

**STATE COMMANDER**

**JAMES HADDOX**



**2025-2026**

**LEADERSHIP MANUAL**

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Members of the Veterans of Foreign Wars (VFW) State of New Mexico, Congratulations on being elected or appointed to a leadership position by your Post, District or Department members. Thank you for being so dedicated to our veterans, service members, families, and communities. My theme for the new year is “Do Better, Be Better”.

As we served our Country, we experienced many things. Some good, some not as stellar. But we all were able to return and felt the need to give back to our fellow Veterans. We have chosen to move forward and to focus on the good we can do and the positive changes that you make.

We joined this esteemed organization because of camaraderie, service to our community, and our mission to advocate for veterans. As members and leaders, we can only accomplish our mission with the support of our families. Our family is our backbone, our support system. Involving our family in our mission only strengthens our resolve. Many of us have deployed numerous times, taking us away from some important moments in their lives. They have also seen some of us at our worst, they see our demons and they want to help us in that battle as well. Instead of taking more time away from them, let us include them in our mission.

This year we need to strengthen the focus of advocating for veterans and serving the community. Our communities need to see us out and about, serving those who need it—getting back into schools to tell our stories to the future of our country. The VFW is changing, adapting, and growing younger. Continuing to move the organization forward is critical. Utilizing the latest technologies will ensure the efficiency of both time and manpower. All Commanders and Quartermasters SHALL have an email address, and all Quartermasters MUST be able to log into OMS to conduct appropriate business. We cannot and will not stagnate change any further. The time is now to utilize all tools at our disposal. We’ve recently come off the pandemic years and are starting to get into the full swing of our mission once again. As an organization, more participation from members is needed to fulfill our mission. Relying solely on the Commander or Quartermaster will no longer be the “norm.” We must better communicate what tasks need to be accomplished and encourage new members to express new ideas and support them in executing the plan. Let’s keep moving our organization forward to “MEET THE CHALLENGE” while keeping in mind to “Do Better, Be Better!” Thank you for stepping up in the fight for veterans and serving New Mexico.

James Haddox  
State Commander  
VFW Department of New  
Mexico

***DEPARTMENT OF NEW MEXICO***  
***LEADERSHIP MANUAL***



**JAMES HADDOX**

**STATE COMMANDER**

**2025-2026**

TELEPHONE: (505) 507-8876

EMAIL: [JIMHDX@YAHOO.COM](mailto:JIMHDX@YAHOO.COM)

**ATTENTION: ALL POST AND DISTRICT  
COMMANDERS:**

**IT IS EXTREMELY IMPORTANT THAT YOU  
SHARE THIS INFORMATION WITH YOUR  
POST AND DISTRICT QUARTERMASTER,  
ADJUTANT AND COMMITTEE CHAIRMEN  
AND ALL POST MEMBERS AT YOUR  
MEETING**

## DEPARTMENT OF NEW MEXICO VETERANS OF FOREIGN WARS OF THE UNITED STATES

1. Having been elected Commander of the Department of New Mexico, Veterans of Foreign Wars of the United States, I, James Haddox, VFW Post 5890, Rio Rancho NM hereby assume command on June 1, 2025.
2. All previous appointments having expired are declared null and void.
3. All Commanders are reminded that elected officials are to be bonded by the Accountable Officer Bond. (See Section 703 below) These bonds only cover the individuals holding that position. The forms are at [www.vfwnm.org](http://www.vfwnm.org) under Resources-Reports & Forms.

➤ Section 703 of the By-Laws state, “Each officer accountable for funds or property pursuant to any provision of these By-Laws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of 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.”

Therefore, if a Commander or any other elected officer handles funds for the VFW they must be bonded. This includes checks, credit and/or debit cards.

It is ***STRONGLY*** encouraged that any and all personnel handling any sort of funds for the Post should be bonded, regardless if the person is a member of VFW, VFWA or an employee. To bond these positions, you will use the Application for Canteen and Gaming Employees.

All units choosing to obtain the required bond from other than the Department of New Mexico will forward a copy of said bond to the Department Quartermaster upon receipt. Commanders are reminded that current bonds obtained through the Department expire on August 31, 2024. Please contact Headquarters if you have any questions.

4. Post Commanders are reminded that Section 709 of the National By-Laws require that any Post owning or operating a Canteen or Clubroom or other facility must maintain general and liquor liability insurance and must name as additional insured, the ***Veterans of Foreign Wars of the U.S.*** and the ***Department of New Mexico***. The State and Deputy Inspectors will verify this requirement is met.
5. Commanders, Senior Vice Commanders and Junior Vice Commanders of each District are appointed Deputy Inspectors and will ensure each Post within their respective District is inspected and reported properly to the State Inspector not later than December 31, 2025. Posts will not be considered inspected until the Inspecting Officer’s report is accepted by the State Inspector. Completed and signed Inspection Reports are to be sent to the Department Inspector, R.E. Bartosiewicz, Post 3280, his contact information is in your Directory.

6. Post and District Commanders are reminded that they are responsible for ensuring a copy of the completed Election Report is provided to both National and Department Headquarters. Posts and Districts are considered not in good standing until the completed and full 2025-2026 Election Report is received by National Headquarters. Failure to comply in a timely fashion could result in suspension of the Post or District Charter. Posts are encouraged to file the Election Report online through OMS @ [www.vfw.org](http://www.vfw.org). If not filed online, copies must be sent to Department.

7. Commanders are reminded that the regulation VFW cap is the only acceptable headgear at all VFW meetings. Baseball type caps, doo-rags, berets and western style hats will not be worn at VFW meetings per Section 803 of the National By-Laws.

8. **Post Commanders are reminded that the consumption, presence or dispensing of alcoholic beverages in the meeting room during any VFW meeting is prohibited.** Club Rooms, Canteens and Gaming Rooms, to include Pull Tab machines, do not have to be closed during VFW Post, District and Department meetings or training sessions. **So long as the meeting is not held in the Canteen proper or prohibited by Post/District By-Laws or Post Rules.** (You are the reflection of the Department of New Mexico; Officers WILL NOT hold any meeting visibly intoxicated)

9. Posts with a gross income of \$50,000 or more, including all dues collected, bingo or gaming funds, and canteen funds, must file with the Internal Revenue Service a Form 990 or 990-T where applicable. Posts and Districts with gross income of less than \$50,000 are now required to file IRS Form 990-N (E-Postcard). **This form can only be filed by online at [www.IRS.gov](http://www.IRS.gov).** Failure to file may result in fines, penalties or loss of not-for profit status.

10. The Roster published by the Department of New Mexico is considered confidential and will not be made, under any circumstances available for public, commercial or political use.

11. Commanders are reminded that the National By-Laws provide for only one type of membership – Active VFW Membership as authorized through either an annual dues card or a Life Member Card. There is no provision in the By-Laws, nor is there any authority for issuance of Club, Associate, Honorary, Courtesy, or any other special type cards. Any Post issuing such unauthorized cards, or conducting club operations open to the general public are in violation of State liquor laws (Title 15 Chapter 10); therefore prohibited. Any Post within the Department of New Mexico signing such unauthorized membership cards are subject to disciplinary action.

12. The 126<sup>th</sup> National Convention in Columbus, Ohio is scheduled for Aug 9- Aug 13, 2025, in-person. REMINDER: At least one Post delegate fee is required for this event and are paid through OMS.

13. District and Post Commanders are reminded that Section 218 of the Manual of Procedure requires the Trustees prepare a Trustees Report of Audit in detail at the close of each quarter. The current quarter will end June 30, 2025 and must be submitted not later than July 31, 2025.

14. If the Post/District/Department has a function on Friday, the preferred attire will be a red shirt. This is to promote Red Shirt Friday. Remember all that are deployed.

15. The addresses for the Department of New Mexico Headquarters are.

Mailing:

Shipping

VFW Department of New Mexico

UPS Shipping/Freight:

PO Box 1084

VFW Department of New Mexico

Ruidoso Downs, NM 88346

123 Via Golondrina

Glencoe, NM 88324

**16.** All checks received by the Department Quartermaster and returned for “Insufficient Funds” will incur a service charge of \$35.00 plus any bank charges. Repayment of returned checks will be in the form of cash, money order, or a bank Cashier’s Check.

**17.** The State Commander hereby directs that any smoking, including vaping, and use of other tobacco products is prohibited during Post/District/Department meetings, training sessions and banquets.

**18.** The State Commander has established the following dress code for Department meetings and sponsored functions. The desired style of dress will be published or announced prior to each function by the current State Commander.

- Business Dress: Suit or slacks with blazer type jacket, shirt, tie (including bolo tie); female VFW members may wear similar appropriate attire
- Business Casual: Slacks or “Dockers” style pants with polo style shirt
- Casual: Traveling clothes, including jeans.
- If you are receiving an award at the National Convention, the attire is Business Dress, on election day it is Business Dress for Department Officers due to New Mexico parading with the Incoming National Commander, all others are Business Casual.

**19.** District Commanders are reminded that, in addition to the Annual District Convention, Section 403 of the Manual of Procedure requires each District shall hold at least two (2) regular meeting each year for the purpose of transacting business and conducting school of instructions. It further states each District shall hold an annual District Convention for the purpose of electing District officers and for the transaction of business. **Therefore, per by-laws you will hold a total of 3 District meetings per year.** The last one of the three should be the District Conference. Please refer to Section 403 of the National By-Laws to ensure you have your dates in line with the Department Convention.

**20.** Post Commanders will ensure that the “Post Registered Agent” is the Post Quartermaster. Anyone else serving as the “Post Registered Agent” is in direct violation of the National By-Laws.

**21.** Post Commanders are reminded that, with any change to the top 3 Post Officers, the appropriate changes must be made with NM Alcohol and Gaming and the State Gaming Control Board, the NM Secretary of State as well as Department and National Headquarters. By not submitting these changes, the Post is in violation of State Laws and jeopardizes both alcohol and gaming licenses. This could result in a fine or termination of your license.

**22.** District and Post Commanders are reminded that no member in good standing will be deprived of the right to make an audible recording of any and all proceedings as long as the member has notified the conducting officer of the member’s intention to record the proceedings.

**23.** It is the desire of the State Commander that all Posts work in tandem with its Auxiliary to promote and support harmony and teamwork between both organizations. VFW members should not forget, nor take for granted, all the hard work and effort Auxiliary members put forth on behalf of the Post as well as its District, and the Department of New Mexico as a whole. Disrespect of any member of the Auxiliary by any member of the VFW will not be tolerated.

