

District/Post Commander & Quarter- master Handbook

Membership Program

2025-2026



Department of Missouri Veterans of Foreign Wars

2025-2026 Dept. of MO Membership

Membership is the lifeblood of our organization. Without active, passionate members, we will cease to exist. Our membership baseline must always be 100%. In order to realize our goal, we must promote membership on two fronts:

Recruitment, and Reinstatement.

The incentives below are designed to promote membership in these two areas.

Benchmark:

- Any Post commander whose Post reaches 100% in their membership AND has a minimum of four (4) approved reports under Legislative Advocacy on the Department Dashboard by 1/1/2026 will be entered into a drawing to attend the VFW Washington Conference in Washington D.C.
- Any District Commander whose District reaches 100% by 1/1 /26 will be entered into a drawing to attend the VFW Legislative Conference in Washington, DC..

Distinguished District Commander:

- Any District Commander earning All-American status will receive a membership upgrade.
 - ♦ If their membership is continuous, they will be upgraded to Life.
 - ♦ If their membership is Life, they will be upgraded to Bronze Legacy, etc.
 - ♦ If the Commander is already a Gold Legacy Member, they may receive a stipend for \$400.00

PLEASE NOTE: It is your responsibility to notify Department that you qualify for the Distinguished District Commander of the Membership program. You will need to complete an expense voucher and send to Department.

Methods to Maximize Membership

Membership simply does not happen. It needs to be worked at and pursued. Below are suggestions for you to consider as your Post works towards its membership goal.

- Call your members. Ask how they are doing and what the VFW can do for them.
- Be certain that annual post and district officers are paid up and encourage life membership.
- Be observant. When you see a man or woman wearing military apparel, ask them about it. If they served, thank them for serving. If they qualify for the VFW, ask them to join.
- Conduct a phone call campaign to reach out to expired members.
- Conduct a phone call campaign from the members-at-large list.
- Participate in community events – (e.g., parades, street & county fairs, flag ceremonies).
- Schedule and advertise a service officer event.
- Promote VFW programs at every opportunity.
- Volunteer in schools.
- Visit a nearby Veteran's Home or VA Hospital.
- Sponsor a local National Guard unit.
- Support a local ROTC program.
- Sponsor a local sports team.
- Sponsor a local youth contest or special event.
- Create and fund a scholarship at a local school.
- Schedule and advertise a tree planting ceremony.
- Conduct and advertise a community blood drive.
- Conduct and advertise a community CPR class.
- Institute a recycle program.
- Participate in an Adopt a Highway program.
- Recognize public employees at a Post dinner or other event open to the public.
- Support scouting.
- Support youth or hunting safety program.
- Support a drug awareness program (e.g., DARE).
- Volunteer in your community (e.g., drive for Meals on Wheels, assist an elderly neighbor).
- Donate your hall to a nonprofit organization.

Community Activities Program

Community service is a program sponsored by a VFW Post or Auxiliary that benefits the city, community, other organizations, institutions or individuals not affiliated with the VFW or its Auxiliaries.

Community involvement is essential for a Post to survive and grow. Being active in the community builds a good strong lasting relationship with the people. A Post will grow because of what they do.

The projects that a Post or Auxiliary are involved with will depend upon the needs of the community, the size of the Post or Auxiliary, and their budgets. A Post should consider the needs of the community and select activities that are best suited and will benefit the community the most.

You have 90 days from the event date to enter on Departments dashboard.

Guidelines Community Activities:

- Post Commander appoints a Chairperson. This person should be one who knows the community's needs and is knowledgeable in the program. Knowledge of the community will be a huge asset in knowing what projects will benefit the community the most and be easiest to complete.
- The Chairperson should review "Community and Citizen Chairmen Manual" at movfw.org. Click on "Resources" and scroll down to and click on "forms". The document is at the bottom of the webpage.
- The Chairperson selects a few members to be on the committee, 3 to 5 is typically sufficient.
- The Committee members should plan and develop the projects and get other Post members involved. The Committee should not be expected to carry out the project alone. If the Post has an Auxiliary, both organizations should work closely together in planning and carrying out the projects.
- After the project has been planned including the date, time, and location; determine how many workers will be needed. Make sure that all involved have a role.
- Invite the local news media to cover the event. Also, have the Post Public Relation Officer take pictures and write an article for the local newspaper. A little bit of PR often goes a long way in promoting the VFW.
- Have a follow up meeting to analyze the activity, discuss the good points and how to improve on the weak points of the event. At the same meeting start planning your next event.
- Chairmen should be trained to collect the necessary data and submit the on-line activity report for their event.

