

VFW California District 15

Mini School of Instruction Inspections

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Date: xx/xx/xxxx



Background Information

Formation of the Veterans of Foreign Wars (VFW)

Governing Documents

Veterans of Foreign Wars Logo



Formation of the Veterans of Foreign Wars

The American Veterans
of Foreign Service

Columbus, Ohio

September 29, 1899
James C. Putnam

The Colorado Society.
Army of the Philippines

Denver, Colorado

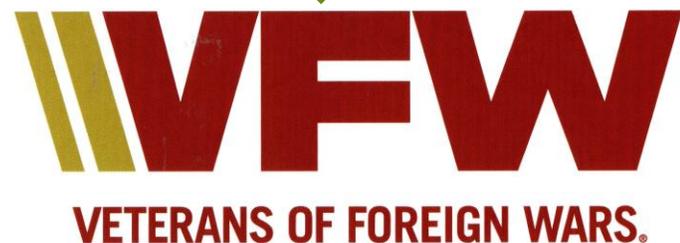
December 12, 1899

Foreign Service Veterans

Pennsylvania

~ early 1900

Encampment held Denver,
Colorado in August 1913



Governing Documents



- ▶ **Congressional Charter** Veterans of Foreign Wars of the United States as amended December 4, 2014

Grants the authority to exercise the rights specified in the Charter

- ▶ **By-Laws** as amended July 24, 2020

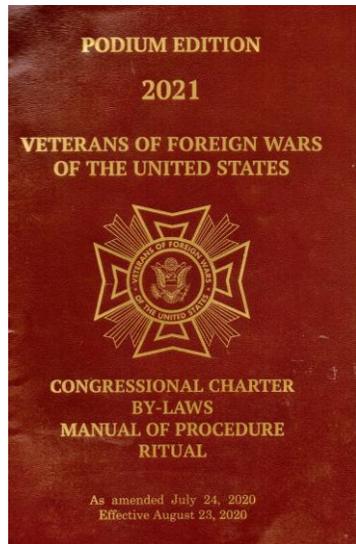
Basic Rules established to guide all aspects of the VFW

- ▶ **Manual of Procedure**

Detailed rules on implementation of the Bylaws

- ▶ **VFW Ritual**

How to conduct certain activities



VFW Logo – Maltese Cross

The Maltese Cross represents a heritage of honor, duty, sacrifice and courage that dates back to the 11th century

The four arms symbolize prudence, temperance, fortitude and justice



The eight points represent the Beatitudes from The Sermon of the Mount

The Great Seal of America Scroll says
E Pluribus unum
Out of many, one
The VFW Scroll says
Deo Pro Patria
For God For Country

The vibrant red represents the danger our members have faced

The white represents purity

The gold represents achievements, acts of valor and the unique VFW eligibility status they've earned

* the Beatitudes are Blessed are the poor in spirit, the meek, the pure, the merciful, the peacemakers, they who mourn, seek righteousness and are persecuted for righteousness' sake

Approved August 2018
Unveiled November 2018

Purpose of an Inspection



- ▶ **Provide the State Commander and State Inspector with a factual report on the operating condition of a Post**
- ▶ **Guidelines**
 - ▶ National By-Laws and the Manual of Procedure
 - ▶ Post Articles of Incorporation
 - ▶ Post By-Laws
 - ▶ Federal/State tax reporting requirements
 - ▶ State SI-100 reporting requirements
 - ▶ Post Inspection Form



Overview



The Role of the Inspector

When Inspections Can Occur?

Where Inspections Should Take Place?

Key Personnel for the Inspection and their Roles

Feedback

Role of the Inspector



Be Active, connected and engaged with the District Posts

Act as an advisor to the Posts

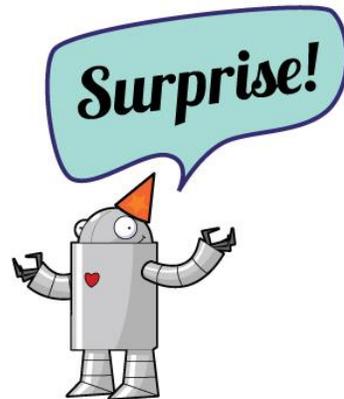
Ensure the Post Operates by the Provisions of VFW

Bylaws, Manual of Procedure and rituals

Evaluate the Effectiveness of Post Officers and Procedures

Suggest improvements as appropriate

When can an Inspection Occur?



- ▶ Inspections must be completed by December 31 of each year
- ▶ District 15 Inspections normally occur during the months of October and/or November of the Calendar Year
- ▶ An inspection can occur whenever the District Commander deems it necessary
- ▶ The District Commander and District Inspector may attend any of a Post's meetings during the year

**Where should an
Inspection take
place?**

**Inspections should
take place at The VFW
Post**

**The Post should be the
primary storage location
for all records**



Record Accessibility

Binders



File Folders



Bookcase



To facilitate the Inspection all necessary Documents should be organized and easily accessible

Who Should Attend

Post Commander

- The Leader

Trustee(s)

- The Police

Adjutant

- The Official Communicator

Quartermaster

- The Money Person

Primary Roles and Responsibility Post Commander

Enforce strict observance of the laws and usages of the organization

Insist that Post business and activities be conducted, and do not violate, any applicable law, rule and/or regulation



The Leader



Reference;
Manual of Procedure
281(a)(1)

Primary Roles and Responsibility Trustee(s)

Review the Monthly Report of receipts and expenditures

Within 30 days from the end of each quarter, audit the books and records of the Post Quartermaster, Post Adjutant and any activity, club room etc. conducted or operated by the Post



The Police



Reference;
Manual of Procedure
218(a)(11)

Primary Roles and Responsibility Adjutant

The official corresponding officer for the Post

Prepare all required reports and returns

**Maintain all required books and records in a
Legible and uniform format**

**Maintain a current copy of the National and Post
By-Laws, Manual of Procedure and Ritual of the VFW**



The Communicator



Reference;
Manual of Procedure
218(a)(6)

Primary Roles and Responsibility Quartermaster

Qualify and secure all necessary bonds

Collect and disburse all Post monies

Receive annual membership dues

Reconcile and verify all transactions listed
On all bank account statements



The Money Person



Reference;
Manual of Procedure
218(a)(5)



Feedback from an Inspection



The Post will receive feedback from the inspector as the inspection proceeds



The Inspector will follow-up on any deficiencies and schedule, as necessary, follow-up meeting(s)



Quarterly, the post, will receive the Department Report highlighting any deficiencies that have not been addressed