

# MAIL CALL

23-24 GENERAL ORDER-02 PAGES 5-6

PHOENIX NATIONAL CONVENTION 2023  
STATE COMMANDER RON DELANEY AND AUXILIARY PRESIDENT LISA DELANEY  
LEAD THE CONVENTION'S PATRIOTIC PARADE



Council of Administration and School of Instruction August 11-13, 2023, we will have a special guest PSC Dan West, National Adjutant General as Louisiana's National Representative and Instructor.

**National Commander-In-Chief's  
Commanders Challenge  
to all Post  
page 15**



**National Representative  
Dan West  
Adjutant General**

23-24 COMMANDER DELANEY'S  
PIN AND MOTTO



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NATIONAL COMMANDER-IN-CHIEF

**DUANE T. SARMIENTO**

**MEET THE CHALLENGE**



2023-2024

COUNCIL OF ADMINISTRATION  
AND  
SCHOOL OF INSTRUCTION



**AUGUST 11 - 13, 2023**

**THE HOTEL BENTLEY**

200 Desoto Street  
Alexandria, LA 70131

**SOUTHERN CONFERENCE 2023**



**NOVEMBER 2-5, 2023**

**RIVER SPIRIT CASINO**

River Spirit Casino Resort, 8330 Riverside Pkwy  
Tulsa, OK 74137

COUNCIL OF ADMINISTRATION  
AND  
SCHOOL OF INSTRUCTION



**JANUARY 25-28, 2024**

**THE HOTEL BENTLEY**

200 Desoto Street  
Alexandria, LA 70131



# STATE COMMANDER MESSAGE

Greetings Comrades.

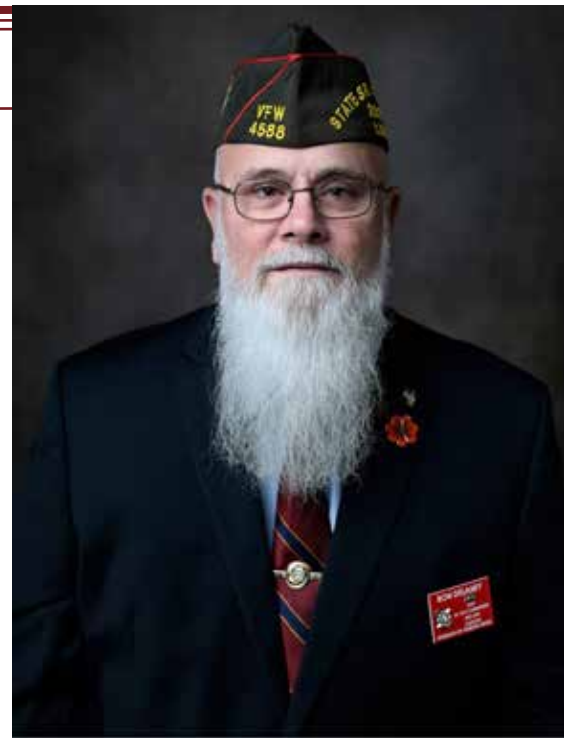
What a great National Convention we had in Phoenix! Louisiana was recognized as Number 1 in the Nation with membership at 106.88%! It was exciting to see so many Post & District Commanders along with PSC Don Reber walk across the stage and receive their All American caps. Being selected as an All American Post, District or State is the result of a tremendous commitment made to working all the programs to include Membership, Community Service, Americanism, Buddy Poppy, etc. Louisiana had a lot of hard work and dedication to be proud of!

In addition to Louisiana being top in membership, we were extremely excited that the Southern Conference received the Commander-in-Chief Membership Cup for Outstanding Membership Performance among the 4 Conferences. This was the 4th year in a row that Southern Conference secured this prestigious trophy. Also, the first ever National Cornhole Tournament Champions are none other than our own Bobby Lovergne and Larry Koons! The Cornhole Tournament raised over \$30,000 for the Pact Act Fund and was an idea that Bobby turned into a reality! Congrats.

With that said and done, let's not take our feet off the gas pedal and keep up all the efforts and dedication to getting the job done for our Veterans. Let's strive to have another impressive year at the next National Convention in Louisville, KY.

I am looking forward to seeing many of you at the Department of Louisiana C of A/School of Instruction scheduled for August 11-13 at the Bentley in Alexandria. We will have break out training sessions Saturday morning to prepare everyone for a successful year.

Continue reaching out to your members and your communities and show them the VFW does MORE for our VETERANS.



RON DELANEY  
Air Force - Post 4588



Commander and President during a little down time between sessions.



**Dan West**  
**Adjutant General**  
**Veterans of Foreign Wars of the United States**

Dan West was appointed the Adjutant General of the Veterans of Foreign Wars of the U.S. on July 21, 2022, at the 123rd VFW National Convention in Kansas City, Missouri.

Dan served in the United States Marine Corps from 1983 to 1994, serving in Operation Desert Storm.

He joined the VFW in 1996 at Post 3413 in San Marcos, Texas, where he maintains his Gold Legacy Life membership. He served in elected and appointed positions at the Post, District and Department Levels, culminating with his election as Department Commander in 2015, in which he achieved Triple Crown All-American status.

Dan worked at the Department of Texas VFW for 15 years culminating the last three years as the State Adjutant/Quartermaster. On the national level, he has served as Vice Chair on the National Military Services and Iraq/Afghanistan Committees, as a member of the National Security and Foreign Affairs Committee, Veterans and Military Support Committee, a Special Aide-de-Camp, a national certified recruiter, and as a member of the National Council of Administration representing the Department of Texas.



He is a member of the Disabled American Veterans, and the Marine Corps League.

Dan and his wife Beth, reside in Texas.

-vfw-

**PAGES 5-6 ARE TO BE READ AT MEETINGS THEN POSTED**

**MANDATORY:**

**General Orders:** All material in the State General Orders is directive in nature and will be read to the membership at the Post regular membership meetings each month. Some of these have remained the same and will for a while longer to instill their importance to our order. New Items will be added in each General Order and will have some highlighted in Red areas.

**ARTICLE X - RULES OF ORDER**

**Sec. 1001 - Rules of Order Governing All Meetings.**

25. The dispensation and/or consumption of **alcoholic beverages** or use of **smoking/vaping products** in VFW meeting rooms during VFW meetings are **prohibited**.

**Post Commanders:** If you, your Quartermaster, or Adjutant do not have an email address please designate a member of your Post, with an email address, to disseminate information from District and Headquarters. Also, please ensure the Post roster is always up to date and accurate.

**Article I, Sec. 103 - Election.**

Applications. After the applicant has filled out the application card, it should be provided to the Post Adjutant or Quartermaster, together with the dues (and admission fee, if applicable). A receipt shall be given to the applicant.

An applicant may be recommended after eligibility has been fully determined by the Post Reviewing Committee. With respect to a Department Member-at-Large, the National Organization and/or the Department Headquarters will be responsible for eligibility determination.

The original application of every member will be retained on file with the Adjutant. **Balloting on Applications.** Before voting on the application during a Post meeting, the Commander shall allow the members present an opportunity to state their objections, if any, to the admission of the applicant. Unless one member present shall request a written ballot, a vote shall be taken and a majority of the votes cast shall decide acceptance or rejection of the application.

