



**FULFILLING OUR PROMISES**  
TO THE MEN AND WOMEN WHO SERVED

# Of Minnesota

*Revised September 2022*

## Chapter Leaders & Officer Guide

**Disabled American Veterans, Department of Minnesota Headquarters**

State Veterans Service Building 3rd Floor  
Saint Paul, MN 55155

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[www.davmn.org](http://www.davmn.org)

Email: [admin@davmn.org](mailto:admin@davmn.org)

[www.myDAV.org](http://www.myDAV.org) (DAV National website for Members)



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Dear DAV Leader:

Chapter officers have often asked MN DAV Headquarters for assistance in defining the duties they've assumed. Basically, what they desire is an outline of the responsibilities of Chapter officers and an accounting system. This booklet has been developed in response to these request. It's more complete than anything previously prepared on the duties of various Chapter officers. As such, it will do a better job in orienting newly elected or appointed officers and helping them get their feet on the ground.

Additionally, useful information can be accessed through the internet by logging onto [www.myDAV.org](http://www.myDAV.org) (NEW DAV National website for Members). Chapter leaders can more effectively target potential members and future leaders. In addition, we encourage MN DAV chapters to utilize our website [www.davmn.org](http://www.davmn.org) for news, updates etc. Also, please ensure you, and your fellow members, have signed up for DAV MN E-News as many of the Department updates are sent as a part of that distribution.

We believe this guide will assist our Chapter officers in doing a better job and focusing development of programs of service to disabled veterans and their families. Of course, as the DAV leadership improves at the local level, the entire Organization will reap the rewards. We encourage you to read this booklet carefully. Even if you have been involved in Chapter or Department leadership for many years, you can benefit by refreshing your memory. This booklet will be useful in helping younger DAV leaders move into positions of responsibility.

Finally, this is a guide. It does not replace any provision of the Minnesota and National Constitution Bylaws and Regulations or mandates.

Sincerely,

Mick Aguirre, State Commander 2022-23

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## Past Department Commanders of the Minnesota Disabled American Veterans

|         |                             |         |                    |           |                 |
|---------|-----------------------------|---------|--------------------|-----------|-----------------|
| 1921-22 | Mike O'Boyle*               | 1967-68 | Ernest Knoblauch*  |           |                 |
| 1922-23 | Harry Walsh*                | 1968-69 | Jerome Stainbrook* | 2013-2014 | Robert Hartley  |
| 1923-24 | Kenneth Law*                | 1969-70 | Rex Kiser*         | 2014-2015 | David Valtinson |
| 1924-25 | Arthur Tomlinson*           | 1970-71 | Joel T. Albrecht*  | 2015-2016 | Gregory Remus   |
| 1925-26 | Brian Thornton*             | 1971-72 | Melvin Boicourt*   | 2016-2017 | Michael Aguirre |
| 1926-27 | J. L. Monnahan*             | 1972-73 | Paul M. Sagal*     | 2017-2018 | Robert Saddoris |
| 1927-28 | J. L. Monnahan*             | 1973-74 | Don Hilton*        | 2018-2019 | Rick Jarvis     |
| 1928-29 | Lloyd Ruth*                 | 1974-75 | Lew Snowbeck*      | 2019-2021 | Scott Berndt    |
| 1929-30 | Charles O'Connor*           | 1975-76 | Robert H. Greer*   | 2021-2022 | Ron Haugen      |
| 1930-31 | Laurence Anderson*          | 1976-77 | Dean R. Ascheman   | 2022-2023 | Michael Aguirre |
| 1931-32 | M.W. Goldsworthy*           | 1977-78 | Craig W. Fisher    |           |                 |
| 1932-33 | Owen A. Galvin*             | 1978-79 | Edwin C. Larson*   |           |                 |
| 1933-34 | Emil Holmes*                | 1979-80 | Joe Milkanin, Jr.* |           |                 |
| 1934-35 | Dr. Paul Hartig*            | 1980-81 | Hiram J. Fuller*   |           | * Deceased      |
| 1935-36 | Hugo Benson*                | 1981-82 | Clifton Grant*     |           |                 |
| 1936-37 | Theo A. Kaldunski*          | 1982-83 | Roger Molstad*     |           |                 |
| 1937-38 | John Golob*                 | 1983-84 | Floyd H. Brehmer*  |           |                 |
| 1938-39 | J.W. Cardwell*              | 1984-85 | Lee R. Walker      |           |                 |
| 1939-40 | R.T. Flynn*                 | 1985-86 | Charles E. Deeds*  |           |                 |
| 1940-41 | William Stewart*            | 1986-87 | Timothy A. Burton* |           |                 |
| 1941-42 | Dr. John A. Soper*          | 1987-88 | Robert J. Connor*  |           |                 |
| 1942-43 | Judge John A. weeks*        | 1988-89 | Bernie Melter*     |           |                 |
| 1943-44 | Arthur W. Arntson*          | 1989-90 | Craig W. Fisher    |           |                 |
| 1944-45 | A. N. Friberg*              | 1990-91 | Thomas Eichman     |           |                 |
| 1945-46 | James R. Godfrey*           | 1991-92 | James N. Olson     |           |                 |
| 1946-47 | Henry Lansing*              | 1992-93 | Stanley Morrill    |           |                 |
| 1947-48 | Walter Cairns*              | 1993-94 | Van Karg           |           |                 |
| 1948-49 | Frank A. Howard*            | 1994-95 | Elphege Mrozek     |           |                 |
| 1949-50 | Charles Blake*              | 1995-96 | Carl Youngblom*    |           |                 |
| 1950-51 | A. M. Herriges*             | 1996-97 | John Freetly       |           |                 |
| 1951-52 | James P. Ryan*              | 1997-98 | Kenneth Smith*     |           |                 |
| 1952-53 | Harold Parks*               | 1998-99 | Henry Sadler       |           |                 |
| 1953-54 | Gordon McDonald*            | 1999-00 | Wayne Blue*        |           |                 |
| 1954-55 | John Kalland*               | 2000-01 | James Wilson       |           |                 |
| 1955-56 | W.C. Nimens*                | 2001-02 | Michael Horan*     |           |                 |
| 1956-57 | Oscar Bergstrom*            | 2002-03 | Wilson Spence III  |           |                 |
| 1957-58 | Frank Barstow*              | 2003-04 | Dennis O'Gorman    |           |                 |
| 1958-59 | Stuart A. Lindman*          | 2004-05 | Henry Sadler       |           |                 |
| 1959-60 | John Russo*                 | 2005-06 | Dennis O'Gorman    |           |                 |
| 1960-61 | L.W. Lacy*                  | 2006-07 | Daniel L. Hill*    |           |                 |
| 1961-62 | Lyle Pearson*               | 2007-08 | William A. Wroolie |           |                 |
| 1962-63 | Dr. Frederick C. Mortensen* | 2008-09 | Dean R. Ascheman   |           |                 |
| 1963-64 | David H. Gaines*            | 2009-11 | Al Holtan          |           |                 |
| 1965-66 | Delbert B. Nelson*          | 2011-12 | David Valtinson    |           |                 |
| 1966-67 | Edward Kavanaugh*           | 2012-12 | Bob Erickson       |           |                 |

## **DAV STRATEGIC PLAN    MISSION STATEMENT**

We are dedicated to a single purpose: empowering veterans to lead high-quality lives with respect and dignity. We accomplish this by ensuring that veterans and their families can access the full range of benefits available to them; fighting for the interests of America's injured heroes on Capitol Hill; and educating the public about the great sacrifices and needs of veterans transitioning back to civilian life.

- Providing free, professional assistance to veterans and their families in obtaining benefits and services earned through military service and provided by the Department of Veterans Affairs (VA) and other agencies of government.
- Providing outreach concerning its program services to the American people generally, and to disabled veterans and their families specifically.
- Representing the interests of disabled veterans, their families, their widowed spouses and their orphans before Congress, the White House and the Judicial Branch, as well as state and local government.
- Extending DAV's mission of hope into the communities where these veterans and their families live through a network of state-level Departments and local chapters.
- Providing a structure through which disabled veterans can express their compassion for their fellow veterans through a variety of volunteer programs.

## **ORGANIZATIONAL VISION AND VALUES**

### **VISION**

The Disabled American Veterans is committed to fulfilling its mission of building better lives for America's disabled veterans and their families through service, quality, integrity and leadership in representation and advocacy services now and in the future. We will maintain the highest ethical standards as a charitable organization through which our society can express its gratitude to the men and women who continue to pay the price of our nation's freedom.

### **VALUES**

- **Service:** To build better lives for service-connected disabled veterans and their families and to keep that mission first and foremost in all that we do.
- **Quality:** To provide the highest possible quality representation and advocacy services to veterans, their families and survivors.
- **Integrity:** To maintain the highest ethical and moral standards as a charitable service organization accountable to those we serve as well as those who support us.
- **Leadership:** To plan strategically and act to guarantee our future preeminence as a provider of advocacy and voluntary services to veterans

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# MyDAV.org User Manual (Replaces old membership system)

## Introduction

MyDAV.org is a self-service and reports repository for members and member leaders.

DAV roles that have expanded access:

- ✦ Commander
- ✦ Adjutant
- ✦ Senior Vice Commander
- ✦ 1st Junior Vice Commander
- ✦ Treasurer
- ✦ Benefits Protection Team Leader
- ✦ Membership Chairman
- ✦ Judge Advocate
- ✦ Officer Authorized to Receive Mail

## Registration

1. Go to: <https://www.mydav.org/member-registration>
2. Select **New user registration**
3. Complete the registration form
  - a. Enter your contact information
  - b. Enter your membership number
  - c. Create a username (tip: use your email address)
  - d. Enter a password (at least 12 characters and a special character) and confirm password
  - e. Click **SUBMIT**

After submitting the registration you will receive a confirmation email. Please allow 2-3 business days for the registration process to be finalized. Once the process is completed, you will receive another email confirming access to MyDAV.org.

## Logging In/Forgotten Login

Logging In:

1. Go to: <https://www.mydav.org/login>
2. Enter new username
3. Enter new password
4. Click **LOGIN** (do not check "Remember login" if on a shared computer)

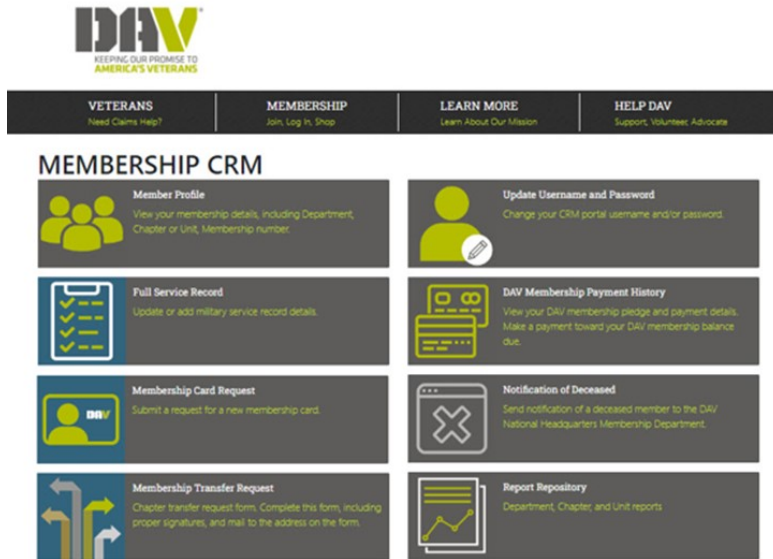
Forgotten Password:

1. Go to: <https://www.mydav.org/login>
2. Click Forgotten Password
3. Enter your email (use the preferred email that you registered with)
4. Click Submit
5. You will receive an email with a reset password link. Follow the instructions to update your password.

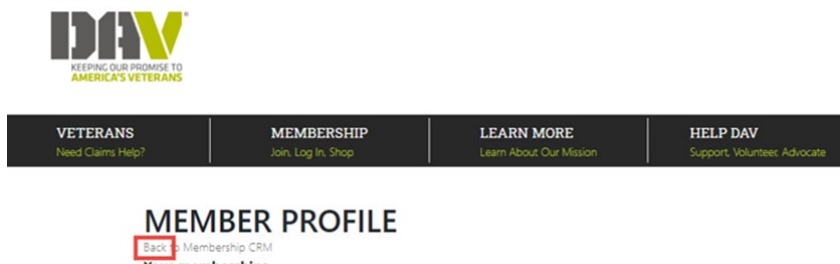
If you have forgotten your username, you can contact the Membership Department at 1-888-236-8313 or [membership@dav.org](mailto:membership@dav.org).

## Navigation

After you login you will be on the home screen where you can access all of the functions within the application.

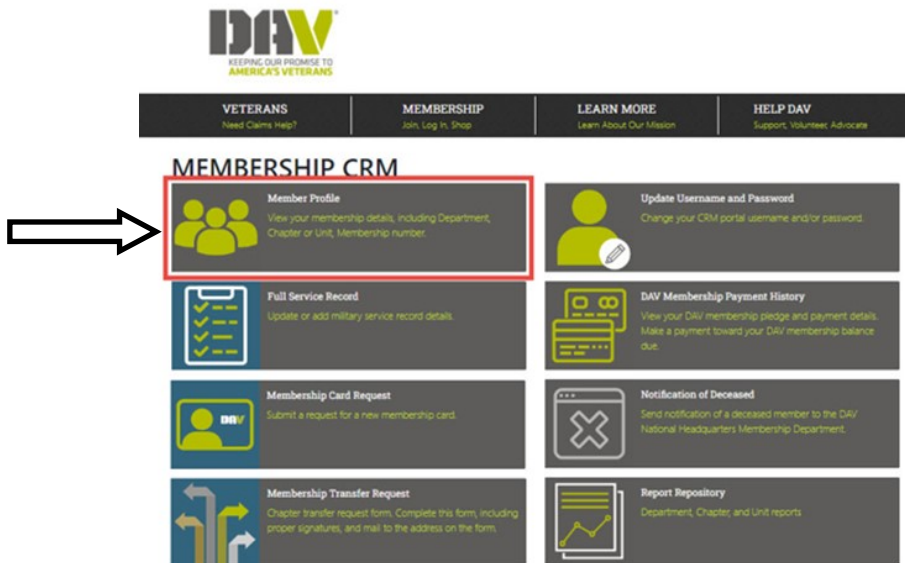


While in each section, return to the home screen by clicking **Back to Membership CRM**:



## Member Profile

View your membership record by clicking **Member Profile**.



This section will include your membership number, chapter, membership status, etc. If you have multiple memberships they will all appear on this screen.

## MEMBER PROFILE

Back to Membership CRM

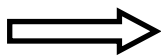
### Your memberships

|  |   |
|--|---|
| <b>Department:</b><br>16 - DAV Kentucky    | <b>Chapter:</b><br>FREDERICK R BRISTOL MEMORIAL #19 |
| <b>Status:</b><br>Active                   | <b>Account Type:</b><br>Full Life                   |
| <b>Membership number:</b><br>1601938619541 | <b>Active Positions:</b><br><None>                  |
| <b>Department #:</b><br>16                 | <b>Chapter #:</b><br>19                             |
| <b>Department:</b><br>13 - DAV Indiana     | <b>Chapter:</b><br>DEARBORN CO #75                  |
| <b>Status:</b><br>Active                   | <b>Account Type:</b><br>Part Life                   |
| <b>Membership number:</b><br>1307538619541 | <b>Active Positions:</b><br><None>                  |
| <b>Department #:</b><br>13                 | <b>Chapter #:</b><br>75                             |

## Full Service Record

View/add/edit your service record by clicking **Full Service Record**

## MEMBERSHIP CRM



|  |  |
|--|--|
| <b>Member Profile</b><br>View your membership details, including Department, Chapter or Unit, Membership number.   | <b>Update Username and Password</b><br>Change your CRM portal username and/or password.  |
| <b>Full Service Record</b><br>Update or add military service record details.   | <b>DAV Membership Payment History</b><br>View your DAV membership pledge and payment details. Make a payment toward your DAV membership balance due. |
| <b>Membership Card Request</b><br>Submit a request for a new membership card.  | <b>Notification of Deceased</b><br>Send notification of a deceased member to the DAV National Headquarters Membership Department.                    |
| <b>Membership Transfer Request</b><br>Chapter transfer request form. Complete this form, including proper signatures, and mail to the address on the form. | <b>Report Repository</b><br>Department, Chapter, and Unit reports  |

your service record is not there:

1. Click **ADD**
2. Enter your service record information
3. When finished, click **SAVE**

If your service record is incorrect or incomplete:

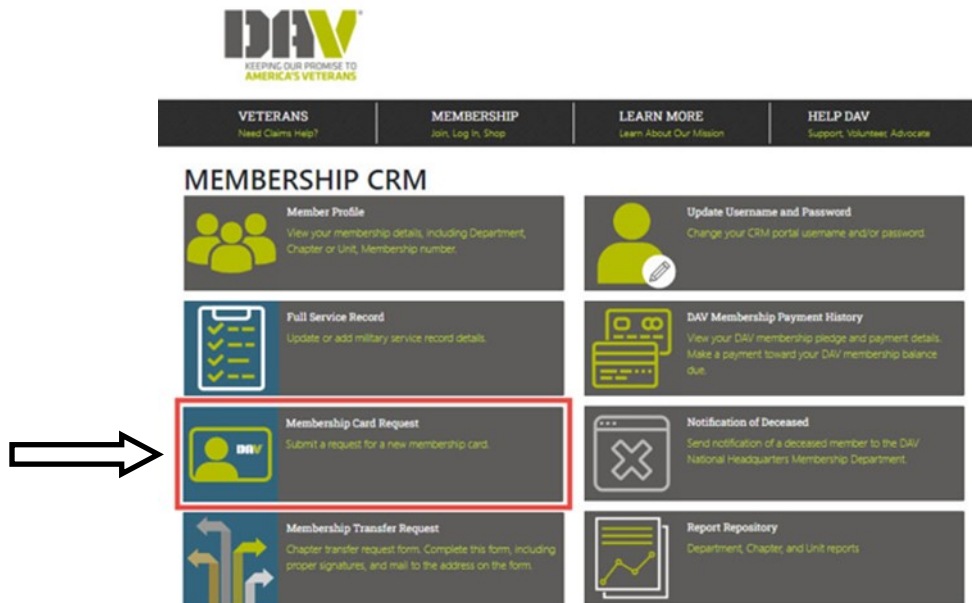
1. Click **EDIT**
2. Update your service record information
3. When finished, click **SAVE**

| Your Full Service Record            |            |
|-------------------------------------|------------|
| Branch:                             | Marines    |
| Rank:                               | Corporal   |
| Start date:                         | 07/03/1975 |
| End date:                           | 05/01/1981 |
| Service Retirement:                 | No         |
| Disabled:                           | No         |
| Gassed:                             | No         |
| Injured:                            | Yes        |
| POW:                                | No         |
| Wounded:                            | No         |
| Hearing Impaired:                   | No         |
| Visually Impaired:                  | No         |
| Purple Heart:                       | No         |
| Other:                              | No         |
| Amputee:                            | No         |
| Agent Orange:                       | No         |
| PTSD/TBI:                           | No         |
| Gulf War Illness:                   | No         |
| Burn Pits:                          | No         |
| Medals:                             |            |
| <input type="button" value="EDIT"/> |            |
| <input type="button" value="ADD"/>  |            |



## Membership Card Request

Request a new membership card by clicking Membership Card Request.

