if there are Marines from the WWR in your area.
 - o **Battalion-East Contact Center**: (*East of the Mississippi River, including Europe*) 910-451-1202, 910-451-2253, 910-449-9573
 - o **Battalion West Contact Center**: (*West of the Mississippi River, including Japan, Guam and Hawaii*) 888-738-7044
3. **Navy- Safe Harbor**: This website lists the locations (scroll down) where Navy Wounded Warrior – Safe Harbor staff are located throughout the continental United States.
<http://safeharbor.navalive.dodlive.mil/?s=locations>
4. **Air Force – Wounded Warrior**: Each Air Force base has an "Airman & Family Readiness Center"(AFRC). If the base has service members in transition, the AFRC will be the office to discuss possibly VFW support. Use the active duty base resources above to locate an Air Force base.

=====
With all the changes in the military, websites and links can change quickly. Please contact the MAP office regarding any issues with the above links or if you need further assistance. Email: map@vfw.org or call 816-756-3390, ext. 262



Adopt-A-Unit

Application for Sponsorship



This form must be filled out completely. If you have any questions, please contact the MAP office at (816) 756-3390. Form can be **faxed to MAP at (816) 968-2779**, emailed to MAP@vfw.org, or mailed to VFW National Headquarters, Attn: MAP, 406 W 34th Street, Kansas City, MO 64111. Please allow a minimum of 4 weeks for your certificate packet to arrive.

Adoption by: Post Auxiliary Both

Post Number: _____ Contact Name: _____

Post Address/City/State/Zip: _____

Phone: _____ Email: _____

Unit to be Sponsored:

Army

Marines

Navy

Air Force

Coast Guard

Unit Status:

Active Duty

Reserve

National Guard

Unit Name: _____

Authorizing Unit Point of Contact: _____

Unit Address / APO / FPO: _____

Unit POC Phone: _____ Unit POC Email: _____



HELP A HERO SCHOLARSHIP ★ PROGRAM

What is Help A Hero?

Sport Clips Haircuts, the nation's leading men's and boys' hair care provider, is a major supporter of the VFW and is also its "Official Haircutter". Since 2007, Sport Clips locations across the U.S. have helped U.S. service members connect with their loved ones by participating in the company's Help A Hero fundraising campaign, benefitting the Veterans of Foreign Wars' Operation Uplink™ Free Call Days. Through company and client donations, more than 2 million calls have been made possible - and counting!

Sport Clips continues to support the Free Call Days for deployed and hospitalized service members, but in the fall of 2013, the company expanded Help A Hero to support veterans as they *return* home through the gift of scholarships! The VFW's "**Sport Clips Help A Hero Scholarship**" Program will help service members, like you, get the education and training needed to begin the *next* chapter of your life.

Continue reading to learn more about the scholarship and how to apply.

What is the VFW Sport Clips Help A Hero Scholarship Program?

Each scholarship will provide recipients with up to \$5,000 to apply toward their education at an accredited post-secondary institution, including universities, colleges and trade schools. While the program is funded by Sport Clips' Help A Hero campaign, the VFW manages the scholarship program. Management functions include accepting applications, determining and awarding recipients, notification of award determinations and denials, and administering scholarships directly to the schools.

Am I eligible to apply?

Review the scholarship program criteria below. If you can check each box, you're eligible!

The applicant must:

- Be a citizen of the United States
- Be retired, honorably discharged, active duty, or a member of the National Guard or Reserve
- Have completed Basic Training and follow-on training (Advanced Individual Training, Technical school, Follow-On Training, etc.)
- Have or separated with a military pay grade of E-5 or below
- Demonstrate a need for financial assistance
- Participate in, be accepted to or currently enrolled in a VA-approved program or school at an accredited post-secondary institution

How do I apply?

The scholarship application is available online at VFW.org. Go to the "Assistance" page and click "College Scholarships". You will find a program overview, a helpful Frequently Asked Questions (FAQ) guide, and a link to the application.

Please note: Application must be submitted online using the form on VFW.org. Applications submitted by U.S. mail, e-mail, and fax will not be accepted.

Frequently Asked Questions:

What is the cut-off date for applications?

Applications for fall semester will be accepted January 1st through April 30th and applications for spring semester will be accepted August 1st through November 15th.

How often can I apply for the scholarship?

You may apply once per academic semester.

I haven't been deployed. Can I still apply?

Yes, as long as you have completed basic training and AIT, Technical or Follow-On training.

I'm not currently enrolled in school (or) I've been accepted, but haven't made a final decision on which school to attend. Can I still apply?

Yes! You are eligible to apply as long as you've been accepted to a school, even if you haven't enrolled in classes yet. If you've been accepted to multiple schools, please list the school you are favoring on the application.

Once I've applied, will I be notified of the scholarship decision outcome?

Yes. The VFW will notify every applicant whether they are chosen as a recipient, or not.

Applicants that receive denial letters are highly encouraged to re-apply provided that they still meet the eligibility criteria.

Who do I speak with for more information?

Contact the VFW at HelpAHero@vfw.org



Planning a Post Meeting

A successful Post meeting meets these requirements:

- Start on time
- Keep it short
- Make it interesting
- Make it informative
- Accomplish something



The meeting should also follow the Veterans of Foreign Wars Ritual and the general rules of parliamentary procedure.

The meeting's success depends on the person with the gavel – the Commander. The Commander can control the start of the meeting by banging the gavel; the Commander can keep the meeting short by keeping it moving; the Commander can make it interesting and informative by a little planning; the Commander can make sure something is accomplished by knowing ahead of time just what they want to accomplish.

Commander in preparation for the meeting:

- Meet with the Adjutant and Quartermaster prior to the meeting to make certain that their records are in order for their part in the meeting. This includes the roll call of officers, the reading and referring of membership applications, reading of minutes, reading of bills, Quartermaster's report, reading of communications, etc.
- Know what unfinished business is left to transact. If it is not brought up by someone on the floor, bring it up yourself.
- Have a reminder list of new business to be discussed.
- Turn over all mail and information pertaining to their activities to committee chairman. This gives them time to review it and report on it during the meeting.
- If there's not much business to conduct, a meeting can be pepped up by inviting an interesting speaker to address the group.

During the meeting:

- Start on time
- A Post meeting is a business meeting and the more business that is done, the better. Keep discussions on track. Stick with parliamentary procedure so that a motion is made before a subject is discussed. Keep the discussion focused on the motion.
- As the Commander you are the boss during the meeting. Don't be arbitrary, but if you have to make a decision, make it.
- Allow everyone to have their say but make them stick to the subject.

OPENING POST CEREMONIES

COMMANDER:

The officers will take their respective stations. All persons not members of the VFW will kindly retire, and the guard will close the doors. (The Commander ascertains if nonmembers have retired.)

