



## Chapter Officer Guide - September 2026

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## Past Department Commanders of the Minnesota Disabled American Veterans

|         |                      |         |                          |         |                    |
|---------|----------------------|---------|--------------------------|---------|--------------------|
| 1921-22 | Mike O'Boyle*        | 1959-60 | John Russo*              | 1998-99 | Henry Sadler*      |
| 1922-23 | Harry Walsh*         | 1960-61 | L.W. Lacy*               | 1999-00 | Wayne Blue*        |
| 1923-24 | Kenneth Law*         | 1961-62 | Lyle Pearson*            | 2000-01 | James Wilson*      |
| 1924-25 | Arthur Tomlinson*    | 1962-63 | Dr. Frederick Mortensen* | 2001-02 | Michael Horan*     |
| 1925-26 | Brian Thornton*      | 1963-64 | David H. Gaines*         | 2002-03 | Wilson Spence III  |
| 1926-27 | J. L. Monnahan*      | 1965-66 | Delbert B. Nelson*       | 2003-04 | Dennis O'Gorman    |
| 1927-28 | J. L. Monnahan*      | 1966-67 | Edward Kavanaugh*        | 2004-05 | Henry Sadler*      |
| 1928-29 | Lloyd Ruth*          | 1967-68 | Ernest Knoblauch*        | 2005-06 | Dennis O'Gorman    |
| 1929-30 | Charles O'Connor*    | 1968-69 | Jerome Stainbrook*       | 2006-07 | Daniel L. Hill*    |
| 1930-31 | Laurence Anderson*   | 1969-70 | Rex Kiser*               | 2007-08 | William A. Wroolie |
| 1931-32 | M.W. Goldsworthy*    | 1970-71 | Joel T. Albrecht*        | 2008-09 | Dean R. Ascherman  |
| 1932-33 | Owen A. Galvin*      | 1971-72 | Melvin Boicourt*         | 2009-11 | Al Holtan          |
| 1933-34 | Emil Holmes*         | 1972-73 | Paul M. Sagal*           | 2011-12 | David Valtinson    |
| 1934-35 | Dr. Paul Hartig*     | 1973-74 | Don Hilton*              | 2012-12 | Bob Erickson*      |
| 1935-36 | Hugo Benson*         | 1974-75 | Lew Snowbeck*            | 2013-14 | Robert Hartley     |
| 1936-37 | Theo A. Kaldunski*   | 1975-76 | Robert H. Greer*         | 2014-15 | David Valtinson    |
| 1937-38 | John Golob*          | 1976-77 | Dean R. Ascherman        | 2015-16 | Gregory Remus      |
| 1938-39 | J.W. Cardwell*       | 1977-78 | Craig W. Fisher*         | 2016-17 | Michael Aguirre    |
| 1939-40 | R.T. Flynn*          | 1978-79 | Edwin C. Larson*         | 2017-18 | Robert Saddoris    |
| 1940-41 | William Stewart*     | 1979-80 | Joe Milkanin, Jr.*       | 2018-19 | Rick Jarvis        |
| 1941-42 | Dr. John A. Soper*   | 1980-81 | Hiram J. Fuller*         | 2019-21 | Scott Berndt       |
| 1942-43 | Judge John A. weeks* | 1981-82 | Clifton Grant*           | 2021-22 | Ron Haugen         |
| 1943-44 | Arthur W. Arntson*   | 1982-83 | Roger Molstad*           | 2022-23 | Michael Aguirre    |
| 1944-45 | A. N. Friberg*       | 1983-84 | Floyd H. Brehmer*        | 2023-24 | Ellsworth Fields   |
| 1945-46 | James R. Godfrey*    | 1984-85 | Lee R. Walker*           | 2024-25 | Oather Martin      |
| 1946-47 | Henry Lansing*       | 1985-86 | Charles E. Deeds*        | 2025-26 | John Walker        |
| 1947-48 | Walter Cairns*       | 1986-87 | Timothy A. Burton*       | 2026-27 | Michael Medhaug    |
| 1948-49 | Frank A. Howard*     | 1987-88 | Robert J. Connor*        |         |                    |
| 1949-50 | Charles Blake*       | 1988-89 | Bernie Melter*           |         |                    |
| 1950-51 | A. M. Herriges*      | 1989-90 | Craig W. Fisher*         |         |                    |
| 1951-52 | James P. Ryan*       | 1990-91 | Thomas Eichman           |         |                    |
| 1952-53 | Harold Parks*        | 1991-92 | James N. Olson*          |         |                    |
| 1953-54 | Gordon McDonald*     | 1992-93 | Stanley Morrill*         |         | * Deceased         |
| 1954-55 | John Kalland*        | 1993-94 | Van Karg                 |         |                    |
| 1955-56 | W.C. Nimens*         | 1994-95 | Elphege Mrozek           |         |                    |
| 1956-57 | Oscar Bergstrom*     | 1995-96 | Carl Youngblom*          |         |                    |
| 1957-58 | Frank Barstow*       | 1996-97 | John Freetly*            |         |                    |
| 1958-59 | Stuart A. Lindman*   | 1997-98 | Kenneth Smith*           |         |                    |



DAV is a leading nonprofit that provides to veterans of all generations a lifetime of support—at no cost to them—so they can reach their personal victories. We assist veterans in positive, life-changing ways by helping them access the benefits they’ve earned and connecting them to meaningful employment opportunities.

### **America’s most resourceful veterans service organization**

- ◆ DAV helps veterans file claims for VA benefits and assists through every step of the process.
- ◆ We helped veterans and family members receive more than \$28.4 billion in earned benefits last year.
- ◆ Our volunteers provide no-cost rides helping veterans get to and from medical appointments.
- ◆ DAV transition advocates, on military bases across the country, help those leaving active duty access their benefits and transition back to civilian life.
- ◆ DAV hosts career fairs across the country and online that help thousands get jobs every year. Our entrepreneurship program, DAV Patriot Boot Camp, empowers veterans to become job creators and changemakers.
- ◆ With more than 1,200 chapters, DAV provides a national network of local support for veterans and their families.

### **DAV fights for the rights of all veterans**

- ◆ DAV works to inform the public and lawmakers of the challenges veterans face and rallies Americans to join the cause.
- ◆ Our nearly 1 million veteran members provide a powerful voice ensuring that veterans are heard at the local, state, and federal level.
- ◆ DAV Benefits Protection Teams make sure veterans get the health care services and benefits they have earned and deserve.
- ◆ DAV plays a critical role in shaping federal policies and budgets to strengthen veterans health care and benefits for the men and women who served.

DAV NATIONAL HQ- 860 Dolwick Drive Erlanger, KY 41018 859-441-7300 Toll Free 877-426-2838

DAV WASHINGTON HQ- 1300 I Street, NW, Suite 400 West Washington, DC 20005 202-554-3501

## 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.

## Membership FAQ

Membership Year: Fiscal Year July -June. National sets membership recruiting goals based on "hot list" of Veterans in your chapter area (to request a copy of the Hotlist of members fill out form on page 67. DAV Life Membership as of January 1, 2027 is \$350. Veterans age 80 or older = FREE. \*

Remember the DAV MN Department has a "matching" program. If the chapter contributes \$100 towards a brand new life membership, department will match. The chapter must submit the member's application paid in full, submit copies to department and the department will reimburse the chapter \$100. (submit copies via fax [651-291-0115](tel:651-291-0115), email [admin@davmn.org](mailto:admin@davmn.org) )

Who is eligible to be a DAV Member?

- Was not dishonorably discharged
- Sustained an injury or illness
- Aggravated a previous injury
- Served during period of armed conflict

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

# Chapter Hierarchy & Officer Positions

Commander

Adjutant

Senior Vice Commander

1st Junior Vice Commander

2nd Junior Vice Commander

3rd Junior Vice Commander

Judge Advocate

Chaplain

## Committees

Committee Chair

Committee Chair

Committee Chair

Committee Chair

Committee Chair

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 spokesperson 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.

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## **JUNIOR VICE COMMANDER**

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

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## **ADJUTANT**

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

The adjutant is responsible for ensuring chapter members are aware of the times and locations of meetings. If a special meeting is to be called, the reason for the meeting should be stated on the meeting notice.

At each business meeting, the adjutant should read the minutes of the preceding meeting and make sure that a motion of acceptance or rejection is passed.

At each chapter meeting, the adjutant should read all correspondence received between meetings and see that all matters that require action by the chapter are properly disposed of. He/she should answer all correspondence promptly and file copies of his/her answers with the chapter records.

The adjutant is responsible for notifying officers, committee members and delegates of their election or appointment, as well as furnishing committees with whatever documents are required for the performance of their duties.

The adjutant shall make the minutes and records of the chapter available to members upon request. The adjutant is responsible for furnishing a list of convention delegates to National and Department Headquarters.

The adjutant must work closely with the commander, treasurer and other chapter officers in order to efficiently carry out his/her duties. The adjutant may not serve as chapter commander at the same time.

The adjutant is also responsible for filing the 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 OER's **are entered and submitted via MyDAV.org**. If not possible, chapter officers should route their OER's to their respective departments for submittal. The adjutant is responsible for the membership records and should make certain that they are kept up to date. Official membership records are kept by using the DAV Membership Activity Report (Figure 2), which is furnished by National Headquarters. The adjutant shall also be responsible for timely notification to National and Department Headquarters of changes of address and deaths of members.

