



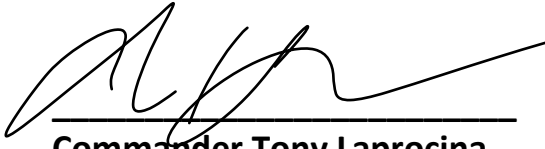
12th District Department of Missouri Veterans of Foreign Wars Standard Operating Procedures

- 1. This District will provide for the Hotel Lodging for our Voice of Democracy Entry to Department Level. This will include paying for the Banquet Tickets for the Parents (2 Tickets). (This will apply for any Patriots Pen Advancements who earn Department First Place as well.)**
- 2. The Voice of Democracy and Patriots Pen shall have Plaques and Checks awarded to First Place - \$80, Second Place - \$60, and Third Place - \$40. The remaining participants shall receive a Participation Certificate.**
- 3. Plaques and Checks (\$100) to each of the First Place Teacher of the Year in each category (K-5, 6-8, and 8-12 grade). The remaining Participants shall receive a Participation Certificate. These will be presented at the VOD, PP Awards Banquet. The District will consider funding for any District Sponsored Teacher of the Year attendance to the Department CoA to receive their Award.**
- 4. The District will co-ordinate with the District Auxiliary in arranging the Awards Banquet in December and pay for the Catering and report to the District the Expense for final approval. Post Members and Auxiliary Members Pay the District Quartermaster for their Banquet Tickets. Posts to Pay for the Entrants plus up to 2 Family Members for the Banquet Tickets. The Tickets for the Department Commander and Guest and the Department President will be covered by the District and Auxiliary respectfully. Fee to be set each year.**
- 5. Attendance to the Banquet is to be considered as an extended part of the Special December District Meeting as stated in the 12th District By Laws.**
- 6. The District Commander will be compensated the remaining balance (after Department Compensation) on the Hotel Bill for the Department Called Meetings and the Called For Banquets at the Council of Administration Meetings (Only 1 Meal). (Does Not Include Extra Billings**

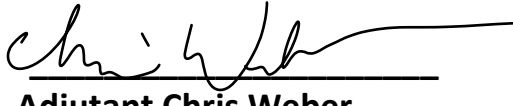
of Hotel Bill) (Submitted No Later than 60 Days after Event) (Pending Financial Stability of the District.)

- 7. The District Commander has a \$250 Emergency Use Discretionary Fund to draw from. This amount may be increased after approval of the Majority of the Line Officers, Quartermaster, and Adjutant. Any such drawing from must be reported at the next District Meeting for final approval on due cause after the fact. Any such funding must be directly VFW Related. (Pending Financial Stability of the District.)**
- 8. The District Sr Vice Commander, Junior Vice Commander, Quartermaster, and Adjutant may be compensated \$50 a Day at Called For Department Functions they attend. Presence verified by the District Commander. (Submitted No Later than 60 Days after Event) (Pending Financial Stability of the District.)(Waived if on the State Officer Reimbursement)**
- 9. The District Line Officers, Quartermaster, Adjutant, Publicity Chairman, and Veteran Service Information Officer may be reimbursed for expenses and materials required to complete their duties. (Does not include Meals or Mileage) Receipts are required. The District Quartermaster may be reimbursed for Lodging at State Functions (if not covered under State Appointment) (Submitted No Later than 60 Days after Expense)**
- 10. The District Senior Vice Commander is Charged with the Duty of Setting the Next VFW Year District Meeting Schedule. He/She is to co-ordinate with proposed Hosting posts through the year to establish the schedule. This list is due by the District Convention.**
- 11. The District Quartermaster Shall Update the Quartermaster Bond annually when due and report at the next District Meeting.**
- 12. The District Quartermaster shall ensure the Incorporation Registration is kept up to date with the Missouri Attorney General.**
- 13. The District Quartermaster shall ensure the IRS 990 is duly submitted annually.**
- 14. The Quartermaster shall make the following Donations by September each year; \$100 to the National Military Services Fund and \$100 to the Department of Missouri Veteran Service Officer Fund. Note: as National and Department revise programs, the amount is subject to their revisions.**
- 15. The District Adjutant and Quartermaster shall coordinate the submission to the Program Book for the Department Functions.**

16. The District will provide the Commander (or Delegate) 1 Trip Ticket for the Annual Missouri Bus Trip to the VFW National Home for Children in Eaton Rapids Michigan.



Commander Tony Laprocina



Adjutant Chris Weber

20 May 2020

Date of Vote