



CHAPTER FUND RAISING POLICY

**CHAPTER FUND RAISING AND INTEREST POLICY
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**CHAPTER FUND RAISING & INTEREST POLICY
DEPARTMENT POLICY OF THE
STATE EXECUTIVE COMMITTEE
DISABLED AMERICAN VETERANS,
DEPARTMENT OF FLORIDA
(ADOPTED)**

The following policies has been adopted by the State Executive Committee under the authority given to it by Article XI, Section 11.2 of the State Bylaws. In each instance, the Constitution or Bylaw to which they refer, if, are cited.

1.0 DEPARTMENT FUND RAISING POLICY AND PROCEDURES

1.1 REFERENCES

- A. NATIONAL BY-LAWS - ARTICLE 15 FUND RAISING
- B. DEPARTMENT BY-LAWS - ARTICLE XII, SECTION 12.11, FUND RAISING
- C. Regulations of the Department of Florida
- D. Florida Bingo Law -CS/CS/685

1.2 POLICY

- A. This policy implements the fund raising procedures in accordance with Article XII, Section 12.11, Department Constitution and By-laws, and is the basis for Department Audits, Inspections and assistance.
- B. The Department Executive Director will be responsible for receipt and approval of all Chapters and Auxiliary fund raising requests which are for a one time activity, for an ongoing activity and that are routine in nature. All fund raising requests for activities involving alcoholic beverages, requests involving contracts with a third party, requests considered non-routine in nature, and any specific proposals by elected Department Officers, shall be put out on Ballot to the Department Executive Committee.
- C. All request will be submitted on Department form FR 2-88. (see Department Regulation page 8)
- D. No requests will be approved if a Chapter is delinquent in any previously approved fund raising reports.
- E. All Chapter fund raising will be approved in writing to the Chapter.
- F. Quarterly Bingo report will be submitted on the Form FR4-89 along with form FR 4-87A (see Department Regulation pages 10 & 11). These forms will be sent out when the activity is approved.

- G. Quarterly Lounge report will be submitted on Form FR 3-89 (see Department Regulation page 12). This form will be sent out when activity is approved.
- H. When a Chapter's 10% report reflects three (3) consecutive quarters or an average of "little" or no profit for a total of (4) quarters, 1 year, that the State Executive Director send a notice to the respective Chapters requesting to explain reasons therefore and what corrective actions have been taken or plans made to produce a reasonable net profit in the succeeding two (2) quarters.
- I. The State Executive Director will review the offending Chapters 10% report for the next 2 quarters and if "little" or no profit has been demonstrated, the Executive Committee be balloted to withdraw approval of the fund raising activity.
- J. The receipts and expenditures of fund raising drives by Chapters which involve public solicitation in any manner shall be kept segregated from the general funds of the Chapter in the Chapter books. This does not mean that such funds must be deposited in a separate account, but applies to segregating the expense involved in raising the contributions and the income derived from the program from the other expenses and income of the Chapter.
- K. Each fund raising activity will be independently charged for all expenses incurred in the conduct of that fund raising activity.
- L. No fund raising activity will be used to subsidize any other fund raising activity (except as described in Section 1.4.8.B).
- M. No DAV Chapter is authorized to conduct fund raising operations with any other Veterans Organization without the written permission of Department Headquarters.
- N. All 10% reports will be checked against the annual Financial Statement for constituency.
- O. Remember that total prorated expenses for all activities can not exceed actual operating expenses.

1.3 CATEGORIES OF FUND RAISING ACTIVITIES

- A. Lounge/Bar Operation.
- B. Bingo Operation.
- C. Receipts on Chapter owned rental property and income from rental of Chapter facilities.
- D. Forget-me-not donations.
- E. Donation Drawings.
- F. 50/50 fund raising.
- G. Other fund raising activities.
- H. Instant Bingo