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

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

| DAV Membership Activity               |            |            |               |          |
|---------------------------------------|------------|------------|---------------|----------|
| Report Range: 11/08 through 9/30/21   |            |            |               |          |
| Execution Date: 9/30/21 9:30:40 AM    |            |            |               |          |
| Member Name                           | Membership | Status     | Activity Date | Activity |
| 01 - DAV Alabama - 01 - Tuscaloosa #1 |            |            |               |          |
|                                       |            | Add Change | 05/06/2021    |          |
|                                       |            | Deceased   | 08/16/2020    |          |
|                                       |            | New        | 01/14/2021    |          |
|                                       |            | Payment    | 01/14/2021    |          |

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 Bylaws, regulations, rulings by the national judge advocate, tax returns and audits.

## TREASURER

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

The duties of the treasurer will vary from chapter to chapter. In most instances, the treasurer holds the funds deposited with him/her and pays them out when approved by the chapter. All financial disbursements of the chapter must be made by check. All checks must include the signature of at least two officers.

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 Member Resources section of our website at [dav.org/membersresources/all-alpha](http://dav.org/membersresources/all-alpha)

All bequests and/or other testamentary gifts like IRAs, bank accounts and life insurance policies regardless of size, type, or designation must be submitted to the Bequests Reporting Program (BRP) to ensure distribution is pursuant to the donor's intent. Departments and Chapters are required to promptly report bequests upon notification or receipt, by submitting an image of all paperwork received to [legaldepartment@dav.org](mailto:legaldepartment@dav.org).

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:

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

Figure 3

| DAV<br>PULPITING OUR PROMISE<br>TO THE AMERICAN PEOPLE |                   | Monthly Chapter Financial Report |
|--------------------------------------------------------|-------------------|----------------------------------|
| CHAPTER: _____                                         | (NAME AND NUMBER) | DATE: _____                      |
| 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                                       |                   | _____                            |
| CDs                                                    |                   | _____                            |
| Investments/Securities                                 |                   | _____                            |
| TOTAL CASH ASSETS                                      |                   | _____                            |
| *Requires separate accountability in detail.           |                   | _____                            |
|                                                        |                   | Signature of Treasurer           |

3. 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. 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.

**DAV** Annual Financial Report

Chapter: \_\_\_\_\_ Department: \_\_\_\_\_  
 Located at: \_\_\_\_\_ Accounting Period from July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

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

**This Year's Revenues (Attach schedule if required. Do not include beginning balance.)**

1. All Funding (Donations, Grants, etc.) (Attach required schedule)
2. Forfeited (Lost) Draw (Grants, etc.) (Attach required schedule)
3. Grants (Grants, etc.) (Attach required schedule)
4. Third-Party (Grants, etc.) (Attach required schedule)
5. Bar/Lounge (Grants, etc.) (Attach required schedule)
6. Interest and Dividend Income, from Dividend, Savings and C.D.s only (Attach required schedule)
7. In-kind Donations (Attach required schedule)
8. Investment (Attach required schedule)
9. Other Income (Complete and attach required schedule. Form for Line 9 and 10)
10. Total Income (Sum of Lines 1 thru 9) (Do not include beginning balance)

\*\*\* The report must be reviewed by a certified public accountant if the amount shown on line 10 exceeds the amount shown on line 27 of last year's report. \*\*\*

**This Year's Expenses (Attach schedule if required. Do not include beginning balance.)**

11. Administrative (Personnel, Salaries, Benefits, Payroll Taxes and Payroll Deductions) (Attach required schedule)
12. Convention (Conferences, Seminars, etc.) (Attach required schedule. Ending specific events and amounts)
13. Administrative (Travel, Services, Postage and Office Supplies) (Attach required schedule)
14. Service Expenses (Complete and attach required schedule. Form for Line 14)
15. Forfeited (Lost) Expenses, all not associated with line 14 (Attach required schedule)
16. Bar/Lounge Expenses, including bar/lounge salaries if payroll taxes (Complete and attach required schedule. Form for Line 16)
17. Third-Party Expenses, including third-party salaries if payroll taxes (Complete and attach required schedule. Form for Line 17)
18. Bar/Lounge Expenses, including bar/lounge salaries if payroll taxes (Complete and attach required schedule. Form for Line 18)
19. Chapter (Home) Department (HQ) Operational Expenses (Complete and attach required schedule. Form for Line 19)
20. Deceased (Market Value of Investments) (Line 20, Attach Accounting Period)
21. Other Expenses (Attach required schedule)
22. Total Expenses (Sum of Lines 11 thru 21)

Ending Balance \$ 0.00 (Beginning Balance on Line 10 minus Line 22)

**Liquid Assets (Liquid assets are those assets which are readily convertible to cash and are not included in physical property such as real estate, automobiles, boats, etc.) (Attach required schedule and copy of bank statement)**

23. Checking Accounts
24. Savings Accounts
25. Certificates of Deposit
26. Total Liquid Assets (Sum of Lines 23 thru 25) (Must equal amount on Ending Balance Line)

Name of Bank(s) and Local Branch Location(s), and First and Last Name and Job Title of Authorized Signer on Bank Account(s): \_\_\_\_\_

SIGNED by chapter treasurer (three members): \_\_\_\_\_  
 (Must not include commander, in command, treasurer, adjutant or financial officer)

SIGNED & SUBMITTED by department treasurer (chapter officer): \_\_\_\_\_  
 (Must not include commander, adjutant or treasurer)

This form is required to be submitted annually by the National Committee on and Bylaws Article 10, Section 3.1 and Article 10, Section 3.2. If gross receipts of chapter including dues, contributions and in-kind donations, are equal to or less than \$20,000, submit reports to state department only.

Submit Report: See page 8 of the instructions for submission information. 8/1/18 (18/19)

Figure 4

## Keeping records

The treasurer shall maintain a file that will contain your monthly bank statements and bank reconciliations for recordkeeping 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:

1. 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.)

**DAV** Monthly Bank Reconciliation

|                                         |                     |
|-----------------------------------------|---------------------|
| Balance per bank (a)                    | \$ 4,000.00         |
| (1) Add deposit in transit              | 200.00              |
|                                         | <u>4,200.00</u>     |
| (2) Less outstanding checks             |                     |
| No. 510                                 | 150.00              |
| No. 56                                  | 200.00              |
| No. 600                                 | 650.00              |
|                                         | <u>1,000.00</u>     |
| Adjusted cash balance                   | <u>3,200.00 (b)</u> |
| Balance per books (a)                   | 3,400.00            |
| (3) Add                                 |                     |
| Interest earned                         | 25.00               |
|                                         | <u>3,425.00</u>     |
| Less                                    |                     |
| (4a) Non-sufficient funds of Jake Jones | 125.00              |
| (4b) Service charge                     | 10.00               |
| (5) Overstated deposit                  | 90.00               |
|                                         | <u>225.00</u>       |
| Adjusted book balance                   | <u>3,200.00 (b)</u> |

(a) Beginning balance must be for the same day of the month.  
 (b) These balances must agree.

Figure 5

2. 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.
3. Add to the balance any interest earned, per the chapter books.
4. Deduct from the balance, per chapter books, any debit memoranda issued by the bank, such as nonsufficient fund checks and service charges that are not yet recorded on the chapter books.
5. Adjust for any deposits that were incorrectly recorded in the chapter books.

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

## **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 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 find 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 they operate in.** If your organization goes into the Unactive file for over 4 months, you will need to refile with the Secretary of State, and it will cost \$60.00 for renewal fee. **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

- Departments and chapters will begin submitting AFRs via mydav.org. email [AFRInfo@dav.org](mailto:AFRInfo@dav.org) with issues

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## **CHAPLAIN**

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

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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## 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.
- Join the Commanders Action Network by visiting [davcan.org](http://davcan.org)

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 12 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.

**Department and Chapter Service Officer Certification Training** will be conducted through our **interactive Training Resource Advocacy and Knowledge (iTRAK)** platform. This system offers essential training and the latest updates on veterans' benefits, tailored for DSOs and CSOs. Certified CSO's and DSO's will utilized the National Case Management System (CMS) to document all interviews, phone calls with clients. All claims related documentation will also be submitted through CMS.

**\*\*\*Service Officers must have the following electronic equipment available for the training: Laptop or computer (Required)**

Additional equipment after completion of training.

Secure internet connection, such as via Wi-Fi, MiFi or cell phone hotspot (recommended)

Scanner or equivalent (recommended)

DAV Service Officer Nominations

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

Please Print or Type  
Chapter or Department \_\_\_\_\_  
Location City \_\_\_\_\_ State \_\_\_\_\_  
Address of Regular Meetings \_\_\_\_\_  
Time & Day of Regular Meetings \_\_\_\_\_  
Website Address \_\_\_\_\_  
Fax \_\_\_\_\_  
Chapter Phone \_\_\_\_\_  
Area of Service \_\_\_\_\_

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

| Nominee #1            | Nominee #5            |
|-----------------------|-----------------------|
| Name _____            | Name _____            |
| Mailing Address _____ | Mailing Address _____ |
| City/State/ZIP _____  | City/State/ZIP _____  |
| Member Card# _____    | Member Card# _____    |
| Phone (_____) _____   | Phone (_____) _____   |
| Email _____           | Email _____           |
| Fax (_____) _____     | Fax (_____) _____     |

| Nominee #2            | Nominee #6            |
|-----------------------|-----------------------|
| Name _____            | Name _____            |
| Mailing Address _____ | Mailing Address _____ |
| City/State/ZIP _____  | City/State/ZIP _____  |
| Member Card# _____    | Member Card# _____    |
| Phone (_____) _____   | Phone (_____) _____   |
| Email _____           | Email _____           |
| Fax (_____) _____     | Fax (_____) _____     |

| Nominee #3            | Nominee #7            |
|-----------------------|-----------------------|
| Name _____            | Name _____            |
| Mailing Address _____ | Mailing Address _____ |
| City/State/ZIP _____  | City/State/ZIP _____  |
| Member Card# _____    | Member Card# _____    |
| Phone (_____) _____   | Phone (_____) _____   |
| Email _____           | Email _____           |
| Fax (_____) _____     | Fax (_____) _____     |

| Nominee #4            | Nominee #8            |
|-----------------------|-----------------------|
| Name _____            | Name _____            |
| Mailing Address _____ | Mailing Address _____ |
| City/State/ZIP _____  | City/State/ZIP _____  |
| Member Card# _____    | Member Card# _____    |
| Phone (_____) _____   | Phone (_____) _____   |
| Email _____           | Email _____           |
| Fax (_____) _____     | Fax (_____) _____     |

| Nominee #5            | Nominee #9            |
|-----------------------|-----------------------|
| Name _____            | Name _____            |
| Mailing Address _____ | Mailing Address _____ |
| City/State/ZIP _____  | City/State/ZIP _____  |
| Member Card# _____    | Member Card# _____    |
| Phone (_____) _____   | Phone (_____) _____   |
| Email _____           | Email _____           |
| Fax (_____) _____     | Fax (_____) _____     |

The Following Names and Positions Are Hierarchy Certified By \_\_\_\_\_  
(Name must be signed by the local commander and date)

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 the National Headquarters. Mail to your local national service office coordinating the certification training.

