



**Department of South Dakota  
Program & Membership Guide**



**Barbara K. McKean  
State Commander**

**“Speak up and Reach Out”  
2021-2022**

Updated: June 1, 2021

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Greeting Comrades –

I would like to congratulate all new and returning officers in the Posts, Districts and Department level. I thank you for electing me as your State Commander for the 2021-2022 year. This year my focus will be on ALL Posts getting back to the basics, i.e. membership, working and participating in your programs, completing reports, etc. I also want to help raise awareness on Veteran Suicide Awareness and Prevention and Women Veterans Issues and Concerns in South Dakota.

This program/guide was created to assist all Commanders and Quartermasters to identify what is needed to be a successful, thriving Post and District and how to achieve All-State and/or All-American status. I'm asking for your help to get this information out to the Posts and follow-up with Commanders and Quartermasters to ensure they know what is expected from them during the 2021-22 year. It's not too late to reinvigorate **OUR** Posts and Districts!

South Dakotas VFW Membership Program in addition to the National Membership plan, offers every member the opportunity to serve their local VFW Post and at the same time earn incentives at the Department, District, Post and individual award levels, plus personal satisfaction. The membership contests start on **Jul 1, 2021**.

To be a Quota Buster Post in the state it has been determined by the Department Membership Committee that it will be **one plus** your post membership as of June 30, 2021 for the year.

We have a great team, dedicated to giving 100% for the VFW and the State of South Dakota. Only those who are willing and prepared to “step up” have volunteered and been elected or appointed to fill the 2021-22 officer seats. This past year was challenging for membership, but I have high hopes and expectations we will reach 100% this year with your help. One of the most important parts of the VFW is our programs! We need to show non-members and the community what it is we do and how we help each other.

There are several changes in this guide so please go through it carefully. Let's make this the best year we've ever had and most importantly, let's have fun doing what we do, Supporting Veterans and their Families. Thank you for being part of the best organization anywhere! No one does more for veterans than the VFW.

*//signed//*

Barbara K. McKean  
State Commander South Dakota

**“Speak up and Reach Out”**  
**Commander Barbara McKean**  
**2021-2022**

**Post and District Expectations**

*(regardless if trying to achieve All-State or All-American status)*

1. *Present a positive, welcoming image of the VFW to our veterans, families and community.*
2. *Maintain High Standards of Integrity and Character!*
3. *It is highly recommended all Post and District Commanders and Quartermasters have access to the On-line Membership System (OMS) on the vfw.org website to manage VFW programs. Contact Dept Office if training is needed.*
4. *Refer to monthly General Orders (GO's) and our State of SD VFW website at <https://vfwsd.org> to access GO's and forms required to run your programs!*
5. *It is highly recommended every Post and District conduct a Financial Audit (both books and bank accounts), either using Trustees or private accounting firms. Record findings and send to Dept Office **Due Dec 1, 2021.***
6. *Election report for 2021-2022 should be submitted through the OMS vfw.org website and a copy to Dept Office **Due Jun 1, 2021.***
7. *Appoint a Post Service Officer, a Chairperson of VOD, Patriots Pen, Teachers Awards, Buddy Poppy, Veterans & Military Support, Membership, Law Enforcement, Firefighter, EMT and Scouting citations, Veterans Day, Labor Day and Memorial Day (Submit all categories in one letter to Dept Office to include the names of the Chairpersons with an email address & phone number. **Due Aug 1, 2021.***
8. *Pay District Dues to your District Quartermaster. **Due Aug 1, 2021.***
9. *Pay the National & State Convention fees and submit delegate form, regardless if your post plans on attending or not. (refer to Apr/May's GO's).*
10. *Post Commander and Quartermaster or delegate should attend one District School of Instruction (SOI) (held during a quarterly District meeting).*
11. *Attend Department meetings to include Fall Council of Administration, Legislative Conference, Fall District Meeting and Spring District Meeting. Encouraged to have a minimum of 2 representatives in attendance from each Post. You should submit an After-Action Report or copy of your meeting minutes to include members/office in attendance to the Dept Office. (refer to GO's)*
12. *Complete Bond for 2021-2022 & submit copy to Dept Office. **Due Aug 31, 2021.***  
*(refer to Aug GO's)*