1.4.1 GENERAL

- A. These procedures detail the criteria to be used for charging proper expenses to specific fund raising operations.
 - 1. The Chapter is encouraged to establish a line item budget as a basis for proper fiscal management.
 - 2. If necessary, request assistance from your Chapter Auditor in setting up proper pro-rated expenditure criteria of total Chapter expenses for each fund raising activity and for each Chapter operation.
- B. Each Chapter will send a copy of the pro-rated expenses, charged against each fund raising operation, to Department Headquarters for review of the Finance and Department Executive Committee with the renewal fund raiser request.
- C. The above is in addition to the cost of the goods sold, necessary supporting supplies and payment of help for lounge or other non bingo operations. However, Article 17, Section 17.1, Para. 1, National Bylaws states that no part of its net earnings shall inure to the benefits of any individuals.
- D. All expenditures will be paid by check and be accountable through the Executive Director's Financial records. No payments will be made by cash (either over or under the table) except bingo payouts to winners. Petty cash accounts maybe established for minor expenditures, such as tolls, minor postage, etc.
- E. All receipts for goods sold will be properly accounted for and deposited daily in the Chapter's checking account.

1.4.2 LOUNGE/BAR OPERATIONS

- A. The following are the pro-rated expenditures chargeable to lounge/bar operations.
 - 1. Mortgage
 - 2. Insurance
 - 3. Electricity (based on usage against total)
 - a. Ice machine
 - b. Air conditioning
 - c. Heat
 - d. Refrigerators
 - e. Micro-wave
 - f. Ovens and cooking facilities
 - g. Lighting (including outside lights)
 - 4. Utilities (sewage & water)
 - 5. Clean up
 - 6. Phone

7. Dumpster
8. Parking lot maintenance & guards
9. Routine maintenance for lounge/bar facilities (repainting, redecorating, new or roof repair and all other maintenance expenses directly connected to lounge/bar operations).
10. Replacement or or purchase of lounge/bar equipment.

1.4.3 BINGO OPERATIONS

- A. Payouts are paid by cash receipts collected from bingo to players, (gross receipts). All other receipts must be deposited into the Chapters bingo account.
- B. The following expenditures are chargeable against net bingo receipts (after player payout) before the Department 10% is calculated.
 1. Mortgage
 2. Insurance
 3. Electricity
 4. Utilities (sewage and water)
 5. Cleanup
 6. Phone
 7. Dumpster
 8. Parking lot
 9. Security guard
 10. Normal maintenance of facilities used for bingo operations.
 11. Replacement and/or new bingo equipment
 12. Food and coffee provided free to players
 13. Cost of promotional bingo programs
 14. Cost of all bingo supplies and reproduction of forms.
 15. Advertising
- C. State of Florida bingo laws specifically prohibits payment to bingo workers.

1.4.3a INSTANT BINGO

1. Policy

It is the policy of the Disabled American Veterans, Department of Florida that instant bingo is a separate ongoing chapter fund raising activity and requires separate permission from the Department to conduct. Florida Statute 849.0913 covers the provisions as to the legal rules. It is also the policy that all instant bingo tickets will be purchased thru the Gameco Corporation as they will meet all federal and state laws governing the manufacturing and playing of instant bingo. Tickets can be procured thru the local Gameco distributor who will call upon your chapter.

2. State Law provisions

"Instant bingo" means a form of bingo that is played at the same location as bingo, using tickets by which a player wins a prize by opening and removing a cover from the ticket to reveal a set of numbers, letters, objects, or patterns, some of which have been designated in advance as prize winners.

"Deal" means a separate set or package of not more than 4,000 instant bingo tickets in which the predetermined minimum prize payout is at least 65 percent of the total receipts from the sale of the entire deal.

"Flare" means the board or placard that accompanies each deal of instant bingo tickets and that has printed on or affixed to it the following information:

1. The game name.
2. The manufacturer's name or distinctive logo.
3. The form number.
4. The ticket count.
5. The picture, including the number of symbols or number combinations for winning instant bingo tickets by denomination, with their respective winning symbols or number combinations.
6. The cost per play.
7. The game serial number.

3. Discussion of Instant Bingo Money

Veteran organizations are authorized to sell tickets from manufacturers who meet the North American Gaming Regulators Association (NAGRA) standards. Florida law provides criminal penalties for possession or sale of instant bingo (pull tabs) that are not in compliance with NAGRA standards. The law requires that at least 65% of the revenue be paid back in prizes (this is the national standard for bingo in the U.S.). Using the minimum of 65% payout as an example; the law requires that 100% of the remaining 35% go to the veterans' organization to be used for the established purposes.

