



VETERANS OF FOREIGN WARS DEPARTMENT OF IOWA



No. 5

NOVEMBER 2019

GENERAL ORDERS

GENERAL ORDERS ARE TO BE READ AT THE POST MEETING

AND POSTED IN YOUR POST.

1. **ANNUAL MID- WINTER CONFERENCE:** The Forty-Eighth Annual Mid-Winter Conference will be at the Airport Holiday Inn, 6111 Fleur Drive, Des Moines, IA 50321. Room rates are \$103 plus tax a night. The deadline to reserve a room is Jan. 2, 2020. 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. **ANNUAL MID- WINTER LUNCHEON:** The cost of tickets for the Mid-Winter Luncheon will be **\$27** per person. The meal will be: Tossed Salad with Ranch Dressing, Boneless Fried Chicken Breast, Mashed Potatoes with Gravy, Corn O’Brien, Fresh Baked Rolls, and a beverage. The Dessert will be Strawberry Cheesecake. Please send order form on the last page of the General Orders, along with payment, to VFW Iowa Headquarters, 3601 Beaver Ave., Des Moines, IA 50310. Deadline for orders is January 10, 2020.

3. **MEMBERSHIP:** The Department is at 81.91% as of Oct. 31, 2019. We are 2,568 members away from 100%. We are in 9th place in the Big Ten and 32nd 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!

4. **2019-2020 VOD & PATRIOT’S PEN THEMES:** The 2019-2020 themes are:
Voice of Democracy Theme: What Makes America Great
Patriot’s Pen Theme: What Makes America Great

5. **The deadlines for both Voice of Democracy and Patriot’s Pen and Teacher of the Year are as follows:**
 (remember these submissions are a requirement for All-State)
 - Midnight, October 31, Entries to the Post
 - November 15, Completion of Post judging
 - December 15, Completion of District judging
 - January 10, Completion of Department judging
 - January 15, District participation reports to Department Chairmen
 - January 15, Department winners to National

- January 31, Department reports to National

6. **VOICE OF DEMOCRACY/PATRIOT'S PEN:** The point of contact for the Patriots Pen & Voice of Democracy programs is VFW Dept. Chairman Brad Whitmore, 3100 E. Titus Ave, Des Moines, IA 50320, 515-537-4355, whitmorecb@aol.com .
7. **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.
8. **COMMUNITY ACTIVITIES REPORT:** Please send all Community Activity Reports to the Community Activity Chairman Rick Martin (rickmartin412@aol.com), 412 Nilsen Rd NE, Cedar Rapids, IA 52402. Only 1 report per Post and per Auxiliary will be accepted and is due the eighth of each month.
9. **STATE CONVENTION REGISTRATION CHANGE:** The By-Law on Convention Registration has changed this year. Each Post will pay, in advance, a State Convention delegate registration fee of five dollars (\$5) for the first delegate and one dollar (\$1) for each additional delegate to which the Post shall be entitled according to Post strength as of March 31st of each year. The registration will be due before April 30th of each year. Each Post is entitled to one (1) delegate for every 30 members or a fraction thereof. Do not send registrations until after March 31 because you will not know the amount owed until March 31st.
10. **POST ASSESSMENT:** The Post Assessment for 2019 will be \$1.00 per member based on last year's Adjusted Membership total. If your Post achieved 100% in membership by June 30, 2018, your Post does not have to pay the Post assessment. This will be shown on the Status Report block as 100%. The deadline to pay your Post Assessment is Oct. 15, 2019.
11. **COPY OF 990 or 990-N TO STATE HQ:** In an effort to help Posts from losing their nonprofit status, State Commander Russ Saffell is requiring **ALL POSTS** to send a copy of your complete 990 or 990 EZ 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) by opening the electronic filing page at <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>. After reviewing the information provided on the Form 990-N webpage, click the "Electronic Filing System" link under the **READY TO FILE?** header. Enter Username and select LOG IN. On the next page, enter your Password and select Submit. Select the "**Manage Form 990-N Submissions**" link on the right. 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.
12. **ELECTION DAY:** November 5th is Election Day. Please study all the facts and examine each candidate as to what they are going to do for Veterans. This affects all of us so consider who you should vote for carefully.

