



*Revised September 2024*

# Of Minnesota

## Chapter Leaders & Officer Guide

**Disabled American Veterans, Department of Minnesota Headquarters**  
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[www.davmn.org](http://www.davmn.org)

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



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## Past Department Commanders of the Minnesota Disabled American Veterans

1921-22	Mike O'Boyle*	1967-68	Ernest Knoblauch*	2013-14	Robert Hartley
1922-23	Harry Walsh*	1968-69	Jerome Stainbrook*	2014-15	David Valtinson
1923-24	Kenneth Law*	1969-70	Rex Kiser*	2015-16	Gregory Remus
1924-25	Arthur Tomlinson*	1970-71	Joel T. Albrecht*	2016-17	Michael Aguirre
1925-26	Brian Thornton*	1971-72	Melvin Boicourt*	2017-18	Robert Saddoris
1926-27	J. L. Monnahan*	1972-73	Paul M. Sagal*	2018-19	Rick Jarvis
1927-28	J. L. Monnahan*	1973-74	Don Hilton*	2019-21	Scott Berndt
1928-29	Lloyd Ruth*	1974-75	Lew Snowbeck*	2021-22	Ron Haugen
1929-30	Charles O'Connor*	1975-76	Robert H. Greer*	2022-23	Michael Aguirre
1930-31	Laurence Anderson*	1976-77	Dean R. Ascheman	2023-24	Ellsworth Fields
1931-32	M.W. Goldsworthy*	1977-78	Craig W. Fisher*	2024-25	Oather Martin
1932-33	Owen A. Galvin*	1978-79	Edwin C. Larson*		
1933-34	Emil Holmes*	1979-80	Joe Milkman, Jr.*		
1934-35	Dr. Paul Hartig*	1980-81	Hiram J. Fuller*		
1935-36	Hugo Benson*	1981-82	Clifton Grant*		* Deceased
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's 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.

This mission is carried forward by:

- 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

# Chapter Hierarchy & Officer Positions

Commander

Adjutant

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Senior Vice Commander

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1st Junior Vice Commander

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2nd Junior Vice Commander

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3rd Junior Vice Commander

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Judge Advocate

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Chaplain

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## 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 Bylaws 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:

1. Open the meeting at the appointed time by calling the meeting to order.
2. Announce in proper sequence the business that comes before the chapter in accordance with the Official DAV Ritual.
3. Recognize members who are entitled to the floor.
4. 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.
5. Expedite the business in every way compatible with the rights of members.
6. Decide all questions of order, subject to appeal.
7. Declare the meeting adjourned when the chapter so votes or at the time prescribed in the program.
8. Maintain order of the meeting at all times.

The commander has a fiscal responsibility to:

1. Ensure the safeguarding of funds, properties and other assets against unauthorized use or loss.
2. Ensure all disbursements of funds are properly approved in accordance with the chapter Bylaws.
3. 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. 3 2 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

## 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 1 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 Officer Election Report (OER) form immediately following the annual election and installation of officers, in compliance with the National Bylaws, Article 9, Section 9.2. The proper form is shown in Figure 1. OER's **should be filled out and submitted via MyDAV.org**. If not possible, chapter officers should route their OER's to their respective departments for submittal. The

**Figure 1**  
Officer Report

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

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>Jr. 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 CPE Mail _____		
Member Code# _____ Phone (____) _____	City/State/Zip _____		
Email _____ Fax (____) _____	Phone (____) _____ Fax (____) _____		
<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, Art. 9, Sec. 9.2 and Sec. 10, Art. 10, 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

9/2008 3/2/08



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.

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

Figure 2

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 By-laws, 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, without limitation, implementation of sound financial management practices and the purchase of k 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:

- 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.

**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 & Number \_\_\_\_\_ 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)

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

Audit Committee Member Signature \_\_\_\_\_ Authorized Officer Signature \_\_\_\_\_  
 Audit Committee Member Signature \_\_\_\_\_ Authorized Officer Title \_\_\_\_\_  
 Audit Committee Member Signature \_\_\_\_\_ Date \_\_\_\_\_

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 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

- Requesting a extension has to be done 7 days prior to the filing date for approval.
- Departments and chapters will begin submitting AFRs via mydav.org email [AFRInfo@dav.org](mailto:AFRInfo@dav.org) with issues

## **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.

BANK RECONCILIATION		\$ 4,000.00
Figure 5	At the end of each month a bank reconciliation should be prepared as shown in Figure 7.	200.00
	Balance per bank (a) (1) Add deposit in transit	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)

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.

## 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.

A primary responsibility of the chaplain is to positively enhance the good of the order. The chaplain must serve all and conduct themselves in a way that respects members of all beliefs. He or she must understand and respect their limitations. For instance, chaplains are not necessarily credentialed crisis counselors and should refer veterans in crisis to the VA Crisis Line, which can be reached by dialing 988 and pressing 1 or by texting 838255.

A chaplain should be a uniting presence who does not proselytize their personal faith or beliefs on topics such as homosexuality, transgenderism or the nonreligious.

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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 Thy 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

Below is the DAV National overview for a Benefits Protection Team Leader. The section under that will give you some more state specific information for here in Minnesota.

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/local 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)

The DAV Department of Minnesota operates one of the most active Veterans grassroots networks in the country, focusing primarily on state level issues while lending a powerful voice to Federal level issues that impact all Veterans. Below you will find a couple of actions you can take to get better involved in Minnesota.

- Join the DAV of Minnesota's MinnFluence Network at [davmn.org](http://davmn.org). This is an advocacy tool to highlight state specific topics in Minnesota that we can take action on. \*\*This is in addition to the DAV's Commanders Action Network (DAV CAN) which is operated by the DAV's national team in Washington, D.C.
- Get everyone you possibly can to sign up for DAV Minnesota's MinnFluence Network at [davmn.org](http://davmn.org). This tool is open to EVERYONE in Minnesota. There is no need to be a Veteran, or a family member. Anyone who is interested in lending their voices to our causes in Minnesota should sign up.
- Coordinate with the Department Legislative Director/Dept. BPTL on how to organize local discussions with state and federal lawmakers in your area. We can do this alone, or in conjunction with other service organizations in your area.
  - If you aren't sure how to contact that person reach out to Dept. HQ at 651-291-1212 and ask for the legislative person.
- -Get involved in the annual Veterans Day on the Hill, held each year in St. Paul. Local BPTL's can organize buses, recruit others to attend, work with other area VSO's to boost our numbers. This is the largest single day, single issue event for Veterans in Minnesota every year, and we need more voices to keep it successful.
- Keep up to date on the latest legislative updates in Minnesota by ensuring you are signed up for DAVMN's E-News at [davmn.org](http://davmn.org)

## CHAPTER SERVICE OFFICERS

In everything we do, DAV has one goal provide all injured and ill veterans and their dependents the best service and most professional claims representation available from any source. Keeping this in mind, it is imperative for us to reach out to those who need our assistance. Chapter service officers (CSOs) are an integral part of this goal, as specifically outlined in Goal 1 of our Strategic Plan.

Any DAV member is eligible for certification when recommended by the appropriate chapter. The Service Officer Nomination Form (Figure 6) must be used by chapters to nominate members to attend. DAV has a required training program for CSOs, which is designed to enhance the knowledge and professionalism of the CSOs and help us provide the best service possible to our clients. The training consists of classroom instruction by a national service officer.

The participants learn about DAV’s mission, history and various programs. In addition, they are instructed in the proper use of appropriate forms and the steps in processing claims, as well as their legal and ethical responsibilities to clients.

Upon successful completion of the training, participants receive certification as a chapter service officer and the certification expires after 18 months if the CSO hasn’t attended another certification class held by the national service office. The certification training instruction is a fulfilling learning experience, and the CSOs gain a rewarding experience from their dedication to DAV’s mission of service and caring for injured and ill veterans, their dependents and survivors.

