



VETERANS OF FOREIGN WARS DEPARTMENT OF IOWA

DECEMBER 2020

GENERAL ORDERS

No. 6

GENERAL ORDERS ARE TO BE READ AT THE POST MEETING AND POSTED IN YOUR POST.

1. **ANNUAL MID- WINTER CONFERENCE:** The Forty-Ninth Annual Mid-Winter Conference will be at the Airport Holiday Inn, 6111 Fleur Drive, Des Moines, IA 50321. Room rates are \$104 plus tax a night. The deadline to reserve a room is Jan. 2, 2021. You may call 515-287-2400 to make your reservations. Be sure to let them know you are with the VFW to get the group rate. Remember this is when we acknowledge our VOD and Patriot Pen winners. This year we will also be honoring our Teachers of the Year also.

2. **SERVICE OFFICER CLASS TO BE GIVEN AT MID-WINTER:** There will be a Service Officer Class at the Mid-Winter Conference. We encourage all Post Service Officers to attend the Service Officer class so they will be better prepared to answer questions.

3. **IN PERSON POST MEETINGS AND COVID GUIDELINES:** It is highly recommended if at all possible for the safety of OUR members that we limit the in person Post meetings as much as possible. We have the ability to do meetings via zoom or other means. It is up to each post commander if they feel they can follow all the guidelines set down from the governor and keep our membership safe. Right now Iowa is in the highest category for the amount of new cases every day. Also during these times please contact your post membership to see how they are doing especially as we are getting into the holiday season. Please everyone stay safe.

4. **MEMBERSHIP:** The Department is at 87.35% as of Nov. 30, 2020. We are 1,705 members away from 100%. We are in 5th place in the Big Ten and 20th place out of 53 Departments in membership. Let's roll up our sleeves and get busy on our recruiting and retention efforts and make 100% plus again this year. Do not forget the new members you signed up last year and get them to renew their membership. Give them a call and invite them to your next meeting, let them know you still support them and care about them. When we ignore our members that is where we fail!

5. **BIENNIAL REPORTS**: Reminder that every odd year is when the Post MUST file a Biennial report with the Secretary of State's Office. The Post needs to get ahold of them to make sure that the registered agent that they have listed is correct and current. They will EMAIL the pin number to that registered agent. That is usually done in January.

6. **COMMUNITY ACTIVITIES REPORT**: Please send all Community Activity Reports to the Community Activity Chairman Jerry Huffman (activities.iowavfw@gmail.com), PO Box 221, Dysart, IA 52224-0221. Only 1 combined report per Post and per Auxiliary will be accepted and is due the 15th of each month. Please use the form attached with these General Orders to report your activities.

7. **PROGRAM REPORTING BY ADJUTANTS**: This year all reporting will be done electronically to National on the All American Dashboard by the Adjutant. Adjutants are the official corresponding officer for the Post/District/Department and shall attest to all official communications and reports with their signature. Adjutants were granted permissions August 1 based on election reports to access the reporting functions.

The Adjutant will collect participation reports from Program Chairman at Post/District/Department.

There is also a video tutorial on the National Website in the Online Membership System for each level (Post, District). Log into the OMS system and under "Membership Quick Links" click on "All American Dashboard" and scroll down.

8. **CHECKS SENT TO DEPARTMENT (STATE) HQ's**: When forwarding your checks to VFW State Headquarters, please make it payable to "VFW Iowa" and indicate what the check is to be used for: Hospital Fund, VOD Fund, Disaster Fund, etc. in the **MEMO section at the bottom left of the check**.

9. **INSPECTIONS**: District Commanders your attention is directed to Section 517 of the Manual of Procedure, which states that each Post shall be inspected at least once during the year. Please make sure all the Posts in your District are inspected and report them in a timely manner rather than accumulating reports for 100% mailing. Please send completed Reports to **State Inspector Scott McDonald, 3644 W 4th St, Waterloo, IA 50701. Please send white copy only.**

10. **The deadlines for both Voice of Democracy and Patriot's Pen and Teacher of the Year are as follows:**
(remember these submissions are part of becoming All-State)