13. **VETERANS DAY DINNER:** The annual Veterans Day dinner at the Meskwaki Casino Hotel in Tama, Iowa will be Veterans Day, Monday, Nov. 11, 2019, from 11 am until 2 pm. Everyone is encouraged to attend.

14. **THANKSGIVING DAY:** Thursday, November 28, 2019 is Thanksgiving Day. Please remember home bound Veterans during this Holiday and visit Veterans in your local nursing homes.

15. **VETERANS IN THE CLASSROOM MONTH IN NOVEMBER:** VFW and VFW Auxiliary members are encouraged to volunteer in their schools to talk about their military and home front experiences to students. Invite your local military recruiter to join you to talk about military service today. Additional information can be found in the 2019–20 VFW Community Activities and Citizenship Education VFW Chairman’s Manual. Simply visit www.vfw.org and LOG IN (or create an account if you do not have one). After logging in, you’ll be redirected to the “My VFW” page where you will click on VFW Training & Support and then Community Service, Youth Scholarships & Activities where you’ll have access to the “CHAIRMAN MANUALS.” Participate in this activity during the week of Veterans Day, which is part of “National Veterans Awareness” week, as designated by Congress. Find Pledge of Allegiance pencils and coloring books, plus other citizenship education tools at the VFW Store <http://www.vfwstore.org/category/programs/citizeneducation>.

16. **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.**

17. **REMINDER:** State Commander Russell “Doc” Saffell’s special project this year is to combat Veteran suicide and to support Veteran suicide victim’s families. Donations to this project will be disbursed to:

1. Programs dedicated to social work and counselling for at-risk Combat Veterans and/or their families.
2. To assist families in need following the loss of a family member to Veteran suicide.
3. Education and vocational rehabilitation assistance for at-risk Veterans.
4. Support VFW Posts who host Veteran suicide awareness and support events.

Please send your donations to VFW Iowa, 3601 Beaver Ave, Des Moines, IA 50310. Please put in memo section that it is for “Commander’s Special Project”.

18. **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.

19. **STATE COMMANDER RUSSELL “DOC” SAFFELL’S MEMBERSHIP PROGRAM BOOK:** State Commander Saffell’s Program book is now available. We will send it in a separate email and it will also be available on the VFW Iowa website at: <https://www.iowavfw.org/documents-and-forms>

20. **FORMS 990 & 990T:** Attention of Post Quartermasters is directed to the requirement of timely filing of Internal Revenue Form 990 and 990 T, where applicable. Forms may be secured from your local Post Office or branch office of the Internal Revenue Service.

If your Post has a yearly gross income of \$50,000 or more, you are **REQUIRED** to file an IRS form 990 each year. All income must be accounted for when filing of a 990 is required; this includes dues, dinners, bingo, raffles, or other income of the Post.

If you operate a Post Canteen and/or Post dinners open to the public then you must report Post income from non-members on a 990T form if your income from other than members exceeds \$1,000, this is considered as unrelated income and you are liable for taxes. If you are in doubt you are urged to contact a professional tax person.

21. **FORM 990N:** Posts whose gross income is less than \$50,000 are **REQUIRED** to file an electronic notice, form 990N, also known as an E-Postcard with the IRS annually. The website is <https://sa.www4.irs.gov/epostcard/>. If you have any questions, please visit the IRS website at www.irs.gov/eo. If you cannot find the information you need, you may call the IRS toll free number at 877-829-5500.

