



**DEPARTMENT SOP MANUAL
POST AND DISTRICT GUIDELINES**



2024-2025



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INTRODUCTION



STATE COMMANDER'S BIO

Robert Martinez, Jr.

STATE COMMANDER

2024-2025

Veterans of Foreign Wars

Department of Texas



Robert Martinez, Jr., a Life Member of Michael W. Elben VFW Post 2059 in San Antonio, Texas, was elected as State Commander at the 104th Department of Texas VFW State Convention that was held in Dallas, Texas.

Comrade Martinez, a VFW member since 1992, has served in many capacities at the Post, District and Department levels. He previously served as Post Commander (3 times) and Post Quartermaster (7 times). He also served as District Commander and District Quartermaster (4 times). He served on the National Legislative Committee (2017-2020). He was also appointed as Deputy State Inspector (2019-2020). He was appointed State Chief-of-Staff (2020-2021). He was a recipient of the prestigious Department of Texas "J. T. Rutherford" Award (2017-2018).

Comrade Martinez joined the U.S. Navy in 1976. He retired from in 2000 as an E-6/A01. He earned his eligibility for the VFW while serving with the U. S. Navy on the USS Kitty Hawk CV63/VA-22 (Attack Squadron).

His awards include the First Good Conduct Award in August 1980 and the Navy Expeditionary Medal, Navy and Marine Corp Achievement Medal, Battle "E" (4), Joint Meritorious Unit Commendation and Navy Unit Commendation.

He was born in San Antonio, Texas, and is married to his wife Dinah. He retired from the San Antonio Fire Department with 31 years of service. Robert and his wife Dinah reside in San Antonio, Texas.



STATE COMMANDER'S LETTER

Dear Comrades,

It is with great honor and humility that I address you today as your State Commander. Serving the veterans of this esteemed organization is a privilege I hold dearly, and I am committed to fostering an environment where teamwork and mutual respect are at the forefront of everything we do.

Team Texas is not just a phrase; it is the essence of our mission. Together, we have built the largest Department in the world, and together, we will continue to grow and thrive. Each of you plays a vital role in the success of our organization, and it is through our collective efforts that we will achieve greatness.

In our journey forward, I encourage every member to embrace a team mentality. We are all responsible for the betterment of our organization, and it is through our shared dedication and cooperation that we will make a difference. Remember, I am here to support each and every one of you. Whether you call me Bobby or Robert, my commitment to you remains steadfast.

When faced with decisions, always ask yourself: Is it legal? Is it moral? Is it ethical? These guiding principles will ensure that our actions align with our values and uphold the integrity of our organization. By adhering to these standards, we will build a legacy of trust and honor.

Open communication is the cornerstone of a successful team. I urge you all to communicate openly and honestly, sharing your ideas, concerns, and feedback. Together, we will address challenges, celebrate successes, and continuously strive for improvement.

Let us move forward as one united team, dedicated to the service and support of our fellow veterans. With each step we take, let us reaffirm our commitment to excellence and our unwavering dedication to the values that define us.

Thank you for your continued service and for being an integral part of Team Texas. Together, we will achieve great things.

Yours in Comradeship,

Robert Martinez Jr.
State Commander
Department of Texas VFW



ELECTED STATE & NATIONAL OFFICERS

Robert Martinez, Jr.	State Commander
Dave Walden	State Senior Vice Commander
Benny Guerrero	State Junior Vice Commander
Ben Lowrance	State Adjutant / Quartermaster
Steve Evans	State Judge Advocate
Andrea Ortiz	State Surgeon
Michael “Foy” Day	State Chaplain
Larry Sanders	Immediate Past State Commander
Inge Conley	National Council Member

APPOINTED STATE OFFICERS

Joe Ramon	Chief of Staff
Clarence Jackson	State Inspector
Robert Rouse	Deputy State Inspector (1,3,21,12)
Nate Lopez Jr.	Deputy State Inspector (9,10,25)
Ricky L Williams Sr	Deputy State Inspector (30, 19, 2, 4)
Joel Pipes	Deputy State Inspector (13, 18, 6, 20)
J'Layne Vines	Deputy State Inspector (5, 28, 24, 16)
Lora Land	Deputy State Inspector (8, 14, 17, 29)
Micaela Reyes	State Officer of the Day

MEMBERSHIP

Curtis Mitchell	Membership
Thomas Ussery	State Motorcycle Group Chair
Greg Brannan	Training Team Chair
Sarah Weede	Women Veterans Chair

PROGRAMS

Johnny Rubio	State Homeless Veterans Chair
Diana Cruz Montoya	State POW/MIA Chair
Daniel Hinojosa	State Buddy Poppy Chair
Bob Gear	Veterans Employment Chair



Tracey Brown Greene	Suicide Prevention Chair
Terry Roberts-Cortez	Suicide Prevention Co-Chair
Frank Andrada	VOD/Patriot's Pen Chair
Cecil McConnell	Scouting Chair
Todd Richardson	BBQ Chair
John Jowers	Community Service Chair
Melvin Harper	Activities Chair
Thomas "Bear" Anderson	Reporting Chair

ADMINISTRATIVE

Larry Velasquez, Jr.	Budget & Finance Chair
Mitch Fuller	National and State Legislative Chair
John Rodriguez	Credentials Chair
Howard L. Schauer	Credentials Co-Chair
Andrea Ortiz	Hospital/MAP Chair
Shenna Lawless	104th State Convention Chair
Henry Lara	Commander's Homecoming Chair

DEPARTMENT OF TEXAS HONOR GUARD

Kelly Glass	Honor Guard Team Leader
Neil Mala	Honor Guard
Mark Jordan	Honor Guard
Nola Saldana	Honor Guard
Willie Keller	Honor Guard



DISTRICT COMMANDERS

District 1 Commander	Jason Williams
District 2 Commander	Chuck Hill
District 3 Commander	Lester Gamble
District 4 Commander	Edwin "Buddy" Grantham
District 5 Commander	Greg Brannan
District 6 Commander	George Varra
District 8 Commander	Cedrick Shells
District 9 Commander	Bart Guthrie
District 10 Commander	Michelle Crittendon
District 12 Commander	Larry Levy
District 13 Commander	Timothy Green
District 14 Commander	Gary Land
District 16 Commander	Duane Masteller
District 17 Commander	Marcey Phillips
District 18 Commander	Trey Villela
District 19 Commander	Steve Lee
District 20 Commander	Juan Martinez
District 21 Commander	Patrick Clark
District 24 Commander	Edwin Laval Simons
District 25 Commander	Melvin "Mel" Parker
District 28 Commander	John Jowers
District 29 Commander	Henry Alderson
District 30 Commander	Randall Johnston



**Texas VFW State Headquarters
Main Number (512) 834-8535**

Robert Martinez Jr.	State Commander		robertsafd@yahoo.com
Dave Walden	State Senior Vice Commander		dave.walden31@gmail.com
Benny Guerrero	State Junior Vice Commander		
Ben Lowrance	State Adjutant/ Quartermaster	Ext. 109	ben@texasvfw.org
Wayne Cooley	State Assistant Quartermaster	Ext. 105	wayne@texasvfw.org
TBA	State Assistant Adjutant	Ext. 104	
Kelly Hunka	State Executive Assistant	Ext. 103	kelly@texasvfw.org
Kim Foster	Information Specialist	Ext. 100	kim@texasvfw.org
John Jowers	Data Management Specialist	Ext. 106	john@texasvfw.org
Mitch Fuller	Admin Ops & Legislative Affairs	Ext. 107	mitch@texasvfw.org

Texas VFW Veteran Service Officers

James York	DSO Houston VARO	(713) 383-2756	james.york@va.gov
Eddie Perkins	DSO Waco VARO	(254) 299-9959	vfw.vbawac@va.gov

Texas VFW Foundation

Main Number (512) 291-6850 Fax Number (512) 834-9232

Elizabeth West	Executive Director	Ext. 200	beth@texasvfw.org
Miles Nelson	VAP Program Coordinator	Ext. 201	miles@texasvfw.org
Kristina Ramirez	Administrative Assistant	Ext. 203	kristina@texasvfw.org
Tommye Juvrud	Administrative Assistant	Ext. 204	tommye@texasvfw.org

Texas VFW Auxiliary State Headquarters

Main Number (512) 834-9190 Fax Number (512) 834-0747

Andrea King	State Auxiliary Secretary	Ext. 301	secretary@texasvfwaux.org
Jo Ella Menn	State Auxiliary Treasurer	Ext. 302	treasurer@texasvfwaux.org
Marjorie Menzel	State Assistant Treasurer	Ext. 300	assistant@texasvfwaux.org



VFW National Numbers

Kansas City Office	(833) 839-8387
Washington DC Office	(202) 543-2239
Emblem & Supply Store	(833) VFW-VETS
Member Service Center	(833) VFW-VETS
Insurance Program	(800) VFW-VETS
Post Insurance	(800) 829-8390
VFW Member Benefits	(833) VFW-VETS



Past Texas/National Commanders-in-Chiefs

NAME	YEAR
Ted C. Connell	1960-1961
T. C. Selman	1980-1981
James Nier	1996-1997
Glen Gardner, Jr.	2008-2009

Current Past Texas VFW State Commanders

NAME	YEAR	NAME	YEAR
James Nier	1989-1990	Larry Sanders	2024-2025
N.F. "Red" Layne	1997-1998		
Duane Shriver	2005-2006		
A. R. "Russ" Richards	2006-2007		
Al Cantu, Jr	2007-2008		
Jerry Murphree	2008-2009		
Mike Barber	2009-2010		
John Spahr	2011-2012		
Larry Velasquez	2012-2013		
Sylvia Sanchez	2013-2014		
Joe Hayes	2014-2015		
Dan West	2015-2016		
Peyton Lumpkin	2016-2017		
Inge Conley	2018-2019		
Keith King	2019-2020		
Dick Shawver	2020-2021		
Norman Macey	2021-2022		
Lynn Toomer	2022-2023		



Memorial Honor Roll of Deceased Past State Commanders

NAME	YEAR	NAME	YEAR
Dr. R. H. Mcleod	1921-1922	J.T. Rutherford	1950-1951
Pat Kveton	1922-1923	J. Warren Hoyt	1951-1952
Frank G. Harmon	1923-1924	Johnnye U. Foster	1952-1953
Arthur M. Risdon	1924-1925	Juston Morrow	1953-1954
Dan F. Conner	1925-1926	John McKelvey	1954-1955
Thomas L. Manion	1926-1927	Ted C. Connell	1955-1956
Thomas S. Mills	1927-1928	J.W. Cole	1956-1957
C.H. Fitzgerald	1928-1929	T.C. Selman	1957-1958
C.C. Webner	1929-1930	Doyle Willis	1958-1959
E.U. Bradley	1930-1931	Oscar B. Jones	1959-1960
Harry F. Stuckey	1931-1932	Victor L. Afflerbach	1960-1961
Earl Clements	1932-1933	Peter Stack	1961-1962
Eddie A. Heil	1933-1935	Carter Younts	1962-1963
Max C. Walz	1935-1936	James Starkey	1963-1964
E.E. Wiseman	1936-1937	Ed Krenek	1964-1965
Arthur Dodds	1937-1938	L.N. Kirkpatrick	1965-1966
Don Dunlavey	1938-1939	John Paul Keelan	1966-1967
Tom Carter	1940-1941	Harold Rodgers	1967-1968
R.A. Duryea	1941-1943	Cleo Clayton	1968-1969
Dr. D.L. Meyers	1944-1945	Elmer F. Chappell	1969-1970
Horace Shelton	1945-1946	Cliff Teer	1970-1971
J. Henry Perry	1946-1947	Mel Stanley	1971-1972
Roger Q. Evans	1947-1948	Charles Cannon, Jr	1972-1973
S.A. Childress	1948-1949	W. K. Huber	1973-1974
Julian Dickerson	1949-1950	Clyde Hall	1974-1975



Memorial Honor Roll of Deceased Past State Commanders

NAME	YEAR	NAME	YEAR
Dave Stein	1975-1976	John Knapp	2002-2003
Herman Constable,	1976-1977	Ron C. Hornsby	2003-2004
Manny Rivas	1977-1978	John Fair	2004-2005
Robert Speake	1978-1979	Wayne Depute	2010-2011
Shelby Surratt	1979-1980		
James P.	1980-1981		
Charles E. Hull	1981-1982		
John F. Simmons	1982-1983		
Emmett Stelzer	1983-1984		
Robert "Tiger"	1984-1985		
Earnest G Mudd	1985-1986		
Allan G. Grice	1986-1987		
Felix Longoria	1987-1988		
George Sparkman	1988-1989		
Charles S. Pearson	1990-1991		
R. Earl Lord	1991-1992		
Donald L.	1992-1993		
F.E. "Gene"	1993-1994		
Chuck E. Sinclair	1994-1995		
Paul H. Duff	1995-1996		
Alexander Vernon	1996-1997		
Doug Bell	1998-1999		
Jimmie Cantrell	1999-2000		
Buddi C. Harlan	2000-2001		
Danny Henry	2001-2002		



GENERAL INFORMATION



IMPORTANT DEFINITIONS & INFORMATION

PLEASE READ CAREFULLY

The 2024-2025 VFW Administrative Year brings some changes to Texas VFW Post requirements. You will find that understanding the following definitions is very important when interpreting the instructions in this guide.

MEMBERSHIP DIVISIONS: Membership Divisions are based on the total number of members a Post has as reflected on the National MemStats for prior year totals.

Post Membership Goal: For contest purposes, the **2024-2025 Post Membership Goal** is the actual number used by National and reflected as membership on the National Status Sheet as of **June 30, 2025**.

MEMBERSHIP REPORTING DEADLINE AT NATIONAL: Do not wait until the last minute to send in membership. ***ONLY MEMBERS REPORTED TO AND CREDITED AT NATIONAL HEADQUARTERS IN THE ONLINE MEMBERSHIP SYSTEM (OMS) BY THE DEADLINE DATE WILL COUNT IN ALL CONTESTS.***

GLOBAL TEXAS CONTESTS DEADLINE: Unless otherwise specified, the default deadline for all Department of Texas contests is ***5:00 p.m. on Monday May 1, 2025.***

WHERE TO SEND MATERIALS: With the exception of membership, all other materials for consideration in contests described herein shall be delivered to the Department of Texas Headquarters.

LETTERS & FLATS: Letters and flats should be mailed to **Texas VFW, P.O. Box 14468, Austin, TX 78761.**

PARCELS: Parcel items (boxes and items too large or heavy to fit into envelopes) must be delivered via your choice of parcel carrier to **Texas VFW, 8503 IH-35 North, Austin, Texas 78753.** *NOTE: we highly recommend using only FedEx or UPS for this. USPS mail has a history of being lost!*

IMPORTANT STATUS SHEETS NOTE: The current form of Status Sheets will be phased out soon but please continue to use the system that is in place until further notice.

STATUS SHEETS: Are used to track each Post and the minimum requirements that **must** be completed in accordance with National and State VFW Bylaws and various legal requirements and a list of VFW Program Objectives that have helped shape and define the VFW as the world's oldest veterans service organization.

These status sheets are an important tool for assessing membership recruiting and completion of VFW minimum requirements that are mandatory and program objectives for each Post/District and gives a quick snapshot of where each Post/District stands. Status Sheets are available on the Department of Texas VFW web site at: <http://www.txvfw.org/> and will be posted online every Friday, beginning the second week of August 2024.



STATUS SHEET REVIEW: Upon looking at any District or Post Status Sheet, review it carefully and notify Department Headquarters immediately if you have any questions or feel corrections are necessary. Do not wait more than 30 days to notify the Department if there is an error. The Department has deadlines that cannot be changed that it must meet to send reports to VFW National.

IMPORTANT STATUS SHEETS NOTE: The current form of Status Sheets will be phased out soon but please continue to use the system that is in place until further notice.

DEADLINES: Will be strictly enforced. *ONLY MATERIALS ACTUALLY IN DEPARTMENT HEADQUARTERS BUILDING BY 5:00 PM ON THE DEADLINE DATE WILL BE COUNTED* (Exception: Membership materials are sent directly to National). *ONLY NEW MEMBERS REPORTED TO AND CREDITED BY NATIONAL VFW HEADQUARTERS IN THE ONLINE MEMBERSHIP SYSTEM BY THE DEADLINE DATE WILL COUNT IN ALL CONTESTS.* At certain times of the year, National can take as long as 2-3 weeks to process memberships so send in early or have the Post QM use the online membership tools at www.vfw.org to process Post membership.

DEPARTMENT DEADLINE DATES ARE FOR THE DEPARTMENT ONLY AND ARE SEPARATE FROM NATIONAL DEADLINE DATES

IMPORTANT NOTE: THE DEPARTMENT OPERATIONS SOP MANUAL IS A LIVING DOCUMENT AND IS SUBJECT TO CONTINUAL UPDATES AND REVISIONS. THE MOST CURRENT VERSION OF THE DEPARTMENT OPERATION SOP MANUAL CAN BE FOUND ON THE TXVFW.ORG WEB PLATFORM.