**24.** It is the desire of the State Commander that all Districts and Posts to keep the following in mind when answering any question.

➤ It is good for the Post/District/Department?

➤ Is it good for the Order?

The Department is not here to settle disputes of petty jealousy or canteen issues. Keep it at the lowest level possible.

**25.** The Department of New Mexico will hold its annual training at VFW Post 401 on October 24, 2025

**26.** The Fall Conference will be at 10:00 AM, October 25, 2025, at American Legion 13. The uniform will be “Business Dress.” for officers and Casual for all others. Roll Call of District/Post Commanders will be taken for All-State eligibility.

**27.** State Commander’s Homecoming will be held on October 25, 2025, following the Fall Conference. The theme will be Halloween.

**28.** All Post Commanders will ensure that at least one copy of the 2026 Podium Edition of the National By- Laws is ordered from VFW Emblem Supply as soon as possible. Emblem Supply will ship copies upon publication. It is recommended sufficient copies be ordered to provide all line officers with the current edition. It is also recommended that all members be offered the opportunity to obtain a copy of the Podium Edition if desired. All previous editions are considered obsolete upon publication of the 2026 Podium Edition. All Post Commanders will encourage their Service Officers to have a copy of the Servicer Officer Book and be present at your Post meeting. The SVC Officer book is available for download from OMS.

**29.** The 2025-2026 Voice of Democracy Theme is ***“How Are You Showing Patriotism and Support for Our Country?”***. The Voice of Democracy entries are due at the Post by October 31, 2025. Post winners will be forwarded to their respective District Chairman not later than November 26, 2025. District First place winners will be forwarded to Christina Backus, Rio Rancho Post 5890. Entries must arrive at the State Chairman’s home address, listed under Appointments; no later than midnight, Friday, December 15, 2025. State Judging will start on or about December 16, 2025.

**30.** The 2025-2026 Patriot's Pen Theme is ***"How Are You Showing Patriotism and Support for Our Country?"***. Patriot's Pen Essay entries are due at the Post by October 31, 2025. Post winners will be forwarded to their respective District Chairman not later than November 26, 2025. District First place winners will be forwarded to Christina Backus, Rio Rancho Post 5890. Entries must arrive at the State Chairman's home address, listed under Appointments; no later than midnight, Friday, December 15, 2025. State Judging will start on or about December 16, 2025.

**31.** The 2025-2026 Teacher nominations are due to the Post by October 31, 2025. Post winners will be forwarded to their respective District Chairman not later than November 26, 2025. District First place winners will be forwarded to Christina Backus, Rio Rancho Post 5890. Entries must arrive at the State Chairman's home address, listed under Appointments; no later than midnight, Friday, December 15, 2025. State Judging will start on or about December 16, 2025. **\*\*\* These can not be entered into Scholars App!!!\*\*\***

➤ **NOTE: All Entry, Judging, and Post/District Reporting forms are located at [www.vfw.org](http://www.vfw.org) under Member Resources-Training & Support- Community Service, Scholarships & Awards or at [www.vfwnm.org](http://www.vfwnm.org) under Programs.**

**32.** Now is the time to start preparing for Buddy Poppy Program Campaigns. There are two styles of poppy's available. The "Legacy" poppy, which is what we were used to ordering and the Tin poppy. Both order forms are located at [www.vfwnm.org](http://www.vfwnm.org) under Programs-Buddy Poppy. Buddy Poppy orders MUST be ordered through the Department. Remember, there is a 6-8-week order time, sometimes longer so prepare early!

**33.** The State Commander's Membership Program and All-State requirements can be reviewed on the Department of New Mexico web site at [www.vfwnm.org](http://www.vfwnm.org) under Programs; and/or under the appropriate tab in this Leadership Manual.

**34.** The State Commander's All-State Program can be reviewed on the Department's website at [www.nmvfw.org](http://www.nmvfw.org) under the Programs tab; and/or under the appropriate tab in this Leadership Manual. The Compliance report/dashboard will show the progress for this program. If you have any questions, please contact Department HQ.

**35.** VFW is a volunteer duty (no pay for your work), but I will hold each Line Officer's accountability for their duties.

**36.** The following appointments for the 2025-2026 term are hereby announced.

## **2025-2026 VFW Department of New Mexico Appointments**

### **Council of Administration and Department Employees**

**Adjutant-** Victoria "Tori" Haddox: Post 5890

**Chief of Staff** – R.E. "Bart" Bartosiewicz: Post 5890

**Inspector** – R.E. "Bart" Bartosiewicz: Post 3280

**Assistant Inspectors** – District Commanders or District Inspectors

**Judge Advocate** – BJ Lawrence: Post 7686

**Quartermaster**- David Fouse; Post 7686

**Surgeon** – Vernon Luce; Post 3280

**Veteran Service Officer** – Louis Rossi: Post 5890

**Veteran’s Claims Consultant** – Kaitlin Jaramillo

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## **Committee Chairmans**

**Auxiliary Liaison** – Amanda Silva; Aux Post 3370

**Bataan Memorial Chairman** – Darrell “Rel” Melon: Post 10124

**Buddy Poppy Chairman** – Don Frias; Post 401

### **Budget Committee**

Jim Haddox: Post 5890

Dave Fouse: Post 7686

BJ Lawrence: Post 7686

Mack Dyer: Post 12184

Mark Bowman: Post 3274

**By-Laws Committee Chairman** – BJ Lawrence- Post 7686

### **By-Laws Committee**

Cathy Brock: Post 3274

Rel Melon; Post 10124

Jim Berdine; Post 10763

**Citizenship/Americanism** – Mark Bowman: Post 3274

**Community Activity Chairman** – Jason Burke: Post 12212

**Homeless Veteran Chairman** – Darrell “Rel” Melon; Post 10124

### **Facebook Admin**

Rel Melon; Post 10124

Victoria “Tori” Haddox; Post 5890

Adelita “Lita” Mead; Post 9516

**Hospital Chairman** – Don Frias; Post 401

**Immediate Past State Commander** – Brian Ravak; Post 6917

**Iraq/Afghanistan Veterans Chairman** – Jason Burke; Post 12184

**Legislative Chairman** – Jim Haddox; Post 5890

**State Legislative Chairman** – Mack Dyer; Post 12184

**State Legislative Vice Chairman**- Rosemary Morales; Post 2951

**State Legislative Members** – District Commanders or Legislative Reps

**Life and Legacy Life Member Chairman** – James Berdine; Post 10763

**Loyalty Day Chairman** – Danny Cruz; Post 1547

**Membership Chairman** – Mack Dyer; Post 12184

**Membership Deputy Chairman** – James Berdine; Post 10763

**Membership Committee** – District Commanders or District Membership Chairmans

**MOC/MOCA Liaison** – MOC Grand Commander Don Frias; Post 401

**National Home Chairman** – Mark Bowman; Post 3274

**Newspaper Editor** – Christina Backus; Post 5890

**Newspaper Coordinator** – Victoria “Tori” Haddox; Post 5890

**NM Gaming/Liquor Liaison** – R.E. “Bart” Bartosiewicz; Post 3280

**Officer of Day** – Joseph Devargas; Post 3259

**Assistant Officer of the Day**- Jeff Padilla; Post 3259

**Parliamentarian** – Victoria “Tori” Haddox’; Post 5890

**Patriot's Pen** – Christina Backus; Post 5890

**Photographer** – Darrell “Rel” Melon; Post 10124

**Assistant Photographer**- Adelita Mead; Post 9516

**POW/MIA Chairman** – Mark Bowman; Post 3274

**Public Relations Officer** – BJ Lawrence; Post 7686

**Quartermaster** – David Fouse; Post 7686

**Safety Chairman** – Paul Golden; Post; 5890

**Scouting Chairman** – Terry Brown; Post 5432

**Special Project Chairman** – Jonetta Martinez- Pacias; Aux Post 3370

**Student Veterans Association Chairman** – Vacant

**Teacher's Award** – Christina Backus; Post 5890

**Time and Place Committee** – BJ Lawerence; Post 7686

Jim Haddox; Post 5890

Mack Dyer; Post 12184

Mark Bowman; Post 3274

Michelle Dennisson; Aux Post 3370

**Trustees**

Vernon Luce; Post 3280

Paul Golden; Post 5890

Raul Sanchez; Post 6917

**Trustee Alternates**

Kathy Schiebel; Post 6917

R.E. "Bart" Bartosiewicz; Post 3280

Jack Doil; Post 1389

**VAVS Rep Albuquerque** – Don Frias; Post 401

**VAVS Rep Amarillo/Lubbock** – Dale Huft; Post

**VAVS Rep Deputy** – Adelita "Lita" Mead; Post 9516

**Veterans Service Committee**

James Haddox; Post 5890

Brian Ravak; Post 6917

Victoria "Tori" Haddox; Post 5890

Mark Decker; Post 9517

**VFW Riders Liaison** – Ted Gray; Post 6917

**Voice of Democracy** – Christina Backus; Post 5890

**Ways and Means Committee**

Dave Fouse; Post 7686

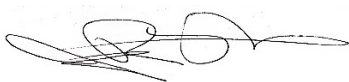
BJ Lawrence; Post 7686

Mack Dyer; Post 12184

**Website Manager** – Len Hampton; Post 6917


**Youth Activity Chairman** – Justin "Slick" Knapp; Post 2528

By Order of:



James R. Haddox, Commander  
Department of New Mexico  
Veterans of Foreign Wars

Official:



Victoria R. Haddox, Adjutant  
Department of New Mexico  
Veterans of Foreign Wars

# **2025-2026 VFW Department of New Mexico Appointments**

## **Council of Administration and Department Employees**

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**Assistant Inspectors** – District Commanders or District Inspectors

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**Quartermaster-** David Fouse; Post 7686

**Surgeon** – Vernon Luce; Post 3280

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**Buddy Poppy Chairman** – Don Frias; Post 401

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Mark Decker; Post 9517

**VFW Riders Liaison** – Ted Gray; Post 6917

**Voice of Democracy** – Christina Backus; Post 5890

**Ways and Means Committee**

Dave Fouse; Post 7686

BJ Lawrence; Post 7686

Mack Dyer; Post 12184

**Website Manager** – Len Hampton; Post 6917

**Youth Activity Chairman** – Justin “Slick” Knapp; Post 2528



## DEPARTMENT OF NEW MEXICO ALL STATE COMPETITION

### CRITERIA FOR ALL-STATE TEAM OF POST COMMANDERS

All requirements must be completed by **4:30PM, Friday April 5, 2026** to be judged for the "All-State Team" of Post Commanders and District Commanders except membership, which is required by June 30, 2026. To receive All-State award at Department Convention, membership must be 101% by **April 5, 2026**. If membership is 101% after **April 5, 2026**, awards will be given out at the next available meeting.