22. **2019-2020 WINTER DISTRICT MEETINGS:**

District 1 – 6414 Riverside Sat. Jan. 11, 2020

District 2 – 6174 Eldridge Sat. Jan. 11, 2020

District 3 – 4868 Clear Lake Sat. Dec. 14, 2019

District 4 – 1797 Creston Sat. Jan. 11, 2020

District 5 - 3519 Knoxville Sat. Nov. 9, 2019

District 6- 9599 Jefferson Sat. Jan. 4, 2020

District 7 – 941 Harlan Sat. Jan. 11, 2020
Harlan Vets Auditorium

District 8 – 6172 Alta Sat. Jan. 11, 2020
15 East 21st St, Spencer, IA 51301

District 9 – Elkader, IA Sat. Jan. 11, 2020
Johnson’s Restaurant, 916 High St NE, Elkader, 52043

District 10 – 2541 Algona Sat. Jan. 11, 2020

23. **OFFICERS, ELECTED AND APPOINTED:** Section 216 (c) - Post Officers, elected and appointed shall submit proof of eligibility for files to the Post Adjutant following their election or appointment and prior to their installation. Such proof of eligibility records shall be open to the Post Commander, Post Adjutant and Post Quartermaster. Post Officers, elected and appointed, shall not be installed or assume the duties of their

office until such proof of eligibility is in the files of the Post Adjutant. It is the responsibility of the elected and appointed Officer to obtain and submit this proof of eligibility. Section 414 (c) - District Officers, elected and appointed, shall submit proof of eligibility to the District Adjutant. **Additionally, District Commanders, District Senior Vice Commanders and District Junior Vice Commanders shall submit proof of eligibility to the Department Adjutant.**

24. **2019 REVISED PODIUM EDITION - BY-LAWS, MANUAL OF PROCEDURE AND RITUAL:** The podium edition of the Congressional Charter, By-Laws, Manual of Procedure and Ritual, which reflect the amendments adopted by the 120th VFW National Convention, effective August 23, 2019, are in stock and can be purchased through the VFW Store at <http://www.vfwstore.org/products/22690> or you may order from the Store Catalog or by calling 1-833-839-8387. The cost is \$7.25 plus shipping.

25. **IOWA STATE FAIR BOOTH:** We are asking Posts or individuals to donate to this great cause. Please send your checks to Department of Iowa Attn: Jerry Black, QM, 3601 Beaver Avenue, Des Moines, IA 50310. Any donation will be greatly appreciated and help to defer the cost of the booth. We are the only Veterans Organization there and it is great public relations and lets everyone know that “No One Does More For Veterans” than the VFW.

26. **VFW 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>.

27. **GENERAL ORDERS EMAIL:** General Orders will be sent via Email. Please send your e-mail address to Department Headquarters at vfwiowa@gwestoffice.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. If you do not have email, please contact your District Commander for a printed copy.

28. **VETERANS & MILITARY SUPPORT PROGRAM:** For questions or concerns about connecting with Iowa Military Units, Adopt A Unit, Uplink Phone Calling, Unmet Needs (soldier/military assistance), Post Donor Cards, and MAP Grants for your Post/Auxiliary, contact **VMSP Co-Chairman Todd Jacobus** at todd.jacobus@gmail.com or **515-240-0387**, or **VMSP Co-Chairman Pat Stark** at vfw.patstark@gmail.com or **641-780-9929**, or. Please consider making a donation to Veterans & Military Support Program today. Regarding Operation Uplink, contact Uplink Chairman Pat Stark if you request a phone card for a hospitalized veteran who is in any hospital or nursing home other than one of the VAMF's.

29. **BUDDY POPPIES:** 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, which is also a requirement for All State Award. 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.**

(ALL FUNDS RECEIVED FROM BUDDY POPPY DISTRIBUTION ARE TO **ONLY** BE PLACED IN THE POST'S **RELIEF FUND!** **THESE FUNDS ARE NOT ALLOWED TO BE USED FOR ANY OTHER PURPOSE!** BUDDY POPPY FUNDS ARE **NEVER** TO BE USED TO RAISE MONEY FOR A POST'S GENERAL FUND)

30. **DEFECTIVE BUDDY POPPIES:** For adjustment purposes, it is necessary to report all quality problems and shortages concerning the buddy poppies to Daniela Garcia (816) 756-3390 Ext 6722 or BuddyPoppy@vfw.org, in the VFW Programs Department, within 30 days of receiving the order. After receiving your poppy order, you will need to check it as soon as possible for defective poppies and any shortages. After 30 days, no adjustments will be made. If a Post fails to report that they haven't received their Buddy Poppy order within 90 days from the date of the invoice to their Department Headquarters, they will not be replaced.