### Download the DAV logo

Consistent branding builds trust and familiarity between DAV and the public. People flock to organizations they recognize the most because they’re reassured by that company’s legitimacy in their field. To ensure DAV’s branding remains consistent, all of our marketing materials should feature the same logo, slogans and general color scheme. It is important to coordinate every facet of DAV’s marketing campaign so our visual identity is easily recognizable through every communication with the public and our members. Follow the instructions below to download logos to use for your department, chapter or unit.

1. Go to [dav.org/member-resources/dav-logos](http://dav.org/member-resources/dav-logos).
2. Download the DAV Brand Stylebook and DAV Language Guide, then check the box indicating that you will comply with the standards.
3. Download the logo(s) that you need from the versions available.

### Brand assistance

For additional help, email the national communications department at [production@dav.org](mailto:production@dav.org).

### Important reminder

The name “Disabled American Veterans,” the initials “DAV,” our logo or our seal are not to be used in conjunction with any activity to generate funds without the prior approval of the Department Executive Committee and/or the National Executive Committee as outlined in our Bylaws.

Figure 6, Full Form on Page 31

## OFFICIAL RITUAL The DAV

Opening ceremony is a traditional and time-honored procedure. It is particularly appropriate on special occasions. It is included here as a part of the suggested order of business for those chapters wishing to utilize it. Its omission or modification consistent with good taste is a matter for chapter determination.

### DAV CHAPTER MEETING SHORT FORM ORDER OF BUSINESS

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

### DAV CHAPTER MEETING ORDER OF BUSINESS

**COMMANDER:** Raps gavel, calling meeting to order. (Assembly remains seated.) Raps gavel three times. (All rise.) "Comrades, you are called to order for the opening ceremonies."

**COMMANDER:** "Comrades, ATTENTION! All members and guests who are veterans will give the hand salute and all others place your right hand over your heart."

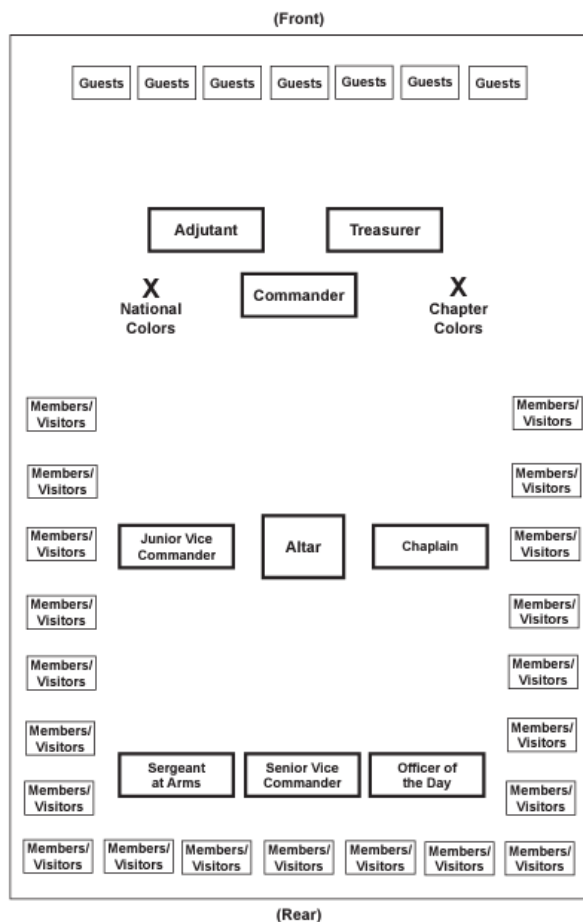
"Please join me in giving the Pledge of Allegiance to the Flag."

"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all." "TWO!"

**COMMANDER:** "Comrades, we will now be led in prayer by our Chaplain."

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

### DAV CHAPTER MEETING ARRANGEMENTS





COMMANDER: (Optional) “As a physical symbol of the thousands of American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America, at this time, the Chaplain will place the POW/MIA flag on the empty chair—a reminder for all of us to spare no effort to secure the release of any American prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty and a full accounting of those missing. Let us all rededicate ourselves to this vital endeavor.”

COMMANDER: (Raps gavel once, seating audience.) “As a reminder, we are here to address only matters specific to our organization. All discussions must be relevant to our mission statement, which I will now read.”

“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.

This mission is carried forward by:

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 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.”

“I now declare this meeting open for the transaction of such business as may rightfully come before it.”

COMMANDER: “Comrade Adjutant, you will call the roll of officers.”

COMMANDER (After introducing visitors.) “Comrade Adjutant, you will read the minutes of the last meeting.”

COMMANDER: “Are there any omissions or corrections? “Hearing none, the minutes will stand approved as read.”

COMMANDER: “We will now hear the Treasurer’s Report.” C

COMMANDER: “Comrade Chaplain, are there any reports on sickness or distress.”

COMMANDER: “Comrade Adjutant, do we have any new members present or are there any members present who have not received the obligation?”

## OBLIGATION OF NEW MEMBERS

When members are to be obligated, military procedure is to be observed throughout the ceremony. Talking, smoking and moving about the room, except in the performance of duty, are forbidden.

COMMANDER: "Comrade Officer of the Day, conduct the new members to the rostrum."

OFFICER OF THE DAY: (Brings new members to rostrum.)

COMMANDER: "Members, at EASE! On behalf of the Disabled American Veterans, I welcome you. Let me declare our purpose as a national veterans organization. "

First,—To uphold and maintain the Constitution and the laws of the United States. "

Second,—To realize the American aims and ideals for which we fought.

"Third,—To promote the welfare of disabled American veterans.

"Fourth,—To cooperate with the Department of Veterans Affairs and all other public and private agencies devoted to our cause.

"Fifth,—To apply the principles of comradeship, loyalty and devotion, particularly among all disabled American veterans and their spouses, their orphans and their dependents.

"Sixth,—To encourage in all people that spirit of understanding which will guard against future wars."

COMMANDER: "Comrades, ATTENTION!" (Raps gavel three times. All rise.)

"Comrade Officer of the Day, you may now retire. Members, raise your right hand and repeat after me."

"In the presence of Almighty God, and my comrades here assembled, I promise and declare that I will always uphold and maintain the Constitution, and laws of the United States of America; and I will always show the proper courtesies to the flag of our nation, and give to it the love and devotion it merits. I further promise, insofar as feasible, always to aid and assist any disabled comrade; that I will always uphold the integrity and character of a comrade veteran; that I will do my best to exemplify the principles of comradeship, loyalty and devotion. I further pledge that I will support and obey the Constitution and Bylaws of the national, state, and local organization. All of which I now affirm."

"Comrades, you may now lower your hands."

COMMANDER: (Raps gavel once; audience is seated.) "My comrades, on behalf of this chapter, I welcome you as members. I invite you to take an active part in its activities, and expect you to attend its meetings." (Commander shakes hands with each new member and asks the new members to state their names to those present.)

(Applause, as new members find seats in audience.)

COMMANDER: "The Adjutant will read the communications."

COMMANDER: "We will now have the reports of committees." Membership Committee; Service Officer; Hospital Committee; Legislative Committee; Publicity Committee; (Other Committees).

UNFINISHED BUSINESS:

NEW BUSINESS:

COMMANDER: "Let us hear the reading of the minutes of the Executive Committee."

GOOD OF THE ORDER:

MEMORIAL CEREMONY

COMMANDER: "At this time, one minute of silence will be devoted in honor of our departed comrades."

COMMANDER: "Comrades, you will rise and stand at Attention."

(Raps gavel three times.)

"By the numbers, hand SALUTE!" (If worn, DAV caps are not removed.)

"May they rest in peace. TWO!"

COMMANDER: Motion to adjourn.