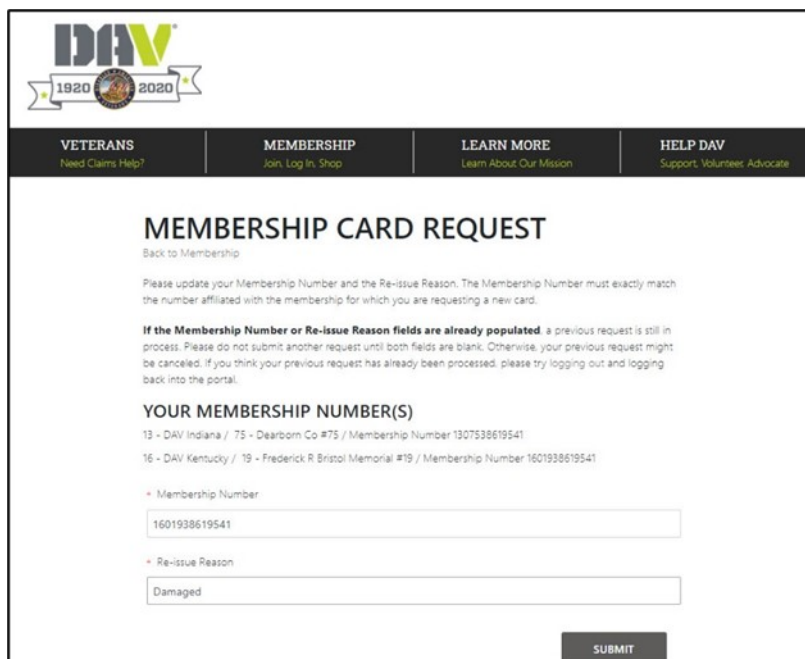


The screenshot shows the DAV Membership CRM dashboard. At the top is the DAV logo with the tagline 'KEEPING OUR PROMISE TO AMERICA'S VETERANS'. Below the logo is a navigation bar with four tabs: 'VETERANS' (Need Claims Help?), 'MEMBERSHIP' (Join, Log In, Shop), 'LEARN MORE' (Learn About Our Mission), and 'HELP DAV' (Support, Volunteer, Advocate). The main content area is titled 'MEMBERSHIP CRM' and contains eight tiles. The 'Membership Card Request' tile, which says 'Submit a request for a new membership card', is highlighted with a red border and a white arrow pointing to it from the left.

Request a new membership card:

1. Enter Membership Number
2. Enter Re-issue Reason (lost, damaged, stolen)
3. Click SUBMIT

Note: Please allow up 30 days for delivery of your membership card



The screenshot shows the 'MEMBERSHIP CARD REQUEST' form. At the top is the DAV logo with the tagline 'KEEPING OUR PROMISE TO AMERICA'S VETERANS' and the years '1920' and '2020'. Below the logo is a navigation bar with four tabs: 'VETERANS' (Need Claims Help?), 'MEMBERSHIP' (Join, Log In, Shop), 'LEARN MORE' (Learn About Our Mission), and 'HELP DAV' (Support, Volunteer, Advocate). The main content area is titled 'MEMBERSHIP CARD REQUEST' and has a 'Back to Membership' link. Below the title is a paragraph: 'Please update your Membership Number and the Re-issue Reason. The Membership Number must exactly match the number affiliated with the membership for which you are requesting a new card.' Below this is a paragraph: 'If the Membership Number or Re-issue Reason fields are already populated, a previous request is still in process. Please do not submit another request until both fields are blank. Otherwise, your previous request might be canceled. If you think your previous request has already been processed, please try logging out and logging back into the portal.' Below this is a section titled 'YOUR MEMBERSHIP NUMBER(S)' with two examples: '13 - DAV Indiana / 75 - Dearborn Co #75 / Membership Number 1307538619541' and '16 - DAV Kentucky / 19 - Frederick R. Bristol Memorial #19 / Membership Number 1601938619541'. Below the examples are two input fields: 'Membership Number' with the value '1601938619541' and 'Re-issue Reason' with the value 'Damaged'. At the bottom right is a 'SUBMIT' button.

# Membership Transfer Request

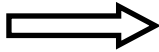
Access the transfer form by clicking **Membership Transfer Request**.



VETERANS Need Claims Help? | MEMBERSHIP Join, Log In, Shop | LEARN MORE Learn About Our Mission | HELP DAV Support, Volunteer, Advocate

### MEMBERSHIP CRM

- Member Profile**  
View your membership details, including Department, Chapter or Unit, Membership number.
- Update Username and Password**  
Change your CRM portal username and/or password.
- Full Service Record**  
Update or add military service record details.
- DAV Membership Payment History**  
View your DAV membership pledge and payment details. Make a payment toward your DAV membership balance due.
- Membership Card Request**  
Submit a request for a new membership card.
- Notification of Deceased**  
Send notification of a deceased member to the DAV National Headquarters Membership Department.
- Membership Transfer Request**  
Chapter transfer request form. Complete this form, including proper signatures, and mail to the address on the form.
- Report Repository**  
Department, Chapter, and Unit reports.



1. Enter the information for the transfer
2. Print the form
3. Receive the appropriate signatures on the form (member and Chapter Commander/Adjutant)
4. Mail form to the address listed on the form for processing

Note: This form can also be downloaded and saved to use later

Fillable Membership Transfer Form

1 / 1 | 100% | [Print] [Download]

**DAV** FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED  
Official Membership Transfer Form  
P.O. Box 145550 - Cincinnati, OH 45250 - 888-236-8313 - dav.org

Name \_\_\_\_\_ Membership Code No. \_\_\_\_\_  
Street Address \_\_\_\_\_ Apt/Unit No. \_\_\_\_\_  
City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Cell Number (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_\_ Email \_\_\_\_\_

I request a transfer of my membership:  
**FROM** Chapter No. \_\_\_\_\_ State \_\_\_\_\_ **TO** Chapter No. \_\_\_\_\_ State \_\_\_\_\_

Member's Signature \_\_\_\_\_  
 Approved  Rejected (Note: Approval of this transfer is required by the receiving Chapter under Article 11, Section 11.8 of the Bylaws.)

Name of Chapter Commander/Adjutant \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
Signature of Chapter Commander/Adjutant \_\_\_\_\_ Date Signed \_\_\_\_\_

80706 01/16

## Update Username and Password

Change your login information by clicking **Update Username and Password**.



The screenshot shows the DAV Membership CRM dashboard. At the top is the DAV logo with the tagline "KEEPING OUR PROMISE TO AMERICA'S VETERANS". Below the logo is a navigation bar with four tabs: "VETERANS" (Need Claims Help?), "MEMBERSHIP" (Join, Log In, Shop), "LEARN MORE" (Learn About Our Mission), and "HELP DAV" (Support, Volunteer, Advocate). The main content area is titled "MEMBERSHIP CRM" and contains eight tiles. The "Update Username and Password" tile is highlighted with a red border and a white arrow pointing to it from the right. The other tiles are: "Member Profile" (View your membership details, including Department, Chapter or Unit, Membership number), "Full Service Record" (Update or add military service record details), "DAV Membership Payment History" (View your DAV membership pledge and payment details. Make a payment toward your DAV membership balance due), "Membership Card Request" (Submit a request for a new membership card), "Notification of Deceased" (Send notification of a deceased member to the DAV National Headquarters Membership Department), "Membership Transfer Request" (Chapter transfer request form. Complete this form, including proper signatures, and mail to the address on the form), and "Report Repository" (Department, Chapter, and Unit reports).

1. Enter new username
2. Enter a password (at least 12 characters and a special character) and confirm password
3. Click **SUBMIT**

## DAV Membership Payment History

View your dues history by clicking **DAV Membership Payment History**



The screenshot shows the DAV Membership CRM dashboard, identical to the one above. The "DAV Membership Payment History" tile is highlighted with a red border and a white arrow pointing to it from the right. The other tiles are: "Member Profile" (View your membership details, including Department, Chapter or Unit, Membership number), "Update Username and Password" (Change your CRM portal username and/or password), "Full Service Record" (Update or add military service record details), "Membership Card Request" (Submit a request for a new membership card), "Notification of Deceased" (Send notification of a deceased member to the DAV National Headquarters Membership Department), "Membership Transfer Request" (Chapter transfer request form. Complete this form, including proper signatures, and mail to the address on the form), and "Report Repository" (Department, Chapter, and Unit reports).

The example below shows a member that has three full life memberships:

## MEMBERSHIP PAYMENT HISTORY

Back to Membership CRM

Active History

Date range: All dates

Designations: All designations

Group by:

Export: PDF CSV

| Date      | Amount   | Balance | Gift type      | Designation       | Pending |
|-----------|----------|---------|----------------|-------------------|---------|
| 3/19/2003 | \$125.00 |         | Pledge payment | 16 - DAV Kentucky | No      |
| 1/1/2003  | \$125.00 | \$0.00  | Pledge         | 16 - DAV Kentucky | No      |
| 5/27/1993 | \$85.00  |         | Pledge payment | 09 - DAV Florida  | No      |
| 1/1/1993  | \$105.00 | \$0.00  | Pledge         | 09 - DAV Florida  | No      |
| 1/1/1993  | \$20.00  |         | Pledge payment | 09 - DAV Florida  | No      |
| 2/1/1971  | \$100.00 | \$0.00  | Pledge         | 45 - DAV Virginia | No      |
| 2/1/1971  | \$100.00 |         | Pledge payment | 45 - DAV Virginia | No      |

Page 1 of 1

Note: Pledge is the membership. Pledge payments are payments toward the membership.

To pay toward a part life membership:

1. Find the pledge of the membership you want to make a payment toward
2. Click **(PAY)**

| Date      | Amount   | Balance | Gift type      | Designation       | Pending |
|-----------|----------|---------|----------------|-------------------|---------|
| 4/19/2021 | \$50.00  |         | Pledge payment | DAV - AUX Indiana | No      |
| 7/30/2020 | \$20.00  |         | Pledge payment | DAV - AUX Indiana | No      |
| 7/30/2020 | \$25.00  |         | Pledge payment | DAV - AUX Indiana | No      |
| 3/10/2016 | \$20.00  |         | Pledge payment | DAV - AUX Indiana | No      |
| 9/23/2014 | \$200.00 | \$85.00 | Pledge         | DAV - AUX Indiana | No      |

3. The amount defaults to the total outstanding balance. If you would rather make a different payment this field can be edited
4. Confirm the billing information is correct. If it isn't, update before submitting the payment.
5. Click **Pay Now**
6. Choose the method of payment

PAYMENT METHOD

Pay by card

Or by wallet

VISA

\$25

7. Enter the appropriate information for the method of payment and complete payment
8. You will receive a message and email confirming the payment

## Notification of Deceased

Report a deceased member by clicking **Notification of Deceased**

The screenshot shows the DAV Membership CRM dashboard. At the top, there is a navigation bar with four tabs: VETERANS (Need Claims Help?), MEMBERSHIP (Join, Log In, Shop), LEARN MORE (Learn About Our Mission), and HELP DAV (Support, Volunteer, Advocate). Below the navigation bar, the 'MEMBERSHIP CRM' section contains eight tiles. The 'Notification of Deceased' tile is highlighted with a red border and a white arrow pointing to it from the right. The other tiles are: Member Profile (View your membership details, including Department, Chapter or Unit, Membership number), Update Username and Password (Change your CRM portal username and/or password), Full Service Record (Update or add military service record details), DAV Membership Payment History (View your DAV membership pledge and payment details. Make a payment toward your DAV membership balance due.), Membership Card Request (Submit a request for a new membership card.), Report Repository (Department, Chapter, and Unit reports), Membership Transfer Request (Chapter transfer request form. Complete this form, including proper signatures, and mail to the address on the form.), and Membership Card Request (Submit a request for a new membership card.).

The screenshot shows the 'DECEASED NOTIFICATION' form. At the top, there is a navigation bar with four tabs: VETERANS (Need Claims Help?), MEMBERSHIP (Join, Log In, Shop), LEARN MORE (Learn About Our Mission), and HELP DAV (Support, Volunteer, Advocate). Below the navigation bar, the 'DECEASED NOTIFICATION' section contains a form with the following fields: Deceased Full Name (Samuel Evans), Deceased Member Number (1300738619540), and Deceased Date (6/29/2022). A 'SUBMIT' button is visible at the bottom right of the form. The form also includes a calendar widget for the date selection, a BBB logo, and a privacy policy link.

1. Enter deceased member's full name
2. Enter deceased member's membership number
3. If known, enter the deceased date
4. Click **SUBMIT**

Note: If you go back to submit another deceased notification, the previous member's details may still be there. Delete the previous information and add the new deceased member's details

# Report Repository

Generate reports by clicking **Report Repository** (officer access only).



The available reports are Population Summary (including historical), Membership Listing, Membership Activity, and Membership Deceased Report. We will be adding additional reports in the future. ***The parameters for each report will be dependent on your role.***

[Back to Membership CRM](#)

## REPORT REPOSITORY

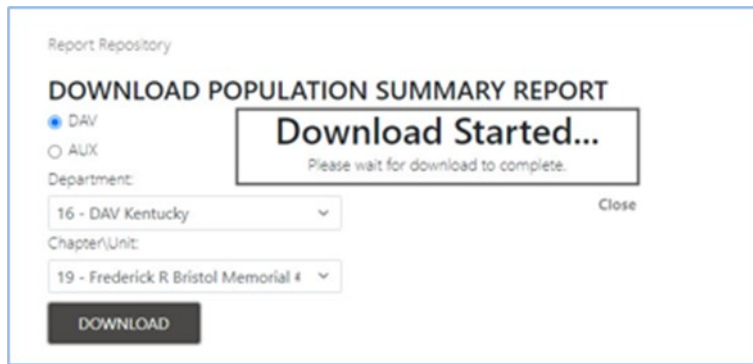
- Population Summary Report
- Membership Listing Report
- Historical Population Summary Report
- Membership Activity Report
- Membership Deceased Report

### Generate Population Summary

This report is a summary of the member population in a department/chapter. It also lists the new member goal for each department/unit.

1. In the report repository, click Population Summary Report
2. Select **DAV or AUX**
3. Choose the **Department**
4. Choose the appropriate **Chapter**
5. Click **DOWNLOAD**
6. A pop-up box will notify you that the download has started. Do not close this box until the download is complete and the report has been generated





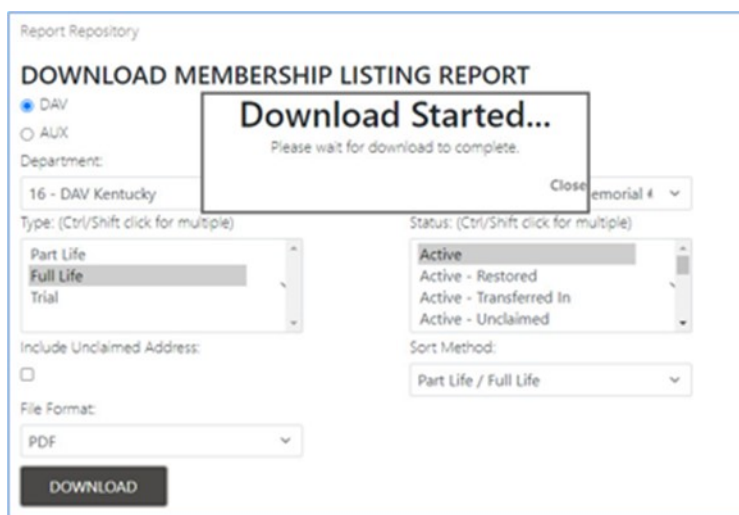
7. View, save and/or print the report

| DCU No           | DCU Name                            | Current Year    |                 |                 |                    |                 | Goal |                |               |
|------------------|-------------------------------------|-----------------|-----------------|-----------------|--------------------|-----------------|------|----------------|---------------|
|                  |                                     | Total Trial     | Total Part Life | Total Full Life | Total Paid Members | Total Members   | Goal | Goal %         | Goal Variance |
| 16               | 16 - DAV Kentucky                   | 10              | 10              | 10              | 10                 | 10              | 100% | 0              |               |
| 19               | 19 - Frederick R Bristol Memorial 4 | 10              | 10              | 10              | 10                 | 10              | 100% | 0              |               |
| <b>Active</b>    |                                     | <b>At Large</b> |                 | <b>Merged</b>   |                    | <b>On Hold</b>  |      | <b>Revoked</b> |               |
| 10               |                                     | 5               |                 | 10              |                    | 10              |      | 10             |               |
| <b>Suspended</b> |                                     | <b>On Hold</b>  |                 | <b>Revoked</b>  |                    | <b>At Large</b> |      | <b>Active</b>  |               |
| 0                |                                     | 0               |                 | 0               |                    | 0               |      | 0              |               |

## Generate Membership Listing Report

This report is a listing of the members in your department/chapter

1. In the report repository, click **Membership Listing Report**
2. Select **DAV or AUX**
3. Choose the **Department**
4. Choose the **Chapter**
5. Select the membership **Type(s)** to display on the report (use ctrl + shift for more than one type)
6. Select the membership **Status(es)** to display on the report (use ctrl + shift for more than one status)
7. If you want to include memberships with bad addresses check **Include Unclaimed Addresses**
8. Click **DOWNLOAD**
9. A pop-up box will notify you that the download has started. Do not close this box until the download is complete and the report has been generated



10. View, save, and/or print the report

**Generate Historical Population Summary**

This report is a historical version of the population summary that allows you to view the report from select historical dates.