**Attention Commanders:** all levels are directed to **Article VII, Sec. 703** of the National Bylaws which requires;

Each officer accountable for funds or property pursuant to any provision of these Bylaws shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which, so far as can be anticipated, they may be accountable. The bond premium shall be paid from the funds of the Veterans of Foreign Wars of the United States, Department, District, County Council or Post, as the case may be, to which each officer is accountable.

The bonds of such accountable officers, in amount and as to surety, shall be approved by their respective units and held by their respective Commanders. The Commander of each unit shall be responsible for the proper and adequate bonding of all accountable officers in their unit.

**Article VII, Sec. 710 - Inspection.**

The Commander-in-Chief or any Department Commander may require, within their respective jurisdiction, the inspection of any Department, District, County Council or Post, or any holding company or corporation subordinate thereto, whenever the Commander-in-Chief or Department Commander may believe the best interests of the Organization will be served to ensure compliance with the National Charter, Bylaws, Manual of Procedure, lawful orders of the National Convention, the National Council of Administration and the Commander-in-Chief and the laws and usages of the Organization. For this purpose the Commander-in-Chief or Department Commander may detail any member within their respective jurisdiction whose duties shall be prescribed by the appointing power. All books, papers, accounts, records and proceedings pertaining to the Veterans of Foreign Wars of the United States shall be sub-

ject to inspection at all times.

**WEARING OF HATS:** Attention of Commanders, at all levels, are directed to action of the National Council of Administration prohibiting the wearing of VFW sport caps and/or western style caps at VFW meetings in place of the regulation cap of the VFW official uniform as set forth in the **National Bylaws and Manual of Procedure Article VIII, Section 803;**

Cap. A cap of the overseas type, lettered with VFW initials, Post numerals, state, rank of office (when applicable), and bearing the Cross of Malta emblem, shall be the regulation cap to be worn with or without the uniform. The color shall be green, shade 51. Lettering on each cap shall be in gold.

Organizational echelons will be designated by the color of the braid (piping) and letters on the caps as follows:

Post officers, members and Past Post Commanders -- gold braid; County Council officers and Past County Council Commanders -- bright blue braid; District officers, except District Commanders and Past District Commanders -- bright green braid; Department officers and Past Department officers, Conference officers and Past Conference officers, and District Commanders and Past District Commanders -- bright red braid; National officers and Past Commanders-in-Chief -- silver braid.

The National Council of Administration may designate other colors or color combinations of the cap, braid and lettering to be worn on the caps of All-American and All- State honorees, life members and aides-de-camp. Past Commanders-in-Chief and National officers with a Council vote, other than National District Council Members, may wear white caps with gold lettering and braid.

Regulation caps shall be worn by elected and appointed officers at all official meetings. Uniforms. Subject to the approval of the sponsoring units, color guards, drill teams and similar units may adopt optional uniforms and campaign hats, berets, helmets or other headgear for wear at parades, assemblies and similar events and at official functions in the performance of duties. Headgear shall be uniform for all members of the unit. If organizational emblems are worn on VFW Color Guard Headgear, one of them must be the Cross of Malta.

**and VFW Ritual;**

**General Rule 5.** When addressing the Commander all officers salute in a military manner. The Commander will return similar salutes. All officers exchange salutes when addressing each other.

**General Rule 6.** One rap of the gavel calls attention or seats the body when standing. Two raps of the gavel call everyone to standing attention.

General Rule 13, (a) All members who are able will stand during the offering of the prayers; (b) members will follow the action of the Chaplain or presiding officer relative to removal of caps during prayers; if uncovering, the hat shall be placed on the extended closed fingers of the right hand in such a way that the Cross of Malta is exposed and held over the heart; (c) official caps will not be worn during luncheons, banquets or other meals; (d) Official caps will be the only head covering allowed to be worn at regular meetings of the Veterans of Foreign Wars of the United States.

BY COMMAND OF  
RON DELANEY  
STATE COMMANDER

OFFICIAL:



Mitchell R. Cota, PSC  
State Adjutant

31 July 2023



Dear Comrades:

Written notice is promulgated herein, together with copies of proposed Standard Operating Procedures for adoption by the Department of Louisiana, Veterans of Foreign Wars of the United States to be considered by the 93rd Council of Administration to establish Department Standard Operating Procedures.

A handwritten signature in blue ink, which appears to read "Mitchell R. Cota".

Mitchell R. Cota, PSC  
State Adjutant  
Department of Louisiana  
Veterans of Foreign Wars  
of the United States

**VFW DEPARTMENT OF LOUISIANA**

10185 Mammoth Ave.  
Baton Rouge, LA 70814

Office 1-225-928-9025  
Fax 1-225-928-5095

State Adjutant [adj@vfwdola.org](mailto:adj@vfwdola.org)  
Administrative Assistant [tleblanc@vfwdeptla.org](mailto:tleblanc@vfwdeptla.org)

**C of A 2023 PROPOSED STANDARD OPERATING PROCEDURES  
S1**

**APPENDIX A**

**DEPARTMENT OF LOUISIANA  
STANDARD OPERATING PROCEDURES  
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

**ADOPTION AND AMENDMENTS OF STANDARD OPERATING PROCEDURES**

The Department Council of Administration is responsible for approving changes to the SOP as deemed necessary due to new or revised requirements from National Headquarters, Department Council of Administration and/or the general membership at State Conventions. The SOP maybe changed by a majority vote of the Department Council of Administration and the approved adoption or changes shall take effect immediately.

**Section 1: Submission and amendments to Standard Operating Procedures (SOPs).**

A SOP or its amendment may be submitted by a Post, District Convention, Department Officer or Chairperson, or Past Department Commander, and copies of the SOP(s) or amendment(s) are submitted to the Department Adjutant not less than 30 days before the convening of a meeting of the Department Council of Administration. Provided the following criteria is met:

- a. Date of submission to the Department Adjutant is within 30 days of a council meeting.
- b. The Post, District Convention, Department Officer or Chairperson, or Past Department Commander is identified as the author of the SOP or its amendment being recommended to the council.
- c. And proposed by the Department Commander to the council.

**Section 2: Announcement and Publication of SOPs.**

The Department Adjutant will announce SOP(s) and/or amendment(s) by email to current members of the Council of Administration no later than 10 days prior to the convening of its next scheduled meeting date. All proposed SOP(s) will be published in the Department Monthly *Mail Call* before the next council meeting.

**Section 3: Consideration and Approval of SOPs and amendments.**

SOPs shall be considered, amended, and/or approved by a majority vote of the presiding Council of Administration at a scheduled meeting.

**Date 10 July 2023  
Recommended by Department Adjutant  
Proposed by Department Commander**



APPENDIX B

STANDARD OPERATING PROCEDURES  
DEPARTMENT OF LOUISIANA  
VETERANS OF FOREIGN WARS OF THE UNITED STATES

DEPARTMENT OFFICERS

**Section 1. Duties and Responsibilities.**

A. In addition to the duties of the Department Officers prescribed in the National Bylaws, Department Bylaws, and the duties and responsibilities as described in the Department of Louisiana Standard Operating Procedures, the following officers are charged with the following specified duties and responsibilities:

(1). The Department Commander shall be required to obtain a financial audit from an independent firm of Certified Public Accountants of the Department Quartermaster's record covering receipts and disbursements of Department Funds for the previous fiscal year or for the period since the last audit by Certified Public Accountants. A copy of this report shall be submitted to the Department Council of Administration following the completion of the annual audit. By virtue of their office the Commander is an ex-officio member of all Committees.