COMMANDER: "Comrade Chaplain, you will lead us in prayer."

CHAPLAIN: "May the peace of God, which passes all understanding, keep our hearts and minds in the 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."

COMMANDER: "Comrades, the purpose of our gathering here has been accomplished, but before we close, let us always be mindful of the principles for which this organization stands: comradeship; friendship; loyalty to principle and to our comrades; and devotion to our cause.

COMMANDER: "Before I declare you adjourned, it is fitting and proper that we again render honor to the flag of our country."

(Raps gavel three times; all rise.)

COMMANDER: "Comrades, before us is the flag of our country. Let us always be true to its ideals and worthy of its exalted traditions."

"Comrades, ATTENTION; by the numbers, hand SALUTE!"

(All members and guests who are veterans salute; others place their right hand over their heart.) "TWO!"

COMMANDER: "I now declare this meeting of Chapter, number , Disabled American Veterans, adjourned. Our next meeting will be held on ."

## INSTALLATION OF OFFICERS

(The retiring commander or a state or national officer, or a past chapter commander may act as Installing Officer, if then a DAV member in good standing. The incoming commander usually selects the installing officer; he or she is introduced by the retiring commander.)

(Frequently, the commander-elect also selects a master of ceremonies, in addition to the installing officer, who, preceding the installation ceremonies, introduces the distinguished guests, and representatives of other chapters and organizations present, and then, the installing officer. The installing officer may also act as Master of Ceremonies.)

(The installation meeting is opened by the retiring commander, who then announces: "If there is no objection, we will dispense with all business except the installation of officers. Hearing none, it is so ordered." He or she may then make a few remarks, such as thanking his or her officers and committees, and briefly outline the accomplishments of the chapter during his or her term of office, and then introduces the master of ceremonies.)

(Invitations are usually sent to department officers, nearby national officers, and to nearby chapters, local veterans organizations and selected public officials.)

(If the local DAV Auxiliary unit is to install on the same night, the Auxiliary is usually offered the courtesy of installing first. If there is to be a dual installation, of both the chapter and Auxiliary, speeches or remarks should be brief, so that the combined ceremonies will not extend beyond a reasonable hour of adjournment.)

(Persons not present at the installation ceremonies may either be installed at a later meeting, or may be installed by proxy—a member being designated by the retiring commander to take the place of the absentee.)

INSTALLING OFFICER: "The Officer of the Day will take his (or her) place to the right of the Altar. The Adjutant will call the roll of the newly elected or appointed officers. As your name is called, you will take your place to the left of the Officer of the Day." (When all have presented themselves to the left of the officer of the day and are facing the installing officer, the installing officer will say:) "Your comrades in the Disabled American Veterans have great confidence in your moral integrity and your executive ability. Because of that confidence, they have elected or appointed you to your respective offices. Do you accept the office to which you have been elected or appointed?"

NEW OFFICERS: "We do"

INSTALLING OFFICER: "Are you ready to receive the oath of office?"

NEW OFFICERS: "We are."

INSTALLING OFFICER: (Entire assembly rises at three raps of the gavel) "Raise your right hand, say I, state your full name and repeat after me."

"I, \_\_\_\_\_, upon my word and honor, as a member of the Disabled American Veterans, in the presence of Almighty God and my comrades, and before the flag of my country, accept the office to which I

have been elected or appointed. I promise to perform the duties of such office to the best of my ability. I pledge to act and conduct myself, in such a manner, at all times and places, as will only affect the good of the order. I promise to enforce and sustain the Constitution and Bylaws of this organization. When my successor has been duly elected, or appointed, and installed, I promise to surrender to him or her, all the property of the order, in my possession. All of which, I now affirm.”

INSTALLING OFFICER: “Upon the promise you have just solemnly made, I now install you in the office to which you have been elected or appointed. I charge you to be earnest, faithful and devoted, and to remember that our mission as a Disabled American Veterans organization is not fulfilled until all our country’s war-time disabled, and their dependents and survivors, have been adequately cared for.” (One rap of the gavel seats audience.)

“Newly installed officers, about FACE!”

“My comrades, I now present to you, your newly installed officers.” (Applause.)

INSTALLING OFFICER: “Officer of the Day, escort the newly installed officers to their respective stations, leaving the Commander to the last.” (Officers remain standing.)

INSTALLING OFFICER: (To newly installed commander.) “I now hand you the gavel, which is the symbol of your office.” (They salute. The new commander then introduces the newly installed officers, starting with the senior vice commander, and, as introduced, each officer salutes, and is seated.)

NOTE: The retiring commander, now the junior past commander, or the installing officer, presents the new commander with the commander’s lapel emblem or badge, with appropriate, brief remarks. This is followed by presentation of a past commander’s ring, emblem or badge to the retiring commander.

## **MISCELLANEOUS**

OFFICIAL DAV CAPS Although not required, official DAV caps may be purchased from National Headquarters. (NOTE: The copyright, patent of the DAV emblem, is owned by the DAV National Headquarters and may not be reproduced commercially without National Headquarters’ written approval and permission. The emblem is protected by federal law.)

National Officers’ Official DAV Cap. Material: serge or whipcord. Style: oversea. Color: White crown, red sides with gold piping and gold letters. (Not to be worn by appointive national officers after expiration of term of office.)

Department Officers’ Official DAV Cap. Material: serge or whipcord. Style: oversea. Color: white crown and white sides and gold lettering, with gold piping. (Not to be worn by appointive department officers after expiration of term of office.)

Past Department Commanders’ Official DAV Cap. Material: serge or whipcord. Style: oversea. Color: gold crown and blue sides and gold lettering, with gold piping.

Official DAV Caps for Chapter Officers and Members. Material: serge or whipcord. Style: oversea. Color: Navy blue with gold piping and gold lettering.

All DAV caps will carry gold embroidered letters DAV in the triangle-right front—and the official DAV embroidered two-inch DAV emblem on the left side of the cap 1 1/2 inches from the front.

Regulations permit the placing on the wearers' cap the following: chapter, department, division insignia, officers' titles past and present, service years (years office was held) and Life Member. These may be embroidered in gold, or patches secured from National Headquarters may be used.

When wearing the DAV cap, members should consider themselves to be in uniform.

When attending any DAV chapter or organization meeting or in attendance at any patriotic gathering or in public and wearing the DAV cap, the member should conform to all military regulations and customs of the armed forces of the United States insofar as they pertain to the salute to the national anthem and the flag of our country.

He or she should hold the salute at the playing of the national anthem and should hold the salute at the passing of the colors in parade if he or she is wearing the DAV cap.

It should be remembered at all times that the wearing of the DAV cap indicates to our members and to the public that requirements of previous honorable military service in the armed forces of the United States during time of war have been met. It is a badge of honor. While wearing the DAV cap, members should so conduct themselves at all times as to bring further honor and respect to our organization and its membership and by such conduct instill in the mind of the public that confidence in our integrity and reliability so necessary when called upon for assistance by civil and military authorities in time of emergency.

No appointive national officer may wear his or her national cap except during his or her term of office.

When attending a testimonial banquet or convention banquet, DAV caps are removed during the eating of the meal.

## **OFFICIAL DAV UNIFORMS**

**Material:** Dark navy blue serge guaranteed 12 to 24 ozs. in weight, cold water shrunk, colorfast and indelibly stamped MOTHPROOFED. Serge to be 2-ply warp and filling or any white material suitable for summer wear.

**Coat:** Single-breasted, four-button sack with straight front to fit easily over chest and shoulders and to be slightly fitted at the waist so as to conform to the figure. Belt hooks at waistline. (Eisenhower jacket optional).

**Length:** Coat to extend about 1 inch below crotch according to the height of the wearer.

**Lapels:** Coat to be made with peaked lapels, and the notch between collar and lapel not to be wider than 1/2 inch nor narrower than 1/4 inch.

