

VFW California District 15

School of Instruction Inspections

Instructor

Pat Hurton

Pat Hurton

District 15 Inspector

District 15 Inspector

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Date: 08/14/2021



Purpose of an Inspection

**To provide a factual report to the State
Commander and Inspector on the state of a Post**

01

**To determine the state of the Post not “sink”
the Post**

02

**Review Post practices and procedures and
suggest improvements**

Knowledge

History of the VFW

**Rules and Regulations
of the VFW**

Inspection Requirements

Success Depends On

Preparation!!!

01

All Key personnel Present

02

Documents readily available

Inspections are *not* The Spanish Inquisition

Not a Trial



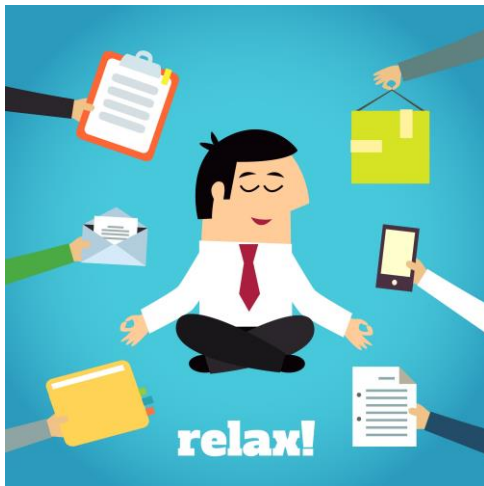
No torture



Instant results
no “hanging” around



Atmosphere



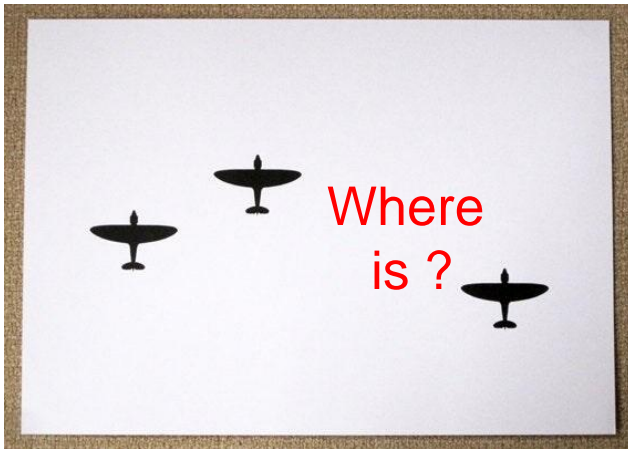
**Should be
Relaxed and Friendly**

will be if

**All Participants are
prepared and organized**



Atmosphere

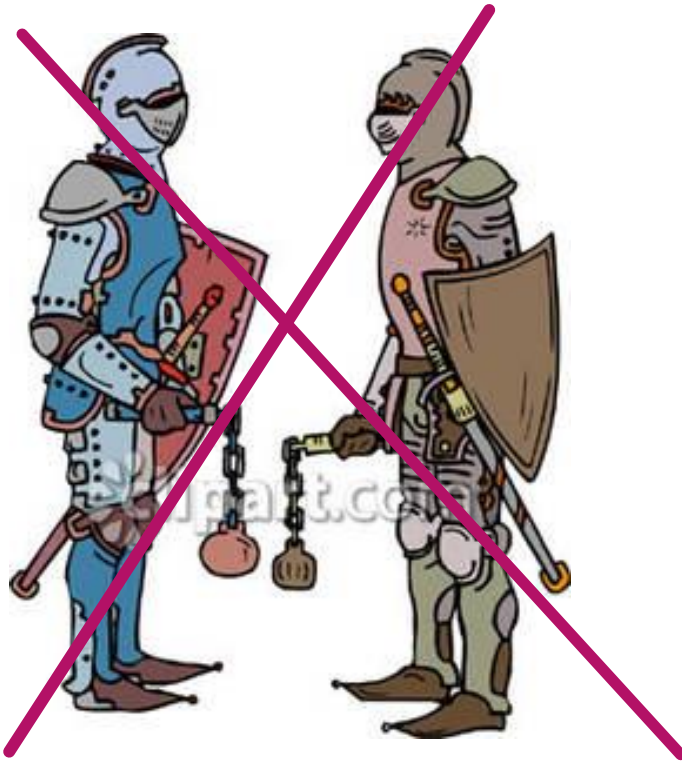


- ▶ **Could be tense and chaotic**
- IF**
- ▶ **Required persons not present**
- ▶ **Can't find documents**