(2). The Department Quartermaster shall be responsible for all financial matters, property and equipment for the Department of Louisiana. Within 5 working days after the end of each quarter the Quartermaster will produce a complete financial report. This financial report will compare expenses/revenue to each line item of the Department budget. The report will be distributed to the members of the Budget Committee, and Council of Administration.

(3). The Department Adjutant shall be responsible for administrative matters, management of headquarters and non-elected staff, for all communications between National Headquarters, District, Posts, Officers, and members within the Department to include communications with other Departments and Veterans Organizations.

B. No member shall be appointed or serve in a position of authority or supervision over an employee of the Department who is a spouse, child, sibling, or the spouse of a sibling or a child or a sibling of their spouse.

**Date 10 July 2023**  
**Recommended by Department Adjutant**  
**Proposed by Department Commander**

APPENDIX C

STANDARD OPERATING PROCEDURES  
DEPARTMENT OF LOUISIANA  
VETERANS OF FOREIGN WARS OF THE UNITED STATES

DEPARTMENT COUNCIL OF ADMINISTRATION

**COMPOSITION.** Is covered in the Department of Louisiana, State Bylaws.

**DUTIES.** The Department Council of Administration shall, when the Department Convention is not in session, determine, control, transact and pursue all Department business in accordance with the terms and provisions hereof and the dictates established by the Department Convention and perform such other duties as required by the National Bylaws of the Veterans of Foreign Wars of the United States, and such determinations, controls, transactions and pursuits shall remain in full force and effect until amended, changed or deleted by the Department Council of Administration or Department Convention in accordance with the terms and provisions hereof.

**REGULAR SESSIONS.** The Department Council of Administration shall meet in at least three (3) regular meetings each fiscal year. The first regular session of each year shall be held within sixty (60) days of the close of the Department Convention for the purpose of approving an annual budget and other matters that come before it. The Department will continue to operate under the prior year's budget. A regular meeting shall be held at a place, date and time to be determined by the Department Commander. A regular meeting shall be held during Mid-Winter Convention. The last regular meeting shall be held at the place of and immediately preceding the next ensuing Department Convention.

**SPECIAL SESSIONS.** Special sessions of the Council of Administration may be called or had in accordance with the terms and provisions of the National Bylaws of the Veterans of Foreign Wars of the United States.

**MEETINGS HELD ELECTRONICALLY.** Except as otherwise provided in this SOP, regular and special meetings of the Department Council of Administration, may be held entirely or partially by use of video conferencing or electronic transmissions that identify those participating, those seeking recognition to speak, and showing the results of votes, so long as all participants can communicate adequately with each other during the meeting. A person participating in a meeting by such means is deemed to be present at the meeting and counted for purposes of establishing a quorum and voting in order to transact business of the organization.

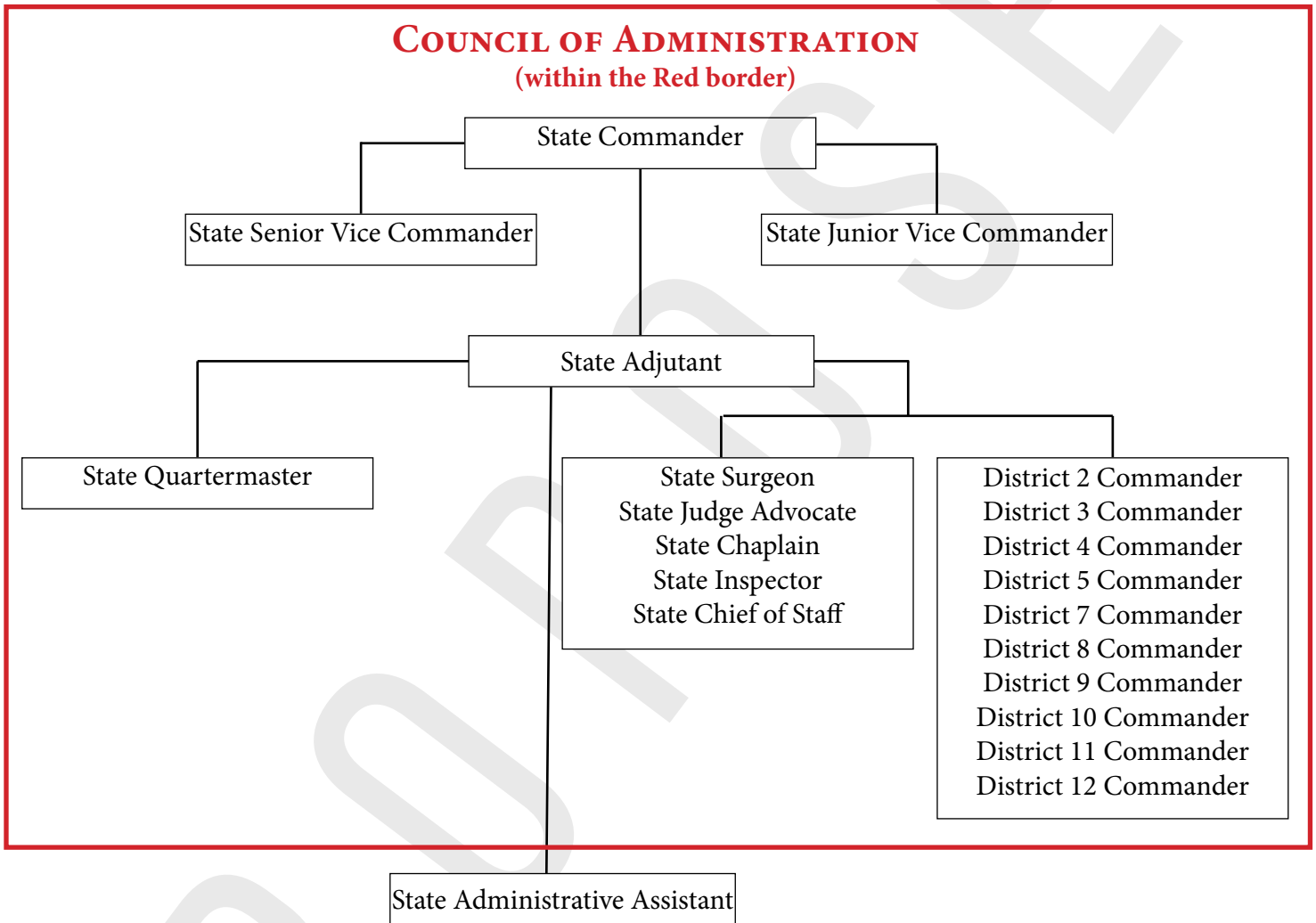
These electronic meetings shall be subject to all rules adopted by the Department Council of Administration, or by National and State VFW Bylaws, to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted by the Board shall supersede any conflicting rules in the parliamentary authority but may not otherwise conflict with or alter any rule or decision of the National or State Bylaws.

