

VETERANS OF FOREIGN WARS OF THE UNITED STATES

Standard Operating Procedures

for

National Chaplains

Conference Chaplains

Department Chaplains

District Chaplains

Post Chaplains

Cootie Sky Pilots

You have been elected to the Office of Chaplain in the Veterans of Foreign Wars of the United States. It is an honor and privilege to serve in this great organization as a spiritual leader. The Office is extremely rewarding when maximum effort is given to serving our veterans and their families.

PURPOSE:

The purpose of this SOP is to provide information and a schedule of the duties and responsibilities for the various Chaplains within the Veterans of Foreign Wars. When I was elected Post Chaplain and later District Chaplain, I received no instruction, guidance, or training. In fact I wrote my own job description for each of the positions.

When I became State Chaplain for the Department of Pennsylvania, my predecessor, Rev. Theodore Bowers, gave me the SOP which he had developed for Department Chaplain. This particular SOP document I developed in order to keep track of what I have to do in my various roles as a VFW Chaplain. It can easily be adapted and used by any VFW Chaplain.

HOW TO USE THE SOP DOCUMENT

At the beginning of each month review the duties and responsibilities that are listed for your area of responsibility. Adjust as needed and personalize it to your particular situation. Then print out the pages for that month. Review regularly, and as the month unfolds, make adjustments as needed.

Standard Operating Procedures
for
National, Conference, Department, District, and Post Chaplain
Duties and Responsibilities

JANUARY

- Important Dates in January

January 1 – New Year's Day

January 15 – Martin Luther King, Jr. Day, celebrated on the third Monday

January 27 – Signing of Vietnam Peace Accord 1973

January 27 - *Holocaust Remembrance Day*. An international holiday created by the United Nations; the anniversary of the liberation of Auschwitz-Birkenau.

January 28 – U.S. Vietnam Cease Fire 1973

- Duties and Responsibilities

- Begin final preparation for Department of PA Mid-Winter Conference

POST

- ☐ Prepare and print agenda for Post 6076 Meeting (1st Wednesday of Month)
- ☐ Fill out Monthly Chaplain's Report for December
- ☐ Fill out Community Service for December
 - ☐ Send Community Service Report to District 18: Dave Gyger
- ☐ Send Cootie Hospital Report to Michael Bookser
- ☐ Make decision on Ad for Mid-winter Conference Ad Book
 - VOD and Patriot's Pen
 - November 1, Student entries due to Post
 - November 15, Completion of Post Judging
 - December 15, Completion of District Judging
 - January 10, Completion of Department Judging
 - January 15, District participation reports to Department Chairmen
 - January 15, Department winners to National
 - January 31, Department reports to national
 - Smart/Maher Citizenship Education Teacher Award
 - November 1, Teacher Nominations Due 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 to National
 - January 31, Department reports to National

DISTRICT

- ☐ Prepare for District 18 meeting on first Sunday of January
- ☐ Prepare for District 18 VOD/PP Banquet on first Sunday of February.

COOTIES

- ☐ Prepare for Cootie Meeting _____
- ☐ Read the January General Orders when they arrive.
- ☐ List of Upcoming Events
 - Grand Scratch will be held _____

AMERICAN LEGION

- ☐ Prepare for Religious Emphasis Committee Meeting at American Legion Headquarters
- ☐ Dress for the day is a suit or sport coat.
- ☐ Plan Convention Memorial Service
 - Select Speaker for Memorial Service
 - Select Chaplain of the Year
 - Select Department Chaplain for Year

STATE

- ☐ Prepare for Mid-Winter Conference (January 18-21)
 - Review Hotel Room Reservation
 - Check on Banquet Reservation for VOD Banquet
 - Review & Update Travel Checklist
 - Check with Department Headquarters on Room Assignments
 - Catholic Worship Service
 - Orthodox Worship Service
 - Chaplain's Workshop
 - Take Worship Services and Workshop Signs
 - Prepare Worship Service for Mid-Winter Conference
 - Get two candles for use in VFW Department Protestant Worship
 - Get Cross for use in VFW Department Protestant Worship
 - Prepare Message & Protestant Worship Service
 - Check with _____ about speaking.
- ☐ Conduct a workshop for Post and District Chaplains.
 - Prepare for Chaplain's workshop at Mid-Winter Conference
- Banquet: (Voice of Democracy/ Patriots Pen): Opening prayer.
 - Prepare Opening Prayer for VOD/PP Banquet at Mid-Winter Conference (Saturday night)
- ☐ Convention Corporation Meeting: (Friday)
 - Prepare for Convention Corporation Meeting – Planning Document (8 copies)
- ☐ Prepare for CONVENTION CORPORATION Meeting at Mid-Winter Conference
 - The purpose to this Corporation is to establish rules and procedures and plan the Annual Convention.
 - The Department Commander is the President of the Corporation.
 - As the State Chaplain, you are a member of the Convention Corporation. There are usually three meetings during the Conference year. (Other meetings of the Corporation are scheduled at the direction of the President.)
 - Friday of the Commander's Testimonial

- Friday of the Mid-Winter Conference
- Sometime during the Auxiliary President's Testimonial in April

CONVENTION RESPONSIBILITIES

- Chaplain's Responsibility: The Chaplain's primary responsibility is to plan the Memorial Service in consultation with the Commander and the host Post, District or Conference.
- Items for planning include:
 - o Speaker,
 - o Music (choir and/or soloist),
 - o Piano/Keyboard
 - o Bugler
 - o Field Cross Service
 - o Script
 - o Program may be printed (at Headquarters)
- ☐ Council of Administration Meeting: (Saturday or Sunday) Opening and closing prayer.
 - Prepare Opening and closing prayers.
 - Prepare Handout and Information Sheet for Chaplain of the Year
- ☐ Review and Work on Annual Memorial Service
 - Contact Musicians
 - Auxiliary Soloist
 - Male Vocalist
 - Contact Honor Guard
 - Contact Speaker
- ☐ Prepare the next VFW News Article

National Chaplain Event (May 17-19, 2024)

- ☐ Contact East Berlin Auxiliary re: Dinner on Saturday evening
- ☐ Meet with Post QM and Commander and review budget for VFW National Chaplain Event
- ☐ Contact Artist and check on progress of portrait.

EASTERN CONFERENCE

- ☐ Meetings are held at the National Convention in July and a weekend in October or November
- ☐ Conference meets one time throughout the year in addition to the caucus at the National Convention.
- ☐ The meetings are rotated in a specific order among these states. November 1-3, 2024 meeting will be at Burlington, VT.
- ☐ As a Department Staff Member, you will / may be expected to attend this Eastern Conference meeting.
- ☐ Next EC Meeting will be at the National Convention
- ☐ Prepare Election Materials and send them to the secretary. Elections are held in November.
- ☐ Review and Begin to Prepare for Memorial Service in November 2024
- ☐ Prepare Prayers
- ☐ Review Hotel Reservation
- ☐ Prepare Candidate Information Sheet for Eastern States Chaplain

NATIONAL

- ☐ Review Dates of National Convention in Louisville, KY (July 25-August 2, 2024)

- ☐ Begin to think about Chaplain's Workshop
- ☐ Begin to think about travel plans: rent a Car and Drive
- ☐ Work on National Memorial Service
- ☐ Send out info with Monthly Chaplain's Email

Near the end of the Month prepare and send an Email to Post, District, State, and Conference Chaplains

Standard Operating Procedures for National, Conference, Department, District, and Post Chaplain Duties and Responsibilities

FEBRUARY

- Important Dates in February

- 1 National Freedom Day
- 2 Ground Hog Day
- 5 District 18 VOD/PP Banquet
- 6 Ronald Reagan's Birthday
- 8 Boy Scout Day - celebrates the birthday of scouting.
- 11 Super Bowl
- 12 Abraham Lincoln's Birthday
- 14 Ash Wednesday
- 14 Valentine's Day (make dinner reservations)
- 19 Washington's Birthday Observed - President's Day - third Monday of month
- 22 Our Anniversary
- 29 Leap Day - once every four years

- Duties, Responsibilities, and General Awareness February

- Appoint a Post Nominating Committee in February. In March Nominations are received and in April the post votes for officers.
- Begin to prepare for Saint Patrick's Day Party at Post 6076 in March
- Begin to prepare for Presidents Testimonial in April
- Begin to prepare for Department and District Loyalty Day Service in May
- Posts need monthly audit report
- March is VFW National Home for Children Awareness Week

POST

- ☐ Prepare for Post 6076 Meeting (1st Wednesday of Month)
- ☐ Commander appoints a nominating committee at February meeting.
- ☐ Fill out Monthly Chaplain's Report for January
- ☐ Fill out Community Service for January
 - ☐ Send Community Service Report to _____
- ☐ Fill out VMS Report for January and send to Spike.
- ☐ Prepare Prayers for Post VOD/PP Awards Dinner at Hummelstown Fire Company
- ☐ Invocation for Post 6076 Employee Appreciation Dinner February 19, 2024
- ☐ Prepare for Saint Patrick's Day Party at Post 6076

COOTIES

- ☐ Prepare for Cootie Meeting _____
- ☐ Read the February General Orders when they arrive.
- ☐ List of Upcoming Events
 - Department Audit
 - Cootie Fishing trip to Doylestown
 - Cootie Picnic at Del.Val. Veterans Home

- Cootie Christmas Party at DVVH 7-9 pm. (Arrive by 6 pm)

DISTRICT

- ☐ Prepare for District Meeting on first Sunday of May
 - Directions to Post: (Mechanicsville Post)
 - Prayers
 - Chaplain's Report
 - Other Information
- ☐ Prepare for District Loyalty Day Meeting (usually held one hour before District Meeting)

STATE

- ☐ Review Mid-Winter Conference
- ☐ Prepare Article for VFW News: Due March 1st
- ☐ Begin to Prepare for Department President's Testimonial (Usually in April)
 - Make hotel reservation.
 - Send in money for dinners.
 - Prepare and send in Ad for Ad book.
 - Prepare prayers (Benediction on Saturday evening)
 - Prepare for Worship Service on Saturday evening if requested.
 - Review & Update Travel Checklist
- ☐ Begin to Prepare for State Convention (June 12-16, 2024)
 - Review Hotel Room Reservation
 - Prepare Ad for Ad Book
 - Review & Update Travel Checklist
 - Check with Department Headquarters on Room Assignments
- ☐ Prepare for Convention Corporation Meeting: (Friday of President's Testimony)
- ☐ Prepare for Council of Administration Meeting: (Saturday) Opening and closing prayer.
 - Prepare Handout and Information on National Chaplains Event May 17-19, 2023.
- ☐ Review and Work on Annual Memorial Service
 - Contact Musicians
 - Auxiliary Soloist
 - Male Vocalist
 - Bagpiper
 - Contact Honor Guard
 - Contact Speaker

National Chaplain Event (May 17-19, 2023)

- ☐ Contact East Berlin Auxiliary re: Saturday evening dinner: Discuss menu and cost.
- ☐ Contact East Berlin Post and make sure we are on the calendar.
- ☐ Meet with Dwight Fuhrman and review budget for VFW National Chaplain Event
- ☐ Contact Artist and check on progress of portrait.

