

STATE COMMANDER  
BRIAN RAVAK  
2024-2025  
LEADERSHIP MANUAL







Members of the Veterans of Foreign Wars State of New Mexico,

Thank you for placing your trust in me to serve alongside you and help advance our cause in the Land of Enchantment. And more importantly, thank you for being a member of this great organization. If you are newly elected or appointed to a leadership position by your Post, District, or Department, congratulations! It is truly an honor to serve alongside such an incredible group of volunteers with a passion of *helping our veterans*. My theme for the 2024-2025 VFW year is simply that ... ***Helping Our Veterans!*** Thank you for your dedication and commitment to our veterans, military members, families, and communities. I ask you to join me to tackle veterans' issues in solidarity through ***Commitment, Courage, Character, & Integrity (C<sup>3</sup>I)***.

***Helping Our Veterans*** requires ***Commitment***. Commitment to go the extra mile: Commitment to serve our fellow veterans: and Commitment to help the families of veterans in our communities. Community service is at the heart of everything we do in the VFW. While serving our communities, we need reinforcements in our ranks. So, while we serve, we shall seek to recruit new members at every opportunity. Incoming VFW Command in Chief Al Lipphardt is committed to service, while striving for excellence. You will often hear him say, "*efforts will be recognized, excellence will be rewarded.*" New Mexico ... be excellent! Everyday ... in everything you do!

***Helping Our Veterans*** requires ***Courage***. Courage to do the right thing: Courage to go the extra mile, even when we are exhausted: and Courage to overcome whatever fears we face to help our veterans, military members, and their families. We are still losing too many veterans to suicide. 1 a day is 1 too many – 22 a day is a downright tragedy! Through the help of veteran outreach programs like **Combat Impact Outdoors**, a 501(c)(3) non-profit organization, veterans are



New Mexico

given a second chance. **Combat Impact Outdoors** is dedicated to helping combat veterans enjoy the great outdoors and improve their mental health and well-being. Let us have the Courage to help veterans receive the care they need, whether it is mental, physical, social, or spiritual wellness, through programs like **Combat Impact Outdoors**.

*Helping Our Veterans* requires **Character**. Character to serve our veterans with honesty: Character to serve responsibly: and Character to serve loyally. Ethical leadership is expected and demanded. As VFW leaders, we cannot afford the scrutiny of poor leadership, bad judgement, or questionable character. We should strive each and every day to do what is right. Look ourselves in the mirror and ask ourselves, *"What will I do to help a veteran today?"*

**C<sup>3</sup>I - Commitment, Courage, Character, & Integrity.** Comrades, I stand before you ready to serve our veterans across this great state. I intend to lead from the front but ask that you bring your best, to serve our veterans with **C<sup>3</sup>I**. More than 8,000 members strong are we – a band of brothers and sisters striving for a common cause ... **Helping Our Veterans!** If we band together and focus on the needs of our state, nothing can stop us from reaching our goals. Comrade, *What will you do to help a veteran today?*

Brian Ravak  
State Commander  
VFW Department of  
New Mexico



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



**BRIAN RAVAK**  
**STATE COMMANDER**  
**2024-2025**

TELEPHONE: (937) 416-8325

EMAIL: BRIAN.RAVAK@GMAIL.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, Brian Ravak, VFW Post 6917, Las Cruces NM hereby assume command on June 2, 2024.
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, 2024. 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 2024-2025 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 125<sup>th</sup> National Convention in Louisville, KY is scheduled for July 27-Aug 1, 2024, 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, 2024 and must be submitted not later than July 31, 2024.

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 the following locations:

➤ Northern areas; TBA.

a. Joint Training will be from 9-12, Lunch from 12-1pm with VFW training to follow

➤ Southern Areas; TBA

a. Joint Training will be from 9-12, Lunch from 12-1pm with VFW training to follow

**26.** The Fall Conference will be at 10:00 AM, September 14, 2024 at Post 6917, Las Cruces. 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 September 14, 2024, following the Fall Conference.

**28.** All Post Commanders will ensure that at least one copy of the 2025 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 2025 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 2024-2025 Voice of Democracy Theme is ***"Is America Today Our Forefathers' Vision?"***. The Voice of Democracy entries are due at the Post by October 31, 2024. Post winners will be forwarded to their respective District Chairman not later than November 26, 2024. District First place winners will be forwarded to Gary Logsdon, Post 2951 Santa Fe. Entries must arrive at the State Chairman's home address, listed under Appointments; no later than midnight, Friday, December 15, 2024. State Judging will start on or about December 16, 2024.

**30.** The 2024-2025 Patriot's Pen Theme is *"My Voice in America's Democracy?"* Patriot's Pen Essay entries are due at the Post by October 31, 2024. Post winners will be forwarded to their respective District Chairman not later than November 26, 2024. District First place winners will be forwarded to Gary Logsdon, Post 2951 Santa Fe. Entries must arrive at the State Chairman's home address, listed under Appointments; no later than midnight, Friday, December 15, 2024. State Judging will start on or about December 16, 2024.

**31.** The 2024-2025 Teacher nominations are due to the Post by October 31, 2024. Post winners will be forwarded to their respective District Chairman not later than November 26, 2024. District First place winners will be forwarded to Gary Logsdon, Post 2951 Santa Fe. Entries must arrive at the State Chairman's home address, listed under Appointments; no later than midnight, Friday, December 15, 2024. State Judging will start on or about December 16, 2024.

➤ **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 2024-2025 term are hereby announced.

