

National Sons of AMVETS



**Guide Book
2003 - 2004**

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SONS OF AMVETS

AIMS & PURPOSES

1. To serve our nation at all times and to help build and maintain the welfare of the United States of America toward lasting prosperity and peace for all.
2. To dedicate ourselves in keeping with the policies of our Government, to secure international peace.
3. To inspire in our membership a sense of responsibility, and to develop leadership for the preservation of our American democratic way of life.
4. To help unify divergent groups in the overall interest of American democracy.
5. To cooperate with all duly recognized veterans organizations and their subordinate groups in the furtherance of the aims of the American Veteran.
6. To aid in the fulfillment of the aims and purposes of AMVETS, our parent organization.
7. To keep the American public forever reminded that the veteran served to preserve peace, liberty and democracy for our nation.
8. To promote the welfare and fellowship of our members and their families.
9. To recognize that the organization known as AMVETS, which was chartered by Congressional action on 23 July 1947, is our parent organization and that the Sons of AMVETS exist solely to promote the interests of the parent body of AMVETS.

PRINCIPLES OF SONS OF AMVETS

We, the Sons of AMVETS (American Veterans), fully realizing our responsibility to our parents, community, State and Nation, associate ourselves for the following purposes: To uphold and defend the Constitution of the United States of America; to safeguard the principles of freedom, liberty and justice for all; to promote the cause of peace and goodwill amongst nations; to maintain the freedom of our country; to preserve the fundamentals of democracy; to perpetuate the friendships and associations of the AMVET organization; and to dedicate ourselves to the cause of mutual assistance.....this by the Grace of God.

**SONS OF AMVETS
NATIONAL OFFICERS 2006-2007
nationalsonsofamvets.org**

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INTRODUCTION TO SONS OF AMVETS

HISTORY

1944	AMVETS organized (Parent Organization)
1974	Sons of AMVETS Organized (Subordinate Organization)
1984	National Department formed.

DIVISIONS OF SONS OF AMVETS

1. National Department
2. State Department
3. Districts
4. Local Squadrons (have own Officers, By-laws and Charter)

MEMBERSHIP ELIGIBILITY

Eligibility for membership in Sons of AMVETS shall be limited to all male descendants, grandsons, adopted sons, and stepsons, fathers, husbands, widowers and brothers of members of AMVETS and deceased members of AMVETS, or service personnel who died and would have been eligible for membership in the parent AMVETS organization, and are at least (18) years of age and are not eligible for membership in the parent organization. This is not to include in-laws of any type.

NUMBER

You need 8 members to form a Local Squadron.

Three local Squadrons to form a Department.

If you have formed five Local Squadrons and have not formed a Department, you **must** first form a Department before you can form a sixth Squadron.

TYPES OF MEMBERSHIP

1. New
2. Renew
3. Life
4. Member-at-Large

STATUS OF MEMBERSHIP

New A member who is making application for membership for the first time or a member who has let his dues expire for a year or more.

Renew Any member who has held a prior years membership card is considered a renewal, regardless of when, during the membership year, his dues are paid. A member whose dues have not been paid for a period of one year or more must re-establish eligibility and shall be considered a new member.

AIMS AND OBJECTIVES

Sons means **Helper** - Sons of AMVETS is a **Service** Organization with the following programs:

1. Serve our AMVETS (Parent Organization) -- Legislation and Joint programs.
2. Serve our Youth -- Scholarships
3. Serve our Town -- Community Service
4. Serve our Country -- Americanism
5. Serve our Hospitalized Veterans -- V.A.V.S.

LOCAL OFFICERS

Local Squadrons shall elect and appoint Officers as provided for in their By-laws and may parallel those of the Department in so far as the Squadron wishes regarding duties of program chairmen.

The various Officers are:

Commander	Judge Advocate
1st Vice Commander	Adjutant
2nd Vice Commander	Chaplain
3rd Vice Commander	Provost Marshal
Finance Officer	PRO/Historian

NECESSARY PROPERTIES

1. Voucher book
2. Membership applications
3. Dues Remittance forms
4. Checking account
5. Adjutant's book (minutes)
6. Treasurer's ledger
7. Service Report form
8. Local By-laws

NATIONAL PROGRAMS

1. Scholarship Program
2. Community Service Programs
 - a) Paws with a Cause
 - b) Blood Donor Program
 - c) A.A.D.A.A. Program
 - d) Special Olympics
 - e) Special Wish
3. Service to Veterans
V.A.V.S. Hospital Program

DEFINITIONS

Sons of AMVETS	Male descendants of American Veterans who are eligible for AMVETS.
Principles of Sons of AMVETS	Our Philosophy -- who we are, what we believe and what we strive for
Obligation	Oath and charge of philosophy
Colors	Navy blue jacket, charcoal gray slacks and light blue shirt

30 seconds
of silence

In memory of the departed (following closing prayer)

S.E.C. State Executive Committee - Department Officers, Past Department Commanders and delegates in compliance with individual Department By-laws

N.E.C. National Executive Committee - National Officers, Immediate Past National Commander

P.D.C. Past Department Commander

P.N.C. Past National Commander

AUTHORITIES

1. Sons of AMVETS National Constitution & By-laws
2. Sons of AMVETS Department Constitution & By-laws
3. Local Squadron Constitution & By-laws
4. Roberts Rules of Order, newly revised

HINTS

1. Commander may vote in case of a tie.
2. Local election may be by secure ballot.
3. Finance records audited annually or as provided for in Local By-laws.
4. Officer Pro-tem -- temporary Officer.
5. Nomination of Officers -- made from the floor, (not necessary to second).
6. Address the Chair -- Commander or Chairman.
7. Commander passes gavel to 1st Vice Commander when he wants to speak on a subject or when action of the body directly concerns him or when he leaves the floor.

SQUADRON COMMANDER

You have been elected by the members of your Squadron to the highest office in your local. With this action, they placed great faith and trust in you as a leader. With the honor comes the responsibility for the success of your Squadron's programs. The following instructions will aid you in furthering your aims toward a very successful year.

1. As Commander, it is your responsibility to preside at all meetings of the Sons of AMVETS and conduct your meetings in a business-like manner.
2. When presiding at meetings, you should have available for immediate reference the following: Sons of AMVETS Guide Book, National Constitution and By-laws, Department (if formed) and Local By-laws.
3. Have an organized agenda prepared for each meeting. Make your meetings as interesting as possible. Interesting meetings will be well attended.

SAMPLE AGENDA

CALL TO ORDER: (rap gavel and say) "I now call this meeting to order."

INVOCATION BY CHAPLAIN: (SAY) "Please stand"

PLEDGE OF ALLEGIANCE BY PROVOST MARSHAL

READING OF "PRINCIPLES OF SONS OF AMVETS" (on back of membership card)

(say, please be seated)

ROLL CALL OF OFFICERS BY ADJUTANT:

Commander, (name)
1st Vice Commander, (name)
2nd Vice Commander, (name)
3rd Vice Commander, (name)
Judge Advocate, (name)
Adjutant, (name)
Finance Officer, (name)
Provost Marshal, (name)
Chaplain, (name)
Historian/PRO, (name)

RECOGNITION OF GUESTS:

READING OF MINUTES OF PREVIOUS MEETING

After Adjutant finishes reading minutes, say. "Are there any additions or corrections?"

IF CORRECTIONS - say "After corrections, the minutes will stand approved as corrected"

IF NO CORRECTIONS - say "Hearing none, the minutes stand approved as read"

Squadron Commander (Cont'd)

OFFICERS REPORTS:

1ST Vice Commander

2nd Vice Commander

3rd Vice Commander

Judge Advocate

Finance Officer

Provost Marshal

Chaplain (Good and Welfare)

Historian/PRO

UNFINISHED BUSINESS:

NEW BUSINESS:

BENEDICTION BY CHAPLAIN

ADJOURNMENT

SOMETHING TO REFLECT ON.....

Handle the business of the Sons organization at the meetings, speak your peace, make your point, and leave it at the meeting. Use your Post Club room to enjoy the companionship of your fellow Sons.

NOTE: Sons of AMVETS members and Officers should carry a Sons application for membership in his wallet. This will help boost your membership. Surprise them during a meeting by asking to see their Sons application. You could fine the members who do not have an application with them (\$1.00). Fines will go in your treasury.

4. It is most important that all National and Department minutes/bulletins be read and discussed at the meetings. Our National and Department Officers put much time, thought and effort in preparing these mailings to keep the local Squadrons informed. A mailing is sent to an Officer of each Squadron at no cost.
5. Use your authority wisely. Do not hesitate to use your gavel to maintain order at all meetings. Do not allow personal conversation to interfere with business, however, each person who wishes to speak on a subject should be allowed to do so. The majority rules when a vote is taken, but remember, it is the right of the minority to be heard.
6. The Commander or presiding officer declares the result of the vote. If there is any doubt on a voice vote, a show of hands or standing vote should be taken.

Squadron Commander (Cont'd)

7. The Commander shall be tactful, weigh his judgement carefully and not participate in discussion unless he has passed the gavel to the 1st Vice Commander, who temporarily becomes the presiding officer until the matter is finished.
8. Your 1st Vice Commander should be seated at your right at all meetings and should be kept informed of all activities of the Squadron.
9. As local Commander, every effort should be made to participate fully on Local and State levels. Remind your members of the various functions and keep them informed of the activities of the Squadron as a whole.
10. Make sure that all officers know how to make out their reports and send them in to Sons Department and/or National Headquarters. If for some reason an officer is not able to report, it is your duty to complete the reports and mail them.
11. Encourage each officer to compile a record of the activities of his office; therefore, each incoming officer will have these files to refer to and add to each year.
12. Your leadership and the direction you take can be the difference between an active or inactive Squadron. You must show interest and participate in projects yourself in order to stimulate interest within your Squadron.
13. The Squadron is only as good as you and your members make it. It is not yours to dominate. It must be led with tact, directness and charm. In this manner, you will win the members respect and cooperation. Recognize and praise the good work done by members.
14. Conduct yourself in a manner to bring respect to your Squadron and be available to represent your Squadron at all events where your presence will bring favorable attention to AMVETS and Auxiliary.
15. After the election of new officers, be sure all records are turned over to the incoming officers.

