

Veterans of Foreign Wars

Post 392

Member Handbook



General Douglas MacArthur Memorial VFW Post 392

2408 Bowland Pkwy.

Virginia Beach, Va. 23454

Email: vfwpost392@gmail.com

Website: www.vfw392.org

Purpose - 36 U.S. Code § 230101 (as amended)

The VFW's purposes are fraternal, patriotic, historical, and educational; to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead, and to assist their surviving spouses and orphans; to maintain true allegiance to the Government of the United States, and fidelity to its Constitution and Laws; and to preserve and defend the United States from all her enemies.

National and Local VFW Programs and Events

Troop Support:

Adopt-a-Unit Program: Provides care packages of much needed personal items to military units and letters exchanges with fellow citizens. Post 392 currently sponsors Naval Air Station Oceana Master Jet Base.

Military Assistance Program: Provides grants to host family sponsored events for members of local active-duty military, National Guard and Reserve units. Events can include family picnics, Christmas parties, and Farewell and Welcome Home gatherings for military units. These are announced as they are scheduled.

Unmet Needs (Emergency Financial Assistance Program): Provides one-time emergency financial assistance up to \$2,500.00 for qualifying service members and their families experiencing financial hardship.

Operation Uplink: This is a unique program that keeps military personnel and hospitalized veterans in touch with their families and loved ones by providing them with a free phone card for use to communicate with deployed service members.

Scholarship Programs

Voice of Democracy Scholarship Contest: This is an annual nationwide audio essay competition designed to give grade 9-12 students ages 15-19 the opportunity to voice their opinion on their responsibility to our country. Post 392 awards are given for the first, second and third place winners from schools in the Virginia Beach area that participate. Winners advance to District competition, with the potential to compete at State and National levels as well.

Patriots Pen Scholarship Program: This is an annual nationwide essay competition for 6th-8th grade students. Post 392 awards are given for first, second, and third place winners. Winners advance to District competition, with the potential to compete at State and National levels as well.

JROTC: Awards are presented to the NJROTC members from 5 participating high schools in Virginia Beach. A certificate and medal are awarded to each recipient.

Other VFW Programs

Buddy Poppy™ Program: Is a nationwide program distributing poppies that are handmade by hospitalized veterans to be given the general public. 100% of the proceeds are used to provide financial assistance to veterans in need. The program also provides financial assistance in maintaining state and national veterans rehabilitation and service programs. Proceeds also help support the VFW National Home for Children, in Eaton Rapids, Michigan, that assists orphans and widows of our nation's veterans.

Citizenship Education Programs: Includes the National Citizenship Education Teacher Award for Elementary, Middle School, and High School Teachers. Awards are given for each level annually.

VFW National Home for Children: Is a community development in family-like environment that is home to orphaned or single parent children of VFW or Auxiliary members. The home is in Eaton Rapids, Michigan.

First Responders Program: Is a program where we recognize the service of our first responders from the Police, Fire, EMS, and Sheriff Departments by holding an annual awards ceremony for an outstanding member of each department as nominated by their department. This is our way of thanking them for their outstanding efforts in serving and protecting our citizens in the Virginia Beach area.

Post Activities

The Post Social Quarters (Canteen) is open Mon – Thurs 11AM-10PM; Friday and Saturday 11AM-11PM and Sunday 11AM-10PM. In our Canteen, lunch is served Monday – Friday from 11AM to 1PM. On Wednesday & Thursday you can order from the menu from 5PM-7PM; Friday night is Shrimp night, with Steam shrimp special from 5PM-8PM. On Saturday and Sunday the Kitchen is open from 11AM-2PM for lunch. Please note that the operating times are subject to change depending on the time of year, special and sporting events, or in case of severe inclement weather. You may call the Post at 757-486-5875 to verify current operating hours and availability of services.

Our Military Order of the Cooties Pup Ten #9 serves Breakfast on the 1st and 3rd Sunday of each month, from 8:30AM to 11AM. The Sunday breakfast season starts after Labor Day and ends on Mother's Day. Funds generated by this program are used in direct support of activities for veterans who are hospitalized at the VA Hospital in Hampton, VA. No Breakfast is scheduled during the summer months. Breakfast is prepared by volunteers, but you do not have to be a Cootie to assist.

Other Social Activities include our annual Labor Day Family Appreciation Picnic held to recognize our Post and Auxiliary members for their service to and support of Post 392. Once a Quarter (conditions permitting), we host the veterans from the Hampton VA Medical Center for lunch and activities. We celebrate the 4th of July with a picnic for our members and guests. We Celebrate Thanksgiving & Christmas by putting on a free holiday meal for our members, guests, and veterans. Our own member volunteers prepare and serve the meal. We also have

annual Post Christmas Party for our members and guests, and annual Halloween and Christmas parties for the children of our members.

Post members are allowed to bring non-member guests to the Canteen. They must be signed in as a guest in the “Guest Log”. The member must remain with the guest and purchase their beverages. Spouses do not need to be signed in.