## **2024-2025 VFW Department of New Mexico Appointments**

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

**Adjutant/Quartermaster** – David Fouse; Post 7686

**Assistant Adjutant** – Victoria "Tori" Haddox; Post 5890

**Chief of Staff** – Kathy Schiebel; Post 6917

**Deputy Chief of Staff** – Ralph E. Myers; Post 6917

**Inspector** – R.E. “Bart” Bartosiewicz: Post 3280

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

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

**Secretary** – Kelly Fouse: Aux Post 7686

**Surgeon** – Mark Bowman: Post 3274

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

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

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## **Committee Chairmans**

**Auxiliary Liaison** – Beth Miller: Aux Post 6917

**Bataan Memorial Chairman** – Len Hampton: Post 6917

**Buddy Poppy Chairman** – Clay LaMaire: Post 3221

### **Budget Committee**

Brian Ravak: Post 6917

Dave Fouse: Post 7686

BJ Lawrence: Post 7686

Jim Haddox: Post 5890

Gary Logsdon: Post 2951

Mack Dyer: Post 3274

**By-Laws Committee Chairman** – Mark Decker; Post 9517

### **By-Laws Committee**

Cathy Brock: Post 3274

Rel Melon; Post 10124

Jim Berdine; Post 10763

**Citizenship/Americanism** – Kevin James; Post 10763

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

**Homeless Veteran Chairman** – Len Hampton: Post 6917

### **Facebook Admin**

Rel Melon; Post 10124

Victoria “Tori” Haddox; Post 5890

Len Hampton: Post 6917

Brian Ravak; Post 6917



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

**Immediate Past State Commander** – Victoria “Tori” Haddox; Post 5890

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

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

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

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

**Life and Legacy Life Member Chairman** – Mary Tutza; Post 6917

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

**Membership Chairman** – Mark Decker; Post 9517

**Membership Deputy Chairman** – Greg Cranmer; Post 6917

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

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

**National Home Chairman** – Gary Logsdon; Post 2951

**Newspaper Editor** – Mark Decker; Post 9517

**Newspaper Coordinator** – Betty Decker; Aux Post 614

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

**Officer of Day** – Greg Cranmer; Post 6917

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

**Patriot's Pen** – Gary Logsdon; Post 2951

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

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

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

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

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

**Special Project Chairman** – TBD

**Student Veterans Association Chairman** – Vacant

Jennifer Ray; Aux Post 3370

**Teacher's Award** – Gary Logsdon; Post 2951

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

Jim Haddox; Post 5890

Gary Logsdon; Post 2951

Mack Dyer; Post 12184

Beth Miller; Aux Post 6917

**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

Len Hampton; Post 6917

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

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

**VAVS Rep Deputy** – Chris Archuleta; Post 5610

**Veteran-of-the-Year** - Christopher Archuleta, Post 5610

**VMS** – Mark Bowman; Post 3274

**Veterans Service Committee**

Brian Ravak; Post 6917

Victoria "Tori" Haddox; Post 5890

Chris Archuleta; Post 5610

Mark Decker; Post 9517

**VFW Riders Liaison** – Tom Lairson; Post 8703

**Voice of Democracy** – Gary Logsdon; Post 2951

**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:



Brian Ravak, Commander  
Department of New Mexico  
Veterans of Foreign Wars

Official:



David Fouse, Adjutant  
Department of New Mexico  
Veterans of Foreign Wars

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**Citizenship/Americanism** – Kevin James; Post 10763

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

**Homeless Veteran Chairman** – Len Hampton; Post 6917

**Facebook Admin** – Rel Melon; Post 10124, Victoria “Tori” Haddox; Post 5890, Len Hampton; Post 6917, Brian Ravak; Post 6917

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

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**Special Project Chairman** – TBD

**Student Veterans Association Chairman** – Vacant or Jennifer Ray; Aux Post 3370

**Teacher's Award** – Gary Logsdon; Post 2951

**Time and Place Committee** – BJ Lawrence; Post 7686, Jim Haddox; Post 5890, Gary Logsdon; Post 2951, Mack Dyer; Post 12184, Beth Miller; Aux Post 6917

## **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

Len Hampton; Post 6917

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

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

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**Veteran-of-the-Year** - Christopher Archuleta, Post 5610

**VMS** – Mark Bowman; Post 3274

**Veterans Service Committee** – Brian Ravak; Post 6917, Victoria “Tori” Haddox; Post 5890,

Chris Archuleta; Post 5610, Mark Decker; Post 9517

**VFW Riders Liaison** – Tom Lairson; Post 8703

**Voice of Democracy** – Gary Logsdon; Post 2951

**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, 2025** to be judged for the “All-State Team” of Post Commanders and District Commanders except membership, which is required by June 30, 2024. To receive All-State award at Department Convention, membership must be 102% by **April 5, 2025**. If membership is 102% after **April 5, 2025**, awards will be given out at the next available meeting.



## **DEPARTMENT ALL-STATE DIVISIONS**

Division 1: 1 - 67 MEMBERS

Division 2: 68 - 111 MEMBERS

Division 3: 112 - 184 MEMBERS

Division 4: 185 - 325 MEMBERS

Division 5: Above 326 MEMBERS

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

Posts/Districts **MUST** achieve 102% MEMBERSHIP BY JUNE 30, 2025

Posts/Districts **MUST** be inspected by December 31, 2024

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 one Flying Squadron by one of the top 5 officers for Post & District. Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, or Adjutant.

Attendance **REQUIRED** at all Council of Administration meetings by one of the top 5 officers for both Post and District. Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster or Adjutant.

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

Posts **MUST** enter a minimum of one (1) Community Activity Report per month.

Posts **MUST** have a Post Facebook page by December 31, 2024

**NOTE:** Submit your Facebook page to the Department Facebook Chairman, and add Department Facebook Chairman as an Admin on the Post Facebook page.

Posts/Districts **MUST** participate in 2 Recruiting events or Partnering Events. (Verification must be submitted to Department Adjutant).

Posts **MUST** purchase required amount of BUDDY POPPIES by April 1<sup>st</sup>, 2025

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, Member of the Year.

Posts **MUST** hold one Membership Appreciation Day, and include Auxiliary, if applicable. (Verification must be submitted to Department Adjutant).



Posts/District **MUST** have donated to the Department Commanders Special Project.

Donations **MUST** be sent to the Department Headquarters by April 1<sup>st</sup>, 2025

Department Commander's Special Project donation amount by Division:

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

Posts/District **MUST** have donated to the Department Veterans and Military Service according to Department All-State Division

– **MUST** be paid through the National Dashboard at

<https://heroes.vfw.org/page/22950/donate/1>

**\*\*\* 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

**\*\*\* Minimum for All-American Award is \$100.00**



Posts/District **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

Posts/District **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

**NOTE:** Letters of justification for missing criteria and a \$25.00 per program not completed, must be received by the Department Adjutant, and approved by the Commander, by April 5<sup>th</sup>, 2025.

**An All-State Team Captain/Co-Captain will be selected. These Captains are the best of the best**

### **POSTS**

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

- Post Commanders will receive an All-State Team VFW Cap
- Post Quartermasters will receive an All-State Team VFW Cap



## **DISTRICTS**

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

- District Commanders will receive an All-State Team VFW Cap

**THE STATE COMMANDER RESERVES THE RIGHT TO CHANGE ANY QUALIFYING CRITERIA DURING THE VFW YEAR.**



***NEW MEXICO STATE COMMANDER'S  
MEMBERSHIP PROGRAM & GOALS  
2024-2025***

1. To increase overall Department Membership by 102% over the 2023-2024 ending year membership number, and to support each Post and District to achieve the same goal.
2. To actively participate in Post and District quarterly recruiting events.
3. Present a positive image of the Veterans of Foreign Wars Department of New Mexico to our veterans, families, and the community at large.
4. Build a stronger and fuller VFW for the future.
5. Foster teamwork, cooperation, and partnership among our members and our Posts.
6. Provide veteran service outreach to veterans around the state of New Mexico.
7. Ensure all veterans in New Mexico know what the VFW can do and does do for them every day.