**Shoulder Loops:** Coat to be fitted with shoulder loops of blue serge finished with regulation gold and blue silk combination braid. (Secure braid from DAV National Headquarters.)

**Pockets:** Two outside patch breast pockets with box plait in center and scalloped flap to button. No outside

lower pockets, but square flaps to button. Flap to be 2 7/8 inches wide, 8 1/2 inches at top and 8 3/4 inches at bottom. All pocket flaps to be piped with regulation gold and blue silk combination braid. (Secure from National Headquarters.) One inside breast and one inside cash pocket.

Lining: Coat to be half or full lined at option of wearer with first quality rayon lining.

Buttons: Regulation blue enameled goldplated DAV buttons, which must be purchased from DAV National Headquarters. All buttons sewed on, and the four buttons on front reinforced with small black buttons on the inside facing.

## **HISTORY OF DAV EMBLEM**

Probably you have seen the DAV emblem in most of the forms existing today. It appears on lapel pins, flags and shoulder patches. It is a familiar part of all DAV caps. It is used on stationery, official documents, awards, plaques, business cards and many other forms of official DAV material. Ever wonder how or why DAV adopted its official emblem?

Our emblem was selected as the official symbol of the Disabled American Veterans when our organization was founded, in 1921. At that time, the organization was known as the Disabled American Veterans of the World War.

The emblem is a replica of an original etching drawn and designed by a well known artist of that day—E. H. Blashfield—at the special request of President Woodrow Wilson. It was used as the central design on a certificate which was presented to every soldier, sailor, and marine who had been wounded in action during honorable service in World War I.

The impressive certificate was headed by the words, “Columbia Gives to Her Son the Accolade of the New Chivalry of Humanity.” The emblem was displayed under those colorful words. Below it, the name of the man and the unit with which he served was printed, and under that the following words: “Served With Honor in the World War and Was Wounded in Action.”

The certificate was signed by President Woodrow Wilson.

Several characters of importance are in the design. Our flag, of course, is seen in the righthand background. The woman in the long flowing white gown is Columbia. Who is Columbia? Several years before the Revolutionary War, many of the people living in the thirteen colonies felt that our country should have been named Columbia after its discoverer, Christopher Columbus. Throughout the war, poets used the name “Columbia” to describe their new nation, which was to become the United States. The name continued to become popularized after the war, and a symbolic figure of a woman dressed in flowing garments and holding an American flag emerged from the pens of artists. It became a familiar figure for statues and pageants to depict America. Some people think the statue on the Capitol dome in Washington, D.C., is Columbia. But it isn't. That is a statue called the Statue of Freedom.

Columbia, in the DAV emblem, is knighting a World War I soldier. She is honoring him for his bravery in protecting humanity, and a group of soldiers stands at attention in the background.

President Wilson and the artist authorized our organization to use the design for the official emblem of the

Disabled American Veterans of the World War. The emblem was adopted.

One of the original founders of DAV, Judge Robert S. Marx, applied for and was granted a patent on the emblem in 1921. It has been used since that time.

## **APPROVED FLAG CUSTOMS**

**How to Display the Flag** The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the government of the United States. The flag of the United States, for the purpose of this chapter, shall be defined according to Sections 1 and 2 of Title 4 and Executive Order 10834 issued pursuant thereto.

### **Time and Occasions for Display**

- (a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaves in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.
- (b) The flag should be hoisted briskly and lowered ceremoniously.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of states (date of admission); and on state holidays.
- (e) The flag should be displayed daily on or near the main administration building of every public institution.
- (f) The flag should be displayed in or near every polling place on election days.
- (g) The flag should be displayed during school days in or near every schoolhouse.

### **Position and Manner of Display**

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

- (a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.
- (b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff should be fixed firmly to the chassis or clamped to the right fender.
- (c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the



church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to or in place of the flag of the United States or any territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag. (e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs. (f) When flags of states, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statute or monument, but it should never be used as the covering for the statute or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day, the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the president, the flag shall be flown at half-staff upon the death of principal figures of the United States government and the governor of a state, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any state, territory, or possession of the United States or the death of a member of the Armed Forces from any state, territory, or possession of the United States, the governor of that state, territory, or possession may proclaim that the National flag shall be flown at half-staff, and the

same authority is provided to the mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. When the governor of a state, territory, or possession, or the mayor of the District of Columbia, issues a proclamation under the preceding sentence that the national flag be flown at half-staff in that state, territory, or possession or in the District of Columbia because of the death of a member of the Armed Forces, the national flag flown at any federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation. The flag shall be flown at half-staff thirty days from the death of the president or a former president; ten days from the day of death of the vice president, the chief justice or a retired chief justice of the United States or the speaker of the House of Representatives; from the day of death until interment of an associate justice of the Supreme Court, a secretary of an executive or military department, a former vice president, or the governor of a state, territory, or possession; and on the day of death and the following day for a member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day.

As used in this subsection:

- (1)The term “half-staff” means the position of the flag when it is one-half the distance between the top and bottom of the staff;
- (2)The term “executive or military department” means any agency listed under Sections 101 and 102 of Title 5, United States Code; and
- (3)The term “member of Congress” means a senator, a representative, a delegate, or the resident commissioner from Puerto Rico.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer’s left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

## **Respect for Flag**

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, state flags, and organization or institutional flags are to be dipped as a mark of honor.

- a) The flag should never be displayed with union down, except as a signal of dire distress in instances of extreme danger to life or property.
- b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.
- c) The flag should never be carried flat or horizontally, but always aloft and free.
- d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker’s desk, draping in front of the platform, and for a decoration in general.
- e) The flag should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

- f) The flag should never be used as a covering for a ceiling.
- g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.
- h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.
- j) No part of the flag should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.
- k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

### **Conduct During Hoisting, Lowering or Passing of Flag**

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with the right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

***Revised 11/2017. Rituals are found on [www.dav.org](http://www.dav.org) > Member Resources > Quick Links > Meeting Rituals.***

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## MyDAV.org User \*Every Member should activate MyDAV account

### 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)

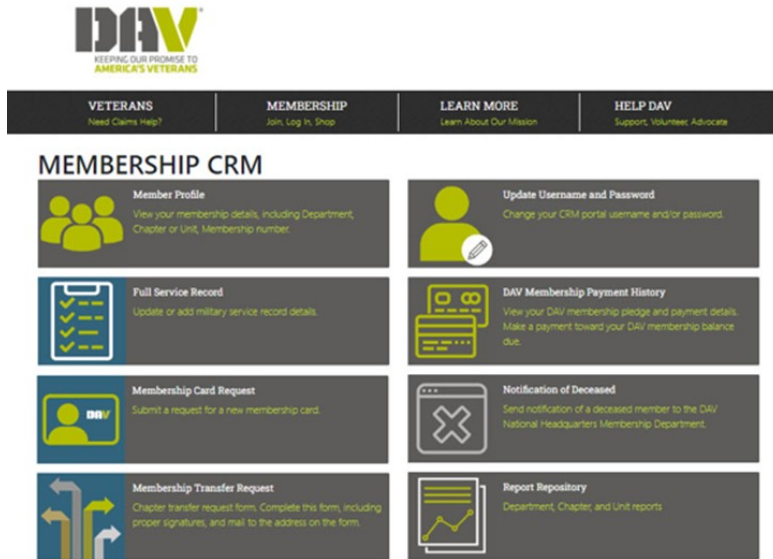
Forgotten Password:

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.