The law says that tickets in a "deal" or "package" cannot exceed 4000 or sell for more than a dollar per ticket. The cost of the tickets to the veterans' chapter is typically 2.5 cents to 3 cents per ticket. So, in this example let's say that the charity buys a 4,000 ticket deal (of tickets) that sell for one dollar each and the charity pays 3 cents per ticket to the distributor.

The DAV's chapter would pay \$120 to the distributor up front. They would then sell the remaining tickets for a total of \$4,000. Of the \$4,000 received, 65% or \$2,600 would be paid back in prizes to the players and the DAV chapter would retain 35% or \$1,400. Of course, 10% of the chapter's net would be paid to the Department for its service program as with all fundraisers. If you subtract the \$120 original cost of the tickets the DAV

chapter would net \$1,280 less 10%(\$128) or \$1052 from the entire transaction.

4. Unrelated Business Income Tax Information

It is very clear that "instant bingo" is not included within the long-standing UBIT exception for bingo. The fact that instant bingo may be legal under a recent amendment to the Florida Statutes does not change this situation. In addition, it is also clear that the sale of instant bingo tickets, whether or not restricted to members, does not qualify as an exempt purpose for a 501(c)(4) organization. The upshot of that is that if the sale of such tickets became the "primary purpose" of the chapter, the tax exemption of the chapter would be at risk. In this context, the "primary purpose" would be measured by the percentage of chapter revenue derived from instant bingo. Therefore, the sale of Instant Bingo tickets will be considered unrelated business income and the federal tax on the net proceeds to the chapter must be paid.

5. Authorized Instant Bingo Distributors

AUTHORIZED INSTANT BINGO DISTRIBUTORS

Roy Bingo Supplies

128 Industrial Blvd

Pensacola, FL 32505

Van Myers - (800) 343-2061

Coverage Area - Northern FL region south to Jacksonville

Bingo Tech

9940 Currie Davis Drive #122

Tampa, FL 33619

Fred Rountree - (813) 628-4020

Central FL - Jacksonville south to Ft. Myers (west-side) and Ft. Piece (east-side)

Bingo Video

3732 SW 30th Ave

Ft. Lauderdale, FL 33312

Jeff Lewis - (954) 321-8200

Southern FL from the Ft. Myers/Ft. Pierce line to the Keys

1.4.4 RECEIPTS ON CHAPTER OWNED RENTAL PROPERTY

- A. Chapters will submit a quarterly 10% report on all Chapter owned rental property.
- B. The following expenses are deducted before the Departments 10% is calculated.
 - 1. Mortgage on rental facilities only
 - 2. Insurance
 - 3. Maintenance and up keep
 - 4. Property Taxes (if appropriate)
 - 5. Utilities
 - 6. Electricity
- C. All rental fees will be deposited in the Chapter checking account.
- D. 10% of all net monies received from the rental, and/or use of Chapter facilities by other organizations, are subject to the normal 10% reporting and payment. If hall is rented to a member at Chapter's cost and no profit is obtained then 10% is not required by Department.

1.4.5 FORGET-ME-NOT DONATIONS

- A. All net donations solicited through Forget-me-not will be used for the welfare of needy veterans and veterans service. The following are authorized expenditures before the Departments 10% is calculated:
 - 1. Cost of Forget-me-not supplies.
 - 2. Coffee and doughnuts for participating DAV members.
- B. Chapter may hold one Forget-me-not drive to encompass 7 days or less. In addition the Auxiliary Unit may also hold one forget-me-not drive, net to exceed 7 days, annually.
- C. The money generated by Forget-me-not drives is very restrictive by the National Organization. The National specifically states that the purpose of the drive is to generate the monies to be used for the welfare of hospitalized veterans and needy veterans and their families in the community where the fund drive is conducted. National has agreed that the providing of a chapter Service Officer locally to assist veterans who cannot afford to drive to the Veterans Administrations Regional Office is a proper use of such money. But beyond using the money to assist in the training of such a Service Officer, and use of the money to assist in offsetting the expenses of operating a Chapter Service Office, they insist that all other monies be used as advertised. National Headquarters further states violations of this ruling constitutes "Public fraud" and betrays the trust of the general public who contribute to the drives. We have been informed that such activities

will not be tolerated by National Headquarters in the future.

- D. Paying members to collect Forget-me-not funds is illegal. If the Chapter desires to reward their workers they may provide a special dinner for them. However, the charges must come from other sources of revenue than that collected from Forget-me-not drives.