**QUORUM.** The majority of the members of the Council of Administration at any regular or special session of the Council of Administration shall constitute a quorum for transaction of Council business.

**C of A 2023 PROPOSED STANDARD OPERATING PROCEDURES  
VOTING.**

Each member of the Department Council of Administration present at a meeting shall be entitled to one vote. On matters requiring action by the Department Council of Administration between stated meetings, the State Commander may direct the Department Adjutant to conduct mail, email or fax ballots; the results of such ballots shall be reported for the record at the next stated meeting.

Any valid action taken by the Department Council of Administration in the performance of its duties shall be effective upon passage and shall remain in effect until such time as it may be terminated or superseded by the Department Convention acting within the limits of its own authority.



**Date 10 July 2023**  
**Recommended by Department Adjutant**  
**Proposed by Department Commander**

<b>District Meeting/Workshop</b>	<b>District Meeting/Workshop</b>	<b>District Convention</b>
<p align="center"><b>District 2 September 26, 2023</b></p> <p align="center">District Meeting</p> <p>Meetings place: Post <b>3267</b> 1133 Hickory Ave., Harahan, LA 70123 Registration 9am Meetings 10am</p>	<p align="center"><b>District 2 January 13, 2024</b></p> <p align="center">District Meeting</p> <p>Meetings place: Post <b>3750</b> 140 Angus Dr., Luling, LA 70070 Registration 9am Meetings 10am</p>	<p align="center"><b>District 2 May 4, 2024</b></p> <p align="center">District Convention</p> <p>Meetings place: Post <b>3750</b> 140 Angus Dr., Luling, LA 70070 Registration 9am Meetings 10am</p>
<p align="center"><b>District 3 August 26, 2023</b></p> <p align="center">School of Instruction</p> <p>Meetings place: Post <b>5097</b> 1004 Tiger Dr., Thibodaux, LA 70302 Registration 9am-10am. Sessions start at 10am. Lunch 12pm. (\$8)</p>	<p align="center"><b>District 3 January 13, 2024</b></p> <p align="center">Business/Awards</p> <p>Meetings place: Post <b>5097</b> 1004 Tiger Dr., Thibodaux, LA 70302 Registration 9am-10am. Sessions start at 10am. Lunch 12pm. (\$8)</p>	<p align="center"><b>District 3 April 20, 2024</b></p> <p align="center">Business/Elections</p> <p>Meetings place: Post <b>5097</b> 1004 Tiger Dr., Thibodaux, LA 70302 Registration 9am-10am. Sessions start at 10am. Lunch 12pm. (\$8)</p>
<p align="center"><b>District 4 August 19, 2023</b></p> <p align="center">Workshop Following C of A</p> <p>Meeting place: Post <b>9822</b> 120 VFW Road, Duson, LA 70529 Registration - 9:00 a.m. Joint Opening - 10:00 a.m. Lunch - 12:00 p.m. VFW/Aux Business Session - 1 pm</p>	<p align="center"><b>District 4 November 18, 2023</b></p> <p align="center">Programs</p> <p>Meeting place: <b>TBA</b></p> <p>Registration - 9:00 a.m. Joint Opening - 10:00 a.m. Lunch - 12:00 p.m. VFW/Aux Business Session - 1 pm</p> <hr/> <p align="center"><b>District 4 February 10, 2024</b></p> <p align="center">Mid-Year Update/Awards</p> <p>Meeting place: <b>TBA</b></p> <p>Registration - 9:00 a.m. Joint Opening - 10:00 a.m. Lunch - 12:00 p.m. VFW/Aux Business Session - 1 pm</p>	<p align="center"><b>District 4 April 13th</b></p> <p align="center">Elections</p> <p>Meeting place: Post <b>9822</b> 120 VFW Road, Duson, LA 70529 Registration - 9:00 a.m. Joint Opening - 10:00 a.m. Lunch - 12:00 p.m. VFW/Aux Business Session - 1 pm</p>



<p style="text-align: center;"><b>District 5</b> <b>September 9, 2023</b></p> <p style="text-align: center;">District Meeting</p> <p>Meetings place: Post <b>3802</b> 5416 Hwy 27 S., De Quincy, LA 70633 Registration 9am-10am. Sessions start at 10am. Lunch 12pm. (\$?)</p>	<p style="text-align: center;"><b>District 5</b> <b>November 12, 2023</b></p> <p style="text-align: center;">District Meeting</p> <p>Meetings place: Post <b>9854</b> 2292 Highway 109 S, Vinton, LA 70668 Registration 9am-10am. Sessions start at 10am. Lunch 12pm. (\$?)</p>	<p style="text-align: center;"><b>District 5</b> <b>April 20, 2024</b></p> <p style="text-align: center;">District Convention</p> <p>Meetings place: Post <b>7321</b> 2668 Hwy 171 North, Lake Charles, LA 70611 Registration 9am-10am. Sessions start at 10am. Lunch 12pm. (\$?)</p>
<p style="text-align: center;"><b>District 7</b> <b>September 19, 2023</b></p> <p style="text-align: center;">District Meeting</p> <p>Meetings place: Post <b>8971</b> 3809 Highway 190, Eunice, LA 70535 Registration 9am. Meeting start at 10am. Lunch 12pm. (\$8)</p>	<p style="text-align: center;"><b>District 7</b> <b>October 28, 2023</b></p> <p style="text-align: center;">District Meeting</p> <p>Meetings place: Post <b>2484</b> 123 N Liberty St., Opelousas, LA 70570 Registration 9am. Meeting start at 10am. Lunch 12pm. (\$8)</p>	<p style="text-align: center;"><b>District 7</b> <b>May 18, 2024</b></p> <p style="text-align: center;">District Meeting</p> <p>Meetings place: Post <b>5153</b> 1020 VFW Drive, Arnaudville, LA 70512 Registration 9am. Meeting start at 10am. Lunch 12pm. (\$8)</p>
<p style="text-align: center;"><b>District 8</b> <b>September 9, 2023</b></p> <p style="text-align: center;">District Meeting</p> <p>Meetings place: Post <b>3784</b> 13214 S Choctaw Dr., Baton Rouge LA 70815 Registration 9am-10am. Sessions start at 10am. Lunch 12pm. (\$7)</p>	<p style="text-align: center;"><b>District 8</b> <b>January 13, 2024</b></p> <p style="text-align: center;">District Meeting</p> <p>Meetings place: Post <b>3693</b> 42430 Church Point Rd., Gonzales, LA 70737 Registration 9am-10am. Sessions start at 10am. Lunch 12pm. (\$7)</p>	<p style="text-align: center;"><b>District 8</b> <b>April 27, 2024</b></p> <p style="text-align: center;">Nomination and Elections</p> <p>Meetings place: Post <b>4224</b> 3215 Ben Williams Lane, Baker, LA 70714 Registration 9am-10am. Sessions start at 10am. Lunch 12pm. (\$7)</p>
<p style="text-align: center;"><b>District 9</b> <b>September 16, 2023</b></p> <p style="text-align: center;">District Meeting</p> <p>Meetings place: Post <b>8290</b> 28000 Main St., Lacombe, LA 70445 Registration 9am Sessions start at 10am Breakout 11am</p>	<p style="text-align: center;"><b>District 9</b> <b>January 20, 2024</b></p> <p style="text-align: center;">District Meeting</p> <p>Meetings place: Post <b>3652</b> 15800 Demarco Lane., Hammond, LA 70403 Registration 9am Sessions start at 10am Breakout 11am</p>	<p style="text-align: center;"><b>District 9</b> <b>April 20, 2024</b></p> <p style="text-align: center;">District Convention</p> <p>Meetings place: Post <b>8720</b> 21470 Mire Dr., Abita Springs, LA 70420 Registration 9am Sessions start at 10am Breakout 11am</p>