13. Complete IRS 990 and submit copy to Dept Office. **Due May 15, 2022** (refer to GO's) (<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>)
14. Conduct Post meetings monthly. Record meeting minutes and keep on file for inspections. Present financial report at each meeting & complete quarterly Audit report signed by Commander, Quartermaster and Trustees! (send to Dept Office).
15. Attend District meetings quarterly. Encouraged to have a minimum of 2 representatives in attendance from each Post.
16. Appoint Post Membership Captain **Due Jul 31, 2021** & submit your post membership plan to Dept Office **Due Oct 31, 2021**. You should also complete one round-up/activity **Due Mar 1, 2022** & submit report to Dept Office.
17. Complete annual Inspections of each Post and submit copy to Dept Office.
18. Submit reports for and participate in all programs to include Memorial Day, Veterans Day and Loyalty Day to the Dept Office.
19. Pay all donations as outlined in this Program/Guide. Donate to the following programs (record on 2nd page of your Community Service Report): Hospital, Service and Rehab, Memorial Park, Cancer Donation, National Home for Children, Veterans & Military Support (National Program), SD VFW Pheasant Hunt, SD State Fair and Special Olympics. (refer to Sept GO's) **Due Oct 15, 2021**
20. Submit all 4 quarterly Audit, Hospital and Safety and Community Service reports within 10 days of the quarter ending to the Dept Office.
21. Purchase Buddy Poppies annually (min order of 5 poppies for each Post member). (order from Dept Office). **Order by Apr 1, 2022**
22. Submit nominations for Law Enforcement of the Year, Firefighter of the Year, Emergency Medical Technicians (EMT)/Paramedic of the Year **Due Jan 1, 2022** (TBD: Scout of Year)
23. Voice of Democracy and Patriots Pen. (Refer to Sep GO's) (TBD: Teacher of the Year requirements).
24. Participate in youth activities, VFW Baseball, Community activities, Post Newsletter Contest, Americanism, Memorial Park & Chapel program, Veterans in the Classroom, VFW Project & Program Book and Special Project Award.
25. Post participation at State Fair Booth, Memorial Park and/or Sturgis Rally.
26. Report Deceased Comrades in OMS.
27. Action Corps – sign up and try and sign up five (5) people to start receiving the Action Corps weekly. <https://www.vfw.org/advocacy/grassroots-efforts/vfw-action-corps-weekly>

**This Program/Guide, Post “to do” Checklist, State Forms, Programs, General Orders, etc. are all located on our SD VFW website at:**

**<https://vfwsd.org>**

## **Membership Goals/Objectives**

1. Build a stronger VFW for the future
2. Instill mentorship and team building and esprit de corps amongst members
3. Provide Veteran Service Officers (VSO) outreach to post and districts
4. Ensure ALL veterans living in the state of SD are aware of the programs and assistance available through the VFW
5. To increase membership and participation in the VFW
6. To recruit more Life members
7. Increase Legacy Life Membership
8. Recruit new and recover unpaid members
9. Retain and mentor existing membership
10. Encourage cooperation between Posts for membership drives
11. Encourage involvement within your communities and to get the word out what the VFW is all about
12. Make the image of the VFW fun, modern and not a smoky old bar
13. Embrace and welcome all veterans!
14. Encourage family members to join the Auxiliary

The membership program is a Post program. We need to ensure we involve our members in recruiting and retention. We still have too many members who are not renewing their membership. Encourage members when they sign up or renew their membership to become life members. They can use the 12-month payment plan. Offer incentives or discounts, get creative!

❖ **We are only as strong as our membership is.**

## **Membership Achievement Goals**

- 🎖️ Increase the number of new members by 5%
- 🎖️ Increase our life members by 10%
- 🎖️ Increase reinstated members by 5%
- 🎖️ Increase Legacy Life members by 5%
- 🎖️ Average 95% retention for posts in South Dakota.

## **Student Veterans Chairman**

This chairman will work with the Recruiting and Retention team to get access to the State Universities and Colleges. He or She will assist the team in recruiting student veterans. The VFW will help the recruiter obtain computer, tables, signs, table covers, and other things needed through a grant from National VFW.

## **Top Recruiter**

The Member who signs up the most new, new life or reinstated members will receive an incentive (TBD). The top recruiter will not be eligible for the incentives below.

 **District Membership Captains that achieve 100% or greater in district membership will receive a membership “Captain” pin.**

State Headquarters will use information from the National Monthly Recruiter Report. **Cutoff date May 31, 2022.**

## **Commander’s Recruiting Challenge**

State Commander McKean is challenging every member of the Department of South Dakota to recruit two (2) new or recovered members this year.