COMMANDER:

By the power and authority vested in me, I am about to open Post for the transaction of any business that may lawfully come before it. (Two gavel raps.)

OFFICER OF THE DAY:

Satisfy yourself that all present are entitled to remain.

COMMANDER:

Officer of the Day, you will prepare the Post room for the salute to the colors. (Two gavel raps.)

COMMANDER:

Call Attention **(PRESENT ARMS - ORDER ARMS)**

COMMANDER:

Comrade Chaplain, you will deliver the opening prayer.

UNCOVER - PARADE REST

COMMANDER:

Attention! Comrades, you will join me in the Pledge of Allegiance to the flag of the United States of America. **(PRESENT ARMS!)**

“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

COMMANDER: ORDER ARMS!

COMMANDER:

Comrades, we are assembled again to transact business of mutual benefit. Do not let petty jealousies or trivial personalities influence our deliberations. Let us uphold always the obligations of **UNSELFISH** comradeship and loyalty to our organization and to the government of the United States of America.

I now declare..... Post No. duly opened for the transaction of business. Guard, you will admit any in waiting who may be worthy.

ORDER OF BUSINESS

(Post)

1. Opening Ceremonies
2. **COMMANDER:** (Leading all members in recitation of Section 230102 of the Congressional Charter.)

The purposes of the corporation are fraternal, patriotic, historical, charitable, and educational; and are:

1. **to preserve and strengthen comradeship among its members;**
2. **to assist worthy comrades;**
3. **to perpetuate the memory and history of our dead, and to assist their surviving spouses and orphans;**
4. **to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws;**
5. **to foster true patriotism;**
6. **to maintain and extend the institutions of American freedom; and**
7. **to preserve and defend the United States from all enemies.**

3. Calling the roll of officers.
4. Reading, referring, membership applications.
5. Report of Investigating Committee.
6. Balloting for applicants.
7. Mustering in of recruits. **(VOTE)**
8. Reading of minutes of previous meeting.

9. Quartermaster's report; disbursements.
10. Quartermaster's report; receipts.
11. Reading of bills.
12. Report of Service Officer
13. Is there a Comrade or the family of a Comrade in distress?
14. Report of all committees.
15. Remember our National Home. (Interrupt business at 9:00 PM or as close to 9:00 PM as is practical for National Home for Children Ceremony.)

COMMANDER:

(Raps gavel twice.) All present will rise. Parade rest. Comrade Chaplain, you will ask Divine blessings upon our National Home for Children.

16. Unfinished Business: (Reading of communications associated with unfinished business. Read and Vote.)
17. New Business: (Reading of communications associated with new business. Read and Vote.)
18. Nominations, elections and installation of officers.
19. Good of the Order: (Reading of communications associated with good of the order. Read and Vote.)
19. Closing Ceremonies. (There being no further business, we will have our closing ceremonies.)
20. **COMMANDER:** Comrade Chaplain, you will deliver the closing prayer.
21. Salute the Colors.
22. **COMMANDER:** Comrades, I now declare this business session of _____
Post No. _____ closed. Our next regular meeting will be _____

INCOME TAXES – Our V.F.W. Posts are EXEMPT from Federal Income Taxes under Section 501 (c-19) of the Internal Revenue Code because we are NOT organized NOR operate for profit AND we operate exclusively for the purpose of social welfare.

The Internal Revenue Service (IRS) has ruled that “exclusively for the promotion of social welfare” means that we are PRIMARILY engaged in, OR operated for, the purpose of promoting in some way the common good and welfare of the people of our community OR bringing about civic betterment’s and social improvements.

IT IS NOT “promotion of social welfare” if the primary activity is carrying on a business with the general public. The IRS is required by law and regulations to know HOW THE POST IS OBTAINING ITS MONEY AND WHAT IT IS DOING WITH IT! Our required programs for Community Service, Youth Activities and Americanism are included in the meaning of “promotion of social welfare.”

Each Post of the Veterans of Foreign Wars in the State of Georgia is required to file annually the information return Form 990 on or before the 15th day of the fifth month following the close of the Post’s accounting period with the Internal Revenue Service Center, Atlanta, Georgia 39901.

In case of a complete liquidation, dissolution or termination the return shall be filed on or before the 15th day of the fifth month following complete liquidation, dissolution or termination.

Each VFW Post that has exempt status for Georgia purposes must annually file a copy of the forms they file with the IRS, such as the Federal Forms 990, 990-N & 990-T. The due date for filing a copy of the Federal Forms with Georgia is the same date for filing with the IRS.

Any correspondence relating to exempt organizations should be addressed to: Georgia Income Tax Division, P. O. Box 38467, Atlanta, Georgia 30334.

Posts that generate funds from an unrelated trade or business are required to file IRS Form 990-T and pay corporation taxes. Filing date is the same as for Form 990 or 990 N. Georgia requires that the Post file Form 600-T if they file on 990-T with IRS. The address in the preceding paragraph applies.

What is an unrelated “Trade or Business,” An unrelated trade or business is any trade or business that is regularly carried on, and that is not substantially related (aside from the need for funds) for the organizations exempt purposes?

In the State of Georgia “Bingo” is not an unrelated trade or business since it was approved by State Statute for tax exempt organizations only.

PAYROLL TAXES: At any time that you hire an employee (including a paid Bingo worker) please have them fill out a Form W-4 at the time of hiring. You must always withhold FICA/Social

GENERAL INFORMATION REGARDING TAXES

Security as a minimum. A part time employee is not exempt from FICA/Social Security Tax at any time.

There are other taxes associated with employees that must not be overlooked. Federal and State unemployment taxes, workman's compensation insurance, Federal and State withholding and taxes on tips reported by employees. If in doubt, please contact a good accountant or the State offices for the taxes.

Other Federal Forms that come into play are forms 1099-MISC. These must be issued by the Posts that employ bands, contract laborers, entertainers, and receive rents when the total amount paid to an individual is \$600.00 or more per year.

The Important thing to remember from year to year with regard to Form 990 is that the government wants to know where and how the Post obtained its money and what it did with it. In this connection it is imperative that the Post keep adequate records with regard to all its financial activities. Post are urged to use the Club Accounting System for the bar type activities that has been developed by ideal and is available from the VFW Emblem and Supply Department. The keeping of good records greatly facilitates the preparation of the Form 990 or 990-N regardless of who prepares it, while careless record keeping vastly compounds the difficulties in preparing the return.

Form 990 is not a simple form to fill out. It is recommended that if you do not have a member with accounting experience to prepare the report that you contact the IRS for assistance or seek the advice of a Certified Public Accountant.

BINGO INFORMATION – Bingo is legal in the State of Georgia for Tax Exempt organizations such as VFW Posts and its Auxiliaries after the Post has been chartered for a minimum of two years. If you plan on playing Bingo please contact the following for complete information prior to any actions. All Posts will comply with State of Georgia Regulations.