Inspections are to not a **Battle**
but
are to Help

8



Atmosphere

***Attitude and Preparation
of the participants
Determines the Atmosphere***

Possible Contributing Factors for Success

AM

Black



Cream Filled



Maple Bar



PM

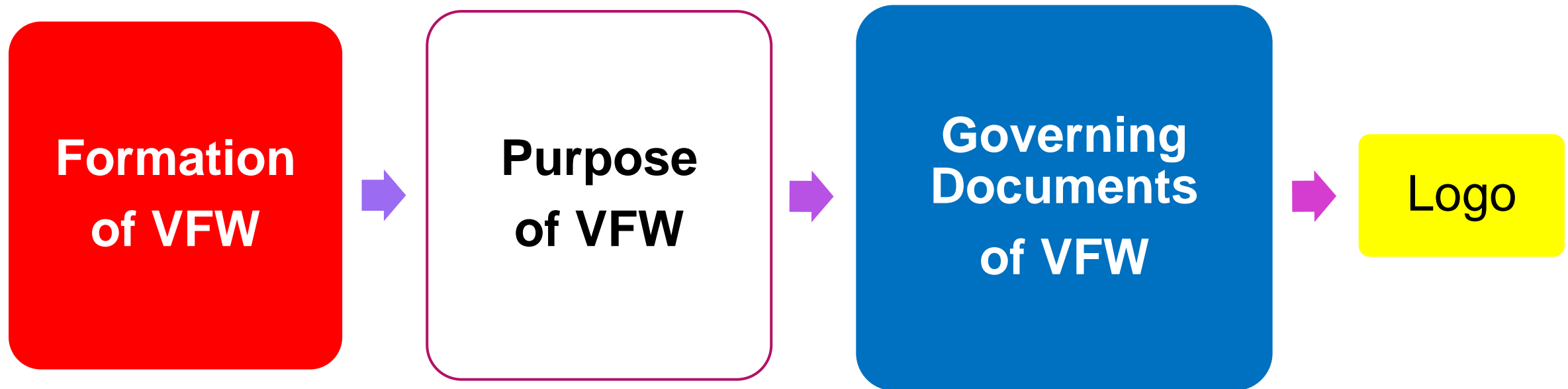
Unsweetened



Sticks
Or Chips



General Information You Should Know



Formation

**The American
Veterans of Foreign
Service**

Columbus, Ohio

**September 29, 1899
James C. Putnam**

**The Colorado Society,
Army of the Philippines**

Denver, Colorado

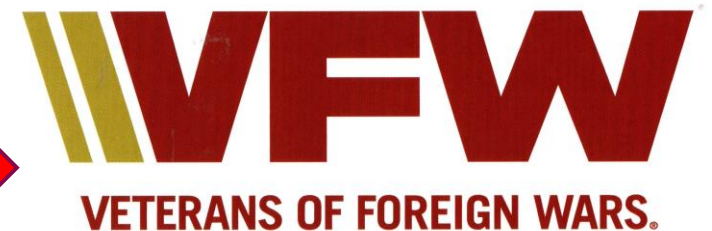
December 12, 1899

**Foreign Service
Veterans**

Pennsylvania

~ early 1900

**Encampment held Denver,
Colorado in August 1913**



Governing Documents

Congressional Charter

- Last amended 4 December 2014

By-Laws - July 24, 2020

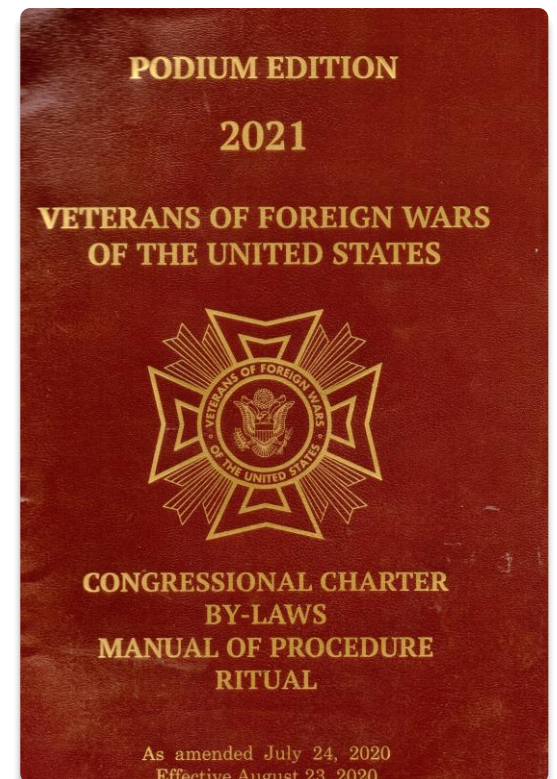
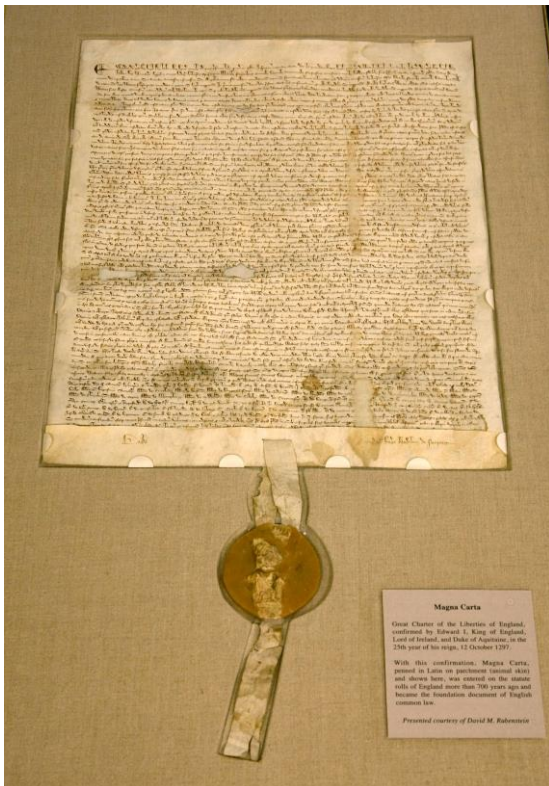
- Guide all aspects of the VFW

Manual of Procedure

- Details of the Bylaws

VFW Ritual

- How to conduct certain activities



VFW Charter

Organization

Purposes

Membership

Exclusive Rights

Service of Process

Annual Report To Congress

Charter of the VFW – Overall Purposes (Section 23102)

Fraternal
Patriotic
Historical
Charitable
Educational

Charter of the VFW – Specific Purposes (Section 23102 - 1 & 2)

**Preserve and
strengthen
comradeship
among members**



Assist worthy comrades



Charter of the VFW – Purpose Section 23102 - 3

Perpetuate the memory and history of our dead and to assist their surviving spouses and orphans



Charter of the VFW - Purpose (Section 23102 - 4 & 5)

Maintain true allegiance to the Government of the United States, and fidelity to the constitution and laws



**Foster True
Patriotism**



Charter of the VFW - Purpose (Section 23102 - 6 & 7)

**Maintain and extend the
institutions of American
freedom**

**Preserve and defend the
United States from all enemies**



General Information



The Role of the Inspector



When Inspections Can Occur



Where Inspections Should Take Place



Key Personnel



Records Accessibility



Feedback

Where should an Inspection take place?