### **Annual Members (individual member)**

Recruit 5% total post member count based of Mem Stats (Commanders and Quartermasters have access to Mem Stats in OMS) on **Jul 1, 2021**. You will receive an incentive TBD.

### **Life Members (individual member)**

Recruit 5% total post member count based of Mem Stats (Commanders and Quartermasters have access to Mem Stats in OMS) on **Jul 1, 2021**. You will receive an incentive TBD.

### **LEGACY Life Members (Post)**

Recruit 2% total post member count based of Mem Stats (Commanders and Quartermasters have access to Mem Stats in OMS) on **Jul 1, 2021**. You will receive an incentive TBD.

### **State Membership Drawings**

If your Post reaches the Membership % based on your Post Mem Stat (Commanders and Quartermasters have access to Mem Stats in OMS) count listed, on the Last Day of the second month the post will be put in for the drawing for an incentive TBD.

## **Months/Percentages to reach for membership:**

- 🎖 Jul 31, 2021 – obtain 80%
- 🎖 Sept 30, 2021 – obtain 85%
- 🎖 Nov 30, 2021 – obtain 92%
- 🎖 Jan 31, 2022 – obtain 94%
- 🎖 Mar 31, 2022 – obtain 96%
- 🎖 May 31, 2022 – obtain 100%

## **Retention Defined**

Although retention is ***not*** a prerequisite for the All-State or All-American program, it is extremely important to understand how retention is derived and the important role retention plays in accomplishing growth. The number of paid annual members in your Post on Jul 1 is your ensuing year's "prior year total." One more new or recovered member is required to make up for each prior year annual member the Post failed to retain.

Your Post retention is derived from six types of payment components based on your prior year total of annual members:

- 🎖 A prior year annual member pays his or her annual membership dues.
- 🎖 A prior year annual member pays the life membership installment fee.
- 🎖 A prior year annual member pays for life membership dues.
- 🎖 A prior year annual member transfers to another Post and pays his or her annual membership dues to your Post prior to transfer.
- 🎖 A prior year annual member transfers to another Post and pays the life membership installment fee to your Post prior to transfer.
- 🎖 A prior year annual member transfers to another Posts and pays life membership dues to your Post prior to transfer.

## **Consider a Life Membership**

This will help you leave a legacy at your post and it will increase the payout your Post receives on your behalf each year. This membership also pays for itself as you don't have to be bugged for your dues annually. Please consider converting to life membership as it boosts our overall numbers and there are no annual dues to track down.

## **Consider obtaining Legacy Life Membership**

As a Legacy Life member, future generations will know you not only for the sacrifices you made as a veteran but for the contributions you made as a member. As a Legacy member your payouts come back to the state and the post every year until you pass away and then it will go on forever. There are many other incentives! Visit <https://www.vfw.org>



## **Membership Categories**

*(All-State Post Commanders and Quartermasters Qualifications)*

Posts in the Department of South Dakota have been divided into six contest categories. These categories will be used to determine points for the All-State Teams for Post Commander and Post Quartermaster. There may be up to **6 White Cover Post Commanders** and **6 White Cover Quartermasters** using the point system below in this program. If a membership category does not qualify, there will not be White Covers awarded in that category. The Top Post in each category already qualify, so the highest point total for the next 2 posts are eligible for the **2 At Large White Covers** for **Post Commanders and Quartermasters**.

Also, these categories will be used for other contests that have been introduced or additional contests could be introduced later by the membership committee.

The membership committee highly recommends you take the time to review “Contest Categories for 2022” and the 2021-2022 VFW National Membership Program. You will be placed in the same category as last year.

<p><b>Category 1 (Total: 23)</b>                      Alcester                      Armour                      Chamberlain                      Crooks                      Dell Rapids                      Elk Point                      Faith                      Flandreau                      Freeman                      Gettysburg                      Goodwin                      Lake Andes                      Lemmon                      Marty                      Mobridge                      Newell                      Parker                      Parkston                      Quinn                      Turton                      Tyndall                      Vermillion                      Wessington Springs</p>	<p><b>Category 2 (Total: 14)</b>                      Belle Fourche                      Beresford                      Brandon                      Britton                      Burke                      Canton                      Eureka                      Miller                      Plankinton                      Redfield                      Scotland                      Spearfish                      Wagner                      Webster</p> <p><b>Category 3 (Total: 6)</b>                      Madison                      Milbank                      Mitchell                      Sisseton                      Sturgis                      Winner</p>	<p><b>Category 4 (Total: 4)</b>                      Deadwood                      Brookings                      Huron                      Pierre</p> <p><b>Category 5 (Total: 4)</b>                      Aberdeen                      Custer                      Watertown                      Yankton</p> <p><b>Category 6 (Total: 2)</b>                      Rapid City                      Sioux Falls</p> <p><b>Department Total: 53 Posts</b></p>
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**All-State Post Commander & Quartermasters Team**  
**and the**  
**Baker-Simpson and William J. Radigan Awards**