If a community activity is to realize success, then TEAMWORK is essential.

ALL CHAIRPERSONS ARE REQUIRED TO CHECK THE REPORTS A MINIMUM OF WEEKLY. THE REPORTING YEAR RESETS ON MAY 1, 2026. ANY REPORTS SUBMITTED AFTER APRIL 30, 2026 WILL GO TOWARD THE NEXT YEAR.

Reporting: The Basics

Why Report?

- ◆ It serves as a nonprofit justification.
- ◆ It serves as a proof that we do what we say we do.
- ◆ It serves as a record of past donations for IRS purposes.
- ◆ The Post Activity Reports provide the data to update the National VFW Fact Sheet

How to report:

- ◆ Go to movfw.org.
- ◆ Click on the "Login" tab on the top of the page.
- ◆ Scroll down and click on "Members Only."
- ◆ Type your Member ID# where indicated.
- ◆ Insert your password: last name.
- ◆ Click on "Login"
- ◆ Click on "Community Service Reporting"
- ◆ For Date of Activity, use the calendar icon. ***DO NOT INSERT DATE IN NUMERIC FIGURES!***
- ◆ When inserting dollar amount, use ONLY numeric characters and a decimal point.
- ◆ For the description, answer the following questions as best you can.
 - ◇ What was the name of the event?
 - ◇ Where did the event occur?
 - ◇ Was the event advertised? If so, where?
 - ◇ Who was involved in the event?
- ◆ If the event qualifies for multiple categories, list the money donated only in one category.
- ◆ Insert a good telephone number in case the reviewer needs to follow up. If this information is missing, the report will be rejected.

Some Advice:

- ◆ Do not enter fundraisers as community service. However, enter donations received from a fundraiser when assisting veterans and their families.
- ◆ Reports submitted 90 days after the event will not be considered. The reporting year ends on April 30.
Reporting events are NEVER about bragging. Reporting is always about showing that we do what we say we do as an organization. Nothing more, nothing less.
- ◆ **ALL Reports submitted after April 30, 2026 will go toward the next year.**

WHO DO I CONTACT FOR 2025-2026

Dashboard Reporting:

Community Service, Tom McLerran, jrvicedr@movfw.org.....636-383-5160

VOD/PP Program, Roger Floyd, vodchrm@movfw.org, 417-876-7617

Mail entries to: Roger Floyd
5715 S 501 Rd
El Dorado Springs, MO 64744

Americanism, Teacher of the Year, Bert Williams, americanismchrm@movfw.org
.....573 915-2576

Mail Entries to: Bert Williams
2959 River Bend North
Bonne Terre, MO. 63628

Legislative, Mike Schroeder.....573-636-9998

Troy Williams..... 573-616-1751

Recruiting, David Bozarth.....843 697-0543

National Home, Andre Killkelley..... 605 939-5877

VSIO, Sr. Vice Commander, Scott Huffman 417 543-6651

Buddy Poppy Events, Hanna Allgier 678-850-6818

POW/MIA, Dan Goff417-247-9862

Webmaster, Randy Craig.....573-212-3777

Asst. Webmaster, Ken Allison.....636-448-3061

Scouting, Andre Sidney.....816-898-5925

Missouri's Veterans Service Officer Program

The VFW's mission is to serve all veterans and to advocate on behalf of all veterans.

The Service Officer Program realizes the VFW's mission every day by working directly with veterans to process referrals so that qualified veterans get the benefits they have earned.

This is Missouri's program. Therefore, it's our duty to care for it.

While some of the program's funding comes from the Missouri Veterans Commission, the program desperately needs funding annually from VFW posts within the Department. It is post and individual donations that directly impact a service officer's capacity to assist qualified veterans to get their benefits.

Here are four steps posts can take to support the program:

- ◆ Budget for a \$3 per member donation and mail check to Department.
- ◆ Contact the Department Headquarters and become a sustain member of the Service Officer program.
- ◆ Distribute Buddy poppies and donate the proceeds to the Service Officer Program.
- ◆ Schedule and Advertise multiple events that include a Post Information Officer to take Veterans referrals.