1. In the report repository, click **Historical Population Summary Report**
2. Select **DAV or AUX**
3. Choose the **Department**
4. Choose the appropriate **Chapter**
5. Select a **Run Date**
6. Click **DOWNLOAD**
7. A pop-up box will notify you that the download has started. Do not close this box until the download is complete and the report has been generated

8. View, save, and/or print the report

| DCU No                 | DCU Name | Current Year    |                 |                    |               | Quota |         |                |
|------------------------|----------|-----------------|-----------------|--------------------|---------------|-------|---------|----------------|
|                        |          | Total Part Life | Total Full Life | Total Paid Members | Total Members | Quota | Quota % | Quota Variance |
| <b>National Totals</b> |          |                 |                 |                    |               |       |         |                |



## Generate Membership Activity Report

This report is a listing member activity (payments, address change, etc) within your department/chapter

1. In the report repository, click **Membership Activity Report**
2. Select **DAV or AUX**
3. Choose the **Department**
4. Choose the **Chapter**
5. Choose a **Start Date** and **End Date**
6. Select a **File Format** (PDF: Printable format CSV: Spreadsheet of data that can be sorted)
7. Click **DOWNLOAD**
8. A pop-up box will notify you that the download has started. Do not close this box until the download is complete and the report has been generated

Report Repository

### DOWNLOAD MEMBERSHIP ACTIVITY REPORT

DAV  
 AUX

Department:  
16 - DAV Kentucky

Chapter/Unit:  
19 - Frederick R Bristol Memorial #

Start Date  
05/01/2022

End Date  
05/31/2022

File Format:  
PDF

DOWNLOAD

Download Started...  
Please wait for download to complete.  
Close

9. View, save, and/or print the report

| Member Name     | Membership | Status      | Activity Date | Activity                   |
|-----------------|------------|-------------|---------------|----------------------------|
| Edwards, Thomas | MEMBER     | Addr Change | 05/31/2022    |                            |
| Edwards, Thomas | MEMBER     | Deceased    | 05/31/2022    |                            |
| Edwards, Thomas | MEMBER     | Addr Change | 05/04/2022    |                            |
| Edwards, Thomas | MEMBER     | Payment     | 05/05/2022    | (Pledge) 10.00 Other -     |
| Edwards, Thomas | MEMBER     | Addr Change | 05/31/2022    | 295 Claiborne Dr Dry Ridge |
| Edwards, Thomas | MEMBER     | Payment     | 05/28/2022    | (Pledge) 10.00 Credit      |
| Edwards, Thomas | MEMBER     | Payment     | 05/02/2022    | (Pledge) 40.00 Check -     |
| Edwards, Thomas | MEMBER     | Payment     | 05/19/2022    | (Pledge) 20.00 Credit      |
| Edwards, Thomas | MEMBER     | Payment     | 05/02/2022    | (Pledge) 10.00 Other -     |
| Edwards, Thomas | MEMBER     | Payment     | 05/20/2022    | (Pledge) 10.00 Credit      |
| Edwards, Thomas | MEMBER     | Payment     | 05/03/2022    | (Pledge) 30.00 Credit      |
| Edwards, Thomas | MEMBER     | Payment     | 05/24/2022    | (Pledge) 10.00 Credit      |
| Edwards, Thomas | MEMBER     | Payment     | 05/24/2022    | (Pledge) 200.00 Credit     |
| Edwards, Thomas | MEMBER     | Payment     | 05/06/2022    | (Pledge) 10.00 Credit      |
| Edwards, Thomas | MEMBER     | Payment     | 05/24/2022    | (Pledge) 200.00 Credit     |
| Edwards, Thomas | MEMBER     | Payment     | 05/25/2022    | (Pledge) 10.00 Credit      |
| Edwards, Thomas | MEMBER     | Deceased    | 05/11/2022    | Date of death              |

# Chapter Hierarchy

Commander

Adjutant

---

Senior Vice Commander

---

1st Junior Vice Commander

---

2nd Junior Vice Commander

---

3rd Junior Vice Commander

---

Judge Advocate

---

Chaplain

---

## Committees

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Committee Chair

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Committee Chair

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Committee Chair

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Committee Chair

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Committee Chair

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Committee Chair

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## COMMANDER

The commander shall preside at all regular or special meetings of the chapter. He/she shall maintain order and dispatch such business as may legally come before him/her. All checks or vouchers issued by the chapter treasurer may be countersigned by the commander. He/she shall perform all other duties that may reasonably be assumed to be incidental to the office, including those set forth in the chapter's Constitution and By-laws and in the Official DAV Ritual and such other duties as may be lawfully delegated to him/her by the chapter.

It is the administrative responsibility of the commander to:

- Open the meeting at the appointed time by calling the meeting to order.
- Announce in proper sequence the business that comes before the chapter in accordance with the Official DAV Ritual.
- Recognize members who are entitled to the floor.
- State and put to vote all questions that legitimately come before the chapter as motions or that otherwise arise in the course of the proceedings and announce the results of each vote; or, if a motion is made that is not in order, to rule it out of order.
- Expedite the business in every way compatible with the rights of members.
- Decide all questions of order, subject to appeal.
- Declare the meeting adjourned when the chapter so votes or at the time prescribed in the program.
- Maintain order of the meeting at all times.

The commander has a fiscal responsibility to:

- Ensure the safeguarding of funds, properties and other assets against unauthorized use or loss.
- Ensure all disbursements of funds are properly approved in accordance with the chapter Bylaws.
- Comply with standards established by the National Executive Committee for audits of chapter establishments, organizations, programs, activities and functions. These standards require chapters to be responsible for providing adequate audit coverage of their programs as an aid in determining whether funds have been applied efficiently, economically, effectively and consistently with program objectives and underlying agreements.

At each meeting the commander should have available:

- A copy of the chapter, department and national Constitution Bylaws & Regulations,
- A copy of Robert's Rules of Order, Newly Revised (available at local bookstores or the library),
- A list or agenda of the complete order of business and
- A list of all committees.

The commander also serves as the official spokes-person for the chapter in the community and may not serve as chapter adjutant or treasurer.

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## SENIOR VICE COMMANDER

The senior vice commander shall perform the duties of his/her station as set forth in the Official DAV Ritual. He/she shall encourage friendship among the members of this organization, discourage discord and promote harmony. Subject to the direction of the chapter, he/she shall act as chairperson of membership solicitation activities to the end that every eligible veteran may become a member. With the approval of the chapter, the senior vice commander may appoint one or more members to assist him/her in such membership activities. The senior vice commander may not serve as adjutant or treasurer.

## JUNIOR VICE COMMANDER

The junior vice commander shall perform the duties of his/her station as set forth in the Official DAV Ritual. He/she shall see that every member is given a reasonable opportunity to state his/her views on any subject under discussion in a meeting of the chapter, not inconsistent with the chapter's Constitution and Bylaws or Robert's Rules of Order, Newly Revised. He/she shall, at all times, encourage loyalty to the United States of America, to DAV and to the members of the chapter. Subject to the direction of the chapter, he/she shall act as chairperson of the Americanism activities of the chapter and, with the approval of the chapter, may appoint one or more members to assist him/her as such chairperson. The junior vice commander may not serve as adjutant or treasurer

All Chapter records should be maintained for seven (7) years. This does not apply to original documents that do not expire, such as, but not limited to Chapter Charter, contracts, licenses, leases, Constitution and Bylaws, regulations, rulings by the National Judge Advocate, tax returns and audits.

## ADJUTANT

The adjutant is responsible for keeping the chapter's records and managing the chapter's official correspondence. He/she must keep detailed records of the chapter's meetings and business affairs. All motions considered by the chapter should be recorded along with the names of the members who make, second or speak on motions. All monies received or spent by the chapter must be recorded in his/her records.

- The adjutant is responsible for ensuring chapter members are aware of the times and locations of meetings. If a special meeting is to be called, the reason for the meeting should be stated on the meeting notice.
- At each business meeting, the adjutant should read the minutes of the preceding meeting and make sure that a motion of acceptance or rejection is passed.
- At each chapter meeting, the adjutant should read all correspondence received between meetings and see that all matters that require action by the chapter are properly disposed of. He/she should answer all correspondence promptly and file copies of his/her answers with the chapter records.
- The adjutant is responsible for notifying officers, committee members and delegates of their election or appointment, as well as furnishing committees with whatever documents are required for the performance of their duties.
- The adjutant shall make the minutes and records of the chapter available to members upon request. The adjutant is responsible for furnishing a list of convention delegates to National and Department Headquarters.
- The adjutant must work closely with the commander, treasurer and other chapter officers in order to efficiently carry out his/her duties. The adjutant may not serve as chapter commander at the same time.
- The adjutant is also responsible for filing the Chapter Officer Report form immediately following the annual election and installation of officers, in compliance with the National Bylaws, Article 9,

**DAV** FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED

**Figure 1** Officer Report

Please type or print:  
Chapter or Department \_\_\_\_\_  
Location - City \_\_\_\_\_ State \_\_\_\_\_  
Date of Annual Election \_\_\_\_\_ Date of Installation \_\_\_\_\_  
Address of Regular Meetings \_\_\_\_\_  
Time & Day of Regular Meetings \_\_\_\_\_ Time \_\_\_\_\_ Day \_\_\_\_\_ Week of Month \_\_\_\_\_  
Web Site Address \_\_\_\_\_ Chapter Phone \_\_\_\_\_

| Officers Elected For Year Beginning   | 20  | Ending | 20 |
|---------------------------------------|---|--------|----|
| <b>Commander</b>                      | <b>Benefits Protection Team Leader</b>  |        |    |
| Name _____                            | Name _____  |        |    |
| Mailing Address _____                 | Mailing Address _____   |        |    |
| City/State/Zip _____                  | City/State/Zip _____  |        |    |
| Member Code# _____ Phone (____) _____ | Member Code# _____ Phone (____) _____   |        |    |
| Email _____ Fax (____) _____          | Email _____ Fax (____) _____  |        |    |
| <b>Sr. Vice Commander</b>             | <b>Membership Chairman</b>  |        |    |
| Name _____                            | Name _____  |        |    |
| Mailing Address _____                 | Mailing Address _____   |        |    |
| City/State/Zip _____                  | City/State/Zip _____  |        |    |
| Member Code# _____ Phone (____) _____ | Member Code# _____ Phone (____) _____   |        |    |
| Email _____ Fax (____) _____          | Email _____ Fax (____) _____  |        |    |
| <b>1st Jr. Vice Commander</b>         | <b>Service Officer. (If more than one is appointed, attach/upload additional pages)</b> |        |    |
| Name _____                            | Name _____  |        |    |
| Mailing Address _____                 | Mailing Address _____   |        |    |
| City/State/Zip _____                  | City/State/Zip _____  |        |    |
| Member Code# _____ Phone (____) _____ | Member Code# _____ Phone (____) _____   |        |    |
| Email _____ Fax (____) _____          | Email _____ Fax (____) _____  |        |    |
| <b>Adjutant</b>                       | <b>Officer Authorized to Receive Mail</b>   |        |    |
| Name _____                            | Name _____  |        |    |
| Mailing Address _____                 | Office Held _____   |        |    |
| City/State/Zip _____                  | Address for CVP Mail _____  |        |    |
| Member Code# _____ Phone (____) _____ | City/State/Zip _____ Phone (____) _____ Fax (____) _____                                |        |    |
| Email _____ Fax (____) _____          | Email _____   |        |    |
| <b>Treasurer</b>                      | <b>The Preceding Names and Positions Are Hereby Certified</b>                           |        |    |
| Name _____                            | (Form Must Be Certified by the New Commander or Adjutant)                               |        |    |
| Mailing Address _____                 | Signed by _____ Date _____  |        |    |
| City/State/Zip _____                  | Commander _____   |        |    |
| Member Code# _____ Phone (____) _____ | Signed by _____ Date _____  |        |    |
| Email _____ Fax (____) _____          | Adjutant _____  |        |    |

This form must be completed and returned to National Headquarters within 10 days after installation in compliance with Sec. 9, Sec. 8, Sec. 10, Sec. 12 and Sec. 16, Sec. 10.2 of the DAV National Bylaws.  
Toll Free: 888-236-8313 • Fax: 1-859-442-2088 • www.dav.org • Email: membershipinfo@davmail.org  
Mail to: DAV National Headquarters • P.O. Box 145550 • Cincinnati, Ohio 45250-5550

9008 3/16

Section 9.2. The proper form is shown in Figure 1. An electronic copy must be sent to National officerreportinfo@dav.org and Department Headquarters admin@davmn.org

- The Adjutant is responsible to providing the Department HQ’s a copy of the IRS 990 that was filed with the IRS. This is a yearly requirement
- The adjutant is responsible for the membership records and should make certain that they are kept up to date. Official membership records are kept by using the DAV Membership Activity Report (Figure 2), which is furnished by National Headquarters. The adjutant shall also be responsible for timely notification to National and Department Headquarters of changes of address and deaths of members.

The following are some of the membership transactions that will appear from time to time on the report shown in Figure 2.

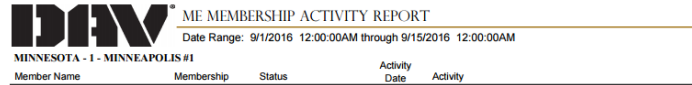


Figure 2

|                   |                |           |
|-------------------|----------------|-----------|
| Transfer Out      | New Life       | Unclaimed |
| Transfer In       | Full Paid Life | Deceased  |
| Change of Address | Restore        | Canceled  |

All chapter records should be maintained for seven (7) years. This does not apply to original documents that do not expire, such as, but not limited to, chapter Charter, contracts, licenses, leases, Constitution and Bylaws, regulations, rulings by the national judge advocate, tax returns and audits.

## TREASURER

It is the responsibility of departments and chapters to protect DAV assets from theft or conversion. This responsibility includes, without limitation, implementation of sound financial management practices and the purchase of insurance to cover theft losses. In the absence of such insurance, the National Organization shall provide a mechanism by which departments and chapters may be reimbursed for the theft or conversion of department or chapter assets by an elected or appointed department or chapter officer. Such reimbursement shall be limited to \$100,000 per occurrence and be subject to a deductible amount of \$5,000. Such reimbursement shall be made only upon a full and final adjudication of theft or conversion by a court of competent jurisdiction. Such reimbursement shall also be subject to the limits and conditions of the reimbursement program as determined by the Board of Directors. This amendment took effect January 1, 2006.

The duties of the treasurer will vary from chapter to chapter. In most instances, the treasurer holds the funds deposited with him/her and pays them out when approved by the chapter. All financial disbursements of the chapter must be made by check. All checks must include the signature of at least two officers. There should be no debit or credit cards utilized by a chapter.

He/she shall keep a system of accounts approved by the chapter and shall preserve all receipts and checks or vouchers for payments made. He/she shall render a monthly report (Figure 3) of receipts and expenditures to the chapter no later than the first regular chapter meeting following the last day of each calendar month. This form can be downloaded from the membership website.

An Annual Financial Report (Figure 4) shall be submitted to the National and Department Headquarters within ninety (90) days after the close of the department/chapter accounting year ending June 30. Chapters having gross income below \$25,000, excluding membership per capita dues, are not required to submit a report to National Headquarters.

The treasurer must always be aware that the chapter funds must be properly accounted for. Accordingly, the treasurer shall at all times:

**Figure 3** Monthly Chapter Financial Report

**DAV** FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED

CHAPTER \_\_\_\_\_ DATE \_\_\_\_\_  
(NAME AND NUMBER)

FOR PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_ 20 \_\_\_\_\_ MEETING OF \_\_\_\_\_

BEGINNING BALANCE (CASH ASSETS) \$ \_\_\_\_\_

**INCOME (GROSS)**

Dues (per capita from National Headquarters) \_\_\_\_\_  
 Forget-Me-Not \_\_\_\_\_  
 Bingo \_\_\_\_\_  
 Thrift Store \_\_\_\_\_  
 Lounge \_\_\_\_\_  
 Interest \_\_\_\_\_  
 \* Others \_\_\_\_\_

Total \_\_\_\_\_

**DISBURSEMENTS**

\* Salaries \_\_\_\_\_  
 \* Conventions \_\_\_\_\_  
 Postage/Office supplies \_\_\_\_\_  
 \* Service/Charitable \_\_\_\_\_  
 Forget-Me-Not \_\_\_\_\_  
 \* Bingo \_\_\_\_\_  
 \* Thrift Store \_\_\_\_\_  
 \* Lounge \_\_\_\_\_  
 \* Home \_\_\_\_\_  
 \* Other \_\_\_\_\_

Total \_\_\_\_\_

ENDING BALANCE \_\_\_\_\_

CASH ASSETS (End of Month)

Checking Accounts \_\_\_\_\_  
 Savings Accounts \_\_\_\_\_  
 CD's \_\_\_\_\_  
 Investments/Securities \_\_\_\_\_

TOTAL CASH ASSETS \_\_\_\_\_

\*Requires separate accountability in detail.