Figure 6, Full Form on Page 61

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

Every day, the DSO's interview and meet with Veterans & Dependents, listening to who they are and what their story is, and determining what benefits and services are available to them. We review their claims files and, while working closely with our NSO's, determine the best path to success on claims and benefits. We also educate them on the claims process and the benefits available to them so the veteran can take ownership of their claims and benefits. Our role is to help veterans and their dependents understand the claims process, guide them through that process, and ensure that they are not in this alone.

We also provide guidance and connect them to our community partners when facing issues like food insecurity, housing issues, legal advice, education, or any other resources they may need. Often, there are underlying issues that need to be addressed besides claims work, so we are a one stop shop for the Veteran.

When the DSO's are not helping with benefits, we are doing outreach to help Veterans, family members, and the community understand who DAV is, what we do, and how we can help them.

We are also here to assist CSO's with any questions they might have on the claims process, resources for veterans, and whatever they might need to be successful in their chapter position.

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

- VA Compensation and Pension Claims
- Survivor Benefits
- State and Local Benefits
- Military Transitions
- Outreach Events
- Training Seminars

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

Ashley Goodwin, Department Service Officer

Ashley@DAVMN.ORG

Office: 612-467-1498

Cell: 612-463-4057

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## CHAPTER MEETING AGENDA

### ORDER OF BUSINESS

- |                                 |                                |
|---------------------------------|--------------------------------|
| 1. Opening Ceremony             | 7. Sickness and Distress.      |
| 2. Roll Call of Officers        | 8. Applications for Membership |
| 3. Introduction of Visitors     | (and action thereon)           |
| 4. Reading Minutes Last Meeting | 9. Introduction of New Members |
| 5. Treasurer's Report           | 10. Reading of Communications  |
| 6. Bills Against the Chapter    | 11. Committee reports          |

### 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"

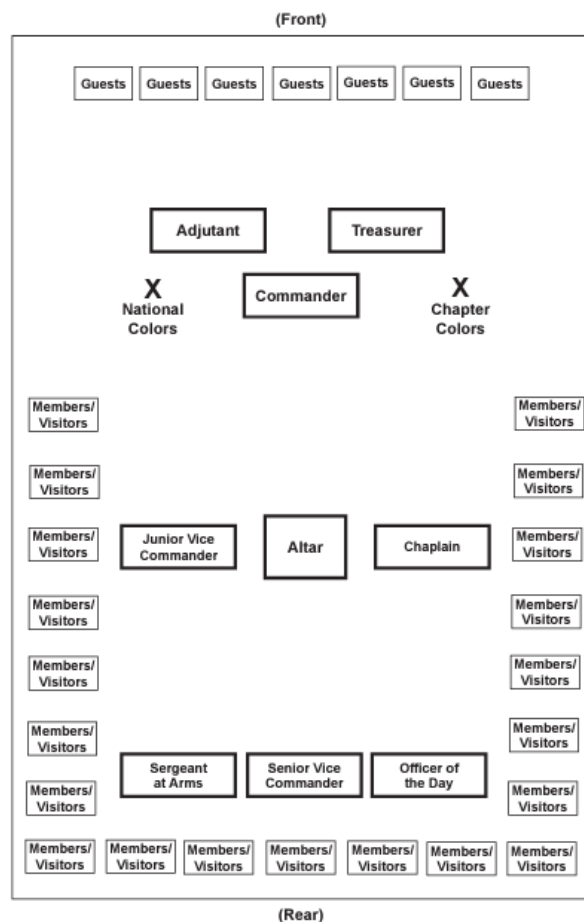
## OFFICIAL RITUAL The DAV

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 ARRANGEMENTS



### GOVERNMENT OF MEETINGS

Rules of procedure of chapter meetings will be those that are set forth by Robert's Rules of Order, Revised, except as otherwise provided for.

### 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."

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.”

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.

### **BURIAL PROCEDURE**

1. Before the funeral. When a death has occurred among the members of the chapter, it becomes the immediate duty of the chapter chaplain to call on the bereaved family and offer words of sympathy and consolation and also the services of the chapter at the funeral, if desired. The service officer should assist in obtaining the government flag and offer his or her services in obtaining death compensation and burial awards.

2. When requested to officiate. The Disabled American Veterans are dutybound to members of their own organization; but this shall not be construed to mean that they may not officiate at the funeral of any veteran, if they are requested to do so by members of the family of the deceased, or by friends of the family on their behalf. When the presence of the chapter is requested, the funeral committee should visit with family or friends of the family in order to learn their wishes. Every effort should be made to carry out the wishes of the deceased. Contact should also be made with the officiating clergyman and the funeral director in order that there be no conflict in the program.

3. At the services. The services should begin exactly at the time appointed. Tardiness on the part of the comrades should be avoided.

4. The flag. When used to cover a casket, the flag should be placed so that the Union (stars) is at the head and over the left shoulder of the deceased. The flag should not be lowered into the grave, nor allowed to touch the ground. After the committal ceremony at the grave, the officer of the day, or in his or her absence, the commander and another member, removes and folds the flag, and hands it to the surviving spouse or other representative of the family of the deceased.

5. Caps. If worn, DAV caps should only be removed when entering any consecrated church (except where, by the custom of the church, a person would not remove his or her hat) and during the offering of prayer.

6. Chapel service. DAV chapters are frequently asked to take part in, or assume full charge of, funeral services to be held in a funeral home or mortuary or cemetery chapel, or in connection with the Rosary service of members of the Catholic faith. Arrangements should be made in advance with the funeral director to reserve sufficient seats in front of the chapel for DAV members. Members should remain outside of the chapel, or in the anteroom, until immediately prior to the commencement of the services, and then march in, in smart military formation (usually a column of twos) and take the seats reserved for them. Arrangements should be made in advance with the funeral director (or the pastor, for a Rosary service) to place stands for the colors, usually with the national flag at the head and the chapter colors at the foot of the casket. Generally, it is desirable to have the colors posted in advance of the services. If the chapter should attend a Catholic Requiem Funeral Mass or funeral services in any place of worship used by a particular faith group, arrangements should be made with the pastor, including placing of stands for the colors. The members line up in two files, outside the church, facing the center, with the colors closest to the church doors. As the casket is carried in, color guards precede the casket, and after the casket is carried through the double file, the commander says: "Close RANKS, front FACE, forward MARCH!" and the Chapter follows immediately behind the casket, in columns of two, into the church. After the Mass, the members follow the colors, in columns of two, ahead of the casket.

**CHAPEL SERVICE** (Read paragraph 6, above, "Chapel Service.")

The DAV Chapel service follows after any religious or fraternal service. The DAV Chapel Service is not usually held in a consecrated, established church. The Commander and Chaplain take positions beside the casket.

COMMANDER: "Comrades and friends, our Supreme Commander has seen fit to call another of our comrades to answer the final roll call. Comrade ." (NOTE: here state names, dates of entry into services, of discharge, military organization, rank, etc; also brief history of DAV membership, offices held, etc.)

"Comrade died on (GIVE DATE OF DEATH) from disabilities incurred in the service of his (or her) country. (Omit if inappropriate.) "For many thousands of veterans who served in time of conflict, and who, like our comrade lying here before us, suffered disabilities as a result of their service, a war never ends until a merciful God sees fit to call them to their eternal reward. No one knows the full extent of their physical suffering. Few realize the economic handicaps they have been forced to endure during the many long years that they have been paying the price of their patriotism.

"Perhaps we members of the Disabled American Veterans, from our own experiences and close, constant contacts with the sufferings of our comrades, can best understand a philosophy of death that brings us a large measure of consolation. For surely, a merciful and just God could not do other than provide a life of future happiness for our departed comrade, as a recompense for the many trials and tribulations he (or she) endured here on earth. It is this thought that gives us the courage to mark our comrade's passing without tears, secure in the knowledge that he (or she) is not dead, but rather, has gone on to something infinitely better than his (or her) happiest moments on earth: that he (or she) has been discharged from this earthly army and accepted for service in that glorious army of the hosts of heaven, where we may hope eventually to join him (or her) in eternal peace."

COMMANDER: "Comrades, ATTENTION!" (All rise.) (If worn, place caps at left shoulder.)

CHAPLAIN: "Heavenly Father, in Your hands are the souls of the living and the dead. Remember, O God, we pray You, the soul of our departed comrade, and conduct it into the place You have prepared for it, in Your Heavenly Kingdom. Bestow Your blessing and extend Your healing power to those of our comrades who are still suffering from the tragedy of war. Lift up the hearts of those burdened with sorrow. Unto Your Name be all honor and glory, forever and ever. Amen."