Bingo Coordinator
Georgia Secretary of State
214 State Capitol
Atlanta, Georgia 30334
404.656.2881

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ARTICLE I

NAME AND TERRITORIAL JURISDICTION

- Section 1. Name: This Subdivision of the Veterans of Foreign Wars of the United States, Incorporated, shall be known as the "Department of Georgia, Veterans of Foreign Wars of the United States, Incorporated", hereafter referred to as the "Department".
- Section 2. Territorial Jurisdiction. The territorial jurisdiction of the Department shall conform with the territorial limits of the State of Georgia.

ARTICLE II

PURPOSE

- Section 1. The purposes of the corporation are fraternal, patriotic, historical, charitable, and educational, and are:
1. to preserve and strengthen comradeship among its members;
 2. to assist worthy comrades;
 3. to perpetuate the memory and history of our dead, and to assist their surviving spouses and orphans;
 4. to maintain true allegiance to the Government of the United States, and fidelity to its Constitution and laws;
 5. to foster true patriotism;
 6. to maintain and extend the institutions of American freedom; and
 7. to preserve and defend the United States from all enemies.

ARTICLE III

AUTHORITY

- Section 1. The supreme power of this Department shall be vested in the National Convention of the Veterans of Foreign Wars of the United States and shall, at all times, be governed by the Congressional Charter and Bylaws adopted by said National Convention, mandates of the National Council of Administration, and lawful orders of the Commander-in-Chief.
- Section 2. Subject to the provisions of the Congressional Charter and Bylaws, the government of the Department shall be vested in a Department Convention, Department Council of Administration, and lawful orders of the State Commander.

ARTICLE IV

DEPARTMENT HEADQUARTERS

- Section 1. The Department Headquarters shall be located in Macon, Bibb County, Georgia.
- Section 2. Official correspondence emanating from Department Headquarters shall be in writing, or in printed or email form, signed by the State Commander, or the State Adjutant who shall attest to all official communications and reports with their signature or electronic signature in the case that email is used.
- Section 3. All Department minutes and proceedings, including electronic recordings, shall be kept on file at the Department Headquarters.

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ARTICLE V

COUNCIL OF ADMINISTRATION

- Section 1. The Department Council of Administration shall consist of those members as set forth in the National Bylaws.
- Section 2. The Department Council of Administration shall meet in regular session not less than twice each year, at such time and place as the State Commander or Council of Administration shall designate.
- Section 3. The State Commander may direct the State Adjutant to conduct email or mail ballots; the results of such ballots shall be reported for the record at the next stated meeting.
- Section 4. The State Commander may call a special meeting of the Council of Administration whenever the same may be necessary for the welfare of the Department. The State Commander shall call a special meeting upon a request (written or email ballot) by the majority of the Department Council of Administration. In case the State Commander refuses to call such a meeting, the Department Council of Administration may proceed to hold such meeting in accordance with the National Bylaws. No business shall be transacted at the special meeting except that business for which the meeting is called.
- Section 5. The Council of Administration may set and levy fees on the Districts to pay for items as deemed necessary for the welfare of the Department membership such as the hospitality room. The State Quartermaster will provide a report of monies collected as well as monies expended.

B1. Amend Article V, Council of Administration, by adding a new Section 6 stating: The Department administrative staff shall be allowed to attend Council of Administration meetings for the purpose of providing administrative support to the Council unless the Council specifically advises them not to attend.

B2. Amend Article V, Council of Administration, by adding a new Section 7 stating: The Council may determine that a COA meeting is to be held via electronic means NLT 48 hours prior to the convening of said meeting at which point the Adjutant shall send out instructions for electronic attendance. In the event that the meeting is to be held in person, no electronic attendance will be permitted unless it is approved by the Department Commander.

B3. Amend Article V, Council of Administration, by adding a new Section 8 stating: All Districts must be represented at the Council meeting. In the event that a District Commander cannot attend, the District Commander shall ensure that the District Sr Vice or District Jr Vice Commander attends in their place.

ARTICLE VI

DEPARTMENT DISTRICTS

- Section 1. The Department Districts shall be formed, chartered, and operated in accordance with the provisions of the National Bylaws.

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Section 2. Department Districts shall be numbered the same as, and in accordance with, the designated districts of this Department as shown on a current map which is attached and which may be altered in accordance with the National Bylaws, from time to time, as need may arise.

ARTICLE VII

DEPARTMENT CONVENTION

Section 1. The Department shall convene an annual convention in accordance with the National By - Laws.

Section 2. In the event of an emergency, failure to act expeditiously in preparing for the Annual Convention, or failure to comply with the proposals upon which a Convention bid was approved by the Department Convention, the State Commander, with the approval of the Council of Administration, may change the site, as well as the time and place of same.

Section 3. A Convention committee shall be appointed by the State Commander to conduct the business affairs of the Convention.

Section 4. The Department Convention Committee, or such person as may be designated by the Department Commander, shall notify all Posts and Districts within the Department at least thirty (30) days prior to the Convention of the room rates, registration fees, banquet rates, and all other necessary costs, fees, and special conditions or limitations governing rates and conduct during the Convention.

Section 5. All other Committees shall be appointed by the State Commander at least sixty (60) days prior to the convening of the Department Convention.

Section 6. The voting delegate strength for each Post within the Department shall be as prescribed by the National Bylaws based on the record of members in good standing according to the records in the Department Headquarters as of March 31, current year. Additionally, the Post Commander, or in their absence, the Post Senior Vice Commander, or in their absence, the Post Junior Vice Commander, if present, may be registered and function as a member of the Convention.

Section 7. In accordance with the National Bylaws, a delegate registration fee shall be paid by each Post for each delegate to which the Post shall be entitled, based upon the State Quartermaster's record as of March 31, current year. The delegate registration fee shall be forwarded by each Post regardless of the number of delegates present at the annual Department Convention. The delegate fee is \$12.00 per delegate plus an additional \$5.00 fee for the Post commander. Posts failing to forward the full delegate Registration fee shall be considered delinquent and in arrears.

Section 8. (a) Only those officers and delegates to the Department Convention for whom registration fees have been paid shall be entitled to vote in the Convention.

(b) A fee as recommended by the Convention Committee and approved by the Council of Administration not to exceed \$15.00 for pre-registration shall be required by the Department for each person receiving credentials as prescribed by the National Bylaws. An additional fee may be charged for on-site registration.

(c) A fee as recommended by the Convention Committee and approved by the Council of Administration not to exceed \$50.00 shall be required by the Department from each person pre-registering that receives credentials and banquet seating. An additional fee may be charged for on-site registration and banquet seating.