IMPORTANT DATES AND DEADLINES

NOTES & LEGEND:

- All VPR's are in **Bold Red**
- All required VPR's are in **Bold Red** and highlighted in yellow
- All Texas VFW HQ Holidays are in **Bold Purple** and the Office is Closed on these dates
- All VOD, Patriot's Pen, and Teacher Entry due dates are highlighted in Green
- All VPR's from May and June roll over into the new VFW Year

2024	
Date	July
04-Jul-24	Independence Day VPR
04-Jul-24 - 05-Jul-24	Texas VFW HQ Holiday (Office Closed) - Independence Day
11-Jul-24 - 14-Jul-24	Officer Training Seminar (OTS) Allen, Texas
27-Jul-24 - 01-Aug-24	National Convention in Louisville, Kentucky
27-July-24	Korean Armistice VPR
31-Jul-24	Deadline to receive 4th Quarter Post Trustee Audit at Texas VFW HQ
31-Jul-24	Deadline to receive VPR's for Loyalty Day, VE Day, Memorial Day, D Day, and Flag Day at Texas VFW HQ
Date	August
03-Aug-24	Deadline to receive VPR for Independence Day at Texas VFW HQ
26-Aug-24	Deadline to receive VPR for Korean Armistice at Texas VFW HQ
31-Aug-24	Operation Iraqi Freedom VPR
Date	September
01-Sep-24	Deadline to Register Post and District Quartermaster Blanket Bond or Bond
02-Sep-24	Victory Over Japan VJ Day VPR
02-Sep-24	Texas VFW HQ Holiday (Office Closed) - Labor Day
11-Sep-24	Patriot Day VPR
15-Sep-24	POW/MIA Day VPR
29-Sep-24	VFW Birthday
30-Sep-24	Deadline to receive VPR for Operation Iraqi Freedom at Texas VFW HQ



Date	October
03-Oct-24	Deadline to receive VPR for Victory Over Japan VJ Day at Texas VFW HQ
09-Oct-24	Start of OEF Afghanistan 2001 VPR
14-Oct-24	Texas VFW HQ Holiday (Office Closed) - Columbus Day
10-Sep-24	Deadline to receive VPR for Patriot Day at Texas VFW HQ
18-Oct-24	Recognition of Women in the Military VPR
20-Oct-24	Deadline to receive VPR for POW/MIA Day at Texas VFW HQ
23-Oct-24	Beirut Bombing VPR
31-Oct-24	Deadline to receive 1st Quarter Post Trustee Audit at Texas VFW HQ
31-Oct-24	Deadline for VOD, Patriot's Pen, and Teacher entries at Post level
Date	November
08-Nov-24	Deadline to receive VPR for Operation Enduring Freedom at Texas VFW HQ
11-Nov-24	Texas VFW HQ Holiday (Office Closed) - Veterans Day
11-Nov-24	Veterans Day (Required VPR)
15-Nov-24	Deadline for Posts to judge and submit winning VOD, Patriot's Pen entries to District.
17-Nov-24	Deadline to receive VPR for Women in Military Service and Beirut Bombing at Texas VFW HQ
28-Nov-24 - 29-Nov-24	Texas VFW HQ Holiday (Office Closed) - Thanksgiving
Date	December
01-Dec-24	Deadline for District to submit winning Patriot's Pen, Voice of Democracy entries to Texas VFW HQ.
07-Dec-24	Pearl Harbor Day VPR
09-Dec-24	Deadline to receive VPR for Veterans Day at Texas VFW HQ
25-Dec-24	Texas VFW HQ Holiday (Office Closed) - Christmas
30-Dec-24	Deadline for Posts to order Buddy Poppies, MAP and National Home donations and submission of a copy of your 2021 Post IRS Form 990, 990EZ, or 990N
2025	
Date	January
01-Jan-25	Texas VFW HQ Holiday (Office Closed) – New Year's Day
05-Jan-25	Deadline to receive VPR for Pearl Harbor Day at Texas VFW HQ
20-Jan-25	Texas VFW HQ Holiday (Office Closed) – Martin Luther King Day
15-Jan-25 – 19-Jan-25	Texas VFW Mid-Winter Conference, Corpus Christi, Texas
17-Jan-25	State Commander Robert Martinez Jr. Homecoming in Corpus Christi, Texas



27-Jan-25	Vietnam Peace Accord VPR
31-Jan-25	Deadline to receive 2nd Quarter Post Trustee Audit at Texas VFW HQ
Date	February
15-Feb-25	Sinking of the USS Maine VPR
17-Feb-25	Texas VFW HQ Holiday (Office Closed) – Presidents’ Day
24-Feb-25	Deadline to receive VPR for Vietnam Peace Accord at Texas VFW HQ
28-Feb-25	Operation Desert Storm VPR
Date	March
01-Mar-25	Deadline to submit Eagle Scout of the Year entries to Post
01-Mar-25	Deadline to qualify for National Community Activity Citation by reporting 70 different Community. Activity projects on VFW Community Service Activity Report Form
01-Mar-25	Deadline to qualify for National Youth Citation by reporting 30 different Youth Projects
01-Mar-25	Deadline to qualify for National Americanism Citation by reporting 45 different Americanism Projects
16-Mar-25	Deadline to submit Post Publication to Texas VFW HQ for Publication Award
16-Mar-24	Deadline to receive VPR for USS Maine at Texas VFW HQ
24-Mar-25	Kosovo Campaign VPR
29-Mar-25	National Vietnam Memorial Day VPR
29-Mar-25	Deadline to receive VPR for Operation Desert Storm at Texas VFW HQ
31-Mar-25	Somalia 1995 VPR
Date	April
03-Apr-25	Deadline to submit Scout of the Year entries to Texas VFW HQ
10-Apr-25	Deadline to receive Community Service Record book at Texas VFW HQ
24-Apr-25	Deadline to receive VPR for Kosovo Campaign at Texas VFW HQ
28-Apr-25	Deadline to receive 3rd Quarter Post Audit at Texas VFW HQ
28-Apr-25	Deadline to receive VPR for Somalia and Vietnam Memorial Day at Texas VFW HQ
Date	May NOTE: All VPR’s from May to June roll over into the new VFW Year
01-May-25	Loyalty Day (Required VPR)
01-May-25	Deadline to submit Election Reports in OMS
01-May-25	Deadline to submit All-State Forms to Texas VFW HQ
01-May-25	Deadline for ALL AWARDS with deadlines not specified otherwise to Texas VFW HQ
08-May-25	Victory Over Europe VE Day VPR
26-May-25	Texas VFW HQ Holiday (Office Closed) - Memorial Day
27-May-25	Memorial Day (Required VPR)



Date	June
05-Jun-25 – 09-Jun-25	Texas VFW State Convention, Dallas, Texas
06-Jun-25	D Day VPR
14-Jun-25	Flag Day (Required VPR)
19-Jun-25	Texas VFW HQ Holiday (Office Closed) - Juneteenth
30-Jun-25	Deadline to submit All-American



STATUS REPORT GUIDANCE

IMPORTANT STATUS SHEETS NOTE: The current form of Status Sheets will be phased out soon but please continue to use the system that is in place until further notice.

Status Reports are used to measure what a Post or District has achieved and what they still need to accomplish through the fraternal year. The information on our Status Reports provides Key Performance Indicators (KPI) to help us measure our progress for various items through the VFW year.

The following Status Sheet Legend is provided for reference:

X = COMPLETED	R = RETURNED FOR CORRECTION
L = LATE	E = EXTENSION OF 990
P = PICTURE ISSUE	PL = PICTURE ISSUE AND LATE
S = SUBMITTED	SU = SUSPENDED POST

An “X” indicates that a Post or District has completed an item by the established deadline date.

An “L” indicates that the Post or District submitted an item after the deadline date for which it was due.

A “P” indicates that the Picture submitted for an item was not accepted because it did not meet the criteria for pictures or was not received. (See Section 3.7 Veteran Participation Reports for photographic criteria)

An “S” indicates that an item has been submitted and received but has not been reviewed.

An “R” indicates that an item is under review, and that it has been returned for needed corrections. In this case, Department Staff may contact you to resolve the issue. If someone from the Department Staff does not contact you then please reach out to Texas VFW Headquarters using the Contact Form on the Texas VFW Website. Once the Department has received the correction for an item, then the Status Sheet will be updated with an “X”.

An “E” indicates that the Post Insurance has lapsed and/or the Post has filed for an extension on their IRS 990.

A “PL” indicates that an item was received after the deadline date and the picture for the project was not received or not accepted.

An “RL” indicates that an item is under review and/or has been returned and that it was submitted after the established deadline date. Once the Department has received the correction for an item, then the Status Sheet will be updated with an “L” to indicate that it has been resolved however it is still late.

An “SU” indicates that a Post is on suspension.

If you have submitted an item for the Status Report that has not been updated after two (2) weeks, please contact Department to ensure it has been received.

IMPORTANT STATUS SHEETS NOTE: The current form of Status Sheets will be phased out soon but please continue to use the system that is in place until further notice.



COMMANDER & QUARTERMASTER RESOURCES

Forms and printed materials to help you become a successful VFW Leader

We have gathered the following forms and publications from various VFW sources to make your job as a VFW leader more effective. These forms represent the best information available to us at the time of publication. It is likely that some of these forms may be changed during the coming year. You are advised to use the newer version of a given form or publication as they become available.

On the Department website, www.texasvfw.org, under the ADMIN section, we added all the forms in this SOP for your convenience. To access these forms, place your cursor on top of the ADMIN tab, a drop down menu will appear, place your cursor on the first box “SOP, Training Materials, etc...” and click. This will bring up a page with a list of resources and forms for you to access and use.

<https://www.texasvfw.org/sop-training-materials-resources>

Form Submission Notifications - Texas VFW Reporting

The Department has been working diligently to update and transition to more automated processes through the website and other internal systems. In doing so, form submission notifications will now be sent via system generated emails. It's important to understand that this recent change uses different domain email accounts from @texasvfw.org. If you are not receiving emails, this may be due to your email provider quarantining or sending the email to a Junk or Spam folder. Below is a list of email accounts our systems use to manage processes. Please add them as a Safe Sender rule.

- reports@texasvfw.org – Email is used to contact the Department for questions and concerns.
- sql@texasvfw.org – Forms will send new system generated emails using this account.
 - These emails show a display name of Texas VFW Reporting.
- noreply@123formbuilder.com – This is the legacy website form notification email.

Please note that system generated emails are sent through internal systems and evaluated. It could take several minutes before receiving your email confirmation. After a website form is submitted, the webpage will display we received your submission. Based on your device and browser, you may need to scroll up to see the page message.

Facebook

Texas VFW also sends out up-to-date information important to all veterans on the Texas VFW Facebook page on a weekly if not daily basis. It's free to join and simple to set up if you do not have a Facebook account already go to www.facebook.com and create your account.

<https://www.facebook.com/TexasVFW/>



For the latest up-to-date information and correspondence from Department and National, check the ADMIN section of the Department website daily at the link below.

<https://www.texasvfw.org/admin>

VFW POST DISCUSSION GROUP

Officers and members now have a new tool to help them in their duties. Have an issue, know a solution, need to bounce an idea off another Post? Join the VFW Post Discussion Group on Facebook and have access to a wealth of experience from all over the country.

<https://www.facebook.com/groups/115680641786613>

Texas VFW Magazine & Feature Articles

The Department of Texas publishes the Texas VFW Magazine now in a digital format. You can find these Editions and other digital publications on our ISSUU channel below.

<https://issuu.com/texasvfw>

The Department wants to hear from you and your amazing efforts in the community, advocacy contributions and with veteran business relations. Our *Boots On The Ground* segment of the magazine will feature members, Posts and Districts that have submitted articles and media using the Texas VFW Digital Media Entry form. The form is located at the bottom of the

Another way to get featured is within the VPR and Community Service submission forms. By simply selecting the applicable check boxes in the form for website, social media and/or magazine, our system will notify us to review the content for considerations. While not all content submissions can be utilized, the Department wants to ensure showcase the VFW efforts across the entire state.

Please email media@texasvfw.org if you have any questions regarding magazine submissions.



VFW ESSENTIALS FOR ALL VFW OFFICERS

The following items are considered minimum basics for every VFW officer and can be obtained from National VFW Emblem & Supply at www.vfwstore.org or by calling (833) VFW-VETS. *Prices are subject to change.*

VFW Uniform Overseas Cap M6151 (male) M6252 (ladies)

Regular style overseas cap with the Cross of Malta Emblem and letters "VFW" above the Post number and state name. VFW green, regular weight, shade 51. Additional options available. Made in the USA. Allow 8 weeks for manufacture except during April, May, June, and July. During these months, allow 10 weeks. Use product 06151 for male officer caps, **starting at \$38.00** and 06252, female officer caps, **starting at \$38.00.**

Official VFW Name Badge 1816

We strongly recommend that our members wear name badges of the same color as the braid on their official VFW cap. All name badges now available with your campaign mini ribbon bar. You may have up to (3) per name badge. Add \$3.00 per mini ribbon bar to the price of the name badge. Allow 2-3 weeks for delivery. Made in the USA. **Starting at \$7.50.**

Business Cards 4220

Business cards featuring the new VFW Branded Logo. Made in the USA. (Allow 6 weeks for printing). NOTE: Must be ordered in quantities of 125. If any other information is needed other than standard set-up, please call 1-833-VFW VETS. **Starting at \$26.00 for 250 or \$18.00 for 125.**

Custom Printed Stationery 4307

Stationery has VFW Emblem, with Post name, number and location, plus names and addresses of Commander, Adjutant and Quartermaster, if desired. Any additional printing will necessitate additional charges in packages of 250. NOTE: Allow 3 weeks for printing. Prices include three names & addresses. Made in the USA. **Starting at \$27.00 for 250 or \$47.00 for 500.**

VFW Special Printed Envelopes 4308

#10 envelope has VFW Emblem, with Post name, number and location unless otherwise specified. In packages of 250. NOTE: Allow 3 weeks for printing. Made in the USA. **Starting at \$28.00 for 250 or \$48.00 for 500.**

2023 Podium Edition Congressional Charter, Bylaws, and Ritual C4108

Combined Congressional Charter, Bylaws, Manual of Procedure, and Ritual in a 5x8 1/2 book with plastic spiral binding that lies flat when opened to any section. Large type, loose-leaf format. Made in the USA. **Starting at \$7.25.**



VFW Regulation Pin's

Pins can be found in the latest National VFW Emblem & Supply Catalog on pages 44, 46, 54, 60-63, 73-74 or obtained from www.vfwstore.org or by calling (833)-VFW-VETS. *Prices are subject to change.*

Texas VFW Store

Department of Texas specific brand-named merchandise such as shirts, pins, and other miscellaneous items can be found for purchase at: <https://www.texasvfw.org/vfw-store>.



VFW CITATIONS FOR POST RECOGNITION

The following Post Citations for the following Programs can be obtained from National VFW Emblem & Supply at www.vfwstore.org or by calling 1-800-821-2606.

Item	Award Type	Quantity	Price
4387	JROTC Citation	1 Each	\$8.00
1229	JROTC Medal, Silver or Bronze	1 Each	\$13.95
4395	Civil Air Patrol NCO Citation	1 Each	\$8.00
1209	Civil Air Patrol NCO Medal	1 Each	\$13.95
4394	Civil Air Patrol Officer Certificate	1 Each	\$8.00
1208	Civil Air Patrol Officer Medal	1 Each	\$13.95
4393	Naval Sea Cadet Citation	1 Each	\$8.00
1207	Naval Sea Cadet Medal	1 Each	\$13.95
4366	Eagle Scout Certificate	1 Each	\$7.00
4385	Patriotic Citizen Award Citation	1 Each	\$1.25
4321	National Volunteer Recognition Certificate	1 Each	\$1.25
4383	Individual Appreciation Certificate	1 Each	\$7.00
4384	Individual Patriotic Appreciation Certificate	1 Each	\$7.00
4350	Honor Certificates for School Pupils	1 Each	\$1.00
4388	Americanism Award Citation	1 Each	\$1.25
4361	Loyalty Day Award Citation	1 Each	\$1.25
P1304	Bronze Citizenship Medal, with engraving	1 Each	\$16.95
P1320	Personalized Commendation Medal, with engraving	1 Each	\$40.00
4354	General All-Purpose Citation	1 Each	\$1.50
4364	Blank Certificate, Vertical	1 Each	\$1.25
4365	Blank Certificate, Horizontal	1 Each	\$1.25
T4399	Presentation Citation Folders (Top Fold)	1 Each	\$2.50
S4399	Presentation Citation Folders (Side Fold)	1 Each	\$2.50



POLITICAL ACTIVITIES

The DO'S and DON'TS of Political Activities as a VFW Member

DO'S

- Attend candidate town hall meetings and other events to ask candidates where they stand on our issues.
- Set up voter registration drives / Get Out the Vote campaigns on the local levels.
- Provide carpool service on Election Day to help the elderly and disabled get to the voting booths.
- Support and work for your favorite candidates as an individual voting constituent.
- Wear your VFW cap at public events such as School Board meetings, City Council Meetings, town halls, rallies, forums, or debates.
- As an individual, you can like the Facebook page or follow the social media account of a political party or candidate.

DON'TS

- Don't endorse candidates on behalf of the VFW National Organization, Department, District, or Post.
- Don't wear your VFW cap when actively campaigning for a candidate, such as soliciting donations or knocking on doors asking people to pledge their vote for a candidate.
- Don't criticize a political party, partisan political candidate, group or cause on your social media page or publicly.
- Post content for or make direct links to a political party, partisan political candidate, group, or cause.
- Fundraise or solicit support for a partisan cause including "liking," "retweeting," "sharing" or forwarding invites to these online sources (similar to distributing campaign material)



POST OPERATIONS



POST MINIMUM REQUIREMENTS CHECKLIST

As required by Department or National Bylaws:

- AUDITS:** All four (4) Trustees' Reports of Audit must have been received at Department. Each audit must be received within 30 days following the end of the observed Quarter and must be completed in full and signed by all three (3) Post Trustees, Quartermaster and Commander.
- QUARTERMASTER BONDING:** Post Quartermaster must be bonded through Department or proof of local bonding submitted to Department *by September 1, 2024*.
- IRS 990 FORM:** Must submit copy of 2022 IRS Form 990 to Department Headquarters *no later than December 31, 2024 (or submit an IRS approved extension)*.
- INSURANCE:** For Posts owning property or operating a business enterprise. A Post must submit a copy of their current Certificate of General Liability Insurance and Liquor Liability Insurance Policy if the Post has a Canteen Policy showing Department and National VFW as additional insured to Department Headquarters *by September 30, 2024*, and as renewed to Department Headquarters.
- POST COMMUNITY SERVICE PROJECTS:** TWENTY (20) Community Service Projects must be completed and reported to Department of Texas Headquarters. *Report must be submitted within 30 days of the event to receive credit.*
- YOUTH PROJECTS:** SIX (6) youth projects reported. *Report must be submitted within 30 days of the event to receive credit.*
- AMERICANISM PROJECTS:** NINE (9) Americanism projects reported *Report must be submitted within 30 days of event to receive credit.*
- MAP PARTICIPATION:** Military Assistance Program (MAP) minimum donation according to Post Membership Division as listed must be received at Department *by December 31, 2024*. Contributions to National VFW do not count. National VFW has its own donation to National Military Services (NMS) to qualify for the National All-American program. **Do not confuse the two requirements.**

POST MEMBERSHIP			
Divisions & Required MAP Donation			
1	951+		\$200.00
2	750	950	\$200.00
3	356	749	\$175.00
4	246	355	\$150.00
5	185	245	\$125.00
6	143	184	\$125.00
7	112	142	\$85.00
8	88	111	\$50.00
9	68	87	\$50.00
10	51	67	\$35.00
11	10	50	\$35.00



- NATIONAL HOME:** A National Home donation of \$25 must be received at Department Headquarters *by December 31, 2024*. Contributions to National VFW do not count.
- VETERAN PARTICIPATION REPORTS (VPR):** See Section 3.7 for reporting guidelines on these projects. As per Section 223 of the National Manual of Procedure, completion and proper reporting of the mandatory four (4) VPR's are required for every Post. These four (4) shall be Loyalty Day, Flag Day, Memorial Day, and Veterans Day.
- DISTRICT MEETING PARTICIPATION:** Post Commander or designee must attend and represent the Post at all properly called District meetings, training sessions and Conventions.
- STATE DELEGATE CREDENTIALS PAYMENT:** *All State Delegate Credentials must be paid* to cast Post delegate votes in ballots at the Annual State Convention no later than 15 days prior to the State Convention (June 15, 2025).
- POST INSPECTION:** District is required to conduct a formal inspection of the Post operations to ensure compliance with all VFW rules and Federal, State, and local laws and report findings to State Commander. Inspections of Post will not commence until such time as the Post has completed the Quartermaster Bonding and as listed above. See Section 4.8 for a detailed list of Inspection Items.
- POST ELECTION REPORT:** Submit Post Report of Election of Post Officers for 2024-25 prior to the State Convention by **June 1, 2025**.

District Commanders have been directed to complete all Post Inspections for all VFW Posts by December 31, 2024.



QUARTERMASTER BLANKET BONDS

Introduction to Quartermaster Bonding Types

Department of Texas VFW is offering the Quartermaster Bond through Travelers Casualty & Surety Company of America and Blanket Bonding through Tallman Insurance Agency and CNA Surety Company. Section 703 of our National Bylaws requires that *“Each officer accountable for funds or property pursuant to any provision of these Bylaws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, they may be accountable. The bond pre- mium shall be paid from the funds of the Veterans of Foreign Wars of the United States, Department, District, County Council or Post, as the case may be, to which each officer is accountable.*

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

Section 3.2 and Section 3.3 pertain to the two types of bonding types with the bonding fees. Bonding Forms are in Appendix A.5 and A.6 behind Section 3.10. To take advantage of these coverages, please wait until after the 2024 State Convention. All you need to do is determine what amount of bond is necessary, fill out the appropriate application and mail it with a check for the annual premium to Texas VFW, P.O. Box 14468, Austin, Texas 78761.