The total annual amount the VFW helped veterans recoup in VA disability compensation and pension benefits is **\$17.4 Billion!**

The impact these successful claims have had on veterans and their families is difficult to even express, but it's why the program exists.

Their work is your donation in action. Please support this program generously and often.

Scott Huffman
Sr. Vice Commander

Quincy Myrick
Commander

Tom McLerran
Jr. Vice Commander

Chaplain Duties

One of the biggest assists to having a post with a positive attitude and sticking together as comrades is having an active chaplain. The chaplain can do the things that add a personal touch to the membership of the VFW.

It is important that the chaplain at any level be someone that cares to do more for the VFW than simply reading the prayers at the meeting. The chaplain needs to be involved in activities and with comrades in need outside of the normal post activities. It is important we as leaders encourage active members to become our chaplains.

The **post chaplain** is one person that can easily ask the comrade how they are doing and get an answer that can lead to help for the comrade if needed. With other officers, the comrade may not be as comfortable.

Post Chaplains should be involved with:

- Hospital visits
- Hospice visits
- Funerals and Memorials
- Performing ceremonies and rituals
- Assisting comrades to find service officer assistance
- Consoling the families
- Providing counsel for the commander

Sending:

- get well cards
- thinking of you cards
- sympathy cards
- other greetings

The **district chaplain** is responsible for not only district meetings prayers but for counsel of the line officers of the district (includes post commanders and most importantly the TRAINING OF THE POST CHAPLAINS. Offering training to new chaplains, answering questions, and offering assistance to the post chaplains is a large part of the job.

Any chaplain can find the resources to use for training under REFERENCES and TRAINING on the website: <https://movfw.org/di/vfw/v2/default.asp?pid=76106>

The website works well as a side presentation for doing training with your subordinate Chaplains or assistant chaplains.

This on-line reference is available whenever the chaplain is connected to the web. Otherwise, this information is available to be downloaded and printed for ease of access.

2025-2026 Road Way to Success

JULY Submit **JUNE 2025** Trustees' Report of Audit to Department Quartermaster
District dues notices will be mailed to each Post Quartermaster by July 15th. Dues shall be remitted to the District Quartermaster by September 30th.

Order Buddy Poppies.

Make Veterans Service Officer Fund Donation (write "VSO" on memo of check).

National Home Donation ("Missouri House" on memo of check).

Remit the above three donations to:

Dept. Quartermaster

3401 Knipp Drive

Jefferson City, MO, 65109

Make National Vet & Military Support Donation

Please NOTE: To make All American donation must be a minimum of **\$125.00**.

**** VMS donations will only be handled through the dashboard moving forward. Attached to email is the explanation of the NEW donation page. All posts have to do is click on the VMS donation tab on the dashboard to donate. The link will point them to OMS. **No more checks**. Credit will be given automatically daily on the dashboard. No more weekly updates

*****DO NOT SEND TO STATE HEADQUARTERS. *******

SEPT. Conduct POW/MIA Ceremony, Commanders and Quartermasters

Fall C of A, Oct 10-12 see back cover for location

OCT. Submit SEPTEMBER 2025 Trustees Report of Audit to Department Quartermaster.

OCTOBER 31st:	VOD & PP Submissions Must be submitted to Posts
	Teacher Nomination Due to Post.
NOVEMBER 15th:	VOD & PP Post Winners to District Chairperson
DECEMBER 15th:	VOD & PP Completion of District Judging

Cont. 2025-2026 Road Way to Success

- JAN.** Submit DECEMBER 2025 Trustees Report of Audit to Department Quartermaster.
- FEB.** Winter C of A February 7th and 8th
- MARCH** Open Nominations for Post Officers
- APRIL** Submit **MARCH 2026** Trustees Report of Audit to Department Quartermaster
Continue Post Nominations and Elect Post Officers
Commander Elect Appoints Post Officers and Committee Chairmen
Enter your Post-Election Report on Nationals website and we automatically get A copy of it at Department. If you cannot enter yourself online please email to Department Quartermaster, qm@movfw.org.
Also send to your District Quartermaster.
- Send National Delegate Fees to VFW National Headquarters, **NOT** to Department Headquarters.
- April 30** Last day to submit community activity reports for 2025-2026 credit
- MAY** MEMORIAL DAY WEEKEND – Conduct Buddy Poppy Drive.
- JUNE 11th—14th** STATE CONVENTION at Oasis, Springfield, MO