COMMANDER: "Comrades, ATTENTION! (Replace caps.) You will join me in a salute to our departed comrade. By the numbers: Hand SALUTE! TWO! Follow me, MARCH!" (Color guards take colors. Members leave in single file, the color guards first, then the commander, the chaplain and the members. Usually, the members pass the open casket on leaving; if so, each stops, comes to attention, salutes, and then passes forward.)

(The members re-form in a column of twos, outside the chapel, or on leaving the church; the commander and chaplain being immediately behind the colors.)

COMMANDER: "Comrades, ATTENTION! Forward MARCH!" (Column precedes to a point near the hearse.) "HALT! Open ranks!" (Members stand in two files, facing inward, leaving space for passage of coffin.) When casket approaches:) "Comrades, ATTENTION! By the numbers, hand SALUTE!" (After the casket is completely in the hearse.) "TWO!" Close RANKS! Front, FACE! Forward, MARCH!" (After marching a respectful distance from the hearse:) "HALT! DISMISSED!"

### **SERVICE AT THE GRAVE**

The members should fall in, in a column of twos, a respectful distance away from the hearse. The colors should be in front, followed by the commander, the chaplain and the bugler, then by the firing squad, followed by the members.

COMMANDER: "Comrades! ATTENTION! Forward, MARCH!" (The column marches to one side of the grave, when the commander says:) "Column, HALT! Right (or left) FACE!" (The color guards take position at the foot of the grave; the firing squad is to the right; the commander, chaplain and bugler stand at the head of the grave. The family is on one side of the grave, with the family and guests behind them. DAV members stand in double file on opposite side, facing grave, at attention.

COMMANDER: "We are assembled here to offer our last tribute of respect and affection to our departed comrade, (name of deceased). As the years toll by, we note with sorrow and regret, as the ranks of veterans diminish. One by one our comrades leave us; one by one they pass into the great beyond to join the company of heroic men and women who have defended our country under arms. Their departure leaves our hearts heavy with sorrow. Assembled here beside the final resting place of our departed comrade, (name of deceased), let us give heed to the words of our chaplain." (If worn, place DAV caps at left shoulder. The firing squad and color guard come to position of parade rest, with bowed heads.)

CHAPLAIN: "O, Lord our God, Whose days are without end, and Whose mercy is everlasting. You are the refuge of our souls, the strength of our lives, and our portion forever. We come to You; we trust in You; let us not be confounded nor dismayed.

"God of Battles! Author of Peace! As our comrades depart to be with You, and we march on with broken ranks, help us to be faithful to their memory, and loyal to the Spirit that animated them. Help us to perpetuate their memory by noble consecration to their ideals.

In comradeship, loyalty and devotion may we continue worthy of their sacred memory. "O, Lord, in Your goodness and mercy, grant unto bereaved family and friends comfort and consolation.

"Prepare, O God, we pray You, our minds and hearts for this life with all its vicissitudes and responsibilities, for death with all its mystery and solemnity, and bring us finally through Your Grace into the reunited comradeship of everlasting life. World without end. "AMEN!" (Replace caps.)

## **COMMITTAL**

OFFICER OF THE DAY: "Squad, ATTENTION! Present, ARMS!"

COMMANDER: "Comrades, parade, REST!" (If worn, DAV caps are removed, placed over the left shoulder; color guards, firing squad assume parade rest; all bow heads.)

CHAPLAIN: "Death is a path that must be trod, if man would ever pass to God. Swift to its close ebbs life's day; earth's joys grow dim and fade away; change and decay alone we see. Though we walk through the valley of the shadow of Death; we will fear no evil, for You are with us. Veteran of war, well done! Your glorious warfare's past. The battle's fought, the race is won, and you are crowned at last. "Our comrade lies down to rest awhile, under the arching sky, awaiting the bugle's call. Behold the silver cord is loosed; the golden bowl is broken. (As earth or flowers are cast on the coffin.) "We therefore commit his (or her) body to the grave, earth to earth, ashes to ashes, dust to dust, looking for resurrection and eternal life, to the honor and glory of God forever. ....AMEN!"

COMMANDER: "Comrades, ATTENTION!"

OFFICER OF THE DAY: .....Order ARMS. Order Arms. Prepare TO FIRE. (With blank ammunition,) LOAD. READY! AIM! FIRE! 3 times

BUGLER: (Sounds "Taps." Members come to salute at first note, and hold salute until last note sounded.)

OFFICER OF THE DAY: (On first note of "TAPS.") "Present ARMS." (Then after Taps is sounded.) "ORDER ARMS."

COMMANDER: "Taps are sounded." "Lights extinguished. "Warfare ended. "Our comrade sleeps. "Comrades, ATTENTION!" .....Farewell!" (Flag is removed from casket by body bearers, folded, and presented to next of kin by commander, with appropriate statement, such as: "This flag is offered by a grateful nation in memory of the faithful service performed by our departed comrade.")

COMMANDER: "Comrades, Fall IN!" (Color guards take position at extreme end of double file, followed by commander, chaplain and bugler, then by firing squad, body bearers and DAV members.) "Right (or left) FACE! Forward, MARCH!" 26(When column has withdrawn from the grave, a respectful distance, the commander gives the command:) "Column, HALT! DISMISSED!" (NOTE: If a firing squad is not available, omit parts following name of officer set in BOLD FACE, after "Committal.")

## 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 gold-plated 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.

## **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. The Retired Red White and Blue DAV Logo should NOT be in use.

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.

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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 proceeds no further.
4. The motion is restated by the chairperson to indicate it is in order and open for discussion. Discussion now takes place, no member speaking until they are "recognized" by the chairperson. The chairperson, in turn, must monitor the discussion to keep it strictly on the topic.
5. The motion is put to a vote to learn the will of the group.
6. The vote is announced to indicate the decision and that the matter is settled.

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

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

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

1. A piece of business is presented as a main motion and usually simply discussed and voted upon.

2. The discussion may be limited or closed.
3. As it is being discussed, a motion may be postponed indefinitely, amended, referred to a committee or tabled.
4. After the decision, the vote may be reconsidered or repealed.

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

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

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

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

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

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

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

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

*(Continued on page 33)*

**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 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

## **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 \$5 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. Donations to the Foundation may be tax-deductible to the extent allowed by law.

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 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 Outside the scope of DAV of MN Foundation:

Unrestricted general operating expenses

The use and payment for the 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.

Grants must be submitted with the following documentation before consideration by 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 the current fiscal year

Approval of the Chapter Commander/Adjutant

If a chapter is interested in applying for a grant from the Foundation, please get in touch with John Carson, Executive Director, 651-291-1212 or [john@davmn.org](mailto:john@davmn.org)

For more on the DAV MN Foundation, Visit [davmn.org](http://davmn.org)

## Policies and Procedures

**THE DAV OF MINNESOTA FOUNDATION IS COMMITTED TO THE HIGHEST STANDARDS OF ETHICAL, PROFESSIONAL AND LEGAL BUSINESS CONDUCT.**

Our volunteer Foundation board members take seriously our responsibility to be here for good.

- ▶ [Articles of Incorporation](#)
- ▶ [By-laws](#)
- ▶ [Conflict of Interest Policy](#)
- ▶ [Non-Discrimination Policy](#)
- ▶ [Improprieties Policy](#)
- ▶ [Privacy Policy](#)



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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
- ✦ 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:

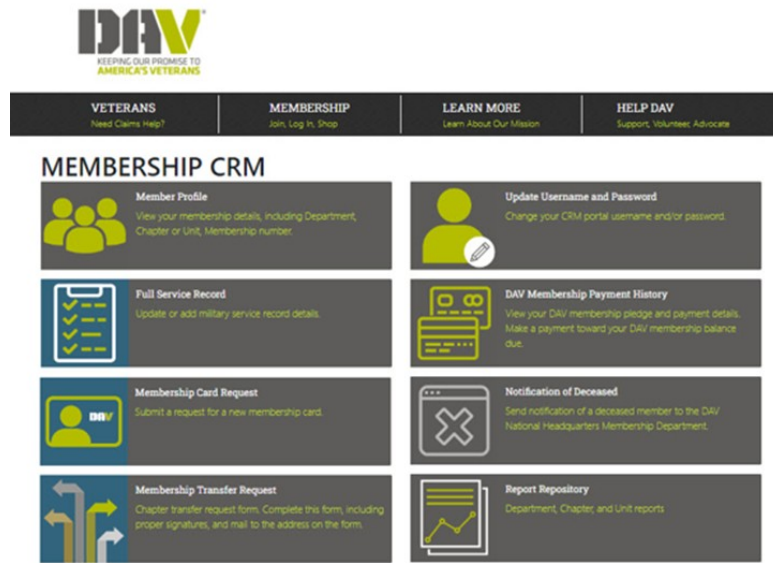
1. Go to: <https://www.mydav.org/login>
2. Click Forgotten Password
3. Enter your email (use the preferred email that you registered with)
4. Click Submit
5. You will receive an email with a reset password link. Follow the instructions to update your password.