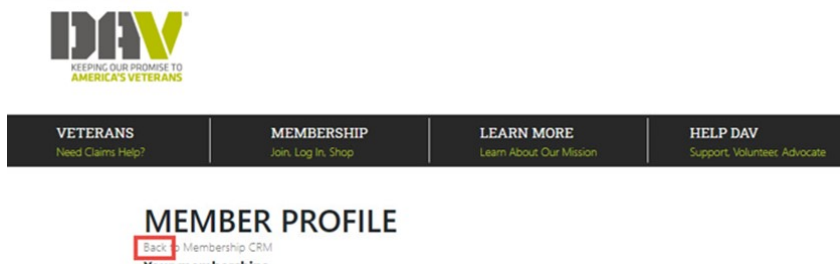
If you have forgotten your username, you can contact the Membership Department at 1-888-236-8313 or [membership@dav.org](mailto:membership@dav.org).

## Navigation

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

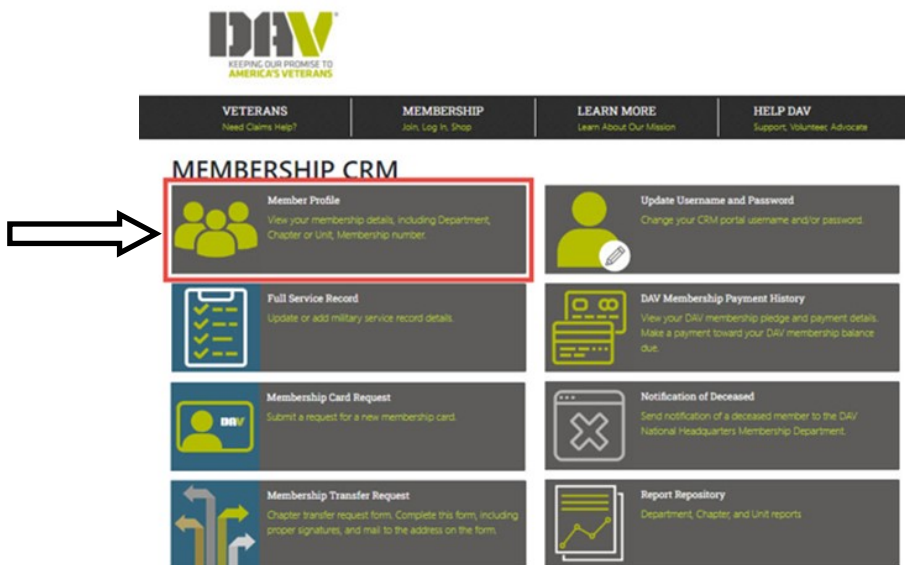


While in each section, return to the home screen by clicking **Back to Membership CRM**:



## 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

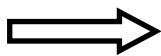
### Your memberships

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

## Full Service Record

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

### MEMBERSHIP CRM



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

your service record is not there:

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

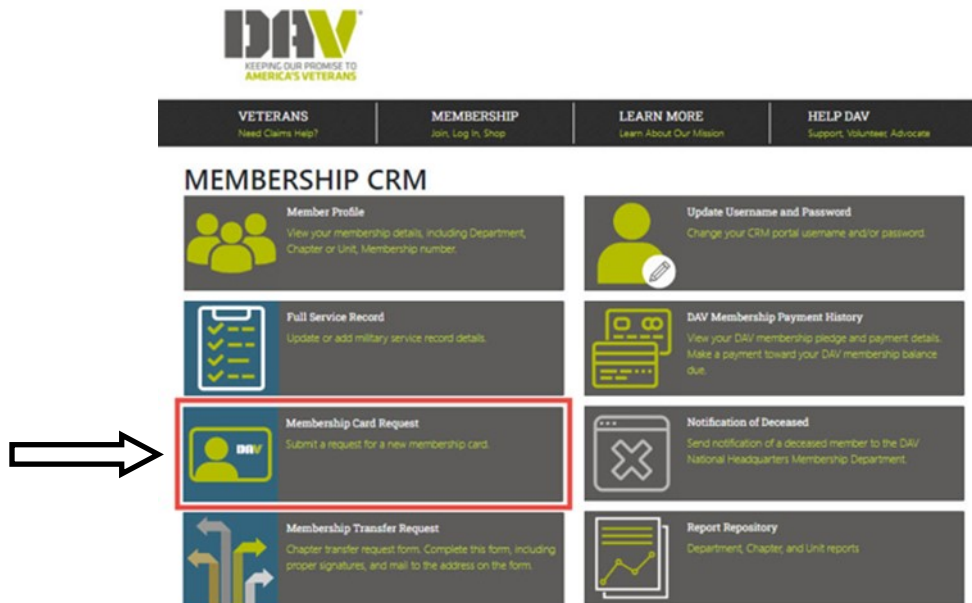
If your service record is incorrect or incomplete:

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.

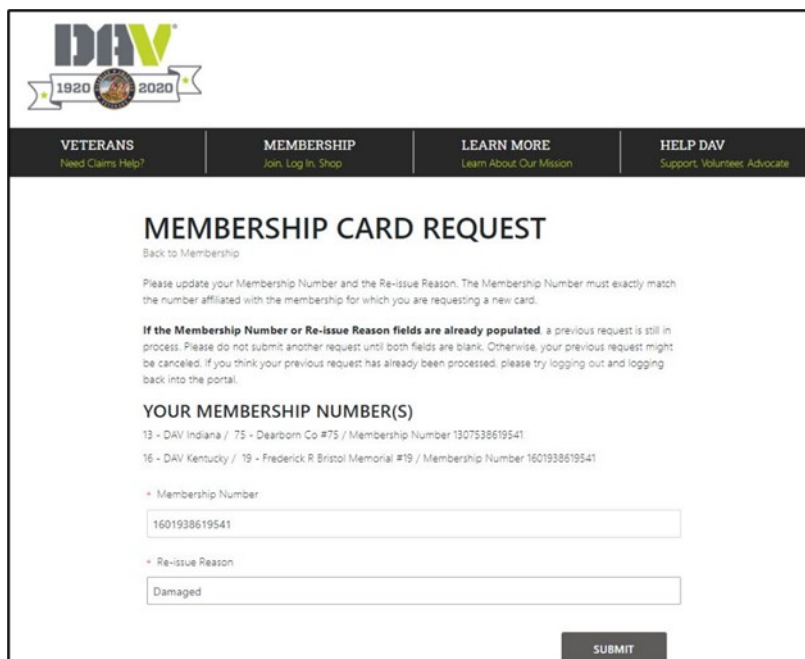


The screenshot shows the DAV Membership CRM dashboard. At the top is the DAV logo with the tagline 'KEEPING OUR PROMISE TO AMERICA'S VETERANS'. Below the logo is a navigation bar with four tabs: 'VETERANS' (Need Claims Help?), 'MEMBERSHIP' (Join, Log In, Shop), 'LEARN MORE' (Learn About Our Mission), 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 note: '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 the note is the section '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

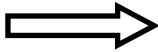
Access the transfer form by clicking **Membership Transfer Request**.



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% | [Download] [Print]

**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 \_\_\_\_\_

80706.0176



## 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 calendar widget is visible below the date field, showing the month of June 2022. A 'SUBMIT' button is located at the bottom right of the form. The footer of the form includes the BBB logo, a privacy policy link, and the DAV logo.