### DEPARTMENT ALL-STATE DIVISIONS

1 - 67 MEMBERS

68 - 111 MEMBERS

112 - 184 MEMBERS

185 - 325 MEMBERS

Above 326 MEMBERS

Division 1	Division 2	Division 3	Division 4	Division 5
2387	2528	614	2182	401
3271	3221	1131	3274	2951
4243	3259	1389	6917	3280
5432	3317	1547	10124	5890
5610	3370	1793		7686
7688	8703	3242		
9516	9676	4384		
9517	10763	6216		
12008	11999	8874		
12184		9515		
12212				

Posts/Districts **MUST** achieve 101% MEMBERSHIP BY JUNE 30, 2026

Posts/Districts **MUST** be inspected by December 31, 2025



Posts/Districts **MUST** submit Quarterly Audits by required time to the Department Adjutant

Attendance **REQUIRED** according to section 218 of the Bylaws by Commander, Sr., Jr., or delegate at all District meetings. DISTRICT MEETING ATTENDANCE: (Verification must be submitted to Department Adjutant).

Attendance **REQUIRED** at Department training by one of the top 4 officers for Post & District. Commander, Senior Vice Commander, Junior Vice Commander, or Quartermaster

Attendance **REQUIRED** at all Council of Administration meetings by one of the top 4 officers for both Post and District. Commander, Senior Vice Commander, Junior Vice Commander, or Quartermaster.

Attendance **REQUIRED** to Five Monthly Training by Department/National by one of the top 4 officers for Post & District. Commander, Senior Vice Commander, Junior Vice Commander, or Quartermaster

Posts/Districts **MUST** turn in minutes to the Department Adjutant within 45 days of last meeting.

Posts **MUST** enter a minimum of ONE Community Activities Report per a month.

Posts **MUST** have and maintain a Post Facebook page by December 31, 2025  
Submit your Facebook page to the Department Facebook Chairman.

Posts/Districts **MUST** participate in 2 Recruiting events or Partnering Events.

Posts/Districts **MUST** donate \$25 to the VFW New Mexico Foundation.

Posts **MUST** purchase required amount of BUDDY POPPIES by Apr. 5, 2026

Posts/ District **MUST** have a least one entry in the following: Voice of Democracy, Patriot's Pen, Teacher's award, Scout of the year, Safety award,



Posts **MUST** hold one Membership Appreciation Day, including Auxiliary, if applicable.

**Must** have donated to the Department Commanders Special Project.  
Send donations to: Department HQ's

Division 1: \$20.00 per program (\$20.00 total)  
Division 2: \$40.00 per program (\$40.00 total)  
Division 3: \$50.00 per program (\$50.00 total)  
Division 4: \$75.00 per program (\$75.00 total)  
Division 5: \$100.00 per program (\$100.00 Total)  
Districts: any amount to qualify

**Must** have donated to the Department Veterans and Military Service according to Department All- State Divisions – Must be paid through the National Dashboard at <https://heroes.vfw.org/page/22950/donate/1> (VMS donation link is at the top right)

**\*\*\*DO NOT SEND ANY VMS DONATIONS TO THE DEPARTMENT!**

Division 1: \$20.00 per program (\$20.00 total)  
Division 2: \$40.00 per program (\$40.00 total)  
Division 3: \$50.00 per program (\$50.00 total)  
Division 4: \$75.00 per program (\$75.00 total)  
Division 5: \$100.00 per program (\$100.00 Total)  
Districts: any amount to qualify



**Must** have donated to the Department Voice of Democracy, Patriot's Pen, and Teacher Award programs according to the Department All-State Divisions and participated by submitting a completed entry to District for each category.

Division 1: \$15.00 per program  
(\$45.00 total)  
Division 2: \$35.00 per program  
(\$105.00 total)  
Division 3: \$45.00 per program  
(\$135.00 total)  
Division 4: \$70.00 per program  
(\$210.00 total)  
Division 5: \$95.00 per program  
(\$285.00 total) Districts: any amount to qualify

**Must** have donated to the Department Service Office Program.

Division 1: \$50.00  
Division 2: \$75.00  
Division 3: \$125.00  
Division 4: \$175.00  
Division 5: \$225.00  
Districts: any amount to qualify

Letters of justification must be received by the Department Adjutant and approved by the Commander by April 5, 2026.



## **POSTS**

### **Post All-State Team:**

Post Commanders will receive the following,

- All-State Team cap and lapel pin for 1st time winners
  - Repeat All-State winners will receive a pin
- All-State Team of Post Quartermasters will receive:
- All-State Team cap and lapel pin for 1st time winners
  - Repeat All-State winners will receive a pin

## **DISTRICTS**

### **District All-State Team:**

District Commanders will receive the following:

- All-State Team cap for 1st time winners
- Repeat All-State winners will receive a hat pin

**THE STATE COMMANDER RESERVES THE RIGHT TO CHANGE ANY QUALIFYING  
CRITERIA AT ANY TIME**



## **NEW MEXICO STATE COMMANDER'S GOALS 2025-2026**

1. To increase membership and participation in VFW Department of New Mexico.
2. Present a positive image of the Veterans of Foreign Wars to our veterans, families, and the community at large.
3. Build a stronger and fuller VFW for the future.
4. Instill team building and cooperation among our members.
5. Provide veteran service outreach to all veterans around the state.
6. Ensure all veterans in New Mexico know what the VFW can and does do for them every day.

### **Membership Goals**

1. Increase membership within the Department.
2. Increase life membership in every Post and District within the Department.
3. Maintain 85% retention within the Department.
4. Increase reinstatement of members by 10%.
5. Increase Legacy members across the Department by 5%.

This membership program is not about All-State or All-American status. It is to help all veterans within the State of New Mexico get help and representation.

1. To conduct a membership round-up by December 31, 2025. The State Commander will make visits to encourage Posts about membership and see if they have any questions or concerns for the Department.
2. To conduct two (2) training sessions for leaders on all levels to properly train and educate in all areas of membership recruiting (i.e., conducting membership drives, involvement with military units, recruiting at community events and use of National Certified Recruiters).
3. To develop and institute a "State Commander's Membership Awards" program which will work in conjunction with current Post, District, Department, and National Membership incentives.
4. To ensure all Posts and Districts have the necessary assistance, guidance, and resources available to allow them to accomplish their membership goals.



5. To encourage District Commanders to conduct at least one (1) "School of Instruction" in the area of membership recruiting, retention, and promoting during the 2025-2026 year.
6. To recognize those Post and District Commanders who are leading in their membership divisions in each edition of the department newspaper.
7. To recognize the "Top Five" members of the Department who are leading in individual membership recruiting in each edition of the department newspaper.
8. To encourage Post Commanders to schedule and conduct at least (1) membership drive per quarter.
9. For the Department of New Mexico to achieve 100% in membership by December 31, 2025

### **MEMBERSHIP RECRUITMENT INCENTIVES**

Membership recruitment is obviously a vital endeavor that deserves real incentives and recognition that will encourage our members to commit the time and effort necessary for success.

Any District that has every post recruit at least 5 new members by December 1, 2025, will receive \$100 to their district funds.

**This year's Commander incentives/recognitions are:**

**Top Recruiter in their State Division** Between July 1, 2025 - May 1, 2026

Receives a Citation of Award and Jacket.

**First Post in their State Division to hit all the requirements for All State**

Will receive an Early Bird plaque for accomplishment recognized at State Convention.



## **Recurring Incentives Throughout the 2024-2025 Command Year**

### **\*Applies to New and Reinstates**

- 1st Member Recruited: Letter from the State Commander.
- 5 Members Recruited: Letter from State Commander and Commander's Pen.
- 10 Members Recruited: Certificate of Accomplishment,  
    \*\*Honorable mention in the VFW Department Newspaper and receive Commander's Coin
- 20 Members Recruited: "20 Members Recruited" plaque & \$20 voucher/credit to VFW Store
- 50 Members Recruited: "50 Members Recruited" plaque & \$50 voucher/credit to VFW Store
- 75 Members Recruited: "75 Members Recruited" plaque & \$75 voucher/credit to VFW Store
- 100 or more – "100 Members or more Recruited" plaque & \$100 voucher/credit to VFW Store



VFW National Membership Program  
2025-2026

Carol Whitmore  
Commander-in-Chief  
*“For Veterans, By Veterans”*

VERSION DATE: April 14<sup>th</sup>, 2025

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**Commander's Introduction:**

Carol Whitmore was elected Senior Vice Commander-in-Chief of the Veterans of Foreign Wars of the U.S. on Aug. 1, 2024, at the 125th VFW National Convention in Louisville, Kentucky.

Carol served in the U.S. Army from 1977 to 2013, earning her VFW eligibility by serving in Iraq. In recognition of her service, she received the Legion of Merit Medal, Bronze Star Medal, Army Commendation Medal (six), Army Achievement Medal, Good Conduct Medal, among many others.

She joined the VFW in 2012 at Post 9127 in Des Moines, Iowa, where she maintains her Gold Legacy Life membership. In 2022, she was elected as designee for National VFW Commander-in-Chief for the year 2025, becoming the first woman and first Iowan to hold the position.

**Commander's Statement:**

Commanders, this will be the longest year, with the shortest days. It will test you in more ways than you can imagine. If it were easy, everyone would do it. Membership is tremendously important in our organization, but it is not the only thing. When you go through your year, change what you can, do the right things and leave the rest. Prioritize and organize.

I have three main focuses: Advocacy, service officers and our POW/MIA mission. They all tie together, and it is what the VFW was founded on. They impact fellow veterans and their families lives. Be the change for a fellow veteran. Honor those who came before us. If we promote these three things, I know we will evoke more interest, which will bring more members.

101% membership is our goal. The OIF/OEF community is ready to be involved. Let them know what we do, how we can change lives, and how they can feel a part of the military community again. Tell our story, tell your story!!!

Have no regrets, don't take anything personally, never assume anything....be the transformation to the future! Honor the dead, by helping the living!

**FOR VETERANS BY VETERANS****Membership Mission:**

To build a strong organization through recruiting new members while retaining our current membership, building a solid foundation for the future. To assist in mentoring our leadership and members, coordinate programs to support our Posts, Districts, and Departments in their membership efforts, and to provide training for all levels of VFW membership.