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

For complete mydav.org user manual go to [www.dav.org/wp-content/uploads/MyDAV.org-User-Manual.pdf](http://www.dav.org/wp-content/uploads/MyDAV.org-User-Manual.pdf)

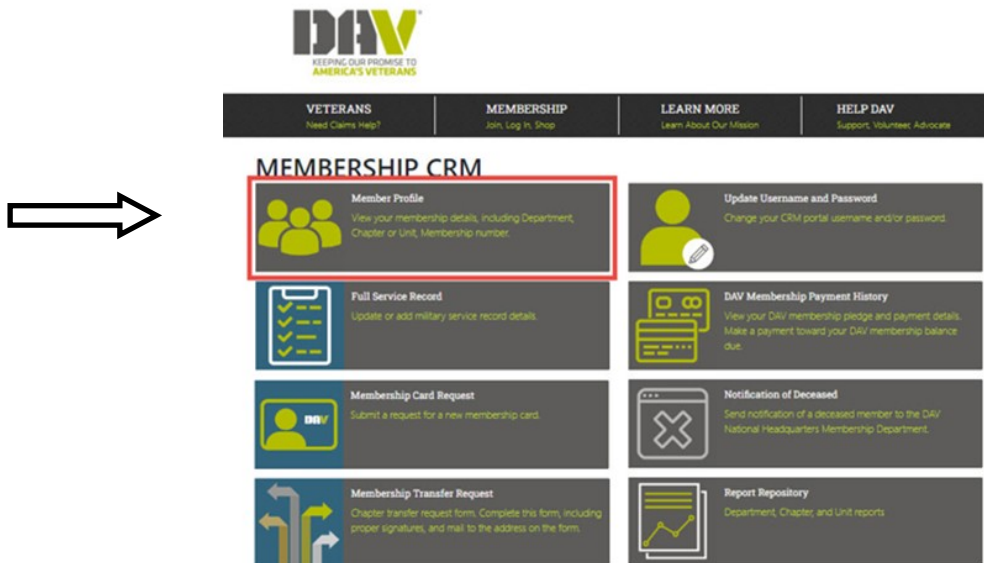
## Navigation

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



## Member Profile

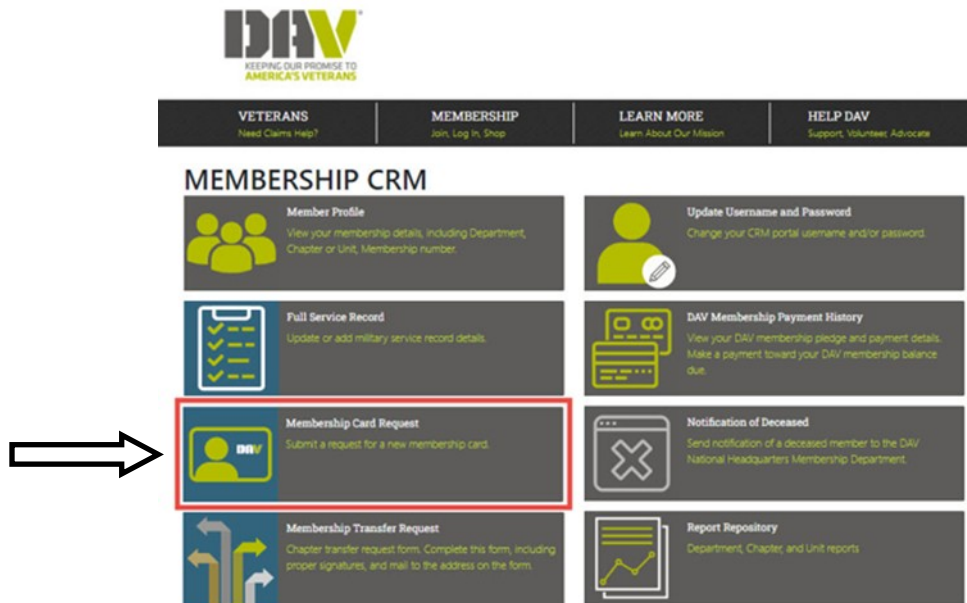
View your membership record by clicking **Member Profile**.



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

## Membership Card Request

Request a new membership card by clicking Membership Card Request.



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

A screenshot of the DAV Membership Card Request form. At the top is the DAV logo with the tagline 'KEEPING OUR PROMISE TO AMERICA'S VETERANS' and a banner for '1920 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 link 'Back to Membership'. Below this 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.' This is followed by 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 this is a section titled 'YOUR MEMBERSHIP NUMBER(S)' with two examples: '13 - DAV Indiana / 75 - Dearborn Co #75 / Membership Number 1307538619541' and '16 - DAV Kentucky / 19 - Frederick R Bristol Memorial #19 / Membership Number 1601938619541'. There 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.

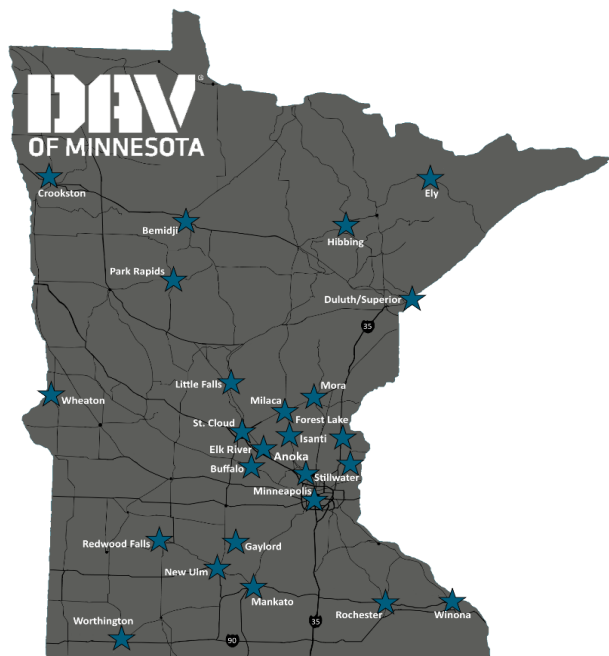
## Chapter Meeting Time & Place

| Chapter                  | Address                    | City           | Meeting Location          | Meeting Date  |
|--------------------------|----------------------------|----------------|---------------------------|---------------|
| Minneapolis # 1          | 1114 American Blvd W       | Bloomington    | Bloomington 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        | 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 950              | 2nd Tuesday   |
| Aitkin # 11              | 20 1st Ave NE              | 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 Fairgrounds | 4th Tuesday   |
| Crookston # 14           | 324 N Main St              | Crookston      | Golden Link Sr. Center    | 3rd Thursday  |
| New Ulm # 15             | 1522 S Valley St           | New Ulm        | DAV Ch. 15 Bldg           | 4th Tuesday   |
| Glaydon Iverson # 16     | 142 N Broadway Ave         | 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           | 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 Tuesday   |
| 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 Southeast # 28      | 2775 43rd Street NW        | Rochester      | VFW Post 1215             | 2nd Monday    |
| Lakeland # 31            | 500 North Washington St    | Detroit Lakes  | VFW Post 1676             | 1st Tuesday   |
| South Central # 32       | 300 Downtown Plaza         | Fairmont       |                           | 1st Thursday  |
| Southwest # 33           | 222 2nd Street             | Garvin         |                           | 3rd Monday    |
| West Central # 34        | 220 SW 19th Ave            | Willmar        | American Legion           | 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           | 1st Tuesday   |
| Northwest MN #41         | 321 Main Ave               | Roseau         | American Legion           | 3rd Tuesday   |

## 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 volunteer drivers throughout the state of MN. This amazing group of people make it possible for the DAV of MN to transport thousands of Veterans to life saving medical appointments.



### General Ridership Information

- Transportation is a courtesy service and not part of earned benefits.
- Transportation is provided free of charge.
- \*County and Chapter Programs are not subject to the same regulations as the DAV of MN/VA VTN Program and are allowed to charge fees. \*
- As no cost is incurred by riders of the DAV of MN/VA VTN Program, Veterans are not eligible to collect VA Travel Pay.
- 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 not including federal holidays.
- Riders may have to wait before, or after appointments, to serve other ride requests despite attempts 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 purposes. \*
- Rules and restrictions are subject to change at any time due to VA policies and volunteer availability. Please check with your Transportation Coordinator for current rules and restrictions when requesting your ride(s).
- All drivers and some office staff are volunteers. They are not compensated for the time they are graciously giving to assist Veterans. Be respectful and behave appropriately or access to the program may be revoked.
- Organizational membership or Service-Connected status does not entitle you to transportation services.
- Riders must promptly notify their Transportation Coordinator when there have been changes to appointments, if your appointment have been canceled, if you have moved, or have significant changes in your health as the VA does NOT notify us of these changes.
- \*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 when requesting your transportation.

## TRANSPORTATION CONTACT INFORMATION

- **NORTHWEST: 855-277-9787**

Crookston, Wheaton, Park Rapids, Bemidji, Worthington

- **NORTHEAST: 218-204-0693**

Twin Ports VA Clinic, Ely, Hibbing, Virginia

- **METRO: 612-467-2768**

Minneapolis VA, Stillwater, Forest Lake, Anoka County/NW Metro VA Clinic

- **SOUTHEAST: 507-703-1139**

Rochester VA Clinic, Winona, Mankato VA Clinic

- **CENTRAL MINNESOTA: 320-252-1670 ext. 6676**

St. Cloud VA, Wright County, Morrison County, Kanabec County, Mille Lacs County, Isanti County and Sherburne County

- **COUNTY SCHEDULED/MANAGED:**

Brown County: 507-233-6637

Redwood County: 507-637-4034

Sibley County: 507-237-4090



### BECOMING A VOLUNTEER DRIVER

**No need to be a Veteran!**

**Basic Requirements:**

At least 21 years old, Valid REAL ID/Passport, Clean Driving Record, VA Occupational Health Physical, Background Check, Annual VA Training.