1.4.6 DONATION DRAWINGS

- A. The State of Florida Statutes prohibit **RAFFLES!** Accordingly, when we have a drawing for a specific item, any tickets that are printed should reflect that the affair is a **Donation Drawing function.** (never, never say or print **"RAFFLE!"**)
- B. All actual expenses connected with the purchase and sale of the donation items are deductible before the Departments 10% is calculated.
- C. All net profits (after Departments 10%) may be used as voted by the Chapter membership.

1.4.7 50/50 FUND RAISING

- A. Chapter are authorized to hold a 50/50 fund raising drawing at each Chapter membership and District meeting.
- B. 50% to be returned to the winning ticket holder and 50% to be retained by the Chapter. Section 10.4 of the Department Bylaws do not permit any fund raising activities by Districts. However, Chapters can have a 50/50 and Districts and the Chapter can take their 50% and give it to the District. These funds may be used as voted by the Chapter and/or Unit membership and are not subject to the Department 10%.

1.4.8 OTHER FUND RAISING ACTIVITIES

- A. This category of fund raising encompasses an almost inexhaustible number of activities. All profits, after Departments 10% has been deducted, may be used as approval by the membership.
- B. Selling or serving of chicken dinners, fish fry's, Barbecues, etc., may be a function of the lounge/bar operations. However, the Departments 10% for these activities must be calculated and reported separately from the lounge/bar operations.
- C. Chapter fund raisers that are in competition or conflict with the Department of Florida's fund raising activities will be balloted by the Executive Director to both the Executive and Finance Committee. Such activities may not be considered in the best interest of the Department of

Florida.

- D. The Executive Director will ballot both the Executive and Finance Committee on all requests for waiver of the 10% to Department. Such waiver will be granted for emergency or hardship situations only.

2.0 AWARDS POLICY

2.1 POLICY

- A. All plaques and awards must be approved by the Department office.
- B. All plaques will include the signatures of the Commander in office.

2.2 DEPARTMENT AWARDS

- A. Arthur A. Austin Award for Chaplain & Hospital Program.
- B. Al Linden Award for Outstanding Chapter Adjutant
- C. Victor B. Freedman Award for Americanism.
- D. Harry McDonald Award for outstanding chapter service officer.
- E. Ross Grayam Award for welfare & community service.
 - 1. This award will be given to the Chapter that has demonstrated the most significant achievements in welfare and community services in the State of Florida.
 - 2. Chapter size and activities will be taken into consideration.
- F. Louis M. Wilhelm Award for legislative activity.

Department forms are provided for each of the above in appendix A. **NO PRINTED FORMS ARE PROVIDED FOR THE FOLLOWING FIVE AWARDS:**

G. MILES H. DRAPER MEMORIAL AWARD

This award is for the **OUTSTANDING DAV Member of the YEAR within the DEPARTMENT.** Use Chapter or District letterhead, give the name of the members, member code number and the reasons why this member is recommended for consideration. **MAIL DIRECTLY TO AWARDS CHAIRMAN.**

- 1. Must be a member of the Department of Florida D.A.V.
- 2. Must have demonstrated sustained outstanding efforts to Florida's Disabled Veterans, their wife, widows and orphans.

H. PAUL MASON MEMORIAL AWARD

For the Chapter with the largest numerical increase in membership based on Mid-May National membership report, for Chapters **with 200 or less members at the start of the membership year.** (Award is handled automatically by Awards Committee).

J. **DELMAS C. SUGGS MEMORIAL AWARD**

This award is for the Chapter with the largest numerical increase in membership based on the Mid-May National membership report, for Chapters with **201-500 members at the start of the membership year.** (Handled automatically by the Awards Committee).

K. **ARTHUR G. KEENE MEMORIAL AWARD**

This award is for the Chapter with the largest numerical increase in membership based on the Mid-May National membership report, for Chapters with **501 or more members at the start of the membership year.** (Handled automatically by Awards Committee).

L. **HOWARD W. WATTS MEMORIAL AWARD**

This award will be given to the Chapter which has 200 less members, which makes the largest total donations to the Department for the 12 month period ending April 30 before the Convention. These are based on the records of the Department Executive Director.