To be considered for the selection on the All-State Post Commanders and Quartermaster Team, you are required to complete the following criteria by the judging date in May of 2022 (the exact date to be published in Apr 2022 GO's). This contest is open to all Post Commanders and Quartermasters in the Department of South Dakota and begins Jul 1, 2021.

1. All 4 quarterly Trustee Audit, Hospital and Safety and Community Service reports must be reported. Submit to Dept Office.
2. Buddy Poppy purchased equal to 5 poppies per member based on your membership on Jun 30, 2021.
3. All obligations for Hospital and Safety Report, and Memorial Park Fund shall be paid using Mem Stats as of Jun 30, 2021.
4. Each Post will obligate an amount of your choice to the Veterans and Military Support (VMS) Programs. Send funds **Directly** to National Headquarters VMS Department and send a copy of your check to Dept Office.
5. Post must appoint a Post VSO and send copy to Dept Office.
6. Post is required to be **100%** membership to qualify.
7. Post will accomplish **one** membership roundup/activity and include your "after-action" report to the Dept Office and/or District Membership Captain by Mar 15, 2022.
8. Post Membership Plan must be submitted to Dept Office and/or Membership Captain NLT Oct 31, 2021. To receive a 100-point bonus, the Post Membership plan with an appointed Post Membership Captain must be submitted by Jul 31, 2021.
9. Post must have a 2021-2022 Election Report submitted in OMS and a copy to the Dept Office by Jun 1<sup>st</sup>, 2021

## **All-State Post Commanders and Quartermaster Team:**

A point system has been devised for each of the following divisions. There could be up to 6 White Cover Post Commanders and 6 White Cover Quartermasters. If a membership category does not qualify, there will not be White Covers awarded in that category. There will be up to 8 White Cover Post Commanders and Post Quartermasters, who would qualify by the point system in this program. The Top Post in each category would qualify, and then the next 2 highest point achieving Post Commanders and Quartermasters. The Commander receiving the most points will be awarded the **Baker-Simpson Award** and the Quartermaster receiving the most points will be awarded the **William J. Radigan Award**.

## **All-State Post Commanders and Quartermasters will Receive the Following Awards & Prizes:**








1. All-State Cover
2. All-State Pin
3. Registration to the Department Convention
4. Room for 3 nights at Department Convention (\$50 / per night IAW SOP)
5. Mileage to and from the Convention from your home (\$0.40/per mile; google maps)
6. Gift (TBD)
7. **Baker-Simpson Award** (Eagle Award) to Outstanding Commander
8. **William J. Radigan Award** (Eagle Award) to Outstanding Quartermaster
9. Double Eagle Award presented at the discretion of the Department Commander
10. Captain Pin

## **Membership Division:**

(Per Membership Category (page 9) and your Post must be 100% to receive points)

	<u>POINTS</u>
1. Top 5 posts to achieve 100% plus ONE in membership 200/150/100/75/50 (top 5 posts in order)	200
2. Five points per member over quota to 200 points	200

## **New and reinstate percentage in the “green”:**

-  5% = 10 points
-  10% = 20 points
-  15% = 30 points
-  20% = 40 points
-  30% = 50 points
-  50% = 100 points
-  100% = 200 points

🏆 Post Membership Plans received by **Jul 31, 2021** will be awarded 100 bonus points.

🏆 Post Membership Plans received by **Dec 31, 2021** will be awarded 200 points.