All Inspections should take place at the Post

The Post shall be the primary storage location for all records



Roll of the Inspector



Act

Act as an
advisor to
Posts

Ensure

Ensure the
Post
Operates by
the
Provisions of
VFW

Evaluate

Evaluate the
Effectiveness of
Post Officers and
Procedures

Suggest

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 November of each
year**

**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**



Records Accessibility

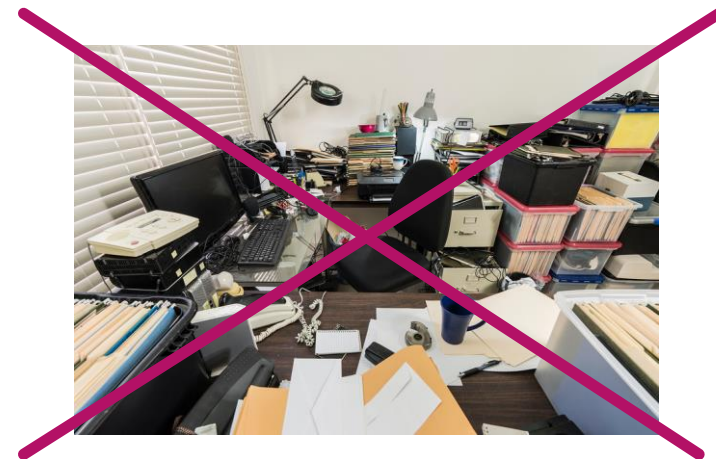
**DOCUMENTS SHOULD BE AVAILABLE
AND ORGANIZED**



Binders



File Folders



Key Personnel

Post Commander

- The Leader



Trustee(s)

- The Police



Adjutant

- The Official Communicator



Quartermaster

- The Money Person



Role of Post Commander

Ensure	all required comrades are present, on time and prepared for the inspection
Ensure	all necessary documentation is assembled
Ensure	all necessary documentation is current



**The Post Commander is
the Band Leader
and
Orchestra Conductor**



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

Role and Responsibility of Trustee(s)

Show proof that last **monthly report** of receipts and expenditures was reviewed (Question 14)

Show proof that **within 30 days** of the end of each quarter, the books and records of the **Post Quartermaster, Post Adjutant and any activity, club room etc.** conducted or operated by the Post and were audited (Question 15)



The Police



Auditor

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

Primary Role and Responsibility Adjutant

The official corresponding officer for the Post

Provide an index of all books and records kept by the Post

Provide documentation required by Post Inspection Form Question 5



The Communicator



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

Primary Role and Responsibility Quartermaster



- Provide Ledger
- Provide Bank Statement(s)
- Provide Checkbook
- Provide Bonds
- Provide Tax Returns
- Provide Proof of Insurance

The Money Person



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

Feedback from an Inspection



As the inspection proceeds



Follow-up on any deficiencies and schedule, as necessary, follow-up meeting(s)



The Department Quarterly Report highlights any deficiencies that have not been addressed



Most Prevalent Issue

Lack of Preparation



The following documents should be in an indexed binder

Post Bylaws - Question 1

Articles of Incorporation – Question 2

Most Recent Election Report – Question 3

- **Proof of Eligibility for Officers (DD214) - Question 5f**
- **Minutes of meetings at which the applicants were reviewed, read and voted on - Question 6**

The following documents should be in an indexed binder

Bonds – Question 17

Insurance Policy or Policies – Question 26

Quarterly Audit Report – Question 15

Federal/State Tax filings– Quest. 19g

Frequent Issues - Documentation

Minutes of key meetings

Where are current orders and circulars?

National, Department and District Bylaws?

Prove new member admission process (Bylaws Sec 102/103)

Minutes noting a quorum

Consolidated list of Post committees

Commemorative dates

Minutes approval of expenditures

How do you answer these questions?