\_\_\_\_\_  
Signature of Treasurer

**Figure 4** Annual Financial Report

**DAV** FULFILLING OUR PROMISES TO THE MEN AND WOMEN WHO SERVED

Chapter \_\_\_\_\_ Department of \_\_\_\_\_ Name of State \_\_\_\_\_  
 Located at \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Accounting Period from July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

**Cash (Liquid Assets) Report**

Beginning Balance \$ \_\_\_\_\_  
(Total Liquid Assets from line 27 of last year's report)

**This Year's Gross Income/Receipts (net values are not permitted):**

1. Dues Per Capita from National Headquarters \$ \_\_\_\_\_  
 2. Forget-Me-Not Drive Receipts \_\_\_\_\_  
 3. Bingo Gross Receipts \_\_\_\_\_  
 4. Thrift Store Gross Receipts \_\_\_\_\_  
 5. Bar/Lounge Gross Receipts \_\_\_\_\_  
 6. Interest & Dividend Income from Checking, Savings & C.D.'s \_\_\_\_\_  
 7. National Fundraising Program (Department use only) \_\_\_\_\_  
 8. Increase in Market Value of Investments on Line 26 during Accounting Period \_\_\_\_\_  
 9. Other Income (Attach required schedule) \_\_\_\_\_

**10. Total Income (Sum of Lines 1 thru 9) (Do not include Beginning Balance amount) \$ \_\_\_\_\_**

\*\*\* The report must be reviewed by a certified public accountant if the total of Lines 2 thru 9 exceeds \$300,000. \*\*\*

**This Year's Expenses/Disbursements (net values are not permitted):**

11. Salaries, Payroll Taxes & Employee Benefits for Administrative Personnel Only (Attach required schedule) \$ \_\_\_\_\_  
 12. Conventions/Conferences/Seminars (Attach required schedule listing specific events and amounts) \_\_\_\_\_  
 13. Postage & Office Supplies (Administrative and non-service related postage & office supplies) \_\_\_\_\_  
 14. Service/Charitable (Complete and attach required Service/Charitable Expenses Schedule form) \_\_\_\_\_  
 15. Forget-Me-Not Expenses (Cost of drive only) \_\_\_\_\_  
 16. Bingo Expenses, including bingo salaries & payroll taxes (Attach required schedule) \_\_\_\_\_  
 17. Thrift Store Expenses, including thrift store salaries & payroll taxes (Attach required schedule) \_\_\_\_\_  
 18. Bar/Lounge Expenses, including bar/lounge salaries & payroll taxes (Attach required schedule) \_\_\_\_\_  
 19. Chapter Home/Department HQ Expenses (Attach required schedule) \_\_\_\_\_  
 20. Decrease in Market Value of Investments on Line 26 during Accounting Period \_\_\_\_\_  
 21. Other Expenses (Attach required schedule) \_\_\_\_\_

**22. Total Expenses (Sum of Lines 11 thru 21) \$ \_\_\_\_\_**

Ending Balance \$ \_\_\_\_\_  
(Beginning Balance plus Line 10 minus Line 22)

**Statement of Liquid Assets:**  
 Liquid assets are those assets which are readily convertible to cash, and do not include real or physical property such as real estate or furniture and fixtures. If applicable, complete and attach Other Assets Schedule form (909332 - Rev. 10/13) to this report.

23. Checking Accounts (Attach copy of bank statement) \$ \_\_\_\_\_ + Cash on Hand \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
 24. Savings Accounts (Attach copy of bank statement) \_\_\_\_\_  
 25. Certificates of Deposit (Attach copy of bank statement or letter from financial institution verifying value) \_\_\_\_\_  
 26. Market Value of Investments as of End of Accounting Period (Attach copy of investment statement) \_\_\_\_\_

**27. Total Liquid Assets (Sum of Lines 23 thru 26) (Must equal amount on Ending Balance Line) \$ \_\_\_\_\_**

Name of Bank(s) and Branch Location(s) \_\_\_\_\_

**Names of Authorized Signers on Bank Account(s)**

**SIGNED** by audit committee (Three members)  
 (Must not include Commander, Sr. Vice Commander, Treasurer, Adjutant, or Finance Chairperson)

\_\_\_\_\_  
Audit Committee Member Signature  
 \_\_\_\_\_  
Audit Committee Member Signature  
 \_\_\_\_\_  
Audit Committee Member Signature

\_\_\_\_\_  
Authorized Officer Signature  
 \_\_\_\_\_  
Authorized Officer Title  
 \_\_\_\_\_  
Date

**SIGNED & SUBMITTED** by Authorized Department/Chapter Officer: (Preferably the Commander, Adjutant or Treasurer)

\_\_\_\_\_  
Date

This form is required to be filed annually by the National Constitution and Bylaws Article 9, Section 8.4, Article 9, Section 9.9 and Article 10, Section 10.2. If gross receipts of chapter, excluding dues per capita, are less than \$50,000, submit report to state department only.

Mail to: DAV National Headquarters • Financial Report • P.O. Box 14301 • Cincinnati, Ohio 45250 903308 (10/13)

- Ensure the safeguarding of funds, properties and other assets against unauthorized loss or use.
- Ensure all disbursements of funds are properly approved in accordance with chapter, department and national constitution and bylaws.
- Ensure all financial transactions are properly and accurately recorded so that the financial data is reliable.

### YEAR-END REQUIREMENTS

At the end of each year, which shall be the membership year commencing July 1 and ending June 30, the treasurer will total all 12 monthly chapter financial reports and prepare the DAV Annual Financial Report (Figure 4). The completion of the appropriate IRS Form 990 must also be filed with the Internal Revenue Service to ensure the chapter retains its tax exemption.

The treasurer must comply with standards established by the National Bylaws and National Executive Committee for audits of chapter establishments, organizations, programs, activities and functions. These standards require chapters to be responsible for providing adequate audit coverage of their programs as an aid in determining whether funds have been applied efficiently, economically, effectively and consistently with program objectives and underlying agreements. The Treasurer should ensure that the Department HQ's is provided a copy of the IRS 990 once it is filed with the IRS

### Transition of Form 990-EZ

For small exempt organizations, the legislation specifically allowed a postponement ("transitional relief"). For tax years ending before July 31, 2021, the IRS will accept either paper or electronic filing of Form 990-EZ,

Short Form Return of Organization Exempt from Income Tax. For tax years ending July 31, 2021, and later, Forms 990-EZ must be filed electronically.

#### DATES TO REMEMBER

- September 30 of each year (National Annual Financial report is due to Department or National over \$25,000 income)
- November 15 of each year (IRS form 990 is due, 990-n Postcard or 990-EZ for over \$50,000 and under \$300,000)
- Dec 31 of each year (Online update your SOS nonprofit corporation, can submit it 90 days ahead of due date.)
- Jan 15 of each year (Update your Minnesota Attorney General Solicitation form and pay \$25.00 if your organization make over \$25,000.00)

#### DAV MINNESOTA CHAPTER FINANCIAL REPORTING REQUIREMENTS

IRS filing Changes for 2021-2022—This year all 990-EZ have to be file digitally. No paper file will be accepted. The IRS has sent out letter to every organization that file a 990-EZ stating this. They also give you a web page to fine acceptable company which the IRS will accept.

Other than the official Chapter financial report, there are currently three other reporting requirements that a majority of Chapters must file:

1) IRS Form 990: Long or short form depending on your Chapter's total annual revenue. This form must be submitted annually to maintain your tax-exempt non-profit status. **ALL Chapters must file a IRS Form 990. See attached link for more guidance.** <https://www.irs.gov/charities-non-profits/current-form-990-series-forms-and-instructions>

2) Minnesota Secretary of State: All non-profits operating in Minnesota are required to file annually regardless of annual revenue. **ALL non-profits are required to register with the State the operate in. See attached link for more guidance.** <https://www.sos.state.mn.us/media/1534/nonprofitrenewal.pdf>

3) Minnesota Attorney General: Any Chapter that has a gross annual revenue in excess of \$25,000 must file annually. **See attached link for more guidance.**

<https://www.ag.state.mn.us/Charity/InfoCharitableorgandTrusts.asp>

Changes for this Year in the Financial Reporting of Chapter DAV AFR

- National AFR is required to be on Rev 8-21 form, any other form will be rejected.
- Requesting a extension has to be done 7 days prior to the filing date for approval.
- Departments and chapters will begin submitting AFRs digitally (.pdf preferred) via email to [AFRinfo@dav.org](mailto:AFRinfo@dav.org) & [Admin@davmn.org](mailto:Admin@davmn.org)

#### KEEPING records

The treasurer shall maintain a file that will contain your monthly bank statements and bank reconciliations for record-keeping purposes.

The treasurer shall also maintain a folder containing all monthly vouchers and invoices paid. Each disbursement should be supported by a voucher or invoice indicating the date paid and check number, as well as the amount paid, if not paid in full.

**BANK RECONCILIATION**

At the end of each month, the treasurer will prepare a bank reconciliation, as shown in Figure 5.

When reconciling bank statements, the treasurer shall perform the following tasks:

- Compare the deposits listed on the bank statement with the deposits shown in chapter accounting records. Any deposit in transit should be added to the bank statement. (Any deposits in transit from last month still not listed on the bank statement should be immediately investigated.)
- Review the bank statement in numerical order and compare entries with the records of checks issued. List any outstanding checks not shown on the bank statement. (Be sure to include any checks still outstanding from last month.) Deduct outstanding checks from the bank balance.

- Add to the balance any interest earned, per the chapter books.
- Deduct from the balance, per chapter books, any debit memoranda issued by the bank, such as non-sufficient fund checks and service charges that are not yet recorded on the chapter books.
- Adjust for any deposits that were incorrectly recorded in the chapter books.

NOTE: If returned checks are included with the bank statement, the treasurer should trace the checks to the statement from chapter records, making sure that all checks were issued by the chapter, properly charged to the chapter’s account and properly signed.

|                                    |   |        |                       |
|------------------------------------|---|--------|-----------------------|
| Figure 5                           | BANK RECONCILIATION<br>At the end of each month a bank reconciliation should be prepared as shown in Figure 7.<br>Balance per bank (a) (1) Add deposit in transit |        | \$ 4,000.00<br>200.00 |
|                                    |   |        | 4,200.00              |
| Less outstanding checks            |   |        |                       |
|                                    | No. 510   | 150.00 |                       |
|                                    | No. 565   | 200.00 |                       |
|                                    | No. 600   | 650.00 |                       |
|                                    |   |        | 1,000.00              |
| Adjusted cash balance              |   |        | 3,200.00 (b)          |
| Balance per books (a)              |   |        | 3,400.00              |
| Add                                |   |        |                       |
| Interest earned                    |   |        | 25.00                 |
|                                    |   |        | 3,425.00              |
| Less                               |   |        |                       |
| Non-sufficient funds of Jake Jones |   | 125.00 |                       |
| Service Charge                     |   | 10.00  |                       |
| (6) Overstated deposit             |   | 90.00  |                       |
|                                    |   |        | 225.00                |
| Adjusted book balance              |   |        | 3,200.00 (b)          |



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## CHAPLAIN

The chaplain is responsible for leading the opening prayer of the chapter meetings. The chaplain is the spiritual leader of the chapter and may be called upon to represent the chapter at the funeral services for deceased members, send sympathy cards and visit members of the chapter or their family members who are ill.

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## SERGEANT-AT-ARMS

The sergeant-at-arms assists the commander in preserving order during chapter meetings. The sergeant-at-arms is responsible for verifying the membership of those in attendance when required to do so by the nature of business (i.e., election of officers or delegates, private matters requiring the protection of personal rights). The sergeant-at-arms may be responsible for handling the physical arrangements of the meeting hall.

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## OFFICER OF THE DAY

The officer of the day is responsible for maintaining a list of visitors at chapter meetings and introducing visitors when called upon by the commander. The officer of the day is also responsible for escorting visitors and others to the podium, when directed by the commander.

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## CHAPTER MEETING AGENDA

### ORDER OF BUSINESS

- |  |  |
|--|--|
| 1. Opening Ceremony                                    | 9. Introduction of New Members           |
| 2. Roll Call of Officers                               | 10. Reading of Communications            |
| 3. Introduction of Visitors                            | 11. Committee reports                    |
| 4. Reading Minutes Last Meeting                        | 12. Unfinished Business.                 |
| 5. Treasurer's Report                                  | 13. New Business.                        |
| 6. Bills Against the Chapter                           | 14. Good of the Order                    |
| 7. Sickness and Distress.                              | 15. Memorial Ceremony                    |
| 8. Applications for Membership<br>(and action thereon) | 16. Adjournment, with Closing Ceremonies |

### OPENING PRAYER

"God, be merciful unto us, and bless us. Cause The Face to shine upon us that Thy way may be known upon earth, and Thy saving strength among all people. Let the people be glad and sing for joy, for Thou shalt judge them righteously, and govern the Nations upon earth. Especially do we pray that we may have Thy guidance to the end that we may each of us firmly uphold the great principles of this organization. Amen."

### MEMORIAL CEREMONY

COMMANDER: "At this time, One Minute of Silence will be devoted in honor of our departed Comrades. Comrades, you will rise and stand at Attention." (Raps three times)  
"By the numbers, hand SALUTE!" (DAV caps are not removed.)  
"May they Rest in Peace. TWO!" (Commander raps gavel once, to seat assembly.)

### CLOSING PRAYER

"May the peace of God, which passeth all understanding, keep our hearts and minds in knowledge and love of God, and now unto the Eternal and All-Wise Creator of the Universe, and Preserver of our nation, be honor and glory forever and ever. Amen"

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## BENEFITS PROTECTION TEAM LEADER

The Benefits Protection Team Leader (BPTL) is responsible for coordinating and overseeing DAV's grassroots efforts, legislative agenda and resolution process at the local level. The BPTL is also responsible for advocating for local issues that are not in conflict with resolutions adopted at the national level or with department policies, at the direction of the department commander.

The BPTL should:

- Sign up for the DAV Commander's Action Network (CAN) at [davcan.org](http://davcan.org).
- Distribute legislative alerts and encourage DAV members, family and friends to take action.
- Develop a local grassroots network made up of DAV members, family and friends. (Visit [dav.org/grassroots](http://dav.org/grassroots) for information on Building a Network of Networks.)
- Use the network to get the word out on veterans issues.
- Email or provide a printed copy of the Protecting Our Benefits Begins With You brochure to the benefits protection team members in your network.
- Get to know your federal elected officials and their staffs.
- Keep informed about DAV's position on legislation introduced by federal elected officials.
- Notify DAV national legislative staff of developing trends in local issues that affect DAV members.
- Notify DAV national legislative staff in Washington, D.C., of local congressional field hearings (on the federal level) and, if requested to testify, seek their assistance.
- Ensure that resolutions considered by the chapter and department are consistent with DAV's stated mission in DAV Resolution No. 001.
- Help schedule and coordinate congressional meetings for your DAV members coming to Washington, D.C., for the DAV Mid-Winter Conference. Also, encourage members who are unable to attend the conference to contact the local office of their legislators and provide them with a copy of DAV's Key Legislative Goals. (See more on Page 43 - 48)
- Join the Commanders Action Network by visiting [davcan.org](http://davcan.org) (More on Pages 43-48)

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## CHAPTER SERVICE OFFICERS

Certification as a chapter or department service officer is the result of participation in, and completion of, an annual training Level I or II offered at department conventions and at other times and places each year. It is our goal and expectation that all persons acting as service officers at the local level receive this certification every year.

Indemnification is a form of financial protection. Mistakes happen in claims work. Although the number of errors emerging from DAV service work is very small, there are cases in which veterans need to be compensated for our mistakes. Infrequently, a veteran may file a lawsuit against a chapter, a department and/or a local service officer. The indemnification program provides complete indemnification – basically a form of insurance – up to \$500,000 for claims against local service officers, their departments and chapters. *This protection is available only in cases in which the error was made by a certified service officer.* The program is described more fully below.

### CERTIFICATION

#### a. Who is eligible for certification?

Any DAV member is eligible for certification when recommended by the appropriate chapter/department Commander and/or Adjutant. *The Service Officer Nomination Form must be used by Departments and Chap-*

ters to nominate members to attend. Remain flexible in this regard, members can be added to the form up until the start of the class if necessary.

Auxiliary members may not be certified since they are not DAV members. The only exception is where an Auxiliary member is employed as a Department Service Officer. A Hospital Service 2 Coordinator who is (1) actually functioning as a chapter or department service officer and (2) recommended by the appropriate Commander/Adjutant is eligible for certification.

#### **b. What are the “levels” of training?**

Certification includes attending either Level I or Level II Training. *If a service officer’s certification expires, Level I must be taken prior to participation in Level II.*

#### **Level I Training:**

All service officers must complete Level I at least once. Level I Training is the introduction to Service Officer Responsibilities and Basic VA Programs and VA laws. This training must be completed at least once prior to taking Level II Training.