M. **DONALD L. ROUSSEY MEMORIAL AWARD**

This award will be given to the Chapter which has 201 to 500 members at the start of the membership year, which makes the largest total in donations to the Department for the 12 month period ending April 30, before the Convention. These are based on the records of the Department Executive Director.

N. **ARTHUR SCHEIDT MEMORIAL AWARD**

This award will be given to the Chapter which has 501 or more at the start of the membership year, which makes the largest total in donations to the Department for the 12 month period ending April 20, before the Convention. These are based on the records of the Department Executive Director.

O. **JACK SCHWARTZ MEMORIAL AWARD**

This award is given to the Chapter or Unit which makes the largest total in forget-me-not donations to the Department for a 12 month period based on Department Executive Director's report, and number of members at beginning of membership year.

P. Florida Nominee for National Disabled American Veteran of the Year.

RULES

1. Must be a severely disabled American veterans who has sustained outstanding efforts in assisting disabled veterans their wife, widows & orphans.
2. Nominee will be announced at Mid-Winter Conference banquet and plaques presented at Convention. Florida man of the year awarded at Convention banquet.

2.3 AWARDS FORMS - SEE APPENDIX A FOR FORMS

3.1 Not Used.

3.2 NATIONAL COMMITTEE POLICY FOR BONDING CHAPTERS

National no longer provides bonding for chapter officers. It is therefore the responsibility of Chapters to provide their own bondings.

4.0 CHAPTER SERVICE OFFICER REPORTS

- 4.1 Monthly Chapter Service officer report is to be submitted to the Department Office on SERVCOM FORM SC-2 (Oct. 1989).
- 4.2 A VETERAN COMPLAINT SHEET SERVCOM SC-3 (Feb. 1985) is provided for veterans desiring to express a concern about a Department Service Officer. The completed form must be sent to the Department office for action. See Page 24 for blank form .

5.0 Policy and Procedures for Local Volunteer Assistance Program (LVAP)

1. Purpose

- a. The Disabled American Veterans has developed a local volunteer assistance program (LVAP) to provide and receive awards for volunteering locally. Given the fact that not all volunteers live in close proximity to a VA medical center or other VA facility, the LVAP will allow volunteers to provide needed services to veterans and their families in their local communities and be recognized for that service.
- b. DAV is the only veteran's service organization which has a national volunteer recognition program to provide incentives awards for volunteers who provide service in activities in the name of DAV. LVAP volunteers will receive the same incentive awards as enjoyed by volunteers in the VAVS program.

2. Program

- a.** LVAP volunteers may report volunteer time for a variety of activities which include, but not limited to:
 - 1. Chapter and Department Service Officer work.
 - 2. DAV specific outreach efforts (DAV Airshow Outreach Program, Harley's Heroes, National Guard mobilizations and demobilizations, etc.).
 - 3. Fundraising efforts (Forget-Me-Not and other approved fundraisers)
 - 4. Direct assistance to veterans, widows, or families (yard work, home repairs, grocery shopping, etc.).
- b.** Youth volunteers who serve in the LVAP will also be eligible to apply for a scholarship through the Jesse Brown Memorial Youth Scholarship Program so long as they meet the minimum eligibility requirements of consideration.

3. Reporting Instructions

- a.** Each Chapter will report the activities of their LVAP volunteers monthly to the Department office on the LVAP Form 1 by the 10th of each month for the preceding month's activity. The type activity must be one of the following four types:
 - 1. Chapter/ Dept office work
 - 2. DAV Outreach
 - 3. Forget-Me-Not
 - 4. Veterans Assistance
- b.** A one time report will be required for each new participant will be required. See LVAP Form 2
- c.** Please make sure that the report contains only the time volunteered under the LVAP. The Hospital Service Coordinator and DAV VAVS Representative will continue to report time for the Transportation Network and programs within VAVS.
- d.** The Department office will be responsible for providing the information electronically to National Headquarters.
- e.** The effective date of this program will be October 1, 2007.