**Membership Goals**

1. Increase membership within each Post, District, and Department by 102%.
2. Increase Life Membership by 5% in every Post and District within the Department.
3. Maintain a minimum of 85% retention of continuous/annual members within each Post in the Department.
4. Increase reinstatement of members by 10%.
5. Increase Legacy Life Members across the Department with 1 new Legacy Life Member per Post.

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.

**Additional Membership Goals**

1. To conduct a membership round-up by December 31, 2024. Commander will make visits to encourage Posts about membership and see if they have any questions or concerns for 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 VFW programs during the 2024-2025 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 four (4) membership drives per year, one (1) per quarter.
9. For the Department of New Mexico to achieve 100% in membership by December 31, 2024

### **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, 2024 will receive \$100 to their district funds.



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

**Top Recruiter in their State Division:** Between July 1, 2024 - May 1, 2025

Receives a Citation of Award and State Commander's leather-bound portfolio.

**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





# OPERATION: ALL IN



VFW National Membership Program

2024-2025

Al Lipphardt

Commander-in-Chief

*“Believe in what you do, do what you believe in.”*

VERSION DATE: May 6, 2024

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## **I: SITUATION:**

### **Commander's Introduction:**

Alfred J. "Al" Lipphardt was elected Commander-in-Chief of the Veterans of Foreign Wars of the U.S. at the 125th VFW National Convention in Louisville, Kentucky.

Al served in the United States Army from 1965 to 1979, earning his VFW eligibility by serving in Vietnam from 1967 to 1968, and from 1970 to 1971. In recognition of his heroic service in combat, he received the Combat Infantryman's Badge, Bronze Star with "V" device, Bronze Star Medal for Meritorious Service, Purple Heart Medal, Vietnam Campaign Medal with Silver Star and two Bronze Stars, among many others.

He joined the VFW in 2002 at Post 12002 in North Fulton, Georgia, where he maintains his Gold Legacy Life membership. Al is also a Triple Crown Commander, having been named as an All-American Post Commander in 2006, District Commander in 2010, and Department Commander in 2015.

### **Membership Mission:**

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

### **Specific Membership Numbers:**

Our requirement this year is to continue growth and achieve at least 102% in membership. In the simplest of terms, we look at the prior year's total (which is how many individual members paid membership dues last year) and want to see a 2 percent increase. If a member has been lost due to passing away or not renewing their dues, then that means we must fill that gap in addition to recruiting new members to meet the 102% goal. This should serve as an example to prove that we must maintain our focus on retaining and mentoring our existing members as well as bringing in new members to the organization. Bring in the members we need, keep the members we have.

## **II: MISSION:**

### **Membership:**

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

### **Membership Requirements:**

- Achieve 102% in Membership
- For everyone to recruit at least one new member and then mentor that member.
- Increase membership drives and/or events.
- Develop new Posts and/or revitalize existing Posts.
- Increase Life Membership and Legacy Life Membership

**WHO:** All VFW Members, including Post, District, Department, and National leadership.

**WHAT:** To meet the goals of increasing membership through recruiting, retention, and mentorship. To develop a spirit of camaraderie and service to all veterans. To strengthen the Veterans of Foreign Wars through a solid membership base.

**WHERE:** Across the globe with Posts in all 50 states and in overseas countries and territories.

**WHEN:** Beginning on July 1<sup>st</sup>, 2024 and continuing through the end of the membership year on June 30<sup>th</sup>, 2025.

**WHY:** To serve our comrades and their families, to remember and honor those who have come before us, and to live the words of our motto, that ***NO ONE DOES MORE FOR VETERANS.***

## COMMANDER-IN-CHIEF'S STATEMENT

Comrades of Team Tribe 24-25,

You elected me to lead this organization in accordance with the National Bylaws, Manual of Procedures and Ritual to which I was installed. **LEAD I SHALL.**

### D-Day

*Operation ALL IN* will commence August 1, 2024 @ 1200 Hours

**THIS IS NOT A DRILL,**

**THIS IS NOT AN EXERCISE**

The Alert Order was issued when you were Department and State Junior Vice Commanders, and the Warning Order as Senior Vice Commanders, in order to prepare for *Operation All In*, our All-American Program for Departments, Districts and Posts.

We proudly stand on the shoulders of those who have gone before us; the founders from the Spanish American War followed by World War I. World War II, Korea, Vietnam, The Gulf War, along with our continuing Global War on Terrorism and those deployments to many other places under the orders of the President of the United States. We have been preparing for this moment for three years. In 2022-2023 we focused on *Commitment* under the leadership of CIC Tim Borland and "Every Veteran Counts" and we successfully achieved those goals because you came together. You realized how critical the force (membership) is to mission accomplishment. In 2023-2024 we focused on *Credibility* under the leadership of CIC Duane Sarmiento and "Meet the Challenge". Again, you supported the sitting commanders realizing how critical it is for this nation's veterans to know we speak the truth. The principles we were founded upon 125 years ago remain our foundation.

Team Tribe 24-25 Commanders at all levels will focus on *Courage*. Your courage is undeniable. The day you raised your hand and took the oath of enlistment you said four words that sealed your pledge to the people of this nation, "So help me God". When you were ordered to deploy, putting yourself in harm's way, you knew full well the dangers you would face. With changing geo-social-economic conditions and frankly, partisan politics, we have forgotten the most important asset we have. Our nation can never replace the sons and daughters lost in war. Failing to have a clear plan to achieve victory has been our strategy over these last four decades. Our warriors are deployed to be merely pieces on a game board to be used repeatedly without consideration for the toll taken on the warrior and

families at home. The material costs of war and the lifetime of grief and tragedy both physically and mentally to our warriors and their families are quickly forgotten by our nation's leaders.

More dangerous to this nation is the failure by its leaders to keep the promises made to those who have borne the battle. Slowness to grant healthcare and service-connected disabilities is only one part of this failure. We depend on a volunteer military. Recruiting is an issue across all branches of service. Veterans who have deployed to combat have very long memories. The memories I am referring to are those of 1975 and the evacuation of Saigon and when we saw the debacle in Afghanistan at Bagram Air Base as our equipment was left behind but more tragically was witnessing our troops, that is our families (who serve knowing we will never be left behind) and allies abandoned on the ground. Our Warrior Ethos says I will never leave a comrade behind. Our nation's leaders failed to keep that promise.