Original application of EVERY member admitted to the Postal

Example of “**PROPER COORDINATION**” between the Post and its Auxiliary

Show The Post’s membership committee’s “**VIABLE**” recruiting and retention plan

How does the post demonstrate that the **TRUSTEES HAVE AUDITED ALL** the adjutant’s records?

Question 18 – How does the inspector know that “**ALL**” persons requiring a bond has one?

Required Reports

36

Report	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Responsibly Party
Election Report		Jun 1			Post Adjutant
Bonds			By Aug 31		Quartermaster
School of Instruction				Dec 31	District Commander
Service Officer Training					
Post Informational			Sep 30		
IRS 990				Dec 30	Post Quartermaster
FTB 199				Dec 30	Post Quartermaster
Inspection Status				Oct 1 – Dec 31	District Inspector
Audits	Jan 30	Apr 30	Jul 30	Oct 30	Post Quartermaster
Donation to Programs					
Donation to Foundation					
Buddy Poppies a)		May 31		Nov 11	Buddy Poppy Chairperson
Voice of Democracy					

a) Buddy Poppy goals are set by Post and must be met

Required Reports (Cont.)

37

Report	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Responsibly Party
Patriotism					
LE/FF/EMT a)					
Teacher of the Year					
Community Service	Jan1 – Mar. 31	Apr 1 – Jun 30	Jul 1 – Sep 30	Oct 1 – Dec 30	
Veterans Assistance	Jan1 – Mar. 31	Apr 1 – Jun 30	Jul 1 – Sep 30	Oct 1 – Dec 30	
Membership b)		As of June 30			
Qualification c)					

a) LE/FF/EMT – Law enforcement, Firefighter, Emergency Medical Technician

b) Membership – Division, Drive, Goal Reached

c) Qualification – District Commander Recommendation

All State Qualified

All State Order placed

The VFW Logo



VFW Logo Maltese Cross

**Represents a Heritage of Honor
Duty, Sacrifice and Courage**



- ▶ **The Order of Knights of the Hospital of Saint John of Jerusalem (Knights Hospitaller) arose in the early 12th century;**
 - ▶ **The Cross of Malta trademark was issued June 9, 1931**
 - ▶ **The current logo was unveiled on November 6, 2018**