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Section 9. (a) Elected officers for the Department of Georgia Veterans of Foreign Wars of the United States will include: Commander, Sr. Vice Commander, Jr. Vice Commander, Quartermaster, Judge Advocate and Chaplain. With regard to order, the nomination and election shall fall after those offices required by National Bylaws.

B4. Amend Article VII, Section 9(a), by removing "and Chaplain." and replacing it with ", Chaplain and Surgeon."

(b) Voting on all elective officers shall be by roll call vote by districts, randomly selected. Voting of the posts of the district will be in numerical order. Should only one candidate be nominated for an elective office, the presiding officer shall be empowered to instruct a member of the Convention to cast one (1) unanimous ballot for the nominee who shall then be declared elected.

(c) A candidate for Junior Vice Commander-in-Chief from the Southern Conference shall be selected at a Department Convention by roll call vote by districts, randomly selected. Voting of the posts of the district will be in numerical order. The State Commander, or in their absence the State Senior Vice Commander or Junior Vice Commander, if present, shall be mandated to cast the Department vote on the first ballot at the Southern Conference for the candidate selected at a State Convention. Should that candidate be dropped for due course or after the first ballot, the State Commander, or in their absence the State Senior Vice Commander or Junior Vice Commander, if present, shall vote the poll choice(s) of the Department Members present.

ARTICLE VIII

RESOLUTIONS

Section 1. Resolutions for Convention consideration shall be typewritten and four (4) copies shall be delivered to the State Commander, or Adjutant, at least thirty (30) days prior to the convening of the Convention, so a copy can be recorded by the Adjutant. Copies for study shall be forwarded to the Committee Chairman at least fifteen (15) days prior to the convening of the Convention.

Section 2. Resolutions, other than those of condolence and appreciation, shall not be considered by the Convention unless the provisions of Section 1 of this Article have been complied with, except by two-thirds (2/3) vote of the registered Convention delegates.

Section 3. All resolutions passed at a Department Convention shall have continuing force and effect unless rescinded, repealed, or amended by a subsequent Department Convention.

Section 4. Any resolution or action of any Department Convention affecting the continuing policy, operations, or finances of the Department shall be listed by subject in a subject file to be maintained by the State Adjutant at Department Headquarters which shall be available, at all times, to the Department Officers and Council of Administration.

ARTICLE IX

DEPARTMENT DUES

Section 1. The Department per capita tax shall be \$6.50 per annum, payable by every member in good standing, except life members.

Section 2. New annual and life members that join a Post in the Department will be assessed a \$1.00 admission fee and shall be paid to the Department. The Department will bill the Post in May, current year for the total admission fee due and again in July for new memberships submitted in May and June.

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ARTICLE X

POST AND DISTRICT REMITTANCE TO DEPARTMENT

- Section 1. All remittances of money to Department Headquarters shall be made payable to the “Department of Georgia Veterans of Foreign Wars”.
- Section 2. The Instituting Officer shall transmit membership funds collected upon instituting a new Post to Department Headquarters.
- Section 3. Remittances shall be as prescribed by the National Bylaws.

ARTICLE XI

FUNDS AND AUDITS

- Section 1. General Fund: All money received by the Department from whatever source, which is not set aside as a “Special Fund”, or for a designated purpose, shall constitute the General Fund.
- Section 2. Special Funds:
- (a) Dues Reserve Fund: A dues reserve fund shall be credited within the Department with not less than fifty percent of its part of the current year’s dues paid by members prior to July 1, including Life Membership dues payouts received from the National Organization. The Quartermaster shall not disburse nor shall an obligation be incurred against this fund.
- (b) Restricted Funds: The Council of Administration shall, in each annual budget, provide for the following restricted funds:
- (1) Building: Funds which shall be available for the payment of mortgage amortization, maintenance, repairs, upkeep, improvements, insurance and utility charges on real property owned by the Department.
- (2) Contingency: Funds which shall be available for the payment of such charges, not reasonably anticipated or provided for in the annual budget, which have been recommended by the Budget and Finance committee and approved by the Council of Administration.
- (3) Veterans of Foreign Wars Programs: Funds received, which may include but not limited to, cash, certificates of deposits, bonds, stocks, bank accounts, negotiable instruments and or money received from the disposition of personal or real property, resulting from the surrender or forfeiture of Post charter, shall be deposited in an interest bearing account. The interest/dividends therefrom shall be available for the programs set forth in the Congressional Charter, Section 3 to augment VFW Programs, except the Council of Administration may otherwise authorize expenditures from the principle fund.
- (4) Service Officer (Post/District) Recognition and Enrichment (Perpetual) Fund: Funds received, which may include but not limited to cash, certificates of deposit, bonds, stocks, bank accounts, shall be deposited into a restricted interest bearing account. The interest/dividends therefrom shall be available for the recognition and enhancement of Post and District Service Officers as determined by the Department Veterans Service Committee and approved by the Council of Administration.

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(5) Disaster Relief: Funds received to aid in the relief of veterans (families) who have suffered personal financial loss resulting from disaster. The State Quartermaster is hereby authorized to disburse money from this fund in an amount not to exceed One Thousand Dollars (1,000.00), except as otherwise directed by the Council of Administration.

(6) We Care: Funds received and disbursed to veterans (families), in an emergency, who may have experienced and unforeseen financial shortfall. Normally used to prevent utilities from being cut off, or eviction from a dwelling, provide food or lodging. Funds usually limited to \$200, on a one-time basis. A three-person committee determines and controls disbursement of funds.

NOTE: Except for those funds restricted to augment Veterans of Foreign Wars Programs and disbursement of the restricted Disaster Relief funds, payment may be made from these funds only in accordance with the policies established by the Department Convention or the Council of Administration within the limits of the approved budget.

Section 3. Custody of Funds: The State Quartermaster shall be the custodian of all funds, and will maintain separate accounts for the General Funds, Special Funds, and such other funds as may be required by the National Bylaws.

Section 4. Budget and Finance Committee:

(a) The State Commander shall, upon the date of installation, appoint a standing Budget and Finance Committee consisting of not less than three nor more than five members.

(b) Budget and Finance Committee, acting for the Council of Administration, shall audit the accounts and records of the State Quartermaster at least quarterly, or as necessary and report their findings to the Council of Administration. This Committee shall be responsible not merely for the detail audit of the accounts, but also for insuring that the expenditures for any account does not exceed the annual budgeted allotment for that year, and make recommendations at any time to the Council of Administration, touching on the financial affairs of the Department.

Section 5. Bonding: Department Officers and employees handling Department monies or property shall be bonded in a sum at least equal to the amount of liquid assets for which they may be accountable.

Section 6. Annual Budget:

(a) In accordance with the National Bylaws, the Council of Administration shall at its first regularly scheduled meeting following the Department Convention adopt an annual budget based on the tentative budget as submitted by the State Quartermaster with the recommendations of the Budget and Finance Committee.