- ☐ Make reservation for 25 at Gettysburg Cyclorama (717-334-1124) This should have been done in Sept.

EASTERN STATES CONFERENCE

- ☐ Annual Meeting held the October 31-3, 2024
- ☐ Meeting also held on Saturday at National Convention (July 27, 2024)
- ☐ The Conference meets one time in addition to the caucus at the National Convention.
- ☐ The meetings are rotated in a specific order among these states.
- ☐ As a Department Staff Member, you will be expected to attend this Conference meeting.
- ☐ Next EC Meeting will be at the National Convention (July 27, 2024)
- ☐ Prepare Election Materials and send them to secretary by end of February
- ☐ Review and Begin to Prepare for EC Memorial Service in October
- ☐ Prepare Prayers for EC Meeting at National Convention July 2024
- ☐ Review Hotel Reservation
- ☐ Prepare Candidate Information Sheet for Eastern Conference Chaplain
- ☐ Call one or two EC Chaplains this month.

NATIONAL

- ☐ Review Dates of National Convention (July 25-2, 2024)
- ☐ Make hotel reservation for National Convention
- ☐ Begin to think about Chaplain's Workshop
- ☐ Work on Memorial Service Committee Assignment
- ☐ Begin to think about travel plans: Drive (Driving or fly)
- ☐ Gather material and prepare Four Chaplains Award for CIC
- ☐ Prepare documents for Four Chaplains Award for Commander in Chief

NATIONAL CIC Homecoming

- ☐ Date of Homecoming _____
- ☐ Place of Homecoming _____
- ☐ Make Hotel Reservation for CIC Homecoming
- ☐ Send in Dinner Reservation
- ☐ Prepare prayers for Homecoming weekend.
- ☐ Prepare and Send in Ad for Ad Book

Near the end of the Month prepare and send an Email to Post, District, and some State Chaplains

**Standard Operating Procedures
for
National, Conference, Department, District, and Post Chaplain
Duties and Responsibilities**

MARCH

Important Dates in March: Daily Holidays, Special and Wacky Days

March is Women Veterans Month

1 Peanut Butter Lovers' Day

3 Navy Reserve Birthday Est. 1915

3 National Anthem Day

5 Seabee Birthday Est. 1942

13 K 9 Veterans Day Est. 1942

14 National Potato Chip Day

15th. American Legion Birthday Est. 1919 *Medal of Honor Day. Est. 1861

17 Saint Patrick's Day

29 National Vietnam Veterans Day Est. 2012

Duties and Responsibilities

March 1 Scout of the Year (entries due to Post) deadline

March 1 Legislative Conference and VOD student trip to Washington, DC

Health Worker Award due to Post Feb. 28 and due to State Chair March 31st with form

Coloring Contest due to Post _____, District by _____, and State Chairman by March 8.

Post Nomination/Election of Officers: IAW Section 217 of the Manual of Procedures, nomination of officers shall be conducted in March and final nomination and election shall be conducted at the April meeting.

- ☐ Post will hold election of officers at April Post meeting.
- ☐ Voting at Post Elections – Section 221: In the conducting of Post elections or other routine business, each Post member in good standing present at the meeting shall be entitled to one vote. In the case of an election by pre-printed ballot each member in good standing shall be entitled to cast one ballot during the hours of balloting determined by vote of the Post as outlined in Section 217 of the Manual of Procedure.

NOTE: Delegates for State, District, and National Convention are elected in April.

Peter Walter suggests: District in April, State in May, and National in June.

Voting may only be accomplished by members in attendance at a meeting or if the printed ballot is used by members presenting themselves and casting their ballot during the specified hours for balloting.

Send the Election Report to District and Department in April (including elected delegate lists).

POST

- ☐ Prepare for Post 6076 Meeting (1st Wednesday of Month)
- ☐ Nominations received for Post 6076 Officers (Nominations remain open till April meeting)
- ☐ Fill out Monthly Chaplain's Report for February
- ☐ Fill out Community Service for February
- ☐ Begin to look at the Post By-Laws and send an updated copy to Department in August
- ☐ Begin to look at Articles of Incorporation, update and send a copy to Department and State.
- ☐ Begin to take a look at Bonding.

- ☐ Check on Form 990
- ☐ Post Audit: Attention of Post Commanders is directed to Section 218 (a) (11) of the National Manual of Procedure, Officers: Duties and Obligations. Trustees Report of Audit must be prepared in detail within thirty (30) days from the end of each quarter, one of which ends March 31.

COOTIES

- ☐ Prepare for Cootie Meeting
- ☐ Read the March General Orders when they arrive
- ☐ List of Upcoming Events
 - Cootie Fishing trip to Doylestown
 - MOC/MOCA Convention in PA is _____
 - Cootie Picnic at Del. Val. Veterans Home _____
 - Cootie Christmas Party at DVVH 7-9 pm. (Arrive by 6 pm)

DISTRICT

- ☐ Prepare for District Meeting Sunday, May 4 at 1:00 pm
 - Directions to Post
 - Prayers

STATE

- ☐ Prepare for Department President's Testimonial (Usually in April)
 - Make hotel reservation.
 - Send in money for dinners.
 - Prepare and send in Ad for Ad book.
 - Prepare prayers.
- ☐ Begin to Prepare for State Convention (June 11-15, 2025)
 - Review Hotel Room Reservation
 - Send in Picnic/Dinner Reservation
 - Review & Update Travel Checklist
 - Check with Department Headquarters on Room Assignments
 - Chaplain's Workshop (Do not have a Workshop for Chaplains at Dept. Convention)
- ☐ Convention Corporation Meeting: (Friday)
 - Prepare for Convention Corporation Meeting –
- ☐ Council of Administration Meeting: (Saturday) Opening and closing prayer.
 - Prepare Opening and closing prayers.
- ☐ Review and Work on Annual Memorial Service
 - Contact Musicians
 - Bag Piper
 - Contact Honor Guard
 - Contact Speaker
- ☐ Gather Chaplain of the Year submissions
- ☐ Order Watch for Chaplain of the Year

AMERICAN LEGION

- ☐ Prepare for Religious Emphasis Committee Meeting at American Legion Headquarters or by Zoom
- ☐ Dress for the day is a suit or sport coat
- ☐ Plan Convention Memorial Service
 - Select Speaker for Memorial Service
 - Select Chaplain of the Year
 - Select Department Chaplain for Year

National Chaplain Event (Last Event Held: May 19-21, 2023)

- ☐ Contact East Berlin Auxiliary re: Saturday evening dinner: Discuss menu. (Cost is paid by East Berlin VFW)
- ☐ Contact East Berlin Post and make sure we are on the calendar.
- ☐ Meet with Post Commander and review budget for VFW National Chaplain Event
- ☐ Contact Artist and check on progress of portrait.
- ☐ Confirm reservation for 25 at Gettysburg Cyclorama (717-334-1124)

EASTERN STATES CONFERENCE

- ☐ Annual Meeting held the October 24-26, 2025, Wilmington, DE
- ☐ Meeting also held on Saturday at National Convention (August 9, 2025)
- ☐ The Conference meets one time in addition to the caucus at the National Convention.
- ☐ The meetings are rotated in a specific order among these states.
- ☐ As a Department Staff Member, you will be expected to attend this Conference meeting.
- ☐ Next EC Meeting will be at the National Convention (August 9, 2025)
- ☐ Prepare Election Materials and send them to secretary by end of February
- ☐ Review and Begin to Prepare for EC Memorial Service in October
- ☐ Prepare Prayers for EC Meeting at National Convention August 9, 2025
- ☐ Review Hotel Reservation
- ☐ Prepare Candidate Information Sheet for Eastern Conference Chaplain
- ☐ Call one or two EC Chaplains this month.

NATIONAL

- ☐ Review Dates of National Convention (August 9-14, 2025)
- ☐ Make hotel reservation for National Convention
- ☐ Begin to think about and plan Chaplain's Workshop
- ☐ Work on Memorial Service Committee Assignment
- ☐ Begin to think about travel plans: Drive (Driving to Columbus, Ohio)
- ☐ Gather material and prepare Four Chaplains Award for CIC
- ☐ Prepare documents for Four Chaplains Award for Commander in Chief

NATIONAL CIC Homecoming

- ☐ Date of Homecoming _____

- ☐ Place of Homecoming _____
- ☐ Make Hotel Reservation for CIC Homecoming
- ☐ Send in Dinner Reservation
- ☐ Prepare prayers for Homecoming weekend.
- ☐ Prepare and Send in Ad for Ad Book

Near the end of the Month prepare and send an Email to Post, District, and some State Chaplains

Standard Operating Procedures for National, Conference, Department, District, and Post Chaplain Duties and Responsibilities

APRIL

Important Dates in April

6 Apr Persian Gulf War Ends (1991)
12 Apr Passover
13 Apr Palm Sunday
18 Apr Good Friday
20 Apr Easter

Weekly Celebrations:

- Week 1 Library Week
- Week 4 Administrative Assistants Week

- Duties and Responsibilities April

- A Post Nominating Committee was appointed in February.
- In March Nominations were received and in April the post votes for officers.
- Post Nomination/Election of Officers: Section 217 of the Manual of Procedures, nomination of officers shall be conducted in March and final nomination and election shall be conducted at the April meeting.
- Voting at Post Elections – Section 221: In the conducting of Post elections or other routine business, each Post member in good standing present at the meeting shall be entitled to one vote. In the case of an election by pre-printed ballot each member in good standing shall be entitled to cast one ballot during the hours of balloting determined by vote of the Post as outlined in Section 217 of the Manual of Procedure.