Please note that the deadline for bonding is September 1, 2024. After this date, you will be delinquent and not in compliance with the VFW Bylaws.

Address all questions to John Jowers, State Data Management Specialist, by calling 512-834-8535 ext. 106 or email: john@texasvfw.org.

IMPORTANT NOTE: You are only required to purchase either a Quartermaster Blanket Bond or a Quartermaster Bond but not both! You only need one type based on your Post needs.



**BLANKET BONDING
SEPTEMBER 1, 2024 TO AUGUST 31, 2025
Class A - No Deductible**

Dear Comrade Commander:

One of the most important communications you will receive during the year concerns the bond of the Quartermaster. Section 703 of our National By-laws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the By-laws places the responsibility for adequate bonding upon the Commander of the Post/District.

THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.

Blanket bonding is being provided to Posts and Districts that would like to bond the Quartermaster and accountable officers. Each accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Tallman Insurance Agency and CNA Surety Company to provide a blanket type bond to cover five (5) positions. The Post/District is covered for the amount of limit requested. **The limit amount is \$350,000. The five (5) Positions covered unless otherwise specified are the: Commander, Quartermaster, Assistant Quartermaster, Bingo Chairman, and Canteen Manager.**

CNA Surety Company has agreed to allow substitutions for Posts/Districts which **may not** have one of the five (5) positions listed above. All substitutions must be VFW members. Examples of positions that may be covered are the: Buddy Poppy Chairman, Adjutant, etc.

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2024 TO AUGUST 31, 2025.

The funds of your Post are protected only for that year. Premium for the following year will be **due** **September 1, 2024.**

To take advantage of this coverage, all you have to do is determine what amount of bond is necessary, fill out the application below and mail it with a check for the annual premium to VFW Department of Texas.

POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE.

DEADLINE FOR BONDING IS SEPTEMBER 1, 2024

AFTER THIS DATE YOU WILL BE DELINQUENT AND

NOT IN COMPLIANCE WITH THE VFW BYLAWS

COVERAGE OF THE POLICY REQUIRE THAT:

1. You agree to make/or cause to be made, at least Quarterly, an audit of the Post/District Quartermaster books and accounts, including complete verification of all securities and bank balances.
2. If the above is not complied with, the Surety Company will refuse to honor claim of missing funds which cannot be proven by records.
3. The Surety Company will not pay for loss resulting from any unauthorized advances made by an officer, employee or to any member for delinquent dues and assessments.

“NO ONE DOES MORE FOR VETERANS”



4. **POST MUST SUBMIT A PROOF OF LOSS FORM WITHIN 120 DAYS FROM THE FIRST DATE OF DISCOVERY OF THE LOSS.** Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims.

BLANKET BOND RATES	
\$25,000.00	\$115.00
\$30,000.00	\$117.00
\$40,000.00	\$131.00
\$50,000.00	\$145.00
\$60,000.00	\$158.00
\$70,000.00	\$170.00
\$80,000.00	\$180.00
\$90,000.00	\$188.00
\$100,000.00	\$196.00
\$150,000.00	\$216.00
\$200,000.00	\$234.00
\$250,000.00	\$251.00
\$300,000.00	\$269.00
*\$350,000.00	\$287.00

***ANYTHING OVER \$350,000.00 WILL NEED A QUOTE AND A DIFFERENT APPLICATION.**



QUARTERMASTER BOND

QUARTERMASTER CRIME COVERAGE SEPTEMBER 1, 2024 TO AUGUST 31, 2025 TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA

Dear Comrade Commander:

One of the most important communications you will receive during the year concerns the bond of the Quartermaster. Section 703 of our National bylaws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the bylaws places the responsibility for adequate bonding upon the Commander of the Post/District.

THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.

This bond is being provided to Posts and Districts that would like to bond the Quartermaster and only bond the Quartermaster. If you need to bond any other officers you will need will need to use the Blanket Bond form but the minimum for blanket bond is \$25K. The accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Travelers Casualty & Surety Company of America. The Post/District is covered in the amount of limit requested.

The maximum amount for QM Bond is \$25,000. Any amount greater than \$25,000 must be processed as a Blanket Bond.

POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE. DEADLINE FOR BONDING IS SEPTEMBER 1, 2024 - AFTER THIS DATE, YOU WILL BE DELINQUENT AND NOT IN COMPLIANCE WITH THE VFW BYLAWS.

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2024 TO AUGUST 31, 2025. The funds of your Post are protected only for that year. Premium for the following year will be **due by September 1, 2024.**

NOTE:

Your Post only needs either the QM Bond or Blanket Bond not both.



QUARTERMASTER BOND RATES	
Minimum Bond Rates	Rate
\$3,000.00	\$25.50
\$4,000.00	\$29.00
\$5,000.00	\$32.50
\$6,000.00	\$36.00
\$7,000.00	\$39.50
\$8,000.00	\$43.00
\$9,000.00	\$46.50
\$10,000.00	\$50.00
\$11,000.00	\$53.50
\$12,000.00	\$57.00
\$13,000.00	\$60.50
\$14,000.00	\$64.00
\$15,000.00	\$67.50
\$16,000.00	\$71.00
\$17,000.00	\$74.50
\$18,000.00	\$78.00
\$19,000.00	\$81.50
\$20,000.00	\$85.00
\$21,000.00	\$88.50
\$22,000.00	\$92.00
\$23,000.00	\$95.50
\$24,000.00	\$99.00
\$25,000.00	\$102.50



IRS 990 GENERAL INFORMATION

IRS 990 FORM

Federal Tax Information Income Tax Issues for Exempt Organizations

As long as there have been federal income taxes, there have been organizations that Congress has exempted from those taxes. Congress decided that the work of some organizations was so important it wanted them to keep their funds for their work, rather than paying part to the federal government. Many Posts erroneously assume that, because they are a VFW Post and are non-profit, they are automatically exempt from federal taxes. That is not the case. The IRS has established some specific procedures for obtaining and maintaining exempt status, and that procedure must be followed.

POST/DISTRICT Form 990—Internal Revenue Service (IRS) regulations require that all VFW Posts complete and submit an IRS Form 990, 990EZ or 990N “Return of Organization Exempt from Income Tax” on an annual basis. A Post may have to file a 990T and pay certain taxes if it has unrelated business income.

Form 990 is based on three guiding principles: enhancing transparency, promoting tax compliance, and minimizing the burden on *the filing organization*.

National Bylaws require every Post to adhere to all statutory requirements at the federal, state and local levels. As such, a copy of your 2022 Post IRS Form 990, 990EZ, or 990N needs to be submitted to Department Headquarters no later than December 31, 2024.

Return of Organization Exempt Form Income Tax (Form 990)

Gross receipts are considered to be normally less than \$50,000 if the organization: a) Has been in existence for 1 year or less and received, or donors have pledged to give, \$75,000 or less during its first taxable year; b) Has been in existence between 1 and 3 years and averaged \$60,000 or less in gross receipts during each of its first two tax years; and c) Is at least 3 years old and averaged \$50,000 or less in gross receipts for the immediately preceding 3 tax years (including the year for which the calculations are being made). If annual gross receipts are normally more than \$50,000, the organization must file Form 990 or 990EZ. If an organization has gross receipts less than \$200,000 and total assets less than \$500,000, it may file form 990EZ. However, if either gross receipts or total assets are above those limits, form 990 must be filed.

For purposes of filing requirements, gross receipts include: total contributions; gifts and grants; program service revenue; membership dues and assessments; gross investment income (including interest, dividends, gross rents, and other investment income); gross income from the sale of assets other than inventory; gross income from special fundraising events; gross sales net of return allowances; and any other revenue.

IRS regulations require that all tax-exempt organizations make both their Application for Exemption and 990's for the last three years available for public inspection at their principal office and provide copies in response to written requests, subject to the payment of reasonable fees. There are substantial penalties for violation of these regulations.



Exempt Organization Business Income Tax Return (Form 990T)

An exempt organization may also be required to file Form 990T if the organization's gross income from business unrelated to the organization's exempt purposes is \$1,000 or more. The obligation to file Form 990T is in addition to the obligation to file an Informational Return (Form 990).

Unrelated business income tax (UBIT) is defined as gross income derived by an organization from any unrelated trade or business regularly carried on by it, and not substantially related to its exempt purposes. While the IRS considers many factors in determining whether the activity is unrelated trade or business, an important factor is the degree to which the activity unfairly competes with taxable businesses.

Generally, the tax applied to unrelated business income does not apply to: a) Dividends; b) Interest; c) Royalties; d) Rents (other than certain rents on property acquired with borrowed funds); e) Gains from sales of assets; and f) Member's dues. The rules applicable to unrelated business income can be complicated, depending upon the nature and extent of your Post's activities.

If you are unsure about your Post's obligation to file a 990T or report certain types of income, you are encouraged to consult with a tax professional concerning these important issues. 990T's are not subject to public disclosure.

Internal Revenue Resources (www.irs.gov)

Department of the Treasury Bureau of Alcohol, Tobacco & Firearms Advisory (ATF)

If your Post operates a canteen or otherwise sells alcoholic beverages on a regular basis, the Post may be required to pay a federal Special Occupational Tax of \$250 and obtain a Special Tax Stamp on or before July 1st. Failure to pay the tax could result in a substantial fine.

The law requires every retail dealer in liquors, other than a limited retail dealer, to file a special tax return (ATF Form 5630.5) and pay the special tax to the Bureau of Alcohol, Tobacco and Firearms. The term "limited retail dealer" includes a veteran's organization making sales of distilled spirits, wine or beer on the occasion of any kind of entertainment, dance, picnic, bazaar or festival held by it, if the organization is not otherwise engaged in business as a dealer.

The ATF generally takes the position that a "limited retail dealer" is one that occasionally serves alcoholic beverages in connection with an event but that a regularly conducted clubroom would not qualify. Title 27 CFR, part 194 contains the complete regulations concerning this tax. ATF has published a booklet, ATF P 5170.2, which addresses this issue. The booklet can be obtained from the District Director (Regulatory Enforcement), Bureau of Alcohol, Tobacco and Firearms for your region.

Payroll Taxes

Tax exempt status does not relieve the Post of the obligation to file returns and pay federal and state payroll taxes (with-holding, FICA, FUTA, etc.). If payments are being made to individuals for services rendered to the Post or any club room or any facility operated by the Post, it is likely that returns must be made and taxes paid. Failure to do so can result in severe tax consequences to the individual, the Post and responsible Post officers.



Change in an Entity’s “Responsible Party”

In an effort to ensure that the correct person is contacted when resolving a tax matter, the IRS imposes a requirement to report a change in the identity of the “responsible party” for any entity that has an Employer Identification Number. An organization must report a change in its “responsible party” to the IRS on Form 8822-B within 60 days of the change.

The IRS instructions define a “responsible party” as the person who has a level of control over, or entitlement to, the funds or assets in the entity, that as a practical manner, enable the individual, directly or indirectly to control, manage or direct the entity and the disposition of its funds and assets. You will also use Form 8822-B to notify the IRS if you change the business mailing address or physical business location. The form and instructions can be found on the IRS website at [irs.gov](https://www.irs.gov).

IRS Publication 3386

The IRS has issued a very useful publication entitled, “Tax Guide for Veterans’ Organization,” Publication 3386. It is highly recommended that you obtain a copy and consult it when questions arise concerning your Posts’ tax obligations. A copy can be downloaded from the IRS website at www.irs.gov/pub/irs-pdf/p3386.pdf.

HOW TO CHANGE ACCOUNTING PERIOD

Exempt Organizations Annual Reporting Requirements–Filing Procedures:

Change in Accounting Period



How do I change my accounting period, and how does it affect when my returns are due?

An organization may change its accounting period by filing a return for the short tax period that results from the change. A "short tax period" is an accounting period of less than 12 months, and usually occurs when an organization starts operations, changes its accounting period or terminates.

For example: In the year it was created, "Organization EO" adopts a calendar year accounting period. In Year 4, it decides to change its accounting period to a fiscal year ending September 30. It may change its accounting period by filing a short tax period return for the year beginning January 1 and ending September 30, Year 4. It **must** write "Change in Accounting Period" at the top of this short Year 4 return. Organization EO's next return would cover the period beginning October 1, Year 4 and ending September 30, Year 5.

If the organization has already changed its accounting period within the last 10 calendar years, it must use [Form 1128, Application to Adopt, Change, or Retain a Tax Year](#), to change its accounting period. [Form 1128 instructions](#) explain how to complete and submit the request. A user fee no longer applies to a request for an accounting period change. The most up to date information may be found at [Revenue Procedure 2020-5](#) (updated annually; see Section 14 and Appendix A - Schedule of User Fees).

Please note that an organization may not change its accounting period by filing a Form 990-N for the short tax period. The organization must either file a Form 990-EZ or Form 990 or use Form 1128.



POST INSURANCE REQUIREMENTS

POST INSURANCE—Section 709 of the National Bylaws states, “Any Post owning and/or operating, directly or by reason of a holding company or other entity substantially controlled by the Post or its members, a canteen, clubroom or other facility available to members or guests must maintain general liability insurance, including, if necessary or appropriate, liquor liability insurance. Such insurance must be of a type and amount sufficient to protect the Post and must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which such Post is located.”

It is also desirable and strongly recommended that Posts not owning property or that operate directly or indirectly a business concern or sponsor/co-sponsor an event be covered by adequate liability insurance as well. If someone suffers an injury at a Post sponsored/co-sponsored event or on the property of a Post business concern, a subsequent lawsuit will subject all the assets of the Post and the individual assets of each elected and appointed officer and every member of the Post to a judgment that could result in the loss of not only Post finances but individual assets such as members retirement accounts, houses and other real and tangible property.

To ensure compliance with this National Bylaw, if your Post owns property you must obtain a General Liability insurance policy (recommended amount of at least one million (\$1,000,000.00) dollars) and have the “National Veterans of Foreign Wars of the United States and the Department of Texas Veterans of Foreign Wars” listed as additional insured's. Additionally, if your Post operates a canteen or provides alcohol at any event, whether or not you have a canteen, you must obtain additional Liquor liability insurance as well.

A copy of this insurance must be sent to Department Headquarters each year. Failure to maintain this insurance or allowing it to lapse will result in the immediate closure of the Post building and any Post business concern or activity (i.e. canteen, bingo, restaurant, fundraisers, sponsorship of activities, etc.). Post Commander can also be removed from office and the possible suspension of the Post until insurance is obtained. Refusal to obtain the insurance will result in the Charter of the Post being cancelled.

A copy of the Post Insurance, if required as described above, must be sent to Department Headquarters by September 30, 2024. For insurance policies expiring on or after September 30, 2024 and June 30, 2025, a copy of the insurance renewal must be sent within 30 days of renewal date.

NOTE: ONLY AN ACORD FORM CERTIFICATE OF INSURANCE (COI) WILL BE ACCEPTED BY TEXAS VFW HQ AND NEW POLICY MUST BE RECEIVED PRIOR TO EXPIRATION!



VETERAN PROJECT REPORTS (VPR) INFORMATION FOR COMMEMORATIVE DATES

National VFW Bylaws, Manual of Procedure, Rituals and General Orders of the National VFW expressly dictate what each VFW Post must do in regard to Commemorative Dates.

Section 223 of the VFW National Bylaws - Commemorative Dates: “Each Post shall properly observe commemorative dates, as prescribed in the Ritual and Manual of Procedure.”

Section 223 of the VFW National Manual of Procedure – Commemorative Dates: “Each Post shall make arrangements for observances of Memorial Day, see that suitable grave markers, wreaths and flags of the United States are placed on the graves of deceased members and, if practicable, conduct Memorial Day Services in the cemeteries in its locality.

Each Post shall see that suitable arrangements are made for the observance of Veterans Day, Flag Day and Loyalty Day.

In addition, the Post should arrange special ceremonies, and all Commanders should alert comrades to their obligations for appropriate commemoration of other dates specified in the Ritual.”

***National VFW Ritual – Commemorative Tributes:** “Posts should arrange special ceremonies and all Commanders shall alert comrades to their obligations for appropriate commemoration of the following outstanding action dates in U.S. history:”

THE DATES

January 27	- Signing of the Vietnam Peace Accord in 1973
February 15	- Sinking of U.S.S. Maine, 1898
February 28	- Liberation of Kuwait—Operation Desert Storm 1991
March 24	- Start of the Kosovo Campaign 1999
March 29	- Vietnam Memorial Day
March 31	- End of Operation Restore Hope—Somalia 1995
May 1	- Loyalty Day, annually
May 8	- VE Day: German unconditional surrender signed, 1945
May 30	- Memorial Day
June 6	- D Day: Allied invasion of Europe, 1944
June 14	- Flag Day
July 4	- Independence Day
July 27	- Signing of the Korean Armistice in 1953
August 31	- End of Operation Iraqi Freedom 2010
September 2	- VJ Day: Japan surrendered, 1945, ending World War II fighting
September 11	- Patriots Day
September, third Friday	- POW/MIA Recognition Day



COMMUNITY SERVICE REPORTS GUIDELINES

Constructive Community Service is a founding VFW tenet with volunteerism benefiting education, the environment, health sciences and civic projects. Projects must be conducted during the current Community Activity year. The VFW year begins July 1st and ends June 30th the following year, but the reporting window is narrower. *Reports must be received between May 1st and April 30th or else they cannot be considered for competition and award purposes.*

<p>Examples: The following are a few examples of program/projects for a Post. This list of suggested activities is by no means a complete list of projects that can be accomplished. Its sole purpose is to stimulate ideas and provide guidelines in your search for projects to perform.</p> <p>Veteran Service Veteran Participation Reports Buddy Poppy program Homeless veteran program Military support activities Burial & Honor Guard Details VA Hospital activities Financial/equipment support of veteran programs or entities</p>	<p>Youth Service Conduct a Voice of Democracy program Conduct a Patriot’s Pen program Conduct a Patriotic Art program Sponsor and support of a Scouting or youth unit Conduct a Scout of the Year program Sponsorship of a youth sporting team Sponsor a youth event: Easter egg hunt Bike safety program Halloween party Christmas party Veterans in classroom Flag etiquette instruction Support of a Junior ROTC unit</p>
<p>Community Service Sponsorship of: Blood drive Food drive Recycling program Food distribution programs Safety program Flag details for public events Get Out the Vote program Financial/equipment support of public programs or entities</p>	<p>Americanism Guidelines For credit in Americanism, a project must be of a patriotic nature. We’re looking for things like flag presentations, parades, presentation of patriotic literature, patriotic ceremonies in schools or youth groups, and public observances of National holidays. Each project must benefit the greater community not just the Post or Auxiliary. Fundraising projects, even those whose proceeds are earmarked for Americanism programs, are not in themselves creditable Americanism projects. However, the project that receives the funds, when complete and if it meets the Americanism criteria, can qualify for an Americanism credit.</p>

Examples of Disallowed *(things that don’t count)*

1. Any project for yourself or member of the VFW, Auxiliaries, Motorcycle Unit.
2. Reciting the Pledge to the Flag at a Post monthly meeting.
3. Sending a “Get Well” card to a member of the VFW, Auxiliaries, Motorcycle Unit.
 - a. Shopping for the “Get Well” card above
 - b. Post office visit to mail the “Get Well” card above
 - c. Providing the car to deliver the “Get Well” card above
4. Any activity that is obviously within the scope of another previously reported project (example, see 3a, 3b, 3c above).