#### **Level II Training:**

Level II certification training is by “Invitation Only.” Department Leadership and NSO Office Management Teams will determine which service officers are invited to the Level II Training. Those operating at the chapter level with at least 2 years’ experience and the aptitude for Level II will be considered. All service officers operating at the department level will be invited to Level II Training. Level II Training is a more in-depth training focused on VA Programs and Regulations, Adjudication, and the Appeals Process. *Before denying an applicant to attend Level II please discuss with your National Area Supervisor.*

#### **c. When does certification start and when does it expire?**

Certification begins only once a service officer completes Level I training and expires after 18 months if they haven’t attended another certification class held by a National Service Office. Therefore, a service officer, must attend either Level I or II training at least once every 18 months to keep their certification active and to remain eligible for the indemnity program. *Again, as noted above the goal is for them to attend annually.* If they can’t attend a training session within an 18 month period, and have attended the Certification training for 3 or more consecutive years they may contact the National Service Office of jurisdiction to initiate a request for an extension. The NSO Office supervisor would then reach out the National Service Department to discuss the specifics of the extension request. *If a Service Officer doesn’t attend training in 18 months and hasn’t requested an extension, their certification will expire on the date indicated on the certification certificate.*

Please note, we do expect the National Service Offices to offer training more than once a year. We need to be flexible and can offer training in the NSO office if necessary.

DAV reserves the right to terminate the certification of a service officer who fails to abide by the terms of the certification. 3

#### **Award of Certification:**

In advance of the training, the National Service Office that conducted the training will prepare the certificates of completion with effective and expiration dates. The certificates are to be presented at the conclusion of the training. You must make arrangements to present the certificates in front of the entire class or convention body. *Always ensure you bring extra certificates with you in case we add members to the class or*

*have to make a correction on a certificate. The goal here is the member who participated in the training departs the training with their certificate in hand and recognition in front of their peers.*

The National Service Office is responsible for providing the National Service Director, **within 10 days of the training date:**

- a complete list of those receiving certification along with their Chapter affiliation and address; and
- all signed Training Acknowledgments and Instructor/Course Critiques.

### **Terms and Limitations of Certifications**

DSO/CSOs must agree to abide by the following DAV terms and limitations of certification:

- a) Agree to distribute DAV's Statement of Policy for Representation to all clientele electing DAV representation;
- b) Must not retain any documentation or claims related correspondence within their offices or work spaces;
- c) Process all client related information (i.e., correspondence, forms, etc.) through the local DAV National Service Office;
- d) May not prepare appellate briefs (VA Form 646s) on behalf of DAV clientele;
- e) May not represent DAV clientele before administrative hearing personnel and/or panels (i.e., DRO, VARO, BVA, COWC, etcA.).

### **d. How is training planned and administered?**

Supervisors must plan and organize training in cooperation with Departments and Chapters. Duties of providing instruction may be delegated to the Assistant Supervisor or National Service Officers. However, the Supervisor is ultimately responsible for planning, organizing, and conducting a quality training program within each jurisdiction. 4

### **Training Materials:**

Completion Certificates are stocked by the DAV Procurement Department, and may be ordered using the National Service Office Order Form. The PowerPoint presentations, Knowledge Assessment tests, and registration forms are available on the DAV National Service Department Training Portal.

## **THE INDEMNIFICATION PROGRAM**

Recognizing the vital importance of chapter and department service programs to the fulfillment of DAV's overall mission of service to veterans, the DAV National Organization is an indemnitor or, in essence, an insurer for the certification program.

### **Structure:**

The structure of the program is as follows:

- There is **no cost** to departments, chapters, or service officers for this protection;
- Each claim is covered up to **\$500,000 combined limit** for legal fees and verdict/settlement, with no deductibles;
- In order to receive coverage, department and chapter service officers must:
  - (1) complete certification training at least once every 18 months; and
  - (2) refer all claims and evidence to a DAV National Service Office.
- All lawsuits or threats of lawsuits must be referred **immediately** to the National Adjutant upon receipt. These **should be emailed** to [servicepublic@dav.org](mailto:servicepublic@dav.org).

This memorandum replaces April 2017 memorandum. A copy of this memorandum will be placed under tab # 11 of the *National Service Office Desk Reference*.



# Service Officer Nominations

**DO NOT RETURN THIS FORM TO DAV NATIONAL HEADQUARTERS.  
MAIL TO YOUR LOCAL NATIONAL SERVICE OFFICE COORDINATING THE CERTIFICATION TRAINING.**

(Please Type or Print)

Chapter or Department \_\_\_\_\_

Location: City \_\_\_\_\_ State \_\_\_\_\_

Address of Regular Meetings \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Street Address City & State ZIP

Time & Day of Regular Meetings \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Time Day Week of Month

Website Address \_\_\_\_\_ Chapter Phone \_\_\_\_\_

**\*\*Multiple nominations are not necessary.\*\***

### Nominee #1

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

### Nominee #2

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

### Nominee #3

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

### Nominee #4

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

### Nominee #5

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

### Nominee #6

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

### Nominee #7

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

### Nominee #8

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

### Nominee #9

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

### The Preceding Names and Positions Are Hereby Certified By:

(Form must be signed by the new commander and new adjutant.)

Commander: \_\_\_\_\_ Date: \_\_\_\_\_

Adjutant: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: MEMBERS CANNOT CONDUCT SERVICE WORK PRIOR TO COMPLETING DEPARTMENT/CHAPTER SERVICE OFFICER TRAINING AND BECOMING CERTIFIED.**

**Do not return this form to DAV National Headquarters. Mail to your local national service office coordinating the certification training.**

(3/20)

**Email filled out form to: DAV.VBASPL@VA.GOV**

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## PARLIMENTARY PROCEDURE

The term Parliamentary Procedure is usually understood to be the method of conducting business in the manner prescribed in a small book, Robert's Rules of Order. Some organizations are legally bound to follow these Rules because their constitutions require it, usually in an article specifying "Robert's Rules of Order shall govern the conduct of the meetings of this society."

The purpose of parliamentary procedure is to provide a method by which groups may effectively and properly achieve their aims. Effectively means efficiently, without confusion, wasted time or wasted effort. Properly means democratically, suited to the sensibilities of men and women in a society which respects human dignity and the rights and privileges of all.

Except in the very smallest informal committee meetings, little will be accomplished unless the chairperson enforces, and the membership understands the basic principles and procedures of Robert's Rules. A strong chairperson, conscientiously and effectively applying the Rules, can prevent cross-conversations, eliminate interruptions and steer the discussion within the confines of the topic. Finally, policies adopted and actions commenced by properly advanced and carried motions will be concise, straight forward and clear.

The core procedure: The standard method of bringing business to the meeting for discussion and disposition.

1. A member stands or raises their hand and is "recognized" by the chairperson. The member has the floor and only the member may speak.
2. The member proposes a motion. This provides a precise statement of the proposition before the body.
3. The motion is "seconded" by another member, so we know that at least one other "second," the motion member believes the motion deserves consideration. Without a second, the motion proceeds no further.
4. The motion is restated by the chairperson to indicate it is in order and open for discussion. Discussion now takes place, no member speaking until they are "recognized" by the chairperson. The chairperson, in turn, must monitor the discussion to keep it strictly on the topic.
5. The motion is put to a vote to learn the will of the group.
6. The vote is announced to indicate the decision and that the matter is settled.

The main motion. Before a member rises to state "I move that...", the member should give some thought to what they are going to say. A motion should be complete, yet concise. It should have no ambiguities, nor incorporate several distinct matters. "I move that we make a donation" is vague. What sum shall it be? "I move we donate \$25 to the Boy Scouts and nothing to someone else" is really two motions in one.

Motions, in their simplest form, propose some direct action by the organization. When direct action is impossible or inadvisable, the motion may seek a petition, or a recommendation, or merely ask to go on record. Going on record is done by a resolution which is introduced by the phrase "I move the adoption of the following resolution."

The total process. In most organizations, the simple Main Motion procedure suffices for 95% of their business. Larger, more complex organizations will treat the motion more completely:

1. A piece of business is presented as a main motion and usually simply discussed and voted upon.
2. The discussion may be limited or closed.
3. As it is being discussed, a motion may be postponed indefinitely, amended, referred to a committee or tabled.

4. After the decision, the vote may be reconsidered or repealed.

**Postpone Indefinitely.** While a motion is on the floor and being discussed, a member, upon recognition, moves that "this motion be postponed indefinitely." The chairperson calls for a second, conducts discussion, and calls for a vote. If passed, the original motion is dropped.

**Amend.** A member moves to discussion shifts from the main motion to the amendment, which is discussed and then voted on. Similarly, a member may move an amendment to the amendment, and the member's secondary amendment is discussed and voted on first. An able chairperson will make sure, by effectively using their power to recognize or ignore members, to prevent this amendment-on-amendment procedure from getting out of hand. "amend the motion on the floor by..." After a second,

In a simpler procedure, after an amendment is moved, the originator of the main motion may accept the amendment. The discussion on the original main motion, as amended, continues.

**Refer to a Committee.** With a main motion on the floor, a member may move to "refer to motion before the house to the...Committee to report at our next meeting." Upon second, this subsidiary motion is discussed and voted upon. If passed, further discussion on the main motion is ended. Note: A well organized committee will follow Robert's Rules, just as does the main body.

**Postpone Definitely.** In this case, discussion on the motion is postponed to a specific future time. "I move that the motion before the house be postponed until our next regular meeting." This motion may be amended to change the time, discussed, and voted on. Once passed, the main motion becomes a general order of the day for the new time. It cannot be considered earlier and must be on the agenda for the given meeting. If the postponing motion also states that the business be made a special order of the day, it must be discussed on the day and hour the postponing motion names. It takes a two-thirds vote to pass a special order, and a similar vote is needed if a member moves that a postponed main motion be considered before the specified time.

**Lay on the Table.** "I move the motion be tabled" calls for a second and an immediate vote without discussion. If passed, the main motion is removed from consideration at the meeting, and from future meetings until a motion is stated and passed that the main motion be taken from the table.

**Limit Debate.** At any time during discussion a motion may be stated to limit debate for a definite period or until a definite hour. If seconded, it is voted on without discussion, with a two-thirds vote necessary for its passage.

**Close Debate.** A member may "move to close debate" or "move the previous question." Upon seconding an immediate vote without discussion, discussion on the main motion ends if the closing motion attains a two-thirds vote. The main motion is immediately put to a vote.

**Repeal.** A member may attempt to repeal a previously passed motion by moving its repeal. This motion must be seconded and discussed, and becomes effective if passed by a two-thirds vote.

**Reconsider.** A member who has previously voted for a main motion which passed may later move for its reconsideration. A motion to reconsider may be made only at the same meeting at which the original motion passed. After seconding and discussion, this motion passes if a majority vote is in its favor. In this case, the

*(Continued on page 32)*

main motion is immediately open for further discussion and a new vote.

**Recess.** A motion to recess the meeting until a later time is privileged. It may be made at any time regardless of the business on the floor. Upon seconding, it goes to an immediate vote, with a majority affirmative necessary for passage. If passed, the meeting immediately stops, to resume at the newly specified time.

**Adjourn.** Upon the request of the chairperson, or spontaneously at any time, a member may make a privileged motion to adjourn. No discussion is necessary. Upon seconding, and a majority vote, the meeting ends completely.

**Point of Order.** If a member believes that the discussion is proceeding improperly, the member may interrupt whoever is speaking and call out "Mr. (or Madame) Chairperson, I rise to a point of order." or merely "Point of Order." The chairperson must immediately recognize the member, ask them to state his point, and give an immediate ruling either upholding or rejecting it. The chairperson then tells the interrupted speaker to speak the point, or rules their entire remarks as out of order and requests the member to take his seat.

**Appeal from the Decision of the Chair.** If a member feels that the chairperson is conducting the meeting improperly, or is responding improperly to a point of order, "appeal from the decision of the chair." the member may interrupt by asking for an "appeal from the decision of the chair." After seconding, the chairperson calls for an immediate vote, which is carried by a bare majority.

**Request for Information.** At any time a member may "rise for information" or "rise to a point of information." In this case, the chairperson, or whoever is asked, must give the requested information. However, if the question is directed to the speaker on the floor, this speaker may refuse to yield at that moment and, if the chairperson assents, state that the question will be answered after the speech is ended.

**Point of Privilege.** A participant in a meeting has a right to be reasonably comfortable, to hear and to be free from harassment and disturbance. Members also have the duty to see that their fellow participants have the same rights. At any time the member may "rise to a point of privilege," be immediately recognized by the chairperson, state their point and, if at all practical, have it immediately granted.

**The Order of Business.** Under Robert's Rules, a meeting is conducted with the following order of business:

1. Reading of the minutes.
2. Report of standing committees (treasurer's report comes first).
3. Report of special committees.
4. Unfinished business.
5. New business.

**Minutes:** The amount of detail contained in the minutes depends on the capacity of the secretary and the custom of the club. In any case, every motion introduced must be recorded verbatim, with the name of the mover and second and the result of the vote. Amendments must be treated similarly. Written reports by the treasurer and all committees are formally incorporated as a part of the minutes. Depending on the needs and customs of the organization, details of discussion may or may not also be included



## Chapters Meeting Time & Place

| Chapter                   | Address                     | City                     | Mtg Location                 | Notes         |
|---------------------------|-----------------------------|--------------------------|------------------------------|---------------|
| Minneapolis # 1           | 1114 American Blvd West     | Bloomington              | Blmng Event Center           | 1st Tuesday   |
| St. Paul # 2              | 2483 E 7 <sup>th</sup> Ave  | North St. Paul           | VFW 1350                     | 2nd Saturday  |
| Russo-Golob # 3           | 400 E 23rd                  | Hibbing                  | Memorial Bldg                | 1st Thursday  |
| Cloverleaf # 4            | 306 Lawler Ave N            | Hinckley                 | American Legion              | 3rd Thursday  |
| Gilbert-Nordman # 6       | 5814 Grand ave              | Duluth                   | American legion              | 3rd Tuesday   |
| North Central # 7         | 5441 15th St NW             | Bemidji                  | DAV Ch. 7 Bldg               | 3rd Monday    |
| St. Cloud # 9             | 901 N Benton Dr             | Sauk Rapids              | VFW Post 6992                | 2nd Monday    |
| Lyle C. Pearson, Sr. # 10 | 1900 Riverfront Drive       | Mankato                  | VFW Post 9713                | 2nd Tuesday   |
| Aitkin # 11               | 20 1st Ave SE               | Aitkin                   | American Legion              | 2nd Monday    |
| Morrison Co. # 12         | 1210 3rd Avenue NE          | Little Falls             | VFW Post 1112                | 2nd Wednesday |
| Itasca Co. # 13           | 123 4h St NE                | Grand Rapids             | Itasca County                | 4th Tuesday   |
| Crookston # 14            | 324 N Main St               | Crookston                | Golden Link Sr Ctr           | 3rd Thursday  |
| New Ulm # 15              | 1522 S Valley St            | New Ulm                  | DAV Ch. 15 Bldg              | 4th Tuesday   |
| Glaydon Iverson # 16      | 142 North Broadway          | Albert Lea               | American Legion              | 1st Monday    |
| Washington Co. # 17       | 5383 140th St N             | Hugo                     | American Legion              | 1st Thursday  |
| Carlton Co. # 18          | 210 Arch Street             | Cloquet                  | VFW                          | 1st Tuesday   |
| Faribault # 20            | 112 NE 5th Street           | Faribault                | American Legion<br>Post 43   | 2nd Tuesday   |
| Crow Wing # 22            | 309 South 6th Street        | Brainerd                 | VFW Post 1647                | 3rd Thursday  |
| Kolstad # 23              | 125 3rd Street N            | Virginia                 | Kaleva Hall                  | 1st Tuesday   |
| Western # 24              | 613 Legion Drive            | Montevideo               | American Legion<br>Post 59   | 2nd Thursday  |
| Fergus Falls # 25         | 420 Washington Ave E.       | Fergus Falls             | VFW Post 612                 | 4th Thursday  |
| Arnold Brandt # 27        | 809 12th Street SW          | Austin                   | American Legion<br>Post 91   | 3rd Tuesday   |
| Mayo-Hiawatha # 28        | 1654 Hillcrest Shopping Ctr | Rochester                | Charlie's Restaurant         | 2nd Monday    |
| Lakeland # 31             | 810 West Lakeshore Drive    | Detroit Lakes            | American Legion              | 1st Tuesday   |
| South Central # 32        | 2612 N North, Apt A         | Fairmont                 |                              | 1st Thursday  |
| Southwest # 33            | 107 S. 4th St               | Marshall                 | Adult Community Ctr          | 3rd Monday    |
| West Central # 34         | 220 SW 19th Ave             | Willmar                  | American Legion<br>Post 167  | 2nd Tuesday   |
| Hutchinson # 37           | 177 3rd Ave NW              | Hutchinson               |                              | 4th Tuesday   |
| Park Rapids # 38          | 900 E 1st Street            | Park Rapids              | American Legion              | 4th Tuesday   |
| Anoka # 39                | 1919 Coon Rapids Blvd       | Coon Rapids              | VFW Post 9625                | 2nd Thursday  |
| South Metro # 40          | 14521 Granada Dr            | Apple Valley             | American Legion<br>Post 1776 | 1st Tuesday   |
| Northwest MN #41          | Rotates                     | Roseau & Middle<br>River |                              | 3rd Tuesday   |
| <b>Updated Sept. 2022</b> |                             |                          |                              |               |

## **THE DAV: Who we are and what we do....for you**

### **WHAT IS THE DAV? WHO BELONGS?**

- The Disabled American Veterans (DAV) is a nonprofit association of some 1.2 million U.S. military veterans who suffered some degree of disability while serving in time of war or armed conflict.
- Founded in 1920 and chartered by Congress, the DAV is dedicated to a single purpose: building better lives for disabled veterans and their families.
- With headquarters offices in Cincinnati and Washington, the DAV focuses strictly on serving veterans and their families. A nonpartisan organization, it has no political action committees (PACs) and neither endorses nor opposes candidates for political office. The DAV is totally funded by dues and contributions and receives no federal funding.
- The DAV continually fills openings on its professional and management staff with veterans disabled during recent armed conflicts, so we'll be around as long as you and other veterans need our free services.