Maltese Cross Basic Design

The four arms represent
prudence, temperance,
fortitude and justice



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

The sun's rays emphasize
vigor and warmth
and

The spread of democracy
among the countries of the earth

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

Maltese Cross Colors

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

Maltese Cross The Great Seal



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**

Visit our website

This SOI is available on the VFW CA 15 website

at

vfwcadist15.org

**Click on resources, then School of Instruction
then Inspections**

The End



Inspection Form Line by Line

VETERANS OF FOREIGN WARS OF THE UNITED STATES POST INSPECTION FORM

POST NO.	CHARTERED LOCATION (CITY & STATE)	DISTRICT NO.	DEPARTMENT	INSPECTION DATE
1) Has the Post adopted Bylaws in accordance with Section 202 of the National Bylaws? YES NO				
a) Date reviewed by the Commander-in-Chief: _____				
2) Is the Post incorporated in accordance with Section 708 of the National Bylaws? YES NO				
a) Date reviewed by the Commander-in-Chief: _____				
b) Date filed with appropriate state officials: _____				
c) Name of incorporated unit: _____				
d) Registered Agent of Record: _____ Last updated: _____				
3) Are all officer positions filled as prescribed in Section 216 of the National Bylaws? YES NO				
4) Are Post delegates elected in accordance with Section 222 of the National Bylaws? YES NO				
5) Does the Post Adjutant... YES NO				
a) Maintain books and records in a legible and uniform format? YES NO				
b) Maintain a file containing a copy of the original application of every member admitted into the Post? YES NO				
c) Maintain a file of meeting minutes after correction and approval? YES NO				
d) Maintain a file of current orders or circulars issued from higher authority? YES NO				
e) Maintain a correspondence file? YES NO				
f) Maintain a file containing proof of eligibility submitted by officers? YES NO				
g) Maintain a current copy of Post, District (if applicable), Department and National Bylaws? YES NO				
6) Are applicants for membership reviewed, read and voted on at a Post meeting for approval? YES NO				
7) Does the Post hold at least one meeting per month with a quorum present? YES NO				
8) Are all committees reporting to the membership at Post meetings? YES NO				
9) Are Community Service/Program (Activity) reports submitted in accordance with Department Bylaws and guidelines? YES NO				
a) Date of last submission: _____				
10) Does the Post observe commemorative dates as mandated in Section 223 of the National Bylaws? YES NO				
11) Does the Post have an Auxiliary? YES NO				
a) Is there proper cooperation between the Post and its Auxiliary unit? YES NO				
12) Does the Post distribute Buddy Poppies? YES NO				
a) Date of last distribution: _____				
13) Does the Post have a membership committee? YES NO				
a) Does the Post have a viable recruiting and retention plan? YES NO				
14) Do the elected Trustees review the monthly report of receipts and expenditures? YES NO				
15) Do the elected Trustees audit quarterly all books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post? YES NO				
a) Date of last quarterly audit: _____				
16) Post funds: YES NO				
a) Balance of all checking accounts \$ _____				
b) Balance of all savings accounts \$ _____				
c) Balance of all CD and bond accounts \$ _____				
d) All other account types \$ _____				
e) Total of all accounts \$ _____				
f) Amount of Quartermaster Bond \$ _____				
g) Do all account ledger balances match the balance of reconciled bank statements? YES NO				
h) Is the Quartermaster Bond (f) greater than the total of all accounts (e)? YES NO				
17) Name of bonding company: _____ Expiration date of bond: _____				
18) Are additional officers accountable for funds bonded in accordance with Section 703 of the National Bylaws? YES NO				
19) Does the Post Quartermaster... YES NO				
a) Maintain books and records in a legible and uniform format? YES NO				
b) Receive and properly transmit membership dues as required? YES NO				
c) Maintain a relief fund in accordance with Section 219 of the National Bylaws? YES NO				
d) Have care and custody of all committee funds? YES NO				
e) Report on transactions concerning receipts and expenditures at Post meetings? YES NO				
f) File appropriate forms as required by federal, state and local statutes? YES NO				
g) Date of last 990 filing: _____ h) Is the 990 filing available for public inspection? YES NO				
20) Post Federal Employee Identification Number (EIN): _____				
21) Are all expenditures voted on by the Post membership and approved by the Post Commander? YES NO				
22) Are expenditures from the relief fund in accordance with Section 219 of the National Bylaws? YES NO				
23) Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaws? YES NO				
24) Are checks pre-signed by any authorized officer? YES NO				
25) Does the Post own real property? YES NO				
a) Appraised Value: \$ _____ Monthly Payment: \$ _____ Amount Owed: \$ _____				
b) Title Holder: _____				
26) Does the Post carry all proper types of insurance? YES NO				
a) Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds? YES NO				
27) Does the Post retain documents in accordance with the Department's Document Retention Policy? YES NO				
28) Does the Post operate a clubroom/canteen or other state licensed entity?(Department Inspection Form May Be Required) YES NO				

INSPECTOR COMMENTS:

POST COMMANDER: _____

INSPECTOR: _____

The Inspector shall provide a copy of each inspection to the Post Commander, District Inspector, and Department Inspector and set forth therein any constructive criticism and recommendations. MAINTAIN IN POST FILE AS A PERMANENT RECORD

Question		Responsible Party	Proof 47
1	Are the Bylaws in accordance with Section 202 of National Bylaws?	Commander	Show Bylaws
1a	Date reviewed by Commander in Chief	Commander	Show Date
2	Is the Post Incorporated in accordance with Section 708 of National Bylaws	Commander	Show Articles of Incorporation
2a	Date reviewed by Commander-in-Chief	Commander	Show Date
2b	Date filed with appropriate State Officials	Commander	Show Date
2c	Name of Incorporated Unit	Commander	Show Name
2d	Registered Agent of Record	Commander	Show Person
2d (Cont)	Date of Last update of Agent of Record	Commander	Show Date
3	Are all Officers positions filled as prescribed in Section 216 of National Bylaws? (see Question 5f)	Commander	Show latest Election Report
4	Are Post Delegates elected in accordance with Section 222 of National Bylaws?	Commander	Show minutes of meeting at which election was held