5. A flag raising ceremony at the Post, unless attended by persons outside the VFW, Auxiliaries, Motorcycle Unit.
6. Purchasing a replacement flag for the Post.
7. Running an errand for or giving a ride to a member of the VFW, Auxiliary, or Motorcycle Unit.
8. Honor Guard posting colors at a VFW, Auxiliary, Motorcycle Unit meeting or ceremony.
9. Giving a certificate to a VFW, Auxiliary, Motorcycle Unit or member.
10. Donation to a VFW, Auxiliary, Motorcycle Unit or member.
11. Fundraising projects, even those whose proceeds are earmarked for community service projects.

KEEP IN MIND THAT your project should be reported only once a month. If the project is allowing the Boy Scouts to use the hall for their weekly meeting, then report it as one project for the month with the total hours and monies donated for the month. If a member volunteers at the VA hospital four times a week, then report it as one project for the month with the total hours and monies donated for the month.

Important Note:

Each Post can have their non-profit status revoked by the IRS if they “Fail to maintain adequate records to accurately report your exempt purpose and activities that supports your exemption under code section 501(c)(19).”

The first item the IRS will ask for during an audit is evidence of Community Service. All Community Service items should be recorded in the Post meeting minutes, which is the second item the IRS will ask for.

Those Posts that have maintained a properly organized and complete Community Service Record Book and produced it for the IRS during an audit have never had an issue in verification of fulfilling the objectives of their charter from the National VFW.

Each Post should maintain a Community Service Record Book for the purpose of verification to the IRS that the Post is fulfilling the objectives of its charter. These books can also be used very effectively in recruiting and maintaining a history of Post activities year after year as a historical record.

Community Service Activity Report Form

INSTRUCTION SHEET

The Department of Texas Veterans of Foreign Wars and its Auxiliaries will use the attached Activity Report Form to report all activities carried on in Texas. Many National and Department VFW requirements, including Internal Revenue Service (IRS) policies, rely upon the accurate description and reporting of your Post Community Service activities.

Please fill out these forms as completely as possible before sending them to Department Headquarters.

REPORTING YEAR: Reports to be credited must have been completed between **May 1st and April 30th.**

DISTRICT#: Indicate the District your Post is located in.

POST#: We need your Post # so we can accurately document the activities for your Post.

DATE COMPLETED: Indicate the month, day, and year the activity was completed.

ACTIVITY DESCRIPTION: Please briefly describe activity on the lines provided, no attachments.

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YOUTH: Place a check mark here if this is considered a youth project.

AMERICANISM: Place a check mark here if this is considered an Americanism project.

HOURS: Please indicate the total man hours of all volunteers expended on the project. Round up, no minutes.

MONEY: Please indicate the total amount of funds expended by the Post on this project. Round up to whole dollars. Do not calculate hours into a dollar amount, only list money actually spent.

MILEAGE: Please indicate the total amount of mileage used to complete the project. Only count mileage to and from Post.

MEETING RECORD: It is very important that you fill in all spaces at the bottom of the form. These numbers are kept at Department Headquarters and will be reported to National once a year as required by the National organization.

The IRS will use your meeting minutes to verify you meet the standards of Community Service for non-profit organizations. To remain within the spirit and intent of the VFW Charter, a Post is granted through the VFW **51% of monetary donations should be to VFW programs.**

Important Note: Each Post can have their non-profit status revoked by the IRS if they **"Fail to maintain adequate records to accurately report your exempt purpose and activities that supports your exemption under code section 501 (c)(19).**

The first item the IRS will ask for during an audit is evidence of Community Service. All Community Service items should be recorded in the Post meeting minutes, which is the second item the IRS will ask for.

Those Posts that have maintained a properly organized and complete Community Service Record Book and produced it for the IRS during an audit have never had an issue in verification of fulfilling the objectives of their charter from the National VFW.

Therefore, it is strongly recommended that each Post maintain a Community Service Record Book for the purpose of verification to the IRS that the Post is fulfilling the objectives of its charter. These books can also be used very effectively in recruiting and maintaining a history of Post activities year after year as a historical record.

The District Commander, or his designee, during his annual inspection of the Post will ask to see this book from the previous year.

Submit by ONLY ONE of the two following methods - please do not duplicate reports and jeopardize your IRS Non-Profit Tax Status.

Community Service Reports should be submitted by the Post Community Service Chair only.

Mail to: Department of Texas VFW

P.O. Box 14468 Austin, Texas 78761

Email: reports@texasvfw.org



Online Reporting of Community Service

Please use the online tool at www.texasvfw.org to report your Community Service Events as required by the Department Standard Operating Procedures (SOP).

*Please note that you must be using at least Google Chrome, Mozilla Firefox or Safari browsers for the form to properly function.

In accordance with IRS guidelines, the Community Service reported by me was conducted by VFW and/or Auxiliary members for the benefit of non-members and the community-at-large for which no reimbursement or payment of any kind was received and has been documented in the Meeting Minutes at the monthly post meeting.

ATTENTION: This form has an automatic e-mail response that may be blocked by YOUR spam filters. If this is the case, then you will not receive a confirmation, or you may receive an error message when you submit your online Community Service Report. Please check your spam filters and designate all recipients from @texasvfw.org as safe.

Community Service Questions? Send an email to reports@texasvfw.org. We are receiving all your reports even if you do not receive an automatic reply. No need to resubmit over and over. If you are concerned about your report, please email reports@texasvfw.org and ask for a copy of your submission confirmation.

INSTRUCTIONS FOR SUBMITTING POST ELECTION REPORTS

The 2024-2025 Post Election Report is to be completed by the Post Adjutant or Post Quartermaster during or immediately following the election meeting.

Some of the things you will need:

- Post Officers, especially the Post Commander and Quartermaster membership information to include current personal contact information **including phone number and email**, membership number, and cap size. **DO NOT USE THE POST PHONE NUMBER, ADDRESS or EMAIL FOR ANY OFFICERS PERSONAL CONTACT INFORMATION.**
- Post meeting information to include: meeting address, date and time.
- Post mailing address (if different than above), Post email and website information.
- Post Federal Employer Identification Number (EIN).
- Miscellaneous Post information to include current dues amount.
- Commander's named appointments for Adjutant, Judge Advocate, Surgeon, Post Service Officer, etc.

Each Post Election Report Form has been personalized for your Post. It is necessary that the Post use this form in reporting its officers for the VFW Administrative Year. We ask that you choose one of the following methods to ensure proper receipt.

ONLINE ELECTION REPORT

Online reporting is the preferred method of submitting the Post's Election Report.

1. Go to <http://vfw.org> if you have used Post Query before, log in. If you have not and you are the current

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Quartermaster of record, click on “First Login” and follow the online instructions to set up a new password.

2. After successfully logging into Post Query, click the “Post Election Report” link in the middle of the page.
3. Next, you will enter the membership card number for each elected position.
4. Once entered, you will click on the “Submit” button; names associated with the card numbers will appear in their respective elected positions, once verified, click “Load Form;” and a partially completed election report form will appear with the elected officer’s information.
5. If any of the information is incorrect or incomplete, simply click on the area and make the necessary changes. This includes information such as: Officer information, Post meeting location or time, Post mailing address, Federal Employment Identification Number (EIN), Post email and Website address, etc. (You must have Adobe Acrobat Reader to view the form. It may be downloaded and installed at: <http://adobe.com/products.acrobat.readstep2.html>.)
6. After you have verified your Post information is correct, click on “Print” to print a copy of the completed report.
7. The report is now ready to be transmitted; click “SUBMIT TO NATIONAL” button.

Once the “SUBMIT TO NATIONAL” button has been selected, a confirmation of its receipt will appear on the screen. An autogenerated confirmation of the change in officers will be sent to the Post’s V-mail account and Texas VFW Headquarters the next business day.

ELECTION REPORT

All Election Reports are now done online in the VFW National OMS System. If you do not use Online Reporting then you must complete the Election Report Form, mail one copy to the National Adjutant General and one to Department Headquarters.

THINGS TO REMEMBER

If you use the online Election Report, National VFW will send an autogenerated copy of the report to Texas VFW Headquarters and you have completed the submission process.

- **Handwritten election Reports will no longer be accepted at National VFW or Texas VFW.**
- **Phone numbers and mailing address for Post officers cannot be the Post phone number or address.**
- Regular Meeting time should be shown as “1st Tuesday,” “3rd Wednesday,” as appropriate.
- If a meeting is held more than once a month, show “1st and 3rd Monday,” “every Friday,” as appropriate. Be sure all other Post information is completed.
- Cap size is used for award purposes only. Caps can be purchased through VFW Emblem & Supply.
- **A Post Acknowledgement Card will be sent to the Post Quartermaster within one week of entry.**

Questions regarding the Post Election Report can be answered by calling Post Records at 833-VFW-VETS.

Deadline Date for submission of Election Reports is May 1, 2025



POST FORMS



**BLANKET BONDING SEPTEMBER 1, 2024 TO AUGUST 31, 2025
Class A—No Deductible**

BLANKET BOND QUESTIONNAIRE

RETURN THIS FORM WITH YOUR PREMIUM CHECK TO:

TEXAS VFW
PO BOX 14468
AUSTIN, TX 78761

POST # _____

DISTRICT - _____

CITY LOCATION: _____, TEXAS

POST PHONE NUMBER: _____

I hereby apply for a Blanket Surety Bond in the amount of \$ - _____, Check #: _____

For the position of Quartermaster, Commander, Assistant Quartermaster,
Bingo Chair, Canteen Manager, Substitution, _____ Chk Amt _____

NOTE: Must enter position name for the "Substitution".

For the fiscal year from September 1, 2024 through August 31, 2025.

Post Annual Income: \$ _____

Has the Post had any bond losses over the past three years? YES or NO

If yes, provide a description with date and amount of loss on a separate sheet.

***If your bonding for \$100,000 or over, please answer the following questions.**

1. Is countersignature of checks required? _____ If Yes, by whom? _____
2. Are there regular audits? _____ How often and by whom? _____
3. Are bank statements reconciled by someone not authorized on the account? YES NO

If not, are the bank statements reviewed quarterly by the trustees while doing the quarterly audits? YES NO

Date signed: _____

Commander Signature

Contact Phone Number



4. **POST MUST SUBMIT A PROOF OF LOSS FORM WITHIN 120 DAYS FROM THE FIRST DATE OF DISCOVERY OF THE LOSS.** Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims.

BLANKET BOND RATES	
\$25,000.00	\$115.00
\$30,000.00	\$117.00
\$40,000.00	\$131.00
\$50,000.00	\$145.00
\$60,000.00	\$158.00
\$70,000.00	\$170.00
\$80,000.00	\$180.00
\$90,000.00	\$188.00
\$100,000.00	\$196.00
\$150,000.00	\$216.00
\$200,000.00	\$234.00
\$250,000.00	\$251.00
\$300,000.00	\$269.00
*\$350,000.00	\$287.00

***ANYTHING OVER \$350,000.00 WILL NEED A QUOTE AND A DIFFERENT APPLICATION.**



**QUARTERMASTER CRIME COVERAGE
SEPTEMBER 1, 2024 TO AUGUST 31, 2025
TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA**

Dear Comrade Commander:

One of the most important communications you will receive during the year concerns the bond of the Quartermaster. Section 703 of our National bylaws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the bylaws places the responsibility for adequate bonding upon the Commander of the Post/District.

THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.

This bond is being provided to Posts and Districts that would like to bond the Quartermaster and only bond the Quartermaster. If you need to bond any other officers you will need to use the Blanket Bond form but the minimum for blanket bond is \$25K. The accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Travelers Casualty & Surety Company of America. The Post/District is covered in the amount of limit requested.

The maximum amount for QM Bond is \$25,000. Any amount greater than \$25,000 must be processed as a Blanket Bond.

POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE. DEADLINE FOR BONDING IS SEPTEMBER 1, 2024 - AFTER THIS DATE, YOU WILL BE DELINQUENT AND NOT IN COMPLIANCE WITH THE VFW BYLAWS.

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2024 TO AUGUST 31, 2025. The funds of your Post are protected only for that year. Premium for the following year will be **due by September 1, 2024.**

NOTE: Your post only needs either the QM Bond or Blanket Bond not both.

To take advantage of this coverage, all you have to do is determine what amount of bond is necessary, fill out the application below and mail it with a check for the annual premium to VFW Department of Texas.

QUARTERMASTER BOND QUESTIONNAIRE

**RETURN THIS FORM WITH YOUR PREMIUM CHECK TO
TEXAS VFW, PO BOX 14468, AUSTIN, TX 78761**

POST NUMBER: _____ DISTRICT: _____ CHECK AMT: _____

ADDRESS: _____ CITY: _____, TX, ZIP _____

I hereby apply for a Quartermaster "A1 Crime Coverage" in the amount of \$ _____

Check #: _____ for the fiscal year from September 1, 2024 through August 31, 2025. Post

Annual Revenue: \$ _____

Has the post had any bond losses over the past three (3) years? YES or NO

If yes, provide a description with date and amount of loss on a separate sheet.

Date signed: _____

Commander Signature

Contact Phone Number

"NO ONE DOES MORE FOR VETERANS"



4. **POST MUST SUBMIT A PROOF OF LOSS FORM WITHIN 120 DAYS FROM THE FIRST DATE OF DISCOVERY OF THE LOSS.** Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims.

BLANKET BOND RATES	
\$25,000.00	\$115.00
\$30,000.00	\$117.00
\$40,000.00	\$131.00
\$50,000.00	\$145.00
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\$70,000.00	\$170.00
\$80,000.00	\$180.00
\$90,000.00	\$188.00
\$100,000.00	\$196.00
\$150,000.00	\$216.00
\$200,000.00	\$234.00
\$250,000.00	\$251.00
\$300,000.00	\$269.00
*\$350,000.00	\$287.00

***ANYTHING OVER \$350,000.00 WILL NEED A QUOTE AND A DIFFERENT APPLICATION.**



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SEPTEMBER 1, 2024 TO AUGUST 31, 2025
TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA**

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THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.

This bond is being provided to Posts and Districts that would like to bond the Quartermaster and only bond the Quartermaster. If you need to bond any other officers you will need to use the Blanket Bond form but the minimum for blanket bond is \$25K. The accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Travelers Casualty & Surety Company of America. The Post/District is covered in the amount of limit requested.

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To take advantage of this coverage, all you have to do is determine what amount of bond is necessary, fill out the application below and mail it with a check for the annual premium to VFW Department of Texas.

QUARTERMASTER BOND QUESTIONNAIRE

**RETURN THIS FORM WITH YOUR PREMIUM CHECK TO
TEXAS VFW, PO BOX 14468, AUSTIN, TX 78761**

POST NUMBER: _____ DISTRICT: _____ CHECK AMT: _____

ADDRESS: _____ CITY: _____, TX, ZIP _____

I hereby apply for a Quartermaster "A1 Crime Coverage" in the amount of \$ _____

Check #: _____ for the fiscal year from September 1, 2024 through August 31, 2025. Post

Annual Revenue: \$ _____

Has the post had any bond losses over the past three (3) years? YES or NO

If yes, provide a description with date and amount of loss on a separate sheet.

Date signed: _____

Commander Signature

Contact Phone Number

"NO ONE DOES MORE FOR VETERANS"



QUARTERMASTER BOND RATES	
Minimum Bond Rates	Rate
\$3,000.00	\$25.50
\$4,000.00	\$29.00
\$5,000.00	\$32.50
\$6,000.00	\$36.00
\$7,000.00	\$39.50
\$8,000.00	\$43.00
\$9,000.00	\$46.50
\$10,000.00	\$50.00
\$11,000.00	\$53.50
\$12,000.00	\$57.00
\$13,000.00	\$60.50
\$14,000.00	\$64.00
\$15,000.00	\$67.50
\$16,000.00	\$71.00
\$17,000.00	\$74.50
\$18,000.00	\$78.00
\$19,000.00	\$81.50
\$20,000.00	\$85.00
\$21,000.00	\$88.50
\$22,000.00	\$92.00
\$23,000.00	\$95.50
\$24,000.00	\$99.00
\$25,000.00	\$102.50



QUARTERMASTER BOND RATES	
Minimum Bond Rates	Rate
\$3,000.00	\$25.50
\$4,000.00	\$29.00
\$5,000.00	\$32.50
\$6,000.00	\$36.00
\$7,000.00	\$39.50
\$8,000.00	\$43.00
\$9,000.00	\$46.50
\$10,000.00	\$50.00
\$11,000.00	\$53.50
\$12,000.00	\$57.00
\$13,000.00	\$60.50
\$14,000.00	\$64.00
\$15,000.00	\$67.50
\$16,000.00	\$71.00
\$17,000.00	\$74.50
\$18,000.00	\$78.00
\$19,000.00	\$81.50
\$20,000.00	\$85.00
\$21,000.00	\$88.50
\$22,000.00	\$92.00
\$23,000.00	\$95.50
\$24,000.00	\$99.00
\$25,000.00	\$102.50



FORM 990 SERIES WHICH FORMS DO EXEMPT ORGANIZATIONS FILE

Most tax-exempt organizations are required to file an [annual return](#). Which form an organization must file [generally](#) depends on its financial activity, as indicated in the chart below.

Status	Form to File	Instructions
Gross receipts normally \leq \$50,000 Note: Organizations eligible to file the <i>e-Postcard</i> may choose to file a full return	990-N	User Guide for Form 990-N PDF
Gross receipts < \$200,000, and Total assets < \$500,000	990-EZ PDF or 990 PDF	Instructions PDF
Gross receipts \geq \$200,000, or Total assets \geq \$500,000	990 PDF	Instructions PDF
Private foundation - regardless of financial status	990-PF PDF	Instructions PDF

Additional Resources

- Forms, schedules, and instructions:
 - [Current tax year](#)
 - [Prior tax years](#)
- [Interactive Form 990 Overview Training](#) – StayExempt.irs.gov





2024-2025 TEXAS VFW “MAP” Donation

Post#: _____ Member Division#: _____ Location: _____

District #: _____ Check #: _____ Amount: \$ _____

ALL CHECKS MUST BE MADE PAYABLE TO "TEXAS VFW"

At the 2008 State Convention, **Post Delegates unanimously** voted to amend the Texas VFW Bylaws requiring all Texas VFW Posts to provide support each year to support Texas MAP programs so that the Texas VFW can continue its legacy of supporting veterans, the military and their families.

The Department Quartermaster has established an account for the MAP program. Starting this year this requirement is scalable based on Post size according to their respective membership division **and must be made no later than December 31, 2024**. National VFW has authorized the use of “Post Relief Funds” for this donation. As this program is mandatory for every Post/District under State Bylaws, approval from the Post/District to disburse funds is not required

POST MEMBERSHIP			
Divisions & Required MAP Donation			
1	951+		\$200.00
2	750	950	\$200.00
3	356	749	\$175.00
4	246	355	\$150.00
5	185	245	\$125.00
6	143	184	\$125.00
7	112	142	\$85.00
8	88	111	\$50.00
9	68	87	\$50.00
10	51	67	\$35.00
11	10	50	\$35.00

DISTRICT MEMBERSHIP DIVISIONS and MAP Donation		
Division 1	3,000+	\$200
Division 2	2,200 - 2,999	\$175
Division 3	1,600 - 2,199	\$150
Division 4	1,200 - 1,599	\$125
Division 5	1,000 - 1,199	\$100

Donations must be sent to Department Headquarters not National.