**Getting Started:**

Reach out to your local VA CDCE (Voluntary Services) below

**Minneapolis VA** 612-467-2050

**St. Cloud VA** 320-252-1670 ext. 6353

**Fargo VA** 701-239-3700 ext. 3395

**Sioux Falls VA** 605-333-6851

You can also reach out to one of the DAV MN Coordinators if you are unsure which VA to contact

OR online at <https://davn.org/drive-for-the-dav/>

**\* Questions about VA travel reimbursement, eligibility or claim status should be directed to your VA Beneficiary Travel Departments**

**Minneapolis VA** 612-467-1396

**St. Cloud VA** 320-255-6442

**Fargo VA** 701-239-3700 ext. 3738

**Sioux Falls VA** 605-373-4196

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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. **NO Retired DAV Red white and blue Logos!**
- 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.
- There are only a handful of Chapter remaining that are making periodic store deliveries. If you need to schedule a delivery, contact [donate@davmn.org](mailto:donate@davmn.org) or call 651-291-1212.
- Most participating Chapters & Units are conducting some sort of trailer loading activities. To schedule trailers or for any general questions contact [Josh@davmn.org](mailto:Josh@davmn.org).

### **Ordering Donation Bins**

Since most of the participating Chapter are well established, the Department recommends identifying local metal fabricators and vinyl graphics producers for future donation bin production. There may be more opportunity for gift-in-kind donations of labor and/or materials at the local level. The bin schematics and graphics layout will be sent out upon request.

### **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/](http://donatedavmn.org/) If the list is not accurate, donors tend to get frustrated. Send bin location updates to [Josh@davmn.org](mailto:Josh@davmn.org) or [Kyle@davmn.org](mailto:Kyle@davmn.org)

Visit Savers.com for current store & drop off locations



## **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 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

[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 introduce 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 [davmn.org](http://davmn.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@davmn.org](mailto:Trent@davmn.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 Tony Tengwall at [Tony@davmn.org](mailto:Tony@davmn.org) or 651-291-1212

## LVAP—LOCAL VETERANS ASSISTANCE PROGRAM

The Local Veterans Assistance Program (LVAP) was established in 2007 to facilitate and recognize initiatives in which volunteers can contribute their skills, talents, professional abilities and time in ways that benefit veterans residing within their local communities.

The program empowers individuals to find and develop new and unique ways to support veterans and their families by providing resources, assistance or help with everyday needs.

LVAP initiatives are carried out through departments, chapters, auxiliary units, associated organizations, corporations and individuals.

Since the inception of the program, 34,870 volunteers have donated nearly 19 million hours to veterans residing in their local communities

DAV is required to report volunteer hours to Congress, watchdog groups, members and donors

LVAP Volunteers can dedicate their time in the following ways

- o Chapter and Department Service Officer work
- o DAV Specific outreach efforts
- o Fundraising efforts
- o DAV/DAVA Special Events (State Fair, Homeless Assistance including Stand Downs, Etc.
- o Direct assistance to veterans, surviving spouses, or families
- o Seminars, Training, and Activities designed to Operate Chapter / Department smoothly
- o Grassroots Legislation

Volunteers that donate their time to DAV become eligible for the Volunteer Recognition Program

**Volunteers do not need to be DAV or DAV Auxiliary members – Anyone can volunteer.**

### To enroll, contact LVAP Coordinator

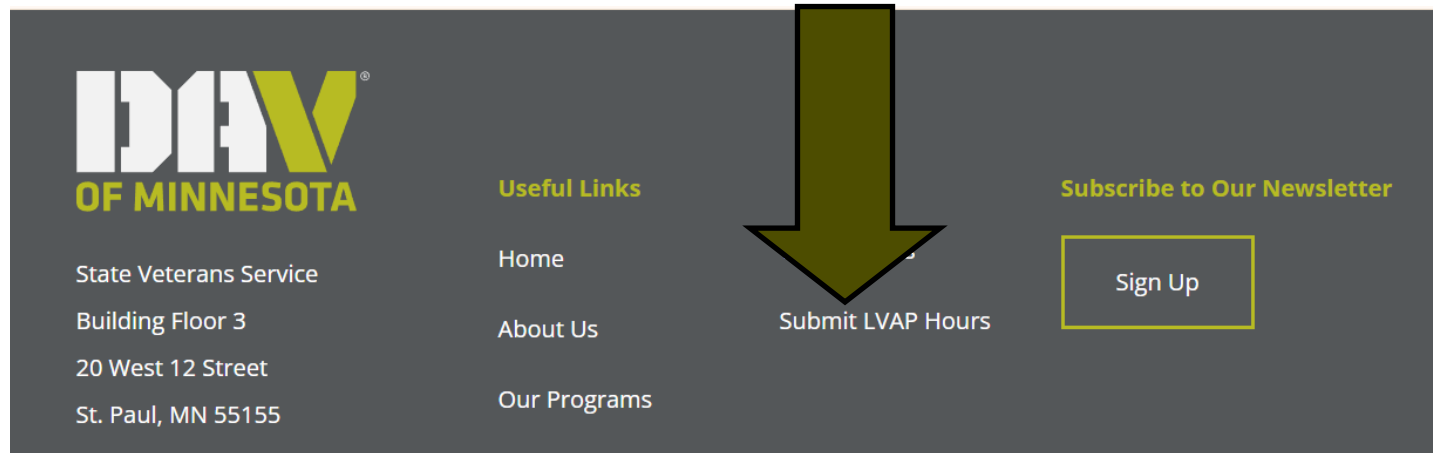
Dan Welsand

Phone: 218-204-0693

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

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.

To Enter LVAP Hours Monthly visit [www.davmn.org](http://www.davmn.org), the bottom of the website click Submit LVAP Hours



## **LVAP JOB DESCRIPTIONS AND DEFINITIONS**

**Chapter Service Officer** - These are any hours worked by an official DAV Chapter Service Officer. Hours reported as CSO without a certification from the DAV National Service and Legislative HQ will not be credited. These hours should be reported whether the CSO is working in a paid, or non-paid position.

**DAV Outreach** - These are any hours dedicated to the furtherance of DAV's Mission and/or programs. Examples include: Seminars, Workshops, Training, VAVS Certification, Volunteer Driving Certification, Disaster Relief and thrift store activities. (Department and Chapter meetings that include a formalized seminar, workshop or training for DAV related programs may be reported as DAV Outreach. Meetings that do not include these sessions should not be reported.)

**Department Service Officer** - These are any hours worked by an official DAV Department Service Officer. Hours reported as DSO without a certification from the DAV National Service and Legislative HQ will not be credited. These hours should be reported whether the DSO is working in a paid, or nonpaid position.

**Fundraising** - These are any hours performed for DAV Fundraising events. This should include hours for event planning, as well as day of event activities. Examples include: Forget-Me-Not drives, sweepstakes, Golden Corral events, local 5k events, etc.

**Grassroots: Legislative** - These are hours completed by a Benefits Protection Team Leader for the furtherance of DAV legislative efforts.

**Homeless Stand Down** - These are any hours completed for the planning and day of activities for a local Homeless Veterans Stand Down.

**LVAP** - Any hours completed for Department and/or Chapter initiatives that do not fit into a specific LVAP category.

**Special Events** - Any hours dedicated to a DAV or DAV Auxiliary event such as State Fairs, National Guard Mobilizations/Demobilizations, Memorial Day events, Veterans Day events etc. (Time spent in Department and Chapter meetings planning special events may be reported under Special Events. Meeting times that is not dedicated to event planning should not be reported.)

**Veteran Assistance** - Any hours dedicated to the direct assistance of veterans, spouses and families. Examples include: Yard Work, Home Repairs, Grocery Shopping, Caregiver Respite, and Rides to medical appointments (using private vehicles).



Date \_\_\_\_\_

## **AUTHORIZATION AGREEMENT for Direct Deposit of Chapter/Unit Funds**

-----  
\*\*To be completed by **2** Authorized Officers from the Chapter/Unit\*\*

We hereby authorize DAV Department of Minnesota to initiate electronic transfer of funds to our account in the depository account identified below:

DAV Minnesota Chapter/Unit: \_\_\_\_\_

Change Authorized By (Printed Name & Chapter Position Held) **2 Officers Must Authorize:**

\_\_\_\_\_

\_\_\_\_\_

Chapter Email for Bill.com Payment Info \_\_\_\_\_

### **Bank Account Information**

Financial Institution: \_\_\_\_\_

Financial Institution Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

ABA Routing Number (9 digits): \_\_\_\_\_

☐ Checking ☐ Savings Account Number \_\_\_\_\_

**Please include on Voided check with the Chapter/Unit name visible on front of check.**

This authorization is to remain in full force and effect until DAV Department of Minnesota has received written notification of its termination in such time and in such a manner as to afford DAV Department of Minnesota and depository a reasonable opportunity to act on it. The Direct Deposit Advice Register is available by contacting the DAV Department of Minnesota HQ office.