31. **CHAIN OF COMMAND:** Use your chain of command. If there are issues at your Posts, start with the Post Commander, then District Commander, then Department Commander.

32. **CHECKS SENT TO DEPARTMENT (STATE) HQ's:** When forwarding your checks to VFW State Headquarters, please make it out 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.**

33. **MARK YOUR CALENDARS!**

- **VFW UNMET NEEDS BENEFIT CONCERT** will be held at the Q Casino at 1855 Greyhound Park Rd, Dubuque, IA 52001 on December 12th, 2019. The concert will be put on by the band "Jackyl". Jesse James Dupree (*lead singer of "Jackyl", owner of "Jesse James Bourbon" and the "Full Throttle Saloon" in Sturgis, SD*) has partnered up with the VFW to support the Unmet Needs Program. Tickets to the concert can be purchased on following website:
<https://tickets.qcasinoandhotel.com/ordertickets.asp?p=177&src=eventperformances>.

Anyone can easily make a \$5.00 donation to the VFW Unmet Needs Program by simply texting "Needs" to "20222" to support this campaign. Jesse James Dupree also sent a VFW Commemorative signature Chainsaw to be raffled off by the Department of Iowa to support the Unmet Needs Program. Raffle tickets are \$10.00/each, and can be purchased by sending your money to the Department Headquarters with your name and phone number.



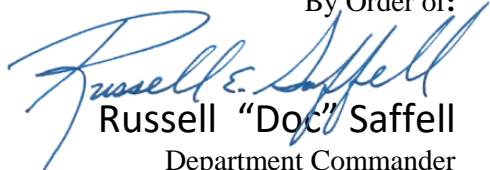
- **2020 MID-WINTER CONFERENCE** will be Jan. 17 - 18, 2020 at the Holiday Inn Des Moines Airport, 6111 Fleur Dr., Des Moines, IA 50321. The room rate is \$103 plus tax.
- **99TH ANNUAL VFW IOWA STATE CONVENTION** will be June 4 - 7, 2020 at the Embassy Suites by Hilton Des Moines Downtown. The room rate is \$114 plus tax, \$124 Triple and \$134 Quad, which includes a free hot breakfast with made to order pancake and omelet station and a free Happy Hour reception in the evening with light snacks and free alcoholic and non-alcoholic drinks. Every sleeping room is a two-room suite with a private bedroom & separate living area that features a microwave, refrigerator, 2 televisions, and a pull-out queen sofa sleeper. The hotel is located in the Historic East Village.

34. **TRAINING AND MENTORING**

Districts are required to conduct training. If you are a District Commander and are not holding training sessions, please rectify this immediately to ensure compliance with the National Bylaws. If you are not a District Officer please hold your District leadership accountable and remind them of this requirement. All members should also reach out to newer or estranged members of your Posts and make them your battle buddy. Look out for each other. Never leave a comrade behind!

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



Semper Fidelis,
 By Order of:

 Russell "Doc" Saffell
 Department Commander
 VFW Department of Iowa

 PLEASE DETACH AND RETURN ORDER FORM WITH PAYMENT

ORDER FORM FOR LUNCHEON TICKETS
 FOR 2020 MID-WINTER CONFERENCE

The Luncheon is at 12:00 noon at the Airport Holiday Inn, 6111 Fleur Drive, Des Moines, IA 50321, on January 18, 2020. The cost will be **\$27 per person**. Reservations need to be in to VFW Iowa Headquarters, 3601 Beaver Ave., Des Moines, IA 50310, by January 10, 2020. Make checks payable to VFW Iowa.

HOW MANY WILL ATTEND _____ AMOUNT OF THE CHECK _____

NAME _____

ADDRESS _____

(YOU MAY MAKE COPIES OF THIS FORM)