Donations sent directly to the National VFW or National Military Services for All-American will not be credited for Texas VFW purposes.

Send this form and contribution to:

**Texas VFW
P.O. Box 14468
Austin, Texas 78761**



MILITARY ASSISTANCE PROGRAM

“NO ONE DOES MORE FOR VETERANS”



TEXAS HOUSE DONATION FORM



At the 2004 State Convention, **Post Delegates unanimously** voted to host and provide financial support for a house at the VFW National Home for Children. Known as the “Texas House,” the Texas VFW is responsible for the upkeep, maintenance and repairs of this house and we send our State Jr. Vice Commander to the National Home once a year to check on conditions at the house.

The annual costs for supporting this house have been spread out over the Districts and Posts of the Texas VFW and each is required to provide a minimum contribution of \$25.00 every year.

The Department Quartermaster has established an account for the “Texas House.” When sending your contribution for the “Texas House,” please indicate in the memo section of the check that it is for the National Home so that we may properly credit your District/Post on the status sheet.

Payment must be made no later than December 31, 2024.

As this program is mandatory for every Post/District under State Bylaws, approval from the Post/District to disburse funds is not required.

Donations must be sent to Department Headquarters not National.

Donations sent directly to the National VFW or National Home for Children will not be credited for Texas VFW contest points.

ALL CHECKS MUST BE MADE PAYABLE TO "TEXAS VFW"

2024-2025 TEXAS VFW “Texas House” Donation

Post/Aux #: _____ Location: _____

District #: _____ Check #: _____ Amount: \$ _____

Minimum donation is **\$25.00**

Send this form and contribution to:

**Texas VFW
P.O. Box 14468
Austin, Texas 78761**



2024-2025 LEGACY BUDDY POPPY ORDER FORM

POST #		DISTRICT #		DATE:	
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This form is to order **RED** Buddy Poppies only. To order special or commemorative Buddy Poppies or Buddy Poppy supplies/accessories, please contact National VFW Supply at www.vfwstore.org or call 833-VFW-VETS.

SEND ME THE FOLLOWING QUANTITY OF RED BUDDY POPPIES

Qty	Select	<i>Buddy Poppies are \$150.00 for 500 (1 Box) and Shipping & Handling are not included. Please see chart below for Shipping and Handling fees and add this to the order.</i>	Amount:	\$ Select
Enter in increments of 500 above please.			Shipping:	\$ Select
			Total:	\$ 0

PAYMENT ENCLOSED (Check One)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	CHECK #	
------------------------------	--------------------------	-----	--------------------------	----	---------	--

Ship to Address (Cannot Ship to a P.O. Box)		Shipping & Handling		
Name & Member #:		Quantity	Amount	Shipping
Street Address:		500	\$150.00	\$15.95
City:		1000	\$300.00	\$29.95
Zip:		1500	\$450.00	\$34.95
Contact Phone:		2000	\$600.00	\$39.95
Email:		2500	\$750.00	\$69.95

Buddy Poppy Distribution Date

<input type="checkbox"/>	Veterans Day	<input type="checkbox"/>	Memorial Day	<input type="checkbox"/>	Other Date:	
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Please allow 6-8 weeks to process order.

Complete this form and mail to—Texas VFW, P.O. Box 14468, Austin, Texas 78761

The Post/District will be credited with Buddy Poppy Order upon receipt of this form, providing that payment has been received. Buddy Poppy orders will NOT be forwarded to National until approximately sixty days (60) prior to date of sale or date requested. Payment is due immediately following date of disbursement and MUST be paid by the date of State Convention in order to be eligible to cast delegate votes.

SIGNED:		TITLE:	
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2024-2025 TIN TAB BUDDY POPPY ORDER FORM						
POST #		DISTRICT #		DATE:		
<p>This form is to order TIN TAB RED Buddy Poppies only. To order special or commemorative Buddy Poppies or Buddy Poppy supplies/accessories, please contact National VFW Supply at www.vfwstore.org or call 833-VFW-VETS.</p>						
SEND ME THE FOLLOWING QUANTITY OF RED BUDDY POPPIES						
Qty	Select	<i>Buddy Poppies are \$75.00 for 500 (1 Box) and Shipping & Handling are not included. Please see chart below for Shipping and Handling fees and add this to the order.</i>			Amount:	\$ Select
Enter in increments of 500 above please.					Shipping:	\$ Select
					Total:	\$ 0
	PAYMENT ENCLOSED (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO CHECK # _____					
Ship to Address (Cannot Ship to a P.O. Box)				Shipping & Handling		
Name & Member #:				Quantity	Amount	Shipping
Street Address:				500	\$ 75.00	\$10.95
City:				1000	\$150.00	\$15.95
Zip:				1500	\$225.00	\$15.95
Contact Phone:				2000	\$300.00	\$29.95
Email:				2500	\$375.00	\$29.95
<u>Buddy Poppy Distribution Date</u>						
<input type="checkbox"/>	Veterans Day	<input type="checkbox"/>	Memorial Day	<input type="checkbox"/>	Other Date: _____	
Please allow 6-8 weeks to process order.						
Complete this form and mail to—Texas VFW, P.O. Box 14468, Austin, Texas 78761 The Post/District will be credited with Buddy Poppy Order upon receipt of this form, providing that payment has been received. Buddy Poppy orders will NOT be forwarded to National until approximately sixty days (60) prior to date of sale or date requested. Payment is due immediately following date of disbursement and MUST be paid by the date of State Convention in order to be eligible to cast delegate votes.						
SIGNED:				TITLE:		

2024-2025 POST PATRIOT'S PEN PARTICIPATION SUMMARY REPORT

CHECKLIST

- Items to send with this report to District VOD Committee.
- Post winner's original entry form with all signatures.
 - Post winner's typed essay.
 - This page completed with signatures.

All items on this list must be submitted with this report to your District VOD Committee by deadline of November 15, 2024.

Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post. Send entire package to your District Patriot's Pen Committee.

Must be received by deadline November 15, 2024.

POST NO. _____ DISTRICT NO. _____

DOES POST HAVE AN AUXILIARY?

YES OR NO
(Circle one)

The VFW Post and Auxiliary identified in this report participated in the VFW Annual Patriot's Pen Program.

Signed By: _____ Date: _____
Post Patriot's Pen Committee Chair

Signed By: _____ Date: _____
Post Auxiliary President (if none leave blank)

Signed By: _____ Date: _____
Post Commander

FRAUD ALERT: Most people are not aware how the accuracy of correct reporting is important for providing official reports to VFW National Administration, the IRS, and to our donors and supporters. It is imperative that we maintain accurate and consistent information on the correct report forms. Do not allow Posts to share entries with other Posts that did not work the program as this is a violation of the National Bylaws and IRS regulations.

School Name	# of Participating Students	# of Post Winners Advanced	Award Amount	Additional Money Spent
Johnson High School	12	1	\$100	\$14.95
GRAND TOTALS FOR POST COMPETITION:				
Total Number of Schools	Total # of Students	Total # of Winners	Total Amount of Awards	Total Amount of Expense
GRAND TOTAL OF POST MONEY			\$	
Total of Post Scholarship and Additional Expense				

2024-2025 POST VOICE OF DEMOCRACY PARTICIPATION SUMMARY REPORT

CHECKLIST

Items to send with this report to District VOD Committee.

- Post winner's original entry form with all signatures.
- Post winner's CD or Flash Drive recording of essay.
- This page completed with signatures.

All items on this list must be submitted with this report to your District VOD Committee by deadline of November 15, 2024.

Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post.

Send entire package to your District VOD Committee

Must be received by deadline November 15, 2024.

POST NO. _____ DISTRICT NO. _____

DOES POST HAVE AN AUXILIARY?

YES OR NO
(Circle one)

The VFW Post and Auxiliary identified in this report participated in the VFW Annual Voice of Democracy Program.

Signed By: _____ Date: _____
Post VOD Committee Chair

Signed By: _____ Date: _____
Post Auxiliary President (if none leave blank)

Signed By: _____ Date: _____
Post Commander

FRAUD ALERT: Most people are not aware how the accuracy of correct reporting is important for providing official reports to VFW National Administration, the IRS, and to our donors and supporters. It is imperative that we maintain accurate and consistent information on the correct report forms. Do not allow Posts to share entries with other Posts that did not work the program as this is a violation of the National Bylaws and IRS regulations.

School Name	# of Participating Students	# of Post Winners Advanced	Scholarships Amount	Additional Money Spent
Johnson High School	12	1	\$100	\$14.95
GRAND TOTALS FOR POST COMPETITION:				
Total Number of Schools	Total # of Students	Total # of Winners	Total Amount of Scholarships	Total Amount of Expense
GRAND TOTAL OF POST MONEY			\$	
Total of Post Scholarship and Additional Expense				





2024-2025 POST CITIZENSHIP TEACHER PARTICIPATION SUMMARY REPORT

FRAUD ALERT: Most people are not aware how the accuracy of correct reporting is important for providing official reports to **VFW National Administration, the IRS, and to our donors and supporters.** It is imperative that we maintain accurate and consistent information on the correct report forms. Do not allow Posts to share entries with other Posts that did not work the program as this is a violation of the National Bylaws and IRS regulations.

CHECKLIST
 Items to send with this report to District.

- Post winner's original entry form with all signatures.
- Post winner's typed essay of 350 words or less.
- One (1) page resume on teacher.
- Up to 5 (5) pages of additional documentation.
- Teacher Advancement Form with all signatures.
- Professional quality photograph (5 x 7, 8 x 10).
- This page completed with signatures.

School Name	School Type	# of Participating Teachers	Award Amount	Additional Money Spent
Johnson Middle School	Middle	3	\$100	\$14.95

GRAND TOTALS FOR POST COMPETITION:				
Total Number of Schools	Total # of Teachers	Total Amount of Awards	Total Amount of Expense	

GRAND TOTAL OF POST MONEY
 Total of Post Awards and Additional Expense: \$

All items on this list must be submitted with this report to your District Teacher Committee by deadline of November 15, 2024. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post. Send entire package to your District Teacher Committee.
Must be received by deadline of November 15, 2024.

POST NO. _____ DISTRICT NO. _____
DOES POST HAVE AN AUXILIARY?
 YES OR NO (Circle one)

The VFW Post and Auxiliary identified in this report participated in the VFW annual Citizenship Teacher Program.

Signed By: _____ Date: _____
Post Citizenship Teacher Committee Chair

Signed By: _____ Date: _____
Post Auxiliary President (if none leave blank)

Signed By: _____ Date: _____
Post Commander



Smart/Maher VFW National Citizenship Education Teacher Winner Advancement Form

(attach to original Post entry documentation for each winning teacher)

Nominee's Full Name: _____

Street: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Social Security #: _____

Name of School: _____ School's Phone: _____

Address: _____

Post Section

I certify that the teacher named above is the duly selected post winner of the National Citizenship Education Teacher Award Program in his/her grade level category and is our Post's authorized entry into the District finals.

Signature of Post/Auxiliary Chairman: _____ VFW Post No: _____ Phone: _____

Signature of Post Commander: _____ VFW Post No: _____ Phone: _____

Post Address: _____

Signature of Auxiliary President: _____ Auxiliary No: _____ Phone: _____

Post Address: _____

District Section

I certify that the teacher named above is the duly selected District winner of the National Citizenship Education Teacher Award Program in his/her grade level category and is our District's authorized entry into the Department finals.

Signature of District Chair: _____ District No: _____ Phone: _____

Signature of District Commander: _____ District No: _____ Phone: _____

Address: _____

Signature of District Auxiliary President: _____ District No: _____ Phone: _____

Address: _____



DISTRICT OPERATIONS



DISTRICT MINIMUM REQUIREMENTS CHECKLIST

As required by Department or National Bylaws:

- AUDITS:** All four (4) Trustees' Reports of Audit must have been received at Department. Each audit must be received within 30 days following the end of the observed Quarter and must be completed in full and signed by all three (3) District Trustees, Quartermaster and Commander.
- QUARTERMASTER BONDING:** District Quartermaster must be bonded through Department or proof of local bonding submitted to Department *by September 1, 2024*.
- IRS 990 FORM:** Must submit copy of 2022 IRS Form 990 to Department Head- quarters *no later than December 31, 2024* (or submit an IRS approved extension).

- MAP PARTICIPATION:** Military Assistance Program (MAP) minimum donation according to Post Membership Division as listed must be received at Department *by December 31, 2024*. Contributions to National VFW do not count. National VFW has its own donation to National Military Services (NMS) to qualify for the National All-American program. **Do not confuse the two requirements.**

DISTRICT MEMBERSHIP DIVISIONS and MAP Donation		
Division 1	3,000+	\$200
Division 2	2,200 - 2,999	\$175
Division 3	1,600 - 2,199	\$150
Division 4	1,200 - 1,599	\$125
Division 5	1,000 - 1,199	\$100

- NATIONAL HOME:** A National Home donation of \$25 must be received at Department Headquarters *by December 31, 2024*. Contributions to National VFW do not count.
- DISTRICT MEETINGS:** District Commander must have 4 District Meetings comprised of 1 Training Meeting, 2 Regular Meetings, and 1 District Convention.
- DISTRICT INSPECTION:** District is required to be inspected annually by a VFW Department of Texas Representative who will conduct a formal inspection of District Operations to ensure compliance with all VFW rules and Federal, State, and local laws and report findings to State Commander. Inspections of a District will not commence until such time as the District has obtained the Quartermaster Bonding and as listed above.
- DISTRICT ELECTION REPORT:** Submit District Report of Election of District Officers for 2023-24 prior to the State Convention by **June 1, 2025**.



QUARTERMASTER BLANKET BONDS

Introduction to Quartermaster Bonding Types

Department of Texas VFW is offering the Quartermaster Bond through Travelers Casualty & Surety Company of America and Blanket Bonding through Tallman Insurance Agency and CNA Surety Company. Section 703 of our National Bylaws requires that *“Each officer accountable for funds or property pursuant to any provision of these Bylaws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, they may be accountable. The bond premium shall be paid from the funds of the Veterans of Foreign Wars of the United States, Department, District, County Council or Post, as the case may be, to which each officer is accountable.*

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

Section 3.2 and Section 3.3 pertain to the two types of bonding types with the bonding fees. Bonding Forms are in Appendix A.5 and A.6 behind Section 3.10. To take advantage of these coverages, please wait until after the 2024 State Convention. All you need to do is determine what amount of bond is necessary, fill out the appropriate application and mail it with a check for the annual premium to Texas VFW, P.O. Box 14468, Austin, Texas 78761.

Please note that the deadline for bonding is September 1, 2024. After this date, you will be delinquent and not in compliance with the VFW Bylaws.

Address all questions to John Jowers, State Data Management Specialist, by calling 512-834-8535 ext. 106 or email: john@texasvfw.org.

IMPORTANT NOTE: You are only required to purchase either a Quartermaster Blanket Bond or a Quartermaster Bond but not both! You only need one type based on your Post needs.



**BLANKET BONDING
SEPTEMBER 1, 2024 TO AUGUST 31, 2025
Class A - No Deductible**

Dear Comrade Commander:

One of the most important communications you will receive during the year concerns the bond of the Quartermaster. Section 703 of our National By-laws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the By-laws places the responsibility for adequate bonding upon the Commander of the Post/District.

THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.

Blanket bonding is being provided to Posts and Districts that would like to bond the Quartermaster and accountable officers. Each accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Tallman Insurance Agency and CNA Surety Company to provide a blanket type bond to cover five (5) positions. The Post/District is covered for the amount of limit requested. **The limit amount is \$350,000. The five (5) Positions covered unless otherwise specified are the: Commander, Quartermaster, Assistant Quartermaster, Bingo Chairman, and Canteen Manager.**

CNA Surety Company has agreed to allow substitutions for Posts/Districts which **may not** have one of the five (5) positions listed above. All substitutions must be VFW members. Examples of positions that may be covered are the: Buddy Poppy Chairman, Adjutant, etc.

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2024 TO AUGUST 31, 2025.

The funds of your Post are protected only for that year. Premium for the following year will be **due September 1, 2024.**

To take advantage of this coverage, all you have to do is determine what amount of bond is necessary, fill out the application below and mail it with a check for the annual premium to VFW Department of Texas.

POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE.

DEADLINE FOR BONDING IS SEPTEMBER 1, 2024

AFTER THIS DATE YOU WILL BE DELINQUENT AND

NOT IN COMPLIANCE WITH THE VFW BYLAWS

COVERAGE OF THE POLICY REQUIRE THAT:

1. You agree to make/or cause to be made, at least Quarterly, an audit of the Post/District Quartermaster books and accounts, including complete verification of all securities and bank balances.
2. If the above is not complied with, the Surety Company will refuse to honor claim of missing funds which cannot be proven by records.
3. The Surety Company will not pay for loss resulting from any unauthorized advances made by an officer, employee or to any member for delinquent dues and assessments.

“NO ONE DOES MORE FOR VETERANS”



4. **DISTRICT MUST SUBMIT A PROOF OF LOSS FORM WITHIN 120 DAYS FROM THE FIRST DATE OF DISCOVERY OF THE LOSS.** Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims.

BLANKET BOND RATES	
\$25,000.00	\$115.00
\$30,000.00	\$117.00
\$40,000.00	\$131.00
\$50,000.00	\$145.00
\$60,000.00	\$158.00
\$70,000.00	\$170.00
\$80,000.00	\$180.00
\$90,000.00	\$188.00
\$100,000.00	\$196.00
\$150,000.00	\$216.00
\$200,000.00	\$234.00
\$250,000.00	\$251.00
\$300,000.00	\$269.00
*\$350,000.00	\$287.00

***ANYTHING OVER \$350,000.00 WILL NEED A QUOTE AND A DIFFERENT APPLICATION.**



QUARTERMASTER BOND

QUARTERMASTER CRIME COVERAGE SEPTEMBER 1, 2024 TO AUGUST 31, 2025 TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA

Dear Comrade Commander:

One of the most important communications you will receive during the year concerns the bond of the Quartermaster. Section 703 of our National bylaws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the bylaws places the responsibility for adequate bonding upon the Commander of the Post/District.

THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.

This bond is being provided to Posts and Districts that would like to bond the Quartermaster and only bond the Quartermaster. If you need to bond any other officers you will need will need to use the Blanket Bond form but the minimum for blanket bond is \$25K. The accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Travelers Casualty & Surety Company of America. The Post/District is covered in the amount of limit requested.

The maximum amount for QM Bond is \$25,000. Any amount greater than \$25,000 must be processed as a Blanket Bond.

POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE. DEADLINE FOR BONDING IS SEPTEMBER 1, 2024 - AFTER THIS DATE, YOU WILL BE DELINQUENT AND NOT IN COMPLIANCE WITH THE VFW BYLAWS.

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2024 TO AUGUST 31, 2025. The funds of your Post are protected only for that year. Premium for the following year will be **due by September 1, 2024.**

NOTE:

Your Post only needs either the QM Bond or Blanket Bond not both.