One of my uncles who served in WWII was with the 82<sup>nd</sup> Airborne landing in Anzio on D-Day. He went on to battles in Bastogne and Market Garden. He was highly decorated. Unfortunately, I was not close to him as he seemed to always be deployed overseas. I remember a conversation that confused me at the time. The talk was about what was I going to do with my life. At age 11, in 1957 America, I didn't know what I was going to do the next 15 minutes much less had I considered my life. But, I did not remember what he said until I heard it again from a Vietnam Veteran and fellow Rotarian. My Uncle Eddie's words were "the talent you have is your gift from God, the use of that talent is your gift to God". As I remembered I thought, did I really hear those words from that rock hard chiseled old soldier. But then I also remember he said, I chose to be a soldier. I chose to be a peacemaker, a Warrior of God. Evil exists and it cannot be appeased, reasoned with, or condoned. Evil is, and there is only one way to eliminate it and that is to destroy it wherever it appears. Like many of you we have seen the face of evil. In closing I am asking you to take up the vision of courage, never, ever, compromise your integrity. Your word is your bond. If you want to know where I am, look to the front, that's where I'll be. Follow Me.

I am proud to serve together with you. Put that vision into action. Embrace the suck, stand rigid for righteousness' sake, never compromise your principles, use the beliefs you held when you lowered your hand as you took the oath, and always be the best you can be as you **"Believe In What You Do – Do What You Believe In"**

### **III: EXECUTION:**

#### **Commander's Intent:**

*"Efforts are to be appreciated. Achievements are to be celebrated."*

To incentivize the necessary tasks of recruiting and retention, which are essential to the continued growth and strength of the Veterans of Foreign Wars, a series of award programs will be established and overseen by the Membership Department under the direction of the Adjutant General. These programs will be directly related to membership growth and program participation, and awards will be assigned to those individuals as well as Posts, Districts, and Departments that show excellence above and beyond the standard.

#### **How To Achieve Tasks:**

Focus on the three pillars of membership: *Recruiting, Mentorship, and Retention*

1. Recruiting: We need to bring in new members and recover lapsed members. To do this, we must not only reach out to veterans in our community but also build our VFW Posts into places where veterans can feel at home, find the support and camaraderie they deserve, and be provided with the best service for their family and community.
2. Mentorship: We must engage our membership and keep them active. We must be training the leaders of the future, but also communicating and serving every member of our Posts
3. Retention: We must retain the members currently on our rolls. This means putting an end to cliquishness, welcoming eligible veterans of all generations, backgrounds, and walks of life.

## IV: SERVICE AND SUPPORT:

### *Membership Resources:*

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

Membership materials ranging from applications, recruiting brochures, posters, and benefits brochures can be ordered directly from the Membership Department using the Membership Order Form (located under Membership Quick Links once you log into vfw.org )

Resources for Post Development, Membership Campaigns, and Mentorship such as training guides, videos, and webinars are available in the Training & Support section on vfw.org

Promotional tools such as radio spots, sample advertisements, public service announcements, and media kits are all available through the Media Room on vfw.org. See the trend? Just about anything you will need is at vfw.org, check it out.

*Department Leadership:* Department officers will provide resources, support, and training where available including Schools of Instruction, Unpaid/Relocated lists, and other tools and incentives to enable membership growth and the mission of recruiting, retention, and mentorship.

*National Headquarters:* The VFW National Headquarters staff is ready and trained to answer any questions you may have concerning membership, VFW programs, or other issues. National Headquarters staff will be available for remote training when necessary, feel free to contact the Membership Department to schedule.

You can contact our Member Service Center directly at [1.833.VFW.VETS](tel:1833VFWVETS) or [msc@vfw.org](mailto:msc@vfw.org), or the Membership Department at [1.888.JOIN.VFW](tel:1888JOINVFW) or [membership@vfw.org](mailto:membership@vfw.org).



## **V: COMMAND AND CONTROL:**

*In order to incentivize growth and provide motivation and recognition for those individuals, Posts, Districts, and Departments that go the extra mile to strengthen and grow the organization, the Membership Department will issue membership awards designated by the Commander-in-Chief.*

### **Awards Program Notes:**

- Awards and stipends given to a Post will be transferrable to another member of that Post.
- No more than one stipend will be awarded to an individual for a given event.
- Post/District/Department: Membership must be a minimum of 102% in order to receive any award or stipend. This does not apply to the Early Bird award.
- NOTE: Reimbursement for travel expenses 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. Travel expenses paid for a guest or spouse for the award will also be reported to the IRS. 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 unless otherwise authorized by the Adjutant General and Quartermaster General.
- Individuals receiving a 5-night hotel stay for either the VFW National Convention or the Legislative Conference must confirm attendance with the VFW Membership Department. Individuals confirmed who do not attend will be invoiced for half the cost of the reserved room.

## **All-American Program:**

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

### *All-American Post Criteria*

- Membership must be at least 102%
- Post-Election Report must be submitted to National Headquarters
- Meet all the following Program Participation Criteria by January 31st, 2025:
  - Voice of Democracy - minimum of one entry advanced to District judging (Overseas Post can donate \$125 to National in lieu of entry)
  - Patriots Pen - minimum of one entry advanced to District judging (Overseas Post can donate \$125 to National in lieu of entry)
  - Donate to Veterans & Military Support Programs Services, minimum of \$125
- 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. One of these community service activities must be for the VFW Day of Service. Learn more at <https://todaysvfw.org/vfw-day-of-service/>
- Must purchase a minimum of 500 Buddy Poppies

### *All-American Post Award*

All Posts that meet the qualifying percentage of 102% and the program participation criteria will receive an All-American Banner, Post Streamer and be recognized in the VFW magazine.

The Top 15 Posts in each Division will receive:

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

The top five Post commanders in each division will also receive five nights paid hotel stay\* at the VFW National Convention and reserved seating at the VFW National Convention joint opening session.

*Division Captains and Co-Captains:* The commander of the top Post in each membership division will be designated as the Team Captain, with the 2<sup>nd</sup> through 5<sup>th</sup> place commanders designated as Co-Captains. The All-American caps for these Captains and Co-Captains will bear a special designation.

#### *All-American District Criteria*

- Membership must be at least 102%
- District-Election Report must be submitted to National Headquarters.
- Meet all the following Program Participation criteria by January 31st, 2025:
  - Voice of Democracy - minimum of one entry advanced to Department judging (Overseas District donate \$125 to National in lieu of entry)
  - Patriots Pen - minimum of one entry advanced to Department judging (Overseas District donate \$125 to National in lieu of entry)

#### *All-American District Award*

All Districts that meet the qualifying percentage of 102% and the program participation criteria will receive an All-American District Commander Citation, All-American Streamer and be recognized in the VFW magazine.

The Top 10 Districts in each Division will receive:

- All-American District streamer
- All-American District citation - commander
- All-American name badge - commander
- All-American cap (commander only, quartermaster may purchase cap)
- All-American lapel pin (commander only, quartermaster may purchase pin)
- Acknowledgement during the All-American Awards Ceremony at the National Convention

The top two District commanders in each division will also receive five nights paid hotel stay\* at the VFW National Convention and reserved seating at the VFW National Convention joint opening session.