### **SERVICES TO VETERANS AND THEIR FAMILIES**

- To help you and your family get all the benefits you earned the DAV maintains a corps of approximately 270 National Service Officers (NSOs) in 72 offices across the United States and in Puerto Rico.
- There's never any charge for the assistance these veterans' benefits experts provide to you and your family. You don't have to be a DAV member to receive these free services, either.
- DAV NSOs are all service-connected disabled veterans themselves, so they understand where you're coming from.
- They offer counseling on veterans benefits administered by the United States Department of Veterans Affairs (VA), including disability compensation, health care, pension, survivors' benefits, employment rights, education and more.
- These highly trained professionals help folks like you assemble evidence needed to support claims for benefits, building their cases and preparing claim forms and briefs. They also present claims before government agencies, boards and appellate bodies.
- The DAV also provides disaster relief to disabled veterans affected by catastrophes such as tornadoes, hurricanes or floods.
- A national magazine, local chapter meetings, and other functions keep members up to date on issues affecting their rights. There's also a comprehensive package of member benefits, including price discounts and exclusive bargains.
- On the local level, DAV volunteers transport sick and disabled veterans to and from VA medical facilities for treatment.
- In addition, our volunteers annually contribute 2.5 million hours to veterans at VA hospitals. Through a variety of local programs, these dedicated volunteers reach into their communities, to help disabled veterans and their families.

### **REPRESENTATION BEFORE CONGRESS AND THE WHITE HOUSE.**

- As a nonpartisan organization, it is the DAV's policy to seek only reasonable, responsible legislation to assist disabled veterans and their families. Concentrating on issues such as disability compensation, pension, medical care, job and training programs, burial benefits, education and survivors' benefits, the
- DAV's legislative goals are set by the organization's members in a process that begins in local DAV chapters.
- These legislative goals guide the organization's advocacy for disabled veterans - to help them gain and keep the benefits they have earned by spilled blood, prolonged illness and lost mental well-being as a result of military service.

## DAV MEMBERSHIP

### Who is Eligible?

Any man or woman:

who served in the armed forces during a period of war or under conditions simulating war, and was wounded, disabled to any degree, or left with long-term illness as a result of military service, and was discharged or retired from military service under honorable conditions.

### Member Advantages

As a DAV Member, in addition to our programs and free services, you are entitled to Member Advantages, which gives you access to a variety of important programs, products and services. Also included with your membership is a FREE subscription to DAV Magazine.

Preview the Member Advantages

### Age/Life Amounts

DAV life membership = \$300

Veterans age 80 or older = FREE

Life membership payments are non-refundable and are not tax deductible.

### What does DAV do for you?

Helps returning veterans transition back to civilian life by linking them with services that address their physical, emotional, and financial needs.

Provides free, professional assistance to veterans of all generations in obtaining VA and other government benefits earned through service.

Fights for veterans' rights on Capitol Hill.

Links veterans to job training and job assistance programs.

Funds rehabilitation programs for veterans with severe disabilities, such as blindness or amputation

Membership and transfer forms can be ordered thru the National Membership Department (order form included on page 60)



#### Official Membership Transfer Form

Date \_\_\_\_\_

P.O. Box 145550 · Cincinnati, OH 45250 · 888-236-8313 · www.dav.org

Name \_\_\_\_\_ Membership Code No. \_\_\_\_\_

Street Address \_\_\_\_\_ Apt./Unit No. \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Cell Number (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

*I request a transfer of my membership:*

**FROM** Chapter No. \_\_\_\_\_ State \_\_\_\_\_ **TO** Chapter No. \_\_\_\_\_ State \_\_\_\_\_

Member's Signature \_\_\_\_\_

Approved  Rejected (Note: Approval of this transfer is required by the receiving Chapter under Article 11, Section 11.8 of the Bylaws.)

Name of Chapter Commander/Adjutant \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Signature of Chapter Commander/Adjutant \_\_\_\_\_ Date Signed \_\_\_\_\_

90316 (7/14)

## DAV MN Foundation

The DAV of MN Foundation was founded in 1994 as the “giving arm” of the DAV of Minnesota, and has been responsible for improving the lives of Minnesota veterans and their families since. The Foundation provides the financial resources to support quality programs, services and projects across the great State of Minnesota to create a better future for veterans and their families.

**Mission:** Act as the charitable “giving arm” of the DAV MN providing financial resources for projects and programs directly supporting veterans and their families throughout Minnesota

**Vision:** Our vision is to create a better future for our veterans and their families through consistent and predictable growth.

The Foundation is classified as a 501(c)(3) non-profit organization by the standards of the Internal Revenue Service (IRS). Donations to the Foundation may be tax-deductible to the extent allowed by law.

The DAV of MN Foundation welcomes opportunities to partner with DAV Chapters, Non-Profits, and Government Entities to create and support meaningful programs, services and projects across Minnesota.

The Foundation focuses on grants to help create a new program or grow an existing one. But they are not meant to sustain an organization or even a particular program. Grants are meant to address particular challenges and funds must be spent on the project to which they have been requested.

In order to maintain the integrity of the Foundation, the DAV of MN takes grant-making very seriously. The Foundation board has created grant-making guidelines and eligibility standards to ensure that support goes to grant seekers who make the most effective impact in veterans lives in our Minnesota communities. The guidelines and application can be found at: [www.davmn.org](http://www.davmn.org) under Foundation

Lauri Brooke  
Foundation Executive Director  
[Lauri@davmn.org](mailto:Lauri@davmn.org)  
(763) 349-1053

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## DAV MN Clothing and Household Item Donation Program

The DAV of Minnesota is fortunate to have developed one of the best fundraising platforms in the nation. Participation in the DAV MN Clothing Donation Program does take a certain amount of dedication and effort, but the benefits and community exposure for you chapter can greatly exceed the costs:

- Discuss with your Chapter officers and membership to see who is willing and has the time/resources to put into the program. \*\*\* **Be careful not to exceed capabilities of your volunteers.**\*\*\*
- Get approval from Department. As for all fundraisers a Chapter participates in; the C&BLs need to be followed. A customized clothing program fundraiser approval form will be sent out to each Chapter prior to the end of each fiscal year. The Department Executive Committee shall vote on a blanket approval at Convention for all Chapters and/or Units in good standing that wish to continue participation in the Department Clothing and Household Item Donation Fundraiser for the next fiscal year. The formal participation request form will be sent to all Chapters/Units in advance for completion and submission for approval by the D.E.C (typically at the Department Convention). **Chapters are responsible for operating in accordance with all federal, state and local regulations.**

### Benefits to your Chapter

The Chapter Clothing Donation program has many benefits:

- Increased revenue for your chapter programs and activities
- Community involvement: Through advertising and picking up donations or having a drop site exposes your chapter in your local communities.
- Spreads community awareness of the mission of the DAV.
- Increases involvement/activity of your Chapter members and may help with recruiting new members.

### Pricing and Payment

All payments to a chapter come from the Department. This eliminates the hassle of your chapter having to deal and negotiate with a thrift buyer as may have been done in the past. Chapter rates are determined by majority vote of the Department Executive Committee.

### Guidelines

- Raw clothing donations only. This means lightly handled un-sorted donations “as is”
- Try to have no bigger than 30-gallon trash bags.
- Miscellaneous items. Please refer to the acceptable and unacceptable donation list.
- Keep donations dry. Wet or moldy donations will not be accepted. Re-bagging wet items is acceptable as long as the donations are not sorted.

### Advertising

- DAV images and logos need to be used professionally and per National C&BL's
- All advertisements should be submitted to Department for approval before use (including trailer art and designs).
- Feel free to use local media sources such as newspapers and bulletins. Chapters must cover all advertising costs.

### Scheduling Drops

- Deliveries to all locations are available on a first come basis.
- Now that we are working with multiple vendors/buyers deliveries or trailer loading procedures may change based on individual Chapter locations and capabilities. Contact Department HQ for more info.

- Deliveries can generally be made on most non-holiday weekdays. Please make delivery requests at least one full week in advance- the earlier your request, the better chance to get a favorable slot on the delivery schedule. It is critical to have an accurate estimate of the delivery weight and type (example: Chapter ## would like to deliver an estimated 4500 lbs of cloth and 1000 lbs of miscellaneous hard goods at 10:00 on XX/XX/2022).
- To schedule a drop call Sharon at the DAV MN Metro Pickup Service Office: 651-487- 2002 or via email [sharon@davmn.org](mailto:sharon@davmn.org) (or [donatedavmn.org](mailto:donatedavmn.org)) no later than noon on the Thursday of the week prior to the requested delivery date. If you think you might miss the quoted delivery amount (either lighter or heavier), please let Sharon know in advance 651-487-2002 or [sharon@davmn.org](mailto:sharon@davmn.org). It is very problematic when our deliveries do not hit the weekly plan numbers and it results in a lot of confusion and hard feelings behind the scenes.
- Upon completion of a delivery, it is critical that all Chapters provide a copy of the delivery report issued by the store. This is how we ensure timely and accurate Chapter payments. You can email to [donate@davmn.org](mailto:donate@davmn.org) or fax to 651-483-1301. The receiving store is generally willing to fax us a copy at the time of delivery upon request.
- All trailer swap and live-load requests will be processed and coordinated by the DAV MN Director of Operations. To make a request call the HQ office at 651-291-1212 or email [josh@davmn.org](mailto:josh@davmn.org).

### Ordering Donation Bins

Please order bins as far in advance as possible. Bins are typically ordered in bulk increments of 10 to 25 units and take four to six months to produce. Department generally splits the manufacturing cost with the receiving Chapter/Unit per the ongoing approval of the Department Executive Committee. Chapters are encouraged to coordinate picking up bins at the manufacturing facility where production occurred.

### Location & Hours for DAV MN Community Donation Centers

For all Donation Center and Donation Bin locations across the state visit: [www.DONATEDAVMN.org](http://www.DONATEDAVMN.org) or call 651-487-2002. When bins are placed (or moved) please update the new address with Department so we can accurately provide information on donation locations throughout Minnesota.

Duluth Donation Center: Savers Store  
1740 Mall Drive, Duluth, MN 55811 Ph: 218-722-1894  
Mon-Sat: 9am-9pm, Sun: 10am-6pm

Coon Rapids Donation Center: Savers Store  
50 Coon Rapids Blvd NW, Coon Rapids, MN 55448 Ph:  
763-786-9398 Mon-Sat: 9am-9pm, Sun: 10am-7pm

St Cloud Donation Center: Savers Store  
3326 W Division St, St Cloud, MN 56301  
Ph: 320-203-0558  
Mon-Sat: 9am-9pm, Sun: 10am-7pm

Woodbury Donation Center: Savers Store  
8401 Tamarack Road, Woodbury MN 55125  
Ph: 651-294-0880 Mon-Sat: 9am-9pm, Sun: 10am-7pm

Rochester Donation Center: Savers Store  
1201 S Broadway, Suite B, Rochester, MN 55903  
Ph: 507- 536-2564 Mon-Sat: 9am-9pm, Sun: 10am-7pm  
(6pm winter)

Burnsville Donation Center: Unique Store  
14308 Burnhaven Drive, Burnsville, MN 55306  
Ph: 952-898-0988 Mon-Sat: 9am-8pm, Sun: 10am-7pm

Apple Valley Donation Center: Savers Store  
7608 W. 150th St. West, Apple Valley, MN 55124  
Ph: 952-432-7263 Mon-Sat: 9am-9pm, Sun: 10am-7pm

New Hope Donation Center: Unique Store  
4471 Winnetka Ave, New Hope MN 55428  
Ph: 763-535-0200 Mon-Sat: 9am-8pm, Sun: 10am-6pm

Columbia Heights Donation Center: Savers Store  
4849 Central Ave NE, Columbia Heights, MN 55421  
Ph: 763-571-1319 Mon-Sat: 9am-9pm, Sun: 10am-7pm

# DAV MN Acceptable Items List

## Acceptable Donations

Men's, Women's, Children's clothing of all seasons, sizes, and styles

Clothing accessories such as belts, purses, hats, gloves, ties, etc.

Shoes of any kind

Bedding and Bath items (sheets, blankets, towels)

Draperies and curtains

Household and home décor items (non-glass)

Kitchen items (non-glass)

Toys and sports equipment

Lawn and garden items (buckets, sprinklers, etc.)

Tools

Holiday decorations and seasonal items

\*all items/bags/boxes must be light enough for an average person to lift/load into a truck

## Unacceptable Donations

*Breakable Glass Items*

*Books, videos, CD's, DVD's*

*Furniture*

*Large appliances*

*Pianos and organs*

*Hospital and sofa beds*

*TV's of any kind*

*Mattresses or box springs*

*Scrap metal or rusty items*

*Outdoor swing sets*

*Waterbeds*

*Pool tables*

*Guns, knives, ammunition, or weapons of any kind*

*Liquids/chemicals/paints or glues*

*Children's car seats, high chairs or cribs*

*Food or liquor*

*Clothing or bedding with animal hair, stains, or odors*

*Large outdoor children's play sets*

***BROKEN, FILTHY, OR UNUSABLE ITEMS OF ANY KIND***

## DAV MN TRANSPORTATION PROGRAM

The DAV of MN Transportation Program provides free transportation to Veterans in Minnesota to attend their VA medical appointments at four regional medical centers, or locally based clinics. The program has over 30 vehicles stationed in communities around the state.

The transportation program is a unique partnership between federal, state, county resources and the DAV of MN. Veterans are transported by our cadre of over 180 volunteer drivers throughout the state of MN. This amazing group of people made it possible for the DAV of MN to transport thousands of Veterans while traveling over one million miles each year.



### General Ridership Information

- Transportation is provided free of charge. DAV of MN does not collect travel pay from our riders of the VA.
- Riders of the DAV of MN Programs are not eligible to collect travel pay, since there is no cost incurred to them.
- Veterans are encouraged to request transportation as soon as they know about their appointment(s) and at least a week prior. Rides are always first-come first-serve and based on availability Monday-Friday.
- Riders may have to wait prior to, or after appointments, to serve other ride requests. Every attempt is made to prevent extended wait times.
- Family members and caregivers may ride along, space dependent. *\*You must mention this when scheduling your ride for capacity and health safety reasons.\**
- There may be additional restrictions or requirements such as mandatory face mask usage while being transported and health screening questions prior to pick up. Rules and restrictions can be changed at any time due to the nature of the COVID-19 pandemic & other health concerns. Please check with your Transportation Coordinator for current rules and restrictions when requesting your ride(s).
- All drivers are volunteers and not compensated. Please be respectful of their time and promptly notify your Transportation Coordinator when there have been changes to your appointment, when you are done or if your appointment has been canceled.

**\*Please let your Transportation Coordinator know if you have any mobility limitations, require a walker, manual wheelchair, oxygen tank, assistance getting in or out of the vehicle any other limitations or restrictions you have when requesting your transportation.**





## Individual Program Descriptions:



### County Managed Programs

**Crow Wing County-** Brainerd: (218) 824-1058

**Nobles County-** Worthington: (507) 295-5292

**Redwood County-** Redwood Falls: (507) 637-4034

**Brown County-** New Ulm: (507) 233-6636

**Sibley County-** Gaylord: (507) 237-4090

**For more information on these programs please contact the numbers listed**



### Central MN Transportation Program

**To Schedule A Ride Call (320) 252-1670 ext 6676**

- Serves ambulatory, non-wheelchair bound, veterans to and from medical appointments. The program incorporates vehicles stationed out of the St. Cloud VA, Buffalo, Brainerd, Little Falls, Mora and Milaca.
- Vehicles will transport to both the St. Cloud and Minneapolis VA, pending availability.
- Priority is given to those riders who do not have access to public transportation.
- Pick up and return times are dependent on requests received for that day and specific service area and not appointment times. All effort is made to minimize waiting times prior to and after appointments.
- Service area includes but is not limited to: Crow Wing, Kanabec, Morrison, Mille Lacs, Stearns and Wright Counties.



### Northeast Transportation Program

**To Schedule A Ride Call (218) 204-0693**

- Serves ambulatory, non-wheelchair bound, veterans to and from medical appointments. The program incorporates vehicles stationed out of the Twin Ports CBOC, Virginia and Ely.
- Transportation is regularly provided to the Twin Ports Community Based Outpatient Clinic (TPC) & Minneapolis VA.
- Transportation to VA paid appointments within the community and St. Cloud VA are based on driver availability and require ample notice.
- The shuttle from the TPC to Minneapolis VA departs at 5:30am Sharp M-TH and leaves Minneapolis no later than 2:30pm.
- Service area includes but is not limited to: Duluth, Ely, Hibbing, Superior, and Virginia.

### **Southeast Transportation Program**

**To Schedule A Ride Call (507) 703-1139**



- Serves ambulatory, non-wheelchair bound, veterans to and from medical appointments. The program incorporates vehicles stated out of the Rochester CBOC, Winona, Owatonna and Mankato.
- Transportation is provided to the Minneapolis & Toma VAs, and VA clinics in Mankato, Albert Lea and Rochester.
- Transportation to VA approved appointments within the community and St. Cloud VA are based on driver availability and require ample notice.
- Each service area has its own unique schedule and riders are encouraged to contact the coordinator for specific details.
- Service area includes but is not limited to: Olmstead, Winona & Steele Counties as well as areas surrounding the Mankato CBOC.