Please return all required documents to: DAV Department of Minnesota HQ E-mail: [admin@davmn.org](mailto:admin@davmn.org)  
Phone: 651-291-1212 Mailing Address: 20 West 12<sup>th</sup> Street, 3<sup>rd</sup> Floor, Saint Paul, MN 55155



## 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 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 find 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.** If organization goes into the Unactive file for over 4 months, you will need to refile with the Secretary of State, and it will cost \$60.00 for renewal fee. **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

### **DAV MN Department Headquarters**

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: John@davmn.org  
Events Coordinator: Tony@davmn.org  
Admin: Gina@davmn.org  
LVAP: Dan@davmn.org  
Transportation Mgr: Stephanie@davmn.org

#### **DAV Minnesota Clothing Donation**

Phone: 651-487-2002  
Fax: 651-483-1301  
www.donatedavmn.org  
Email: Kyle@davmn.org

#### **DAV MN Department Service Officer**

Ashley Goodwin: 612-463-4057 Cell  
612-467-1498 Office  
Email: Ashley@davmn.org

### **DAV MN Transportation Offices**

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  
Phone: 507-703-1139  
Adam@davmn.org

### **DAV Claims and Benefit Office (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

### Other DAV Contacts

DAV National Headquarters  
860 Dolwick Drive  
Erlanger, KY 41018  
[www.dav.org](http://www.dav.org)

DAV National HQ: 877-426-2838  
My DAV: 888-236-8313  
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 Car Donation: 833-227-4328

DAV National Legislative HQ  
1300 I Street NW Suite 400 West  
Washington DC 20005  
Phone: 202- 554-3501

### Minnesota Department of Veterans Affairs

Main Phone Number ..... 651-296-2562  
[Www.MinnesotaVeteran.org](http://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

### Minnesota Veterans Homes

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

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

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

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

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

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

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

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

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

### VA Medical Centers

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

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

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

**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 ( <b>order in 50s</b> )                 | 10-3100000-6510-0000-no ref  |
| 404002 | / 25        | Death Benefits Brochure ( <b>order in 25s</b> )                    | 10-3100000-6510-0000-no ref  |
| 404004 | / 250       | American Flag Brochure ( <b>order in 50s</b> )                     | 10-3100000-6510-0000-no ref  |
| 404007 | / 250       | DAV General Brochure ( <b>order in 50s</b> )                       | 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 ( <b>order in 25s</b> ) | 10-3100000-6510-0000-no ref  |
| 404013 | / 100       | My Story Brochure ( <b>order in 50s</b> )                          | 10-2100000-6510-0000-no ref  |
| 404095 | / 250       | Victories for Veterans Folder ( <b>order in 50s</b> )              | 10-3100000-6510-0000-no ref  |
| 404096 | / 150       | Stand Up for Women Veterans Brochure ( <b>order in 50s</b> )       | 10-3100000-6510-0000-no ref  |
| 404103 | / 5         | Combined Contact Brief ( <i>1 pad = 50 sheets</i> )                | 10-11000000-6510-0000-no ref |
| 404105 | / 100       | Charitable Programs–Freedom Isn’t Free ( <b>order in 50s</b> )     | 50-0500000-6510-0000-no ref  |
| 409109 | / 250       | DAV and Auxiliary Bookmark ( <b>order in 50s</b> )                 | 10-3100000-6510-0000-no ref  |
| 420110 | / 250       | Auxiliary Membership Brochure ( <b>order in 50s</b> )              | 90-0910000-6510-0000-no ref  |
| 490100 | / 50        | DAV Caregivers Support Brochure ( <b>order in 50s</b> )            | 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 ( <b>order in 50s</b> )                     | 10-3100000-6510-0000-no ref  |
| 901317 | / 50        | Change of Address Form ( <b>order in 50s</b> )                     | 10-3100000-6510-0000-no ref  |
| 901318 | / 250       | Membership Application ( <b>order in 50s</b> )                     | 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 ( <b>order in 50s</b> )                    | 10-3100000-6510-0000-no ref  |
| 936007 | / 250       | Volunteer Brochure ( <b>order in 50s</b> )                         | 10-1500000-6510-0000-no ref  |
| 936016 | / 250       | Youth Scholarship Brochure ( <b>order in 50s</b> )                 | 10-1500000-6510-0000-no ref  |
| 936017 | / 250       | LVAP Brochure ( <b>order in 50s</b> )                              | 10-1500000-6510-0000-no ref  |
| 990300 | / 150       | Employment Brochure ( <b>order in 50s</b> )                        | 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: \_\_\_\_\_

901312 (6/24)



# RECRUITMENT RESOURCE

Your ability to get your fellow veterans to join DAV takes continued familiarization with all facets of our mission and life-changing services. You can use these tools to help set you up for success.

## When time is short, start with a 30-second elevator speech:

### Why should I join DAV?

DAV's **lifetime of support for veterans of all generations**, their families and their survivors serves you and your fellow veterans.

Every year, our no-cost services help you and your brothers- and sisters-in-arms access the benefits and health care you've earned. DAV connects fellow veterans with meaningful employment. DAV advocates for our rights on Capitol Hill. As the nation's most resourceful patriotic charity, we've focused on keeping the promise to American's veterans and taking care of each other for more than 100 years. Your membership helps DAV extend its mission of service and hope to those who truly need it.

When you have more time, dig deeper into the mission. Tell them to explore [dav.org](http://dav.org).

### Who is eligible to join DAV?

You are **eligible to join DAV** if you were not dishonorably discharged and sustained an injury or illness while in the military (whether service-connected by the Department of Veterans Affairs or not) or you aggravated a previous injury and you served during a period of armed conflict or under conditions simulating war. Your service didn't have to be in direct combat. Find out more at [joindav.org](http://joindav.org).

### What does DAV membership mean for you?

Your **membership** helps provide no-cost programs and services such as claims assistance, rides to VA medical appointments, and outreach to homeless and at-risk veterans. Membership brings fellowship and a chance to continue your service by getting involved to assist others in your community. You also add your voice to a powerful chorus

of nearly 1 million veterans across the nation advocating for legislation that will affect you directly. Your membership is what you make it.

### Why does DAV have membership dues?

We are stronger together. Membership in DAV empowers us through camaraderie and legislative action. While part of our dues helps produce *DAV Magazine* to keep you informed about important issues, a part of these **funds are also redistributed to support vital programs** and services in **your** community.

### Member Advantages

Membership in DAV gives you access to special discounts and savings on national and regional brands and local businesses. Visit [dav.enjoymydeals.com](http://dav.enjoymydeals.com) to find the mobile app and latest Membership Advantages program deals.

### Recruit A Warrior

Recruit A Warrior is a tool to help you instantly sign up new members wherever you encounter veterans. Go to [dav.org/warrior](http://dav.org/warrior) and enter your DAV membership number to generate your personalized recruitment link and QR code. Using this link will ensure you get credit for signing up the new member, and it will also enter you in exciting recruitment contests when active!

### How do I find DAV near me?

Finding one of more than 1,200 local chapters across the country for assistance near you is as easy as typing in your ZIP code at [dav.org](http://dav.org).

### How can I advocate for legislation on behalf of veterans?

DAV CAN (Commander's Action Network) provides regular updates on issues affecting veterans and calls to action to protect earned benefits. Find out how to get involved at [davcan.org](http://davcan.org).

## What services does DAV offer?

**Benefits** – In a typical year, DAV helps veterans file hundreds of thousands of claims for VA benefits and stays with them through every step of the process. Disabling injuries are often part of military service and can affect veterans at any stage of life, so DAV is there with free support whenever they need it.

- **Life-changing services**
- **Transition services**
- **Benefits advocates**

**Legislation** – DAV fights on Capitol Hill for the rights of veterans, informing the public and lawmakers of the challenges veterans face and rallying Americans to join the cause. DAV advocates for all veterans and their families, caregivers and survivors, leading directly to much-needed benefits and support.

- **Legislation**
- **Advocacy**

**Employment** – DAV is one of the most prolific charities in the nation when it comes to helping veterans find their mission after service. DAV hosts job fairs online and across the country, connecting veterans with employers, tools, resources and opportunities.

- **Job fairs**

**Entrepreneurship** – For service members, veterans and spouses interested in starting their own businesses, DAV is there with a network of mentors, educational programming, and a robust community of experts and peers to help innovate and build impactful businesses.

- **DAV Patriot Boot Camp**

**Volunteerism** – DAV volunteers are often located on-site at VA medical centers, where they donate more than a million volunteer hours per year, visiting veterans and assisting families in need, and provide rides to and from medical appointments at no cost to the veteran.

- **Volunteer locally**
- **DAV Transportation Network**

**Adaptive Sports** – Co-presented with the Department of Veterans Affairs, the National Disabled Veterans Winter Sports Clinic and Golf Clinic support disabled veterans with spinal cord injuries, amputations, neurological disorders, blindness or low vision, and other profound injuries and medical concerns through challenging therapeutic outdoor experiences, rehabilitation and education. These experiences help veterans challenge their perceived limitations and pursue their maximum health potential.

- **[dav.org/events](https://dav.org/events)**

**Homelessness** – DAV connects homeless and at-risk veterans with care, benefits and employment opportunities.

- **Homeless Veterans Initiative**

**Disaster Relief** – When disasters strike, DAV and its team of benefits advocates are on the ground to help our nation's heroes. DAV provides relief through financial assistance as well as supply kits to veterans and their families so they can obtain basic necessities such as food, warm clothes and shelter.

- **Disaster relief**

**Inspirational stories** – DAV works to foster Victories for Veterans. Hear these veterans tell their stories.

- **[dav.org/victories-for-veterans](https://dav.org/victories-for-veterans)**

**Don't forget to use your passion for DAV in your conversations with prospective members. We're all veterans, and your energy and enthusiasm can make the difference when someone is deciding on joining.**

## DAV in Your Community

Localizing DAV can go a long way in making membership more personal for prospective members. **Please share some thoughts or experiences about what makes DAV special at your chapter or in your community.** Does DAV have a strong presence in your state's legislature? Does your chapter support a local Homeless Veterans Stand Down? Does your chapter excel at assisting with veterans claims or participating in volunteer opportunities?



Membership Department  
P.O. Box 145550 | Cincinnati, OH 45250-5550  
Phone 888-236-8313

**[dav.org](https://dav.org)**



## 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.**

***Email completed & Signed form to: [DAV.VBASPL@VA.GOV](mailto:DAV.VBASPL@VA.GOV)***

***Form must be received PRIOR to training. Call 612-970-5665 or email with questions.***



## 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.)

|       |       |       |       |
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| _____ | _____ | _____ | _____ |

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

# Social Media Guide



## NATIONAL HEADQUARTERS

860 Dolwick Drive, Erlanger, KY 41018 | 859-441-7300 | Toll Free 877-426-2838

## WASHINGTON HEADQUARTERS

1300 I Street, NW, Suite 400 West, Washington, DC 20005 | 202-554-3501

[dav.org](https://dav.org)       

## Purpose of This Guide

This gives DAV leaders the confidence and resources needed to successfully manage a social media account for their department or chapter. Social media helps DAV chapters and departments reach veterans, families, caregivers, donors and volunteers where they already are—online. Social media supports DAV's mission; it doesn't replace in-person service. It helps chapters stay relevant, visible and connected to their local community.