*Division Captains and Co-Captain:* The commander of the top District in each membership division will be designated as the Team Captain, with the 2<sup>nd</sup> place commander designated as Co-Captain. The All-American caps for these Captains and Co-Captains will bear a special designation.

#### *All-American Department Criteria*

- Membership must be at least 102%.
- Department must submit Department legislative chairman reports monthly through the Program dashboard tool.
- Meet all the following Program Participation criteria by January 31st, 2025:
  - Voice of Democracy - An entry advanced to National judging
  - Patriot's Pen - An entry advanced to National judging
  - Veterans & Military Support Programs – Must complete State/Department fundraiser and proceeds donated to Veterans & Military Support Programs, Kansas City, Mo.

#### *All-American Department Award*

- Acknowledgement during the All-American Awards Ceremony at the National Convention
- All-American Department streamer
- All-American Department citation - commander
- All-American name badge - commander
- All-American cap - commander – quartermaster, and adjutant may purchase cap.
- All-American lapel pin - commander - quartermaster may purchase pin.
- Five nights paid hotel stay\* for the 2024-2025 Commander attending the VFW National Convention.
- Reserved seating at the VFW National Convention Joint Opening Session

## **All-American Notes:**

- Any member in a Post that achieves All-American status can purchase a “Post Member” cap. Those members must be in the Post during the membership year. Adjutants may purchase a cap. Quartermasters may purchase a cap and/or Quartermaster Pin. Commanders who were not in the top 15 in their Division may purchase a cap, Commander’s Pin, and/or Post Commander Citation.
- Donations made to replace Voice of Democracy and Patriot’s Pen by eligible overseas Posts, Districts, or Departments must be made through the All-American Dashboard, not through any other means.
- Veterans & Military Support Programs Services Donations for Post/District/Department as listed above will only be accepted only through the All-American Dashboard.

## **MEMBERSHIP PROGRAMS AND AWARDS:**

### **Individual Recruiting Awards:**

1/5/10/15 members recruited: recruiting pin

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

50 members recruited: Commander-in-Chief backpack

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

100 members recruited: Century Cap or \$50 VFW Store credit & citation

Recruiting Awards will be sent out five times during the year to the Post, to be given out at a Post meeting to those members who have recruited new members. 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 on Jan. 1, 2025, will each be awarded a 5-night hotel stay for the VFW Legislative Conference in Washington D.C. One room will be booked per award/Post.

### **New Member Award:**

Each Post that brings in a total of 15 New members will each be awarded a travel charger with the official VFW Commander-in-Chief logo. A Post may receive this award up to *five times* during the year!

### **“Operation: All In” Award:**

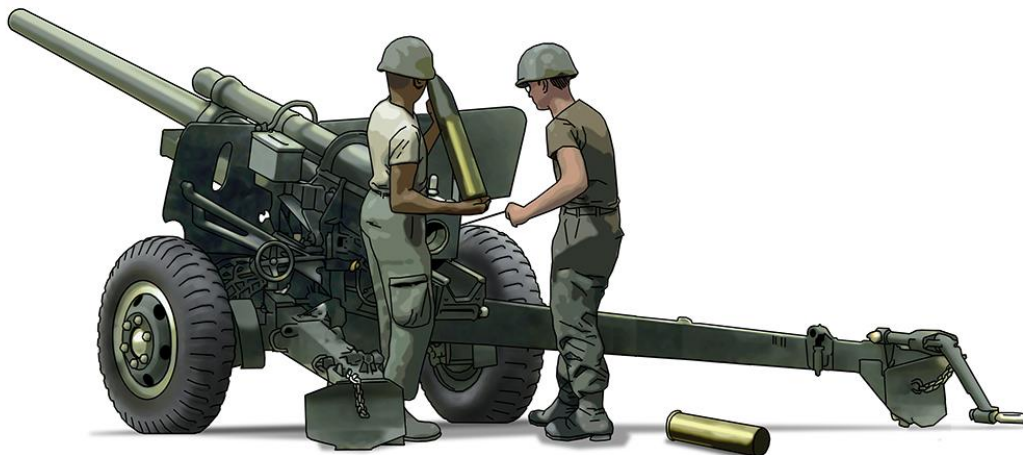
The top two Post commanders and the top two District commanders in each division who achieve 102% membership by June 30th, 2025, will each be awarded a five-night hotel accommodation at the National Convention.

### **102% Post, District & Department:**

A distinctive streamer will be awarded to every Post, District and State/Department that achieves 102% or greater in membership by June 30th, 2025.

### **105% “Above And Beyond” Drawing:**

Each Post and District commander that meets or exceeds 105% in membership by June 30, 2025, will receive an entry in this drawing. Twenty Post commanders and Twelve District commanders will receive a \$1,000 stipend to be used toward attending the VFW National Convention.



**Post Division Recruiting Challenge:**

For every 10 new members recruited between July 1, 2024, and June 30th, 2025, Posts will earn one entry to be entered into a drawing. One Post per division will receive a \$1,000 membership grant deposited into the Post account.

**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.

Each Post that achieves the distinctive benchmark of 100, 250, or 500 Legacy Life members by June 30th, 2025, commander or Post representative will receive a 5-night hotel accommodation at the VFW National Convention, reserved seating at the VFW National Convention joint opening session and a Legacy Society Post Proclamation.

**Top Department Recruiter:**

The top Recruiter in every Department by June 30th, 2025, will receive an engraved Cavalry Saber. Note: Minimum of 25 new members required to win this award.

**Elite Recruiter:**

Any VFW member who signs up 250 or more new members by June 30th, 2025, will receive a 5-night hotel accommodation at the VFW National Convention and a distinctive cap, citation, and name badge. In the event that an Elite Recruiter has already received a 5-night hotel accommodation from another award, a \$1,000 stipend will be issued at the National Convention.

**Recruiter of the Year:**

The Elite Recruiter who signs up the greatest number of new members greater than 250 by June 30th, 2025, will receive an additional \$1,000 stipend, reserved seating at the 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 75 New Life members by June 30th, 2025 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 month through the year, 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 month, 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 monthly challenges will be featured on a video display at the National Convention to recognize their achievements.

### **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 an Awards Banquet at the National Convention with a special Triple Crown pin.



**Post Division Breakdown:**

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

**District Division Breakdown:**

Division	Minimum Membership	Maximum Membership
1	5000+	
2	3,282	4,999
3	2,172	3,281
4	1,447	2,171
5	906	1,446
6	10	905

**Department Division Breakdown:**

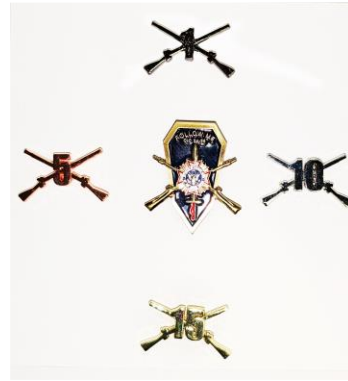
Division	Minimum Membership	Maximum Membership
1	29,000	above
2	15,750	28,999
3	12,000	15,749
4	7,000	11,999
5	2000	6,999

## FRAGO: Items and Materials

Below you will see examples of some of the awards and items mentioned in this program. For more information, contact the VFW Membership Department.