- 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

11. **VOICE OF DEMOCRACY/PATRIOT'S PEN:** The point of contact for the Patriots Pen & Voice of Democracy programs is VFW Dept. Chairman Tim Hahn, 149 W. Rochester Ave., Atallisa, IA 52720, 319-594-5792, susan.hahn@sedgwick.com .
12. **TEACHER AWARD:** The point of contact for the Teacher of the Year programs is VFW Dept. Chairman Don Fisher, 505 Johnson St., Alta, IA 51102, 712-200-1761, cathyfisher1948@hotmail.com.
13. **POST ASSESSMENT:** The Post Assessment for 2020 is \$1.00 per member based on last year's Adjusted Membership total. If your Post achieved 100% or more in membership by June 30, 2020, your Post does not have to pay the Post assessment. This will be shown on the Status Report block. The deadline to pay your Post Assessment was Oct. 15, 2020.
14. **VFW IOWA 2020-2021 ROSTER BOOK:** The roster book for the 2020-2021 year has been distributed electronically and the hard cover is now available for \$10 plus \$2 shipping.
15. **DEPARTMENT OF IOWA 100th ANNIVERSARY CHALLENGE COIN:** The Department is selling a Challenge Coin for the 100th anniversary of the Department. The coins are \$10 each and all proceeds go to the Centennial Fund for the celebration of this monumental milestone.
16. **HISTORICAL MEMORABILIA:** If any Post/Aux has any memorabilia of OUR Dept that could be displayed at the Centennial Convention can you please get the information to the Dept HQ so that we can plan accordingly.
17. **PEARL HARBOR DAY:** Wednesday, December 7, 2020 marks the 79th Anniversary of Pearl Harbor Day. All Posts should fly their flags at half-staff during the day time hours. Please remember and honor all those individuals who gave their lives at Pearl Harbor during the sneak attack by the Japanese which began America's involvement in World War II in December 1941.
18. **BY-LAWS:** Districts and Posts need to look at when you last updated your by-laws. If it has been more than 5 years, you need to look at them and update them. Then send 3 signed original copies to Headquarters for review so we can get them to National for approval.
19. **2020-2021 WINTER DISTRICT MEETINGS:**
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|------------------------------|--------------------|--|
| District 2 – 3633 Maquoketa | Sat. Jan. 9, 2021 | Paul Arnold, Commander
Mary Shortt, Jr Vice President |
| District 3 – TBD | | Renee Quinn, Conductress |
| District 4 – 526 Centerville | Sat. Dec. 12, 2020 | Paul Arnold, Commander
Jennifer Saffell, Guard |

District 5 - 9662 Ankeny Virtual Meeting	Sat. Dec. 5, 2020	Ron Leber, Jr Vice Commander Dru Novak, Chaplain
District 6- 817 Boone	CANCELLED	
District 7 – 941 Harlan Harlan Vets Auditorium	CANCELLED	
District 8 – 7373 Sibley	Sat. Jan. 9, 2021	Michael Braman, Sr Vice Commander Sandy Weldon, President
District 9 – Elkader, IA	CANCELLED	
District 10 – 2541 Algona	Sat. Jan. 9, 2021	

20. **2020 VETERANS DAY ON THE HILL:** The Veterans Day on the Hill at the State Capitol is tentatively scheduled for January 20, 2021, time and details to be determined.

21. **COPY OF 990 or 990-N TO STATE HQ:** In an effort to help Posts from losing their Nonprofit status, the State Commander is requiring **ALL POSTS** to send a copy of your 990 to State HQ when you file it. If you file the 990-N send a copy of the receipt showing that it has been **accepted** by the IRS. This is also a requirement from National HQ that all Departments are to have copies of all Posts 990's on file.

To get a copy of the receipt showing that the 990-N has been **accepted** by the IRS follow instructions below: You **WILL NOT** receive a confirmation e-mail that you filed Form 990-N, (the e-Postcard). To check the status of your electronic filing, log into the Form 990 Electronic Filing System (e-Postcard) and go to the **“Manage Form 990-N Submission”** page. You’ll see the status for each Form 990-N you submitted - indicating whether your form was **accepted** or **rejected**. If rejected, click on the “Submission ID” link for additional details.

22. **DISTRICT OFFICER VACANCIES:** **4th District:** 1, 2, & 3 Year Trustees **8th District:** Judge Advocate

23. **POST OFFICER VACANCIES:** **7th District:** Post 9731, **8th District:** Post 580 **10th District:** Post 2541, 5236.

24. **VEW DECAL LICENSE PLATE:** You may now purchase the decals from the Department of Iowa Headquarters at a cost of \$20 for 2 decals (**one for front and one for rear license plate**) and will then take the decals to your local county tag office and purchase the decal license plate. An order form for the decals can be found at www.vfwiowa.org. Information regarding this decal, including a photo and the contact information, is now available at <https://iowadot.gov/mvd/vehicleregistration/vehicleregistration/decals>.

25. **COMMANDERS CHALLENGE:** See attached flyer for Commanders Challenge’s that are now in place.

26. **GENERAL ORDERS EMAIL:** General Orders will be sent via Email. Please send your e-mail address to Department Headquarters at vwfiowa@qwestoffice.net if you have not done so and wish to receive them. Post Commanders and Quartermasters please ensure we have your email address on file.