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](#)

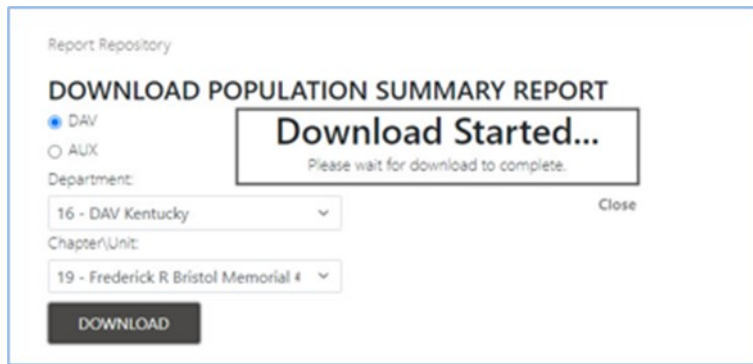
## REPORT REPOSITORY

- 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



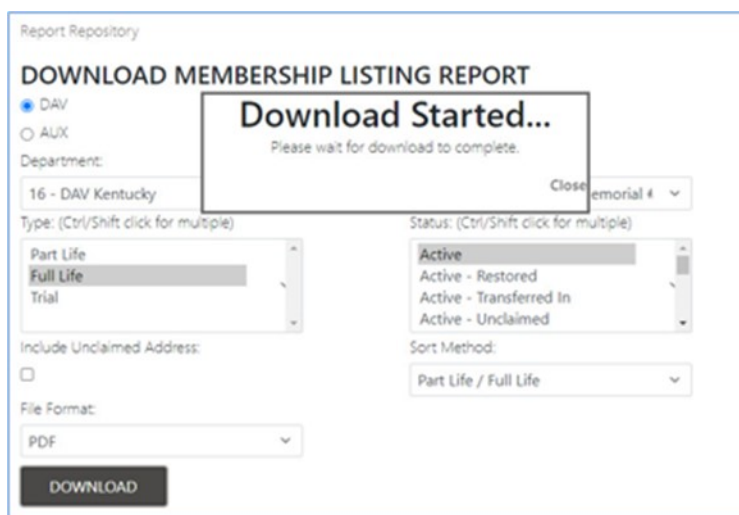
7. View, save and/or print the report

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	100	100	100	100	100	100	0	
19	19 - Frederick R Bristol Memorial 4	100	100	100	100	100	100	0	
	Active	At Large	Merged	On Hold	Revoked	Suspended			

## 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
...	...	Addr Change	05/31/2022	...
...	...	Deceased	05/31/2022	...
...	...	Addr Change	05/04/2022	...
...	...	Payment	05/05/2022	(Pledge) 10.00 Other - ...
...	...	Addr Change	05/31/2022	295 Claiborne Dr Dry Ridge ...
...	...	Payment	05/28/2022	(Pledge) 10.00 Credit ...
...	...	Payment	05/02/2022	(Pledge) 40.00 Check - ...
...	...	Payment	05/19/2022	(Pledge) 20.00 Credit ...
...	...	Payment	05/02/2022	(Pledge) 10.00 Other - ...
...	...	Payment	05/20/2022	(Pledge) 10.00 Credit ...
...	...	Payment	05/03/2022	(Pledge) 30.00 Credit ...
...	...	Payment	05/24/2022	(Pledge) 10.00 Credit ...
...	...	Payment	05/24/2022	(Pledge) 200.00 Credit ...
...	...	Payment	05/06/2022	(Pledge) 10.00 Credit ...
...	...	Payment	05/24/2022	(Pledge) 200.00 Credit ...
...	...	Payment	05/25/2022	(Pledge) 10.00 Credit ...
...	...	Deceased	05/11/2022	Date of death ...

## Membership Deceased Report

This report is a listing member who have been marked as deceased within specified dates.

- 1) In the report repository, click Membership Deceased 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 popup 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 DECEASED REPORT

DAV  
 AUX

Department:  
16 - DAV Kentucky

Chapter/Unit:  
19 - Frederick R Bristol Memorial #

Start Date  
07/01/2021

End Date  
06/30/2022

File Format:  
PDF

**DOWNLOAD**

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

Close

- 9) View, save, and/or print the report

**DAV** KEEPING OUR PROMISE TO AMERICAN VETERANS

Membership Deceased Listing 8/24/2022 8:19:27 AM

Date Range: 2021-07-01 - 2022-06-30

Member No	Name	Street	City State ZIP	Birth Date	Deceased Date
DAV - 16 - DAV Kentucky					
19 - Frederick R Bristol Memorial #19 - 19					
MEMBER0001	John Smith	123 Main Street	Springfield, KY 40066	1925-03-15	2021-08-01
MEMBER0002	Jane Doe	456 Elm St	Lexington, KY 40502	1930-07-22	2022-01-10
MEMBER0003	John Smith	789 Oak Ave	Frankfort, KY 40601	1945-11-05	2021-12-15
MEMBER0004	Jane Doe	101 Pine St	Paducah, KY 40360	1955-04-18	2022-03-05
MEMBER0005	John Smith	202 Maple St	Paducah, KY 40360	1960-09-12	2021-11-20
MEMBER0006	Jane Doe	303 Birch St	Paducah, KY 40360	1965-02-28	2022-05-15
MEMBER0007	John Smith	404 Cedar St	Paducah, KY 40360	1970-06-10	2021-09-05
MEMBER0008	Jane Doe	505 Birch St	Paducah, KY 40360	1975-10-25	2022-02-18
MEMBER0009	John Smith	606 Birch St	Paducah, KY 40360	1980-03-12	2021-07-20
MEMBER0010	Jane Doe	707 Birch St	Paducah, KY 40360	1985-08-05	2022-04-10
MEMBER0011	John Smith	808 Birch St	Paducah, KY 40360	1990-11-18	2021-10-05
MEMBER0012	Jane Doe	909 Birch St	Paducah, KY 40360	1995-04-22	2022-06-01
MEMBER0013	John Smith	1010 Birch St	Paducah, KY 40360	1998-09-15	2021-12-10
MEMBER0014	Jane Doe	1111 Birch St	Paducah, KY 40360	2000-02-28	2022-03-15
MEMBER0015	John Smith	1212 Birch St	Paducah, KY 40360	2002-07-10	2021-11-25
MEMBER0016	Jane Doe	1313 Birch St	Paducah, KY 40360	2004-11-20	2022-05-10
MEMBER0017	John Smith	1414 Birch St	Paducah, KY 40360	2006-04-05	2021-09-15
MEMBER0018	Jane Doe	1515 Birch St	Paducah, KY 40360	2008-08-25	2022-02-20
MEMBER0019	John Smith	1616 Birch St	Paducah, KY 40360	2010-12-10	2021-10-30
MEMBER0020	Jane Doe	1717 Birch St	Paducah, KY 40360	2012-05-15	2022-04-25
MEMBER0021	John Smith	1818 Birch St	Paducah, KY 40360	2014-09-20	2021-12-05
MEMBER0022	Jane Doe	1919 Birch St	Paducah, KY 40360	2016-03-10	2022-06-15
MEMBER0023	John Smith	2020 Birch St	Paducah, KY 40360	2018-07-25	2021-11-10
MEMBER0024	Jane Doe	2121 Birch St	Paducah, KY 40360	2020-01-15	2022-03-20
MEMBER0025	John Smith	2222 Birch St	Paducah, KY 40360	2021-05-20	2021-09-25

**As more functions are added to mydav.org, please visit the user guide for updated instructions**

Back to MyDAV Landing

## MEMBERSHIP CRM

**MyDAV.org User Manual**

Update Username and Password  
Change your CRM portal username and/or password.

**Member Profile**  
View your membership and contact details, including Department, Chapter or Unit, and Membership number.

**Membership Card Request**  
Submit a request for a new membership card.



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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, 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 43)*

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-Nordmann # 6	5814 Grand Ave	Duluth	American Legion	2nd Wednesday
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	1st Tuesday
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	1336 Fairgrounds Rd	Grand Rapids	Itasca County Fair-grounds	4th Tuesday
Crookston # 14	324 N Main St	Crookston	Golden Link Sr Ctr	2nd 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 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	2190 William Ave	Montevideo	Veterans Home	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 Post 91	3rd Tuesday
Mayo-Hiawatha # 28	1654 Hillcrest Shopping Ctr	Rochester	Charlie's Restaurant	2nd Monday
Lakeland # 31	500 N Washington	Detroit Lakes	VFW	1st Tuesday
South Central # 32	300 Downtown Plaza	Fairmont	American Legion	1st Thursday
Southwest # 33	222 2nd Street	Garvin		3rd Monday
West Central # 34	220 SW 19th Ave	Willmar	American Legion 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 Post 1776	1st Tuesday
Northwest MN #41	711 Second Ave SE	Roseau		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.