Commander-in-Chief  
Medallion and Coin



Commander-in-Chief Pin  
and Recruiting Pins



Travel Charger



Cavalry Saber



Recruiter Satchel



## **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.

### **MEMBER OF THE YEAR DUE DATES**

Entries must be to District Chairman no later than March 1st.

Entries must be to Department Chairman by March 15th.



## **VETERAN OF THE YEAR DUE DATES**

March 1, Nominations due (from Posts to District)

March 15, Nominations due to Department Chairman

April 30<sup>th</sup>, Nominations Due to National

## **JROTC AWARD**

It is important that each year we recognize one of the many outstanding Junior ROTC candidates. This allows them to get a first look at the VFW

- The Post Commander will submit at least **ONE** per year from their Post or Auxiliary.
- Nominees must be JROTC in good standing without a failing grade.
- Entries must be to District no later than Feb 15th.
- Entries must be to Department by March 15th.
- The written recommendation will not be more than 300 words long. You may also include supporting documents which reflect accomplishments and/or recognition separate from the written recommendation, (i.e., a listing of volunteer activities, hospital work, blood donations, community service with emphasis on Veteran needs, etc.). Supporting documentation does NOT count as part of the 300 authorized words of recommendation. Posts are not required for a monetary donation. But it is encouraged to celebrate your entry, much like VOD and Patriot's Pen.

## **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 Washington, D.C.

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: "My Voice in America's Democracy?"**

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 Washington, D.C. Program brochures and posters are available at the VFW Store:

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

**This year's Theme is: "Is America Today Our Forefathers' Vision?"**

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>



## **2024-2025 VETERAN OF THE YEAR**

### CRITERIA

Each year the Department of Washington works hard to properly recognize our Veterans in the state for all the terrific work they do. It is equally important that each year we recognize one of the many outstanding comrades that make their Post and District proud. It's the individual that is always there in the trenches, doing all the volunteer work with that undying devotion to the ideals of the Veterans of Foreign Wars. You know that one person you can always count on to get the job done with a smile? The following are the criteria for the Veteran of the Year Award:

- The Post Commander will submit only one Veteran per year from their Post or Auxiliary.
- Nominees must be Veterans in good standing.
- Entries must be to District no later than March 1st.
- Entries must be to Department by March 15th.
- The written recommendation will not be more than 300 words long. You may also include supporting documents which reflect accomplishments and/or recognition separate from the written recommendation, (i.e. a listing of volunteer activities, hospital work, blood donations, community service with emphasis on Veteran needs, etc.). Supporting documentation does NOT count as part of the 300 authorized words of recommendation. Please don't forget the individual's hat size when completing the nominating packet.
- Department veteran of the year chairman will form a Judging Panel composed of at least 3 VFW members of which one member will be a Past Department Commander.



During the judging all personal identifying information to include name, gender, post number, etc. and anything not pertaining to the March 2024 to March 2025 year will be redacted. - The individual who is selected by the Judging Panel will be announced at the State Convention will receive a Veteran of the Year Cap, and his/ her and a guest's Banquet meal will be paid for by Department. Please contact me with any questions: Christopher Archuleta

### **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.



DEPARTMENT HEADQUARTERS  
Veterans of Foreign Wars of the United States  
TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA



Dear Comrade Commander:

Questionnaire for VFW Accountable Officers Crime Coverage

August 1, 2024

One of the most important communications you will receive during the year concerns the bond of your Unit Quartermaster. Section 703 of our National By-Laws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the By-Laws places the responsibility for adequate bonding upon the Commander of the post. In any business it is customary to bond any officer handling funds. **THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.**

The Department Headquarters carries a Crime Policy for the bonding of Department and Post Accountable Officers. This Policy runs for a year – from September 1 to August 31 – premium payments are made on that basis. Coverage for all accountable officers expires on August 31 and premium for the New Year is due on September 1.

Any unit may decide whether it prefers to take out a Policy with some other surety company or have its funds protected by the Department Headquarters Crime Policy. But the matter should be given prompt attention because if your Accountable Officer had previously been covered through the National Headquarters, **a new premium payment is required by September 1, 2024 and delinquent after this date.**

**IF THE POLICY IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE OF 9-1-2024, THE POST HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR PRIOR TERM. AFTER 90 DAYS PRIOR COVERAGE CEASES.**

**COVERAGES OF THE POLICY REQUIRE THAT:**

1. You agree to make/or cause to be made, at least annually, an audit of your books and accounts, including complete verification of all securities and bank balances pertaining to each “employee and/ or volunteer”.

If the above is not complied with, the Insurance Company will refuse to honor claim of missing funds which cannot be proven by records. Monthly audits and reconciliation of bank statements may avoid this denial of claim.

2. The Insurance Company will not pay for loss resulting from any unauthorized advances made by an “employee” to any member for delinquent dues and assessments.

3. “Employee” means any duly elected position, or any appointed officer as listed in the policy schedule.

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

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

**The funds of your Post are protected only for that year. Premium for the following year will be due September 1, 2025.**

RETURN THIS QUESTIONNAIRE WITH YOUR PREMIUM CHECK PAYABLE TO YOUR DEPARTMENT HEADQUARTERS

\_\_\_\_\_  
Post # and State

I hereby apply for A1. Employee/Volunteer Theft coverage in the amount of \$ \_\_\_\_\_ for the position of \_\_\_\_\_. For the year from September 1, 2024 through August 31, 2025.

Number of Persons Bonded: 1      Number of Locations: 1      Post Annual Income: \$ \_\_\_\_\_.      Dated: \_\_\_\_\_.