27. **BUDDY POPPY ASSEMBLY FUNDRAISER:** As many of you may have heard Buddy Poppies are unavailable as the disruption of Buddy Poppy assembly due to COVID-19. With the demand for Buddy Poppies stronger than ever there is an opportunity for VFW Posts and Districts who want to assist in assembly of Buddy Poppies and get paid money for the Post fund to do so.

This would be a great opportunity for any Post/District and their Auxiliary to conduct a one time or ongoing Poppy assembly drive and generate relief funds for the Post to help veterans in need.

Here are the details.

- Minimum of 10,000 - Can request more and must be completed within 30 days.
- Component parts are shipped to the Post (precut fabric flowers, wire stems and printed labels).
- Assemble components by placing stem into flower, then attaching label. Wrap in groups of ten.
- Average assembly time is about 8-10 every minute at first with upwards of 20 a minute after assembling experience.
- Assembly lines can average more than 20 a minute.
- Ship completed Poppies to National (Shipping instructions and postage paid by National)
- 0.02 Cents is paid to relief fund for every completed Poppy.

As an example 100,000 Completed Poppies will net \$2,000.00.

28. **BUDDY POPPIES:** National Headquarters is experiencing delays in the production of Buddy® Poppies. COVID-19 has had a severe impact on the assembly facilities, resulting in a low supply of fully assembled poppies. Please continue to submit your orders while we actively work toward fulfilling your requests. All orders will be processed in the order in which they are received, but fulfillment may be significantly delayed.

This is a difficult time for everyone and we're working hard to adapt to this new reality. Please watch for further updates. We appreciate your patience and will do our best to ship your orders as quickly as possible.

Place your orders **EARLY, AT LEAST 90 DAYS IN ADVANCE OF YOUR DISTRIBUTION DATE.** Every Post should be able to receive donations for at least 1,000 Poppies. The requirement for All State Award has been removed due to COVID 19 restrictions not allowing distribution. Buddy Poppy prices for 500 poppies are \$72.50 and 1,000 are \$145. Many Posts are not sending their orders in early enough to receive them prior to their scheduled date. ***GET THEM IN AT LEAST 90 DAYS IN ADVANCE OF YOUR DISTRIBUTION DATE.***

29. **CENTENNIAL BUDDY POPPIES:** This year is the Department of Iowa's Centennial (100th Anniversary). Posts are able to purchase Centennial gold poppies this year to commemorate the occasion.

38. **VA CLAIMS:** When aiding veterans to apply for VA Compensation the ONLY people that are allowed to sign the paperwork for submission is **Certified Service Officers**. As Post or District officers DO NOT SIGN the paperwork. If you sign the paperwork it will create enormous problems to get the claim processed. Get the paperwork to one of our Service Officers. The Fax Number is 515-323-7405 for our office in Des Moines.

39. **COVID GUIDELINES:** During these times the Post must follow the Governor's guidelines as that are put out. This is where the post gets their sales permits, gambling licenses, Liquor licenses.

40. **PINS:** If anyone has pins of Past Commanders or any other older pins and would like to donate them please send them to HQ so we will be able to get a board made up with them for display at State Convention for our Centennial event.

41. **CENTENNIAL EVENTS:** if you are trying to get an event planned for your area please get with our Sr Vice Commander Michael Braman because he is putting everything onto a calendar so we can plan as many events as possible throughout the State and try not to overlap if at all possible. His email is michealbraman26@yahoo.com.

42. As we are entering the Holidays please make sure that we are calling our members and letting them know that we are here for them and see if they need anything. It is already a difficult time but with the times we are in it is making things even worse.

MARK YOUR CALENDARS!

2021 MID-WINTER CONFERENCE will be Jan. 15 - 16, 2021 at the Holiday Inn Des Moines Airport, 6111 Fleur Dr., Des Moines, IA 50321. The room rate is \$104 plus tax.

VFW IOWA 100th ANNUAL STATE CONVENTION will be Thursday, June 03, 2021 - Sunday, June 06, 2021 at the Gateway Hotel & Conference Center at Iowa State University, 2100 Green Hills Dr., Ames, IA 50014. The room rate is \$99 plus tax. Reservations can be made by calling 800-367-2637 by Thursday, May 13, 2021 and let them know you are with the Iowa Department of Veterans of Foreign Wars.



On behalf of all Department Officers, Staff and I, we want to wish everyone Happy Holidays and a Merry Christmas!!!

"Members Make the Team"
By Order of:

Paul Arnold

Department Commander
VFW Department of Iowa

OFFICIAL: *Jerry Black*
State Adjutant-Quartermaster
VFW Department of Iowa
PA/jb