(b) No expenditures of Department funds may be authorized or exceed the allowance set forth in the annual budget, except that the Council of Administration, upon recommendation of the Budget and Finance Committee, may amend the budget.

ARTICLE XII

INVESTED DEPARTMENT FUNDS

Section 1. The funds of the Department now invested, or any funds that shall be invested in the future, shall not be liquidated, except by a vote of two-thirds (2/3) of the Council of Administration sitting in a

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regular session, or at a special meeting called for that purpose by the Department Commander, and then only on a recorded roll call vote.

ARTICLE XIII

DEPARTMENT OFFICERS

Section 1. The State Commander shall appoint a Surgeon, Adjutant, Assistant Adjutant, Assistant Quartermaster, Chief of Staff, Service Officer, Inspector, Legislative Officer, and such other officers as deemed necessary and not in conflict with the Congressional Charter and Bylaws of the Veterans of Foreign Wars of the United States.

B5. Amend Article XIII, Department Officers, Section 1, by removing "Surgeon,".

B6. Amend Article XIII, Department Officers, by adding a new Section 2 stating: In the event of a vacancy in the office of Department Junior Vice Commander, the Department Judge Advocate may, without undue delay, succeed to the title and duties of the Junior Vice Commander.

ARTICLE XIV

CONSOLIDATION OF POSTS

Section 1. Two or more posts in the Department of Georgia may consolidate as provided for in Section 209 of the National Bylaws and Manual of procedure.

ARTICLE XV

FRATERNAL REVIEW/DEPARTMENT COMMITTEE

Section 1. The State Commander shall appoint a Fraternal Review Committee consisting of not less than nine (9) members. They shall be available to the State Commander to review problem areas presented in writing by any Comrade, Post or District Commander and will make recommendations for resolution to the State Commander.

Section 2. Notwithstanding Section 1 above, the State Commander may appoint additional Fraternal Review committees to conduct reviews of fraternal activities of posts and other entities and is not limited to the committee referred to in Section 1 above.

Section 3. The Council of Administration shall establish and provide a budget account for the support of an appointed Fraternal Review Committee. The budget account should be sufficient to provide mileage, hotel and meals during travel plus a nominal fee on a daily basis established by the Council of Administration for individuals involved in on-site visits to the Post/District. The Post/District shall reimburse the department for the cost of the Fraternal Review Committee.

ARTICLE XVI

STATE ADMINISTRATIVE COMMITTEES

Section 1. The State Commander will appoint as necessary and as required Administrative Committee members to function on behalf of posts and/or districts when charters have been suspended. The

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appointed State Administrative Committee members will operate on behalf of the members of the Department of Georgia in working with the post or district under suspension.

Section 2. The mission of the appointed State Administrative Committee is to conduct the necessary business of the post/district to resolve the reasons for the suspension action.

Section 3. The State Administrative Committee will ensure that all records, money, or other property of the post or district is safeguarded and under proper authority and control.

Section 4. The Council of Administration shall establish and provide a budget account for the support of an appointed State Administrative Committee. The budget account should be sufficient to provide for mileage, hotel and meals during travel involved on a daily basis established by the Council of Administration for the individuals involved in on-site visits to the post/district. The post/district shall reimburse the Department for the costs of the State Administrative Committee.

ARTICLE XVII

REDISTRICTING COMMITTEE

Section 1. The State Commander shall appoint a Redistricting Committee which shall continually review the structure of each District and make timely reports to the Council of Administration and recommendations to the Department Convention.

Section 2. The Redistricting Committee shall be composed of at least six members as appointed by the State Commander.

Section 3. The Council of Administration shall provide a budget account for the support of the Redistricting Committee.

ARTICLE XVIII

BYLAWS COMMITTEE

Section 1. The State Commander shall appoint a Bylaws Committee which shall continually review the Department and National Bylaws and make timely reports to the Council of Administration and recommendations to the Department Convention.

Section 2. The Bylaws Committee shall be composed of at least six members as appointed by the State Commander.

Section 3. The Council of Administration shall provide a budget account for the support of the Bylaws Committee.

ARTICLE XIX

VETERANS OF FOREIGN WARS MOTORCYCLE RIDERS GROUP OF GEORGIA

Section 1. The Veterans of Foreign Wars (VFW) Motorcycle Riders Group of Georgia, herein after referred to as VFWRG is a committee made up of members of the VFW and its Auxiliary in good standing. The VFWRG is a group within the VFW that enjoys the past time of motorcycling. The VFWRG is an official committee of the Department of Georgia VFW.

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Section 2. Each VFWRG will be subject to the rules and regulations adopted by the National, Department, District and Post and also includes Addendum #1, Department of Georgia, Standard Operating Procedures (SOP) and Addendum #2 Commander-in-Chief letter dated 14 September 2010. Addendums to these Bylaws are included in the Commanders Book.

Section 3. The addendums may be amended from time to time by the issuing authority.

ARTICLE XX

PROGRAMS CHAIR

Section 1. The Department Council of Administration may provide such remuneration as it deems advisable to such chair.

ARTICLE XXI

STATEMENT OF POLICY

Section 1. Veterans of Foreign Wars of the United States, Department of Georgia, shall not be responsible for the negligent or wrongful acts or omissions nor the contractual obligations or debts of any Post, District, activity, clubroom, holding company, or subordinate units sponsored, conducted, or operated by, for or in behalf of any Post, District, activity, clubroom, holding company or subordinate units.

Section 2. Individuals whose membership has been terminated or individuals whose membership has been suspended for a specified period of time, under VFW National Bylaws, Manual of Procedure and Ritual, Article IX Discipline Section 902 Offenses, Section 907 Penalties, are permanently banned from all VFW Department of Georgia post, district, or state property or until such specified time has passed upon a final decision executed by the issuance of a Special Order by the Commander-in-Chief or the National Council of Administration.

(a) Individuals whose membership has been terminated in accordance with Article IX of the VFW National Bylaws, Manual of Procedure and Ritual found to be on VFW property are subject to arrest for trespass.

(b) Individuals terminated from membership for a specified period of time found to be on VFW property prior to the last day of the restriction are subject to arrest for trespass.

(c) Members of the VFW Department of Georgia failing to enforce the penalty as provided in Section 907 of Article IX are subject to Disciplinary Action in accordance with Section 902 Offenses.

(d) Posts of the Department of Georgia failing to enforce the penalty as provided in Section 907 of Article IX are subject to Article II, Section 211 – Suspension and Revocation of Charter.

Section 3. Elected and appointed officers at Post, District, and/or Department who are continuous Members in good standing in a post of the Veterans of Foreign Wars of the United States, Department of Georgia, in addition to providing proof of eligibility before being installed, should provide payment of dues for the entire term to which they have been elected or appointed, before being installed.