FORM:

[INVITATION TO VISIT SQUADRON FOR SONS
NATIONAL / DEPARTMENT COMMANDER](#)

1ST VICE COMMANDER - MEMBERSHIP

As the 1st Vice Commander of your local Squadron, your responsibilities are as follows:

1. Familiarize yourself with all the duties of the Commander as well as your duties. In the event the Commander should call upon you to conduct a business meeting of your Squadron, you should be well prepared to do so.
2. Be willing and available to represent the Commander at meetings and other functions as required by the Commander.
3. As 1st Vice Commander, you are also the Membership Chairman. It is your responsibility to have a membership report at every meeting. Keep accurate records to be sure each membership is up-to-date.
4. Always have a good supply of membership applications on hand. Encourage all members to carry them. Membership application envelopes can be obtained from Sons of AMVETS National Headquarters.
5. Establish a good working relationship with the AMVETS Membership Chairman. Through him, you can receive information regarding AMVETS who might have members of his/her family eligible to join the Squadron. Contact them personally and encourage them to attend the Squadron meeting.
6. Read all Department and National mailings. As changes are made in the membership program, keep the members informed.
7. Encourage all members of your Squadron to become involved in getting renewals and signing up new members. REMEMBER! THIS IS NOT A ONE-MAN JOB!!! It takes everyone working together.
8. Make your members knowledgeable of all deadline dates on the Department and National levels.
9. Check each D&R form before mailing to be sure they are filled out properly. Make sure all names and addresses are spelled properly, zip codes are listed and birthdays are correct. Membership cards will not be sent until all information is correct. By not filling out the form correctly, you risk the chance that it will be sent back for correction, thus delaying your members cards. If a member loses his membership card, you can obtain a new card by contacting the Department 1st Vice Commander who will issue another card for \$3.00. If you do not have a Department, contact the Membership Coordinator at Sons National Headquarters.
 - a. Send in dues immediately after each meeting - DO NOT HOLD!
 - b. Mail or hand out the membership cards promptly. (You can invite new members to your Squadron meetings and present them with their membership card).
 - c. Invite new members to your Squadron meetings.
10. Make sure all checks are filled out properly.
 - a. If you have a Department, checks should be made out to Sons of AMVETS, Department of _____.
 - b. If you do not have a Department, checks should be made out to National Sons of AMVETS.

11. Transfers must be filled out properly and signed by both the old and new Squadron Commanders.
12. Every application for new members **MUST** be checked and signed by the AMVETS Post Adjutant or AMVETS Post Vice Commander in charge of Membership. This simple step, when bypassed, can create unforeseen chaos! **THIS IS A MUST DO!**
13. A list of forms needed for your office: - **THIS IS YOUR RESPONSIBILITY**
 - a. Dues & Remittance Form (D&R)
 - b. Transfer Form
 - c. Membership Applications
 - d. Change of Address Form
 - e. Squadron Change of Officers Form
 - f. Life Membership Form

TYPES OF MEMBERSHIP

14. **NEW OR RENEW** - is for anyone who pays dues each year as a new or renewal member.
 - a. **Each Squadron in a Department** shall remit annually to the Department the sum of _____ per member for Department dues and \$11.00 for National dues. Each local Squadron shall determine the amount of their local dues and must at least equal AMVETS dues.
 - b. **If you do not have a Department**, you shall remit annually to the National Department the sum of \$11.00 per member. Each local Squadron shall determine the amount of their local dues and must at least equal AMVETS dues.

LIFE MEMBERSHIP – A Life Membership is offered to all Sons of AMVETS members. By paying a one-time membership fee of \$320.00, a member can be assured of receiving all current and future benefits and communications on the progress of our organization.

MEMBERS AT LARGE - may be granted to any individual eligible for membership in our organization. A Member-at-large is not affiliated with any particular local Squadron.

- a. If you do not have a Department, dues is \$11.00 per year and is remitted directly to the National Sons of AMVETS Headquarters. If you have a Department, dues is \$11.00 (National) plus the amount designated for your Department and is remitted to your Department 1st Vice Commander..
- b. A Member-at-Large is not eligible to hold office or vote on any level.
- c. A Member-at-Large may become affiliated with a local Squadron at any time with the properly executed transfer form and remitting that year's dues as established by the accepting Squadron.

CHANGE OF OFFICERS FORM

This form provides the State and National Departments all information concerning any changes occurring at your annual Squadron elections. This information will show what members are holding what offices, their addresses and phone numbers. It also provides all Squadron information that is necessary to revalidate your Squadron each year. **THIS FORM MUST BE COMPLETED AND SUBMITTED TO NATIONAL BY JULY 1, AS MANDATED BY THE SONS CONSTITUTION AND BY-LAWS. THERE WILL BE NO EXCEPTIONS!** Once your elections are completed, install the officers immediately and then this form needs to be sent in immediately. If your Post has a joint installation ceremony scheduled later, your Officers may be sworn in again at that time.

- a. The first portion of this form asks for all Squadron information and must include the E.I.N. number
- b. The second portion asks for an official contact person at your Squadron. All mail and communications will be sent to this person. This person should be responsible in passing this information on to the membership.
- c. The third portion requires information necessary for records mandated by the AMVETS and our Constitution and By-laws. If for some reason your Squadron cannot fill a position, leave that space blank. Offices that are filled need to be filled out completely. I don't need the Post telephone number, it's already been taken care of in the first portion. If a Department or National Officer needs to contact any one of your Officers, we need his phone number, so please fill this portion out.
- d. The fourth portion requires information regarding your Squadrons appointed Officers.
- e. The fifth portion, SQUADRON INFORMATION, must state the time and place of your Squadron meeting. If you meet on the first Sunday of each month, that is your meeting date.

It asks for your Squadron dues, which must be no less than the AMVETS at your Post. If their dues are \$20.00, your Squadron dues must be at least that. Your dues may be higher, but not lower.

You are asked for your Squadrons annual income. If under \$25,000, which is almost always the case, simply check that box. If you make more, check that box, but remember, you have to fill out the IRS 990 forms. A copy of the 990 must be sent to Sons National Headquarters for file.

Also mandated by the Constitution and By-laws, your Squadron must have its own checking account. Please fill out the name of the bank and account number. Your Squadron Officers should be bonded for financial security reasons. Contact your Post Commander if you are not, and they should be able to assist you.

- f. The sixth portion of this form asks for information regarding your Squadrons own Standing Rules. It was voted at National Convention in Greensboro, North Carolina to have a Generic Squadron Constitution and By-laws for all Squadrons. You were encouraged to set up standing rules if there was something you wanted covered that was not covered in these Generic C/BL's. If your Squadron wrote up standing rules, a copy must be sent to your Department. If you have one, a copy must be sent to Sons National Headquarters. Mark this box accordingly.

- g. The final portion of this form requires the verification that your elections and installations were done accordingly. The oath that each Officer must take is in this section, and must be given by the installing officer. The installing officer must be a Post or Squadron Commander of that Post, (past or present) or a State or National Officer of the Sons of AMVETS. That officer must sign this form immediately after the installation, as well as provide the requested information. You also need your Post Sons Coordinators name, address and phone number in the appropriate space.

FORM:

[SQUADRON CHANGE OF OFFICERS FORM](#)

[DEPARTMENT CHANGE OF OFFICERS FORM](#)

MEMBERSHIP DUES & REMITTANCE FORM

The following form is to furnish the State and National Departments of all membership information on each Sons of AMVETS member, for record keeping and for issuance of the membership card. (IF THIS FORM IS NOT FILLED OUT COMPLETELY, CORRECTLY, AND READABLE, IT WILL BE SENT BACK TO BE PROPERLY FILLED OUT BY THE ISSUING SQUADRON)

- (a) The first portion must include the Squadron number, name, phone number, and address of the Squadron submitting membership. The Squadron E.I.N. number must be placed in this section. This is your employee identification number issued to your Squadron by the IRS. No membership will be processed without any of this information.
- (b) The second portion listed "SQUADRONS" is for the dues that you are submitting on the State level. If your State dues are for example \$9.00, you simply place that amount in the space provided. IF YOUR SQUADRON IS IN A STATE THAT DOES NOT HAVE A DEPARTMENT, simply leave it blank and send in the National dues to the address provided.
- (c) The back of this form must be filled out completely, and by all means written or typed so it is readable. CARD #-- is not to be filled out by the Squadron. The appropriate Department Officer who issues the cards will do this. N/R - this simply tells the Department whether this is a new member (N), or one renewing (R) his dues. D.O.B. - this of course is date of birth. Since this is printed on all membership cards, NO CARDS WILL BE ISSUED WITHOUT IT! The rest of the form asks for name, mailing address and phone number (if applicable). The name in this space will be put on the membership card. Make sure that names are spelled and written as that member wants it to appear!.
- (d) At the bottom, you will need to supply the following information. The Squadron, the mailing address that the cards will be mailed to, total membership submitted on this form, amount of check, and check number. MEMBERSHIP MUST BE PAID WITH A SQUADRON OR POST CHECK. NO PERSONAL CHECKS WILL BE ACCEPTED. The space saying "Submitted by" requires the name of the Officer in your Squadron who fills out this form, and is responsible for membership. THE ADDRESS IN THIS SPACE IS WHERE THE CARDS WILL BE MAILED! Make sure that whoever is responsible for these cards will issue cards as soon as they are received.

FORM:

[MEMBERSHIP DUES AND REMITTANCE FORM](#)

LIFE MEMBERSHIP TRANSMITTAL FORM

Life memberships are initiated at the Squadron level by asking the 1st Vice Commander for a Life Membership Transmittal Form. Please fill the form out legibly.