## **All-American Program:**

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

### *All-American Post Criteria*

All Posts who have met the following criteria as of June 30th, 2026 will be named as All-American Posts:

- At least 101% in membership, based on adjusted prior year totals.
- Must have a Post election report submitted and be in good standing.
- Must meet the following Program Participation Criteria by January 31, 2026:
  - o Voice of Democracy – minimum of one entry advanced to District judging (Overseas Posts may donate \$125 to National in lieu of entry)
  - o Patriot's Pen – minimum of one entry advanced to District judging (Overseas Posts may donate \$125 to National in lieu of entry)
  - o Donate to Veterans & Military Support Programs Services, minimum of \$125.
- Must participate in the VFW Day of Service event held during the month of May and registered at [todaysvfw.org/day-of-service/](https://todaysvfw.org/day-of-service/) no later than May 15th. Participation may count as community service for All-American quarterly requirements. The event must meet certain criteria aimed at making a meaningful difference in the community. The criteria and more information can be found here: <https://todaysvfw.org/vfw-day-of-service-faq/>
- A Post must submit a community service report quarterly to their department for submission to the All-American Dashboard. The quarters are July-Sept, Oct-Dec, Jan-March, and April-June.
- Must purchase a minimum of 500 Buddy Poppies.

### *All-American Post Award*

All Posts that meet the listed criteria will receive: An All-American Post Streamer, a Post Home Citation, and will be recognized in the VFW Magazine.

In addition, the top 15 Posts in each membership division will receive:

- All-American Post Commander's Citation
- All-American Post Commander's Cap
- All-American Post Commander's Badge
- All-American Post Commander's lapel pin

These awards for the top 15 Posts will be presented on stage at the 127<sup>th</sup> National Convention.

The Top five Post Commanders in each division will also be reimbursed for up to \$1,000 of travel/lodging expenses for the 127<sup>th</sup> VFW National Convention. The top two Post Commanders in each division will be named as Captain and Co-Captain of the All-American Team, and their caps will bear a special designation.

#### *All-American District Criteria*

All Districts that have met the following criteria as of June 30th, 2026 will be named as All-American Districts:

- At least 101% in membership, based on adjusted prior year totals.
- District Election report must be submitted to National Headquarters
- Must meet the following Program Participation Criteria by January 31, 2026:
  - o Voice of Democracy – minimum of one entry advanced to District judging (Overseas Districts may donate \$125 to National in lieu of entry)
  - o Patriot's Pen – minimum of one entry advanced to District judging (Overseas Districts may donate \$125 to National in lieu of entry)

#### *All-American District Awards*

All Districts that meet the listed criteria will receive an All-American District Streamer, an All-American District Commander's Citation, and recognition in the VFW Magazine.

In addition, the top 10 Districts in each membership division will receive:

- All-American District Commander's Cap
- All-American District Commander's Badge
- All-American District Commander's lapel pin

These awards for the top 10 District Commanders will be presented on stage at the 127<sup>th</sup> National Convention.

The top two District Commanders in each division will also be reimbursed for up to \$1,000 of travel/lodging expenses for the 127<sup>th</sup> VFW National Convention. The Top Two District Commanders in each division will be named as Captain and Co-Captain of the All-American Team, and their caps will bear a special designation.

#### *All-American Department Criteria*

All Departments that have met the following criteria as of June 30th, 2026 will be named as All-American Departments:

- At least 101% in membership, based on adjusted prior year totals.

- Department must submit Department legislative chairman reports monthly through the Program dashboard tool.
- Must meet the following Program Participation Criteria by January 31, 2026:
  - o Voice of Democracy – an entry advanced to National judging
  - o Patriot’s Pen – an entry advanced to National judging
  - o Veterans & Military Support Programs – must complete State/Department fundraiser with proceeds donated to Veterans & Military Support Programs, Kansas City, MO.

### *All-American Department Awards*

All Departments that meet the listed criteria will receive the following:

- All-American Department streamer
- All-American Department Commander’s Citation
- All-American Department Commander’s Cap
- All-American Department Commander’s Badge
- All-American Department Commander’s lapel pin
- Reimbursement for up to \$1,000 of travel/lodging expenses for the 127<sup>th</sup> National Convention.

These awards will be presented on stage at the 127<sup>th</sup> National Convention.

### *All-American Notes*

- Any member of a Post that is named as an All-American Post may purchase a All-American Post Member cap from the VFW Store after the 127<sup>th</sup> National Convention. Post, District, and Department Quartermasters and Adjutants may purchase an All-American Post Member cap bearing their title. Quartermasters may also purchase an All-American Quartermaster pin from the VFW Store.
- Donations made to replace Program Participation by eligible overseas Posts, Districts, or Departments as well as fundraising donations must be made through the All-American Dashboard, not through any other means.

### **Triple Crown:**

The Triple Crown is one of the most prestigious membership awards that an individual can achieve. It requires being named as an All-American Commander at Post, District, and Department level. Leaders who attain this level of excellence will be recognized at the 127<sup>th</sup> National Convention with a special Triple Crown pin.

## **Membership Programs and Awards**

### **Individual Recruiting Awards:**

5/10/15 members recruited: corresponding recruiter pin

25 members recruited: Commander-in-Chief's Coin

50 members recruited: Recruiter's Medical Bag

75 members recruited: Commander-in-Chief's Medallion Set

100 members recruited: Century Cap and Citation. Recruiters may opt to receive a \$50 credit to the VFW Store in lieu of a Century Cap.

Individual Recruiting Awards will be sent out periodically during the membership year to the Post, to be given out at a Post meeting to recognize those members who have helped achieve the membership mission. Mailings will take place near the end of October, January, March, May, and then after the end of the membership year.

### **Early Bird Award:**

The top two Posts in each division as of January 1, 2026 will each be awarded a \$1,000 gift certificate to the VFW Store.

### **Legacy Life Membership Acquisition:**

Each Post that achieves the cumulative benchmarks of 25, 50 and 75 Legacy Life Members will be awarded a Legacy Society Post Proclamation. Proclamations will be sent out to the Post along with recruiting awards throughout the year.

For each Post that achieves the distinctive benchmark of 100, 250, or 500 Legacy Life members by June 30th, 2026, their commander or Post representative will be reimbursed up to \$1,000 for travel / lodging for the National Convention, reserved seating at the 127<sup>th</sup> VFW National Convention joint opening session and a Legacy Society Post Proclamation presented at the National Convention.

### **101% Membership Streamer:**

All Posts, Districts, and Departments that reach the goal of 101% membership based on adjusted prior year totals by June 30, 2026 or before will receive a distinctive streamer.

**Divisional Recruiting Challenge:**

The top two Posts in each membership division based on new and reinstated members according to the table below will receive a \$1,000 membership grant deposited into the Post's account.

Division	Size	New Member Quota
1	951+	At least 125 new/reinstated members
2	750-950	At least 120 new/reinstated members
3	356-749	At least 100 new/reinstated members
4	246-355	At least 75 new/reinstated members
5	185-245	At least 60 new/reinstated members
6	143-184	At least 50 new/reinstated members
7	112-142	At least 40 new/reinstated members
8	88-111	At least 30 new/reinstated members
9	68-87	At least 20 new/reinstated members
10	51-67	At least 15 new/reinstated members
11	Under 50	At least 10 new/reinstated members

**Department Above & Beyond Award:**

Each Department that exceeds the membership goal and reaches 102% membership on June 30, 2026 will receive a \$2,000 award deposited into the Department account. If the Department reaches 103% membership, the award will increase to \$4,000. If the Department reaches 104% or above in membership, the award will increase to \$7,500.

**Top Department Recruiter:**

The top recruiter in every Department as of June 30th, 2026 will receive a Commander's Medical Bag. A minimum of 25 new/reinstated members is required to win this award.

**Elite Recruiter:**

Any VFW member who signs up 250 or more new and/or reinstated members as of June 30th, 2026 will also be reimbursed for up to \$1,000 of travel/lodging expenses for the 127<sup>th</sup> VFW National Convention as well as a distinctive cap, citation, and name badge. In the event that an Elite Recruiter is already being reimbursed for travel/lodging from another award, a \$1,000 stipend will be issued at the 127<sup>th</sup> National Convention.

**Recruiter of the Year:**

The Elite Recruiter who signs up the greatest number of new and/or reinstated members greater than 250 as of June 30th, 2026, will receive an additional \$1,000 stipend, reserved seating at the 127<sup>th</sup> VFW National Convention joint opening session, a distinctive cap, citation, and name badge, and the Commander-in-Chief's Crystal Eagle trophy.

**Life Member Recruiter Award:**

Any VFW member who recruits at least 50 new and/or reinstated Life members by June 30th, 2026 or before will receive a special citation from the Commander-in-Chief and a Recruiter Satchel with the Commander-in-Chief's logo.

**New Post Development Department Grant:**

For each new Post chartered the Department Quartermaster will receive a \$250 credit from the VFW Store to be used towards necessary materials for the new Post. Department Commanders and Quartermasters may apply for this grant directly through the National Membership Department.

**Commander-in-Chief's Challenge:**

To emphasize the importance of Life Membership as the backbone of our membership strength, the Commander-in-Chief is issuing the following challenge to all VFW Posts. Each quarter (July-September, October-December, January-March, April-June), Posts will accumulate points as follows:

New Annual Member: 1 point

Annual or Lapsed Member converts to Life Member: 5 points

New Life Member: 10 points

Each quarter, the Post that leads their membership division in points will receive a special award designated by the Commander-in-Chief. In addition, at the end of the year every Post who has led their division in the challenges will be recognized at the 127<sup>th</sup> National Convention for their achievements.

## **MEMBERSHIP NOTES AND RESOURCES:**

- Awards given to a Post may be transferred to any member of that Post.
- No more than one stipend will be awarded to an individual for a given event.
- Posts, Districts, and Departments must reach a minimum of 101% membership to qualify for any award. This does not apply to the Early Bird Award.
- NOTE: Cash stipends paid by the VFW will be reported to the Internal Revenue Service on Form 1099 if the total of payments made to you during any calendar year equals \$600.00 or more. The reimbursement you receive from the VFW will be deemed by the IRS to be taxable income. Since the circumstances of each individual are different, it is recommended that you consult your tax advisor to determine the effect these payments may have on your personal tax situation. It is your responsibility to keep receipts and other records as you and your accountant and/or tax advisor deem necessary in order to document your expenditures.
- Employees and officers of the VFW National Headquarters are excluded from receiving stipends or awards in this program unless otherwise authorized by the Adjutant General and/or Quartermaster General.
- Awardees receiving reimbursement for travel and lodging costs for the 127<sup>th</sup> National Convention must provide receipts to the VFW Membership Department no later than August 31st, 2026 in order to receive reimbursement. Reimbursements shall be made by ACH deposit.