<p align="center"><b>District 10</b> <b>September 16, 2023</b></p> <p align="center">District Meeting</p> <p>Meetings place: Post <b>3841</b> 2471 Leglise St., Mansura, LA 71350 Registration 10am Sessions start at 10:30am Lunch 12pm. (\$10 Donation)</p>	<p align="center"><b>District 10</b> <b>February 17, 2024</b></p> <p align="center">District Meeting</p> <p>Meetings place: Post <b>8852</b> 2419 3rd St., Alexandria, LA 71302 Registration 10am Sessions start at 10:30am Lunch 12pm. (\$10 Donation)</p>	<p align="center"><b>District 10</b> <b>May 18, 2024</b></p> <p align="center">District Meeting</p> <p>Meetings place: Post <b>3139</b> 412 Elmo S., Marksville, LA 71351 Registration 10am Sessions start at 10:30am Lunch 12pm. (\$10 Donation)</p>
<p align="center"><b>District 11</b> <b>August 26, 2023</b></p> <p align="center">District Meeting</p> <p>Meeting place: Post <b>5442</b> (Farmerville) 100 Hudson Rd., Farmerville LA 71241 Registration/meet &amp; greet 10:30am Meeting 11am:</p>	<p align="center"><b>District 11</b> <b>January 6, 2024</b></p> <p align="center">District Meeting</p> <p>Meeting place: Post <b>3615</b> (Ruston) 200 E. Mississippi Ave., Ruston LA 71270 Registration/meet &amp; greet 10:30am Meeting 11am:</p>	<p align="center"><b>District 11</b> <b>May 4, 2024</b></p> <p align="center">District Convention</p> <p>Meeting place: Post <b>1809</b> (Monroe) 1499 Highway 594, Monroe LA 71203 Registration/meet &amp; greet 10:30am Meeting 11am:</p>
<p align="center"><b>District 12</b> <b>September 9, 2023</b></p> <p align="center">District Meeting</p> <p>Meetings place: Post <b>5187</b> 860 Dahlia Vines St., Zwolle, LA 71486 Registration 9am Lunch (\$10)</p>	<p align="center"><b>District 12</b> <b>January 20, 2024</b></p> <p align="center">District Meeting</p> <p>Meetings place: Post <b>4588</b> 1004 Jeter St., Bossier City, LA 71111 Registration 9am Lunch (\$10)</p>	<p align="center"><b>District 12</b> <b>May 11, 2024</b></p> <p align="center">District Convention</p> <p>Meetings place: Post <b>5951</b> 1315 Northgate Road, Bossier City, LA 71112 Registration 9am Lunch (\$10)</p>

## HAPPENING IN AUGUST

August 4 - U.S. Coast Guard 233rd Birthday ([Thank you PSC Larry Raymond and all our VFW Coasties](#))

August 14 - Victory over Japan Day

August 26-27 - National Council of Administration Meeting, Kansas City, Missouri

**FRIDAY AUGUST 11, 2023**

Budget Committee Members arrival by 5pm for a Meeting at 6pm  
State Officers, District Commanders and other VFW/Aux member arrival by 6:30 pm

**BUDGET MEETING**

Time			Room
6pm	Budget Chairman	Larry Raymond, PSC	TBA
7pm	Grand Commander	James Reynolds	Bayou Robert

**COOTIE SCRATCH**

James Reynolds

Bayou Robert

**SATURDAY, AUGUST 12, 2023**

All VFW: Post, District and State Officers  
Casual dress - State Commanders shirt or regular shirt & pants.  
All members invited and urged to attend.

**OFFICERS' TRAINING SCHOOL**

9am – 12noon	Break out training sessions:	Room
Call to Order	Commander Delaney	
Opening Prayer	Chaplain Fields	
Pledge of Allegiance	Membership lead by Commander Delaney	
Welcome/Introductions	Commander Delaney	
Roll Call of Officers	Adjutant Cota	
All American Commanders	Commander Delaney	
	<b>Break out training sessions:</b>	
Commanders (+Sr&Jr)	Instructor – TBA	Main Ballroom
Quartermasters	Instructor – TBA	Main Ballroom
Adjutants/	Instructor – Dan West	Main Ballroom
Membership	Instructor – TBA	Main Ballroom
Close of Training Session	Commander Delaney	
Salute to Colors		

**12n – 1pm Lunch – Louisiana Hospitality Room TBA**

**COUNCIL OF ADMINISTRATION MEETING**

1pm – 4pm		Main Ballroom
Salute to Colors	23-24 Budget	
	Standard Operating Procedures S1-S3	
	PCI Project	
	(Department Table Book with LAVFW Members stories)	
	Open items for discussion	
	Close of Council Meeting	
Closing Remarks	Commander Delaney	
Closing Prayer	Chaplain Fields	
Salute to Colors		

**SUNDAY, AUGUST 13, 2022**

Departure by 11am Travel Safe TENTATIVE

**Commander-in-Chief Duane Sarmiento is issuing his first challenge to all our Posts to get a strong start to membership growth and to move us toward our goal of 102% for this membership year!**

**This membership year is already off to a strong start, and the Commander-in-Chief wants to keep that momentum going. To do that, he's set out the first of his membership challenges this year to encourage Posts to raise their membership numbers.**

For this month's challenge, we're going to continue focusing on membership growth and see how many members a Post can bring in during the month of August. New members, renewing members, and reinstated members, as well as dues-paying transfers will all count towards this contest goal.

The Post in each membership division that shows the highest increase in their membership total will win a \$500 cash award and a framed citation for the Post!

This contest will specifically count Annual members; since Life Members will not show up in your Post's totals until September, they will not factor into this month's contest.

Membership is a continual process through the year, and it's always the right time to bring in new members, make sure your Annual members renew or convert to Life, and work those Unpaid/Expired lists to bring members back into the fold.

**The goal for this year is 102%, and with hard work we know that it is within our reach. This is going to be the year that we show exceptional growth because this will be the year everyone will go out and**

**MEET THE CHALLENGE!**

MEET THE CHALLENGE
















2023-2024

This contest will measure a Post's increase in membership from August 1st through August 31st, 2023. Dues payments and applications processed online before close of business will be credited that day, payments and applications made through the mail will be processed when received. . . Questions about this or other membership programs can be sent to [membership@vfw.org](mailto:membership@vfw.org).