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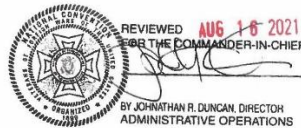
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ARTICLE XXII
AMENDMENTS

- Section 1. These Bylaws may be amended by a two-thirds (2/3) vote of the registered delegates present at the Department Convention. No amendment shall become effective until reviewed by the Commander-in-Chief, Veterans of Foreign Wars of the United States.
- Section 2. No amendment shall be considered unless a copy of the same shall have been forwarded to all Posts and District Commanders and Department Officers at least thirty (30) days prior to the convening of the Department Convention.
- Section 3. Wherever these Bylaws or subsequent amendments may be found to be in conflict with the present or any future National Bylaws the latter shall prevail and be binding on this Department as though written herein.

Proposed amendments and addendums amended and added to the Bylaws were adopted by the annual Convention of the Department of Georgia on **June 18, 2021**.



VETERANS OF FOREIGN WARS OF THE UNITED STATES

STATE OF GEORGIA

Canteen/Club Room/Activity

Approved August 18, 2021

RULES FOR THE OPERATIONS OF CLUB ROOMS, CANTEENS AND ACTIVITIES BY POSTS IN THE STATE OF GEORGIA

I. DEFINITION — For the purpose of these Rules, a "Club Room", "Canteen" or "Activity" is defined as an activity sponsored by the Post, or other subordinate unit of the State of Georgia (including any holding or managing corporation) wherein.

- The name "Veterans of Foreign Wars," the insignia "VFW" or any colorable imitation thereof is utilized.
- One of the functions of which is the sale of food or beverage of any type in quarters permanently owned, rented, or otherwise occupied by the Post.
- Under, the direct CONTROL of the Post pursuant to Section 709, VFW National By-Laws.

II. OPERATIONS OF CLUB ROOMS/CANTEENS/Activity — No Post shall operate Club Rooms/Canteens/Activity or other activities except under the control of a House Committee, and in accordance with these Rules.

The operation of any Club Room/Canteen/Activity or activities by any Post shall not violate any rule, regulation, Bylaw, Manual of Procedure, order or law of the United States, State of Georgia, County, City, Georgia Department of Revenue or any other division of applicable government, Veterans of Foreign Wars, Post or House Committee.

III. COMMITTEE - Each Post shall establish a House Committee to manage the business affairs of the Club Room/Canteen/Activity composed of three, five, or seven. members.

One of the following methods of choosing the House Committee shall be adopted by the majority vote of the Post. Elected House Committee Members are not held to be Post officers as set forth in Section 216 of the National Bylaws.

(A) Post nominates and elects the majority of the members. Post Commander appoints the remainder

Examples: Committee of 3: Elect 2, Appoint 1; Committee of 5: Elect 3, Appoint 2; Committee of 7: Elect 4, Appoint 3

(B) Nominated and elected exclusively by the Post.

The term of the House Committee shall correspond to the VFW year. House Committee members may be re-elected and/or appointed in subsequent years.

In addition to the above, the Post Commander and Post Quartermaster, by virtue of their offices, shall be members of the House Committee and shall have a vote.

The Post Quartermaster, by virtue of his office, shall be treasurer of the House Committee.

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The Chairman of the House Committee may be chosen by nomination and election by the Post or by election of the House Committee at its first organization meeting.

Post Trustees and Quartermaster shall not serve as an employee unless written permission is given by State Headquarters.

Any member of the House Committee, if appointed may be removed by the Commander or if elected may be removed for cause by two thirds (2/3) vote of the Post, at any regular meeting, provided written notice of such meeting, stating subject matter to be voted on, be sent to each member in good standing at least ten days prior to such meeting, and in lieu thereof, discipline under Article IX of the National Bylaws.

The Post may at any regular meeting, by two thirds (2/3) vote of the members present, remove from the House Committee any member of the House Committee who fails to attend three consecutive meetings of the House Committee without valid excuse and written notice to such member.

- IV. MEETINGS — The House Committee shall hold at least one regular meeting each month, at such times and places as recommended by the House Committee and approved, in advance, by the Post at a regular Post Meeting.

Special Meetings of the House Committee may be called by a majority of the House Committee, provided notice of the time and place be posted in the Post Home on the Bulletin Board at least three days prior to said Special meeting and all members of the House Committee be notified in person or by telephone of such special meeting in lieu of an emergency.

A majority of the House Committee members, elected and or appointed, must be present for the transaction of business at a regular or special meeting.

- V. All actions of the House Committee shall be subject to ratification by the Post by regular vote at a Post Meeting.

One of the House Committee members shall act as Secretary, keep minutes of all meetings and prepare a report of the meeting to be read, by the House Committee Chairman at the next regular meeting of the Post. This report shall be made part of the Adjutant's minutes.

- VI. OPERATIONS-PERSONNEL — No member of the House Committee shall be employed nor receive any compensation for his service.

Manager- The House Committee shall appoint/hire a Manager (member/non-member to operate the Club Room/Canteen/Activity subject to their instructions. The manager shall be responsible to the House Committee and the Post Commander for conduct of all patrons as required by Section VII of these rules

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EMPLOYEES—The Manager shall employ and terminate all personnel of the Club Room/Canteen/Activity, subject to the recommendations and approval of the House Committee. No elected or appointed officer of the Post, District or Department shall be employed as Manager or other employee of the Club Room/Canteen/Activity while holding office. No family or household member of the Post Commander, Post Quartermaster, a Post Trustee Club Room Committee Chairman/Canteen Manager, Assistant Club Room Committee Chairman/Assistant Canteen Manager, District Commander or Department Officers shall be employed by or receive any compensation from the Club Room/Canteen/Activity. Furthermore, no members of the family or household of the individuals identified in the preceding sentence shall be used as a volunteer in any roles which involve the handling of money in any form--cash, coin, credit card, check, etc. For the purposes of this restriction, family or household members includes but is not limited to spouse, former spouse, parent, parent-in-law, child, step-child, child-in-law, grandchild, brother, sister, girlfriend, boyfriend, significant other, or other relationship that could cause a real or perceived conflict of interest.

Any family or household member employment waiver request from a Post must be approved by the Council of Administration. The request shall be submitted in writing by the Post Commander. Any granted request expires on the installation of the new Council of Administration for the ensuing year.

AUDIT & INVENTORY — All Club Room/Canteen/Activity financial records and properties shall be audited and approved by the Post Trustees or by qualified auditors or accountants approved by them at least monthly

FINANCIAL RECORDS — The Manager shall maintain adequate financial records, as established by the House Committee, and submit a monthly report to the Post, approved by the House Committee, showing:

- (a) Operating cash receipts for period covered by the report.
- (b) Inventory at beginning of period covered by the report.
- (c) Inventory at the end of the period of the report.
- (d) Net operating income (loss) for period covered by the report.
- (e) Net operating income or loss from beginning of fiscal year to end of covered report.
- (f) Amount of cash on hand (including operating capital) at end of period by the report.
- (g) Amount of the Accounts Payable at end of the period covered; and
- (h) Any other financial data or information required.