QUARTERMASTER BOND RATES	
Minimum Bond Rates	Rate
\$3,000.00	\$25.50
\$4,000.00	\$29.00
\$5,000.00	\$32.50
\$6,000.00	\$36.00
\$7,000.00	\$39.50
\$8,000.00	\$43.00
\$9,000.00	\$46.50
\$10,000.00	\$50.00
\$11,000.00	\$53.50
\$12,000.00	\$57.00
\$13,000.00	\$60.50
\$14,000.00	\$64.00
\$15,000.00	\$67.50
\$16,000.00	\$71.00
\$17,000.00	\$74.50
\$18,000.00	\$78.00
\$19,000.00	\$81.50
\$20,000.00	\$85.00
\$21,000.00	\$88.50
\$22,000.00	\$92.00
\$23,000.00	\$95.50
\$24,000.00	\$99.00
\$25,000.00	\$102.50



INSTRUCTIONS FOR COMPLETING A POST INSPECTION

District Commanders or their designated or appointed Inspector shall inspect each Post in their District annually and submit copies of the Post Inspection Report to Department on or before December 31 each year. A Post cannot be inspected until that Post has obtained their current Quartermaster Blanket Bond or Quartermaster Bond that is due on September 1 each year.

Make every effort to answer each question accurately and completely. Some questions require dollar amounts or dates to be inserted.

The purpose of the Inspection Report is to provide the State Commander and the State Inspector with a factual report on the operating condition of the Post. If you don't complete the report carefully and properly, you are denying the State Commander and State Inspector information they need to do their job.

Question Specific Reminders

1. Posts that have adopted additional Bylaws need to have a copy on file that indicates the National Commander-in-Chief has reviewed for compliance. Verify date of review.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the National Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, and the name of the incorporated unit. All Posts should be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Judge Advocate, Chaplain, Surgeon, three (3) Trustees, Adjutant, Officer of the Day, and Service Officer.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected at the time officers of the Post were elected. This can be done by checking the meeting minutes for the month.
5. Self-explanatory. Any "NO" answer in this section may be a Bylaw violation. In addition, item 5f, is verifying the information is present for each officer; you are not verifying the officer is eligible, however, if it is not readily apparent that the officer is eligible this should be mentioned on the Inspection Report.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National Bylaws.
7. The National Bylaws state every Post must hold at least one regular meeting per month.
8. Verify, using meeting minutes, that all Committee reports are read and approved. This item includes any activity, canteen, clubroom, bingo, etc.
9. Activity reports assist the Post when their non-profit status is being questioned.
10. Verify, using meeting minutes, that the Post planned to properly observe Memorial Day, Veterans Day, Flag Day, and Loyalty Day.
11. Section 1101 and 1301 of the National Bylaws discusses the formation and control of Auxiliaries.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's Relief Fund.



13. Self-explanatory.
14. Monthly review of Post receipts and expenditures by the Trustees is required in the National Bylaws.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, etc. Post Trustees must complete this audit no later than the month following the last day of each Quarterly period. Failure to conduct the audits, as required, will invalidate the Post Quartermaster bond.
16. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances do not coincide with the books, after adjustments for outstanding checks, etc., this should be reported in detail. Discrepancies should immediately be brought to the attention of the Post Commander and Trustees. The Post Quartermaster must be bonded in a sum equal to the liquid assets for which he is accountable and to which he has access.
17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Sectional 703 of the National Bylaws.
19. Verify all questions in this section by examining Quartermaster records, Adjutant records and Bylaws. Remember, Section 709 of the National Bylaws further require that the Post Quartermaster have custody of all funds of the subordinate unit and subject to the same rules and regulation as Post funds.

The Internal Revenue Service (IRS) requires all VFW Posts to file annually a Form 990 "Exemption from Corporate Income Tax" form. A Post may also have to file a Form 990T and pay certain taxes if it has non-related business income. Failure to file the forms, when required to do so, can result in severe fines and penalties. Enter the date of the last filing; even if the report for the current year has not yet been completed or is not yet due. Each Post is mandated, by IRS rules, to have their current 990 filing available for public viewing.
20. Expenditure of funds requires a vote on the Post floor and approval by the Post Commander before a Quartermaster can proceed with the disbursement. In some instances, Post Bylaws may allow for certain expenditures to be paid without a vote on the floor as these are usually recurring bills. If a Post Commander is not approving expenditures he is violating the trust placed in him and is not controlling the expenditure of Post monies.
21. Buddy Poppy distribution net receipts are to be credited to the Relief Fund only [Section 218(a)(5)(g) of the National Bylaws] and used only as stated in Section 704 of the Manual of Procedure.
22. The National Bylaws state the Post Quartermaster will disburse funds using acceptable banking practices. The Post Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National Bylaws. However, if the Post Bylaws require the Commander and Quartermaster signatures on checks, they must adhere to the Post Bylaws.
23. Checks shall never be "pre-signed" by any officer.
24. Last appraised value or estimated value shall be entered. Monthly payment and amount owed are necessary; mark "N/A" if the amount is zero. Title holder may be a bank or lender. If the property is totally paid for, enter location and holder of the deed. If the Post does not own real property, please note if they rent.



25. It is desirable that the Post be covered by adequate liability insurance. If someone suffers an injury on Post property or at a Post sponsored activity a subsequent lawsuit may subject all the assets of the Post and its members to a judgment. The Post officers should be reminded of this potential problem. Any Post owning property and/or operating any facility must maintain General Liability insurance, including, if necessary or appropriate, Liquor Liability insurance. Such insurance must name, as additional insured's, the Veterans of Foreign Wars of the United States and the Department in which the Post is located. Verify by viewing policies.
26. Each Department will adopt a document Retention Policy which complies with Federal and state law.
27. Every Post is required to have a Federal Employee Identification number
28. Departments may require additional forms for inspecting licensed operations.



INSTRUCTIONS FOR SUBMITTING DISTRICT ELECTION REPORTS

The 2025-2026 District Election Report is to be completed by the outgoing District Adjutant or District Quartermaster during or immediately following the election meeting at <https://www.vfw.org/> in the OMS System.

Some of the things you will need:

- District Officers Membership Information to include current personal contact information, membership number, and cap size.
- District website and email information if the District has one or both.
- District Federal Employer Identification Number (EIN).

District Commander's named appointments for Adjutant, Service Officer and other offices. It is necessary that the District use this form in reporting its officers for the 2025/2026 VFW Administrative Year. All Election Reports should be completed online at <https://www.vfw.org/> in the OMS System. You should see the screen below once you have logged in and selected Election Reports in the OMS Menu:

Notifications

> Department QM Services

▼ All-American Dashboard

All-American Dashboard

All American Report Guide

> Tools, Products & Merch

> Reporting

> Election Report

> Online Documents

District Election Report

Welcome to the District Election Report. To begin, please choose the correct report from the drop down and click "Next".

Report Year: Choose a District:

If there are any questions regarding the District Election Report email the Department at reports@texasvfw.org.

Deadline Date is June 1, 2025



DISTRICT PATRIOTS PEN GUIDELINES

USE THE FOLLOWING INFORMATION TO COMPLETE THE DISTRICT PATRIOTS PEN PARTICIPATION SUMMARY REPORT FORM:

The guidelines listed below are intended to help clarify the **Patriot's Pen (PP) Award** reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit:

DISTRICT PARTICIPATION SUMMARY REPORT FORM

POST NUMBER: List each Post by their Post number that participated and submitted a Post winner to District for judging in this box.

POST AUXILIARY: Does the Post have an Auxiliary? Indicate with a yes or no in this box.

NUMBER OF PARTICIPATING STUDENTS: Indicate how many students participated in the Post PP program.

NUMBER OF POST WINNERS ADVANCED: A Post can advance one winner for every 15 entries, i.e. – 7 entries = 1 winner; 16 entries = 2 winners; 147 entries = 10 winners. Divide number of entries by 15 and round up to get this number.

SCHOLARSHIP AMOUNT: List total of scholarships given to Post winners.

ADDITIONAL MONEY SPENT: Total amount spent to promote program and recognize winners.

GRAND TOTALS SECTION

NUMBER OF POSTS and AUXILIARIES: List total number of Posts and Auxiliaries that participated in their respective box.

TOTAL NUMBER OF PARTICIPATING STUDENTS: Add up all the entries submitted to all listed Posts.

TOTAL NUMBER OF WINNERS ADVANCED: Add up all of the Post winners advanced to District judging from each Post. A Post may submit one (1) winner for every 15 entries.

SCHOLARSHIPS AND ADDITIONAL MONEY SPENT: Total dollar values of awards presented to PP award participants at Post level. All additional monies spent in conducting their program (banquet, gifts, medals, citations, etc.).

MONETARY VALUE OF DISTRICT CONTRIBUTIONS DISTRICT SCHOLARSHIPS: Amount that the District gave in scholarship to the District winner.

DISTRICT ADDITIONAL EXPENSES: All additional monies spent in conducting the program at the District level (banquet, gifts, medals, citations, etc.)



SIGNATURES

SIGNATURES OF THE DISTRICT CHAIR, AUXILIARY PRESIDENT AND DISTRICT COMMANDER ARE NEEDED TO VERIFY AND CERTIFY REPORT IS COMPLETE AND ACCURATE.

DISTRICT CHAIR: The District Chair needs to ensure the following items are sent to the Department VOD, PP, and Teacher of the Year Chair:

- The District winner's materials need to be forwarded to the State Chair (immediately after the District judging is complete) are:
- The completed and signed Post Summary Report Form for every Post in the District that legitimately participated in the PP Program.
- District winner's original entry form with all signatures.
- District winner's essay.
- Good quality head and shoulders 5x7 or 8x10 color photograph. (Color Copies or Low-Grade Computer Printouts Will Not Be Accepted).
- The completed and signed District Summary Report Form.

NOTE: Department is not responsible for student travel to and from the Texas VFW Mid-Winter Conference.

Each District may submit only one (1) winner to Department Headquarters.

DEADLINE TO BE RECEIVED AT DEPARTMENT HEADQUARTERS IS DECEMBER 1, 2024.



DISTRICT VOICE OF DEMOCRACY GUIDELINES

USE THE FOLLOWING INFORMATION TO COMPLETE THE DISTRICT PATRIOTS PEN PARTICIPATION SUMMARY REPORT FORM:

The guidelines listed below are intended to help clarify the Voice of Democracy (VOD) Award reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit:

DISTRICT PARTICIPATION SUMMARY REPORT FORM

POST NUMBER: List each Post by their Post number that participated and submitted a Post winner to District for judging in this box.

POST AUXILIARY: Does the Post have an Auxiliary? Indicate with a yes or no in this box.

NUMBER OF PARTICIPATING STUDENTS: Indicate how many students participated in the Post VOD program.

NUMBER OF POST WINNERS ADVANCED: A Post can advance one winner for every 15 entries, i.e. – 7 entries = 1 winner; 16 entries = 2 winners; 147 entries = 10 winners. Divide number of entries by 15 and round up to get this number.

SCHOLARSHIP AMOUNT: List total of scholarships given to Post winners.

ADDITIONAL MONEY SPENT: Total amount spent to promote program and recognize winners.

GRAND TOTALS SECTION

NUMBER OF POSTS and AUXILIARIES: List total number of Posts and Auxiliaries that participated in their respective box.

TOTAL NUMBER OF PARTICIPATING STUDENTS: Add up all the entries submitted to all listed Posts.

TOTAL NUMBER OF WINNERS ADVANCED: Add up all of the Post winners advanced to District judging from each Post. A Post may submit one (1) winner for every 15 entries.

SCHOLARSHIPS AND ADDITIONAL MONEY SPENT: Total dollar values of awards presented to PP award participants at Post level. All additional monies spent in conducting their program (banquet, gifts, medals, citations, etc.).

MONETARY VALUE OF DISTRICT CONTRIBUTIONS DISTRICT SCHOLARSHIPS: Amount that the District gave in scholarship to the District winner.

DISTRICT ADDITIONAL EXPENSES: All additional monies spent in conducting the program at the District level (banquet, gifts, medals, citations, etc.)



SIGNATURES

SIGNATURES OF THE DISTRICT CHAIR, AUXILIARY PRESIDENT AND DISTRICT COMMANDER ARE NEEDED TO VERIFY AND CERTIFY REPORT IS COMPLETE AND ACCURATE.

DISTRICT CHAIR: The District Chair needs to ensure the following items are sent to the Department VOD, PP, and Teacher of the Year Chair:

- The District winner's materials need to be forwarded to the State Chair (immediately after the District judging is complete) are:
- The completed and signed Post Summary Report Form for every Post in the District that legitimately participated in the VOD Program.
- District winner's original entry form with all signatures.
- District winner's essay.
- Good quality head and shoulders 5x7 or 8x10 color photograph. (Color Copies or Low-Grade Computer Printouts Will Not Be Accepted).
- The completed and signed District Summary Report Form.
- Additionally, VOD Student Travel Form and Student's Social Security Number will need to be provided to Department Headquarters by January 12, 2024, if your District winner is selected as one of the Top Ten in State competition. Social Security Number is used as an identifier for scholarship payments.

NOTE: Department is not responsible for student travel to and from the Texas VFW Mid-Winter Conference.

Each District may submit only one (1) winner to Department Headquarters.

DEADLINE TO BE RECEIVED AT DEPARTMENT HEADQUARTERS IS DECEMBER 1, 2024



DISTRICT TEACHER OF THE YEAR GUIDELINES

USE THE FOLLOWING INFORMATION TO COMPLETE THE DISTRICT PATRIOTS PEN PARTICIPATION SUMMARY REPORT FORM:

The guidelines listed below are intended to help clarify the **Teacher of the Year (TOY) Award** reporting process and to ensure that all participation and expenses incurred by Posts/Auxiliaries are completely and accurately reported for proper credit:

DISTRICT PARTICIPATION SUMMARY REPORT FORM

POST NUMBER: List each Post by their Post number that participated and submitted a Post winner to District for judging in this box.

POST AUXILIARY: Does the Post have an Auxiliary? Indicate with a yes or no in this box.

NUMBER OF PARTICIPATING STUDENTS: Indicate how many students participated in the Post VOD program.

NUMBER OF POST WINNERS ADVANCED: A Post can advance one winner for every 15 entries, i.e. – 7 entries = 1 winner; 16 entries = 2 winners; 147 entries = 10 winners. Divide number of entries by 15 and round up to get this number.

SCHOLARSHIP AMOUNT: List total of scholarships given to Post winners.

ADDITIONAL MONEY SPENT: Total amount spent to promote program and recognize winners.

GRAND TOTALS SECTION

NUMBER OF POSTS and AUXILIARIES: List total number of Posts and Auxiliaries that participated in their respective box.

TOTAL NUMBER OF PARTICIPATING SCHOOLS: Add up all the entries submitted to all listed Posts.

TOTAL NUMBER OF TEACHERS ADVANCED: Add up all of the Post winners advanced to District judging from each Post. A Post may submit one (1) Teacher for each Grade Level of K-5, 6-8, and 9-12.

AWARDS AND ADDITIONAL MONEY SPENT: Total dollar values of awards presented to award participants at Post level. All additional monies spent in conducting their program (banquet, gifts, medals, citations, etc.).

MONETARY VALUE OF DISTRICT CONTRIBUTIONS DISTRICT SCHOLARSHIPS: Amount that the District gave in awards to the District winner(s).

DISTRICT ADDITIONAL EXPENSES: All additional monies spent in conducting the program at the District level (banquet, gifts, medals, citations, etc.)



SIGNATURES

SIGNATURES OF THE DISTRICT CHAIR, AUXILIARY PRESIDENT AND DISTRICT COMMANDER ARE NEEDED TO VERIFY AND CERTIFY REPORT IS COMPLETE AND ACCURATE.

DISTRICT CHAIR: The District Chair needs to ensure the following items are sent to the Department VOD, PP, and Teacher of the Year Chair:

- The District winner's materials need to be forwarded to the State Chair (immediately after the District judging is complete) are:
- The completed and signed Post Summary Report Form for every Post in the District.
- District winner's original entry form with all signatures.
- Teacher Advancement Form with all signatures from Post and District.
- Good quality head and shoulders 5x7 or 8x10 color photograph. (Color Copies or Low-Grade Computer Printouts Will Not Be Accepted).
- The completed and signed District Summary Report Form.

NOTE: Department is not responsible for award winners travel to and from the Texas VFW Mid-Winter Conference.

Each District may submit only (1) winner per grade category of K-5, 6-8, and 9-12.

DEADLINE TO BE RECEIVED AT DEPARTMENT HEADQUARTERS IS DECEMBER 1, 2024.



DISTRICT FORMS



BLANKET BONDING SEPTEMBER 1, 2024 TO AUGUST 31, 2025
Class A—No Deductible

BLANKET BOND QUESTIONNAIRE

RETURN THIS FORM WITH YOUR PREMIUM CHECK TO:

TEXAS VFW
PO BOX 14468
AUSTIN, TX 78761

POST # _____

DISTRICT - _____

CITY LOCATION: _____, TEXAS

POST PHONE NUMBER: _____

I hereby apply for a Blanket Surety Bond in the amount of \$ _____, Check #: _____

For the position of Quartermaster, Commander, Assistant Quartermaster,
Bingo Chair, Canteen Manager, Substitution, _____ Chk Amt _____

NOTE: Must enter position name for the "Substitution".

For the fiscal year from September 1, 2024 through August 31, 2025.

Post Annual Income: \$ _____

Has the Post had any bond losses over the past three years? YES or NO

If yes, provide a description with date and amount of loss on a separate sheet.

***If your bonding for \$100,000 or over, please answer the following questions.**

1. Is countersignature of checks required? _____ If Yes, by whom? _____

2. Are there regular audits? _____ How often and by whom? _____

3. Are bank statements reconciled by someone not authorized on the account? YES NO

If not, are the bank statements reviewed quarterly by the trustees while doing the quarterly audits? YES NO

Date signed: _____

Commander Signature

Contact Phone Number

"NO ONE DOES MORE FOR VETERANS"



**QUARTERMASTER CRIME COVERAGE
SEPTEMBER 1, 2024 TO AUGUST 31, 2025
TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA**

Dear Comrade Commander:

One of the most important communications you will receive during the year con-cerns the bond of the Quartermaster. Section 703 of our National bylaws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the bylaws places the responsibility for adequate bonding upon the Commander of the Post/District.

THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.

This bond is being provided to Posts and Districts that would like to bond the Quartermaster and only bond the Quartermaster. If you need to bond any other officers you will need to use the Blanket Bond form but the minimum for blanket bond is \$25K. The accountable officer must be bonded with an indemnity company as surety in a sum at least equal to the amount of liquid assets for which, as far as can be anticipated, each officer may be accountable. To provide this coverage, arrangements have been made with Travelers Casualty & Surety Company of America. The Post/District is covered in the amount of limit requested.

The maximum amount for QM Bond is \$25,000. Any amount greater than \$25,000 must be processed as a Blanket Bond.

POLICY REQUIREMENTS AND BOND RATES ARE ON THE NEXT PAGE. DEADLINE FOR BONDING IS SEPTEMBER 1, 2024 - AFTER THIS DATE, YOU WILL BE DELINQUENT AND NOT IN COMPLIANCE WITH THE VFW BYLAWS.

THIS BOND IS ONLY FOR THE YEAR SEPTEMBER 1, 2024 TO AUGUST 31, 2025. The funds of your Post are protected only for that year. Premium for the following year will be **due by September 1, 2024.**

NOTE: **Your post only needs either the QM Bond or Blanket Bond not both.**

To take advantage of this coverage, all you have to do is determine what amount of bond is necessary, fill out the application below and mail it with a check for the annual premium to VFW Department of Texas.