Post Adjutant – Question 5

48

Question	Question	Responsible Party	Proof
5a	Maintain books in a legible and uniform format	Adjutant	Show Records
5b	Maintain a file containing a copy of the original application of every member of the Post	Adjutant	Show File
5c	Maintain a file of meeting minutes after correction and approval	Adjutant	Show File
5d	Maintain a file of current orders or circulars issued from higher authority	Adjutant	Show File
5e	Maintain correspondence file	Adjutant	Show File
5f	Maintain a file containing proof of eligibility submitted by officers (should be with election report)	Adjutant	Show DD-214s
5g	Maintain a copy of Post, District, Department and National Bylaws	Adjutant	Show Bylaws

Question	Question	Responsible Party	Proof
6	Are applicants for membership reviewed, read and voted on at a Post meeting for approval?	Commander	Show meeting minutes
7	Does the Post hold at least one meeting per month with a quorum present?	Commander	Show meeting minutes
8	Are all committees reporting to the membership at Post meetings?	Commander	Show meeting minutes
9	Are community Service/Program (Activity) reports submitted in accordance Department Bylaws and guidelines?	Commander	Show Reports
9a	Date of last submission	Commander	Show Date
10	Does the Post observe commemorative dates as mandated in Section 223 of National Bylaws	Commander	Show proof (meeting minutes?)

Question	Question	Responsible Party	Proof 50
11	Does the Post have an Auxiliary?	Commander	Yes/No
11a	Is there proper coordination between the Post and its Auxiliary?	Commander	Yes/No
12	Does the Post distribute Buddy Poppies?	Commander	Yes/No
12a	Date of last distribution	Commander	Date
13	Does the Post have a membership Committee?	Commander	Yes/No
13a	Does the Post have a viable recruiting and retention plan/	Commander	Yes/No
14	Do the elected Trustees review the monthly report of receipts and expenditures?	Trustee	Show How
15	Do the elected Trustees audit quarterly all books and records of the Post Quartermaster, Post Adjutant and any activity, clubroom, holding company or unit sponsored, conducted by, for or on behalf of the Post	Trustee	Show How
15a	Date of last quarterly audit	Trustee	Show Date

Post Funds

51

Question	Question	Responsible Party	Proof
16a	Balance of all checking accounts	Quartermaster	Show
16b	Balance of all savings accounts	Quartermaster	Show
16c	Balance of all CD and bond accounts	Quartermaster	Show
16d	All other account types	Quartermaster	Show
16e	Total of all accounts	Quartermaster	Show
16f	Amount of Quartermaster bond	Quartermaster	Show
16g	Do all account ledger balances match the balance of reconciled bank statements	Inspector	Add
16h	Is the Quartermaster Bond (f) greater than the total of all accounts?	Quartermaster	Show

Question	Question	Responsible Party	Proof
17	Name of the bonding company	Quartermaster	Show
17a	Expiration date of bond	Quartermaster	Show
18	Are additional officers accountable for funds bonded in accordance with Section 703 of the National Bylaws?	Quartermaster	Yes/No If Yes show bond(s)

Does the Post Quartermaster

53

Question	Question	Responsible Party	Proof
19a	Maintain books and records in a legible and uniform format?	Quartermaster	Show Ledgers
19b	Receive and properly transmit membership dues as required?	Quartermaster	Show
19c	Maintain a relief fund in accordance with Section 219 of the National Bylaws?	Quartermaster	Show
19d	Have care and custody of all committee funds?	Quartermaster	Show
19e	Report on transactions concerning receipts and expenditures at Post meetings?	Quartermaster	Show meeting minutes
19f	File appropriate forms as required by federal, state and local statutes?	Quartermaster	Show
19g	Date of last 990 filing	Quartermaster	Show
19h	Is the 990 filing available for public inspection?	Quartermaster	Show how