Fundraisers

There is a daily 50/50 drawing held each day for members in good standing. Once you have been accepted into the Post or Auxiliary, new members are added to the 50/50 Roster. A unique identification number is assigned to each member. This is the number used for the daily drawing. To participate, upon visiting the Post, the member signs in the 50/50 book and deposits \$.50 into the box located just inside the main entrance. Each morning, the bartender will draw a number for the previous day. The number is located on the roster, and the name of the member determined. If that member signed in the book for the day prior, they win 50% of the balance. If that member did not sign in, the balance is brought forward to the next day. It is not required that you sign the book, but you may only do so if you deposit the \$.50 when you do sign in.

There are several fund drives that we are involved in. They include Buddy Poppy™ Fund Raising, various raffles, Casino Night, and other events to raise funds for our Veterans Relief Fund. They will be announced as they are scheduled, and many require significant volunteer support by our members.

VFW Veteran Services

The National Veteran Service (NVS) Program is a nationwide network of VFW Service Officers (VSO's), both on the Department (State) level (full time professional advocates) and Post Level (volunteer advocates), who are trained to help veterans get the outpatient treatment or gain admission for inpatient care at VA Medical Centers nationwide. These VSO's assist veterans and their families in filing for VA disability compensation, rehabilitation and education programs,

pensions and death benefits, employment and training programs and many other programs.

NVS assists more than 120,000 veterans and their families each year. Veterans need not be VFW members to take advantage of this assistance, which is provided free of charge.

VFW Post 392 Auxiliary

The VFW Auxiliary is a fraternal organization that actively helps the Post support veterans, military members in combat zones, and their families. The Auxiliary also supports many Post activities and programs and are a very important part of what we do. To be a member of the Auxiliary, one needs to be a direct descendant of a VFW Eligible Veteran and must show proof of that eligibility. The Auxiliary is open to both males and females. Post 392's Auxiliary is very active and respected by our membership!!

VFW Post 392 is led and managed by elected officers and appointed staff.

Elected officers serve a one-year term. Nominations open each March, and elections are held at the regular business meeting in April. Trustees are elected for staggered 3-year terms. The Post 392 Elected Officers are:

1. The **Commander** is the senior officer responsible for the overall operation of the Post. The Post Commander presides over all Post Business meetings, enforces the rules, appoints committees not otherwise provided for and makes certain that the other Post Officers and committee chairpersons perform their duties.
2. The **Senior Vice Commander** assists the Commander in preserving order, presides in the absence of the Commander, and performs such other duties as assigned.

3. The **Junior Vice Commander** assists the Commander in preserving order, presides in the absence of the Commander and Senior Vice Commander, and performs such other duties as assigned.
4. The **Quartermaster** is responsible for all Post funds and property, maintains the financial records for the Post, and oversees all financial transactions involving Post funds. This is a compensated position.
5. The **Judge Advocate** provides legal assistance to the Commander and reviews of and recommendation for updates to our SOP's.
6. The **Chaplain** visits and reports on sick and disabled members of the Post and performs the solemn duties assigned during Post meetings and memorial services for departed members.
7. The **Surgeon** promotes the health programs for the benefit of the Post and the Community and is involved in VFW services and activities for patients at the Hampton VA Hospital.
8. The **Trustees** are primarily 'watchdogs' of the Post funds. They are responsible for auditing all Post financial records once a month and formally reporting their findings to the Post and the Department.

Post 392 appointed Staff Positions

1. The **Post Adjutant** is responsible for preparing reports, signing all official actions for the Post, recording Post meeting minutes and maintaining the Post member records, letters and correspondence, and the roll for departed comrades.
2. The **Officer of the Day (OOD)** is the custodian of the Post colors, altar flag, Bible, ballot box and gavel. At the beginning of each meeting the OOD is responsible for ensuring membership cards are current and during the meeting, carrying out the orders of the Commander.
3. The **Guard** assists the OOD and prevents non-members from entering the meeting hall when business meetings are in session.
4. The **Service Officer** assists Post members and their surviving spouses and orphans in obtaining rightful benefits from the federal and state governments.

Other Important Post 392 Staff Positions

1. The **House Committee Chairperson** is an elected position responsible for running the House Committee meetings, oversight of the operation and maintenance of the Canteen, and overseeing the employees in the positions of Canteen Manager and Staff.
2. The **Canteen Manager** is a paid employee of the Post who oversees the day-to-day operations of the Canteen and Kitchen, and manages the employees hired to serve as Bartenders, Cooks, and other positions as required.
3. The **Bartenders** are the primary working staff in the Canteen and have the responsibility for the conduct of Canteen business during operating hours. The Bartenders are licensed ABC Managers and have the full authority to take any action needed to keep order while on duty, to include ordering the removal of disruptive persons should the need arise. All concerns regarding services offered by the Canteen should be brought to the attention of the Bartender in order to allow him or her to resolve the issue at that time.