******NOTE*******

Please see back of handbook for C of A meetings, dates/times/location

DUTIES OF POST DEPARTMENT CHAIRMEN & COMMITTEES

MEMBERSHIP: Plans membership program for the year, selects awards or incentives for membership recruiting, aids in collecting delinquent dues. State Chairperson – Don Hentges ,

membershipchrm@movfw.org, 573-636-8761

COMMUNITY SERVICE: Assist in the planning of Community Activity Projects. Reports all community activities not otherwise reported. State Chairperson – Tom McLerran, jrvicecdr@movfw.org, 636-383-5160

AMERICANISM: Assures that the Post performs Americanism and patriotic projects. Reports all Americanism projects not otherwise reported. This also includes Teacher of Year program.

State Chairperson Bert Williams, americanismchrm@movfw.org, 573-915-2576

VOICE OF DEMOCRACY & PATRIOT’S PEN/YOUTH: Contacts local schools and encourages them to participate in the Voice of Democracy or Patriot’s Pen Program. Extend help and assistance to schools and students through the program. Plans and assists in projects that are beneficial to youth of the community and is responsible for reporting projects after complete. State Chairperson Roger (James) Floyd

vodchrm@movfw.org or ppenyouthchrm@movfw.org, 417-876-7617

PUBLIC RELATIONS: Maintain contacts with television stations, radio stations, and newspapers. Provides articles to media on activities of the VFW Post. State Chairperson – Ken Allison: 636-448-3061

Asst. Chairperson—Randall Craig: 573-212-3777

NATIONAL HOME: Sees that all members are familiar with the facilities available at the National Home. Encourages support of the Missouri Cottage by donations for upkeep and repairs. State Chairperson –

Andre KillKelly, 605-939-5877

BUDDY POPPY: Oversees the Post in conducting a Buddy Poppy Drive sometime during the year. Is in charge of assuring enough poppies are on hand for the drive and scheduling workers for the day of the drive.

State Chairperson – Hanna Allgaier, buddypoppychrm@movfw.org, 678-850-6818

POW / MIA: Plans appropriate POW / MIA program. State Chairperson – Dan Goff,

powmiachrm@movfw.org, 417-247-9862

CONT.. DUTIES OF POST DEPARTMENT CHAIRMEN & COMMITTEES

VETERANS AND MILITARY SUPPORT: Formerly known as National Military Support (MAP, Uplink & Unmet Needs Programs). State Chairperson –Larry Phillips, vms@movfw.org, 816-872-6404

VAVS-(VA Voluntary Service program): State Surgeon (TBD)

WEBMASTER: Runs website, webmail and helps with other online issues.

State Chairperson, Randy Craig: webmaster@movfw.org, 573-212-3777,

Asst. Webmaster, Ken Allison, asstwebmaster@movfw.org, 636-448-3061

SCOUTING: To promote and monitor the National Scouting Programs within the Districts and Posts of the Department of Missouri Veterans of Foreign Wars, Andre Sidney, scoutchrn@movfw.org, 816-898-5925

LEGISLATIVE CHAIRPERSON: To promote and monitor the Legislative/PAC/Action Corp Program with the Districts and Posts of the Department of Missouri Veterans of Foreign Wars. Chair, Michael Schroeder, Asst Chair, 573-636-9998 and Troy Williams, legislativechrml@movfw.org, 573-616-1751

RECRUITER CHAIRPERSON: The intent is, and always has been, to build a cadre of interested, Energetic recruiters in the field. Assist department leadership with membership recruiting and training. Identifying areas of opportunity for membership growth, both areas of new and existing Post development. Dave Bozarth, recruiter@movfw.org, 843-697-0543

VFW RIDER EAST AND WEST CHAIRPERSONS: To promote and monitor the Motorcycle Association Programs within the Districts and Posts of the Department of Missouri Veterans of Foreign Wars.

WEST, Don Harris, moriderschrmwest@movfw.org, 816-674-1227

EAST, Ed Miller, moriderschrmeast@movfw.org, 618-975-6350

STUDENT VETERAN CHAIRPERSON: studentvetchair@movfw.org, Ricky Mann, 573-521-0191