**Has the post had any Crime Coverage (employee/ volunteer theft of money) losses over the past three years? \_\_\_\_\_.**

**If yes, provide a description with date & amount of loss on a separate sheet & what changes you have made so this does not happen again.**

**No Coverage can be extended until Travelers reviews and approves it.**

**DEADLINE FOR COVERAGE IS SEPTEMBER 1, 2024 – AFTER THIS DATE YOU WILL BE DELIQUENT AND NOT IN COMPLIANCE WITH THE VFW BY-LAWS.**

\_\_\_\_\_  
QM or Commander or Adjutant or Sr.Vice Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Address, City and Zip





VFW DEPARTMENT OF NEW MEXICO  
POST QUARTERMASTER AND ACCOUNTABLE OFFICER  
2024-2025 RATE SCHEDULE

\$4.00 PER THOUSAND	
\$1,000.00	\$4.00
\$2,000.00	\$8.00
\$3,000.00	\$12.00
\$4,000.00	\$16.00
\$5,000.00	\$20.00
\$6,000.00	\$24.00
\$7,000.00	\$28.00
\$8,000.00	\$32.00
\$9,000.00	\$36.00
\$10,000.00	\$40.00
\$11,000.00	\$44.00
\$12,000.00	\$48.00
\$13,000.00	\$52.00
\$14,000.00	\$56.00
\$15,000.00	\$60.00
\$16,000.00	\$64.00
\$17,000.00	\$68.00
\$18,000.00	\$72.00
\$19,000.00	\$76.00
\$20,000.00	\$80.00
\$21,000.00	\$84.00
\$22,000.00	\$88.00
\$23,000.00	\$92.00
\$24,000.00	\$96.00
\$25,000.00	\$100.00

\$26,000.00	\$78.00
\$27,000.00	\$81.00
\$28,000.00	\$84.00
\$29,000.00	\$87.00
\$30,000.00	\$90.00
\$31,000.00	\$93.00
\$32,000.00	\$96.00
\$33,000.00	\$99.00
\$34,000.00	\$102.00
\$35,000.00	\$105.00
\$36,000.00	\$108.00
\$37,000.00	\$111.00
\$38,000.00	\$114.00
\$39,000.00	\$117.00
\$40,000.00	\$120.00
\$41,000.00	\$123.00
\$42,000.00	\$126.00
\$43,000.00	\$129.00
\$44,000.00	\$132.00
\$45,000.00	\$135.00
\$46,000.00	\$138.00
\$47,000.00	\$141.00
\$48,000.00	\$144.00
\$49,000.00	\$147.00
\$50,000.00	\$150.00

\$3.00 PER THOUSAND up to \$250,000			
\$51,000.00	\$153.00	\$76,000.00	\$228.00
\$52,000.00	\$156.00	\$77,000.00	\$231.00
\$53,000.00	\$159.00	\$78,000.00	\$234.00
\$54,000.00	\$162.00	\$79,000.00	\$237.00
\$55,000.00	\$165.00	\$80,000.00	\$240.00
\$56,000.00	\$168.00	\$81,000.00	\$243.00
\$57,000.00	\$171.00	\$82,000.00	\$246.00
\$58,000.00	\$174.00	\$83,000.00	\$249.00
\$59,000.00	\$177.00	\$84,000.00	\$252.00
\$60,000.00	\$180.00	\$85,000.00	\$255.00
\$61,000.00	\$183.00	\$86,000.00	\$258.00
\$62,000.00	\$186.00	\$87,000.00	\$261.00
\$63,000.00	\$189.00	\$88,000.00	\$264.00
\$64,000.00	\$192.00	\$89,000.00	\$267.00
\$65,000.00	\$195.00	\$90,000.00	\$270.00
\$66,000.00	\$198.00	\$91,000.00	\$273.00
\$67,000.00	\$201.00	\$92,000.00	\$276.00
\$68,000.00	\$204.00	\$93,000.00	\$279.00
\$69,000.00	\$207.00	\$94,000.00	\$282.00
\$70,000.00	\$210.00	\$95,000.00	\$285.00
\$71,000.00	\$213.00	\$96,000.00	\$288.00
\$72,000.00	\$216.00	\$97,000.00	\$291.00
\$73,000.00	\$219.00	\$98,000.00	\$294.00
\$74,000.00	\$222.00	\$99,000.00	\$297.00
\$75,000.00	\$225.00	\$100,000.00	\$300.00

\$3.00 PER THOUSAND	
\$110,000	\$330.00
\$120,000	\$360.00
\$130,000	\$390.00
\$140,000	\$420.00
\$150,000	\$450.00
\$160,000	\$480.00
\$170,000	\$510.00
\$180,000	\$540.00
\$190,000	\$570.00
\$200,000	\$600.00
\$210,000	\$630.00
\$220,000	\$660.00
\$230,000	\$690.00
\$240,000	\$720.00
\$250,000	\$750.00

\$2.50 PER THOUSAND				
\$251,000	\$753.00		\$480,000	\$1,440.00
\$252,000	\$756.00		\$490,000	\$1,470.00
\$253,000	\$759.00		\$500,000	\$1,500.00
\$254,000	\$762.00			
\$255,000	\$765.00			
\$256,000	\$768.00			
\$257,000	\$771.00			
\$258,000	\$774.00			
\$259,000	\$777.00			
\$260,000	\$780.00			
\$270,000	\$810.00			
\$280,000	\$840.00			
\$290,000	\$870.00			
\$300,000	\$900.00			
\$310,000	\$930.00			
\$320,000	\$960.00			
\$330,000	\$990.00			
\$340,000	\$1,020.00			
\$350,000	\$1,050.00			
\$360,000	\$1,080.00			
\$370,000	\$1,110.00			
\$380,000	\$1,140.00			
\$390,000	\$1,170.00			
\$400,000	\$1,200.00			
\$410,000	\$1,230.00			
\$420,000	\$1,260.00			
\$430,000	\$1,290.00			
\$440,000	\$1,320.00			
\$450,000	\$1,350.00			
\$460,000	\$1,380.00			
\$470,000	\$1,410.00			



# 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

COPY 1 - DEPARTMENT COPY 2 - DISTRICT

REV.20180712

## **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





### **COMMEMORATIVE TRIBUTES**

**POSTS SHOULD ARRANGE SPECIAL CEREMONIES AND ALL COMMANDERS SHALL ALERT COMRADES TO THEIR OBLIGATIONS FOR APPROPRIATE COMMEMORATION OF THE FOLLOWING OUTSTANDING ACTION DATES IN U.S. HISTORY:**

January 27 - Signing of the Vietnam Peace Accord in 1973

February 15 - Sinking of U.S.S. Maine, 1898

February 28 - Liberation of Kuwait—Operation Desert Storm 1991

March 24 - Start of Kosovo Campaign 1999

March 29 - National Vietnam Veterans Memorial Day

March 31 - End of Operation Restore Hope—Somalia 1995

May 1 - Loyalty Day, annually

May 8 - VE Day: German unconditional surrender signed, 1945

May 26 - Memorial Day

June 6 - D Day: Allied invasion of Europe, 1944

June 14 - Flag Day

July 4 - Independence Day

July 27 - Signing of the Korean Armistice in 1953

August 31 - End of Operation Iraqi Freedom 2010

September 2 - VJ Day: Japan surrendered, 1945, ending World War II fighting

September 11 - Patriot Day



September 20, the 3rd Friday - POW/MIA Recognition Day

October 7 - Start of Operation Enduring Freedom -  
Afghanistan 2001

October 18 - Recognition of Women in Military Service

October 23 - Beirut Bombing

November 11 - Signing World War I Armistice, 1918.  
Veterans Day

December 7 - Pearl Harbor Day, since 1941

### **Military Branch Birthdays**

National Guard: December 13, 1636

Army: June 14, 1775

Navy: October 13, 1775

Marine Corps: November 10, 1775

Coast Guard: August 4, 1790

Air Force: September 18, 1947

Space Force: December 20, 2019





## **NEW MEXICO VFW EVENTS AND DATES 2024-2025**

### **District 1 Meetings**

(Lunch at Noon with all meetings to follow)