Post 392 Monthly Business Meetings are generally held on the 1st Tuesday of each month at 7:00PM. All Post members in good standing are urged to attend and be involved in the Post business. New Members are encouraged to attend the first general meeting after paying their membership dues so they may be voted into the Post and have the opportunity to introduce themselves, be given the solemn obligation, and decorated with the VFW Cross of Malta, and official decoration.

The following is the sequence of events at a Post meeting and recorded in the Minutes of the meeting:

1. Commander conducts Opening Ceremonies, including Pledge of Allegiance
2. All members attending recite of Section 3 of the VFW Congressional Charter
3. Adjutant calls the Roll of Officers
4. The Senior Vice Commander reports on all new membership applications

5. Command Staff conducts mustering in of any new recruits; Performs Solemn Obligation for new members present; Decorates new members with the VFW Cross of Malta insignia pin. (Will be skipped if no new members present)
6. Adjutant reading of the previous meeting's minutes and accepts corrections
7. Quartermaster's Report
8. Report of Service Officer
9. Commander asks if there is there a Comrade or the family member of a Comrade in distress. (Note: Comrade is our term to recognize fellow VFW members. You will hear it used during business meetings. See #2 below)
10. Adjutant calls for Reports of all Officers and Committees
11. Chaplain reads the Remember our National Home for Children Prayer
12. Commander calls for Unfinished Business
13. Commander calls for New Business
14. Good of the Order presented by all having information to report
15. Commander conducts Closing Ceremonies

There are certain customs observed during business meetings, whether at the Post, District, State, or National level. They include but not limited to the following:

1. Official VFW caps are the only headgear allowed in a meeting. Official caps are not worn during luncheons, banquets or other meals once opening ceremonies are completed.
2. The term "Comrade" is used when addressing fellow VFW members, e.g., "Comrade Commander", "Comrade Service Officer", and such.
3. When addressing the Commander, all members will render a salute in a military manner. The Commander will return the salute. All officers will exchange salutes when addressing each other.
4. One rap of the gavel calls at ease and seats the body when standing. Two raps of the gavel calls the members present to Attention in the standing position. When appropriate, the Commander will call Parade Rest once members are at Attention.
5. All members stand at Parade Rest during the rendition of prayers. Members will uncover. The hat shall be held in the right hand and placed over the heart with the Cross of Malta exposed.

VFW Post 392 Website, Monthly Newsletter & Calendar, and Facebook Pages

The VFW Post 392 Post Adjutant maintains and edits our website, located at <https://www.vfw392.org/>. The website consists of 13 webpages and a link to our Facebook Post Page. If you are a new member, please review each website page as they provide valuable information regarding Post leadership, activities, awards, and services available to veterans and their families. The monthly Post Newsletter and Calendar for the upcoming month are normally posted on the website no later than the last weekend of the current month and no later than the first of each following month. The Newsletter and Calendar are also e-mailed out to all persons subscribed to the Post 392 e-mailing list. You can sign up for these emails on the Newsletter page or by sending an email to Webmaster@vfw392.org with your name and e-mail address you want used.

In the Newsletter you will find general information regarding upcoming events at the Post as well as the Calendar that can be printed and displayed. On the Calendar page you will find the hours of operation and details for the Canteen, and breakdowns and lists of operating hours and the upcoming list of events for the month indicated. A full year's worth of previous Newsletters and Calendars are available on their respective page.

Contact information is provided on the Contact Page for the Post and Auxiliary officers in the event you have the need to contact them for any reason. The Informational Links page covers links to many government services for Veterans, and several to specifically approved civilian services available to our members. Please ensure you review the website regularly, as changes to the Calendar are posted as they occur.

We do maintain a very active Facebook pages for both the Post and our Auxiliary. They are the best source for up-to-date information on scheduled activities, changes to operating hours, and other information regarding Post events. The Post page is <https://www.facebook.com/VFW392>. The Auxiliary page is <https://www.facebook.com/groups/VFWPost392LAUX>.

State and National VFW Contact Information

Department of Virginia Headquarters

403 Lee Jackson Hwy

Staunton, Va. 24401

540-886-8112

Email: <https://vfwva.org/di/vfw/v2/default.asp?nid=6>

www.vfwva.org

VFW National Headquarters

406 W. 34th St.

Kansas City, Mo. 64111

816-756-3390

<https://vfw.org/contact-us>

www.vfw.org

VFW Washington Office

200 Maryland Ave., N.E.

Washington, D.C. 20002

202.543.2239

VFW Member Service Center

For question on membership or dues, call

1.833.VFW.VETS

(1.833.839.8387)

In Conclusion, Together, the VFW and its Auxiliaries foster true Patriotism, and strengthen the institutions of Freedom by word and deed. They improve their cities, towns, and neighborhoods through community service. They give aid to worthy comrades and to the widows and orphans. They extend helping hands to the needy and the sick. We Honor the Dead by Serving the Living.

CONTACT INFORMATION

NAME: _____

PHONE: _____

E-MAIL: _____

NAME: _____

PHONE: _____

E-MAIL: _____

NAME: _____

PHONE: _____

E-MAIL: _____