1. Any current member or new member of Sons of AMVETS may become a Life Member in Sons of AMVETS.
2. New Squadron members (just joining and wants to become a life member) shall complete the entire Life Membership Transmittal form, have verified by the AMVETS Post Adjutant, enclose the dues of \$320.00, and forward to National Sons of AMVETS Headquarters, 1395 E. Dublin Granville Rd. Suite #115, Columbus, OH 43229. You must give a copy of the transmittal form to your Squadron 1st Vice who will forward a copy to your Department (where one exists) 1st Vice Commander.
3. An existing member shall fill out the top portion, but is not required to fill out the sponsor information. A copy of your paid up membership card must accompany the transmittal form with check. Forward to National Sons of AMVETS Headquarters, 1395 E. Dublin Granville Rd. Suite #115, Columbus, OH 43229. You must give a copy of this transmittal form to your Squadron 1st Vice who will forward a copy to your Department (where one exists) 1st Vice Commander.
4. If you have paid your dues for the current membership year and you want to become a life member, your dues for life membership shall be \$300.00. If you are renewing your membership for the upcoming year and you want to purchase your life membership, your cost is \$320.00.
5. DO NOT LIST LIFE MEMBERSHIPS ON DUES & REMITTANCE FORMS. Their application is verification for membership.
6. Sons of AMVETS National Membership Secretary will periodically mail a life membership report to all Squadrons and Departments in which there are life members.
7. Distribution of Squadron and Department dues will be made according to the National By-laws. Final disbursements for the membership year shall be made prior to the annual National Convention.
8. Any Sons of AMVETS Life Member that transfers to another Squadron, can request a replacement life membership card (showing his new Squadron) by sending his current card into National Sons of AMVETS Headquarters requesting the issuance of a new life card.
9. The Squadron or Department 1st Vice Commander shall forward to Sons of AMVETS National Headquarters the name of any Life Member that has been suspended, expelled or deceased.
10. Any questions can be directed to your Department or National 1st Vice Commander, in charge of membership.

FORM:

[LIFE MEMBERSHIP TRANSMITTAL FORM](#)

TRANSFER FORM

The following form is to allow a member to transfer from one Sons of AMVETS Squadron to another, and to supply both the State and National Departments of all information. The State and National Departments are required to maintain all membership records of each Squadron.

- a. The top portion of this form requires the transferring members current membership card number. To properly fill out this section, you will need the address that the member has just moved from, and the address he is now residing. If the member is requesting a transfer, but not changing his address, you simply need to fill out the present address.
- b. The second portion simply asks for Squadron information. "TRANSFER FROM" would be the Squadron he is leaving, and "TRANSFER TO" would be the Squadron he wishes to join.
- c. The third portion is very important. No member may transfer from one Squadron to another without approval of each Squadron involved. The Commander of each Squadron must sign in the spaces available, to validate the transfer. If a form is sent in without both signatures, the transfer will be disallowed.
- d. Make sure that the proper amount of copies are made, and sent to the State and National Departments. Also make sure that each is sent to the proper addresses, which are on the form.

FORM:

[TRANSFER FORM](#)

OTHER FORMS

[APPLICATION FOR MEMBERSHIP](#)

[CHANGE OF ADDRESS FORM](#)

2ND VICE COMMANDER -PROGRAMS

As 2nd Vice Commander, you are in charge of Programs. Successful programs not only help the community but also involve members in structured activities. A well-organized program that demonstrates an answer to a need will generate interest plus stimulate media coverage, while it increases involvement and promotes membership. Your Public Relations Officer should contact the newspaper, radio and TV stations to advise them about what is being planned, who is involved and what will be accomplished before, during and after the program. Remember to acknowledge and thank those who helped; a little recognition goes a long way. As each program progresses, document all pertinent information for future reference. Good records are essential to ensure continuity; therefore, additional copies should be made and given to the designated record-keeper to put on file.

To get volunteers, personally call on some members who were active before or haven't been active at all. Tell them you need their help and get them involved. Look beyond your Post membership to members of the Auxiliary, Juniors and even AMVETS who can provide assistance. Identify individuals who have similar interests and concerns. Also look to other community service-oriented organizations and individuals like the Scouts, Jaycees or Chamber of Commerce. Get your entire community to rally behind your cause.

Lastly, if a program works, share it with other Posts, Departments and the National Headquarters. It may be adopted nationwide.

When you finish a project, fill out the Project Form. Also, each month fill out the Monthly Project Summary Form. If your Squadron is part of an organized State Department, send a copy of all the forms with any pictures or flyers to the Department 2nd Vice Commander every month. Your Department will forward all copies to the National Sons Headquarters. If you are not part of an organized Department, send a copy of everything to the National Sons Headquarters. We are very interested in what all Squadrons are doing. Totals are given on the AMVETS floor at Convention and they are really impressed.

Listed below are program ideas and months the programs can be initiated. Keep in mind, however, that it may take weeks or months to plan and develop each program. Make it a success -- plan the program well.

JANUARY

- ◆ *Hobby Craft Show.* This can be made into an annual affair with invitations going to all hobbyist in the community. They can bring their particular hobby to the show and compete against others who have the same hobby.
- ◆ *Literacy in Schools.* Furnish local schools with Americanism literature.

FEBRUARY

- ◆ *Valentines Day (February 14)* This date offers a good opportunity for the Sons to sponsor a party for teenagers in the community and Junior AMVETS. Hold a Sweethearts Dance.
- ◆ *Lincoln and Washington's Birthday Celebration (February 12 and 22).* Host an Americanism party.
- ◆ *National Salute to Hospitalized Veterans.* Visit and spend time with America's hospitalized Veterans.

MARCH

- ◆ *Bike Safety Inspection.* Host an educational event for the community about bike safety.

APRIL

- ◆ *Because We Care Day (first Wednesday in April)*. Participate at VA.
- ◆ *Little League*. Sponsor a local team.
- ◆ *Girl and Boy Scouts*. Assist in any way you can.
- ◆ *Organize a Community Clean-Up Weekend*. Sponsor and hold a program for the community to clean up local areas.

MAY

- ◆ *Memorial Day Activities (May 30)*. Participate in grave decorations at local cemeteries and memorial services. The Sons of AMVETS Commander may ride in the Memorial Day parade.
- ◆ *Bicycle Parade*. In conjunction with regular Memorial Day ceremonies, some Sons have arranged for youngsters to participate in the regular parade by decorating their bicycles in patriotic colors and competing for regular prizes in different classes.
- ◆ *Armed Forces Day*. Participate in ceremonies.

JUNE

- ◆ *Flag Day*. Special presentations should be made and news releases written. Encourage everyone to display their U.S. flag on this day. Annually each Post, Auxiliary, Sons and Juniors should co-sponsor a "home" or "business" sale of U.S. flags weeks prior to Flag Day. Pause for the Pledge of Allegiance at 7:00 P.M. EDT.
- ◆ *Sons of AMVETS Softball Team*. A softball team requires very little in the way of equipment and is a sport for all. Competition between Squadrons in the Department is good for morale.

JULY

- ◆ *Independence Day Celebration (July 4)*. Help start a community Fourth of July program or sponsor a fund-raising event. The Squadron Commander can also ride in a parade.

AUGUST

- ◆ *The National Convention*. Plan to attend

SEPTEMBER

- ◆ *Membership Campaign*. Kick off the efforts to recruit Squadron membership.
- ◆ *Labor Day (first Monday in September)*. Participate with Post in Labor Day parades or other community programs.
- ◆ *Bowling*. Form or sponsor a bowling team.

OCTOBER

- ◆ *Halloween (October 31)*. If your community does not have a regular program for its youngsters, here is a real opportunity for your Squadron to get into the picture. The program can include structured party games, costume contests, a parade, movies and other activities that will keep the youngsters (and oldsters) busy and safe on Halloween night. (Excellent program for you to include your Junior AMVETS).
- ◆ *VA Hospital Party*. Plan and host a party at the VA Center. If one is not close, contact a VA accredited nursing home in your area and ask if you can come and host a party for the Veterans.

- ◆ Senior Citizens' Party. Sponsor a party for senior citizens.

NOVEMBER

- ◆ Food Pantry. Posts normally collect and deliver baskets of food to the needy in the community for Thanksgiving. If this program is not being done at your Post, Sons of AMVETS can start a program to help the needy at this time of year. It can also be carried over to do at Christmas. When you sit down to a nice dinner on these two days, it helps your celebration just knowing that the needy also are having a nice dinner and that you were part of it.
- ◆ Pot Luck Dinner. Host a dinner at your Post.
- ◆ Veterans Day (November 11). Plan your program well in advance. Coordinate your planning with AMVETS at your Post. Show them that the Sons of AMVETS are here to honor those that fought for our Country so we could be free.

DECEMBER

- ◆ Christmas Party. Sponsor a party at a children's home, VA hospital or a veterans nursing home. This is the time of year that those not so fortunate are very depressed and a party might help boost their spirits. If you have a fund raiser, earmarking the funds for this party, you might be able to buy gifts. If not, just go visit and maybe play bingo with them.

Below are the programs adopted by the National Sons of AMVETS:

BLOOD DONOR PROGRAM

Every year nearly eight million pints of blood are needed to treat the sick and injured. The best way to help supply the need is through blood drives. You can ensure an adequate supply of blood for members of your Post by setting up a blood drive through the Red Cross or Blood Bank. Preparation for a local blood collection necessitates coordination with local Red Cross chapters and/or blood banks, as their personnel are the only non medical people authorized to draw blood. You need to set up a blood donor committee to coordinate with the Red Cross or local blood bank personnel. The only way blood available is for healthy persons to provide it. Persons 17 and older, in good health, can donate blood. If anyone from your Post donates blood on a regular basis, ask them to please donate it in the name of Sons of AMVETS, Squadron _____. You will need to serve cookies and juice or a light lunch for those who volunteer to give blood. This is one way to cover members of your Post that are not covered anywhere else.

AMVETS AGAINST DRUGS AND ALCOHOL ABUSE (A.A.D.A.A.)

Drug abuse, alcoholism and compulsive gambling are diseases. As diseases, they are very closely related because they involve abuse of habit-forming patterns of behavior. Today, we face an ever-rising social epidemic due to the abuse of drugs and alcohol. No community in the United States is free of these diseases. Drug abuse is the biggest problem in America today. The war on drugs is on and Posts can help by promoting community-based drug and alcohol educational programs. These programs, combined with other community civic and social organizations, can reach the entire local population. A quantity of A.A.D.A.A. program books are available from the National Programs Department at National AMVETS Headquarters or directly from the committee chairman.