QUARTERMASTER BOND QUESTIONNAIRE

**RETURN THIS FORM WITH YOUR PREMIUM CHECK TO
TEXAS VFW, PO BOX 14468, AUSTIN, TX 78761**

POST NUMBER: _____ DISTRICT: _____ CHECK AMT: _____

ADDRESS: _____ CITY: _____, TX, ZIP _____

I hereby apply for a Quartermaster "A1 Crime Coverage" in the amount of \$ _____

Check #: _____ for the fiscal year from September 1, 2024 through August 31, 2025. Post

Annual Revenue: \$ _____

Has the post had any bond losses over the past three (3) years? YES or NO

If yes, provide a description with date and amount of loss on a separate sheet.

Date signed: _____

Commander Signature

Contact Phone Number

"NO ONE DOES MORE FOR VETERANS"



**VETERANS OF FOREIGN WARS OF THE UNITED STATES
POST INSPECTION FORM**

POST NO.	CHARTERED LOCATION (CITY & STATE)	DISTRICT NO.	DEPARTMENT	INSPECTION DATE
----------	-----------------------------------	--------------	------------	-----------------

- 1) Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws?..... YES NO
 - a) Date reviewed by the Commander-in-Chief: _____
- 2) Is the Post incorporated in accordance with Section 708 of the National Bylaws?..... YES NO
 - a) Date reviewed by the Commander-in-Chief: _____
 - b) Date filed with appropriate state officials: _____
 - c) Name of incorporated unit: _____
 - d) Registered Agent of Record: _____ Last updated: _____
- 3) Are all officer positions filled as prescribed in Section 216 of the National Bylaws?..... YES NO
- 4) Are Post delegates elected in accordance with Section 222 of the National Bylaws?..... YES NO
- 5) Does the Post Adjutant...
 - a) Maintain books and records in a legible and uniform format?..... YES NO
 - b) Maintain a file containing a copy of the original application of every member admitted into the Post?..... YES NO
 - c) Maintain a file of meeting minutes after correction and approval?..... YES NO
 - d) Maintain a file of current orders or circulars issued from higher authority?..... YES NO
 - e) Maintain a correspondence file?..... YES NO
 - f) Maintain a file containing proof of eligibility submitted by officers?..... YES NO
 - g) Maintain a current copy of Post, District (if applicable), Department and National Bylaws?..... YES NO
- 6) Are applicants for membership reviewed, read and voted on at a Post meeting for approval?..... YES NO
- 7) Does the Post hold at least one meeting per month with a quorum present?..... YES NO
- 8) Are all committees reporting to the membership at Post meetings?..... YES NO
- 9) Are Community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines?..... YES NO
 - a) Date of last submission: _____
- 10) Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws?..... YES NO
- 11) Does the Post have an Auxiliary?..... YES NO
 - a) Is there proper cooperation between the Post and its Auxiliary unit?..... YES NO
- 12) Does the Post distribute Buddy Poppies?..... YES NO
 - a) Date of last distribution: _____
- 13) Does the Post have a membership committee?..... YES NO
 - a) Does the Post have a viable recruiting and retention plan?..... YES NO
- 14) Do the elected Trustees review the monthly report of receipts and expenditures?..... YES NO
- 15) Do the elected Trustees audit quarterly all books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post?..... YES NO
 - a) Date of last quarterly audit: _____
- 16) Post funds:

<ol style="list-style-type: none"> a) Balance of all checking accounts \$ _____ b) Balance of all savings accounts \$ _____ c) Balance of all CD and bond accounts \$ _____ d) All other account types \$ _____ e) Total of all accounts \$ _____ f) Amount of Quartermaster Bond \$ _____ 	<ol style="list-style-type: none"> g) Do all account ledger balances match the balance of reconciled bank statements? <input type="checkbox"/> YES <input type="checkbox"/> NO h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? <input type="checkbox"/> YES <input type="checkbox"/> NO
--	--
- 17) Name of bonding company: _____ Expiration date of bond: _____
- 18) Are additional officers accountable for funds bonded in accordance with Section 703 of the National Bylaws?..... YES NO
- 19) Does the Post Quartermaster...
 - a) Maintain books and records in a legible and uniform format?..... YES NO
 - b) Receive and properly transmit membership dues as required?..... YES NO
 - c) Maintain a relief fund in accordance with Section 219 of the National Bylaws?..... YES NO
 - d) Have care and custody of all committee funds?..... YES NO
 - e) Report on transactions concerning receipts and expenditures at Post meetings?..... YES NO
 - f) File appropriate forms as required by federal, state and local statutes?..... YES NO
 - g) Date of last 990 filing: _____ k) Is the 990 filing available for public inspection?..... YES NO
- 20) Post Federal Employee Identification Number (EIN): _____
- 21) Are all expenditures voted on by the Post membership and approved by the Post Commander?..... YES NO
- 22) Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws?..... YES NO
- 23) Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws?..... YES NO
- 24) Are checks pre-signed by any authorized officer?..... YES NO
- 25) Does the Post own real property?..... YES NO
 - a) Appraised Value: \$ _____ Monthly Payment: \$ _____ Amount Owed: \$ _____
 - b) Title Holder: _____
- 26) Does the Post carry all proper types of insurance?..... YES NO
 - a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?..... YES NO
- 27) Does the Post retain documents in accordance with the Department's Document Retention Policy?..... YES NO
- 28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form May Be Required)..... YES NO

INSPECTOR COMMENTS: _____

POST COMMANDER: _____
PRINT AND SIGN

INSPECTOR: _____
PRINT AND SIGN

The Inspector shall provide a copy of each inspection to the Post Commander, District Inspector, and Department Inspector and set forth therein any constructive criticism and recommendations. MAINTAIN IN POST FILE AS A PERMANENT RECORD

COPY 1 - DEPARTMENT COPY 2 - DISTRICT COPY 3 - POST REV.20180408



**TEXAS VFW POST BUSINESS OPERATIONS
INSPECTION FORM**

POST #	DISTRICT #	LOCATION	INSPECTION DATE
CANTEEN/CLUBROOM OPERATIONS			
Texas Alcohol and Beverage Commission (TABC) license/permit #:		Expiration Date:	
		Type of License:	
Texas Alcohol and Beverage Commission (TABC) license/permit #:		Expiration Date:	
		Type of License:	
Texas Alcohol and Beverage Commission (TABC) license/permit #:		Expiration Date:	
		Type of License:	
Name of Canteen Manager:		Name of House/Canteen Chair	
BINGO OPERATIONS			
Texas Lottery Commission License #:		Expiration Date:	
Name of Bingo Chair?		Does the Post participate in unit Bingo?	
Are all workers registered? Select Yes or No		Date last quarterly report filed with Lottery Commission?	
Total amount of prizes last quarter?		Total amount of donations last quarter?	
WORKFORCE			
Post Employer Identification Number (EIN):		Does the Post have 1099 Contract Labor Employees?	
Does the Post have on file an Immigration & Naturalization Form I-9 for each employee?		Does the Post have an Internal Revenue Service Form W-4 for each employee?	
Date of last Internal Revenue Service (IRS) 941 Deposit?		Amount of Last Deposit?	
Date of last Texas Workforce Commission State Unemployment Tax?		Total Amount Paid?	
Date of last Internal Revenue Service (IRS) form 940 payment?		Total amount paid?	



TEXAS VFW POST BUSINESS OPERATIONS
INSPECTION FORM

FUNDRAISING ACTIVITIES			
Buddy Poppies <input type="checkbox"/> Y <input type="checkbox"/> N	Tournaments (Golf, Pool, dart, etc.) <input type="checkbox"/> Y <input type="checkbox"/> N	Hall Rentals <input type="checkbox"/> Y <input type="checkbox"/> N	Karaoke <input type="checkbox"/> Y <input type="checkbox"/> N
Dances <input type="checkbox"/> Y <input type="checkbox"/> N	Live or recorded music <input type="checkbox"/> Y <input type="checkbox"/> N	Food/beverage events <input type="checkbox"/> Y <input type="checkbox"/> N	Kitchen Rentals <input type="checkbox"/> Y <input type="checkbox"/> N
Commercial Kitchen <input type="checkbox"/> Y <input type="checkbox"/> N	Texas Department of Health permit #		Expiration date:
Housing Rentals <input type="checkbox"/> Y <input type="checkbox"/> N	RV Spot Rentals <input type="checkbox"/> Y <input type="checkbox"/> N	Thrift/Variety Store <input type="checkbox"/> Y <input type="checkbox"/> N	Flea Markets <input type="checkbox"/> Y <input type="checkbox"/> N
Pool Tables <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor	Shuffleboard <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor
Juke Box <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor	Darts <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor
Eight Liners <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor	Sweepstakes <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor
Video Poker <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor	Video/Pin Ball <input type="checkbox"/> Y <input type="checkbox"/> N	Vendor
REGULATORY FEES AND TAXES			
Texas Sales and Use Tax #:		Date of Issue?	Payments are made? <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually
Date of Last Payment?		Amount of last payment?	
Date of last TABC Mixed Beverage Sales Tax Payment?		Amount of last payment?	
Date of Last TABC Mixed Beverage Gross Receipts Tax Payment?		Amount of last payment?	
American Society of Composers, Authors and Publishers (ASCAP) & BMI International (BMI) for any of the following; (Juke Box, Live Music, Disc Jockey Services, Audio Systems, Karaoke, etc.)			
Date of last payment?		Amount of last payment?	
Inspector Comments			
POST COMMANDER: _____		The Inspector shall provide a copy of each inspection to the Post Commander, District Commander and State Inspector. POST WILL PRESENT TO MEMBERSHIP AT NEXT REGULAR MEETING AND MAINTAIN IN POST FILE AS A PERMANENT RECORD	
INSPECTOR: _____			

“NO ONE DOES MORE FOR VETERANS”



2024-2025 DISTRICT PATRIOT'S PEN PARTICIPATION SUMMARY REPORT

DISTRICT NO. _____

GRAND TOTALS FOR POST COMPETITION:			
# of Posts	# of Auxiliaries	Total # of Students	Total # of Winners
1	1	12	1
		Amount of Scholarships	Amount of Expense
		\$ 100	\$ 14.95

MONETARY VALUE OF DISTRICT CONTRIBUTIONS	
District Scholarships	District Additional Expense
\$ _____	\$ _____

The VFW Posts and Auxiliaries identified in this report participated in the VFW annual Patriot's Pen Program.

Signed By: _____ Date: _____
District FOD Committee Chair

Signed By: _____ Date: _____
District Auxiliary President

Signed By: _____ Date: _____
District Commander

Post #	Does Post have an Auxiliary (Yes or No)	# of Participating Students	# of Post Winners Advanced	Scholarships Amount	Additional Money Spent
12345	Yes	12	1	\$100	\$14.95

CHECKLIST

Items to send with this report to Department HQ.

- Post Summary Report form from every Post listed.
- District winner's original entry form with all signatures.
- District winner's essay.
- Color photograph 5 x 7 or 8 x 10, No computer printouts
- This page completed with all signatures.

All items on this list must be submitted with this report to Department HQ by deadline of **December 1, 2024**. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post and/or the District.

Send entire package to your Department Headquarters.
 Texas VFW 8503 N. IH—35, Austin, Texas 78753

Must be received by deadline of 5:00 PM December 1, 2024.

FRAUD ALERT: Most people are not aware how the accuracy of correct reporting is important for providing official reports to VFW National Administration, the IRS, and to our donors and supporters. It is imperative that we maintain accurate and consistent information on the correct report forms. Do not allow Posts to share entries with other Posts that did not work the program as this is a violation of the National Bylaws and IRS regulations.

2024-2025 DISTRICT VOICE OF DEMOCRACY PARTICIPATION SUMMARY REPORT

Post #	Does Post have an Auxiliary (Yes or No)	# of Participating Students	# of Post Winners Advanced	Scholarships Amount	Additional Money Spent
12345	Yes	12	1	\$100	\$14.95

DISTRICT NO. _____

GRAND TOTALS FOR POST COMPETITION:				
# of Posts	# of Auxiliaries	Total # of Students	Total # of Winners	Amount of Expense

MONETARY VALUE OF DISTRICT CONTRIBUTIONS	
District Scholarships	\$ _____
District Additional expense	\$ _____

The VFW Posts and Auxiliaries identified in this report participated in the VFW annual Voice of Democracy Program.

Signed By: _____ Date: _____
District VOD Committee Chair

Signed By: _____ Date: _____
District Auxiliary President

Signed By: _____ Date: _____
District Commander

CHECKLIST

Items to send with this report to Department HQ.

- Completed and Signed Post Summary Report from all Posts that Participated.
- District winner's original entry form with all signatures.
- District winner's essay and digital audio recording (MP3) of essay.
- Color photograph 5 x 7 or 8 x 10, No computer printouts
- This page completed with all signatures.

All items on this list must be submitted with this report to Department HQ by deadline of December 1, 2024. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post and/or the District.
 Send entire package to your Department Headquarters.

Texas VFW 8503 N. IH-35, Austin, Texas 78753

Must be received by deadline of 5:00 PM December 1, 2024.

FRAUD ALERT: Most people are not aware how the accuracy of correct reporting is important for providing official reports to **VFW National Administration, the IRS, and to our donors and supporters.** It is imperative that we maintain accurate and consistent information on the correct report forms. Do not allow Posts to share entries with other. Posts that did not work the program as this is a violation of the National Bylaws and IRS regulations.

2024-2025 DISTRICT CITIZENSHIP TEACHER PARTICIPATION SUMMARY REPORT

DISTRICT NO. _____

GRAND TOTALS FOR POST COMPETITION:				
# of Posts	# of Auxiliaries	Total # of Schools	Number Nominated Awards	Additional \$ spent
				\$

MONETARY VALUE OF DISTRICT CONTRIBUTIONS	
District Awards	District Additional Expense
\$	\$

The VFW Posts and Auxiliaries identified in this report participated in the VFW annual Citizenship Teacher Program.

Signed By: _____ Date: _____
District Committee Chair

Signed By: _____ Date: _____
District Auxiliary President

Signed By: _____ Date: _____
District Commander

CHECKLIST

Items to send with this report to Department HQ.

Post Summary Report form from every Post listed.

District winner's original entry form with all signatures.

Teacher Advancement Form.

Color photograph 5 x 7 or 8 x 10, No computer printouts

This page completed with all signatures.

All items on this list must be submitted with this report to Department HQ by deadline of December 1, 2024. Failure to send all materials will result in disqualification of entry and no credit on Department status sheet for the Post and/or the District.

Send entire package to your Department Headquarters.

Texas VFW 8503 N. IH—35, Austin, Texas 78753

Must be received by deadline of 5:00 PM December 1, 2024.

Post #	Does Post have a Ladies Auxiliary (Yes or No)	# of Participating	# of Post nominated	Award Amount	Additional money spent
12345	Yes	12	1	\$100	\$14.95

FRAUD ALERT: Most people are not aware how the accuracy of correct reporting is important for providing official reports to VFW National Administration, the IRS, and to our donors and supporters. It is imperative that we maintain accurate and consistent information on the correct report forms. Do not allow Posts to share entries with other Posts that did not work the program as this is a violation of the National By-Laws and IRS regulations



Smart/Maher VFW National Citizenship Education Teacher Winner Advancement Form

(attach to original Post entry documentation for each winning teacher)

Nominee's Full Name: _____

Street: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Social Security #: _____

Name of School: _____ School's Phone: _____

Address: _____

Post Section

I certify that the teacher named above is the duly selected post winner of the National Citizenship Education Teacher Award Program in his/her grade level category and is our Post's authorized entry into the District finals.

Signature of Post/Auxiliary Chairman: _____ VFW Post No: _____ Phone: _____

Signature of Post Commander: _____ VFW Post No: _____ Phone: _____

Post Address: _____

Signature of Auxiliary President: _____ Auxiliary No: _____ Phone: _____

Post Address: _____

District Section

I certify that the teacher named above is the duly selected District winner of the National Citizenship Education Teacher Award Program in his/her grade level category and is our District's authorized entry into the Department finals.

Signature of District Chair: _____ District No: _____ Phone: _____

Signature of District Commander: _____ District No: _____ Phone: _____

Address: _____

Signature of District Auxiliary President: _____ District No: _____ Phone: _____

Address: _____



VFW PROGRAMS



2024-2025 PATRIOT'S PEN CONTEST

WHO CAN ENTER: The Patriot's Pen program is open to students in grades 6-8 (on the Oct. 31st deadline), who are enrolled in a public, private, or parochial high school or home study program in the United States and its territories.

HOW TO ENTER: The deadline for submissions for the 2024-2025 program is October 31, 2024. Official applications can be ordered in bulk quantity through the VFW store at www.vfwstore.org and individual applications can be downloaded at www.vfw.org.

THE THEME: For 2024-2025 is: **"My Voice in America's Democracy?"**

Students can ask a teacher or youth group leader to supervise their progress in the competition. Then students can contact a local participating VFW Post and establish a contact person who is a member of that Post or its Auxiliary.

Essays must be no less than 300 words and cannot exceed 400 words and should be submitted to the Post, along with the completed Patriot's Pen entry form no later than the October 31st deadline.

DEADLINES: Student entries must be received at the Post level no later than **October 31, 2024**.

JUDGING: Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chair no later than **November 15, 2024**.

A Post may submit to District for judging one winner for every fifteen (15) entries or partial. Example, if a Post has sixteen (16) entries, they can submit two (2) winners to District for judging.

Deliver your Post winners along with all requested forms to your District Chair by the deadline date of **November 15, 2024**.

Districts will conduct judging of Post winners and submit one District winner and all Post and District report forms to Department Headquarters no later than **December 1, 2024**.

The State winner will be invited to the Mid-Winter Conference in Corpus Christi to receive their scholarship.

The Department of Texas Veterans of Foreign Wars and its Auxiliaries will present Patriot's Pen cash awards for the top three. Last year, these scholarships totaled over \$86,785 with the 1st Place winner receiving a \$1,000 check.

The winner will be invited to read their essay at the Mid-Winter Awards Banquet and will receive their award from the State Commander, State Auxiliary President and assigned VFW National Representative.

NOTE: Any District, Post, Auxiliary or individual wishing to sponsor a Patriot's Pen scholarship should contact Kelly Hunka, Executive Assistant, at Department Headquarters at kelly@texasvfw.org.



2024-2025 VOICE OF DEMOCRACY

WHO CAN ENTER: The Voice of Democracy Program is open to students in grades 9-12 (on the October 31st deadline) who are enrolled in a public, private, or parochial high school or home study program in the United States and its territories.

HOW TO ENTER: The deadline for submissions for the 2023-2024 program is **October 31, 2024**. Official applications can be ordered in bulk quantity through the VFW store at www.vfwstore.org and individual applications can be downloaded at www.vfw.org.

THE THEME: For 2024-2025 is **"Is America Today Our Forefathers' Vision?"**

Students should record their reading on an Audio CD or Flash Drive. The recording can be no shorter than 3 minutes and no longer than 5 minutes (plus or minus 5 seconds). Audio Tapes are no longer accepted. Entries begin at the Post level. Once the student creates their essay and completes their recording to a Audio CD or Flash Drive they can submit their typed version, CD, or Flash Drive and the Voice of Democracy entry form to their local participating VFW Post by the October 31st deadline. Audio Tapes are no longer accepted.