Voting may only be accomplished by members in attendance at a meeting or if the printed ballot is used by members presenting themselves and casting their ballot during the specified hours for balloting.

- ☐ Send the Election Report to District and Department in April. (include list of Delegates elected at April meeting).

April 1 Scout of the Year deadline (Post entries to Department scouting team member or Department Chairman)

April 1 Coloring Contest due to State Chairman

April 30 – VFW Special Projects entry due to National Office

April 30 – NMS Recognition Program deadline

April 30 – Items for All State are due to Department Headquarters

Auxiliary Department President's Testimonial: (April)

- Convention Corporation Meeting
- Council of Administration: (Saturday) Open and close with prayer.
- Banquet: (Saturday) Be prepared with Invocation and Benediction. VFW usually does the Benediction at the President's Testimonial
- Conduct Worship Service if one is requested.

Post Elections are done in April (Installation of officers done at the April meeting following the elections. Some posts hold the installation later, either in May or June meeting. Be prepared to offer Prayer at Installation)

Sec. 216-Elected and Appointed Officers; Chairmen and Committees.

(a) The officers of each Post will consist of a Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Adjutant, Chaplain, Judge Advocate, Surgeon and three (3) Trustees.

(b) The Post shall elect the Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, and three trustees.

(c) The appointed officers of each Post shall consist of at least an Adjutant, Chaplain, Judge Advocate, Surgeon, Officer of the Day, Service Officer(s) and Guard to be appointed as prescribed in Section 216 in the Manual of Procedure. Others can be appointed.

Election and Delegate Reports are sent to District and Department following the elections.

Post Election Reports must be submitted following Post election of officers in April and no later than June 1 to the National Headquarters. We encourage all Post Quartermasters to use the online Election Report process featured in the Online Membership System (OMS).

Post Election Reports received electronically will be forwarded to the Department Headquarters.

Post Delegates are elected at the April meeting following the election of officers.

Send the Election Report to District and Department in April

Send Delegate Roster to District and Department in April

Send Delegate Fee to Department for Convention (\$7.00)

Contact person who will be doing the Post Installation of Officers following elections in April.

Installing Officers: VFW Officers are installed in April. Installing officers will see that the provisions of Section 216 of the National By-Laws and the Manual of Procedure are properly carried out and that all officers are members in good standing and qualified to hold office prior to installing Post officers for the current year. Post officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed.

Send Delegate Fee to National for Convention.

National Convention Delegate Registration: Attention of Post Commanders is directed to Section 222 of the National By-Laws and the Manual of Procedure: Which provides that each Post will pay, in advance, a National Convention registration fee of twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten-dollar (\$10) delegate fee. Posts are encouraged to register their Post delegate online through the Online Membership System (OMS) or by submitting their National Convention Post and Delegate Registration form that was mailed to all Posts as part of the Election Report/Convention Registration mailing that went out in February.

District Convention: Attention District Commanders: Pursuant to Section 403 of the National By-Laws and the Manual of Procedure, each District shall hold an annual District convention for the purpose of electing District officers, such convention to be held not less than ten (10) days nor more than seventy-five (75) days prior to the convening of the Department convention. District officers shall not assume the duties of their office until the Department Commander is installed. District officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed in accordance with Section 416 of the Manual of Procedure.

Delegates to District Convention: Section 222 of the National By-Laws provides that Posts shall elect delegates and alternates to District conventions at a regular meeting of the Post held not less than thirty (30) days prior to the District convention at which District officers are to be elected: one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post at the time of the election. Delegates and alternates to the Department conventions shall be elected at a regular meeting of the Post held not less than thirty (30) days prior to the Department convention. Posts are entitled to one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof in good standing in the Post at the time of the election.

Loyalty Day and Memorial Day Observance: Section 223 of the National By-Laws and the Manual of Procedure provides that each Post shall make the necessary arrangements for proper observance of Loyalty Day

and Memorial Day. Officers should see that suitable grave markers, wreaths and flags of the United States are placed on the graves of deceased veterans.

District Meetings: Pursuant to Section 403 of the National By-Laws – Regular Meeting, unless otherwise provided for in Department By-Laws, Districts shall hold at least three (3) regular meetings each year for purposes as prescribed in the Manual of Procedure.

District Meetings: Pursuant to Section 403 of the National Manual of Procedure – Regular Meeting, at least one (1) regular meeting shall be held by the District each year for the purpose of promoting schools of instruction for Post officers. (This is usually the first meeting following the Department Convention)

District Meeting Dates: All newly elected District Commanders are reminder that within 15 days of election shall submit to the Department Adjutant a list of meetings for the year. Districts shall hold at least three (3) regular meetings each year for purposes as prescribed in the Manual of Procedure. They shall hold an annual District Convention for the purpose of electing District Officers and for the transaction of business.

POST

- ☐ Prepare for Post 6076 Meeting (1st Wednesday)
- ☐ Fill out Monthly Chaplain's Report on Department Dashboard for March
- ☐ Fill out Community Service on Dashboard for March
- ☐ Fill out and send Cootie Hospital Report to:
- ☐ Hold Election of Officers at April Post meeting
- ☐ Send the Election Report to District and Department in April
- ☐ Approve and vote on Delegate Roster for Department, District, and National Convention
- ☐ Send Delegate roster to District, Department, and National
- ☐ Begin to take a look at the Post By-Laws and send an updated copy to Department in August
- ☐ Begin to take a look at Articles of Incorporation, update and send a copy to Department and State.
- ☐ Begin to take a look at Bonding.
- ☐ Check on Form 990
- ☐ Post Audit: Attention of Post Commanders is directed to Section 218 (a) (11) of the National Manual of Procedure, Officers: Duties and Obligations. Trustees Report of Audit must be prepared in detail within thirty (30) days from the end of each quarter, one of which ended March 31.

COOTIES

- ☐ Prepare and send Cootie Hospital Report to:
- ☐ Prepare for Cootie Meeting
- ☐ Read the April General Orders and the Cootie Courier when they arrive.
- ☐ List of Upcoming Events
 - Cootie Fishing trip to Doylestown
 - MOC/MOCA Convention in
 - Cootie Picnic at Del. Val. Veterans Home
 - Cootie Christmas Party at DVVH 7-9 pm. (Arrive by 6 pm)

DISTRICT

- ☐ Prepare for District Meeting on first Sunday of May (District Convention – Election and Installation of Officers at May meeting)
 - Directions to Post:

- Prayers
- Chaplain's Report
- Other Information (Election of Officers and Installation takes place at May Meeting)

STATE

- ☐ Prepare for Department President's Testimonial (Usually in April)
 - Review hotel reservation
 - Review directions.
 - Review & Update Travel Checklist
 - Review: Was money for dinners sent in?
 - Review Ad for Ad book
 - Prepare prayers.
 - Prepare for Worship Service on Saturday evening if requested by President.
- ☐ April 1 – Send Chaplain of the Year Nominations to Past Chaplain of the Year for review
- ☐ April 15 – Make decision on Chaplain of the Year
- ☐ Order Watch and prepare certificate for Chaplain of the Year
- ☐ Prepare article for VFW News (due date for May News)
- ☐ Begin to Prepare for State Convention (June 11-15)
 - Review Hotel Room Reservation
 - Review & Update Travel Checklist
 - Check with Department Headquarters on Room Assignments
 - Do not hold a Chaplain's workshop at State Convention
- ☐ Convention Corporation Meeting: (Friday of President's Testimonial Weekend)
 - Prepare for Convention Corporation Meeting – Planning Document (8 copies)
- ☐ Council of Administration Meeting: (Saturday of President's Testimonial Weekend)
 - Prepare Opening and closing prayers.
 - Prepare Handout and Information Sheet for Chaplain of the Year
- ☐ Review and Work on Annual Memorial Service
 - Contact Musicians
 - Contact Honor Guard
 - Contact Speaker
- ☐ Prepare Certificate for Chaplain of the Year once Decision is made.
- ☐ Arrange for Chaplain of the Year Framed Picture to arrive at State Convention
- ☐ Order VFW Watch from Leitzel's for Chaplain of the Year.

AMERICAN LEGION

- ☐ Prepare for Religious Emphasis Committee Meeting at American Legion Headquarters or on Zoom.
- ☐ Plan Convention Memorial Service
 - Select Speaker for Memorial Service
 - Select Chaplain of the Year
 - Select Department Chaplain for Year

National Chaplain Event (May 16-18, 2025) CANCELLED for 2025

- ☐ Contact East Berlin Auxiliary re: Saturday evening dinner: Discuss menu and cost.
- ☐ Contact East Berlin Post and make sure we are on the calendar.
- ☐ Meet with Commander and review budget for VFW National Chaplain Event
- ☐ Contact Artist and check on progress of portrait.
- ☐ Make reservation for 25 at Gettysburg Cyclorama (717-334-1124)

EASTERN STATES CONFERENCE

- ☐ Annual Meeting will be held in November.
- ☐ Meeting also held on Saturday at National Convention
- ☐ The Conference meets one time in addition to the caucus at the National Convention.
- ☐ The meetings are rotated in a specific order among these states. Next meeting will be at:
- ☐ As a Department Staff Member, you will / may be expected to attend this Conference meeting.
- ☐ Next EC Meeting will be at the National Convention
- ☐ Prepare Election Materials and send them to _____ by end of April
- ☐ Review and Begin to Prepare for Memorial Service
- ☐ Prepare Prayers
- ☐ Review Hotel Reservation
- ☐ Prepare Candidate Information Sheet for Eastern Conference Chaplain

NATIONAL

- ☐ Prepare and submit application for Four Chaplains Award for CIC
- ☐ Begin to Prepare for National Convention in July
 - Review Hotel Room Reservation
 - Send in Delegate Reservation
 - Review & Update Travel Checklist
 - Check with National Schedule
 - Time and Room Assignment for Committee Assignments
 - Time and Room Assignment for Chaplain's Workshop
 - Prepare Prayers
 - Take White Cover
 - Prepare for Chaplains Workshop
 - Prepare Four Chaplains Award sheet for CIC

NATIONAL CIC Homecoming

- ☐ Date of Homecoming
- ☐ Place of Homecoming
- ☐ Make Hotel Reservation for CIC Homecoming
- ☐ Send in Dinner Reservation

☐ Prepare and Send in Ad for Ad Book

Near the end of the Month prepare and send an Email to Post, District, and some State Chaplains

Standard Operating Procedures
for
National, Conference, Department, District, and Post Chaplain
Duties and Responsibilities

MAY

Department Loyalty Day Program: (May 1)

- This program is conducted at the State Capitol in Harrisburg, PA
- State Chaplain is expected to be present (Dress: Blues & Grey with White Shirt and Commanders Tie)
- Prepare and offer Invocation and/or Benediction if asked.