For information on how to use the All-American Dashboard, scan the QR code below:



### **Membership Contacts:**

David Prohaska, Director – 816-968-1114, [dprohaska@vfw.org](mailto:dprohaska@vfw.org)

Matt Nute, Associate Director – 816-961-1122, [mnute@vfw.org](mailto:mnute@vfw.org)



## **VFW PROGRAMS DEADLINE DATES**

### **SMART/MAHER CITIZENSHIP EDUCATION TEACHER AWARD**

\*October 31, Teacher Nominations to the Post

November 15, Completion of Post judging

January 1, Post Nominations to Department Chair

January 10, Completion of Department judging

\*February 1, Department winners and reports due to National (to guarantee receipt for Department Convention presentation)

### **VOICE OF DEMOCRACY AND PATRIOT'S PEN**

\*October 31, Student entries to the Post

November 15, Completion of Post judging

December 15, Completion of District judging

January 10, Completion of Department judging

January 15, District participation reports due to Department Chairman

\*January 15, Department winners due to National

\*January 31, Department reports due to National

### **SCOUT OF THE YEAR**

\*March 1, Scout entries to the Post

\*April 1, Winner names to Dept QM

\*May 1, Department entry to National from Department HQs

<https://www.vfw.org/community/youth-and-education/scout-of-the-year>



### **PUBLIC SERVANT NATIONAL AWARD (LAW ENFORCEMENT, FIREFIGHTER, EMERGENCY SERVICES)**

January 1, Nominations due (from Post to Department)

February 1, (to guarantee receipt for Department Convention presentation),  
Nominations due from Department to National

### **SERVICE OFFICER AWARD**

John A. Biedrzycki Accredited Service Representative of the Year Award

Eligible nominees include:

- Department Service Officers
- Assistant Department Service Officers
- Claims Consultants/Representative/Analysts/Reviewers
- Veterans Service Officers/Representatives

April 1, Nominations due to State HQs

\*April 30, Nominations due to National

### **NATIONAL CERTIFICATION OF RECOGNITION**

\*April 1 (to guarantee receipt for Department Convention presentation), List due to National from Department

#### **JROTC DUE DATES**

Entries must be to District Chairman no later than Feb 15th.

Entries must be to Department Chairman by March 15th.

### **National Volunteer Recognition**

\*No deadline. Posts submit completed Volunteer Award Request Forms to State Adjutant for record and submission to National HQs.

\*Required deadline (by VFW National Headquarters.) All other deadlines are suggested and can be internally set at the discretion of the VFW Department leadership. Post Chairmen, be sure to communicate with your District Chairmen to find out their official deadlines, and District Chairmen need to communicate with their Department Chairmen to find out their deadlines.



## **MEMBERSHIP MATERIALS**

Ordering and purchasing of materials to promote and support your Post's membership recruiting efforts may be found here:

<https://www.vfwstore.org/category/programs/membershiprecruiting>

## **PATRIOT'S PEN**

Each year more than 138,000 students in grades 6-8 enter the VFW's Patriot's Pen youth essay contest for a chance to win their share of more than \$900,000 in state and national awards. Each first-place state winner receives a minimum of \$500 at the national level, and the national first-place winner wins \$5,000 and an all-expense-paid trip to Vally Forge.

The essay contest encourages young minds to examine America's history, along with their own experiences in modern American society, by drafting a 300- to 400-word essay, expressing their views based on a patriotic theme chosen by the VFW Commander-in-Chief. Program brochures and posters are available at the VFW:

Store: <https://www.vfwstore.org/category/programs/patriotspen>

**This year's Theme is: The 2025-26 theme is: *"How Are You Showing Patriotism and Support for Our Country?"***

Additional information and application forms are available here:

<https://www.vfw.org/my-vfw/vfw-training-and-support/community-service-youth-scholarships-and-activities>

## **VOICE OF DEMOCRACY**

Established in 1947, our Voice of Democracy audio-essay program provides high school students with the unique opportunity to express themselves in regard to a democratic and patriotic-themed recorded essay. Each year, more than 51,000 9-12 grade students from across the country enter to win their share of more than \$1.9



million in educational scholarships and incentives awarded through the program. The national first-place winner receives a \$35,000 scholarship paid directly to the recipient's American university, college or vocational/technical school. A complete list of other national scholarships ranges from \$1,000-\$16,000, and the first-place winner from each VFW Department (state) wins a minimum scholarship of \$1,000 and an all-expense-paid trip to Vally Forge. Program brochures and posters are available at the VFW Store:

<https://www.vfwstore.org/category/programs/voiceofdemocracy>

**This year's Theme is: The 2025-26 theme is: *"How Are You Showing Patriotism and Support for Our Country?"***

For additional information and application forms please go here:

<https://www.vfw.org/my-vfw/vfw-training-and-support/community-service-youth-scholarships-and-activities>

### **VFW FOUNDATION COMMUNITY SUPPORT GRANT**

VFW community service projects are extremely important and shouldn't be hindered by budgetary. limitations. In an effort to help VFW Posts and Auxiliaries succeed in serving their communities, the VFW Foundation - the official 501(c)(3) charity of the VFW - established the VFW Foundation Post/VFW Auxiliary Community Support Grant to help fund local community service projects. Available to any VFW Post or Auxiliary, a VFW Foundation Post/VFW Auxiliary Community Support Grant will provide up to \$1,000 for performing important and needed qualifying outreach projects in your community! With an easy and streamlined application process, Posts and Auxiliaries can expect to receive a decision within thirty (30) days of the application submission.

Additional information and application forms can be found here:

<https://www.vfw.org/assistance/financial-grants>



### **VFW FOUNDATION GRANT**

No one understands military and veteran support quite like we do. To help VFW Departments, Posts and Auxiliaries, as well as qualifying nonprofits provide the vital support America's heroes and their families deserve, the VFW Foundation has established the VFW Foundation Grant. Grants ranging from \$1,000 - \$15,000, will be awarded for activities that directly benefit veterans, active-duty military personnel and their families. Requests displaying innovation in service delivery, unique program design that addresses an underserved need and the likelihood of sustainability after the grant period ends will be given special consideration.

Additional information and application forms can be found here:

<https://www.vfw.org/assistance/financial-grants>

### **VFW NEW MEXICO FOUNDATION GRANT**

The mission of the VFW New Mexico Foundation is to actively serve veterans, service members, their families, and the communities where they live, by supporting programs and services that secure, manage and distribute resources to improve their quality of life. The VFW New Mexico Foundation is a dynamic veteran's organization that serves, advocates and fosters camaraderie for ALL veterans, service members, their families and our community. The Foundation harnesses its recognized authority, experience and resources to deliver comprehensive financial, educational, health & well-being programs and services at every stage of the veteran's military and civilian life.

Additional information and application forms can be found here:



<https://vfwnmfoundation.org/index.html>

Grants for individuals: <https://vfwnmfoundation.org/vap-apply.pdf>

Grants for Posts: <https://vfwnmfoundation.org/pr-apply.pdf>

### **PUBLIC SERVANT AWARD CITATION (Part of the Safety Program)**

Each year, the VFW selects emergency medical technicians, law enforcement and firefighter personnel to receive Public Servant Awards. Given the recent events in our world due to the COVID-19 pandemic there are no shortages of worthy recipients of this recognition. The Commander urges all Posts to participate in this program and provide a much-needed pat on the back for public servants in your community. Additional information and nomination forms can be found here: [https://vfworg-cdn.azureedge.net/-/media/VFWSite/Files/MY\\_VFW/Training-and-Support/Community-Service/Public-Servant-Award-Instructions.pdf](https://vfworg-cdn.azureedge.net/-/media/VFWSite/Files/MY_VFW/Training-and-Support/Community-Service/Public-Servant-Award-Instructions.pdf)

### **REQUEST FOR STATE LEADERSHIP REPRESENTATIVE**

Your State Leadership is eager to attend Post and District events in your communities. If you wish to request our attendance, please complete the Request for Representative form, and submit to State Adjutant David Fouse. The Request form may be found under the FORMS tab.



### **SCOUT OF THE YEAR AWARD**

Every VFW Post could expand their statewide support of the VFW's longstanding commitment to scouting. The VFW Scouting Program provides a perfect opportunity for young veterans to spend quality time with their children. For years scouting has been a cornerstone in building patriotic values and developing rich, fulfilling family relationships that endure for generations. The teaching, learning and sharing aspects of scouting are ideal for nurturing today's young veterans, as well as bringing families closer together. Our organization's commitment to supporting scouting programs provides a sense of belonging and an opportunity for community involvement for veterans in communities across the nation. Giving today's veterans an opportunity to spend quality time with their young children leaves an everlasting impression on the entire family and provides an appeal to the younger veteran that the VFW is a caring partner in their life and an organization worth their involvement and membership. Another immediate benefit to the VFW Post sponsoring a scout troop is the scout involvement in Post activities, such as placing flags on the graves of veterans for Memorial Day and helping distribute Buddy Poppies on Veterans Day, as well as any other patriotic events. It should also be noted that a high percentage of scouts join the military and become eligible for VFW membership.



### **TEACHER OF THE YEAR/CITIZEN EDUCATION**

The VFW Teacher of the Year award contest recognizes three exceptional teachers for their outstanding commitment to teaching Americanism and patriotism to their students. Each year, a certified/licensed elementary, junior high and high school teacher whose curriculum focuses on citizenship education topics can be nominated for the Smart/Maher VFW National Citizenship Education Teacher Award. Program brochures and posters are available at the VFW Store:

<https://www.vfwstore.org/category/programs/citizeneducation>

Winners receive:

- A \$250.00 award for professional development expenses.

- Two award certificates: one for the teacher, the other for his/her school.
- Additional information and application forms can be found here:

<https://www.vfw.org/my-vfw/vfw-training-and-support/community-service-youth-scholarships-and-activities>

### **NEW MEXICO VFW RIDERS**

The Department VFW Riders Group was formed in 2008 and incorporates all Post Riders Groups throughout the state. If you are interested in forming a chapter at your Post or in your District, please contact Department Riders President, Comrade Tom Larison, VFW Post 8703, at [lairsontom@gmail.com](mailto:lairsontom@gmail.com).