PAWS WITH A CAUSE

AMVETS endorses this unique and innovative program for the hearing impaired and physically challenged. Hearing dogs are provided for the hearing impaired and service dogs for victims with cerebral palsy, multiple sclerosis, muscular dystrophy, a closed head injury or other physically limiting diseases or injuries.

Training for a service dog takes 12 months while training for a hearing dog takes 4 months. Once a dog is selected, the first half of its training begins at the training center located in Byron Center, Michigan. The hearing dog is trained to respond to at least four sounds (the telephone, doorbell, alarm clock and smoke alarm). Later, in the recipient's home, the dog is trained for additional sounds, depending on the needs.

A service dog is trained to respond to 87 verbal commands and tasks. Tailoring of the training package begins in earnest when the dog is in the recipient's home. Because needs vary, each individual selects the responses that will help him or her most to live independently. These responses are then made an integral part of the training for the dog.

For more information, contact Paws With A Cause, 1235 100th Street, SE, Byron Center, MI 49315 (616) 698-0688.

SCHOLARSHIP PROGRAM

National Sons of AMVETS developed a \$500.00 Scholarship program a few years ago. There is more than one scholarship awarded. Eligible individuals may apply before April 1 of each year. A letter is written to each applicant informing them if they did or did not receive a scholarship and a letter is also sent to the college listed on their application for confirmation that the student is registered. After confirmation from the college, the check is then sent to the college.

You can start a scholarship program of your own by earmarking funds from certain functions you do during the year. You can use the format from our Scholarship application for a guide line.

PROJECT REPORT FORM GUIDELINES

PURPOSE:

The purpose of the Project Report is to allow the Parent Organization, AMVETS, a documented accounting of the volunteer donations accomplished by the Sons of AMVETS. This gives the parent organization proper documentation in reporting to the various government agencies and helps them to maintain their non-profit status with the IRS. It also shows the various government agencies the need for increased budgets for the welfare of our veterans.

CATEGORIES:

There are (2) categories that are allowed as proper donations by the Sons of AMVETS:

1. Squadrons may report the total number of hours that are worked by their Squadron members at a function that is allowable under these guidelines.
2. Squadrons may report any dollar amount that is donated, and is allowable under these guidelines.

Definitions:

Function: An allowable function is a function that is a direct benefit to either the Squadrons general fund, the AMVETS organization, AMVETS Ladies Auxiliary, any veterans organization or one or more of their members, or to the community.

Donation: A donation which can be reported is either the Squadron hours worked, a direct monetary donation or both. The cost to provide a function is not considered to be a donation, unless the cost is donated.

Examples:

1. Squadron 123 has a steak fry once a month. Their cost to hold the steak fry in September was \$ 250.00. They had 8 members that worked for 4 hours. They took in \$ 523.00 for the steak fry. They are going to put their profits into their Squadron general fund which they may donate to a worthy cause at a later date. Their project report should be as follows:

Hours worked: 8 members X 4 hours = 32 total hours
32 total hours X \$20.00 valuation = \$640.00

Monetary donations - none

Total donations: 32 hours \$640.00

Explanation: The cost of the steak fry cannot be reported because the Squadron had this money already and the cost was donated to no one. It was returned to their general fund. The profit for the steak fry cannot be reported because it too was put into the general fund and was donated to no one. Because the AMVETS did in fact receive a direct benefit in the form of increased canteen business from the steak fry, the hours worked by the Squadron can be reported.

2. Squadron 79 becomes aware that an AMVETS member needs new oxygen tanks, but his insurance no longer covers it. They decide to have a cheeseburger dinner on Friday night to help pay for the

tanks. They also decide to donate the cost of this cook. They hold the cook and the cost is \$100.00. They had 4 members work 5 hours each and they make \$205.00 profit. Their report should be as follows:

Hours worked:	4 members X 5 hours = 20 hours	
	20 hours X \$20.00 valuation =	\$400.00
Cost donated:	\$100.00	100.00
Profits donated:	\$205.00	<u>205.00</u>
Total donations:		\$705.00

Explanation: The Squadron agreed to donate the cost of the function so it is a true donation, because this money went as a direct donation so they are allowable, the hours are allowable because this function was a direct benefit to an AMVETS member.

3. I'm sitting in the canteen with another Sons member and an AMVETS member comes in and asks us to help him move a huge dresser to his newly purchased home. We agree and help the member. Our report should be as follows:

There should be no report.

Explanation: This is not a function. The man simply needed help to move one piece of furniture. As Sons, we should be doing this kind of help anyway.

4. The 1st Vice Commander of Squadron 18 has just spent 4 hours processing membership.

There should be no report.

Explanation: The man is simply doing what he was elected to do in his position.

5. The Sons Commander attends a funeral for a fallen post member.

There should be no report.

Explanation: The Commander went out of respect, and should attend if possible. There is no benefit to this member, the person is deceased.

If you hold a program that gets mentioned in a local paper, please send in copies and any pictures available to be included with your Project Form.

RULE OF THUMB:

You are encouraged to turn in all reports for your functions. The examples listed are situations that we all face at our Squadron level. This is a basic guideline to follow in hopes it will clarify some of these situations. If you have questions, please contact your State Department or the National 2nd Vice Commander for clarification.

COMPLETING THE FORMS

PROJECT REPORT FORM

The Project Report Form is used to explain the details of any projects that your Squadron organizes and/or participates in. Remember, the Sons of AMVETS is a volunteer-based organization so documentation of our projects is important.

- a) The first section explains which Squadron is reporting and who was in charge of the project.
- b) The second section specifies what type of program is being reported. Is this the first time for this project? What general category does it best fit in? Which part of the AMVETS Organization headed up the project?
- c) The third section covers all the details. Begin with a brief but accurate description of the project. Then fill in the number of people that was involved in the project, how many total man-hours was involved and the related value of those hours. Remember, if the project is a Sons project, you can report **ALL** volunteers involved including AMVET members, Ladies Auxiliary members and others. The next line asks for Miles Driven. This includes mileage to and from home to participate in the project. If several people ride together, only count the mileage once. Next, the form asks for the amount of allowable funds used from the Sons budget, including cash donations. Then the form asks for the value of donations received for the project. Remember to review the examples to help understand what is allowable. The total value of the project is the total of the four lines (hours, miles and donations) from above. Be sure to have the 2nd Vice Commander or the Squadron Commander sign and date the form.

MONTHLY PROJECT SUMMARY FORM

The Monthly Project Summary Form summarizes, by category, the Squadrons projects for each month. It also assists the Department and National 2nd Vices in documenting the results of your efforts.

- a) The first section explains which Squadron is reporting and which month the summary is for.
- b) The second section summarizes all your reports for the month by project type. All hours, miles and donations listed on the Project Report Forms need to be included in this section.
- c) The Approvals section shown that the 2nd Vice Commander or Commander at each level has reviewed and approved the Project Reports being turned in.

Each month, The Monthly Project Summary and the Project Report Forms needs to be turn in. Please do not delay the reporting process for several months, that just creates more work for everyone.

FORMS:

[PROJECT REPORT FORM](#)

[PROJECT SUMMARY FORM](#)

[NATIONAL SCHOLARSHIP APPLICATION](#)

[BLOOD DONOR FORM](#)

3RD VICE COMMANDER - PROMOTIONS

The 3rd Vice Commander is in charge of promotions. He shall coordinate all fund raising activities by the local Squadron.

He shall:

- a. Evaluate all fund raising possibilities and make his recommendations to the Executive Committee.**
- b. Perform such other duties in connection with Sons of AMVETS as the Squadron Commander directs.**

In the National Sons of AMVETS By-Laws, Article VII, Section 1: Any fund raising project on the National, Department or Squadron level's must receive prior approval from the parent AMVETS corresponding level. It shall then be the responsibility of se deemed AMVETS to submit such projects for approval, if necessary, in accordance with ARTICLE VII, SECTION 3, item (a), of the AMVETS National By-Laws.

What this means is that before you start a fund raiser at your level, you **MUST FIRST** receive approval from the AMVETS on your level.

As 3rd Vice, after approval, you will form a committee to help organize your functions and help make each fund raiser run smoothly. You need to work closely with the AMVETS Commander and 2nd Vice Commander to coordinate with them, so there is no conflict.

Make sure you bring the idea across your floor for approval before doing it. Just remember, your money makers doesn't have to be something that will make a big profit. If it's something that will sell fast, you can run several over a months time and be amazed at how much money you made in one month.

IF YOUR 3RD VICE DOES NOT DO THE FUND RAISING AT YOUR SQUADRON, (MAYBE YOU ALL WORK TOGETHER) THIS WOULD BE A GOOD SPOT FOR A VAVS REPRESENTATIVE. GET YOUR SQUADRON INVOLVED AT YOUR VA HOSPITAL. IF YOU DO NOT HAVE ONE NEAR YOU, YOU CAN FIND A VA ACCREDITED HOSPITAL OR NURSING HOME IN YOUR AREA. CHECK THE VAVS SECTION IN THIS BOOK.

JUDGE ADVOCATE

The Squadron Judge Advocate is responsible for maintaining the current copies of the National Sons of AMVETS Constitution and By-Laws. If your Squadron is part of an organized State Department, then he needs to maintain a current copy of their Departments Constitution and By-Laws. He shall maintain a copy of the National Uniform Squadron Constitution and By-Laws. If the Squadron has adopted Standing Rules, then he should also maintain a copy of them. There should also be a copy of Roberts Rules of Order, Newly Revised at all meetings.

Other responsibilities of the Squadron Judge Advocate are:

1. Advise the Commander, Officers, and Chairmen on all matters of legal significance.
2. He shall interpret the National, the Department, and the National Uniform Squadron Constitution and By-Laws, and the Squadron Standing Rules as they pertain to the Squadron.
3. Serve as Officio member of the Appeals Board.
4. Shall serve on all Committees, with the Commander, as the legal advisor for the Squadron.
5. Shall be the Chairman for the Squadron Standing Rules Committee.

AUTHORITIES:

1. Sons of AMVETS National Constitution and By-Laws.
2. Sons of AMVETS Department Constitution and By-Laws.
3. National Uniform Squadron Constitution and By-Laws.
4. Roberts Rules of Order, Newly Revised.