Question	Question	Responsible Party	Proof
20	Post Federal Employee Identification Number (EIN)	Commander	Show
21	Are all expenditures voted on by the Post membership and approved by the Post Commander?	Commander	Show meeting minutes
22	Are expenditures from the relief fund in accordance with Section 213 of the National Bylaws	Quartermaster	Yes/No
23	Are signature(s) authorizing the disbursement of funds done in accordance with Post Bylaw?	Quartermaster	Yes/No
24	Are checks pre-signed by any member authorized officer?	Quartermaster	Yes/No

Question	Question	Responsible Party	Proof
			55
25	Does the Post own real property?	Commander	Yes/No
25a	Appraised Value	Commander	Appraisal
25a(1)	Monthly Payment	Quartermaster	Show
25a(2)	Amount Owed	Quartermaster	Show
25b	Title Holder	Commander	Show
26	Does the Post carry all proper types of insurance?	Commander/Quartermaster	Show Policies
26(1)	Name of Insurance Company	Commander/Quartermaster	Show Policies
26a	Are both the Veterans of Foreign Wars of the United States and Department named as additional insureds?	Commander/Quartermaster	Look at Policies
27	Does Post retain documents in accordance with the Department Document Retention Policy?	Commander	Yes/No
28	Does the Post operate a clubroom/canteen or other state licensed entity?	Commander	Yes/No If yes additional from required

Additional Questions

56

Question	Question	Responsible Party	Proof
1	Whenever there is an election of New Corporate Officers or at least every two years from the date of Incorporation, a Statement of Information Form SI-100 Must be filed. Has this been done?	Commander	Show
2	If the Post is registered as a public benefit charity and/or sales are more than \$25,000 annually, has Form RRF-1 been filed with the Federal 990's attached and is it current?	Commander	Show
3	Has the Federal E-Post Card/990 been filed and is it current?	Quartermaster	Show
4	Has the State FTB E-Post Card/199 been filed and is it current?	Quartermaster	Show
5	Does the Post have Bingo, Pull Tabs or Lotto?	Quartermaster	Yes/No
5a	If yes is the chairmen bonded?	Quartermaster	Yes/No If yes show bond
5b	Are the funds separated from the Post Operation Account?	Quartermaster	Yes/No

Additional Questions Canteen

57

Question	Question	Responsible Party	Proof
1	Does the Post Have a Bar/Canteen?	Commander	Yes/No
1a	If Yes, is the ABC Type 52 Veterans Club License Current?	Commander	Yes/No
1b	If Yes, is the Health Permit current?	Commander	Yes/No
1c	If Yes, if catering in the club hall, is ABC type 58 Catering License current	Commander	Yes/No
1d	If Yes, has sales tax Form BOE 401 been filed and is it current?	Quartermaster	Yes/No
2	Does the Club have a manager?	Commander	Yes/No
2a	If Yes, Is the club manager bonded?	Quartermaster	Yes/No
3	Does the Post have liquor Liability Insurance?	Quartermaster	Yes/No

Additional Questions Canteen

58

Question	Question	Responsible Party	Proof
4	Does the Club have a paid Bar Manager and/or paid employees?	Commander	Yes/No
4a	If Yes, Is there a Form I-9 & W4 filed for each employee?	Quartermaster	Yes/No
4b	If Yes, has EDD Form DE-9 been filed and is it current?	Quartermaster	Yes/No
4c	If Yes, has EDD Form DE-9C been filed and is it current?	Quartermaster	Yes/No
4d	If Yes, has Federal Form 940 been filed and is it current?	Quartermaster	Yes/No
4e	If Yes, has Federal Form 941 been filed and is it current?	Quartermaster	Yes/No
4f	If Yes, Does the Post carry Workers Compensation Insurance	Quartermaster	Yes/No