September 28, 2024, Post 3221 (Grants)

January 4, 2025, Post 9517 (Shiprock)

April 12, 2025, Post 614 (Aztec)

### **District 2 Meetings**

(Lunch at Noon with all meetings to start at 1:00 PM)

August 24, 2024 Post 2387 (Belen)

October 26, 2024 Post 6216 (Albuquerque)

February 22, 2025 Post 5890 (Rio Rancho)

April 26, 2025. Post 401 (Albuquerque)

### **District 3 Meetings**

(Lunch at Noon with meetings to follow)

August 4, 2024, Post 4384 (Anthony)

October 27, 2024 Post 7686 (Alamogordo)

January 26, 2025 Post 10124 (Las Cruces)

April 27, 2025 Post 6917 (Las Cruces)

### **District 4 Meetings (Tentative)**

(Meetings start at 10:30 with Lunch to follow)

August 5, 2024 Post 1389 (Elephant Butte)

November 4, 2024 Post 3317 (Williamsburg)

February 3, 2025 Post 12212 (Santa Clara)



### **District 5 Meetings**

(Meetings at Noon with Lunch to follow)

September 14, 2024 Post 1547 (Las Vegas)

January 11, 2025 Post 9516 (Cerro)

April 12, 2025 Post 1793 (Raton)

### **District 6 Meetings**

(Meetings at Noon with Lunch to follow)

August 3, 2024 Post 2951 (Santa Fe)

October 19, 2024 Post 5610 (Española)

April 12, 2025 Post 3259 (Taos)

### **District 7 Meetings**

(Meetings at 11:00 with Lunch to follow)

August 25, 2024 Hobbs

February 23, 2025 Carlsbad

April 6, 2024 Roswell (if there is auxiliary) if not it will be in Hobbs.

### **District 8 Meetings**

(Lunch at 1:00 with Meetings to follow)

September 8, 2024 Post 3280 (Clovis)

January 12, 2025 Post 9515 (Portales)

April 13, 2025 Post 2528 (Tucumcari)



**2024-2025**  
**DEPARTMENT OF NEW MEXICO VFW & VFWA**  
**PLANNING CALENDAR**

**June 2024**

June	Dept of NM Convention, Albuquerque
June 14	Flag Day

**July/ August 2024**

July 4	Independence Day
July 27 - Aug 1	National Convention Louisville, KY
August 2	National Council of Administration
August 10	Flying Squadron – South
August 17	Flying Squadron – North
August 23 - 25	Commander-in-Chief's Homecoming Savannah, GA

**September 2024**

September 7	Celebrating America's Freedom Event VFW National Home Eaton Rapids, Michigan
September 11	Patriots Day
September 12-15	Department Adjutant/ QM Training Kansas City, MO <i>Tentative</i>
September 14	Department Commander Ravak Homecoming

**October 2024**

October 5	Dept of NM President's Homecoming, Santa Fe
October 10-13	Junior Vice Commanders Training Kansas, MO
Oct. 31 – Nov. 3	Western Conference Honolulu, Hawaii

**November/ December 2024**

November 11	Veterans Day
November 28	Thanksgiving Day
December 25	Christmas

**January 2025**

January 7	100 <sup>th</sup> Anniversary Original Birthday Party Celebration VFW National Home
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January 16-19      Dept of NM Mid-Winter Conference, TBD Location

**February 2025**

February 8      100<sup>th</sup> Anniversary Black Tie Event VFW National  
Home

**March 2025**

March 1-5      Legislative Conference Washington DC  
March 9      100<sup>th</sup> Anniversary Pollet House Dedication/ Ribbon  
Cutting VFW National Home, Eaton Rapids, MI

**April 2025**

April 10-13      Senior Vice Commanders Training Kansas, MO

**June 2025**

June      Dept of NM Convention, May 30, - June 1, 2025  
/Location TBD  
June 28      100<sup>th</sup> Anniversary Celebration VFW National Home,  
Eaton Rapids, MI

**August 2025**

August 9 - 14      National Convention Columbus, OH

## PLANNING CALENDAR

### SCHEDULE OF VFW MEETINGS AND EVENTS

Rev. May 2024

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#### 2024

July 27 - August 1	National Convention Louisville, KY
August 22 - 25	Commander-in-Chief's Homecoming Savannah, GA
September 5	National Budget & Finance Committee Meeting Kansas City, MO
September 6 - 7	National Council of Administration Meeting Kansas City, MO
September 9 - 12	Fall Legislative Committee Meeting Washington, DC
September 12 – 15	Department Adjutant/Quartermasters Training Kansas City, MO
September 22 - 26	Accredited Service Officer Skill Level Training Annapolis, MD
September 22 - 27	Accredited Service Officer BASIC Training Annapolis, MD
October 10 - 13	Junior Vice Commanders Training Kansas City, MO
October 18 - 20	Big Ten Conference Indianapolis, IN
October 31 - November 3	Western Conference Honolulu, HI
November 1 - 3	Eastern Conference Burlington, VT
November 7 - 9	Southern Conference Nashville, TN

#### NATIONAL HEADQUARTERS

#### WASHINGTON OFFICE

**2025**

February 28 – March 4	Voice of Democracy Washington, DC (Tentative)
March 1- 5	Washington Conference Washington, DC (Tentative)
April 10 – 13	Senior Vice Commanders Training Kansas City, MO
June 28	VFW National Home 100th Anniversary Celebration Eaton Rapids, MI
August 9 - 13	National Convention Columbus, OH
September 19	National Budget & Finance Committee Meeting Kansas City, MO
September 20 – 21	National Council of Administration Meeting Kansas City, MO
September 25 - 28	Commander-in-Chief's Homecoming Des Moines, IA
October 2 -5	Department Adjutant/Quartermasters Training Kansas City, MO (Tentative)
October 16 – 19	Junior Vice Commanders Training Kansas City, MO
October 24 – 26	Eastern Conference Wilmington, DE

**2026**

August 15 - 19	National Convention Salt Lake City, UT
October 22 - 25	Southern Conference Mobile, AL

**2027**

July 31 - August 4	National Convention Milwaukee, WI
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**2028**

August 5 - 10	National Convention San Antonio, TX
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