Roberts Rules of Order, Newly Revised, shall be the parliamentary authority for all matters not specifically covered in the Constitution and By-Laws of this organization. Any conflict among these authorities shall be governed in the following precedence: the Constitution first, the By-Laws second, and the provisions of Roberts Rules of Order, Newly Revised, being last.

Always keep in mind that the AMVETS is our parent organization, and the Sons NEVER DICTATES to the Post. The Post may request the Sons assistance in their programs, etc...

When the Post does request help from the Sons, it is usually best

COMMONLY USED TERMS

The Chair	The presiding officer
On the Floor	A motion has been made, seconded and is the only subject under discussion
Has the Floor	A particular person has the Chair's permission to speak until he is finished
Point of Order	When a member believes the speaker is out of order, he may rise, and without waiting to be recognized, state, "Point of Order". The Chair will then stop the speaker and ask what the reason is. This stated and if the Chair agrees, will correct the speaker. If no, the Chair will permit the speaker to go on.
Table a Motion	Action on the motion on the floor is voted to be acted on at a later date or time
Agenda	The order in which the business is to be transacted
The Body	The members present at any meeting
Annual Meeting	The yearly meeting at which time new officers are elected, local By-Laws and amended and yearly reports of all officers are given.
The Rostrum	The desk or platform where the presiding officers conducts the meeting. There are usually 2 or 3 other officers at the rostrum
By-Laws	The rules which govern the deliberations of the Sons

FINANCE OFFICER

The office of Finance in any organization requires an individual of the highest caliber. This officer MUST be capable of sound financial judgement and be the watchdog of the organization's finances.

THE FINANCE OFFICER IS:

The Officer who is in charge of the receipts, care and disbursement of money.

Sometimes there may be different officers and chairmen who will handle funds. However, it is the responsibility of the Finance Officer to see that proper reports are issued to him and that funds are turned over to him in a timely manner when those officers or chairmen complete their assigned financial responsibilities.

Make sure that accurate financial records are kept and maintained on file and that complete financial reports are given at all meetings or upon request. Check to see that your Commander, Adjutant and Finance Officer are bonded; that IRS Form 990 is filed annually at the close of the fiscal year (if required which means, if funds are over \$25000.00) with copies forwarded to the Department and National Sons Headquarters.

It is also a good idea for all Squadrons to establish an annual budget. This will guide your expenditures and also indicate what funds are needed in order to operate.

Checks to National Headquarters should be made payable to "National Sons of AMVETS". Check to Department should be made payable to "Sons of AMVETS, Department of _____".

DUTIES OF A FINANCE OFFICER

The duties of this office may include, but are not limited to the following:

- Keeping the financial records of the Local Squadron. These financial records are permanent records of the Local Squadron or Department.
- Filing and/or completing all necessary forms with the Internal Revenue Service, State and Local governments as required by the agencies.
- Maintaining a detailed record of all income and expenses using a Cash or General Journal and a Ledger for these accounting procedures.
- Receiving all monies of the Local Squadron or Department Adjutant, recording same and depositing the funds in a bank. Deposits should be made on a regular basis. Checks should be deposited as soon as possible. Do not hold checks for a long period of time.
- The Finance Officer should pay all duly authorized expenditures. Pay by check only, earmarking each check for the purpose it was issued.
- Prepare monthly financial reports and circulate them to the Commander and other officers as prescribed in the By-Laws.
- Prepare other financial reports as requested by the Commander or the Executive Board.
- Work closely with other Officers and Chairmen to monitor the financing of various programs and activities of the Local Squadron or Department.
- Work closely with the Adjutant in carrying out the financial procedures as set forth in the Constitution and By-Laws.
- Obtain from the bank the necessary forms to either open an account or change the signatures on an account when new officers are elected. Complete these forms when necessary and return them to the bank.
- There must be a minimum of two (2) signatures on a check.
- Reconcile the monthly bank statement.

- Learn how to manage the Local Squadron's money wisely. Consider placing money that is not being used for a specific period of time in a Certificate of Deposit or Savings Account to obtain a better rate of interest. DO NOT place local Squadron's money in any account that is NOT INSURED.
- From a good Surety Bonding Company, you can bond up to five (5) Officers for \$100.00 per year. If one of these Officers were to disappear with the Squadrons funds, then the bonding agency will work with the local police in catching and prosecuting these people.
- Prepare all records for audit.
- Submit all records to the audit Committee as requested or as stated in the By-Laws.

THE AUDIT

AN AUDIT IS:

A verification of accounts and proper business procedures in account handling.

An Examination of all financial records and evidence in support of the financial books correctness.

Financial books and records of an organization should be audited as provided for in the local Squadron's or Department's By-Laws.

All financial books and records should be audited prior to relinquishing them to a successor.

THE AUDIT COMMITTEE should be provided for in the By-Laws of the Local Squadron. It is usually three members appointed by the Commander.

RECORDS THAT SHOULD BE AVAILABLE FOR AUDIT ARE:

- Adjutants Cash Receipts Journal
- Finance Officer Books
- Checkbooks and Check Stubs
- Bank Statements
- Cancelled Checks, Vouchers, Paid Invoices
- IRS Form 990 (if necessary)
- Committee Reports that involve Squadron Funds

THE AUDIT

- Check all the mathematical calculations
- Compare the Adjutant's Cash Receipts Journal with the Finance Officer's
- Compare the cash receipts with the bank deposits
- Review the Bank Statements
- Compare the cancelled checks with the disbursements
- Compare the cancelled checks with expense vouchers
- Review committee reports that involve Local Squadron's funds
- Review the monthly financial statement.

BANK STATEMENT

Once each month the bank sends a statement, usually with cancelled checks, giving the balance in the checking account. There will be times the balance given by the bank will not match the balance in your check book. There are several reasons for this:

- Some of the checks you have written have not cleared through the bank at the time the statement was issued
- Some deposits may not be credited to the account at the time the statement was issued
- Interest may have been added
- Bank charges may have been deducted.

RECORD KEEPING

1. Use two pages for each month - one for receipts and one for disbursements.
Left page for receipts
Right page for disbursements (expenses)
2. Head the left page with:
The name of the Squadron
The date - month and year
Cash Receipts Journal
3. Head the right page with:
The name of the Squadron
The date - month and year
Cash Disbursement Journal
4. Enter all monies as they are received in the Cash Receipts Journal (left page)
5. Enter all disbursements (expenses) as they are paid in the Cash Disbursements Journal (right page)
6. On the last day of the month total all the cash receipts and then total all the cash disbursements.
7. Use the space at the bottom of the page (or an additional page, if necessary) to the Financial Report as follows:

The balance from the previous month	\$----.---
Add the total cash receipts of the month	\$----.---
	\$xxx.xx
Subtract the total cash disbursements for the month	\$----.---
	\$xxx.xx*
8. Set the books up for the next month by heading the next two (2) pages, one for receipts and one for disbursements (expenses) as outlined in #2 and #3.

ADJUTANT

The Adjutant provides the administrative support for the Squadron and is charged with taking minutes and maintaining all records (in conjunction with the Finance Officer). He is also responsible for correspondence and handles the routine business of the Squadron. The Adjutant is the official contact person for the Squadron and serves as the Liaison Officer between the Post and his Community, the Department and National Headquarters.

Among his responsibilities, the Adjutant should -

- Maintain all documents and records of the Sons of AMVETS. Keep them ready for inspection as required or requested.
- Prepare and have available information of all official actions, assignments and records of various meetings.
- Records and maintains accurate minutes of meetings.
- Prints and distributes the minutes of the meetings. If this is not done, then he reads the minutes of the previous meeting at the next meeting.
- Keeps a schedule of all Squadron, Department and National meetings and all committee meetings.
- Notifies Committee Chairmen and members of appointments.
- Keeps an up to date list of names, addresses and phone numbers of Officers an all levels of the Sons of AMVETS.
- Keeps an up to date list of names, addresses and phone numbers of all members. Labels (if possible) could be made for the mailing of your minutes. The members have paid their dues and need to know the business of the meetings even if they do not attend. By mailing the minutes, the minutes need not be read at the meeting. If you do not mail minutes, you should then read the minutes at the meeting.
- Maintains all legal and official records concerning the Squadron, Department of National. Have these records ready for inspection as required or requested.
- Maintain a complete file of all Squadron, Department and National correspondence.
- Keep a copy of the Sons of AMVETS Constitution and By-Laws of National, Department and Local Squadron for reference.
- Keep copies on file of the previous two (2) years. Your retention guide for keeping correspondence records is three (3) years, financial records is five (5) years. Use clear judgement when throwing away files. Some files may want to be kept.
- The Adjutant does not turn over permanent records to anyone. These records should be inspected in the Adjutant's presence and then re-filed. If someone needs a copy of a specific record, the Adjutant locates the record that is requested, makes a copy and returns the original record to the file.
- Review the minutes of the last meeting and assist the Commander in preparing an agenda of the upcoming meeting.
- And any other duties as prescribed in the Local Squadron's, Department of National By-Laws or as requested by the Commander.

The Adjutant must be able to write or type minutes accurately and impersonally. He is not allowed to enter his opinions in the minutes.

The Adjutant should use proper names when referring to the members. Pet names and nicknames may lead to confusion at a later date.

The Adjutant needs to be prepared for the meeting:

- Discuss the upcoming meeting with the Commander and make notes of what needs to be covered at the meeting.
- Make a calendar for the coming year. On the calendar, mark all special events that take place in the Squadron/Department/National so they can be placed on the agenda at the proper time. This will prevent these events from being overlooked or forgotten.

Minutes of a meeting become the permanent record of the Squadron, Department or National proposals, activities and discussions.

The minutes become the history of your Squadron.

The minutes are the official record that will be used when it is necessary to refer to or check on what was done in the past.

Minutes can be used by auditors to verify important expenditures.

The general principle to keep in mind is that minutes should contain a record of what was done, not what was said and should never reflect the Adjutant's opinion.

FOLLOW THESE NINE STEPS

STEP ONE - THE OPENING OF THE MEETING:

The opening paragraph must contain four pieces of important information. The four W's - What, Who, When, Where. I.e. "The regular meeting of Squadron _____ was opened by Commander Smith on July 1, 1998 at 7:00 P.M. at Post _____. Next, make note of the opening ceremonies. Roll call is next.