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## DAV MEMBERSHIP

Who are DAV members, and how can you become one?

Any service member who was not dishonorably discharged and sustained an injury or illness during their time in the military—whether service connected by the VA or not—or anyone who aggravated a previous injury during his or her time in service, is eligible for DAV membership so long as they served during a period of armed conflict (does not have to be direct combat).

What does DAV membership include?

It's well known that DAV's services, including professional help with VA claims, transition and employment assistance DAV provides ALL veterans—all of which are provided at no cost to veterans—do not require membership in DAV.

However, DAV members do get savings on Ford vehicles and year-round discounted pricing on hotel and rental car rates—just to name a few perks. You also get a free subscription to DAV Magazine.

But most importantly – especially if you were helped by DAV – becoming a member gives you the opportunity to pay it forward and add your voice to help your fellow veterans.

How do you become a DAV Member?

Visit [join-2/join-dav/](https://www.dav.org/2017/01/26/2017-01-26-join-2-join-dav/), and fill out an application. You can submit it online or send it in the mail.

Either way, joining DAV's ranks brings individual perks and strengthens the voices of our nation's veterans in your local community and in Washington.

Learn more about becoming a DAV member by visiting [dav.org/join-2](https://www.dav.org/2017/01/26/2017-01-26-join-2-join-dav/) and help fulfill the promises to the men and women who served.

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

Age/Life Amounts

DAV life membership = \$325

Veterans age 80 or older = FREE

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

What are 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.

[Member Advantages](#)

## DAV MN Foundation

Providing the financial resources to support quality programs, services and projects for Veterans and their families across Minnesota.

The DAV of Minnesota Foundation is a 501(c)(3) that serves as the “Giving Arm” of the DAV of Minnesota. Since 2005 the Foundation has donated over \$4.2 million in funds to support DAV of Minnesota programs and services, community grants and projects. Today, the Foundation continues to lean forward to support the ever-changing needs of Minnesota Veterans and their families.

Our Mission is to provide the financial resources necessary for DAV of Minnesota to support quality programs, services and projects for Veterans Across Minnesota.

Our values:

- **Integrity:** To adhere to a code of the highest ethical standards as a non-profit organization while maintaining accountability and transparency to those we serve - as well as those who support us.
- **Leadership:** To plan strategically, act to sustain and grow the future of the Foundation and its assets.
- **Service:** To keep the promise made to the men and women who served, working tirelessly to empower Veterans to lead high-quality lives with respect and dignity.

The Foundation was classified as a 501(c)3 in 2019. Donations to the Foundation may be tax-deductible to the extent allowed by law.

The Foundation welcomes opportunities to partner with DAV Chapters, non-profit organizations, and government entities to create and support meaningful programs, services, and projects across Minnesota. The board has created grant-making guidelines and eligibility standards to ensure consistency in the process.

Grants must be submitted with the following documentation before consideration of the Board:

- Program/project budget for the requested services for the current fiscal year
- Annual operating budget for the current fiscal year
- IRS Form W-9
- Form 990 filed with the IRS for current the fiscal year

Approval of the Chapter Commander/Adjutant

Grants Outside the scope of DAV of MN Foundation:

Unrestricted general operating expenses	The use and payment for services of a fiscal agent
Endowment funds	Individuals
Religious organizations for religious purposes	Political lobbying or legislative activities
Fundraising activities or events (i.e., annual fund drives, benefit tickets)	Capital expenditures (i.e., building repairs, veteran memorials)
Animal based therapy programs	Animal Welfare
Umbrella funding organizations distribute funds at their own discretion	

The application can be found at: [DAV of Minnesota Chapter/Unit Grants \(davn.org\)](https://davn.org)

Lauri Brooke, Executive Director, DAV of MN Foundation  
[Lauri@davn.org](mailto:Lauri@davn.org) 651-291-1212

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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.

### Listing Chapter Bin Locations Online

If any Chapter places a new bin, moves a bin to a different location or removes a bin from a former location, please let us know so we can update the listings on the website:

[donatedavmn.org/content/collectionlocations](http://donatedavmn.org/content/collectionlocations). If the list is not accurate, donors tend to get frustrated.

Duluth Donation Center: Savers Store

1740 Mall Drive, Duluth, MN 55811

Ph: 218-722-1894 Mon-Sat: 10am-9pm, Sun: 10am-7pm

St Cloud Donation Center: Savers Store

3326 W Division St, St Cloud, MN 56301

Ph: 320-203-0558 Mon-Sat: 10am-9pm, Sun: 10am-7pm

Rochester Donation Center: Savers Store

1201 S Broadway, Suite B, Rochester, MN 55903

Ph: 507- 536-2564 Mon-Sat: 10am-9pm, Sun: 10am-7pm  
(6pm winter)

Apple Valley Donation Center: Savers Store

7608 W. 150th St. West, Apple Valley, MN 55124

Ph: 952-432-7263 Mon-Sat: 10am-9pm, Sun: 10am-7pm

Columbia Heights Donation Center: Savers Store

4849 Central Ave NE, Columbia Heights, MN 55421

Ph: 763-571-1319 Mon-Sat: 10am-9pm, Sun: 10am-7pm

Coon Rapids Donation Center: Savers Store

50 Coon Rapids Blvd NW, Coon Rapids, MN 55448

Ph: 763-786-9398 Mon-Sat: 10am-9pm, Sun: 10am-7pm

Woodbury Donation Center: Savers Store

8401 Tamarack Road, Woodbury MN 55125

Ph: 651-294-0880 Mon-Sat: 10am-9pm, Sun: 10am-7pm

Burnsville Donation Center: Unique Store

14308 Burnhaven Drive, Burnsville, MN 55306

Ph: 952-898-0988 Mon-Sat: 10am-9pm, Sun: 10am-7pm

New Hope Donation Center: Unique Store

4471 Winnetka Ave, New Hope MN 55428

Ph: 763-535-0200 Mon-Sat: 10am-9pm, Sun: 10am-6pm

Inver Grove Heights Donation Center: Savers

1450 Mendota Road E, Inver Grove Heights, MN 55077

Ph: 651-294-6020 Mon-Sat: 10AM-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  
Kitchen items

Books, video tapes, CD's, DVD's

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

*Furniture*

*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*

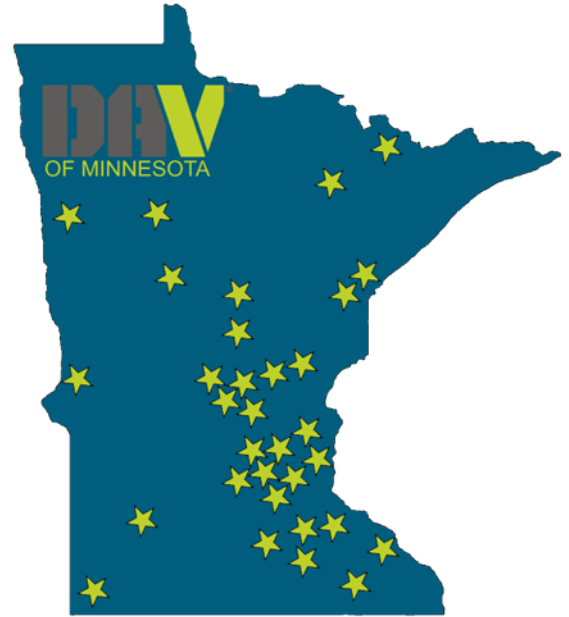
*Large outdoor children's play sets*

***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 stated 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 grass-roots 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





### **Mission Statement**

The Mission of the DAV of MN Outdoors program is to provide diversified outdoor opportunities that encourages individuals with disabilities to participate in activities that increase hand-eye coordination, strength and endurance as well as enhance their quality of life. The mission of this program is to provide recreational therapy through events in the outdoors that will create a positive affect on Veterans and not just create an entertainment environment.