This report shall be in writing and made a part of the Adjutant's minutes. All expenditures are to be supported by invoices and/or vouchers.

MONIES — The House Committee shall establish a specified sum to be used by the Manager as necessary operating capital.

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All monies representing the net operating receipts (after disbursement) acquired by the Club Room/Canteen/Activity, shall be turned over to the Post Quartermaster or deposited on a bank account designated by the Post Quartermaster as often as specified by the House Committee but at least weekly. No expenditures shall be made for furniture, furnishings, equipment, etc., without prior approval of the Post, except for emergency repairs.

The Manager and all employees handling Club Room/Canteen/Activity, monies shall be bonded, by separate Bonding Company for at least the amount of the established operating capital plus the amount of the average inventory.

VII. CONDUCT — Good order shall be maintained at all times on the premises of the Post Home.

Anyone committing the offenses listed below while on the post premises shall be directed to immediately leave the premises and shall be suspended from Club Room/Canteen/Activity privileges until further action is taken by the House Committee. Behaviors resulting in offense “a” are unacceptable conduct for members; behaviors causing the remaining offenses are unacceptable conduct for both members and non-members. Unacceptable conduct/offenses are:

- a. Violating the obligation as a member or officer of the Veterans of Foreign Wars;**
- b. Discussing the affairs of the Veterans of Foreign Wars, or any of its members within the presence of, or hearing of a non-member of the Veterans of Foreign Wars;**
- c. Becoming obnoxious, offensive, or where conduct reflects discredit in any way or manner of the Veterans of Foreign Wars or any of its members.**
- d. Violating any rules, regulations, Bylaw, or law of the State of Georgia, County, City, Georgia Department of Revenue; United States, Veterans of Foreign Wars, Post, or House Committee.**
- e. Becoming intoxicated or arriving intoxicated on the premises; or**
- f. Creating a scene, or participating voluntarily in same, or any fracas or disorderly conduct on the premises.**

VII. FURTHER SUSPENSION FROM CLUB ROOM/ACTIVITY PRIVILEGES — The House Committee shall convene at a meeting within one week from the date of suspension of any person for the purpose of considering further suspension, which meeting may be continued to a later date at the request of the accused, and after hearing the charges and circumstances, and allowing the accused an opportunity to be heard may impose additional suspension of Club Room/Canteen/Activity privileges of from 10 to 90 days. Such hearing is to be conducted informally and it shall be considered a duty of all members who have knowledge of any fact or

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- VIII. circumstance material to such hearing or suspension, to attend the same and inform the House Committee of their knowledge.**
- IX. ENJOYMENT OF CLUBROOM/CANTEEN/ACTIVITY FACILITIES — All members of the Veterans of Foreign Wars in good standing (including members of their Auxiliary) and their bona fide guest, shall be entitled to enjoy Club Room/Canteen/Activity facilities. Bona fide guest includes:**
- (a) Non-members accompanied by a member and who leave at the same time as the member who is responsible for their conduct on the premises.**
 - (b) Members of an outside organization or group (non-profit), whose functions are similar to that of the VFW, that are allowed the use of Post facilities for meeting purpose only; and**
 - (c) Members of other veterans' organizations, where reciprocal provisions exist to members of the VFW in the Club Rooms/Canteens/Activity.**

These restrictions also apply where a license is held for operations open to the public.

- X. CLOSED PERIODS — Club Room/Canteen/Activity facilities will not be open during ANY VFW meetings or open installations.**
- XI. TAX RETURNS AND INFORMATION — Tax information for Posts is contained in the Post Adjutant/Post Quartermaster Operations Manual. This information is by no means all-inclusive of our Internal Revenue Service Code. Specifics concerning filing of tax returns should be addressed to a Certified Public Accountant (CPA) or an accountant employed by the Post.**
- XII. INSPECTIONS — It shall be part of the inspections of each Post to ascertain that it is complying with these rules. It shall also be a duty of the District Commander and his officers, through him, to periodically supervise such activities and report any violation to the Department.**
- XIII. SUSPENSION OF CLUB ROOM/CANTEEN/ACTIVITY — If it shall come to the attention of the State Commander that any violation of these Rules or the laws or statutes of the State of Georgia including municipal and county ordinances has been committed, is allowed to exist or is condoned by any Post during the current administration, he shall address a 10 day written notice to said Post to show cause in writing why its Club Room/Canteen or Activity facilities should not be suspended for such violation or violations; and unless good cause is shown and such violation discontinued, he shall suspend the operations of such facilities for a period of 10 to 90 days. The State Commander may use the same 'Show Cause' procedure as above when in his judgment after receiving and considering the advice of the District Commander, the Post is failing (or has failed) to live up to the purposes of this Organization including but not limited to progress toward achievement of Department and National programs, service officer work, membership goals or has significant deficiencies highlighted on the Post Inspection Report.**
- XIV. ADDITIONAL RULES — A Post may adopt additional Rules, or Bylaws, not in conflict herewith.**
- XV. POSTING OF RULES — A copy of these Rules shall be posted at all times in a conspicuous place on the Bulletin Board of the Post.**

**Rules were approved by the Council of Administration
In Macon, Georgia, August 18, 2021**

**Department of Georgia Veterans of Foreign Wars of the U.S.
Legend for District Map**

District 1:

Post 2681 (Marietta)*
 Post 3679 (Fort Oglethorpe) *
 Post 4911 (Rome)
 Post 4985 (Dalton)*
 Post 5262 (Canton)
 Post 5376 (Calhoun)*
 Post 5408 (Acworth)*
 Post 6570 (Blue Ridge)
 Post 6688 (Summerville)*
 Post 7402 (Buchanan)*

District 2:

Post 1187 (Winder)*
 Post 4346 (Toccoa)*
 Post 4570 (Clayton)*
 Post 4828 (Royston)
 Post 5456 (Elberton)*
 Post 5897 (Lavonia)*
 Post 7394 (Blairsville)
 Post 7720 (Cornelia)*
 Post 7807 (Hiawassee)*
 Post 8076 (Hartwell)*
 Post 8452 (Gainesville)
 Post 9143 (Cumming)*

District 3:

Post 4180 (Snellville)
 Post 4706 (Decatur)
 Post 5080 (Lake City) *
 Post 5255 (Lawrenceville)*
 Post 5290 (Conyers)*
 Post 6330 (Jonesboro)*
 Post 6449 (Fairburn)*
 Post 10822 (Dunwoody Sandy Springs)
 Post 12002 (North Fulton)
 Post 12164 (Atl/Buckhead)
 Post 12180 (Henry County)