VFW STORE To view products and place custom orders please go to:

<https://www.vfwstore.org/searchresults?q=rider>



### **VFW NEW MEXICO FOUNDATION**

The VFW New Mexico Foundation is a 501(c)(3) nonprofit whose mission is to support the charitable efforts of Posts and Auxiliaries within New Mexico, and to support their efforts to better our communities and to take care of veterans and their families. It is our desire to raise the profile of the Foundation and increase your utilization of this great resource the Department of New Mexico membership has. The Foundation will be available for all Posts and Auxiliaries to use the “pass through” benefit when raising funds, especially corporate donations that may require a 501(c)(3) recipient. Community special projects will also be considered for “pass through” services if it benefits veterans, military and their families. Grants are awarded on an annual basis during the State Convention. Only applications that are complete and sent before the deadline will be considered. Additional information and application forms can be found at: [nmvfwfoundation.org](http://nmvfwfoundation.org) or by contacting the VFW New Mexico Foundation Secretary/Treasurer.



Preventing internal theft requires a combination of policies, procedures, and tools designed to mitigate risk and foster an environment of integrity. Here's an example of a comprehensive plan for developing internal processes to prevent internal theft:

## 1. Establish Clear Policies and Expectations

- **Code of Conduct:** Develop a clear, written code of conduct that outlines acceptable behavior, including anti-theft policies. This should be part of employee onboarding and regularly reviewed.
- **Anti-Theft Policy:** Include specific policies on theft, defining what constitutes theft (e.g., misappropriation of company property, financial fraud, misuse of resources).
- **Zero-Tolerance Policy:** Make it clear that theft will not be tolerated, and outline the consequences of such actions (e.g., termination, legal action).

## 2. Conduct Thorough Background Checks

- Before hiring, conduct comprehensive background checks on all employees, especially those in positions of financial responsibility or access to company assets.
- Verify employment history, criminal records, and references to screen out potential risks.
- Make sure to adhere to state laws regulating this area.

## 3. Implement Segregation of Duties

- **Role Segregation:** Ensure that no single employee has control over all aspects of a financial transaction or asset management. For example, the person who orders supplies should not be the same person who approves payment or receives the goods.
- **Access Control:** Limit access to sensitive areas (e.g., financial records, stockrooms) to authorized personnel only. Use employee roles and permissions to restrict access to systems and data based on necessity.

## 4. Regular Audits and Monitoring

- **Surprise Audits:** Conduct regular unannounced audits to detect discrepancies or irregularities in operations, inventory, and financial records.
- **Inventory Management:** Use inventory tracking systems (e.g., barcode scanners or RFID tags) to regularly monitor stock levels and identify theft or mismanagement.

- **Financial Audits:** Regularly audit financial transactions and records. Use internal auditors or external auditors for independent reviews.
- **Surveillance Systems:** Install security cameras in key areas (e.g., warehouses, cash-handling stations) to monitor employee behavior. Ensure footage is regularly reviewed and stored for potential investigations.

## 5. Employee Training and Awareness

- **Anti-Theft Training:** Train employees to recognize and report suspicious behavior. Teach them about the consequences of theft and how they can contribute to a theft-free environment.
- **Ethical Culture:** Foster a culture of honesty and integrity by highlighting the importance of ethical behavior and the detrimental effects of theft on the organization and colleagues.

## 6. Implement Whistleblower Policies

- **Anonymous Reporting:** Create an anonymous whistleblower system where employees can report suspicious behavior without fear of retaliation. This can be a hotline or an online reporting tool.
- **Protection Against Retaliation:** Ensure employees feel safe reporting theft by having clear protection policies that guard against retaliation.

## 7. Use Technology for Monitoring and Detection

- **Employee Monitoring Software:** Implement software that tracks employee activities on company devices and systems, especially for employees handling sensitive data, financial information, or inventory. Ensure that employees are aware of this monitoring as a deterrent.
- **Transaction Tracking:** Use software to monitor transactions in real-time for discrepancies (e.g., unusual financial transactions, mismatched data entries) and flag them for further investigation.

## 8. Ensure Physical Security

- **Access Control Systems:** Implement electronic access control systems for areas with valuable inventory or sensitive data (e.g., warehouses, data centers, cash registers).
- **Employee Bag Checks:** In certain high-risk environments, random or exit bag checks may be appropriate for employees leaving after a shift, especially in industries where theft of small items is a concern.

- **Security Personnel:** Employ security officers to monitor entrances and exits, and to patrol areas with valuable assets.

## 9. Establish a Strong Internal Reporting System

- Make it easy for employees to report theft or suspicious activity. Have clear protocols in place for investigating reports.
- Encourage open communication and transparency to avoid a culture of fear or secrecy that might protect wrongdoers.

## 10. Leadership Example

- **Leadership Integrity:** Leaders should set the tone for the company by demonstrating ethical behavior. Leaders who engage in questionable behavior can set a dangerous precedent.
- **Accountability:** Hold all employees, including management, accountable for maintaining ethical standards. Employees must see that no one is above the rules.

## 11. Address Issues Promptly

- **Immediate Action:** If theft is suspected or detected, take swift and appropriate action. Conduct a thorough investigation to confirm whether theft occurred, and take disciplinary or legal action as necessary.
- **Corrective Actions:** After an incident of theft, review existing processes and take corrective actions, such as tightening security or revising procedures to prevent similar incidents.

## 12. Incentivize Positive Behavior

- **Rewards for Reporting Theft:** Consider offering incentives for employees who help identify and report theft or suspicious activities.
- **Recognition Programs:** Regularly recognize employees who display exemplary behavior and contribute to the company's success in ethical ways. This can help strengthen a culture of honesty and integrity.

## Conclusion

By combining proactive policies, employee training, security measures, and the appropriate use of technology, an organization can minimize the risk of internal theft. It's essential to create a strong culture of integrity, supported by systematic checks and balances, to deter theft and ensure the protection of the organization's resources.





# TRUSTEES' REPORT OF AUDIT of

The Books and Records of the Quartermaster and Adjutant of \_\_\_\_\_  
(District/County Council/Post No.)

Department of \_\_\_\_\_ for the Fiscal Quarter ending \_\_\_\_\_, 20 \_\_\_\_\_

**FISCAL QUARTERS:** Jan 1 to March 31 April 1 to June 30 July 1 to Sept. 30 Oct 1 to Dec. 31

<b>FUNDS:</b>	<b>Net Cash Balances at Beginning of 9. Quarter</b>	<b>Receipts During Quarter 10.</b>	<b>Expenditures During Quarter 11.</b>	<b>Net Cash Balances at End of Quarter 12.</b>
1. National and Department Dues (Per Capita Tax)	\$	\$	\$	\$
2. Admission or Application Fees (Department)				
3. Post General Fund				
4. Post Relief Fund (Poppy Profits, Donations, etc.)				
5. Post Home or Building Fund (Including Savings but Not Real Estate)				
6. Post Canteen or Club Fund				
7. Other				
8. Bonds and Investments Not Credited to Funds				
<b>13. TOTALS:</b>	\$	\$	\$	<b>14.</b> \$

<b>15. OPERATIONS</b>
Have required payroll deductions been made? _____
Have payments been made to the proper State and Federal agencies this quarter? _____
Have sales taxes been collected and paid? _____
Are club employees bonded? _____
Amount of outstanding bills \$ _____
Value of Real Estate \$ _____
Amount of liability insurance \$ _____
Owed on Mortgages and Loans \$ _____
Value of Personal Property \$ _____
Amount of Property Insurance \$ _____

## 16. RECONCILIATION OF CASH & INVESTMENTS

### General Fund Checking Account

Ending Balance Per Bank Statement \$ \_\_\_\_\_  
Less: Outstanding Checks \_\_\_\_\_  
Plus: Deposits in Transit \_\_\_\_\_  
Account Balance \_\_\_\_\_

### Other Checking Accounts (if applicable)

Ending Balance Per Bank Statement \$ \_\_\_\_\_  
Less: Outstanding Checks \_\_\_\_\_  
Plus: Deposits in Transit \_\_\_\_\_  
Account Balance \_\_\_\_\_  
Savings Account Balance \_\_\_\_\_  
Cash on Hand \_\_\_\_\_  
Total Cash \_\_\_\_\_  
Bonds and Other Investments \_\_\_\_\_  
Total Cash and Investments \$ \_\_\_\_\_

## 17. TRUSTEES' AND COMMANDER'S CERTIFICATE OF AUDIT

Date \_\_\_\_\_, 20 \_\_\_\_\_

This is to certify that we (or qualified accountants) have audited the books and records of the Adjutant and Quartermaster of \_\_\_\_\_  
(District/County Council/Post No.)  
for the Fiscal Quarter ending \_\_\_\_\_ in accordance of the National Bylaws and that this Report is a true and correct statement thereof to the best of our  
knowledge and belief. All Vouchers and Checks have been examined and found to be properly approved and checks properly countersigned:

Post Quartermaster \_\_\_\_\_  
(Name)

Signed: \_\_\_\_\_ Trustee

Signed: \_\_\_\_\_ Trustee

Signed: \_\_\_\_\_ Trustee

\_\_\_\_\_  
(Address)

This is to certify that the Office of the Quartermaster is bonded with \_\_\_\_\_ in  
the amount of \$ \_\_\_\_\_ until \_\_\_\_\_, 20 \_\_\_\_\_, and that this Audit is correctly made out to the best of my knowledge  
and belief.

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

**NOTE: Forward Original (Blue) Copy to your Department Quartermaster - See instructions on reverse side of both Yellow and Blue Copies.**

VETERANS OF FOREIGN WARS OF THE UNITED STATES
DISTRICT INSPECTION FORM

DISTRICT # DEPARTMENT INSPECTION DATE

1) HAS THE DISTRICT ADOPTED BYLAWS IN ACCORDANCE WITH SECTION 402 OF THE NATIONAL BYLAWS?.....
a) DATE REVIEWED BY THE COMMANDER-IN-CHIEF: .....

2) IS THE DISTRICT INCORPORATED IN ACCORDANCE WITH SECTION 708 OF THE NATIONAL BYLAWS?.....
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) NUMBER OF POSTS IN THE DISTRICT: .....

4) ARE ALL OFFICER POSITIONS FILLED AS PRESCRIBED IN SECTION 416 OF THE NATIONAL BYLAWS?.....