STEP TWO - MINUTES OF THE PREVIOUS MEETING:

If the minutes were not mailed out, the minutes of a regular meeting are normally read and approved at the beginning of the next regular meeting, after the opening. If they have been mailed, the Commander can say "You have read the minutes of the previous meeting, are there any additions or corrections?" If none, he will then ask for a motion to accept the minutes. After they have been motioned, seconded and approved, he then states that the minutes will stand as mailed. If the minutes have to be read, the Commander asks if there are any additions or corrections. If there are none, a motion is made to accept the minutes as read. This is recorded in the minutes.

STEP THREE - THE FINANCE REPORT:

Only the highlights of the Finance report need to be recorded in the minutes. I.e. "After bills were paid, the balance in the checking account is _____." A copy of the detailed written report should be kept in the Adjutant's file.

STEP FOUR - CORRESPONDENCE:

Correspondence refers to the official correspondence received by or on behalf of the Squadron/Department. The correspondence is read by the Adjutant. All correspondence is briefly noted in the minutes. I.e. "Correspondence was read _____."

STEP FIVE - OFFICERS AND CHAIRMEN REPORTS:

Officers and Chairmen reports are the next items to be listed in the minutes. If the reports are given verbally - record the highlights of the report. The important facts given by the Chairman or Officer. If the Officer or Chairman has a written report, he will read it at the meeting. Written reports, if they are short, can be included in the minutes. If the written report is a long one, just highlight the important facts.

STEP SIX - UNFINISHED BUSINESS:

Unfinished business deals with matters previously introduced and have not been completed or the final report has not been given. Use a separate paragraph for each item that is considered at this meeting. The name of the member making the motion and the name of the member seconded the motion should be recorded. Record motions verbatim. (exactly as the maker of the motion states it.) Record whether or not the motion was carried or rejected. It is not necessary to record the discussion. Only the action taken by the Squadron should be recorded. Occasionally, for a specific reason, which does not have to be stated, a member may ask to have his vote recorded and this must be done.

STEP SEVEN - NEW BUSINESS:

New business deals with issues that are being introduced for the first time. New business is recorded in the same manner as unfinished business.

Nominations and election of Officers are included in the segment of the minutes. Nominations of Officers usually take place once a year as prescribed in the By-Laws. These nominations are recorded in the minutes. Nominating and seconding speeches are not recorded in the minutes.

Election of Officers are recorded in the minutes. Elections take place as prescribed in the By-Laws. Acceptance speeches, by those who were elected to office, are not recorded in the minutes. Elections take place in one of two ways: By voting, if there is more than one candidate, or by the Adjutant casting one ballot, if there is only one candidate.

STEP EIGHT - PRESENTATION OF BILLS:

Bills that have been incurred on behalf of the Squadron/Department are presented towards the end of the meeting. A copy of the bill or voucher, with receipts attached, is given to the Adjutant who reads the bill or voucher to the members and records it in the minutes. The members vote to approve or not approve the payment of the bill. Once the bill has been read and approved, it is given to the Finance Officer for payment. The bills can be read and approved one at a time or all the bills can be read and then one motion can be made to approve payment of all the bills presented.

STEP NINE - CLOSING THE MEETING:

At the end of the meeting the Commander will ask if there are any announcements. These announcements are recorded in the minutes. The announcements are items of interest to the members such as:

- Names of members who are sick or in the hospital.
- Announcement of the date of committee meetings.
- Date of next meeting.
- Etc., etc.

Closing prayer should be noted. If a guest speaker follows the meeting or a special program or installation, this should be noted in the minutes. Do not record the speech. The closing paragraph should include the time the meeting adjourned. Adjournment requires a motion and second and should be recorded. All that is required at the end of the minutes is the signature of the person recording the minutes and the office.

IF YOU HAVE TAKEN THESE NINE STEPS, YOU CAN BE AN EFFICIENT ADJUTANT, THE ONE THAT PRODUCES ACCURATE AND CONCISE MINUTES.

PROVOST MARSHAL

Provost Marshal is the custodian of the Colors. He is responsible for them at all meetings and ceremonies where they are used. He shall post the Colors at every meeting, either the small or large sets and lead the Squadron in the Pledge of Allegiance to the Flag.

1. He shall see that the meeting room is in order, with tables and chairs for all members and guests.
2. He is the keeper of the door during the meetings and shall answer all phone calls and deliver messages.
3. He is responsible for escorting guests to the rostrum and introducing new members to the membership.
4. He shall distribute all bulletins to the various Officers. During an election he shall distribute and collect the ballots and report the results to the Commander.
5. He shall help the Commander maintain order during meetings, and perform any other duties the Commander shall assign.
6. He shall study Flag Etiquette and promote the proper respect for the Flag at all times.
7. On request of the Commander, he shall be responsible for transporting and presenting the Colors at State Meeting.

PROCEDURE FOR POSTING COLORS

1. On command of the Commander to "Post the Colors", the Provost Marshal will come forward to the rostrum, then turn and face the color bearers and commands-- "color Bearers, attention, forward march". Color bearers will then advance the Colors, being sure the American Flag is on the marching right.
2. When they arrive at the front, the Provost Marshal says -- "Post Colors". The American Flag will then pass in front of the banner, to the right side of the Commander. The banner will pass to the left and they are both placed in the standards. Bearers then step back one pace and salute the Flag.
3. Following the prayer by the Chaplain, the Provost Marshal will then lead the group in the Pledge of Allegiance.
4. The Provost Marshal will then command-- "Color Bearers, about face, forward march". The Provost Marshal will make an about face and lead the bearers to the rear of the room.

PROCEDURE FOR RETIRING THE COLORS

1. Commander commands-- "Retire Colors"
2. Provost Marshal come forward, faces the bearers by making an about face, and commands-- "Color Bearers, attention, forward march"
3. When they arrive at the front of the room, he commands-- "Retire Colors"
4. Color bearers remove Flag from standards, steps back one pace. Provost Marshal then commands-- "Right and left face, forward march".
5. Provost Marshal makes an about face and leads them to the rear of the room.

PROCEDURE FOR ESCORTING GUESTS

1. Provost Marshal stands on the right of the person he is escorting or assisting.
2. If a woman guest, Provost Marshal offers his left arm. If a man, he walks to the right and assists them to the rostrum.

MEETING REGULATIONS CONCERNING DRESS CODE/CONDUCT

At an official meeting of the National and State Departments, no Sons of AMVETS member shall:

- a. Wear shorts of any kind.
- b. Wear tank top shirts.
- c. Wear ball caps.
- d. Be barefooted or wear sandals.
- e. Use profanity.
- f. Drink alcoholic beverages.
- g. Smoke (The option of smoking will be voted on prior to each meeting by the body).

The following covers shall be worn in an official meeting:

- a. Gold Braid - National Officer, past or present.
- b. Black Braid - State Officer, past or present.
- c. Red Braid - Squadron delegates.

The official Officers uniform shall consist of:

- a. Navy blue jacket
- b. Light blue shirt
- c. Gray slacks
- d. Tie
- e. Officers badge and cover

To be seated at a meeting, you are required to:

- a. Present membership card (or receipt).
- b. Be in good standing with National or State Departments regarding finances and paper work at the level you are representing as a delegate.
- c. Pay required registration fee.

To speak at a meeting, you must:

- a. Stand and be recognized by the Commander, or presiding Officer.
- b. State your name and Squadron or Department.

When approaching the head table, you must:

- a. Be recognized, and approved to come forward.
- b. Salute Colors (if not wearing cover, hand to heart and out)
- c. Go behind table on your right. You must never cut Colors unless physically impossible.

YOU SHALL ALWAYS SALUTE COLORS WHEN ENTERING OR LEAVING ROOM WHEN MEETING IS IN SESSION, AND SALUTE COMMANDER BEFORE SPEAKING!

FORMS:

[NAME BADGES ORDER FORM](#)

[SONS COVERS ORDER FORM](#)

CHAPLAIN

The Chaplain is a member of the Commander's Staff and acts as advisor and consultant to the Commander in all matters relating to religion, morals, and morale as affected by religion. The Chaplain assists the Commander and his staff with integrating the principles of good moral conduct and citizenship in the Post. He represents religion which teaches fortitude, reverence and justice, as well as kindness, sympathy and humility. His mission is to provide - or to see that provisions are made - for the spiritual and moral needs of Sons of AMVETS members, their dependents, and constituents. He should stimulate and guide the growth of a spiritual and moral sense of obligation, to enable a member of AMVETS to be a more faithful citizen.

As spiritual leader of your Squadron familiarize yourself with the prayers and rituals contained in the Manual, as you play an important part of all rituals. Be sure to notify Department and National Chaplains of all deceased members and cases of serious illness so that proper responses can be made from these levels.

DUTIES OF A CHAPLAIN

1. Give the opening and closing prayers at the Squadron meetings.
2. The Chaplain may be asked to give the invocation and benediction at dinners or other ceremonial or social events.
3. The Chaplain should at all times have with him a prayer that is suitable for any occasion in case he is asked, without notice, to give an opening or closing prayer. Always be prepared.
4. The Squadron Chaplain may be asked by the AMVETS to participate in a Joint Memorial Service. In such cases he should ask the AMVETS exactly what duties he is expected to perform.
5. Cards of sympathy, get well, congratulations, etc. are sent to members of the Squadron upon notification.
6. Give a written or oral report at the Squadrons meetings as requested by the Commander, about his activities as Chaplain.
7. The Local Squadron Chaplain should notify the Department Chaplain of deceased members. The Department Chaplain will notify the National Chaplain.
8. The Chaplain may be required to wear the Sons of AMVETS uniform on certain occasions.
9. In all ceremonies the Chaplain should work closely with the Provost Marshal.
10. Upon the death of a Sons member, it is the responsibility of the Chaplain to fill out the Deceased Notification Form in its entirety. After the form is complete, send six copies to your Department 1st Vice Commander, who will distribute copies to the appropriate Department Officers and will also forward three copies to National Headquarters. If you do not have a Department, send 3 copies to National Headquarters.

OPENING PRAYER

Our Father Who Art in Heaven,
Thy name be ever hallowed by the people of America,
Whom Thou hast blessed as no other.