# MEMBERSHIP CHALLENGE WINNERS

For July 2023, the Membership Department issued a challenge to all VFW Posts to increase their membership through recruiting, reinstating, and renewing members. The top Post in each Division will receive a \$500 gift certificate to the VFW Store for their efforts! They are listed below:

	Division 1: Post 392 (VA) +27	
	Division 2: Post 6450 (WV) +64	
	Division 3: Post 1631 (NH) +85	
	Division 4: Post 6837 (AL) +96	
	Division 5: Post 6095 (KY) +33	
	Division 6: Post 1620 (PA) +85	
	Division 7: Post 1982 (LA) +40	
	Division 8: Post 7017 (LA) +10	
	Division 9: Post 856 (TX) +22	
	Division 10: Post 536 (NY) +42	
	Division 11 (tie): Post 4023 (NC) +5	
	Division 11 (tie): Post 6074 (TX) +5	
	Division 11 (tie): Post 9037 (SC) +5	
	These Posts are leading the way, meeting the challenge, and proving to the world that <b>NO ONE DOES MORE FOR VETERANS</b>	

# **VFW PROGRAMS DEADLINE DATES**

## **Smart/Maher Citizenship Education Teacher Award**

- \*October 31, Entries to the Post
- November 15, Completion of Post judging
- December 15, Completion of District judging
- \*February 1, Department winners and reports due to National (to guarantee receipt for Department Convention presentation)

## **Voice of Democracy and Patriot's Pen**

- \*October 31, Student entries to the Post
- November 15, Completion of Post judging
- December 15, Completion of District judging
- January 10, Completion of Department judging
- January 15, District participation reports due to Department Chairmen
- \*January 15, Department winners due to National
- \*January 31, Department reports due to National

## **Scout of the Year**

- \*March 1, Scout entries to the Post
- \*April 1, Post entries to Department Scouting Chairman or Department HQs
- \*May 1, Department entry to National from Department Scouting Chairman or Department HQs

## **Community Service**

- \*April 30, Post Special Project & Fred C. Hall Award Submission (Department to National)
- \*April 30, National Outstanding Community Service Post Submission(s) (Department to National)
- \*June 30, Community Service Reports Deadline

## **Public Servant National Award (Law Enforcement, Firefighter, Emergency Services)**

- January 1, Nominations due (from Post to Department)
- \*February 1, (to guarantee receipt for Department Convention presentation), Nominations due from Department to National

## **National Certificate of Recognition**

- April 1 (to guarantee receipt for Department Convention presentation), List due to National from Department

***\*Required deadline (by VFW National Headquarters.) All other deadlines are suggested, and can be internally set at the discretion of the VFW Department leadership. Post Chairmen, be sure to communicate with your District Chairmen to find out their official deadlines, and District Chairmen need to communicate with their Department Chairmen to find out their deadlines.***

*Updated 8/1/2022*

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## STATE SR. VICE COMMANDER'S MESSAGE

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Members of the VFW Department of LA had a great time at VFW National Convention and received many awards. Congratulations to everyone who earned these great achievements. Let's keep the motivation going.

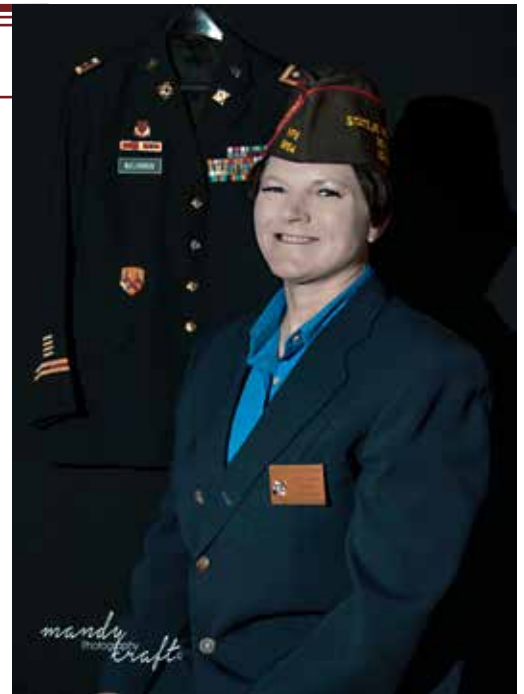
I want to talk about a serious topic. When someone I met found out that I was with the Dept of LA, I was asked which group (not the word used) in the Department of LA are you a fan. I asked the person to repeat what he said to make sure I heard correctly. I answered "BOTH"/ I believe in supporting everyone who does what is best for veterans and I support the VFW Department of LA. I believe in camaraderie and everyone in LA working together to do what is best for veterans and to continue to improve the VFW Dept of LA. I ask each of you to help us get rid of any division among our members and join as one to do what is best for veterans.

I want to mention two bylaws. The first bylaw that I want to discuss has to do with a post's regular meeting session. Section 205 para. 3 states that "A Post may, after at least fourteen (14) days written notice to the Department Commander and members of the Post, change its meeting place, appointed day or time upon a majority vote of the members present and voting at a regular or special meeting." Remember, if you are going to changing any part of when or where your monthly meeting will occur, your membership must vote to agree to move the meeting and you must give a 14-day written notice to the Department Commander and members.

The next bylaw that I want to discuss has to do with people running for office and I have already seen two violations of this bylaw in the last month. Section 702 is titled Politics and states as follows.

No officer or member of the Veterans of Foreign Wars of the United States shall in any manner use the Veterans of Foreign Wars for partisan politics and no discussion of partisan questions shall be permitted at any meetings nor shall any nominations, recommendations or endorsements for political office be made, provided this shall not apply to discussion of policies of any organization that seeks to alter our present form of government by force, violence or other unlawful means.

We now turn our attention to the Council of Administration (COA) in Alexandria, LA. I hope many of you will attend the COA, so we can learn what is expected for our programs this year. I look forward to seeing each of you at COA. If you have any questions or concerns, feel free to contact me. Remember you are part of the most important piece of the VFW, members. Our organization is run by voting members. The Department of LA works for you, the member. So, if I hear the word JAM, and someone saying I am Just a member, I will remind you that being just a member is the most important part of the VFW. Without members, this organization would not exist.



DEBBIE McELHANNON  
Army - Post 9854

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## STATE JR. VICE COMMANDER'S MESSAGE

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Comrades,

I would like to thank those who attended the National Convention in Phoenix, AZ. The Department of Louisiana was well represented. It was great seeing our Post Commanders, District Commanders and State Commander getting recognized for their hard work and dedication. With the National Convention in the books, it's time to focus on the upcoming Counsel of Administration. I highly recommended all newly elected Post & District Leadership attend the COA. School of Instruction provides training for every leadership position. It's also a great time to share camaraderie and ideas with other Post & District Leadership. I look forward to seeing everyone at the COA.

I would like to congratulate Post 7017 and 1982 for winning the July membership challenge. These Post will receive a \$500.00 gift certificate to the VFW Store. Outstanding Job! The CIC has issued a membership challenge for August. Posts with the highest amount of new members, renewing members and reinstated members in their division will receive a \$500.00 cash award and framed citation for the Post. Good luck.

Let's continue to promote team work within our organization and strive for excellence.

"The single biggest way to impact an organization is to focus on leadership development. There is almost no limit to the potential of an organization that recruits good people, raises them up as leaders and continually develops them."