### **Metro Transportation Program**

**To Schedule A Ride Call (612) 467-2768**



- Serves ambulatory, non-wheelchair bound, veterans to and from medical appointments. The program incorporates vehicles stated out of the Minneapolis VA, Forest Lake, & Stillwater.
- Transportation is provided to the Minneapolis VA for appointments between the hours of 9:00am and 1:00pm with appointments completed no later than 2:30pm.
- Riders need to check in with the DAV office located at 1-S141 after their appointment is complete for a ride home.
- Service area includes but is not limited to: Minneapolis/St. Paul Metro, Washington County and areas within or near the I494/I694 circle.

### **Northwest Transportation Program**

**To Schedule A Ride Call (855) 277-9787**



- Serves ambulatory, non-wheelchair bound, veterans to and from medical appointments. The program incorporates vehicles stated in Bemidji, Park Rapids, Crookston and Wheaton.
- Transportation is typically provided to the Fargo VA, and the Fergus Falls & Bemidji CBOCs.
- Transportation to VA approved appointments within the community and St. Cloud VA are based on driver availability and require ample notice.
- Each service area has its own unique schedule and riders are encouraged to contact the coordinator for specific details.
- Service area includes but is not limited to: Bemidji, Crookston, Park Rapids and Wheaton.



## **Chapter Benefits Protection Team Leader (BPTL)**

Greetings DAV MN Leaders,

In this section you will find information important to know about the role and duties of your Chapter Benefits Protection Team Leader (BPTL). Building a more robust team of BPTL's will be one of the keys to sustainable success for the DAV MN, and DAV as whole, as we move forward to ensure the rights and benefits for our disabled Veterans, their families, and survivors.

I ask each of you as leaders in your Chapter, and in the DAV, to work closely with your BPTL's, encourage their networking, resolution making, town-halls, meetings with elected officials, and in our overall effort to ensure the DAV MN remains the premier organization in Minnesota fighting for our fellow Veterans.

This is not intended to be an exhaustive informational guide on the BPTL, but to give a starting point to help your BPTL's, and to assist your Chapter in finding the correct candidate to continue to build your local grassroots network. There is more information available at [dav.org](http://dav.org) for BPTL's. Your BPTL is also strongly encouraged to work with the DAV MN Legislative Director/BPTL as a resource. Feel free to contact Department Headquarters at 651-291-1212 and ask to speak to the Legislative Director for any assistance you may need.

Together we can build on our successes in Minnesota, and nationally. We can continue to build a network that commands respect in St. Paul and from a local politicians in D.C. The key to that success is to ensure we have a solid foundation of BPTL's working locally to build an extensive network. I thank you in advance in continuing to move us forward.

Regards,

Trent C Dilks, Legislative Director  
Disabled American Veterans, Dept. of MN  
[Trent@davmn.org](mailto:Trent@davmn.org)  
Office 651-291-1212



## Resolutions-

The foundation for all of the DAV's legislative activity starts at the chapter and department level with the resolution process. It is through the resolution process that members give direction on what they want to see done, changed, improved, protected, or done away with.

Chapter members can introduce a resolution for state or federal level legislative action they would like to see done. The BPTL can serve as the local facilitator for the resolution process. This is the most important role for a BPTL. If not producing the polished resolutions, the collection of ideas that can become resolutions. That is all a resolution really is, a way to send forward the "There should be a law" or "Wouldn't it be nice if Veterans got...", etc..

BPTL's can help greatly by facilitating those conversations at the Chapter level. Set aside a few minutes at a few meetings to ask your members, "Are there any issues with the VA? Or, state? Or, benefits that could help Veterans, their families, or survivors?" Those issues or ideas identified are the basis for what can become a resolution.

The resolution process can be intimidating and there is training available at [dav.org](http://dav.org) to further develop. Don't let the "whereas and therefor" be a barrier. As Chapters identify ideas and issues feel free to have your BPTL reach out to the Department BPTL for assistance in drafting the resolution language if they would like.

## Legislative Process-

I am not going to go terribly in-depth here. However, I would like to address the process a little bit to show how important it is at both the state and federal level to have a strong grassroots network built by our BPTL's.

The resolution is the foundation of the legislative activity. It is from there that staff in St. Paul or D.C. can take action in getting a bill introduced or in supporting one, if it already exists. I will walk through an example of how important the Chapter is in this entire process at the state level:

### EXAMPLE:

**Resolution:** Ch. 42 Submits a resolution stating in Minnesota disabled Veterans should get a property tax break starting at 40% and it is approved at Department Convention.

**Initial Action:** The DAV MN Legislative Director takes this resolution and needs to find a lawmaker to intro-



duce it in both the State House of Representatives and State Senate. The obvious choices would be the Chairperson for the Tax Committee in each chamber.

**Chapter Assistance:** The Legislative Director looks at the map and sees Chapter 44 has the House Chair and Chapter 47 has the Senate Chair. If both Chapters have a strong BPTL the Legislative Director asks for their assistance in getting a meeting to create the local connection. If however, 44 and 47 don't have anyone who has built a local network, it is very likely they will have to go to a different option for author, which may hinder the ability to get this legislation passed.

**Bill Action:** The bill has to pass through several committees. As it goes into these committees it once again becomes important to find active BPTL's in the communities represented by Committee Chairs and members, to ensure the bill gets a hearing and favorable action. To ensure it doesn't die the "quiet death" of never getting a hearing. These elected representatives can come from all over the state, and any gap in our network makes the bill's passage less likely.

**Push for Passage:** If the bill makes it through the process, utilizing strong networks locally, it still needs to see the floor, hopefully as part of a Veterans Omnibus Bill, but with enough support by any other means. To get the final passage, and the Governor's signature all State Representatives, and State Senators become important, as well as an overwhelming number of contacts to the Governor's Office to ensure final signing.

This is just a basic overview of how important it is to have active local networks. There are actually many more points in the process where having a local network to influence could make the difference between success and failure. Much of this relies on having a network that can leverage the impressive amount of power constituents have, especially at the state level. This is all facilitated and made stronger by BPTL's.

### **Non-Partisan Activities-**

The DAV and its Departments, and Chapters are required by the statute that Congressionally Chartered the Organization no to engage in partisan activities. That means at no point should any DAV entity engage in partisan activities, such as political rallies, supporting partisan candidates, endorsements, statements, etc..

This includes using your position in the DAV as a part of any of these activities, like "I am DAV Commander Chapter 51 and Candidate X is the best for Veterans". We should also be careful creating the image of partisan support such a wearing DAV branded items to partisan activities. Everyone had the freedom to do these types of activities of course, but as a member of the DAV you agree to keep it separate from the organization. Any partisan activities can put your charter at risk.



There is also a very practical reason for this, and one I would ask BPTL's and those who would like to be leaders at all levels of the DAV to consider: What if your side isn't in power? If you, in your role with DAV, or your Chapter have aligned so closely with one political side, how can you possibly help Veteran effectively when the other side is running the show? In Minnesota, we often have divided government, and looking at the state's history since founding it is almost exactly 50/50 for which major political party holds the Legislature/Governors Office. If we were partisan, and unable to work with "the other side" whichever that may be, it would mean nearly half the time we couldn't keep our important work for Veterans moving forward.

### **Meetings, Updates, Contact Rosters, Etc...**

The BPTL can take on a very active role at the local level if they are willing. One item mentioned earlier is providing updates at chapter meetings, and soliciting ideas for future resolutions. This can also serve as a way to make sure that information from Dept and National is highlighted to educate our members.

Another way the BPTL can assist is in planning/initiating a local town hall meeting with lawmakers. The Dept. Legislative Director has openly invited the Chapter's to work with Dept on the logistics, invitations, and content of such a meeting and is regularly looking for Chapters interested. This can be a great way to hear from State Representatives and Senators on Veteran only topics, something often overlooked in state level politics. It is also a great chance to expand the reach of the DAV, by inviting the entire community, especially Veterans and their families, to attend and learn more about what the DAV is doing to secure and protect benefits.

Last but certainly not least, is building of a local roster of people who can be contacted when action needs to be taken. The DAV MN has recently rolled out the MinnFluence Network to assist with this. Every BPTL should be familiar with the mission of MinnFluence and how to get people signed up. MinnFluence is Minnesota's only local legislative tool that will keep Veterans, their families, and supporters informed as important matters happen in St. Paul. Think of it as the state version the DAV CAN, which is another resource we should all be directing everyone possible to signing up to be a part of, the more we have signed up the better our reach when important things happen.





## **MinnFluence- Serving Minnesota's Veterans**

I am thrilled to share with you all MinnFluence, and a little bit about how this can, and already has, changed the landscape of Minnesota's legislative landscape for Veterans, their families, and survivors.

### **What it is-**

MinnFluence is a tool to help connect Veterans and their supporters, directly with their lawmakers at the State level when important action needs to be taken. It is a local alert network that the DAV MN can use, to let you know when your lawmaker is needed to move forward legislation, when votes happen it can update you on how your lawmaker voted, and can keep you informed better throughout the legislative process.

### **How it works-**

When a new MinnFluencer signs up it will ask for address, email, phone, etc.. With that information it will fill in who your State Rep. and State Senator are and what committees they are on, any leadership positions, etc.. With this information the Department's Legislative Director can track key legislation, and when your Rep. or Senator are needed to support something, get a hearing, or could hold a key vote, it allows the DAV MN to reach out to you specifically to take action.

### **What you need to know-**

The next page will have the flyer with QR Code or you can find registration at [davn.org](http://davn.org). This is not a SPAM generating tool, everything sent out has to be created by the Dept. Legislative Director. Your information will never be shared, sold, or used for anything but to alert for legislative issues. You do not need to be a Veteran to sign up. All are welcome.

The MinnFluence Network was already instrumental in the passage of the first ever Veterans Omnibus Bill in Minnesota, and if we work together to build a larger network our power will only grow.

Regards,  
Trent C Dilks, Legislative Director  
Disabled American Veterans, Dept. of MN  
[Trent@davn.org](mailto:Trent@davn.org)



- Get Timely Minnesota Veteran Legislative Updates
  - Quickly Engage Your Legislators
- Take Action for Minnesota Veterans, Their Families, and Survivors
  - No Need to be a Veteran to Sign Up

•  
How to Join:

Scan The QR Code Below With Your Phones Camera

Fill in the Information Under “Sign Up for Alerts”

You Will Have Added Your Voice to Support Minnesota’s Veterans





## What are DSO's? (Department Service Officer)

Everyday the DSO's meet with Veterans & Dependents and listen to who they are and what their story is. We assess the needs, review files and file claims accordingly. We also provide necessary resources to address other issues that are present (Food, clothing, shelter, etc). Many times there are underlying issues that need to be addressed besides claims work, so we are a one stop shop for the Veteran.

So they know they don't have to go at it alone!

When the DSO's are not helping with benefits, they are doing outreach to help Veterans find the ways to file claims and talk about who we are in the DAV of Minnesota.

HERE ARE JUST A FEW THINGS OUR DSO'S DO:

- CLAIMS
- SURVIVOR BENEFITS
- MILITARY TRANSITIONS
- EDUCATION BENEFITS
- OUTREACH EVENTS
- TRAINING SEMINARS
- COLLEGE VISITS
- AND MUCH MORE!

If you need assistance or have questions, please reach out to our DSO's they are here to support our Veterans!

ALEX KEMPE  
ALEX@DAVMN.ORG  
612-364-5358

MELISSA FRANZ  
MELISSA@DAVMN.ORG  
612-463-4057

## DAV MN OUTDOORS PROGRAM

- ◆ The Minnesota Disabled American Veterans presents our DAV Outdoors Program, benefiting Disabled Veterans in Minnesota.
- ◆ Our Minnesota veterans love to hunt and fish, and we sponsor several opportunities to get them back out in the field and woods, or on the water again. It's part of building better lives.
- ◆ The objective of the program is to provide opportunities for our Minnesota Veterans to participate in the outdoor activities they know and love in an environment of camaraderie and fellowship as an outlet for dealing with the aftermath of their military experiences and disabilities. This form of recreational therapy has been utilized with great success by medical facilities abroad to assist in the treatment and rehabilitation process for both wounds that are visible and non-visible

To sign up please go to or see our current upcoming events go to: [www.davmn.org](http://www.davmn.org)

DAV Department of Minnesota, Inc.  
State Veterans Service Building, 3<sup>rd</sup> Floor  
St. Paul, Minnesota 55155  
Phone: (651)291-1212  
Fax: (651)291-0115  
[www.davmn.org](http://www.davmn.org)



### DAV MN OUTDOORS HUNTING/FISHING LIABILITY WAIVER, DISCLAIMER, AND RELEASE

Disabled American Veterans Department of Minnesota (DAV MN) is a non-profit organization that sponsors various hunting and fishing events through its DAV MN Outdoors Program. These hunting and fishing events are intended to provide veterans with the opportunity to get back outdoors and into the things they once loved. Because there are risks inherent to these hunting and fishing events, DAV MN requires that you (The Participant) waive liability for certain risks prior to participating.

For and in consideration of the services provided in connection with this event, DAV MN and any volunteer acting on behalf of or under the direction of DAV MN will not be held responsible and/or liable and are hereby released from responsibility and/or liability for the following:

- Any personal injury and/or death as a Participant in this event
- Any injury and/or death to others caused by Participant (Participant may be liable to others)\_
- Any damage, destruction, and/or loss of property belonging to Participant

Participant shall indemnify, defend and hold DAV MN and any volunteer acting on behalf of or under the direction of DAV MN from all such claims, demands, injuries, damages, actions or causes of action, and from all acts of active or passive negligence on the part of DAV MN and any volunteer acting on behalf of or under the direction of DAV MN or arising out of Participant's acts or omissions. This waiver, disclaimer, release of liability, and indemnification agreement is not intended to limit the liability of any Participant to third parties.

**I have read and understand this document, agree to its terms and conditions, and I am aware that by signing it, I am giving up important rights.**

\_\_\_\_\_  
Participant's Printed Name

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant's Address

\_\_\_\_\_  
Witness Signature

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www.davmn.org



**EVENT:** \_\_\_\_\_

**Name:** (last) \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Weight:** \_\_\_\_\_

**In case of an emergency, please contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Type of disability/diagnosis:**  
\_\_\_\_\_  
\_\_\_\_\_

**Briefly describe physical disabilities:**  
\_\_\_\_\_  
\_\_\_\_\_

**Difficulties with outdoor temperatures:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Describe any special needs, assistance, and/or equipment you will need:**  
\_\_\_\_\_  
\_\_\_\_\_

**Do you require the use of a wheelchair for independence:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Please circle items used:** walker cane crutches other: \_\_\_\_\_

**List any current medications taken:** \_\_\_\_\_

**Date of last medical appointment:** \_\_\_\_\_

**Name of physician seen:** \_\_\_\_\_

**Allergies (be specific):** \_\_\_\_\_

**Please list any other medical information concerning your current health status:**  
\_\_\_\_\_  
\_\_\_\_\_

**Last year you fish/hunted:** \_\_\_\_\_ **Last year you fired a weapon independently:** \_\_\_\_\_  
**Do you have a weapon/fishing pole available to use:**

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Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please indicate: Shotgun \_\_\_\_\_ Handgun \_\_\_\_\_ Archery \_\_\_\_\_ (Rifles not permitted)

( You must have your own transportation to and from the EVENT. )

Branch of Service: \_\_\_\_\_

Rank: \_\_\_\_\_

WWII: \_\_\_\_\_ Korea: \_\_\_\_\_ Vietnam: \_\_\_\_\_ Desert Storm: \_\_\_\_\_ Afghanistan \_\_\_\_\_ Iraq \_\_\_\_\_

Years served: \_\_\_\_\_

1. Our screening committee will review all applications.
2. All applicants will be notified by mail after 2 weeks prior to event as to their selection.
3. All attendees will be assigned an experienced volunteer to assist during the event.
4. Questions concerning these hunts should be directed to DAV MN Dept Headquarters (651) 291-1212.

Return applications to:

DAV DEPT OF MN  
ATTN: JOHN  
20 12<sup>TH</sup> ST WEST  
ST PAUL, MN 55155

X

Applicant's Signature

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## LVAP—LOCAL VETERANS ASSISTANCE PROGRAM

### **What is the LVAP program?**

The Local Veterans Assistance Program (LVAP) was created to allow the many volunteers who are involved with veteran support activities outside the VA medical facilities to record their hours of volunteerism and report them to the DAV. This process allows for the DAV to see the big picture as members perform our purpose on building better lives and fulfilling our promises to those men and women who have served. DAV and Auxiliary VA Voluntary Service (VAVS) volunteers at the VA Medical Centers will continue to record their time for the Transportation Network and programs within the VAVS systems.

### **Why is the LVAP Program Important?**

The level of volunteerism of those who assist us in our mission and purpose clearly makes a difference in the cost of care for our veterans which are of utmost importance to our legislators both at State and Federal levels. This volunteerism plays a big role in the quality of life of our veterans and allows for government funding elsewhere in the veteran community.

### **LVAP Coordinator contact information**

Dan Welsand

Phone: 218-204-0693

Email: DAN@[davmn.org](mailto:DAN@davmn.org)

### **What are the Volunteer Categories in the LVAP Program?**

- ⇒ **CSO/DSO - Definition:** This category is only used by accredited DSO/CSO. These are the only ones authorized to use this category.
- ⇒ **Forget-Me-Not/ Fundraising - Definition:** All volunteered hours used to raise donation or funds for the chapter or department. Examples: Selling & Planning Forget-Me-Nots, Working with thrift operations, Emptying Donation Bins, Dropping clothing off at Savers Locations Etc.
- ⇒ **DAV Outreach - Definition:** Any volunteer time used to promote the DAV and get the DAV name and organization out into the public and to other Veterans. Examples: Working a Veterans booth at the Fair, Color Guard, Visiting with Veterans at the Homes, Volunteering at your local CBOC & Helping with Veteran seminars
- ⇒ **Veterans Assistance - Definition:** Helping Veterans with whatever they may need help with and assisting veterans with everyday life. Examples: Picking up Medications for Veterans, Helping homebound Veterans, Giving rides to veterans in need, Raking leaves for veterans, Helping veterans with anything they may need help with, Attending Chapter Meetings, Driving to Chapter Meetings, Filling out Chapter Officer Reports, Taking monthly minutes for the Chapter, Working on Chapter Financials & All Chapter Administrative Work

### **How to enroll in the LVAP program?**

There are two different methods by which a person can enroll into the LVAP program.