May America ever adore and thank Thee,
For those blessings guaranteed to us by law.

As we gather in devout and patriotic assembly,
We realize we have not always been appreciative of those blessings,
For that we are sorry.

Bless all nations,
That they may dwell together in peace and justice.

Bless our nation that she may ever be
Strong and generous, right and victorious,
Among the family of nations on this earth.

Bless us banded together for good in this organization,
That we may serve our nation and fellow man well,
In peace as in war.

Bless our fallen comrades and those whose price of patriotism,
Cause them to suffer today.

In Thy Holy Name,
Most humbly do we pray.

AMEN

ENDING PRAYER

Let us pause this moment that each of us in his own faith and heart
may hallow the memory of our fallen comrades
who made the supreme sacrifice
and gave their lives at the alter of patriotism to a grateful America.

(Pause for 30 Seconds)

God of all consolation and mercy,
may our comrades ever sleep in thy bosom of love.

And may thou bless our loved ones, our comrades,
and our fellow man everywhere, now and forever.

AMEN

FUNERAL RITUALS

PREPARATION

Where the remains are to be interred in a local cemetery, the burial ritual should be conducted at the graveside. In such cases, the church or home services will best be left in the hands of the family spiritual advisor. Where the Squadron Chaplain conducts the church or home service, the sermon should be left to the discretion of the Chaplain.

GRAVESIDE RITUAL

1. COLOR GUARD AND COLOR BEARERS:

- a. Will remain covered at all times so long as the Colors are actually in the hands of the Color Bearers (church included).
- b. Will execute parade rest and attention with members.
- c. The National Color should never be dipped, nor should it be lowered to the ground while in the cemetery.
- d. Squadron Colors should be dipped whenever the casket is being carried, and Honor Guard executes present arms. If the Colors are at order, the senior Color Bearer will command "Carry Colors" and both Colors will come to the carry position, just before the salute is to be rendered by the Squadron Colors.
- e. Whenever the Squadron Color is dipped, the Color Guard comes to present arms.

2. SQUADRON MEMBERS:

- a. Will uncover as they enter the home or church.
- b. Will stand uncovered with the head dress over the left breast whenever the casket is being carried in good weather.
- c. If inclement weather necessitates covering the head, the right-hand salute will be given instead of uncovering.

3. ORDER OF MARCH FOR FUNERALS:

- a. Colors and Guard
- b. Chaplain
- c. Hearse
- d. Honor Squad and pallbearers (Honor Squad on each side of hearse)
- e. Squadron members
- f. Mourners (designated member shall take charge of the pallbearers, guard of honor)

Burial ritual

1. Arriving at the grave, the Squadron halts and opens order.
2. The pallbearers are formed in two files facing the road and ready to receive the casket. All personnel stand at ease.

3. When the hearse comes into view, the Commander calls the detail to attention.
4. When the hearse is parked, the pallbearers step forward and take the casket from the hearse.
5. The body is brought to the bier.
6. Squadron colors are dipped.
7. The Squadron forms around the grave and the Commander pays tribute to the deceased.
8. ** The pallbearers lift the flag from the casket and hold it over the grave at waist height, holding it taut so it will not sag.
9. The Chaplain invokes Divine Blessing.
10. When he has finished, he steps to one side.
11. Squadron colors are dipped over the grave.
12. *** The pallbearers fold the flag, hand it to the next of kin, face the foot of the grave and march off to the rear.
13. The body bearers and Squadron move off at quick time at the Commanders' order.

** Draping the casket is optional and if it is done, it is to be done at the Funeral Home before it is taken out to the hearse.

*** When presenting the flag to the next of kin, the flag is carried with the top point pointed towards the one who is carrying it.

FUNERAL HOME SERVICES

Officers in uniform with covers, line up and march in. Line up in front of the casket. On command, salute their fallen comrade. After the salute is completed, the Chaplain reads the following prayer.

CHAPLAIN: "Shall we Pray"

At this time we pause in quietness and reverence, to pay tribute to the memory of our departed member _____. His earthly sorrows and tears are over, and a place is left vacant in our Sons of AMVETS. He contributed his best efforts and loyal devotion to making a worthy Sons unit, which he loved so well. Life passes swiftly; like a cloud, we are consumed and vanish away. As he was in life, so he shall be in death, in the hands of his Heavenly Father, where we all hope to join him in fraternity unbroken.

AMEN

DECEASED MEMBER FORM

The Deceased Member Notification Form will allow the State and National Departments to not only keep track of all deceased members, but more importantly see that these members be honored in the respective memorial services at National Convention.

- (a) This form is very self explanatory. The top portion is to be all Squadron and State information, to allow membership records to be amended and kept up to date.
- (b) The second portion is the information regarding the deceased member. Addresses need to be included to allow contact with the family, to send flowers, cards, etc.
- (c) The third portion is to give the Departments a contact person from the Squadron to verify all records, and to help setting up any kind of memorial plans.

[DECEASED MEMBER NOTIFICATION FORM](#)

PRO/HISTORIAN

The community won't know of the special and outstanding activities sponsored by the Sons of AMVETS without being told; therefore, it is the job of the Public Relations Officer (PRO) to spread the word. We want people to know about us. We want them to know what we're doing on the Local, Department and National levels, what we stand for, and how we feel about our communities, children and country. Visit your local newspaper, see the managing or city editor. Tell them who you are, what your organization is, what your Squadron's local activities consist of and frankly ask for help in publicizing them. Explain that you often have news items and would like to forward them to the paper. Ask if there is one person in charge of club notes or Veteran's Organizations who should get your news items. By all means find out the deadlines of the newspaper. It is possible that while you are at the newspaper, one particular phase of your Squadron's local program would be of interest to them. In this case, follow it through and see if they will run a story on it right away. Find out what part of your programs they like, what type of stories they want from your Squadron, etc. News articles could possibly increase your membership. The more people hear about what you are doing, the more they will want to join. We want to build a stronger organization. Strength means more members, and it means more people aware of the fact that we are an active organization. There are many avenues of publicity available. The PRO should take advantage of these opportunities to enhance the prestige of the Sons of AMVETS.

LOCAL SCRAPBOOK

A scrapbook should encourage you to take pictures and to seek publicity, letting the AMVETS and AMVETS family know what the Sons are doing. It will protect memorabilia and be a fun and creative thing to design, execute and present to your Squadron Commander for his year in office.

Local scrapbooks are prepared yearly. Use cut off dates so that material does not overlap the previous year's work. Department Convention to Department Convention or installation banquet to installation banquet are good guidelines. You should choose a theme and follow it throughout the book. Be original when preparing your scrapbook and encourage all members to participate in the planning and collection of photos, articles and souvenirs to be used. Make sure that the book is presented to your Squadron Commander at a local meeting or at your installation banquet at the end of the year to be seen and enjoyed by all.

ORDER OF BOOK

1. Introductory material
 - a. Name of the Squadron and Department
 - b. PRO/Historian's name
 - c. Squadron Commander and year
 - d. Table of contents
 - e. Pledge of Allegiance
 - f. Sons of AMVETS Preamble
 - g. A copy of the Squadron Charter
 - h. A list of Charter members
 - i. A list of the present Officers
 - j. A copy of the Squadron By-Laws

AWARDS:

The following awards are presented each year at the National Convention. Books must be turned in to the PRO/Historian, at the National Convention, on Friday morning by 9:00 a.m.. Awards will be presented on Saturday morning during the meeting.

1. Best Local Scrapbook
2. Best Department History book
3. Best cover

SONS OF AMVETS

SUGGESTIONS FOR PRO/HISTORIANS

1. Scrapbooks should be made with a Scrapbook. History Books should be made with a ring binder. You may also make covers from wood, plastic, or use your imagination.
2. The cover should be designed to match the theme you are following through the book.
3. Your theme can come from several different ways. Commanders Theme, a Slogan, a cartoon, a project name, State motto, or a nickname, etc...
4. There are many different items that can be used in a book, such as stickers, ribbons, greeting cards cut out to hold a picture or a face, lace, etc... Don't use bulky items -- it causes the book to become too thick.
5. When using pictures, you can cut them out in various shapes to make the page more interesting. It also saves space when you can eliminate needless background in a picture.
6. Always try to identify all people who are in the picture.
7. If you can't get the original of something, make a photocopy of it.
8. Start collecting material at the beginning of the year. Save everything! Establish a file box using large envelopes and separate your materials according to Programs and dates.
9. Encourage members to bring you anything that they think would be appropriate for the book. It is better to have duplicates, then to have to hunt for something at the end of the year.
10. If you cannot attend the event, ask someone to collect items that you can use, and take the pictures for you. Provide an envelope for them to put these items in and send them to you.
11. Arrange photos in an interesting manner. This is not a photo album, try to stay away from straight rows. Frame them, arrange them in circles, overlap or collage them. Use an item, such as an invitation, clippings, or a menu as the focal point, and surround it with pictures of members enjoying the event.
12. Most of all, **HAVE FUN DOING IT ! ! ! ! !**

SONS OF AMVETS

LOCAL SCRAPBOOK

A scrapbook should encourage you to take pictures and to seek publicity, letting the AMVETS and the AMVET Family know what the Sons are doing. It will protect Memorabilia, and be a fun and creative thing to design, execute and present to your Squadron Commander for his year in office.

Local Scrapbooks are prepared yearly. Use cut off dates so that material does not overlap the previous year's work. Department Convention to Department Convention, or Installation Banquet to Installation Banquet are good guidelines. You should choose a theme, and follow it throughout the book. Be original when preparing your Scrapbook, and encourage all members to participate in the planning and collecting of photos, articles, and souvenirs to be used. Make sure that the book is presented to your Squadron Commander at a local meeting, or at the Installation Banquet at the end of the year to be seen and enjoyed by all.

1. Introductory Material -- (Should be used in this order.)
 - a. Name of the Squadron and the Department
 - b. PRO/Historian
 - c. Squadron Commander and year
 - d. Table of Contents

Contents should run from either Convention to Convention, Banquet to Banquet, Month to Month, Project to Project, etc... Contents should also contain the Pledge of Allegiance, Sons Preamble, a copy of the Squadron Charter, and it's Charter Members, a copy of the Squadron Standing Rules (if adopted), a list of the present Officers, a list of **ALL** donations made, copies of all Awards, Certificates, Letters of Recognition, Thank you letters, Invitations, Pictures of projects and activities, News articles from both your Post Newsletter and the local newspapers, and Menu or Program Souvenirs, etc...