DEADLINES: Student entries must be received at the Post level no later than **October 31, 2024**.

JUDGING: Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chair no later than **November 15, 2024**. A Post may submit to District for judging one winner for every fifteen (15) entries or partial. Example, if a Post has sixteen (16) entries, they can submit two winners to District for judging.

DELIVER: Your Post VOD winners along with all requested forms on the following pages to your District Chair by the deadline date of **November 15, 2024**.

DISTRICTS: Will conduct judging of Post winners and submit one District winner and all Post and District report forms to Department Headquarters no later than **December 1, 2024**.

The Top Ten District winners will be invited to the Mid-Winter Conference in Corpus Christi to receive their scholarship. Not all District winners will go to Corpus Christi, only the TOP TEN (10) will be invited.

The Department of Texas Veterans of Foreign Wars and its Auxiliaries presented scholarships last year totaling over \$208,023 with the 1st Place winner receiving a \$10,000 Scholarship from the Texas VFW Foundation.

NOTE: Any District, Post, or individual wishing to sponsor a Voice of Democracy scholarship should contact Kelly Hunka, Executive Assistant, at Department Headquarters at kelly@texasvfw.org.

Also, no poaching or crossing boundaries is allowed unless it has been agreed upon by the opposing Post or District. Posts can share VOD, PP, or TOY with a Post that participated but could not get any applicants.



2024-2025 CITIZENSHIP TEACHER OF THE YEAR

WHO IS ELIGIBLE?

1. Teachers who promote civic responsibility, flag etiquette and patriotism are prime candidates for this award. For example, do you know a teacher who plans field trips to city hall or organizes community volunteer projects? Maybe you know an instructor who invites veterans into the classroom to discuss their military experiences. Perhaps you are familiar with a teacher who fosters the development of democratic values and beliefs through special projects. If you know of such a teacher, honor him or her today.
2. All current certified/licensed teachers in grades K-12 are eligible. Previous national winners are ineligible. Nominations can be submitted by themselves, fellow teachers, supervisors, family members or other interested individuals.

HOW TO ENTER:

Official applications can be ordered in bulk quantity through the VFW store at www.vfwstore.org and individual applications can be downloaded at www.vfw.org.

In 350 words or less, describe why you feel your nominee is deserving of the award. Be sure to describe the teacher's innovative teaching and resource development methods, as well as his or her dedication to education.

Nominations can be submitted by fellow teachers, supervisors, or other interested individuals. Nominations submitted by relatives or self are not eligible.

All Post-level nominees should provide a one-page resume as a minimum or up to five pages as a maximum of documentation of their teaching experience (for example: references, news articles, etc.) and a head-and-shoulder photo of themselves, if available. These items will be forwarded on to the Department with the winning teacher entry form.

DEADLINES: Nominations must be received at the Post level no later than **October 31, 2024**.

JUDGING: Posts will conduct judging of their submissions and submit winners and all report forms to their respective District Chairman no later than **November 15, 2024**.

DELIVER: Your Post selection (no more than one for each grade level) along with all requested forms on the following pages to your District Chairman by the deadline date of **November 15, 2024**.

DISTRICTS: Will conduct judging of Post winners and submit no more than one District winner for each category and all Post and District report forms to Department Headquarters no later than **December 1, 2024**. The State winner will be invited to the Mid-Winter Conference at the Omni Corpus Christi Hotel in Corpus Christi, Texas, to receive their award and cash honorarium.

NOTE: Any District, Post, Auxiliary or individual wishing to sponsor a Citizenship Teacher Honorarium should contact Kelly Hunka, Executive Assistant, at Department Headquarters at kelly@texasvfw.org.



NO ONE DOES MORE FOR VETERANS.

RECRUITING JUST GOT EASIER

The VFW Membership Department has everything you need to make your membership efforts successful at little or no cost.

Phone: 1.888.JOIN.VFW (564-6839)

Email: membership@vfw.org

Order online by logging into www.vfw.org



rev. April 2021

RECRUITING AND TRA



Membership Applications
This two-part carbonless form is necessary for recruiting and reporting new members.



Women Veterans Brochure
This brochure highlights the benefits that come along with being a VFW member along with personal stories from our female members. Let them know that they served - they belong!



Door Hanger Self-Mailers
These are an exciting way to spread the word about VFW and garner new leads. Includes veterans benefit information, a reply card, and die-cut slots for a Post business card.



VFW Eligibility Fold-Up Poster
This 33" x 22" world map is the perfect addition to membership recruiting booths. Qualifying medals and badges are pictured along with space for your Post contact information.



Membership Recruitment Brochure
With a new and distinctive full-color design and updated information, this brochure is an essential part of any recruiting campaign, with info on the VFW as well as an application.



Priority Goals Brochure
Learn about what the VFW is doing and has accomplished in Washington, to include a list of the many veteran-related bills our influence on Capitol Hill has helped to pass.



Take Pride Flyers
Learn about all the medals which qualify veterans to join the VFW! The flyers include full-color images and the history of all qualifying campaign medals from WWII to the present day.



VFW Table Cover
Bring attention to your recruiting booth with this cloth table drape, available in 6' and 8' sizes. Multiple colors available through the VFW Store at 833.VFW.VETS (833.839.8387) or online at www.vfwstore.org.



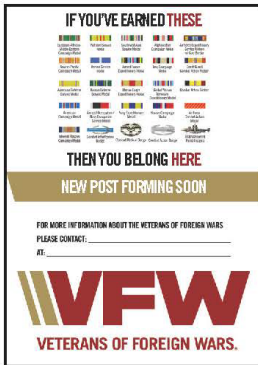
Member Benefits Brochure
Show prospective and current members all the amazing benefits that come with their membership. These brochures include info about insurance and other programs for our members.



Legacy Life Brochure
Leave a lasting legacy by upgrading your life membership to a bronze, silver or gold Legacy Life Membership.

INING TOOLS

Order online by logging in to www.vfw.org, going to the **Online Membership System (OMS)** link, and selecting the **Membership Order Form!**



“VFW Post Forming Soon” Poster

A glossy, full-color, 33” x 23” poster announcing the formation of a new Post in your area. An up-to-date look and eligibility listing will make your next Post development effort a breeze. It includes space for contact information along with meeting times and locations.



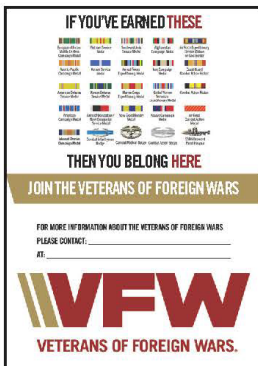
Recruiter Pocket Success Guide

Learn the best methods for recruiting new members! This guide covers topics such as membership eligibility, benefits, veterans service, and VFW programs. It has an easy-to-use back cover flap to hold membership applications, along with pages of useful recruiting tips.



New Post Development guide

A primer for establishing a new VFW Post, this guide includes information on getting a Post Charter, recruiting members, communicating with local city and civic leadership, holding informational meetings, and an explanation of the procedures for new Post formation.



“Join Now” Poster

Like our “VFW Post Forming Soon” Poster, this exciting tool is up-to-date and will make your next recruiting campaign easier than you thought. The poster includes space to add your contact information along with meeting times and locations. Glossy, full-color and 33” x 23”.

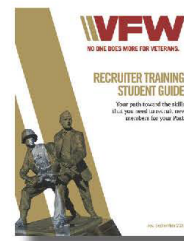
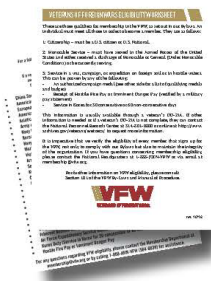


“Membership Campaigning on the Post Level” Booklet

Twenty-four pages, chock-full of information and strategies used in planning and conducting a successful membership campaign. This booklet covers the basics of planning, contact techniques (with scripts) and follow up.

Membership Eligibility Sheet

A complete and convenient reference tool. Stay up-to-date in your understanding of eligible qualifying campaign medals. Be sure to order enough for your entire recruiting team.



Recruiter Training Student Guide

This educational guide comprises informational material that parallels the instructors guide, along with additional forms relevant to hands-on recruiting. It includes an attractive folder to make a useful “take-away” package for your next recruiter training session.

Ensure that your Post grows by using every available method and product available through the VFW because...

NO ONE DOES MORE FOR VETERANS.

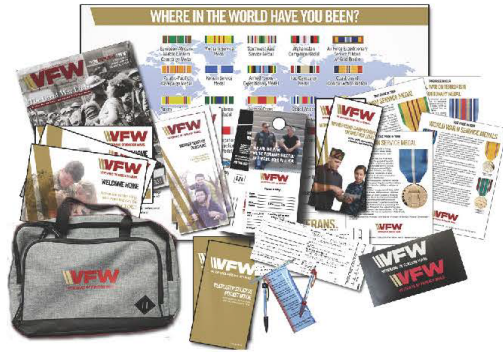


Recruiter Eligibility Pens

When you’re out recruiting, you can have the criteria and guidelines for membership eligibility literally at your fingertips! These ball-point pens all contain a pull-out guide to VFW eligibility, including a list of all currently qualifying medals!

TEXAS VFW

AVAILABLE IN THE VFW STORE



VFW RECRUITING KIT

This kit contains everything needed to set up an effective recruiting booth or table to target veterans and/or active-duty service members. Included are a set of the Take Pride flyers (suitable for framing) covering all the campaign medals which qualify veterans for membership. Also included are large posters, door hanger self-mailers, VFW decals and bumper stickers, applications, brochures, flyers, copies of the VFW magazine, and a USB flash drive with helpful materials and videos, along with a heavy-duty nylon briefcase for transporting these items.

POST CHARTER KIT

All the tools necessary for a new Post (or perhaps an existing Post that needs a fresh start) to get up and running quickly and easily. This complete kit contains everything necessary to conduct meetings, obligate members, account for members and funds, submit reports, conduct programs and more. Included are the following: an altar cloth, altar flag set (including a POW-MIA flag), Bible, gavel, eight copies of the VFW Bylaws, Manual of Procedure and Ritual, a service office guide, Post minute book, Quartermaster ledger, a pad of misc. receipt forms, draft book, receipts and disbursements pad, trustees report of audit pad, two VFW Store catalogs, a membership binder, 10 eligibility sheets, 50 VFW Cross of Malta lapel pins, 100 membership application forms, 50 VFW benefits flyers, 50 membership recruitment brochures, a "Membership Campaigning on the Post Level" booklet, 50 "Planning A Successful Buddy Poppy Campaign" brochures, 50 "History of the Buddy Poppy" brochures, one "New Post Development and Post Revitalization" manual, a Post Commander's Guide, a Post Quartermaster's Guide, a Trustees' Guide, and two copies of the "Report of Institution" form. Everything you'll need to ensure the success of a new Post in one convenient package.



NEW POST STARTER KIT

This "Post in a box" is designed to equip a team of up to four recruiters with everything needed to form a new Post. This comprehensive kit includes: an application for Post Charter, "Starting A New Post" guide, 100 membership applications, 100 membership recruitment brochures, 100 VFW benefit flyers, 100 door hanger self-mailers, 100 VFW decals, four Pocket Recruiter Guides, four eligibility sheets, for "Membership Campaigning on the Post Level" booklets, four "Join The VFW" Posters and 20 of the new "Post Forming Soon" Posters. All kits are available through the VFW Store by calling toll-free 1.800.821.2606 or by visiting www.vfwstore.org.



"NO ONE DOES MORE FOR VETERANS"



VFW LEGACY LIFE MEMBERSHIP PROGRAM

TERMS AND CONDITIONS

You must be a current Life member of the VFW, or if purchasing a Memorial Legacy, the veteran in whose name it is purchased must be a deceased member of the VFW.

Instructions:

1. Complete the acceptance form.
2. Check the level: Bronze, Silver or Gold. You may upgrade your Legacy level at any time by paying the difference to your desired level.
3. If purchasing a Memorial Legacy, ensure that the name and member number are those of the veteran in whose name the Memorial Legacy is being purchased.
4. Payment options: check, money order or credit card - payment in full.
5. Installment option: Purchase an Installment Legacy Life Membership by making four equal payments. The first payment must accompany this form and be equal to 1/4 of the level being purchased (Bronze \$100, Silver \$200 and Gold \$300). You must provide a credit card number to make installment payments, and you acknowledge that the subsequent installment payments will be billed by National Headquarters quarterly. Memorial Legacies must use the payment in full option.
6. Choose the endowment:
 - a. One-time endowment payment: Upon your death, the principal amount of your Legacy will be paid in equal amounts to your Post, Department and the National organization, as applicable.
 - b. Annual endowment: The Legacy level payment will continue annually after your death. Memorial Legacies must be purchased as an Annual endowment.
7. Enclose check or credit card information for payment. If choosing the installment payment option, a credit card must be provided.
8. Mail the acceptance form, along with a check, money order or credit card information to the Veterans of Foreign Wars National Headquarters at the address located below.

Member Incentives

	Bronze \$400	Silver \$800	Gold \$1200
Plated Engraved Legacy Life Card*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legacy Life Lapel Pin*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legacy Life Hat Pin*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distinctive VFW Store items for Legacy Life Members*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legacy Life Membership Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Recognition on Internet & Convention Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legacy Hat Patch*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personalized Brick at Centennial Plaza*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VFW Store Discounts (personal use only)*	5%	10%	15%
Annual Endowment to Post	\$6	\$12	\$18
Annual Endowment to Department	\$6	\$12	\$18

* does not apply to Memorial Legacies



NO ONE DOES MORE FOR VETERANS.

Veterans of Foreign Wars
Member Service Center
406 W. 34th Street
Kansas City, MO 64111 - 2778

Revised 1/2023

Leave your Legacy
TODAY!



TEXAS VFW

Legacy Life membership enables VFW Life members to leave a lasting impression on our great organization.

When you become a Legacy Life member, you are helping us strengthen the VFW – where **NO ONE DOES MORE FOR VETERANS.**

Three prestigious levels of Legacy Life membership are available: Gold, Silver, and Bronze. Each level offers generous benefits reserved exclusively for Legacy Life members.

Once your Legacy Life membership begins, an annual endowment in your name will be made to your Post, Department and the national organization. This endowment begins at \$6 at the Bronze level, increasing to \$12 at Silver and \$18 at Gold. You will feel confident knowing your contributions to our organization are not only helping today's veterans but the veterans of tomorrow.

Simply fill out the attached acceptance form and return it to the address provided. For any questions regarding Legacy Life membership, please contact the VFW Member Service Center at 1.833.VFW.VETS (1.833.839.8387). We will gladly provide you with more information on this prestigious and rewarding membership.

“Legacy Life membership seems like the next step in doing my duty to my fellow veterans.”



Whether we have served our country or have had a loved one in uniform, we all know the dedication and commitment that comes with military service.

Help us ensure that the tradition of selfless service lasts forever.

Leave a Legacy today.

Honor a veteran with a Memorial Legacy.

You can ensure that future generations know and remember the sacrifice and contributions of a veteran who has passed away by establishing a Memorial Legacy in their name.

At the same levels - Gold, Silver, or Bronze - you can establish a Memorial Legacy in the name of any deceased Annual or Life VFW member. An annual endowment will be made to the Post, Department, and the national organization in their memory.

In addition to establishing this endowment in their honor, you will receive a special certificate memorializing the veteran, to display and commemorate their life and their service to our great nation.





STATE AWARDS FOR INDIVIDUALS

J. T. Rutherford Award: Selected by previous recipients in memory of Past State Commander and U.S. Congressman J. T. Rutherford, a distinctive medal will be presented to three (3) Outstanding Members of the Department of Texas Veterans of Foreign Wars for their past and present contribution to our organization. (No nominations are needed.)

Past State Commanders Award: Selected by the Past State Commanders in recognition of an outstanding District Commander that has met certain membership and program requirements. (No nominations are needed.)

Immediate Past District Commander Award: This award will be presented to the Outstanding Immediate Past District Commander who has given the greatest assistance to the current District Commander. Selection will be based on written recommendations from the current District Commander or Department Officers. See entry instructions on the next page.

Danny Henry Award: Past State Commander Danny Henry or his representative will present an award to the Top Post Commander in Texas as determined by All-State points who has not previously received the award. The winner will receive a plaque at the State Convention Awards Banquet. (No nominations are needed.)

Outstanding Chaplain Award: In memory of Past State & National Chaplain Bill Moody, the Department of Texas offers the Chaplain Moody Award. A plaque will be presented to the District or Post Chaplain selected from written nominations received at Department Headquarters from Post Commanders, District Commanders, or Department Officers. See entry instructions on the next page.

Glen M. Gardner, Jr., Outstanding Quartermaster Award: Named after Past State Adjutant/Quartermaster and Past Commander-in-Chief Glen M. Gardner, Jr. This award will be presented to the District or Post Quartermaster selected from written nomination received at Department Headquarters from Post Commanders, District Commanders, or Department Officers. The overall performance of the Post considering such things as timeliness of transmittals, audits, and other forms may also be used in the determination of the winner. See entry instructions on the next page.

Mack Johnson Award: Awarded to any District Commander that has all Posts in their respective District at 100% or better by June 30th.

Outstanding Post Service Officer Award: This award is given annually to the VFW Post Service Officer who does an outstanding job in representing and assisting veterans, widows, and/or their dependents. No employed Service Officer (County, Department, etc.) is eligible to receive this award. Written recommendations must be sent to VFW Department Headquarters. See entry instructions on the next page.



Outstanding Auxiliary Member Award: A plaque will be presented by the Department of Texas to the outstanding member of the Auxiliary who has made the greatest contribution to the VFW. Nominees will be judged on contribution to the VFW only through such things as work in Post, joint chairmanship, etc. Nominees will be judged from written recommendations from Post Commander, District Commander, or Department Officers. See entry instructions on the next page.

POW/MIA Award: In memory of Past State Commander Robert J. “Tiger” Lyons, a former World War II POW, the Post most active in promoting the POW/MIA Program will be presented a plaque at the State Convention.

ALL-STATE AWARD: All-State Post Commanders and Quartermasters will be eligible to receive: an All-State cap, a lapel pin, and a distinctive medal, and plaque (All-State caps, etc. will not be ready until OTS).

REMINDER: All deadlines in this SOP (unless stated otherwise) are **May 1, 2025**.



VFW PROGRAMS FORMS



**2024-2025
STATE AWARD NOMINATION FORM**

Attach to front of essay on nominee. not to exceed 350 words on one page.

Post: _____ City: _____ District: _____

Name of Individual or
Post: _____

Address: _____

City: _____ State: _____ Zip: _____

Nominated for: (Please Check One)

- Past District Commander Award
- Outstanding Chaplain Award
- Outstanding Quartermaster Award
- Outstanding Service Officer Award
- Outstanding Auxiliary Member Award
- POW/MIA Award

Commander Name: _____ Commander Phone: _____

Commander Signature: _____

Once you have been the recipient of a State Award you are no longer eligible to be nominated for that award a subsequent time.

Do not send nominations prior to April 1, 2025,

Must be received (not postmarked) at Department no later than 3:00 PM May 1, 2025,

MAIL TO:
TEXAS VFW
P.O. BOX 14468
AUSTIN, TX 78761

OR

EMAIL TO:
KELLY HUNKA
kelly@texasvfw.org

“NO ONE DOES MORE FOR VETERANS”