District 18 Loyalty Day Service (1st Sunday in May at 1:00)

- District Chaplain offers prayer.

Daily Celebrations and Deadlines:

May 1 – Loyalty Day

May 1 – National Outstanding Community Service Post due to National

May 1 – Scout of the Year (Department entry to National from Department) deadline

May 8 - VE Day (1945)

May 11 - Mother's Day - second Sunday in May

May 17 - Armed Forces Day - third Saturday of month

May 26 - Memorial Day - last Monday of month

POST

- ☐ Prepare for Post 6076 Meeting (1st Wednesday)
- ☐ Historically the Post Installed officers at the May meeting. This changed and they are now installed following being elected at the April meeting.
- ☐ Fill out Monthly Chaplain's Report on Department Dashboard for April
- ☐ Fill out Community Service on Department Dashboard for April
- ☐ Fill out VMS Report and send to District 18 Dave Gyger

COOTIES

- ☐ Prepare and upload Cootie Hospital Report
- ☐ Prepare for Cootie Meeting
- ☐ Read the May General Orders when they arrive.
- ☐ List of Upcoming Events
 - MOC/MOCA Convention in
 - Cootie Fishing Trip to Doylestown, PA April
 - Cootie Carnival at Coatesville VA Hospital
 - Cootie picnic at Coatesville VA Hospital _____
 - Cootie Picnic at Del. Val. Veterans Home _____
 - Cootie Christmas Party at DVVH 7-9 pm. (Arrive by 6 pm) December.

DISTRICT

- ☐ Prepare for District Meeting on 1st Sunday of May (District Elections and Installation)

- Directions to Post:
- Prayers: Prayers for District Meeting and Prayer for Installation of Officers
- Chaplain's Report
 - Following the Death of a Comrade hold a remembrance ceremony at your next Post Meeting
- Other Information

STATE

- ☐ Prepare for State Convention (June 11-15)
 - Review Hotel Room Reservation
 - Review & Update Travel Checklist
- ☐ Convention Corporation Meeting (Meet with Hotel for Pre-Con Meeting and final preparation on Wednesday, June 11, 2024 at _____)
 - There will be no Convention Corporation Meeting at the 2025 Department Convention
- ☐ Council of Administration Meeting #5: (Wednesday at 1 pm) Last COA meeting with this Commander.
 - Prepare Opening and Closing prayers.
- ☐ Council of Administration Meeting #1 (Held either Saturday after installation or Sunday morning with new Commander)
- ☐ Review and Work on Annual Memorial Service
 - Memorial Service Script
 - Contact Musicians
 - Auxiliary
 - Music
 - Contact Honor Guard
 - Contact Speaker
 - Prepare Memorial Service Bulletin
 - Send Memorial Service Bulletin to Department for Printing in early June

National Chaplain Event (Cancelled for 2025)

- ☐ Make final housing arrangements.
- ☐ Finalize and Print Banquet Brochure
- ☐ Confirm John Wega
- ☐ Confirm Bailey Bus
- ☐ Pickup portrait of National Chaplain
- ☐ Pickup nameplate of National Chaplain and attach to National Chaplain Plaque

EASTERN STATES CONFERENCE

- ☐ Annual Meeting will be held October 24-25 at Wilmington, DL
- ☐ Meeting also held on Saturday at National Convention (August 9, 2025 at 4:00 pm)
- ☐ The Conference meets one time throughout the year in addition to the caucus at the National Convention.
- ☐ The meetings are rotated in a specific order among these states.

- ☐ As a Department Staff Member, you will/may be expected to attend this Eastern Conference meeting.
- ☐ Next EC Meeting will be at the National Convention.
- ☐ At the National Convention Meeting the only business is to endorse candidates for National Office
- ☐ At the fall meeting election of EC Officers takes place. The officers are elected in the fall and take office at the meeting held in July at the National Convention.
- ☐ Prepare Election Materials and send them to Secretary by end of August.
- ☐ Review and Begin to Prepare for Eastern Conference Memorial Service which will take place in November.
- ☐ Prepare Prayers
- ☐ Review Hotel Reservation
- ☐ Prepare Candidate Information Sheet

NATIONAL

- ☐ Prepare for National Convention (July/August)
 - Review Hotel Room Reservation
 - Finalize Travel Arrangements
 - Make sure Delegate Reservation has been sent to National. (This should have been sent in April)
 - Review & Update Travel Checklist **NOTE: Take White Cover**
 - Check with National Schedule
 - Time and Room Assignment for Eastern Conference Meeting
 - Time and Room Assignment for Committee Assignments
 - Time and Room Assignment for Chaplain's Workshop

AMERICAN LEGION

- Plan to attend the American Legion State Convention Memorial Service in July

Near the end of the Month prepare and send an Email to Post, District, State, and Conference Chaplains

Standard Operating Procedures
for
National, Conference, Department, District, and Post Chaplain
Duties and Responsibilities

JUNE

- Duties and Responsibilities

Post Level: We are to prepare and do something for Flag Day each year.

Dept. Level: PA Department Convention: (June 11-15, 2025 at Eisenhower Gettysburg, PA)

June is PTSD Month

June 1 – Year end Department community service total due to national

June 6 - D Day - 1944

June 14 – Flag Day

June 14 – Army’s Birthday (250 yrs. old in 2025)

June 15 – Buddy Poppy Awards due to National

June 15 – Father’s Day (third Sunday in June)

June 21 - Summer Begins

June 22, 1944 GI Bill Signed

June 25, 1950 Start of Korean War

June 28 – National Home 100th Anniversary

POST

- ☐ Prepare for Post 6076 Meeting (1st Wednesday of Month)
- ☐ Fill out Monthly Chaplain’s Report for May.
- ☐ Fill out Community Service for May.
- ☐ Fill out VMS Report and send to Spike.
- ☐ Post should compile and send in final Community Service Report to Department by June 1

DISTRICT

- ☐ Prepare after action report on Loyalty Day Program for District
- ☐ Prepare for District Meeting on first Sunday of August
 - Directions to Post: (_____ Post)
 - Prayers
 - Chaplain’s Report
 - Following the Death of a Comrade hold a remembrance ceremony at the end of your next Post Meeting
 - Other Information

STATE

- ☐ Prepare for State Convention (June 11-15)
 - Review Hotel Room Reservation and Directions
 - Make sure Picnic/Dinner Reservation was sent in if needed.
 - Make sure Delegation Fee was sent in.
 - Review & Update Travel Checklist

- Check with Department Headquarters on Room Assignments
- ☐ Convention Corporation Meeting: (Usually not needed)
 - Prepare for Convention Corporation Meeting – (No Meeting needed at Department Convention since 2015)
- ☐ Council of Administration Meeting #5: (Wednesday 2:00 pm)
 - Prepare opening and closing prayers
- ☐ Council of Administration Meeting #1: (Saturday following installation)
 - Prepare opening and closing prayers
- ☐ Prepare re-election materials.
- ☐ Finalize Annual Memorial Service
 - Contact Musicians
 - Contact Honor Guard
 - Contact Speaker
 - Send out Memorial Service Script by June 8
 - Send Bulletin to Department by June 3
 - Send list of Honorariums and Check Requests to Department Quartermaster by June 3

National Chaplain Event

- ☐ Review and do after action report.
- ☐ Meet with East Berlin Post to give a report and request money for next year.
- ☐ Prepare packet of information for incoming National Chaplain

EASTERN STATES CONFERENCE

- ☐ Annual Meeting will be held October 24-26, 2025, at Wilmington, DE
- ☐ Meeting also held on Saturday at National Convention
- ☐ The EC meets one time throughout the year in addition to the caucus at the National Convention.
- ☐ The meetings are rotated in a specific order among these states.
- ☐ As a Department Staff Member, you will / may be expected to attend this meeting of the Eastern Conference.
- ☐ Next EC Meeting will be at the National Convention
- ☐ At the meeting at the National Convention the only business is to endorse candidates for National Office
- ☐ At the fall meeting election of EC officers takes place. The officers are elected in the fall and take office at the meeting held in July at the National Convention.
- ☐ Prepare Election Materials and send them to EC Adjutant in by end of August.
- ☐ Review and begin to prepare for EC Memorial Service in November
- ☐ Prepare Prayers
- ☐ Review Hotel Reservation
- ☐ Prepare Candidate Information Sheet

NATIONAL

- ☐ Make final preparation for National Convention
 - Review Hotel Room Reservation (_____ Hotel is Confirmed)
 - Make sure Delegate Reservation was sent in
 - Review & Update Travel Checklist
 - Check with National Schedule
 - Time and Room Assignment for Committee Assignments

- Time and Room Assignment for Chaplain's Workshop
- Time of Four Chaplain Bronze Award Presentation to CIC

AMERICAN LEGION

Post

- ☐ Post elections for officers will take place at the June meeting which is on the third Tuesday.
- ☐ Installation takes place at a later date.

District

Department

- ☐ State Convention is July 17-20
- ☐ Prepare to attend Department Memorial Service
- ☐ Check Travel arrangements.