2. Judging -- (Subject to Change)

a.	Presentation -- (Originality)	25 Points
b.	Neatness	25 Points
c.	News Articles, Press Releases	10 Points
d.	Content -- Awards, Menus, Pictures, Letters, Thank You Notes, Pledges, Preamble, Lists, Donations, Etc...	25 Points
e.	<u>Conformance -- (Is Table of Contents followed)</u>	<u>15 Points</u>
	TOTAL	100 Points

SONS OF AMVETS

DEPARTMENT HISTORY BOOK

All history books are prepared yearly. They should run from State Convention to State Convention. It should be noted that a History Book should differ from a Scrapbook in as much as it should not contain any data that is not of a Historical Nature, such as pressed flowers, matchbooks, souvenir type information, etc... Letters of Recognition for Community Services, Certificates of Appreciation from Civic and like Organizations, Awards and other such items are considered to be of a Historical Nature.

1. Introductory Material -- (Should be in this order.)
 - a. Name of Department
 - b. PRO/Historian
 - c. Commander and year
 - d. Table of Contents

Contents should contain; the Pledge of Allegiance, the Sons Preamble, copy of the Department Constitution & By-Laws and (if adopted) Standing Rules, List of the Department Officers, List of all donations, copy of the year end NEC Report, pictures of events and visits that the Commander made, Awards, Letters, Certificates, Thank you notes and letters, news articles, etc...

2. Judging -- (Subject to change)

a.	Content -- Quality and scope of material	25 Points
b.	Merit -- Historical Value	35 Points
c.	Conformance -- Was Table of Contents followed	20 Points
d.	Neatness	20 Points
TOTAL		100 Points

This criteria was formed using the National Auxiliary PRO/Historian Manual, and revised to conform to the Sons of AMVETS.

[INFORMATION SHEET FOR NATIONAL PRO/HISTORIAN](#)

VAVS REPRESENTATIVE / DEPUTY

The Department of Veterans Affairs Voluntary Service (VAVS) program offers members of the Sons of AMVETS an opportunity to provide direct service to the Nation's Veterans by volunteering their time and talents to the comfort of patients in VA Medical Centers, Domiciliaries, Nursing Homes and State Veterans Homes. VA coordinates with staff members to match the needs of each patient with the talents of hometown volunteers.

Often miles away from the encouragement and love of family and friends. Hospitalized veterans lose hope and lose touch with the outside world. This is where VAVS volunteers step in to help sick and disabled veterans. Volunteers, who provide the necessary link back to the community and supplement the VA staff's work, are trained, assigned and supervised by VA facility staff. VAVS workers are volunteers in the true sense of the word. They receive no salary or compensation for their contribution; their reward is knowing the vital role they play in the care and treatment of hospitalized veterans.

There is a constant need for volunteers and Sons of AMVETS can help. Contact the chief of volunteer service at the nearest VA medical facility. Find out whether Sons of AMVETS is represented and, if so, find out what the needs are and offer your assistance. If no Sons of AMVETS Program exists, organize one. The chief of volunteer service will supply the information that you need. You can enlist other help such as Auxiliary members, youths, senior citizens and others who want to help.

If your Squadron would like to participate in the worthwhile program, contact your National VAVS Coordinator listed on the National Officers list in this book. He can help in getting you started on a very worthwhile program.

REMEMBER!!! The Sons of AMVETS sole purpose is to "SERVE OUR VETERANS", and what better way than through voluntary service at a VA Hospital in your area. If you do not have a VA hospital near you, you can serve through any VA accredited nursing home. To find out if the nursing home in your area fits in this category, contact them and ask if they are a VA accredited nursing home?

If for some reason, your Squadron can't volunteer at the hospital, but would like to help in another capacity, contact the VA Hospital or nursing home and ask what they need. It might be canteen books, telephones, televisions, newspapers, etc... Hold a function at your Post Home and donate the proceeds, earmarking it for whatever you have picked out to work towards. Be sure to fill out a project form, send one copy to your Department 2nd Vice Commander and two copies to National Headquarters.

SUGGESTION -- Place a box in your Post Home and ask for the members old magazines, puzzles or new crossword books, etc... Take these to the VA Hospital / nursing home. Be sure to fill out a project form. Send one copy to your Department 2nd Vice Commander and two copies to National Headquarters.

GUIDELINES FOR SQUADRON COORDINATOR

The Squadron Coordinator shall be a member of AMVETS and has knowledge of the rules and regulations of AMVETS, the procedures of conducting meetings and when and how to fill out paperwork when due. He should be familiar with the Sons of AMVETS procedures and their forms and when they are due.

The first thing the Coordinator should do is go through the Principles of Sons of AMVETS and their Aims & Purposes with the Sons of AMVETS members.

When a new Squadron is formed, recommend that they meet once a week for four weeks. In those four weeks, the Coordinator will have the Sons members:

1. Study and review the Sons of AMVETS Guidebook, which is available from Sons of AMVETS National Headquarters.
2. Learn about their Constitution and By-Laws.
3. Learn how to conduct meetings. Whether there are four or ten members present, follow the proper procedures until you learn how to conduct the meetings properly.
4. Learn duties of Officers. Every office is important to the organization.
5. Learn all about the forms and their purposes.
 - a. How to fill out.
 - b. When to fill out.
 - c. When to send in.
 - d. Where to send in.
 - e. It's the responsibility of all Officers to see that this gets done.
6. Membership eligibility. How to fill out applications for membership and who can be a sponsor. The AMVETS Post Adjutant must approve applications first.

After four weeks, temporary officers should be appointed or elected, and serve until the annual meeting when you should have regular elections.

If you have any questions, learn who your District or State Officers are and where they can be contacted.

Learn to coordinate activities between the Post and Squadron through your Post Coordinator. He plays a very important part in your organization. You will learn more as you meet and participate in Post activities. Then you can start your functions.
Good Luck

If you need help or further information, please contact your Department Sons of AMVETS Coordinator or National Sons of AMVETS Headquarters.

SUGGESTED "INSTALLATION CEREMONY"

Installation can be made before an invited public. There are no secret ceremonies or rituals, and neither the public, especially prospective members, nor families of members should ever be kept in the dark as to the truly sincere aims, purposes and principles of Sons of AMVETS. The Installing Officer should be an Officer of the State or National Department, if available, or a duly authorized Officer of another Squadron.

SONS OF AMVETS INSTALLATION CEREMONY

Presenting the Installing Officer

Commander or M.C. "Provost Marshal, please escort the Installing Officers to the rostrum."

Installing Officer "Provost Marshal, please retire the outgoing Officers of Sons of AMVETS Squadron No. _____, Department of _____."

Provost Marshal "Commander, the Officers of Sons of AMVETS Squadron _____, Department of _____ have been removed."

Installing Officer "Provost Marshal, are the elected Officers of Sons of AMVETS Squadron _____ prepared to take their oath of office?"

Provost Marshal "They are Commander."

Installing Officer "Then you will lead them before the rostrum to be installed."

Provost Marshal "Mr. Commander, I present to you the Officers-elect, with the exception of the Squadron Commander of Sons of AMVETS Squadron No. _____, Department of _____ for the purpose of installation."

Installing Officer "Sons of AMVETS Officers-elect, you have been chosen by the members of your Squadron to represent them in your respective capacities. Are you prepared to take your Oath of Office? If so you will answer "I am"."

Assembled Officers "I am."

Installing Officer "Raise your right hand, and repeat after me, using your name where I use mine, the Sons of AMVETS Oath of Office."
(Rap gavel three times, and say "All stand")

OATH
"I _____, solemnly swear, that I will support and defend the Constitution of the United States, That I will defend and support the United States from all enemies, both from within and without and that I will support and obey the Constitution of Sons of AMVETS and that I will carry out the duties of my office to the best of my ability, so help me God."

(Rap gavel once and say "All be seated")

Installing Officer "You may lower your hands. May I offer my congratulations to all of you. Provost Marshal, you will introduce and seat the elected Officers."
(Provost Marshal gives Officers an about face, introduces 1st Vice by name, then 1st Vice goes back to his seat, then 2nd Vice and so on until they are all seated.)

Provost Marshal "Mr. Commander, the Officers with the exception of the Commander have been seated."

Installing Officer "Provost Marshal, you will lead to this rostrum the Sons of AMVETS Commander-elect, so that he may be installed."

Provost Marshal "Mr. Commander, I present to you to be installed, the Commander-elect of Sons of AMVETS, Squadron No. _____, Department of _____."
(Provost Marshal salutes, takes two steps back, covering the Commander.)

Installing Officer "You have been chosen by your fellow Sons of AMVETS to lead them for the following year. The responsibilities will be great. Knowing this, are you willing to assume your duties and take your Oath of Office? If so, you will answer "I am"."

Incoming Commander "I am."

Installing Officer "raise your right hand and repeat after me, using your name where I use mine."
(Rap gavel three times, and say "All stand")

OATH "I _____, solemnly swear, that I will support and defend the Constitution of the United States, That I will defend and support the United States from all enemies, both from within and without and that I will support and obey the Constitution of Sons of AMVETS and that I will carry out the duties of my office to the best of my ability, so help me God."
(Rap gavel once and say "All be seated")

Installing Officer "Provost Marshal, you will escort the Commander to the dias.
(Provost Marshal complies.) You have been elected to the highest office that this Squadron can bestow upon any member. This office exemplifies Authority and Justice. I present you with the gavel, the symbol of authority. Use it wisely and with discretion. Congratulations. (Installing Officer hands gavel to new Commander, then faces Provost Marshal.)

Installing Officer "Provost Marshal, please issue the Proclamation."

Provost Marshal "Having complied with our rules and regulations, with the power invested in my authority, I hereby declare Sons of AMVETS Squadron No. _____, Department of _____, duly and legally installed for the year 20____ - 20____."
(Provost Marshal salutes, does about face, salutes Installing Officer, does an about face, and retires)