Disabled American Veterans
Department of Florida
Local Volunteer Assistance Program
Report Form LVAP 2

Chapter # _____

One time report for new Volunteers

Volunteer Name	Last 4 of SSN	Telephone #	Street, City, Zip Address

LVAP Form 2

APPENDIX

A

DEPARTMENT OF FLORIDA, INC.
ARTHUR A. AUSTIN MEMORIAL
CHAPLAIN AND HOSPITAL AWARD

CHAPTER NAME AND NUMBER _____

VA HOSPITAL PROGRAM

VA Hospital Visits Made: (Number) _____

Donations/Gifts Given At Visits (Dollar Amount) _____

Volunteer Hours _____

VAVS Credit Received? _____

OTHER PROGRAMS

Housebound Veterans Visited: (Number) _____

Nursing Homes Visits: (Number) _____

Community Hospital Visits: (Number) _____

Get Well Cards Sent: (Number) _____

Sympathy Cards Sent: (Number) _____

Funeral Services Conducted: (Number) _____

Other: (Specify) _____

Total Hours: _____

Dollar Value: \$ _____

Number of Visits: _____

Date

Adjutant

Chaplain

Commander

AW/6

DEPARTMENT OF FLORIDA, INC.
ARTHUR A. AUSTIN MEMORIAL
CHAPLAIN AND HOSPITAL AWARD

CHAPTER NAME AND NUMBER _____

VA HOSPITAL PROGRAM

VA Hospital Visits Made: (Number) _____

Donations/Gifts Given At Visits (Dollar Amount) _____

Volunteer Hours _____

VAVS Credit Received? _____

OTHER PROGRAMS

Housebound Veterans Visited: (Number) _____

Nursing Homes Visits: (Number) _____

Community Hospital Visits: (Number) _____

Get Well Cards Sent: (Number) _____

Sympathy Cards Sent: (Number) _____

Funeral Services Conducted: (Number) _____

Other: (Specify) _____

Total Hours: _____

Dollar Value: \$ _____

Number of Visits: _____

Justification and why: _____

Date

Chaplain

Adjutant

AW!

Commander

DEPARTMENT OF FLORIDA
AL LINDEN OUTSTANDING CHAPTER ADJUTANT AWARD

CHAPTER NAME AND NUMBER _____

CHAPTER ADJUTANT NOMINEE NAME _____

DESCRIBE EDUCATIONAL BACKGROUND AND/OR CHAPTER INVOLVEMENT

ACCOMPLISHMENTS

REASONS WHY DEPARTMENT SHOULD SELECT NOMINEE

AW5

DEPARTMENT OF FLORIDA, INC.

VICTOR B. FREEMAN MEMORIAL

AMERICANISM AWARD

CHAPTER NAME AND NUMBER _____

Number of School Programs: _____

Number of Civic Programs: _____

Number of Flags Presented: _____

Number of Flag Disposal Programs: _____

Number of Newspaper Articles Published On
Patriotism and Americanism: _____

Cost of Flags or Other Patriotic Material
Presented to Organizations or Individuals \$ _____

Other Patriotic Programs Not Listed Above:
(Explain Briefly)

Date

Chairman

Adjutant

Commander

AW/3

DEPARTMENT OF FLORIDA
HARRY MC DONALD MEMORIAL AWARD
OUTSTANDING CHAPTER SERVICE OFFICER

IMPORTANT: Do not submit the name of any career service officer even though he/she serves as a Chapter Service Officer. This means anyone serving as a county Service Officer, or Assistant County Service Officer, Department or National Service Officer, Department Assistant Service Officer, or Deputy Director of Service will not be eligible for this award. This rule applies regardless of the length of time a member may have served in any of the above mentioned titles.

The National Service Officer in charge at the St. Petersburg office will be required to judge the neatness, accuracy, and completeness of the work submitted by each nominee.

1. NAME OF SERVICE OFFICER _____
(PLEASE PRINT OR TYPE)

2. PERSONAL INTERVIEWS: (Number of)

- A. At Chapter Home: _____
- B. At Residence of Veteran: _____
- C. At Residence of Service Officer: _____
- D. At Hospital or Nursing Home: _____

TOTAL: A Thru D Above: _____

3. NUMBER OF LETTERS/OTHER CORRESPONDENCE:(Service Work) _____

4. NUMBER OF CLAIMS FILED:

- A. For The Veteran: _____
- B. For the Dependent _____

TOTAL #4 ABOVE _____

5. MILES DRIVEN DOING SERVICE WORK: _____

6. MILES DRIVEN TRANSPORTING VETERAN TO HOSPITAL/CLINIC: _____

NUMBER OF TRIPS INVOLVED: _____

Date

Service Officer & Chapter #

Attest: Chapter Adjutant

Certified By; Chapter Commander

AW/7

DEPARTMENT OF FLORIDA, INC.