THE DEPARTMENT CONVENTION

1. Normal Election Process and Installation procedure
 - For State Office of Chaplain, you should be ordained.
 - Should be presently functioning as a VFW Chaplain.
 - Should have the endorsement of your Post and District for the Office of State Chaplain.
 - Need to file an "Officers Candidate Form" with the Department Adjutant/Quartermaster. Form is obtained from Department Adjutant.
 - Need to provide a copy of your DD214, and list who will be nominating you. Will need a first and second nominator.
 - If you are the only nominee for the Office, you will need to provide the Department Headquarters with your hat and shirt size.
2. Council of Administration Meeting – (#5 this is the last of the present Commander) (Chaplain offers opening and closing prayers)
3. Memorial Service: (Wednesday, 7:00 p.m.) Conduct Annual Department Memorial Service which begins at 7:00 pm.
 - Hold a practice for participants in the Department Memorial Service at 5:00 pm.
 - Attend and participate in the Committee meetings following the Department Memorial Service
3. Thursday of the Department Convention
 - Joint Opening Session: Invocation and closing prayer.
 - Banquet and/or Picnic or free night: If there is a banquet or picnic held on Thursday evening the Chaplain offers Opening and Closing prayer. Sometimes Thursday evening is free.
4. Friday of the Department Convention (Nomination of Line Officers)
 - Business Session: (Friday) Chaplain offers Opening and Closing prayer.
 - At the Department's Annual Convention, prior to the beginning of the nominations, you will supply the Department Adjutant with the names of those who will be nominating and seconding your nomination.
 - A Patriotic Rally is held of Friday evening (Chaplain usually offers Invocation)
 - You will Parade into auditorium with Department and Auxiliary Officers and may be asked to offer an opening prayer.
5. Saturday of the Department Convention (Election of Line Officers)
 - After you are elected, you (and your family if present) will be escorted around the auditorium while your Service "hymn" is played. You will then be escorted with your family to the platform. You will designate someone to "cap" you. A brief word of thanks may be offered to

those whom you wish to recognize.

- Council of Administration Meeting – (#1 this is the first COA meeting of the new Commander) (Chaplain offers opening and closing prayers)
 - Immediately following the election of all the officers, you will be installed into your Office along with the other Officers.
 - Be prepared to offer a prayer at the Installation of Officers
 - Installation of Officers: (Saturday) The out-going Department Chaplain will offer the Installation Prayer according to the Ritual. However, if you are re-elected you will offer this prayer from the ritual.
 - Closing of Session: (Saturday) The newly elected Department Chaplain will close the Convention with prayer.
 - Administrative Council: (Saturday) The newly installed Administrative Council will hold a meeting at 1:00 p.m., or immediately following the close of the Convention. Chaplain offers opening and closing prayer.
 - You will need to have your photo taken by the Department's Photographer for publicity releases.
6. Saturday Evening of the Department Convention (State Commander and State President's Reception)
- It is appropriate that the Department Chaplain attend this event that is held after the end of the Convention, usually around 7:00 or 8:00 p.m. Depending on the Commander the dress may include a white Jacket Tuxedo or it may be casual with the commander's shirt.
 - There is usually a reception prior to the dinner at which a Champaign toast is offered. As a line officer you and your spouse will be invited to this reception.
 - Department Chaplain will offer a prayer before the evening meal.
8. Sunday of the Department Convention
- Have breakfast and depart for home.

Near the end of the Month prepare and send an Email to Post, District, and some State Chaplains

Standard Operating Procedures
for
National, Conference, Department, District, and Post Chaplain
Duties and Responsibilities

JULY

- Duties, Responsibilities, and General Information

- VOD & PP District & Department reporting forms and instructions for forwarding winners mailed out to Department Chairman.
- Information on the VOD & PP Program should have gone out to schools and teachers by June so it can be included in the lesson plans for the coming year.
- Post Commander can recognize VFW volunteers by nominating them for the National Community Service Award.
- On or around July 1 the money in the Dues Reserve Fund is to be transferred to the General Fund. (The dues reserve fund has been eliminated but some posts still have it)

Department Convention: Review and begin to Prepare for Department Memorial Service June 2025

Update Re-Election Materials for June 2025

Month of July:

National Blueberry Month

4 Independence Day (U.S.)

4 National Country Music Day

7 National Strawberry Sundae Day

15 Tapioca Pudding Day

19 National Ice Cream Day (third Sunday of the month)

23 National Hot Dog Day

27 Signing of Korean Armistice 1953

29 The birthday of the U.S. Army Chaplain Corps is on July 29. It was established on this date in 1775 by the Continental Congress during the Revolutionary War, [according to Army.mil](http://www.army.mil). This makes the year 2025 the 250th anniversary of the Chaplain Corps.

POST

- ☐ Prepare for Post 6076 Meeting (1st Wednesday of Month but meeting for July moved to July 9th)
- ☐ Prepare a report on the National Convention (What is planned)
- ☐ Post should review last year's inspection report and insure they have everything necessary for this year's inspection.
- ☐ We gave a donation to Women's Veteran's Conference. (Repeat this donation and send women vets from Post 6076)
- ☐ Fill out Monthly Chaplain's Report for June
- ☐ Fill out Community Service for June by the 7th of the Month.
- ☐ Begin to prepare for OTI's in July/August
- ☐ Finalize plans for VFW National Convention

DISTRICT

- ☐ Prepare for District Meeting on first Sunday of August
 - Directions to Post: (_____ Post)
 - Prayers
 - Chaplain's Report

- Prepare an Ongoing List of Deceased
- Following the Death of a Comrade hold a remembrance ceremony and draping of the charter at your next Post Meeting
- Other Information

STATE

- ☐ Do a Review of the State Convention and the Memorial Service
- ☐ Write VFW News Article on Chaplain of the Year, Due: _____.
- ☐ Prepare and Send in Application for Barger Scholarship Golf Outing
- ☐ Begin to prepare for Flying Squadron and OTI's in July/August

National Chaplain Event (May 15-17, 2026)

- ☐ Prepare Packet for incoming VFW National Chaplain (Take this to VFW National Convention)
- ☐ Contact Incoming VFW National Chaplain (rotation is Eastern, Southern, Big 10, Western)
- ☐ Visit East Berlin Post and thank them for their donations to National Chaplain Event
- ☐ Visit Etters Post and thank them for their donations to National Chaplain Event
- ☐ Prepare and send fundraising letter to VFW Posts.

EASTERN STATES CONFERENCE

- ☐ Eastern States Conference meets at the National Convention on Saturday (4:00 pm.) Arrive at the Convention in time to attend this meeting.
- ☐ The ESC caucus meets at the National Convention to endorse candidates for National Offices from the various Conferences. If you attend the National Convention, you are expected to attend the caucus meeting.
- ☐ The National Offices are rotated among the four Conferences.
- ☐ Get directions and specific room assignment.
- ☐ Prepare opening prayer for ES Conference Meeting
- ☐ Prepare closing prayer for ES Conference Meeting

NATIONAL

- ☐ Make final Preparation for National Convention (August 8-August 14, 2025, in Columbus, OH)
 - Review Hotel Room Reservation
 - Send in Delegate Reservation (Check with Post 6076 QM to make sure this was done)
 - Review & Update Travel Checklist
 - Prepare for Chaplain's Workshop
 - Check with National Schedule
 - Time and Room Assignment for Committee Assignments
 - Time and Room Assignment for Chaplain's Workshop
- ☐ Attend the National Convention
 1. As a Staff Officer the State Chaplain is expected to attend the National Convention.
 2. You may receive "walking around money" from the commander (usually \$200) unless budget constraints prevent this.
 3. You may receive a committee appointment from National Headquarters
 - If so, you will receive complementary flight arrangements or mileage.

- You will also receive \$599.00 to help with expenses.
4. Saturday of the National Convention
 - Usually arrival day but I suggest arriving on Thursday or Friday. That way on Friday you can rest up and survey the area. That way you are prepared to go on Saturday. Also, COA meeting and Conferences meet on Saturday afternoon. There is generally not enough time to arrive, check into the hotel, and get to the COA meeting with meets at 1:30 pm.
 - The final National COA Meeting is held on Saturday at @1:30 pm. The Department delegations usually attend this meeting.
 - Eastern Conference meets on Saturday at 4:00 pm. Arrive in time to attend this meeting. The Conference meetings are usually held from 4:00 pm - 6:00 pm.
 - The EC caucus meets at the National Convention to endorse candidates from the various Conferences for the National Offices. If you attend the National Convention, you are expected to attend the caucus meeting.
 - The National Offices are rotated among the four Conferences. (Eastern, Southern, Big 10, Western)
 - Several chaplains usually get together for dinner on Saturday evening.
 5. Sunday of the National Convention
 - Annual National Memorial Service (Dress for Department delegations will be Blue/Gray)
 - As Past National Chaplain you will march with the Past National Chaplains and lead the Gold Star Families to their seats. (Wear dark suit and white cover)
 - Reception for Gold Star Families follows the Memorial Service. (Attended by past National Chaplains, CIC, Sr. Vice CIC, Jr. Vice CIC, etc.)
 - Committee Workshops take place on Sunday afternoon.
 6. Monday of the National Convention
 - Joint opening Session in am (Possible Political Candidates/Speakers)
 - Business Session in afternoon. (This is where they deal with By-Law changes and resolutions)
 - Monday evening in Columbus, Ohio (2025) there will be an Awards Banquet.
 7. Tuesday of the National Convention (Possible Political Candidates/Speakers)
 - VFW Business Session in am.
 - Attend Chaplain's Workshop Tuesday afternoon (1:00 pm - 3:00 pm)
 - There is usually a Patriotic Rally held on Tuesday evening. Wear Commander's Shirt or patriotic. The shirt is determined by the Department Commander.
 8. Wednesday of the National Convention
 - Nominations and the beginning of the Election Process
 - This is the day that I give the Four Chaplains Award to the CIC.
 9. Thursday of the National Convention
 - Election and Installation of National Officers
 - Reception from 3-5 pm for Commander and President. (Casual Dress)
 10. Friday
 - Departure for Home

- ☐ Post elections for officers took place at the June meeting.
- ☐ Some Posts do not meet in July.
- ☐ Installation takes place later (either August or September).