-John Maxwell



**JAMES M. PRESTENBACK**  
Army - Post 3665

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## STATE ADJUTANT'S MESSAGE

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Comrades. I hope this issue finds you well.

Louisiana VFW members had a great learning experience at the National Convention in Phoenix with many seminars our delegates participated in. The best part of these National Convention is meeting up with old friends and making new ones.

As this year goes forward, there will be times that our top three — the State Commander, Senior Vice, and Junior Vice Commanders travel to different Posts, District Meetings and Conventions. I am asking the Post and District Adjutants, Quartermasters, or anyone interested, to take a few photos and jotting down a few sentences about their visits. I will ensure these get into Mail Call and give your Post or District credit for the submission. Be sure to include your name, or who took the pictures if not you, the date of the meeting, and the Post or District numbers. I am also opening this up to Louisiana Auxiliary Members, as they are a valuable part of our VFW. Now, let's see who submits more articles to Mail Call — VFW Members or Auxiliary Members.

If you have any suggestion of things you would like to see in Mail Call, please shoot me an email.

Safe travels if you are coming to the C of A. I hope to see you there.



**MITCHELL R. COTA, PSC**  
Air Force - Post 3750



## COMMITTEEMEN CORNER

Welcome to the 2023-2024 VFW Year, congrats to all the Posts and Districts who did what was needed and were honored as All American Posts, Districts and Departments for the 2022-2023 VFW Year. Now it is time to look forward to this year and work to “Meet the Challenge” as we have been tasked by CIC Duane Sarmiento. The goal has been set at 102% for all Posts, Districts and Departments again this year. Along with working membership CIC Sarmiento believes in being involved in your communities and working all Programs. Let’s show the rest of the VFW that Louisiana can improve on our total Community Service hours reported and that we are indeed working all the programs offered.

During the 124th National Convention there were 2 National Council Meetings held which I was in attendance for. During the first meeting reports were given concerning the budget, update on the electronic balloting from the Council on National Awards and Retirement Board Applications by AG Dan West, a complete report from JAG TC Rollins on the Committee on Appeals for the numerous Article IX actions that were reviewed. BJ Lawrence PCIC gave a briefing on the National Veterans Service Advisory Committee, DC Executive Director Ryan Gallucci spoke on the items that the DC Office were working on, to include the passage of the Maj Richard Starr Act and PACT Act claims to be handled by legit firms and not Claim Sharks. The second meeting was held on Thursday afternoon to welcome our new Commander in Chief and also to confirm his paid appointments to AG, AAG for KC and DC. We welcomed the 10 new members of the Council from the Big 10 Conference and was briefed on a Letter of Intent to be signed by the VFW to work with the Military Order of the Purple Heart to train Service Officers for their organization. There will be more to come on this at our next Council meeting at the end of August.

As you can see there is a lot going on within our Organization all aimed at taking care of all veterans. During the National Convention the first National Cornhole Tournament was held and raised over \$31,000.00 for the PACT Act Benefits Assistance Fund, what a great event and is only going to get bigger. Serving as your National Council Member is truly an honor and one I take serious to make improvements to the operation of our organization to streamline the processes and help all veterans. Now is the time to start doing those Buddy Checks and contacting the members of your Posts that you have not seen or talked to in a while, get the word out that the VFW is alive and well working to assist veterans.

Ronald Reagan is quoted as saying “Life is one grand, sweet song, so start the music.” The same can be said for the VFW, July 1st is when the music should have started for this 2023-2024 VFW Year, if your Post didn’t start then you are now a month behind the power curve. Until next month “Meet the Challenge”



ROBERT “BOBBY” LOVERGNE, PSC  
National Council Member  
Air Force - Post 3750



*As the nation's oldest major war veterans' organization,* the VFW has an impeccable and longstanding record of service and stewardship. More than 4.4 million patriotic Americans, both members and non-members, entrust the VFW with financial contributions and dedicate millions of volunteer hours.



## THE VFW'S VITAL SUPPORT PROGRAMS

**Educate** separating service members about their well-earned VA benefits through private benefits counseling sessions with a VFW Accredited Service Officer.

**Advocate** for America's veterans and their families on Capitol Hill, ensuring *promises made* to veterans are *promises kept*.

**Help** cover rent, utilities or groceries for a military family struggling with the hardships of war.

**Deliver** morale-boosting "welcome home" celebrations for service members who have returned from combat.

**2,300+**

Number of VA-accredited VFW representatives across America and abroad, helping veterans fight for the VA benefits they have earned.

**3.4 million+**

Number of service members and their family members hosted at VFW Military Assistance Program (MAP) events since 2005.

**\$11.2 billion**

The total annual amount the VFW helped veterans recoup in VA disability compensation and pension benefits.

**\$12.3 million**

Amount of academic scholarships awarded to more than 2,700 veterans and service members since January 2014.

**18**

Number of times the VFW has testified to Congress in the last 12 months alone. The VFW has been instrumental in virtually every major legislative victory for veterans in the 20th and 21st centuries.

**\$3 million+**

Amount of scholarships, monetary awards and other incentives the VFW distributes annually to middle and high school students through two major patriotic essay competitions.

**\$12.9 million+**

Value of financial assistance awarded to military families since 2004 to help cover basic needs in times of crisis. 46% of the funds covered basic housing needs.



**JOIN THE VFW**

**Connect With Us**



Updated June 2023

## About the VFW

We trace our roots back to 1899 when veterans of the Spanish-American War (1898) and the Philippine Insurrection (1899-1902) founded local organizations to secure rights and benefits for their service. Many arrived home wounded or sick. There was no medical care or veterans' pension for them, and they were left to care for themselves. In their misery, some of these veterans banded together and formed organizations that would eventually band together and become known as the Veterans of Foreign Wars of the United States.

**Our Mission:** To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military and our communities. To advocate on behalf of all veterans.

**Our Vision:** Ensure that veterans are respected for their service, always receive their earned entitlements, and are recognized for the sacrifices they and their loved ones have made on behalf of this great country.



### The VFW by the numbers

**1.5 million**

Number of VFW and VFW Auxiliary members.

**5,754**

Number of VFW Posts worldwide.



**1899**

Year the VFW started to fight for veterans, service members and their families.



### Inspiring patriotism in young people

**26,250+**

Number of high school students who competed in the 2022-23 VFW Voice of Democracy competition.

**66,800+**

Number of students who competed in the 2022-23 VFW Patriot's Pen competition.



### Helping struggling military families

**11,509**

Number of grants provided to military families facing financial hardship through **VFW Unmet Needs** since 2004.

**\$5,917,950**

Amount of grants provided through **VFW Unmet Needs** covering housing for struggling military families since 2004.

**4,074**

Number of military families who received assistance with housing needs since 2004.



### Cutting red tape

**115,000**

Approximate number of veterans the VFW assisted in submitting new VA claims in fiscal year 2022.

**Nearly 13,500**

Number of VA claims filed by the VFW's Pre-Discharge offices in fiscal year 2022 resulting in more than \$64 million in disability compensation.

**20+**

Number of VFW Pre-Discharge offices across the nation, including the military district of Washington, D.C., area.