ROSS GRAYAM MEMORIAL

WELFARE AND COMMUNITY SERVICE AWARD

NAME AND NUMBER _____ Assume \$5.00/Hour

DONATIONS
(Dollar Value)

Needy Veterans Assisted: \$ _____

Needy Families Assisted: \$ _____

Community Projects: \$ _____

Others (Specify): _____ \$ _____

_____ \$ _____

_____ \$ _____

COMMUNITY PROGRAMS
(Number of Hours)

Number of Visits to Nursing Homes By Members: _____ Hours

Number of Visits By Members To Housebound Veterans: _____ Hours

Other Organizations Assisted: _____ Hours

Civic Duties Performed: _____ Hours

Others (Specify): _____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL: \$ _____

HOURS _____

Date

Chairman

Adjutant

Commander

AW/1

DEPARTMENT OF FLORIDA, INC.

LOUIS M. WILHELM MEMORIAL

LEGISLATIVE AWARD

CHAPTER NAME AND NUMBER _____

CONTACTS MADE WITH CONGRESSMEN OR SENATORS (National Level)

Personal Contacts: _____

Letter Contacts: _____

Telegram Contacts: _____

Telephone Contacts: _____

Committee Meetings Attended: _____

Written or Oral Presentations Made: _____

CONTACTS MADE WITH SENATORS AND REPRESENTATIVES (State Level)

Personal Contacts: _____

Letter Contacts: _____

Telegram Contacts: _____

Telephone Contacts: _____

Committee Meetings Attended: _____

Written or Oral Presentations Made: _____

Date

Legislative Chairman

Adjutant

Commander

AW

APPENDIX B

DISABLED AMERICAN VETERANS
DEPARTMENT OF FLORIDA, INC
1995 STATE CONVENTION
ORLANDO NORTH HILTON, ALTAMONTE SPRINGS, FL
JUNE 4-9, 1996

CHAPTER DELEGATE AUTHORIZATION

THIS IS TO CERTIFY THAT _____ IS A ELECTED AND
REGISTERED DELEGATE FROM CHAPTER NO. _____ OF _____ AND HAS
(CITY)

PAID THE REGISTRATION FEE OF \$10.00 ON _____ .
(DATE)

(CHAPTER DELEGATE'S SIGNATURE)

ATTESTED: CHAPTER ADJUTANT

APPROVED: CHAPTER COMMANDER

RECORDED: CREDENTIALS COMMITTEE

BRING THIS COMPLETED FORM TO THE STATE CONVENTION.

DISABLED AMERICAN VETERANS
DEPARTMENT OF FLORIDA
SERVICE COMMISSION
DSO REPORT FORM

MONTH _____

OFFICE INTERVIEWS _____

WARD VISITS _____

TELEPHONE CALLS (IN) _____

TOTAL INTERVIEW _____

NUMBER OF CLAIMS: _____

FIELD VISITS: _____

SERVICE CONNECTED _____

CHAPTERS _____

NON SERVICE CONT. _____

DISTRICT _____

DEPENDENTS _____

OTHERS _____

TOTAL CLAIMS _____

TOTAL _____

TYPE OF CLAIMS

MEMBERSHIP

NEW SVC CONNECTED _____

LIFE _____

NEW NON SVC CONT. _____

ANNUAL _____

BOARD OF APPEAL _____

RENEWAL _____

COMP & PEN EXAM _____

DAVA _____

MEDICAL FORMS _____

TRANSFERS _____

EDUCATION _____

TOTAL _____

HOME LOANS _____

MISCELLANEOUS _____

PROSPECTIVE MEMBERSHIP _____

APPLICATIONS _____

TOTAL HOURS WK _____

MAILED: _____

LOCATION _____

SIGNATURE: _____

REMARKS:



VETERANS COMPLAINT SHEET

Reply to:

Name: _____ Phone: _____
(Person making Complaint)

C#: _____ SSN#: _____

ADDRESS: _____

PRESENT COMPLAINT: _____

(Date)

SERVCOM Form SC-3 Feb 1985

(Signature)

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