District

Department

- ☐ State Convention is July _____
- ☐ Prepare to attend Department Memorial Service on opening night
- ☐ Check Travel arrangements to AL Department Convention

COOTIES

- ☐ Prepare and send Cootie Hospital Report to Michael Bookser
- ☐ Prepare for Cootie Meeting
- ☐ Read the July General Orders when they arrive.
- ☐ List of Upcoming Events
 - MOC/MOCA National Convention takes place following the VFW National Convention
 - Cootie Picnic at Del. Val. Veterans Home in August
 - Cootie Christmas Party at DVVH 7-9 pm. (Arrive by 6 pm) December _____

Near the end of the Month prepare and send an Email to Post, District, and some State Chaplains

Standard Operating Procedures for National, Conference, Department, District, and Post Chaplain Duties and Responsibilities

AUGUST

- Important Dates in August

August 4 - US Coast Guard Birthday Secretary of the Treasury Alexander Hamilton lobbied Congress to fund the construction of ten cutters, which it did on 4 August 1790 (now celebrated as the Coast Guard's official birthday).

August 7 – Purple Heart Day

August 16 – National Airborne Day

(August 16, 1940, marked the first official Army parachute jump, validating the innovative concept of inserting United States ground combat forces behind a battle line by parachute. On August 14, 2002, President George W. Bush issued a proclamation proclaiming August 16, 2002, as National Airborne Day. On August 3, 2009, the Senate recognized National Airborne Day with Senate Resolution 235.

November 30 - Nominations due from Post to Department for Law Enforcement, Firefighter, and Emergency Service

- Duties and Responsibilities

- Prepare and participate in Barger Scholarship Golf Outing
- Flying Squadron:
- Prepare for Officer Training: Usually scheduled in August after Flying Squadron
- PA Department Convention: Review and begin to prepare for Department Memorial Service June 2026
- Update Re-Election Materials for Department Chaplain: Election in June 2026
- Begin to prepare for the EC Memorial Service

- VFW Monthly Checklist

- Posts need monthly audit reports.
- Post needs to continue working on membership daily.
- VOD, Patriots Pen & Teacher of the Year brochures should have been ready to go to the schools by the end of the July or during August (Student entries due to Post November 1; Due to Department November ____)
- Post Quartermaster's Bond (a position bond) due at Department Headquarters by the end of the month
- Plan now for POW/MIA ceremonies September 19 (Put announcement and pictures on tv screen)
- Submit Chaplain's Report

POST

- ☐ Prepare agenda for Post 6076 meeting.
- ☐ Prepare for Post 6076 Meeting (1st Wednesday of Month)
- ☐ Prepare a report on the National Convention
- ☐ Fill out Monthly Chaplain's Report for July
- ☐ Fill out Community Service for July

DISTRICT

- ☐ Prepare for District Meeting 1st Sunday of August
 - Directions to Post:
 - Prepare Prayers
 - Chaplain's Report at District Meeting
 - Following the Death of a Comrade hold a remembrance ceremony at your next Post

Meeting

- Following the Death of a Comrade draw the Post Charter for 30 days.
- Other Information

STATE

- ☐ Flying Squadron:
 - Usually held first or second Friday and Saturday in August.
 - Held at the Sheraton Hotel in Harrisburg which is near the Dept. Headquarters
 - This is a department training event for all District Officers.
 - Prayer is offered at the opening and closing of this training event.
 - On Sunday the Central usually will have their OTI. This OTI is sometimes held at this same location as Flying Squadron or at some post in the Central Area.
- ☐ School Of Instruction (OTI): (Chaplain is usually invited to attend. It depends on the Commander)
- ☐ Prepare for Department Commander's Testimonial
 - Make Hotel Reservation
 - Send in Dinner Reservations for Friday Evening and Saturday Evening
 - Get directions.
 - Prepare for COA Meeting that is held on Saturday of the Department Testimonial Weekend
 - Prepare prayers, need endorsement, distribute National Chaplain Event information.
 - Prepare for Convention Committee meeting which is held on Friday of Testimonial Weekend
- ☐ Begin to prepare for the next VFW News Article

National Chaplain Event (May 16-18, 2025)

- ☐ Get Photo of VFW National Chaplain and send to Artist.
- ☐ Work on list of Bed & Breakfast and Hotels. Make reservations at the Altland House in Abbottstown, PA
- ☐ Prepare and send fundraising letters to several posts.
 - East Berlin, PA - \$2,500.00
 - Myerstown, PA
 - Etters, PA - \$1,000.00
 - Mechanicsburg, PA - \$500.00

EASTERN STATES CONFERENCE

- ☐ Eastern States Fall Conference will take place October 24-26, 2025
- ☐ Make Hotel Reservation:
- ☐ Send Banquet Reservation to Department Adjutant
- ☐ Prepare Prayers
- ☐ Prepare for Memorial Service
- ☐ Update List of Chaplains for EC
- ☐ Update and prepare Re-Election materials.

NATIONAL

- CIC Homecoming September 25, 2025
- National COA meeting on Saturday of National Convention

- Conduct the Memorial Service on Sunday
- Host the Gold Star Family Reception following the Memorial Service
- Conduct Chaplain's Workshop on Tuesday
- Begin to think about the National Convention in Reno, NV
- Begin to work with National Chaplain for 2025-2026 and plan Zoom meetings and the Chaplains Workshop at the National Convention in 2026

AMERICAN LEGION

Post

- ☐ Post elections for officers took place at the June meeting.
- ☐ Some Posts do not meet in July so the next meeting will be August 20th
- ☐ Installation takes place later (either August or September).

District

Department

- ☐ State Convention was held in July
- ☐ I usually attend Department Memorial Service on opening night of Convention.
- ☐ Check date and location of Legion Department Convention for 2026

COOTIES

- ☐ Prepare and send Cootie Hospital Report to Michael Bookser
- ☐ Prepare for Cootie Pup Tent Meeting
- ☐ Read the General Orders when they arrive.
- ☐ Grand COA Meeting is in _____, PA _____, 2024
- ☐ List of Upcoming Events
 - MOC/MOCA National Convention takes place following the VFW National Convention
 - Cootie Picnic at Del Val _____
 - Cootie Christmas Party at DVVH 7-9 pm. (Arrive by 6 pm)
- ☐ Near the end of the Month prepare and send an Email to Post, District, and some State Chaplains

Standard Operating Procedures for National, Conference, Department, District, and Post Chaplain Duties and Responsibilities

SEPTEMBER

- Important Dates in September

September 2 Labor Day

September 2 V-J Day (Japan surrendered 1945)

September 10, 1962, Navy Sea Cadets Incorporated

September 11 National Patriot Day (flag at half –staff)

September 18 US Air Force Birthday September 18, 2024, marks the 77th birthday of both the United States Air Force and the Air National Guard. “The official birth date of the Air National Guard as a reserve component of the Air Force is September 18, 1947.

September 22 Autumn Begins

September 29 VFW Established 1899

September 29 Gold Star Mother’s Day

- Duties and Responsibilities

- VFW Monthly Checklist

- Posts need monthly audit reports (Quarterly Audit is due end of September)
- Posts need Community Activity Report filed on Dashboard. Send copy to District Chairperson
- Department Newspaper articles due by September _____
- Post needs to continue working on membership daily.
- VOD, Patriots Pen & Teacher of the Year essays should be sent to Post.
 - (Student entries due to Post November 1; Due to Department November 15)
- Check to see if Post Quartermaster’s Bond was sent to Department Headquarters by the end of August.

November 30 - Nominations due from Post to Department for Law Enforcement, Firefighter, and Emergency Service

March 1 - Scout of the Year entries due to Post (Due to Department April 1)

March 2025 – Coloring Contest for 2nd-5th grades: Submissions due to department chair by March 8, 2025

POST

- ☐ Prepare for Post 6076 Meeting (1st Wednesday of Month)
- ☐ Review items of importance from Department Convention
 - Women’s Veterans Committee. We gave a donation last yr. (Repeat this donation and send women vets from Post 6076)
- ☐ Fill out VMS Report for August and send to District 18 representative: Spike
- ☐ Fill out Community Service for August and send to District 18 representative: Spike
- ☐ Take Coloring contest for grades 2nd – 5th to Richland and Myerstown Libraries. (Due end of November)

DISTRICT

- ☐ Prepare for District Meeting on first Sunday of November at 1:30 pm
 - Directions to Post:
 - Prayers

- Chaplain's Report
 - (Prepare an Ongoing List of Deceased for Loyalty Day Memorial Service which will be due next March)
 - Following the Death of a Comrade hold a remembrance ceremony at your next Post Meeting
- Other Information:

STATE

- ☐ Prepare for 100th Anniversary Celebration and COA Meeting (November 15-17)
 - Verify Hotel Reservation: Red Lion Hotel
 - Get directions.
 - Prepare Invocations and Benediction
 - Prepare for COA Meeting that is held on Saturday of the Weekend
 - Prepare for Convention Committee meeting which is held on Friday of the Weekend
- ☐ Plan for Commander's and President's Testimonials April 11-12, 2025
 - Hotel Reservation
 - Prepare Prayers for COA Meeting
- ☐ Prepare for the next VFW News Article (Due in September ____)
- ☐ Work on State Memorial Service
 - Line up Musicians
 - Update Memorial Service Program with proper names
 - Get Honor Guard
 - Get Speaker
 - Get Bugler

National Chaplain Event (May 16-18, 2025) (Cancel this event for May 2025)

- Get Name plate made for National Chaplain Plaque
- Sign contract with Artist for portrait and send first payment.
- Confirm B&B and/or Hotel.

EASTERN STATES CONFERENCE

- ☐ ESC is November 1-3 in Burlington, VT
- ☐ Review Hotel Reservation
- ☐ Get directions.
- ☐ Prepare re-election materials.
- ☐ Prepare Memorial Service.

NATIONAL

Commander in Chief's Testimonial

- ☐ Hotel Reservation confirmed.
- ☐ Dinner Reservation Made Date _____ Check _____
- ☐ Prepare Invocation for Thursday Dinner
- ☐ Prepare Invocation for Friday Dinner

- ☐ Prepare Invocation for Saturday Evening Dinner
- ☐ Prepare Benediction for Saturday Evening Dinner

National COA Meeting in Kansas City September 6-8, 2024

- ☐ Prepare Prayers for COA Meeting
- ☐ Check Flight Schedule
- ☐ Check Airport Transportation with Dave the Driver

AMERICAN LEGION

Post

- ☐ Post elections for officers took place at the June meeting.
- ☐ Installation takes place at a later date.