5) DOES THE DISTRICT ADJUTANT...
a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT?.....
b) MAINTAIN A FILE OF DISTRICT MEETING MINUTES AFTER CORRECTION AND APPROVAL?.....
c) MAINTAIN A FILE OF CURRENT ORDERS OR CIRCULARS ISSUED FROM HIGHER AUTHORITY?.....
d) MAINTAIN A CORRESPONDENCE FILE?.....
e) MAINTAIN A FILE CONTAINING PROOF OF ELIGIBILITY SUBMITTED BY OFFICERS?.....
f) MAINTAIN A CURRENT COPY OF DISTRICT, DEPARTMENT, AND NATIONAL BYLAWS?.....

6) DOES THE DISTRICT MEET IN ACCORDANCE WITH SECTION 403 OF THE NATIONAL BYLAWS?.....
a) DATE OF LAST SCHOOL OF INSTRUCTION: .....

7) ARE ALL COMMITTEE REPORTS READ AT DISTRICT MEETINGS?.....

8) ARE PROGRAM REPORTS SUBMITTED IN ACCORDANCE WITH DEPARTMENT BYLAWS & GUIDELINES?.....
a) DATE OF LAST REPORT SUBMISSION: .....

9) DOES VOTING PROCEDURE CONFORM TO SECTION 421 OF THE NATIONAL BYLAWS?.....

10) ARE DISTRICT FUNDRAISING ACTIVITIES CONDUCTED IN ACCORDANCE WITH SECTION 414 OF THE NATIONAL BYLAWS?.....

11) DOES THE DISTRICT HAVE AN AUXILIARY? .....
a) IS THERE PROPER COOPERATION BETWEEN THE DISTRICT AND ITS AUXILIARY UNIT?.....

12) DO THE TRUSTEES, IN ACCORDANCE WITH SECTION 418(a)(7)(a), AUDIT ALL BOOKS AND RECORDS OF THE DISTRICT QUARTERMASTER, DISTRICT ADJUTANT AND ANY ACTIVITY, OR UNIT SPONSORED, CONDUCTED OR OPERATED BY, FOR OR ON BEHALF OF THE DISTRICT?.....
a) DATE OF LAST AUDIT: .....

13) DISTRICT FUNDS:
a) BALANCE OF ALL CHECKING ACCOUNTS \$ .....
b) BALANCE OF ALL SAVINGS ACCOUNTS \$ .....
c) BALANCE OF ALL CD & BOND ACCOUNTS \$ .....
d) ALL OTHER ACCOUNT TYPES \$ .....
e) TOTAL OF ALL ACCOUNTS \$ .....
f) AMOUNT OF QUARTERMASTER BOND \$ .....
g) DO ALL ACCOUNT LEDGER BALANCES MATCH THE BALANCE OF RECONCILED BANK STATEMENTS?
h) IS THE QUARTERMASTER BOND (f) GREATER THAN TOTAL OF ALL ACCOUNTS (e)?

14) NAME OF BONDING COMPANY: ..... EXPIRATION DATE OF BOND: .....

15) ARE ADDITIONAL OFFICERS ACCOUNTABLE FOR FUNDS BONDED? (SECTION 703 OF THE NATIONAL BYLAWS).....

16) DOES THE DISTRICT QUARTERMASTER...
a) MAINTAIN BOOKS AND RECORDS IN A LEGIBLE AND UNIFORM FORMAT?.....
b) HAVE CARE AND CUSTODY OF ALL COMMITTEE FUNDS?.....
c) REPORT ON TRANSACTIONS CONCERNING RECEIPTS AND EXPENDITURES AT DISTRICT MEETINGS?.....
d) COLLECT ANNUAL DISTRICT DUES?.....
e) AMOUNT PER MEMBER PER POST: .....
f) FILE APPROPRIATE FORMS AS REQUIRED BY FEDERAL, STATE AND LOCAL STATUES?.....
g) DATE OF LAST IRS FORM 990 FILING: ..... IS THE 990 FILING AVAILABLE FOR PUBLIC INSPECTION?..

17) ARE SIGNATURES AUTHORIZING THE DISBURSEMENT OF FUNDS DONE IN ACCORDANCE WITH DISTRICT BYLAWS?.....

18) ARE CHECKS PRE-SIGNED BY ANY AUTHORIZED OFFICER?.....

19) ARE ALL EXPENDITURES VOTED ON BY THE GOVERNING BODY (AS DEFINED IN SECTION 404 & 421 OF THE NATIONAL BYLAWS) AND APPROVED BY THE DISTRICT COMMANDER?.....

20) DOES THE DISTRICT OWN REAL PROPERTY?.....
a) APPRAISED VALUE: \$ ..... MONTHLY PAYMENT: \$ ..... AMOUNT OWED: \$ .....
b) TITLE HOLDER: .....

21) DOES THE DISTRICT CARRY ALL PROPER TYPES OF INSURANCE?.....
a) ARE NATIONAL AND DEPARTMENT HEADQUARTERS ADDITIONAL INSURED'S?.....

22) DOES THE DISTRICT RETAIN DOCUMENTS IN ACCORDANCE WITH THE DEPARTMENT'S DOCUMENT RETENTION POLICY?.....

23) DISTRICT FEDERAL EMPLOYEE IDENTIFICATION NUMBER (EIN): .....

INSPECTOR COMMENTS (INCLUDE EXPLANATION(S) OF ALL "NO" ANSWERS):

DISTRICT COMMANDER: \_\_\_\_\_
PRINT AND SIGN

INSPECTOR: \_\_\_\_\_
PRINT AND SIGN

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

## **INSTRUCTIONS FOR COMPLETING THE DISTRICT INSPECTION REPORT**

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 District. 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. Districts that have adopted Bylaws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review.
2. Districts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, the name of the incorporated unit, and that the registered agent and officers (if applicable) have been updated to correspond with the previous election of officers. In some states this must be done annually, in others only when the registered agent changes (this is commonly known as the Annual Report). All Districts should be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Number of Posts in the District.
4. Verify the following elected positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, and three (3) Trustees, and appointed positions Adjutant, Chaplain, Service Officer and Inspector.
5. Self-explanatory. Any "NO" answer in this section may be a Bylaw violation. In addition, item 5(e), is verifying the information is present for each officer, you are not verifying the officer is eligible.
6. The National Bylaws state every District must hold an annual convention and three (3) meetings per year, at least one (1) will be for the purpose of a school of instruction, unless otherwise provided for in the Department Bylaws.
7. Verify, using meeting minutes, that all committee reports are read and approved.
8. Self-explanatory.
9. Only members of the governing body have a vote at a District Convention and/or meeting.
10. Reference Section 414 of the National Bylaws and Manual of Procedure.
11. Self-explanatory.
12. Reference Section 418(a)(7) of the Manual of Procedure.
13. Evidence of checking and savings account balances should be verified from the latest statements, copies of CD's, notes, etc. If the bank balances to 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 District Commander and Trustees. The District Quartermaster must be bonded in a sum equal to the liquid assets for which he is accountable, and to which he has access.
14. Verify bonding company and expiration date by viewing a copy of the certificate.
15. Reference Section 703 of the National Bylaws.
16. 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 District Quartermaster have custody of all funds of the subordinate unit and subject to the same Rules and Regulation as District Funds.  
The Internal Revenue Service requires all VFW Districts to file annually a form 990 "Exemption from Corporate Income Tax" form. A District may also have to file a Form 990T and pay certain taxes if it has nonrelated 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.
17. The National Bylaws state the District Quartermaster will disburse funds using acceptable banking practices. The District Quartermaster may authorize other persons, but they must be bonded in accordance with Section 703 of the National Bylaws. However, if the District Bylaws require the Commander and Quartermaster signatures on checks, they must adhere to the District Bylaw.
18. Checks shall never be "pre-signed" by any officer.
19. Expenditure of funds requires a vote and approval by the District Commander before a Quartermaster can proceed with the disbursement. If a District Commander is not approving expenditures, he is violating the trust placed in him and is not controlling the expenditure of District monies.
20. 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.
21. It is desirable that the District be covered by adequate liability insurance. If someone suffers an injury on District property or at a District sponsored activity, a subsequent lawsuit may subject all the assets of the District and its members to a judgment. The District officers should be reminded of this potential problem.  
Any District 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 District is located. Verify by viewing policy(s).
22. Each Department will adopt a document retention policy which complies with federal and state law.
23. Every District is required to have a Federal Employee Identification number.

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... YES NO
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:
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 \$
g) Do all account ledger balances match the balance of reconciled bank statements? YES NO
h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? YES 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... YES NO
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: h) 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

## **INSTRUCTIONS FOR COMPLETING THE POST INSPECTION REPORT**

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. Do not limit your comments when reporting deficiencies; it may be necessary to attach an additional comment sheet.