Filling out a paper form and sending /emailing it in

Going online to [davmn.org](http://davmn.org)

## Form to Enroll in the Local Veterans Assistance Program (LVAP)

Date: MM/DD/YY \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

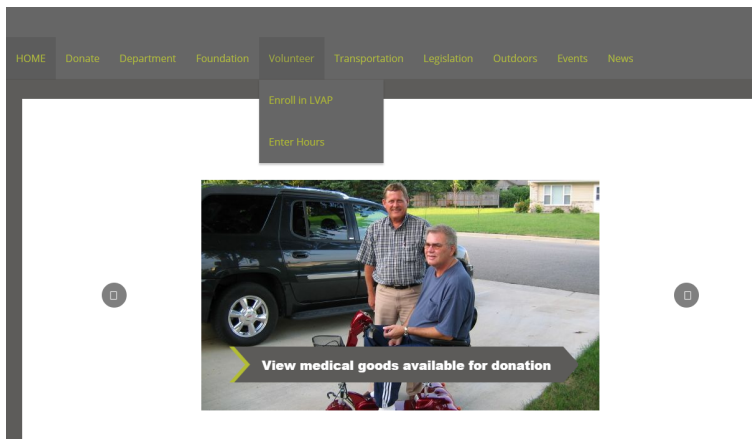
Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of your Chapter, Auxiliary, VFW, or AM: \_\_\_\_\_

Complete and return this form to: \_\_\_\_\_

---



Go to website [davn.org](http://davn.org) > Under Volunteer, click Enroll in LVAP > Follow instructions and input information

PLEASE COMPLETE THIS FORM

**First Name:** \*

**Last Name:** \*

**Address Line 1:** \*

Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

**Email:** \*

**Phone**

**Chapter or Auxiliary Number:** \*

**Birth Date:**

Fill out the form completely, fill in chapter number at the bottom for verification

**Email \***

**Phone**

**Chapter or Auxiliary Number \***

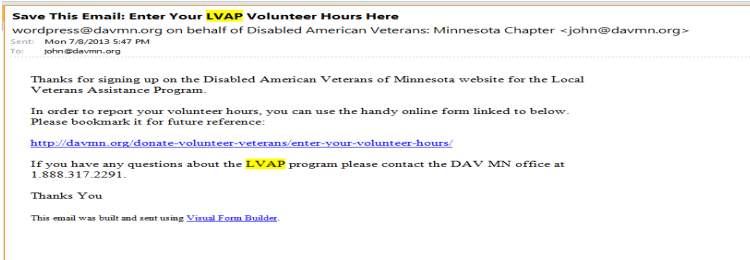
**Birth Date:**

**VERIFICATION**

**Please enter Chapter Number for Verification \***

We do this to reduce the amount of SPAM entries.

Once your enrollment has been submitted you will receive an automated response to verify your enrollment

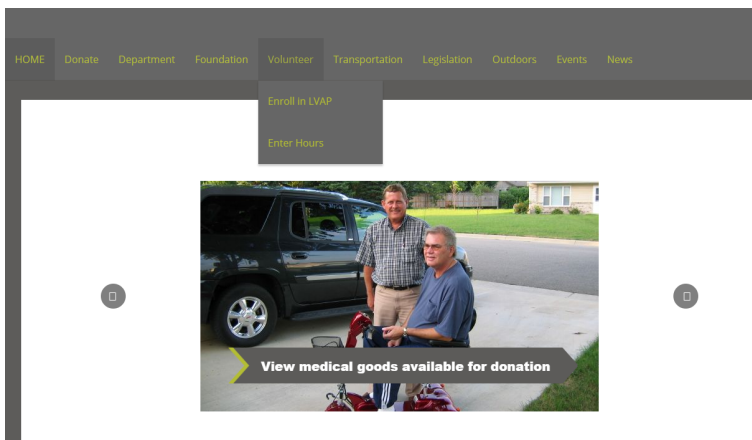


## How to Submit LVAP Hours

- Chapter Hour Submittal (form 60)
- Online Hour Submittal

For the individual form fill out requested information on for and put the total number of hours for the month under the appropriate categories and send in to coordinator by mail, Fax, or email.

For the Chapter form one person can fill out the requested info on the top of the sheet which is the month and chapter number the form is filled out by writing the volunteers name and total number of hours under each category.



Submitting hours online:  
 Go to davmn.org > Under Volunteer  
 Click Enter Hours, Follow Instructions



If you have any questions about your volunteer activities, LVAP, or about submitting your hours via this form you can [email john](mailto:email@john), or call him at 651.291.1212.

**SUBMIT YOUR VOLUNTEER HOURS**

**Instructions**  
Use this short form to submit your LVAP volunteer hours from the past month. Thanks for keeping us up-to-date!

**Month**  
January

**First Name:**

**Last Name:**

**Email**

**Chapter, Auxiliary Number:**

**Phone:**

**Submit Your Hours**  
Enter the number of hours you spent doing each type of work. If you didn't do a particular type of volunteer work this month, just leave the category blank.

**Chapter/Department Office Work:**

Fill out personal information on form

**Phone:**

**Submit Your Hours**  
Enter the number of hours you spent doing each type of work. If you didn't do a particular type of volunteer work this month, just leave the category blank.

**Chapter/Department Office Work:**

**Forget-Me-Not/Fundraising:**

**DAV Outreach:**

**Veterans Assistance:**

Enter the number of hours volunteered in each category

**VERIFICATION**

**Please enter Chapter Number for Verification:**

**ENTER YOUR VOLUNTEER HOURS**


Are you participating in the Local Veterans Assistance Program (LVAP)? You can use this form to quickly and easily submit your monthly volunteer hours.

LVAP was created to help track and honor the unique contributions of everyone who support our nation's disabled veterans. Here are some examples of volunteer activities that you can track using the form below:

- Benefit Seminars
- Chapter Work
- Color Guard
- Forget-Me-Not
- Chapter Clothing
- Visiting Veterans
- Staffing Fair Booths
- Anything that benefits Minnesota veterans!

If you have any questions about your volunteer activities, LVAP, or about submitting your hours via this form you can [email john](mailto:email@john), or call him at 651.291.1212.

**Thanks for updating us on your volunteer hours!**



**LEARN MORE**

- Donate Clothing and Household Goods
- Donating a Car, Boat or Motorcycle in MN
- Donate Durable Medical Equipment to a Minnesota Veteran
- Volunteer
- Enroll in the Local Veterans Assistance Program (LVAP)
- Enter Your Volunteer Hours

State Veterans Service Building, 20 West 12 Street, St. Paul, MN 55155, Floor 3 | ph. 1.888.317.2291  
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Directory powered by Business Directory PlugIn      Website design by Social Good

ENROLL IN LVAP    [SUBMIT HOURS](#)

Website will confirm hours have been submitted

If you have any questions, please contact:

Dan Welsand

Phone: 218-204-0693

Fax: 651-291-0115

Email: [Dan@davn.org](mailto:Dan@davn.org)

Address:

Disabled American Veterans

20 12<sup>th</sup> St W, 3<sup>rd</sup> Floor

ST. Paul, MN 55155





## DAV MN Department Headquarters

## DAV MN Transportation Offices

DAV Minnesota, Department HQ  
20 West 12th Street, 3rd Floor  
Saint Paul MN 55155  
Phone: 651-291-1212  
Fax: 651-291-0115  
www.davmn.org

Headquarters Staff:  
Adjutant: Stephen@davmn.org,  
Deputy Adjutant: Josh@davmn.org  
Legislation: Trent@davmn.org  
Foundation: Lauri@davmn.org  
Events Coordinator: John@davmn.org  
Admin: Gina@davmn.org  
LVAP: Dan@davmn.org  
Transportation Mgr: Stephanie@davmn.org

DAV Minnesota Clothing Donation  
843 40th Ave NE  
Columbia Heights, MN 55421  
Phone: 651-487-2002  
Fax: 651-483-1301  
www.donatedavmn.org  
Email: Kyle@davmn.org

DAV MN Department Service Officer  
Alex Kempe: 612-467-1498 Cell  
Email: Alex@davmn.org  
Melissa Franz: 612-463-4057 Cell  
612-467-1498 Office  
Email: Melissa@davmn.org

DAV Transportation VAMC Minneapolis  
1 Veterans Drive, Room 1S-141  
Minneapolis MN 55417  
Phone: 612-467-2768  
Gary@davmn.org

DAV Transportation VAMC St. Cloud  
4801 Veterans Drive Bldg. 8 Room 1B  
Saint Cloud, MN 56303  
Phone: 320-255-6480 X6676  
Jackie@davmn.org

DAV Transportation NW Minnesota  
Detroit Lakes, MN 56501  
Phone: 855-277-9787  
DanWood@davmn.org

DAV Transportation NE Minnesota  
Twin Ports CBOC  
3520 Tower Ave  
Superior, WI 54880  
Phone: 218-204-0693  
Dan@davmn.org

DAV Transportation SE Minnesota  
Olmstead County  
2100 Campus Drive SE  
Rochester, MN 55904  
Phone: 507-703-1139  
Kati@davmn.org

## DAV Claims and Benefit Offices (NSO's)

DAV Claims Office  
1 Federal Drive Room 192  
Fort Snelling, MN 55111  
Phone: 612-970-5665  
Email: DAV.VBASPL@va.gov  
NO FAX LINE

DAV Claims Office  
2101 No. Elm Room 206  
Fargo, ND 58102  
Phone: 701-451-4636

DAV Claims Office  
P.O. Box 5046, 2501 W 22nd St.  
Sioux Falls, SD 57117  
Phone: 605-333-6896

### Other DAV Contacts

DAV National Headquarters  
PO Box 14301  
Cincinnati, OH 45250-0301  
www.dav.org

DAV National HQ: 877-426-2838  
DAV National Membership: 877-426-2838 x4  
DAV Mailing Labels: 877-426-2838 x1340  
DAV National Auxiliary: 877-426-2838 X5  
DAV Store: 877-426-2838 X6

DAV National Legislative HQ  
807 Maine Avenue SW  
Washington DC 20024  
Phone: 202- 554-3501

### Minnesota Department of Veterans Affairs

Main Phone Number ..... 651-296-2562  
Www.MinnesotaVeteran.org  
LinkVet..... 888-546-5838  
DD 214 Requests ..... 651-296-2562  
Crisis Line.....800-273-8255 or text 838255  
State Cemetery Little Falls.....320-616-2527  
State Cemetery Preston.....507-765-7320  
State Cemetery Duluth.....218-520-0120

County Veteran Service Officers Directory:  
<http://www.macvso.org/directory.aspx>

### Other Miscellaneous Numbers

Fort Snelling Cemetery.....612-726-1127  
VA Regional Office.....800-827-1000  
VA Home Loan .....800-827-0611  
VA Debt Management.....800-827-0611  
VA Headstones & Markers....800-697-6947  
VA Insurance Center .....800-669-9477

### Minnesota Veterans Homes

|   |   |
|---|---|
| Fergus Falls Veterans Home<br>1821 North Park St<br>Fergus Falls, MN 56537<br>Phone: 218-736-0400 | Silver Bay Veterans Home<br>4500 Banks Blvd<br>Silver Bay MN 55614<br>Phone: 218-226-6300 |
|---|---|

|  |  |
|--|--|
| Hastings Veterans Home<br>1200 E 18th St<br>Hastings MN 55033<br>Phone: 651-438-8500 | Minneapolis Veterans Home<br>5101 Minnehaha Ave S<br>Minneapolis MN 55417<br>Phone: 612-721-0600 |
|--|--|

|  |  |
|--|--|
| Luverne Veterans Home<br>PO Box 539<br>Luverne MN 56156<br>Phone: 507-283-1100 | Adult Day Care<br>5101 Minnehaha Ave S Bldg 4<br>Minneapolis MN 55417<br>Phone: 612-548-5963 |
|--|--|

### VA Medical Centers

|   |   |
|---|---|
| VA Medical Center<br>One Veterans Drive<br>Minneapolis, MN 55417<br>Phone: 612-725-2000 | VA Medical Center<br>2501 W 22nd St<br>Sioux Falls, SD 57105<br>Phone: 605-336-3230 |
|---|---|

|   |  |
|---|--|
| VA Medical Center<br>4801 Veterans Drive<br>St. Cloud MN 56303<br>Phone: 320-252-1670 | VA Medical Center<br>2101 N. Elm<br>Fargo, ND 58102<br>Phone: 800-410-9723 |
|---|--|

*Sign up for DAV MN E-Newsletter, visit [www.davmn.org](http://www.davmn.org), scroll down to the middle of the page and type your email where it states "Get the latest DAV MN News"*



**MEMBERSHIP SUPPLIES ORDER FORM**

Membership Department • P.O. Box 145550 • Cincinnati, OH 45250-5550  
 Phone 888-236-8313 • membershippublic@dav.org • dav.org

| ITEM # | QTY / LIMIT | DESCRIPTION (order in increments of...)                            | CHARGE TO                      |
|--------|-------------|--|--------------------------------|
| 404001 | / 250       | Legislative Goals Brochure ( <b>order in 50s</b> )                 | 1-10-3100000-6510-0000-no ref  |
| 404002 | / 25        | Death Benefits Brochure ( <b>order in 25s</b> )                    | 1-10-3100000-6510-0000-no ref  |
| 404004 | / 250       | American Flag Brochure ( <b>order in 50s</b> )                     | 1-10-3100000-6510-0000-no ref  |
| 404007 | / 250       | DAV General Brochure ( <b>order in 50s</b> )                       | 1-10-3100000-6510-0000-no ref  |
| 404009 | / 5         | The Columbia Trust Brochure  | 1-40-0480000-6510-0000-no ref  |
| 404012 | / 50        | PTSD Booklet: Living with Traumatic Stress ( <b>order in 25s</b> ) | 1-10-3100000-6510-0000-no ref  |
| 404013 | / 100       | My Story Brochure ( <b>order in 50s</b> )                          | 1-10-2100000-6510-0000-no ref  |
| 404095 | / 250       | Victories for Veterans Folder ( <b>order in 50s</b> )              | 1-10-3100000-6510-0000-no ref  |
| 404096 | / 150       | Stand Up for Women Veterans Brochure ( <b>order in 50s</b> )       | 1-10-3100000-6510-0000-no ref  |
| 404103 | / 1         | Combined Contact Brief ( <i>1 pad = 50 sheets</i> )                | 1-10-11000000-6510-0000-no ref |
| 404105 | / 100       | Charitable Programs-Freedom Isn't Free ( <b>order in 50s</b> )     | 1-50-0500000-6510-0000-no ref  |
| 409109 | / 250       | DAV and Auxiliary Bookmark ( <b>order in 50s</b> )                 | 1-10-3100000-6510-0000-no ref  |
| 420110 | / 250       | Auxiliary Membership Brochure ( <b>order in 50s</b> )              | 1-90-0910000-6510-0000-no ref  |
| 901312 | / 2         | Membership Supplies Order Form                                     | 1-10-3100000-6510-0000-no ref  |
| 901313 | / 5         | Chapter Officer Guide  | 1-10-3100000-6510-0000-no ref  |
| 901316 | / 50        | Official Transfer Form ( <b>order in 50s</b> )                     | 1-10-3100000-6510-0000-no ref  |
| 901317 | / 50        | Change of Address Form ( <b>order in 50s</b> )                     | 1-10-3100000-6510-0000-no ref  |
| 901318 | / 250       | Membership Application ( <b>order in 50s</b> )                     | 1-10-3100000-6510-0000-no ref  |
| 901327 | / 1         | Chapter Charter Kit  | 1-10-3100000-6510-0000-no ref  |
| 901340 | / 1         | DAV Store Catalog  | 1-10-3100000-6510-0654-no ref  |
| 901508 | / 250       | Membership Application Return Envelopes                            | 1-10-3100000-6510-0000-no ref  |
| 901554 | / 250       | Join Our Ranks Brochure ( <b>order in 50s</b> )                    | 1-10-3100000-6510-0000-no ref  |
| 936007 | / 250       | Volunteer Brochure ( <b>order in 50s</b> )                         | 1-10-1500000-6510-0000-no ref  |
| 936016 | / 250       | Youth Scholarship Brochure ( <b>order in 50s</b> )                 | 1-10-1500000-6510-0000-no ref  |
| 936017 | / 250       | LVAP Brochure ( <b>order in 50s</b> )                              | 1-10-1500000-6510-0000-no ref  |
| 990300 | / 150       | Employment Brochure ( <b>order in 50s</b> )                        | 1-10-1600000-6510-0000-no ref  |

**Please print and provide STREET ADDRESS for UPS delivery.**

\_\_\_\_\_  
 Name and Title

\_\_\_\_\_  
 Chapter or Department

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City State ZIP

\_\_\_\_\_  
 Phone E-mail Address

Items will be used for: \_\_\_\_\_





**Disabled American Veterans, Department of Minnesota Headquarters**  
State Veterans Service Building 3rd Floor  
Saint Paul, MN 55155

Phone: 651-291-1212  
Fax: 651-291-0115  
[www.davmn.org](http://www.davmn.org)  
Email: [admin@davmn.org](mailto:admin@davmn.org)