District

Department

- ☐ State Convention was July _____

COOTIES

- ☐ Prepare and send Cootie Hospital Report to Michael Bookser
- ☐ Prepare for Cootie Meeting
- ☐ Read the General Orders when they arrive.
- ☐ List of Upcoming Events
 - MOC/MOCA National Convention takes place following the VFW National Convention
 - Cootie Christmas Party at DVVH 7-9 pm. (Arrive by 6 pm) December ____, 2025.

Near the end of the Month prepare and send an Email to Post, District, and some State Chaplains

Standard Operating Procedures
for
National, Conference, Department, District, and Post Chaplain
Duties and Responsibilities

OCTOBER

Dates to Remember:

October 9 Columbus Day – Second Monday in October
October 13 Navy Birthday
October 16 Boss's Day (or National Boss's Day) – Annually Oct. 16. Unless it falls on a weekend. Then it's the closest workday.
October 17 Pro-Life Day of Silent Solidarity–Third Tuesday in October
October 26 National Day of the Deployed
October 27 Navy Day
October 31 Halloween

Week Observations

-Duties and Responsibilities

- Prepare for Veterans Day on November 11
- Prepare for District Meeting in November
- Prepare and attend Commander's Testimonial
- Prepare and attend Eastern States Conference

- VFW Monthly Checklist for Posts in October

- Post Quarterly Letters to stores for permission to set up for Buddy Poppies for Veterans Day
- Audits are due at Depart Hq, with a CC to District Commander and District Quartermaster
- Posts need monthly audit reports.
- Order Buddy Poppies
- VOD and Patriots Pen essays are due November 1

POST

- ☐ Prepare Planning Sheet for Post 6076
- ☐ Prepare for Post 6076 Meeting (1st Wednesday of Month)
- ☐ Review items of importance from Department Convention
 - o Women's Veterans Conference will be held in March at Sheraton in Harrisburg. We gave a donation last yr. (Repeat this donation and send women vets from Post 6076).
 - o Give a donation. Last year we gave \$100.00.
 - o Plan to send female comrades who desire to attend.
- ☐ Fill out Monthly Chaplain's Report for September
 - File Monthly Chaplain's Report
 - Send Monthly Chaplain's Report to State Chaplain
- ☐ Fill out Community Service for September
 - ☐ Send Community Service Report to District 18 Spike
 - ☐ Send Community Service Report to American Legion if they collect info
- ☐ Prepare grid for Army & Navy football game pool (Game this year is scheduled for December 9)

- ☐ Prepare for Veterans Day open house at Post 6076
- ☐ VFW Programs
 - VOD and Patriot's Pen
 - November 1, Student entries due to Post
 - November 15, Completion of Post Judging
 - December 15, Completion of District Judging
 - January 10, Completion of Department Judging
 - January 15, District participation reports to Department Chairmen
 - January 15, Department winners to National
 - January 31, Department reports to national
 - Smart/Maher Citizenship Education Teacher Award
 - November 1, Teacher Nominations Due 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 to National
 - January 31, Department reports to National
 - VFW Coloring Contest for 2nd – 5th Grades
 - Pick up submissions at Richland and Myerstown Libraries by Thanksgiving.
 - Prepare letter for each submission.
 - Include a monetary gift.

DISTRICT

- ☐ Prepare for District Meeting on First Sunday of November ____ at 1:30 pm
 - Directions to Post:
 - Prayers
 - Chaplain's Report
 - Following the Death of a Comrade hold a remembrance ceremony at your next Post Meeting
 - Other Information:

COOTIES

- ☐ Prepare and send Cootie Hospital Report to Michael Bookser
- ☐ Read General Orders when they arrive.
- ☐ Prepare for Cootie Meeting
- ☐ Prepare for Casino Night at DVVH
- ☐ Prepare for Cootie Spaghetti Dinner at Coatesville Veterans Hospital on Saturday, October 20
- ☐ Prepare for Cootie Meeting and Inspection on ???
- ☐ List of Upcoming Events
 - MOC/MOCA National Convention takes place following the VFW National Convention
 - Cootie picnic at Coatesville VA Hospital took place _____

- Cootie Picnic at Del. Val. Veterans Home took place _____
- Cootie Christmas Party at DVVH 7-9 pm. (Arrive by 6 pm) December ____, 2023

STATE

- ☐ Commander's Testimonial:
 - This is a two-day event.
 - Contribution: Chaplain will receive a request to make a contribution for the Staff Officers' gift for the Commander, usually \$20.00.
 - Convention Corporation Meeting: (Friday) The Dept. Chaplain is a member of the Convention Corporation since you are responsible for the Annual Memorial Service at the Department Convention.
 - Council of Administration: (Saturday) Chaplain offers an opening and closing prayer. It is recommended that you use the Ritual prayers at the Opening and Closing of this meeting. You may modify these prayers according to prayer requests from the Commander or other members of the Council.
 - Friday Evening Affair: Attend and offer a prayer before the meal is asked.
 - Banquet: (Saturday) Opening and Closing Prayers.
- ☐ Prepare for Commander's Testimonial
 - ☐ Review Travel Packing List for trip to Commander's Testimonial
 - ☐ Prepare prayer for Friday evening meal
 - ☐ Prepare opening and closing prayer for Saturday evening
- ☐ Prepare for Convention Corporation Meeting
 - ☐ Make initial contacts for Annual Memorial Service: Music, Bugler, etc.
 - ☐ Prepare Memorial Service Planning Document handout and make several copies for CC meeting
 - ☐ Prepare opening prayer
 - ☐ Prepare handout for meeting and make several copies
- ☐ Prepare for COA meeting
 - ☐ Prepare opening and closing prayer
 - ☐ Prepare for Chaplain's report
- ☐ Prepare for Department Commander's Testimonial
 - Verify Hotel Reservation
 - Get directions
 - Prepare Worship Service if a service is desired and planned by Testimonial Steering Committee
 - Check on status of application for Four Chaplains Award for Department Commander
 - Prepare for COA Meeting that is held on Saturday of the Department Testimonial Weekend
 - Prepare for Convention Committee meeting which is held on Friday of Testimonial Weekend
- ☐ Check on the Application Process for Four Chaplains Award for Department Commander.
 - Application submitted on _____
 - Award will be presented at the Commander's Testimonial on _____.
- ☐ Prepare the next VFW News Article Due December 1, 2023.

National Chaplain Event (May 17-19, 2024)

- Arrange for Lodging
- Prepare draft of Banquet Brochure

- Confirm John Wega
- Confirm Baily Bus

EASTERN CONFERENCE

- ☐ Eastern Conference will be held October 20-22, 2023.
- ☐ As a Department Staff member, you may be expected to attend the EC Conference meeting.
- ☐ The meetings are rotated in a specific order among the states.
- ☐ The Conference meets one time throughout the year in addition to the caucus at the national Convention.
- ☐ Review Hotel Reservation
- ☐ Finalize EC Memorial Service and send to EC Chair and EC Secretary.
- ☐ Prepare re-election materials and send to EC Secretary and EC Steering Committee.
- ☐ Prepare Candidate Information Sheet and determine who will be my nominators.

NATIONAL

- Prepare and send information on Chaplain of the Year to Department Commanders and Department Adjutants
- Prepare for National Chaplain Weekend in East Berlin, PA in May
- Prepare for next National COA Meeting
- Prepare for National Convention in July
- Prepare for National Convention Memorial Service
- Review responsibilities for National Convention

AMERICAN LEGION

Post

- ☐ Post elections for officers took place at the June meeting
- ☐ Installation takes place at a later date (either August or September).

District

Department

- ☐ State Convention is July _____
- ☐ Prepare to attend Department Memorial Service on opening night
- ☐ Check Travel arrangements to Department Convention

Near the end of the Month prepare and send an Email to Post, District, and some State Chaplains

Standard Operating Procedures
for
National, Conference, Department, District, and Post Chaplain
Duties and Responsibilities

NOVEMBER

- Important Dates in November

November is National Make a Will Month – Review our wills.

November is National Veterans & Military Family Month

National Family Caregivers Month

November 1 - All Saints' Day - The day honors all Christian saints, known and unknown.

November 3 - Daylight Saving Time Ends

November 5 - Election Day -- first Tuesday of the month.

November 10 -Marine Corps Birthday

November 11 - Veterans' Day

November 28 - Thanksgiving Day

- Duties and Responsibilities

- Prepare for Veterans Day on November 11
- Prepare for District 18 Meeting
- Begin to prepare for Mid-Winter Conference January 24-26, 2025.

POST

- ☐ Prepare Agenda for Post 6076 meeting.
- ☐ Prepare for Post 6076 Meeting (1st Wednesday of Month)
- ☐ Fill out Monthly Community Service/Chaplain's Report for October
- ☐ Fill out VMS Report for October and send to District 18: Dave "Spike" Gyger
- ☐ Prepare for Veterans Day on November 11 (Venue, Menu, Handout, Prayer)
- ☐ Post needs monthly Audit Report (These will be sent to District Quartermaster with the Quarterly Audit Report)
- ☐ VFW Programs
 - VOD and Patriot's Pen
 - November 1, Student entries due to Post
 - November 15, Completion of Post Judging
 - December 15, Completion of District Judging
 - January 10, Completion of Department Judging
 - January 15, District participation reports to Department Chairmen
 - January 15, Department winners to National
 - January 31, Department reports to national
 - Smart/Maher Citizenship Education Teacher Award
 - November 1, Teacher Nominations Due 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 to National
- January 31, Department reports to National
- Americanism Coloring Contest
 - Prepare Certificate to be sent to each contestant.
 - Prepare Letter to be sent to each contestant.
 - Prepare packet with small American Flag and money (\$10.00) for each contestant.
 - Make color copy of each submission and take to Poplar Run at StoneRidge in Myerstown to be given to veterans living there.
 - Send the best submission to Department Chairman – Glenn Owen

DISTRICT

- ☐ Prepare for District Meeting on first Sunday of November ____ at 2:00 pm
 - Directions to Post: (_____ Post)
 - Prayers
 - Chaplain's Report
 - Prepare an ongoing list of deceased for Memorial Service.

When a Post has a death the Quartermaster reports it to National. They should also notify Department of PA and if the person was in the VA Health System the VA should be notified.