### **Goals & Objectives**

- Offer a positive environment for Veterans to relax and enjoy themselves in the outdoors.
- Improve the quality of life of Disabled American Veterans of Minnesota.
- Promote positive social interaction between all age groups, genders, and religions of Veterans.

### **What it is**

- Our Minnesota veterans love to spend time in the outdoors, 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: <https://davmn.org/events-section/category/outdoor-events/>

All applications are submitted online through our website

### **What it is not**

- It is not a program that only offers entertainment. We believe in creating opportunities for veterans to relax in a safe environment.
- It is not a membership required club
- It is not only for certain veterans. It is open to all veterans no matter race, sex, or religion.

For questions or help planning events contact John at [John@davmn.org](mailto:John@davmn.org)

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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
- ⇒ Grassroots Legislation - DAV's legislative grassroots campaign makes sure they know what they need to do. DAV's multi-aspect legislative campaign provides this education and support in the Capitol and across the country. Ex: Veteran's Day on the Hill, Volunteering for Trent at DAV of MN....
- ⇒ LVAP (Basically Other) – If you are having trouble categorizing LVAP into a specific category, use LVAP. LVAP selection is a broad a general option for other volunteer opportunity with your chapter....Ex: working on your property's equipment, all volunteering with your DAV Chapter that does not have a better category to select...
- ⇒ Special Event – All events attended towards veteran awareness, this can also fall under DAV Outreach, but if the event is another organization hosting, please use this option....VFW spaghetti night, but the volunteered as a DAV representative or both.

When entering your hours, just do your best to select the category closest to the type of volunteering you are conducting. We appreciate when members do submit the hours.

**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 [davn.org](http://davn.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 Dan Welsand email [Dan@davn.org](mailto:Dan@davn.org) or fax 651-291-0115

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**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.

## **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!

Zach Johnson  
Zach@DAVMN.ORG  
612-364-5358

Tony Tengwall  
Tony@DAVMN.ORG  
612-463-4057

## 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  
Zach Johnson: 612-467-1498 Cell  
Email: Zach@davmn.org  
Tony Tengwall: 612-463-4057 Cell  
612-467-1498 Office  
Email: Tony@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  
Stephanie@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  
State Cemetery Redwood Falls...507-709-4390

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

### 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

Bemidji Veterans Home  
920 Anne Street NW  
Bemidji MN 56601  
Phone: 218-364-8900

Fergus Falls Veterans Home  
1821 North Park St  
Fergus Falls, MN 56537  
Phone: 218-736-0400

Hastings Veterans Home  
1200 E 18th St  
Hastings MN 55033  
Phone: 651-438-8500

Luverne Veterans Home  
PO Box 539  
Luverne MN 56156  
Phone: 507-283-1100

Montevideo Veterans Home  
2190 William Ave  
Montevideo MN 56265  
Phone: 320-435-4710

Preston Veterans Home  
1864 First Minnesota  
Preston MN 55965  
Phone: 507-808-8910

Silver Bay Veterans Home  
4500 Banks Blvd  
Silver Bay MN 55614  
Phone: 218-226-6300

Minneapolis Veterans Home  
5101 Minnehaha Ave S  
Minneapolis MN 55417  
Phone: 612-721-0600

Adult Day Care  
5101 Minnehaha Ave S Bldg 4  
Minneapolis MN 55417  
Phone: 612-548-5963

### VA Medical Centers

VA Medical Center  
One Veterans Drive  
Minneapolis, MN 55417  
Phone: 612-725-2000

VA Medical Center  
4801 Veterans Drive  
St. Cloud MN 56303  
Phone: 320-252-1670

VA Medical Center  
2501 W 22nd St  
Sioux Falls, SD 57105  
Phone: 605-336-3230

VA Medical Center  
2101 N. Elm  
Fargo, ND 58102  
Phone: 800-410-9723

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



**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 (order in 50s)	10-3100000-6510-0000-no ref
404002	/ 25	Death Benefits Brochure (order in 25s)	10-3100000-6510-0000-no ref
404004	/ 250	American Flag Brochure (order in 50s)	10-3100000-6510-0000-no ref
404007	/ 250	DAV General Brochure (order in 50s)	10-3100000-6510-0000-no ref
404009	/ 5	The Columbia Trust Brochure	40-0480000-6510-0000-no ref
404012	/ 50	PTSD Booklet: Living with Traumatic Stress (order in 25s)	10-3100000-6510-0000-no ref
404013	/ 100	My Story Brochure (order in 50s)	10-2100000-6510-0000-no ref
404095	/ 250	Victories for Veterans Folder (order in 50s)	10-3100000-6510-0000-no ref
404096	/ 150	Stand Up for Women Veterans Brochure (order in 50s)	10-3100000-6510-0000-no ref
404103	/ 5	Combined Contact Brief (1 pad = 50 sheets)	10-11000000-6510-0000-no ref
404105	/ 100	Charitable Programs-Freedom Isn't Free (order in 50s)	50-0500000-6510-0000-no ref
409109	/ 250	DAV and Auxiliary Bookmark (order in 50s)	10-3100000-6510-0000-no ref
420110	/ 250	Auxiliary Membership Brochure (order in 50s)	90-0910000-6510-0000-no ref
490100	/ 50	DAV Caregivers Support Brochure (order in 50s)	10-1100000-6510-0000-no ref
901312	/ 2	Membership Supplies Order Form	10-3100000-6510-0000-no ref
901313	/ 5	Chapter Officer Guide	10-3100000-6510-0000-no ref
901316	/ 50	Official Transfer Form (order in 50s)	10-3100000-6510-0000-no ref
901317	/ 50	Change of Address Form (order in 50s)	10-3100000-6510-0000-no ref
901318	/ 250	Membership Application (order in 50s)	10-3100000-6510-0000-no ref
901327	/ 1	Chapter Charter Kit	10-3100000-6510-0000-no ref
901340	/ 1	DAV Store Catalog	10-3100000-6510-0654-no ref
901508	/ 250	Membership Application Return Envelopes	10-3100000-6510-0000-no ref
901554	/ 250	Join Our Ranks Brochure (order in 50s)	10-3100000-6510-0000-no ref
936007	/ 250	Volunteer Brochure (order in 50s)	10-1500000-6510-0000-no ref
936016	/ 250	Youth Scholarship Brochure (order in 50s)	10-1500000-6510-0000-no ref
936017	/ 250	LVAP Brochure (order in 50s)	10-1500000-6510-0000-no ref
990300	/ 150	Employment Brochure (order in 50s)	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: \_\_\_\_\_



# 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**



## Membership List Request

Date Requested \_\_\_\_\_

List Type Select \_\_\_\_\_

If requesting **deceased list** provide date range \_\_\_\_\_ to \_\_\_\_\_

Department Select \_\_\_\_\_

Chapter \_\_\_\_\_

### Requester

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

### ZIP Codes for Hot List or Prospect List Requests (ZIP codes are only required for these types of lists.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Email completed request to [membershippublic@dav.org](mailto:membershippublic@dav.org).



### **DATES TO REMEMBER**

- September 30 of each year (National Annual Financial report is due to Department or National over \$25,000 income Accounting year July 1-June 30) Over \$300k in income requires CPA Review
- 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>

### **ANNUAL MEETINGS**

DAV National (events found on [www.dav.org](http://www.dav.org))  
Feb/March Mid-Winter Conference Washington DC  
July/August National Convention

DAV MN (events found on [www.davmn.org](http://www.davmn.org))  
April/May Convention  
September Fall Conference







**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)