### Improving life in America

**5 million**

Number of volunteer hours contributed by VFW members annually.

**\$44.5 million**

Amount donated annually to local community service projects by VFW members.

### The VFW Relies on Donations

The VFW is a 501(c), and programs are made possible through membership dues and tax-deductible donations from good-hearted Americans.

**Cost of VFW Program Services:  
\$61.4 Million**



Source: VFW 2022 Annual Report

Updated June 2023



**SUPPORT THE VFW**

Learn more about the VFW at [vfw.org](http://vfw.org).



# STATE SERVICE OFFICER'S MESSAGE

Welma James Jackson Jr's biography:

Raised in St James Parish on the border with Ascension Parish on Hwy 18. Raised by parents Reverend Welma James Jackson Sr. and Gail Marie Jackson. Attended St James High school, played baseball two years, football two years and ran track senior year. A member of FFA, won state awards for Horticulture and Nursery operations, aspired to be a botanist. Recruited to the US Army in the delayed entry program at 16, enlisted Jul 23 1993 at 17. Graduated Basic Training and Advanced Individual Training with honors at Fort Sill 1993, Air Assault in 1994, served in the Field Artillery as ammunitions crewman, gunner for MLRS, ALOC specialist and Recon-NCO in a Firing Platoon 1993-1998, deployed to Kuwait in 1995 and 1998, completed Motor Transportation Operations AIT in 1998 and medically discharged in 2000. Earned the Army Commendation Medal, Army Achievement Medal, Army Good Conduct Medal, National Defense Medal, Armed Forces Expeditionary Medal, Army Service Ribbon, Sharpshooter Rifle, Air Assault and Driver Badge. Graduated Tacoma Community College in 2003, Pierce College in 2004, University of Washington at Tacoma in 2005 and the University of New Orleans in 2011. Holds Associates Degrees in Arts & Sciences, Bachelor's in Interdisciplinary Arts and Sciences with a concentration in Self & Society and a Master's of Arts in Sociology. Married to Candelaria Marie Jackson with three young men, and three intelligent lovely daughters, three charming grandsons and three athletic, quick witted granddaughters. Capital Area Regional Manager, Accreditations, OJT and Department Service Officer (VFW) for the Louisiana Department of Veterans Affairs. With the department since October 12, 2015.



WELMA JAMES JACKSON JR.  
Post 3766

Mr. Welma James Jackson Jr, M.A.  
Capitol Area Regional Manager  
Accreditations, OJT and Department Service Officer (VFW)  
Louisiana Department of Veterans Affairs  
VA Accreditation #38469  
225.219.5595 (o)



## GUIDE TO VETERANS BENEFITS



# 124th National Council of Administration Meeting



PSC Fred Wesley, State Commander Ron Delaney talking to PCNC Bob Wallace, not picture but in the attendance Junior PSC Don Reber, and State Adjutant PSC Mitch Cota taking photos.



PSC Bobby Lovergne National Council Member for Louisiana waiting for the meeting to start. Representing our Department participating during every meeting and weekly updates on what

## Southern Conference Caucus



Southern Conference Chairman PSC Bobby Lovergne presided over the Southern Conference Caucus during the National Convention.. During the meeting candidates from the other three caucus' came seeking our support for their candidates for higher office at National level. The Southern Caucus endorsed all candidates.

Southern Conference Caucus (continued)



Senior Vice Commander Debbie McElhannon presenting a report during the Southern Caucus.



Louisiana's delegation at the Southern Caucus.



Louisiana arriving for the Awards Ceremony.



Commander and President Delaney's representing both our VFW and Auxiliary Departments the way we get the programs and helping Veterans and their Families done, **TOGETHER!**



# HIGHLIGHTS FROM NATIONAL CONVENTION 2023



State Commander Ron Delaney, Senior Vice Commander Debbie McElhannon, and Junior Vice Commander James Prestenback along with the Louisiana Delegates attending one of the Business Seminars.



PSC Tim Sloan finds another gnome! Gnomes unit at the national level, this cannot be good for the rest of you. I'm not worried I am short enough I can pass for one with a fake beard.

Larry Koons and PSC Bobby Lovergne after three days of tournaments came out as Cornhole Champions at National. They have also been invited by USA Cornhole organizers saying they qualify for the 2024 USA Forces Cornhole Doubles Championship.

Photos provided by: PSC Mitch Cota

# SR VICE CDR RAFFLE

DRAWING 27 JANUARY 2024 AT MID-WINTER CONFERENCE IN ALEXANDRIA  
TICKETS \$10.00 EACH FOR 3 PRIZES

1<sup>ST</sup> PRIZE – RUGER AMERICAN 6.5  
CREEDMOOR WITH VORTEX SCOPE

2<sup>ND</sup> PRIZE – WOODEN FLAG

3<sup>RD</sup> PRIZE – METAL LASER ART PIECE



RUGER AMERICAN® RIFLE WITH  
VORTEX® CROSSFIRE II® RIFLESCOPE



19" X 36"

18" X 12"

For more information contact Jennifer Lockett @ 337-602-8418 or Debbie McElhannon @ 337-526-3695. Thank you for your support!

Return tickets by 26 Jan at MWC or mail by 18 Jan to 5455 Henderson Rd, Vinton, LA 70668



DEPARTMENT OF LOUISIANA, VETERANS OF FOREIGN WARS

PLEASE DISREGARD ANY OTHER BUDDY POPPY ORDER FORMS! THESE ARE THE PRICES YOU WILL BE CHARGED!!!!

DISTRICT # \_\_\_\_\_  
 POST # \_\_\_\_\_  
 AUXILIARY # \_\_\_\_\_

DATE: \_\_\_\_\_

**BUDDY POPPY ORDER FORM**

MAIL TO: VFW DEPT. OF LOUISIANA  
 10185 MAMMOTH AVE.  
 BATON ROUGE, LA 70814

ALL CHECKS ARE TO BE MADE  
 PAYABLE TO "VFW DEPT. OF LA"

QUANTITY:	ITEM:	PRICE:	TOTAL:
	BUDDY POPPIES	Per 1,000 \$275.00	\$
		Per 500 \$137.50	\$
		SUB-TOTAL=	

All other VFW Buddy Poppy supplies may be purchased directly from the VFW Store Online by visiting their website [www.vfwstore.org](http://www.vfwstore.org). See list of other Buddy Poppy Items and Product Codes that VFW Store Offers

ITEM NAME:	ITEM #:	
Buddy Poppy Coin Canisters	A9703	
Buddy Poppy Posters	09701	
Buddy Poppy Volunteer Buttons	09705	
<b>Visit the VFW Store website listed above to order and view more items offered!</b>		

Please allow 10-12 weeks for processing!

**GRAND TOTAL:** \_\_\_\_\_

SHIP POPPIES TO: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 STREET ADDRESS: (PHYSICAL ADDRESS - NO -- P.O. BOXES!)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

<b>FOR DEPARTMENT USE ONLY:</b>		
_____	QUANTITY ORDERED FROM NATIONAL - DATE _____	
_____	QUANTITY SHIPPED FROM DEPT HQ	DATE _____
DATE RECEIVED _____	CHECK # _____	CHECK AMOUNT _____