Who to Notify Upon the Passing of a Comrade?

1. Here is a link that explains how to notify the VA: [What to Do When a Veteran Passes Away](#)
2. Notify your Department Headquarters.

- Following the Death of a Comrade hold a remembrance ceremony and Draping of the Charter ceremony at your next Post Meeting.
- Cootie Report
- Other Information:

COOTIES

- ☐ Prepare and send Cootie Hospital Report to Hospital Chairman, Michael Bookser
- ☐ Read General Orders when they arrive from Grand.
- ☐ Read the General Orders when they arrive from Supreme.
- ☐ Prepare for Cootie Meeting
- ☐ List of Upcoming Events
 - Cootie Christmas Party at DVVH 7-9 pm in December.
 - Cootie/DVVH Fishing Trip to Doylestown Dam in April.

STATE

- ☐ Prepare for Convention Corporation Meeting at the Mid-Winter Conference
 - ☐ Make contacts for Annual Memorial Service: Music, Bugler, Speaker, etc.
 - ☐ Review Memorial Service Planning Document.
 - ☐ Prepare opening prayer.

- ☐ Prepare handout for meeting and make several copies.
- ☐ Prepare for COA meeting at the Mid-Winter Conference
 - ☐ Prepare opening and closing prayer.
 - ☐ Prepare for Chaplain's report.
 - ☐ Prepare info on Chaplain of the Year to give to District Commanders.
 - ☐ Prepare for Chaplains Workshop at Mid-Winter Conference.
- ☐ Work on Annual Memorial Service
 - Contact Musicians
 - Contact Honor Guard
 - Contact Speaker:
- ☐ Prepare for Mid-Winter Conference
 - Make Hotel Reservations
- ☐ Prepare the next VFW News Article

National Chaplain Event (May 16-18, 2025)

- Review Registration Sheet
- Review Announcement Sheet
- Begin to advertise VFW National Chaplain Event
- Review SOP's for National Chaplain Event

EASTERN CONFERENCE

- ☐ Next EC meeting will be at the National Convention. At this meeting there is no business discussed. We will only endorse the candidates for National Offices.
- ☐ As a Department Line Officer, you will / may be expected to attend this Conference meeting of the eastern (Departments).
- ☐ Review and start to prepare for the Memorial Service which will be held November 1-3, 2024, in Burlington, VT.
- ☐ Prepare Prayers
- ☐ The meetings are rotated in a specific order among these states.
- ☐ The Conference meets one time throughout the year in addition to the caucus at the national Convention.
- ☐ Review Hotel Reservation
- ☐ Prepare Candidate Information Sheet for Eastern Conference Chaplain

NATIONAL

- ☐ Send out National Chaplain of the Year Award information to Departments via Email
- ☐ Send Monthly Email to Chaplains
- ☐ Prepare for monthly zoom meeting with chaplains.
- ☐ Check on the Application Process for Four Chaplains Award for National Commander.
 - Application prepared by _____
 - Application will be submitted to Four Chaplains by _____
 - Award will be presented at the National Convention in July 2024
- ☐ Review Dates of National Convention
- ☐ Plan the Chaplain's Workshop

- ☐ Begin to think about travel plans: Drive to Columbus, OH.

AMERICAN LEGION

Post

- ☐ Post elections for officers took place at the June meeting.
- ☐ Installation took place at a later date.

District

Department

- ☐ State Convention is July _____
- ☐ Prepare to attend Department Memorial Service on opening night
- ☐ Check Travel arrangements to Department Convention

Near the end of the Month prepare and send an Email to Post, District, and some State Chaplains

Standard Operating Procedures
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Duties and Responsibilities

DECEMBER

- Important Dates in December

December 7 - Pearl Harbor/ Remembrance Day

December 9 - Army Navy Game

December 16 – Wreaths Across America

December 21 – Winter Begins

December 21 – National Humbug Day.

According to wellcat.com, the creators of this day, Humbug Day “Allows everyone preparing for Christmas to vent their frustrations.”

December 25 – Christmas

December 31 – New Year’s Eve

- Duties and Responsibilities

- Prepare for Army & Navy Game
- Begin to prepare for Mid-Winter Conference

POST

- ☐ Prepare for Post 6076 Meeting (1st Wednesday of Month)
- ☐ Prepare and Print Agenda for Post 6076
- ☐ Fill out Monthly Chaplain’s Report for November
 - Send Monthly Chaplain’s Report to Post Commander
 - Send Monthly Chaplain’s Report to State Chaplain
- ☐ Fill out Community Service for November
 - Send Community Service Report to Post Commander
 - Send Community Service Report to American Legion
- ☐ Fill our VMS Report and send to District 18: David “Spike” Gyger
- ☐ Finalize announcement and menu for Army & Navy Game at Post 6076
- ☐ Make decision on Ad for Mid-winter Conference Ad Book
- ☐ Post needs monthly Audit Report (These will be sent to District Quartermaster with the Quarterly Audit Report)

Attention of Post Commanders is directed to section 218 of the Manual of Procedure, “Duty of Trustees.” Trustees Report of Audit must be completed in detail at the close of each quarter, one of which ends December 31. Commanders are reminded that accurate and complete records shall be kept by all persons handling Post funds, including the Club Manager and Bingo Chairman. These records shall be audited by Post Trustees in the same manner as Post Quartermaster and Adjutant records.

- ☐ Posts need Community Activity Report sent to District Chairperson and Department Chairperson
- ☐ Department News Article due January 1st
- ☐ Post and District Officers who are annual/continuous members must pay their dues before January 1
- ☐ VFW Programs
 - VOD and Patriot’s Pen
 - November 1, Student entries due to Post

- November 15, Completion of Post Judging
- December 15, Completion of District Judging
- January 10, Completion of Department Judging
- January 15, District participation reports to Department Chairmen
- January 15, Department winners to National
- January 31, Department reports to National
- Smart/Maher Citizenship Education Teacher Award
 - November 1, Teacher Nominations Due 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 to National
 - January 31, Department reports to National

DISTRICT

- ☐ Prepare for District Meeting on first Sunday of January ____ at 1:30 pm
 - Directions to Post:
 - Prayers
 - Chaplain's Report
 - Prepare an Ongoing List of Deceased for Memorial Service
 - Following the Death of a Comrade hold a remembrance ceremony at your next Post Meeting. Notify Department, National, and VA
 - Other Information:

COOTIES

- ☐ List of Upcoming Events
 - December ____, Cootie Christmas Party at DVVH 7-9 pm. (Arrive by 6 pm)
 - April ____ Cootie/DVVH Fishing Trip to Doylestown Dam
- ☐ Prepare and send Cootie Hospital Report to Michael Bookser
- ☐ Read the General Orders from Grand when they arrive.
- ☐ Read the General Orders from Supreme when they arrive.
- ☐ Prepare for Cootie Meeting

STATE

- ☐ Attend the Department Christmas Party
- ☐ Review and Work on Annual Memorial Service
 - Contact Musicians
 - Contact Honor Guard
 - Contact Bugler
 - Think about who will be the Speaker.
- ☐ Prepare for Mid-Winter Conference
 - Confirm Hotel Reservations
 - Prepare Prayers

- Prepare Chaplain's Workshop
- ☐ Prepare for CONVENTION CORPORATION Meeting at Mid-Winter Conference
 - The purpose to this Corporation is to establish rules and procedures and plan the Annual Convention.
 - The Department Commander is the President of the Corporation.
 - As the State Chaplain, you are a member of the Convention Corporation. There are usually three meetings during the Conference year. (Other meetings of the Corporation are scheduled at the direction of the President.)
 - Friday of the Commander's Testimonial
 - Friday of the Mid-Winter Conference
 - Sometime during the Auxiliary President's Testimonial in April

CONVENTION RESPONSIBILITIES

- Chaplain's Responsibility: The Chaplain's primary responsibility is to plan the Memorial Service in consultation with the Commander and the host Post, District or Conference.
- Items for planning include:
 - Speaker,
 - Music (choir and/or soloist),
 - Piano/Keyboard
 - Bugler
 - Field Cross Service
 - Script
 - Program is prepare by state chaplain and printed at Headquarters
 - * Commander may make a suggestions such as recommending a choral group from his/her area or the host Post, District. Commander may also ask that something is not done such as the field cross service.

- ☐ Prepare for COA Meeting at Mid-Winter Conference
 - Announce and Distribute Chaplain of the Year details.

National Chaplain Event (May 17-19, 2024)

- Make announcement and advertise at Mid-Winter Conference

EASTERN CONFERENCE

- ☐ Next meeting will be held in July at the National Convention
 - Those elected at the November meeting will take office at the NationaConvention
- ☐ The Conference meets one time throughout the year in addition to the caucus at the National Convention.
- ☐ The meetings are rotated in a specific order among these states.
- ☐ As a Department Line Officer, you will / may be expected to attend this Eastern Conference meeting.
- ☐ Prepare Election Materials and send them to _____ if running for National Chaplain
- ☐ Review and Begin to Prepare for EC Memorial Service November meeting.
- ☐ Prepare Prayers
- ☐ Review Hotel Reservation
- ☐ Prepare Candidate Information Sheet for Eastern Conference Chaplain

NATIONAL

- ☐ Review Dates of National Convention
- ☐ Begin to prepare Four Chaplain Award for National Commander
- ☐ Investigate method of Transportation (Drive, Fly, Train) to National Convention.
- ☐ Begin to work on Chaplain's Workshop.
- ☐ Send out info with Monthly Chaplain's Email
- ☐ The National Commander in Chief's trip is scheduled for May 1-7, 2024.

AMERICAN LEGION

Post

- ☐ Plan to attend Post Christmas Party

District

Department

- ☐ State Convention is July _____
- ☐ Prepare to attend Department Memorial Service on opening night.
- ☐ Check Travel arrangements to Department Convention

Near the end of the Month prepare and send an Email to Post, District, and some State Chaplains

XII. Department Reimbursement:

Travel: You will be budgeted \$1,000.00 for travel on official business approved by the Department Commander. It is based on \$.60 per mile.

Per Diem: \$ 150.00 per day for hotel as designated by the Department Commander.

Supplies: Bulletin and certain other religious supplies are reimbursable *if approved* by the Department Quartermaster and Commander.