District 4:

Post 649 (Augusta)*
 Post 2557 (Madison)
 Post 2872 (Athens)*
 Post 3910 (Athens)*
 Post 4421 (Monroe)
 Post 5899 (Washington)
 Post 6445 (Harlem)*
 Post 6686 (Eatonton) *
 Post 12190 (Evans)

District 5:

Post 658 (Macon)*
 Post 665 (Columbus)*
 Post 2667 (Newnan) *
 Post 3650 (Fayetteville)
 Post 4670 (Warm Springs)
 Post 5000 (Cusseta)
 Post 5448 (Griffin)
 Post 6542 (Barnesville)*
 Post 8480 (Griffin)*
 Post 9709 (Macon)
 Post 9949 (Peachtree City)
 Post 10558 (Cataula)*
 Post 12110 (Columbus)

District 6:

Post 3563 (Lyons)*
 Post 5745 (Swainsboro)
 Post 5893 (Metter)
 Post 6077 (Hawkinsville)*
 Post 6126 (Perry)*
 Post 6605 (Warner Robins)
 Post 7116 (Sylvania)
 Post 8536 (Cedar Grove)
 Post 9998 (Warner Robins)
 Post 10229 (Mt Vernon)
 Post 10825 (Statesboro)
 Post 12149 (Rincon)*

District 7:

Post 660 (Savannah)*
 Post 2588 (Brunswick)
 Post 4092 (St Simons Is)
 Post 4382 (Waycross)
 Post 4392 (Thunderbolt)
 Post 4583 (Jesup)*
 Post 4625 (Alma)*
 Post 5976 (Douglas)*
 Post 6602 (Hinesville)*
 Post 7331 (Richmond Hill)*
 Post 7357 (Claxton)
 Post 7764 (Reidsville)*
 Post 8379 (Glennville)
 Post 8385 (Kings Bay) *
 Post 9560 (Folkston)

District 8:

Post 1777 (Valdosta)
 Post 2785 (Albany)*
 Post 4742 (Cordele)*
 Post 4784 (Americus)
 Post 4830 (Moultrie)*
 Post 4904 (Bainbridge)
 Post 4995 (Thomasville)
 Post 5250 (Tifton)
 Post 5659 (Quitman)
 Post 5743 (Dawson)
 Post 5978 (Nashville)*
 Post 6046 (Colquitt)
 Post 8433 (Cairo)

The above listed are the Posts and Auxiliaries (indicated by “ * “) in each of the Districts delineated on the attached Georgia map and is the listing at the time of the establishment of the Districts by the Georgia State Convention on June 12, 2009 to be effective on June 14, 2009 by the will of the body. (Updated July 7, 2021)

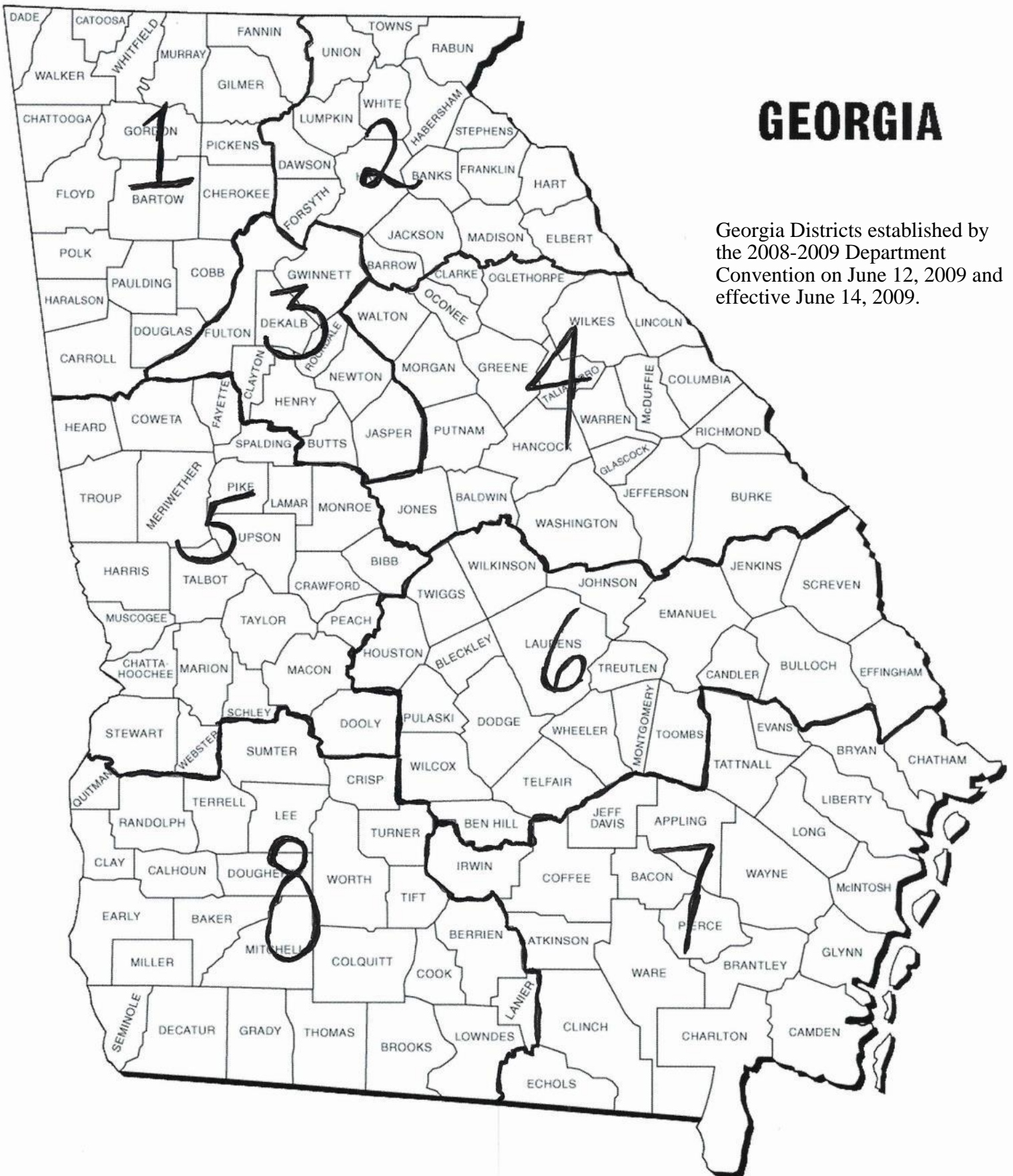
OFFICIAL:

State Adjutant

Richard Attaway

GEORGIA

Georgia Districts established by the 2008-2009 Department Convention on June 12, 2009 and effective June 14, 2009.





Matthew M. "Fritz" Mihelcic
Commander-in-Chief