### **Question Specific Reminders**

1. Bylaws of the organization (all levels) should be readily available to all members. Posts that have adopted Bylaws need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review. If out of date, suggest an internal review. If a Post has not adopted Bylaws it should have on file an indexed book of approved resolutions/motions that are in effect.
2. Posts that have adopted Articles of Incorporation need to have a copy on file that indicates the Commander-in-Chief has reviewed for compliance. Verify date of review, date filed with appropriate state agency, the name of the incorporated unit, and that the registered agent and officers (if applicable) have been updated to correspond with the previous election of officers. In some states this must be done annually, in others only when the registered agent changes (this is commonly known as the Annual Report). All Posts must be incorporated under the laws of their state to protect members' personal assets from seizure and sale.
3. Verify the following elected positions are properly filled: Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Chaplain and three (3) Trustees, and appointed positions Adjutant and Service Officer.
4. Verify delegates to the District, County Council (if applicable), Department and National Conventions were elected in accordance with Section 222 of the National Bylaws/Manual of Procedure. This can be done by checking the meeting minutes.
5. Any "NO" answer in this section indicates a neglect in duties and responsibilities as prescribed in Section 218 of the Manual of Procedure.
6. Verify, using meeting minutes, that applications for membership are being handled in accordance with Section 103 of the National Bylaws. In addition, ensure proper usage of Sections 106 and 107 of the Manual of Procedure for all former and/or transferring members.
7. The National Bylaws, Section 203, states every Post shall hold at least one regular meeting per month.
8. Verify, using meeting minutes, that committee reports are given, discussed and accepted. This includes activities like the canteen, bingo, honor guard, riders groups, community service, etc.
9. Activity reports assist the Post when their non-profit status is being questioned by the IRS and further indicate whether or not they are upholding Section 230102 of the Congressional Charter, the purposes of our organization.
10. Verify, using meeting minutes, that the Post made arrangements to properly observe Memorial Day, Veterans Day, Flag Day and Loyalty Day.
11. Section 1101 of the National Bylaws discusses the formation and governing of the Auxiliary.
12. Distribution of the VFW Buddy Poppy helps raise monies for the Post's relief fund.
13. Although subjective, Posts need to be continually encouraged to develop programs for membership recruiting and retention.
14. Monthly review of Post receipts and expenditures by the Trustees is required in Section 218 the National Manual of Procedure.
15. Quarterly audits are required of all accounts. This item includes any canteen, clubroom, bingo, honor guard, riders groups, etc., Post Trustees must complete this audit not later than the month following the last day of each quarterly period (e.g. August 1, November 1, February 1 and May 1). 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 they are accountable, and to which they have access.
17. Verify bonding company and expiration date by viewing a copy of the certificate.
18. Reference Section 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 activity/subordinate unit and subject to the same Rules and Regulation as Post Funds.  
The Internal Revenue Service requires all VFW Posts to file annually a Form 990 "Tax Exempt Organizations Tax Form". A Post may also have to file a Form 990T and pay certain taxes if it has nonrelated 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. Verify Tax Exempt Status via [www.irs.gov](http://www.irs.gov) "Tax Exempt Organization Search".
20. Every Post is required to have a Federal Employer Identification number.
21. 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, these are usually reoccurring bills. If a Post Commander is not approving all expenditures, it's violating the duties and responsibilities of the office.
22. Buddy Poppy distribution net receipts must be credited to the Post Relief Fund. Section 219 of the National Bylaws mandates that a Relief Fund will be established and maintained. Distribution of these funds are restricted and must only be used for the purposes stated in Section 219 of the Manual of Procedure.
23. 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.
24. Checks shall never be "pre-signed" by any officer and is not considered an acceptable banking practice.
25. 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.
26. It is desirable that all Posts 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 the applicable policy.
27. Each Department must adopt a document retention policy which complies with federal and state law and ensure its use by each Post within its jurisdiction.
28. Departments may require additional forms for inspecting licensed operations (e.g. Clubroom, Gaming, etc.).

# LEGACY BUDDY POPPY ORDER REQUEST

500 @ \$130.00 ( ) (please check mark)

1,000 @ \$260.00 ( )

1,500 @ \$390.00 ( )

2,000 @ \$520.00 ( )

2,500 @ \$650.00 ( )

3,000 @ \$780.000 ( )

TOTAL POPPY ORDER ( )

## SHIPPING & HANDLING

Up to \$5.00	.....	Add \$3.95
\$5.01 to \$10.00	.....	\$4.95
\$10.01 to \$20.00	.....	\$6.95
\$20.01 to \$30.00	.....	\$7.95
\$30.01 to \$50.00	.....	\$8.95
\$50.01 to \$100.00	.....	\$10.95
\$100.01 to \$200.00	.....	\$15.95
\$200.01 to \$300.00	.....	\$29.95
\$300.01 to \$400.00	.....	\$34.95
\$400.01 to \$500.00	.....	\$39.95
\$500.01 & Over	.....	\$69.95

Prices effective through 8/31/2025

Minimum is 3 Poppy's per member or 500  
whichever is greater

SHIPPING INFO (Must have the NAME OF AN INDIVIDUAL to receive the shipment)

Name: \_\_\_\_\_ Post/Aux # \_\_\_\_\_

\*Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_ Membership # \_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_

DO NOT USE "ASAP" in the DATE REQUIRED space . There is a 6- 8-week lead time for all orders

**\* Cannot Ship TO ANY PO BOXES! Poppies are shipped directly to a physical address through UPS. (The Big Brown Truck!)**

**Use next page for payment options**

**FOR CREDIT CARD USE**

**Card #** \_\_\_\_\_

**Exp Date** \_\_\_\_\_

**Name on Card** \_\_\_\_\_

**CCV on Back** \_\_\_\_\_

**Billing Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Signature** \_\_\_\_\_

Make Check Payable To:  
VFW DEPARTMENT HQ  
PO BOX 1084  
RUIDOSO DOWNS, NM 88346

# TIN BUDDY POPPY ORDER REQUEST

500 @ \$65.00 ( ) (please check mark)

1,000 @ \$130.00 ( )

1,500 @ \$195.00 ( )

2,000 @ \$260.00 ( )

2,500 @ \$325.00 ( )

3,000 @ \$390.00 ( )

TOTAL POPPY ORDER ( )

## SHIPPING & HANDLING

Up to \$5.00	.....	Add \$3.95
\$5.01 to \$10.00	.....	\$4.95
\$10.01 to \$20.00	.....	\$6.95
\$20.01 to \$30.00	.....	\$7.95
\$30.01 to \$50.00	.....	\$8.95
\$50.01 to \$100.00	.....	\$10.95
\$100.01 to \$200.00	.....	\$15.95
\$200.01 to \$300.00	.....	\$29.95
\$300.01 to \$400.00	.....	\$34.95
\$400.01 to \$500.00	.....	\$39.95
\$500.01 & Over	.....	\$69.95

Prices effective through 8/31/2025

Minimum is 3 Poppy's per member or 500  
whichever is greater

SHIPPING INFO (**Must have the NAME OF AN INDIVIDUAL to receive the shipment**)

Name: \_\_\_\_\_ Post/Aux # \_\_\_\_\_

\*Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_ Membership # \_\_\_\_\_ (need to process order)

DATE REQUIRED: \_\_\_\_\_

DO NOT USE "ASAP" in the DATE REQUIRED space . There is a 6– 8-week lead time for all orders

**\* Cannot Ship TO ANY PO BOXES! Poppies are shipped directly to a physical address through UPS. (The Big Brown Truck!)**

**Use next page for payment options**

**FOR CREDIT CARD USE**

**Card #** \_\_\_\_\_ **Exp Date** \_\_\_\_\_

**Name on Card** \_\_\_\_\_ **# on Back** \_\_\_\_\_

**Billing Address** \_\_\_\_\_

**City** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email (for receipt)** \_\_\_\_\_

**Signature** \_\_\_\_\_

Make Check Payable To:  
VFW DEPARTMENT HQ  
PO BOX 1084  
RUIDOSO DOWNS, NM 88346

## REQUEST FOR DEPARTMENT REPRESENTATION

Send to: State Adjutant VFW  
Department of New Mexico  
PO Box 1084  
Ruidoso Downs, NM 88346  
or email to  
[vfwnmhq@gmail.com](mailto:vfwnmhq@gmail.com)

MEAL TICKETS FOR THE OFFICER BEING REQUESTED AND GUEST WILL BE PAID FOR BY THE REQUESTING ORGANIZATION

Event: \_\_\_\_\_ Indoor/Outdoor \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

VFW Event: \_\_\_\_\_ Post/District #: \_\_\_\_\_ Other organizations invited: \_\_\_\_\_

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

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

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

On-site POC: \_\_\_\_\_ Cell # \_\_\_\_\_

Parking Information (i.e., Lot #, code to enter, fee): \_\_\_\_\_

Representative Requested<sup>1</sup>: \_\_\_\_\_ Approved Bio requested: \_\_\_\_\_ Attire<sup>2</sup>: \_\_\_\_\_

Will the Representative be giving remarks? \_\_\_\_\_ Duration of remarks (If applicable): \_\_\_\_\_

Assignment deadline date: \_\_\_\_\_ Ticketed Event? \_\_\_\_\_ Ticket Purchased? \_\_\_\_\_

Requested Topic(s) or Focus of Remarks/Expectations: \_\_\_\_\_

Name: \_\_\_\_\_ Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_ Post/District#: \_\_\_\_\_ Title: \_\_\_\_\_

***Please provide on a separate sheet any additional applicable historical or information of interest to the representative. The more the representative knows about the event plans and details, the more effective the visit will be.***

<sup>1</sup> Department may schedule a different rep, depending on availability. There may be occasions where a Department rep is not available due to current scheduled events.

<sup>2</sup> Formal, Semi-Formal, Business Casual, Casual



## PLANNING CALENDAR

### SCHEDULE OF VFW MEETINGS AND EVENTS

Rev. May 2025

#### 2025

June 28	VFW National Home 100th Anniversary Celebration Eaton Rapids, MI
August 9 - 13	National Convention Columbus, OH
September 8 – 11	Fall Legislative Committee Washington, DC
September 19	National Budget & Finance Committee Meeting Kansas City, MO
September 20 – 21	National Council of Administration Meeting Kansas City, MO
September 21 - 25	NVS Accredited Representative Skill Training Annapolis, MD
September 21 - 26	NVS Basic Training for New Accredited Representatives Annapolis, MD
September 25 - 28	Commander-in-Chief's Homecoming Des Moines, IA
October 2 - 5	Department Adjutant/Quartermasters Training Kansas City, MO
October 9 – 12	Junior Vice Commanders Training Kansas City, MO
October 17 – 19	Big Ten Conference Bettendorf, IA
October 24 – 26	Eastern Conference Wilmington, DE
November 6 – 9	Southern Conference Montgomery, TX
November 6 – 9	Western Conference Garden City, Idaho

#### NATIONAL HEADQUARTERS

#### WASHINGTON OFFICE

406 W. 34th Street  
Kansas City, MO 64111

Office 816.756.3390  
Fax 816.968.1157

200 Maryland Ave., N.E.  
Washington, D.C. 20002

Office 202.543.2239  
Fax 202.543.6719

info@vfw.org  
www.vfw.org

## **2026**

February 28 – March 5	Washington Conference Washington, DC
April 16 - 19	Senior Vice Commanders Training Kansas City, MO
August 15 - 19	National Convention Salt Lake City, UT
September 11	National Budget & Finance Committee Meeting Kansas City, MO
September 12 – 13	National Council of Administration Meeting Kansas City, MO
September 14 - 17	Fall Legislative Committee Washington, DC (Tentative)
September 24 – 27	Commander-in-Chief's Homecoming Billings, MT
October 1 – 4	Department Adjutant/Quartermasters Training Kansas City, MO
October 15 – 18	Junior Vice Commanders Training Kansas City, MO
October 22 - 25	Southern Conference Mobile, AL
November 5 – 8	Western Conference Phoenix, Arizona

## **2027**

February 27 – March 4	Washington Conference Washington, DC
July 31 - August 4	National Convention Milwaukee, WI

## **2028**

August 5 - 10	National Convention San Antonio, TX
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