## Who This Guide Is For

- Chapter and department leaders
- Volunteers managing social media for their chapter
- DAV members who are new to social media or have a limited technical background

### Remember:

- You don't need to be tech-savvy to be successful.
- Your chapter or department doesn't need to be on every platform.
- One well-managed social media account beats five neglected ones.

## What Social Media Is (and What It's Not)

### Social Media Is:

- A way to share updates quickly and publicly
- A free and powerful resource
- A reflection of your chapter or department
- A reflection of DAV as a national organization

### Social Media Is NOT:

- A replacement for phone calls, meetings or newsletters
- A tool that you never use yet expect to deliver results
- A one-size-fits-all product

## Social Media Glossary

**ACCOUNT:** Your personal access point—including your username, password, profile and personal settings—that make it possible for you to interact with and personalize how you experience a social media platform, app or website.

**PROFILE:** A digital representation of one real person. It shows a name, photo and their personal posts and updates. Profiles aren't for official DAV business.

**PAGE:** Like a profile but for a business or organization, such as a DAV chapter or department. Anybody can "follow" a page to see its posts. Pages are public and meant for sharing news, events and other updates. This is what DAV chapters and departments should use.

**GROUP:** A shared space for members to talk with each other. Groups can be public or private. Posts shared in a private group are only visible to the profiles that are members of that group. They're best used for internal communication, not public announcements.

**POST:** Any content you share on social media. Text, photos, videos or links to websites are considered posts. It's the main way you communicate on social media.

**COMMENT:** A reply to a post. Whether you're using a personal profile or a page for your chapter or department, you can comment on your own posts or other pages' and profiles' posts.

**SHARE:** A repost of someone else's content so your followers can see it. This is an easy way to stay active without creating your own original content.

**LIKE/REACTION:** A quick way to respond to a post by indicating your emotional response (like, dislike, love, laugh, wow, etc.). It shows support or interest through emojis without writing a comment.

**FOLLOW:** An action that allows you to see posts from another page or profile in your feed. Following a page or profile makes it more likely you will receive updates. You don't need permission to follow a page, but some personal profiles require approval before you can follow them.

**TAG:** A mention of another page or profile in a post. It helps ensure they see the post and lets others click their name to visit their page or profile. To tag in a post, type the @ symbol and then begin to type the name of the page or profile you wish to tag. When done successfully, their name will become clickable text and your post will appear to users who follow the account you tagged.

**HASHTAG:** A word or phrase with the # symbol in front of it. It helps group similar posts on a specific topic together. You can follow a hashtag, just like you follow a page or profile. Common hashtags you can use are #DAV, #veterans, #military and #KeepThePromise.

**ALGORITHM:** The rules and processes for a social media site that determine what posts you see. You don't control the algorithm, and it's constantly updated. Posting helpful, clear content gives your posts a better chance of appearing in the algorithm.

**LIVESTREAM:** A video that is broadcast live on social media. Livestreaming allows your followers to watch something as it happens, even if they aren't there. Most smartphones can livestream, so you don't need a fancy camera setup. Livestreams are great ways to allow people a glimpse at your chapter or department meetings or events when they can't attend.

## Platform Overview

### FACEBOOK



- It's the best starting point for most chapters.
- It's the most common platform for adults over age 55.
- You can share photos, videos, text and websites.
- Followers can send you direct messages (DMs) that are private conversations.
- It includes personal profiles, pages and groups.

#### Facebook Personal Profile

- Users create a personal account to interact as themselves online. To manage a DAV chapter or department page on Facebook, an individual first must have a personal profile for themselves.
- Your personal profile shouldn't be used for official DAV business. You're welcome and encouraged to share DAV's content on your own profile and discuss DAV online, but any official communications should come from official DAV chapter or department channels.
- You can secure your account by using a strong password and two-factor authentication. If your account is hacked, it can be very difficult to contact Facebook/Meta to recover it, and you could get locked out of your chapter or department page in the process.

#### Facebook Page (Recommended)

- A Facebook page is the recommended account type for your chapter or department. It's a public account that anybody can find and see.
- Anybody who chooses to follow your page will see your posts in their feed, but even if somebody doesn't follow

your page, they can see the posts if they directly visit your page.

#### ■ Examples of good use include:

- Event announcements
- Meeting reminders
- Community photos
- DAV national content

#### Facebook Group (Optional)

- A DAV chapter or department can use a Facebook group but only if you have the time to manage it. If you can only manage one, prioritize managing a page, not a group.
- Groups can be public or private. In public groups, all of the posts and comments are visible to any user, and depending on the group settings, anybody can comment on the posts without being a member. Private groups are only visible to those who are members. Nonmembers can see that the group exists and request to join it, but they can't see any of the posts or comments within the group.
- **Best uses include:**
  - Internal member communication
  - Event coordination

### INSTAGRAM



Instagram, or Insta as it's often nicknamed, is best used for visual storytelling. Most of the content on Instagram is photos, graphics or short videos. It's great for showing visual aspects of your chapter events but not good for sharing information or website links.

- Instagram is optional for chapters and departments.
- Instagram and Facebook are both owned by Meta, so content can easily be cross-posted between accounts.
- **Best uses include:**
  - Event photos
  - Volunteer spotlights
  - Community impact moments

### X



- The social platform X is used for fast-moving, news-oriented updates focused on what's happening "right now." Users with free standard accounts have a 280-character limit per post and can only upload short videos.
- X is optional for most chapters and better suited for departments and advocacy-focused groups.

### YOUTUBE



- YouTube is more like a video library than a place to engage in social conversation. If you have a video that you want to easily share via email, social media or any other digital format, you can



upload it to YouTube so it has a permanent link that can be shared.

- **Best uses include:**
  - Recorded events or meetings
  - Training content
- YouTube is optional for chapters and departments.

## LINKEDIN



LinkedIn has a professional audience—a lot of business-to-business communication takes place here. Most DAV content has to do with legislative updates, the DAV employment program, DAV Patriot Boot Camp and *DAV Magazine* stories.

- LinkedIn is optional for chapters and departments.

## What to Post

### ORIGINAL CONTENT TYPES

- Event announcements
- Meeting reminders
- Community service highlights
- Veteran success stories
- Volunteer recognition
- Emergency updates (weather, cancellations)

## CONTENT YOU CAN SHARE

### (You Don't Have to Create Everything)

- DAV national posts
- Department of Veterans Affairs announcements
- Partner organization updates
- Local veteran resources
- Each other's chapter and department posts

## What NOT to Post

- Political endorsements
- Arguments or personal disputes
- Misinformation
- Private member information
- Anything you wouldn't want on the front page of the newspaper
- Personal disagreements with DAV leadership or negative comments about the organization on other posts

## Tone and Voice Guidelines

Always be respectful, supportive, nonpartisan and focused on the mission. If you're posting anything from a chapter or department account, you're speaking as the organization. Use plain language and avoid acronyms when possible.

## How Often to Post

- Post at least once a week. No more than 5 times a week.
- Consistency matters more than volume.
- It's OK to go quiet occasionally.
- **Tip:** You can use tools to schedule multiple social media posts ahead of time, allowing you to schedule a month's worth of posts in just one to two hours. These tools include Meta Business Suite (for Facebook and Instagram), HootSuite, Brandwatch and CoSchedule.

## Who Should Manage the Page

- Every chapter and department must have, at minimum, two admins who have access to the page.
- Use a generic email address for your social media pages. Whoever set up a page may leave Facebook, die or become unreliable. When that happens, it can be very difficult to reclaim ownership of your page.
- If you don't have a generic email account, set one up. Chapter members who manage the page can be given access to the email address.
- Once a page has been created, assign individual profiles to be its admins. You can add and remove admins as your chapter or department roles change. A person must have a personal Facebook or LinkedIn account to be made an admin for a chapter or department page. For X and Instagram, the chapter or department account is tied to a username and password.

## Handling Comments and Messages

- Regularly check your page for any comments on posts that you've made.
- Respond to as many comments as you can. This helps your posts show up on the algorithm.
- Don't engage with negative comments, trolls or other comments that could potentially lead to a negative conversation in the comments.
- Hide or delete comments as a way to moderate your account. When you hide a comment, it's no longer visible to anybody except the person who made the comment, your chapter or department page, and anybody who may have been tagged in the comment. If you delete the comment, it's permanently removed and no longer visible to anybody.
- If you have continued problems with an individual profile, block it to stop the user from seeing any of your content or engaging with anything you share.

### Getting Started Checklist

- ☐ Choose a platform to get started.
- ☐ Create an official page.
- ☐ Add a profile photo and description.
- ☐ Assign admins.
- ☐ Make your first post.
- ☐ Inform your chapter or department members that you've created the page so they can follow you and begin to grow your social media presence.
- ☐ Have fun with it.

## Where to Get Help

The DAV National Communications team is available to provide guidance, assistance, artwork or other forms of support to help your social media page succeed. Contact [social@dav.org](mailto:social@dav.org).

In the digital world we live in, somebody online has already answered most questions. YouTube tutorials and Google can be extremely helpful in troubleshooting issues, providing best practices, and explaining language or terminology.

## Final Encouragement

- Reinforce the mission.
- Use social media as a tool to serve veterans better.
- Remember that progress matters more than perfection.
- Show up—it suggests that DAV is active, welcoming and relevant.

Get inspired by following DAV  
on all of our social channels.