**Maximum Total Points: 900**

**VFW Programs and Projects Division:**  
**20 Points or the amount of points shown per program or project.**

**Sponsor:**

Scout Program	
Youth Activities	
VFW Baseball	
Law Enforcement of the Year	
Community Service	
Post Newsletter and/or Create & Maintain Facebook Page	
Firefighter of the Year	
Americanism	
Program Memorial Park & Chapel	
Emergency Medical Technicians (EMT)/Paramedic of the Year	
Hospital Program	
Veterans in the Classroom	
Boy Scout of Year	
Girl Scout of Year	
VFW Project & Program	
Book Safety Activities	
Voice of Democracy	(150)
Patriots Pen	(150)
Special Project Award	(150)
Teacher of the Year in 1 Category	(40)
Teacher of the Year in 2 Categories	(80)
Teacher of the Year in 3 Categories	(120)

**23 Categories**

**Maximum Total Points: 890**

## **VFW Donations Division**

You shall donate the required amount of funds for your Membership Category (page 9) to receive the points indicated in each category. **Donation period is from Jul 1, 2021 to Mar 1, 2022.** (Donations shall be sent to National Headquarters for VMS and UNMET NEEDS - make sure to send a copy of the Post check to Dept Office).

Donations for State Fair, National Home for Children, Special Olympics and Decorated Veteran Pheasant Hunt should be sent to Dept Office to receive credit.

Membership Category (page 9) Minimum Donation Requirements for the items below:

**Category #1:** \$20.00      **Category #3:** \$40.00      **Category #5:** \$75.00  
**Category #2:** \$30.00      **Category #4:** \$50.00      **Category #6:** \$100.00

	POINTS
• National Home for Children	50
• South Dakota Decorated Veteran Pheasant Hunt	25
• VMS (National Program) Must Donate Additional \$25.00 in Your Category to VMS to get Extra 75 Points	75
• South Dakota State Fair	50
• Special Olympics	25

**Maximum Total Points 225**

## **VFW Reporting Division**

Send Community Service Reports and Hospital & Safety Reports to Dept Office Quarterly. A max of 50 points will be awarded for each report received during the month following the end of each reporting period (max 400 pts). If the reports are received after the month following the reporting period, a max of 25 points will be awarded for each report received (max 200 pts). The final report must be received prior to the May judging date, exact date to be published in the Apr GOs.





### **Reporting periods for above reports:**

1<sup>st</sup> Quarter: May, June & July  
2<sup>nd</sup> Quarter: November, December & January  
3<sup>rd</sup> Quarter: August, September & October  
4<sup>th</sup> Quarter: February, March & April

**Memorial Day 2021**      30 points (Report to be turned in before Aug 31)  
**Veterans Day 2021**      30 points (Report to be turned in before Dec 31)  
**Loyalty Day 2022**      30 points (Report to be turned in by All-State Team Judging Date (exact date to be published in the Apr GO's)).

**Maximum Total Points 490**

# **Attendance at Council of Administration (COA) & District Meetings**

	POINTS
 Fall Council of Administration	50
 Legislative Conference	50
 Fall District Meeting	50
 Spring District Meeting	50

## **Bonus Points:**

Each Post Commander and Quartermaster who attends any of the meetings listed above will receive the 50 points per meeting (200 max pts). Additional Post members up to 3 will receive an additional 50 bonus points per meeting (150 max pts). The Commander and Quartermaster must attend meetings before any bonus points are awarded.

**Maximum Total Points: 350**

## **Note:**

If you have already received an All-State cover for this position, you will receive a Gold Star pin to place on your current cover instead of receiving a new cover. This will allow the next Commander in line to receive his/her first cover.

**Maximum Total Points for the Program: 2855**



## **All-State District Commanders Team**

To be considered for the selection on the All-State District Commanders Team, you must complete the following criteria by the judging date in May of 2022 (to be set; refer to Apr GO's). This contest is open to all District Commanders in the Department of South Dakota and begins **Jul 1, 2021**.


1. 98.5% in membership by judging date.
2. Every Post in your District shall purchase a minimum of 100 Buddy Poppies per Post during the current year.
3. Inspections of each Post shall be completed and turned into the Dept Office who will forward to the Department Inspector.
4. One VOD entry must advance to the Department Judging Chairman.
5. Patriots' Pen with one entry advanced to the Department Judging Chairman.
6. National Citizenship Education Teacher's Awards with one entry advanced to Department Judging Chairman. (Requirement TBD)
7. Conduct a School of Instruction (SOI) at one District meeting minimum. (A program or contest and can be presented by a District, State Chairman or State Officer)
8. Shall attend all COA and your District meetings. Exceptions will only be granted by the State Commander in advance.
9. District Membership Plan & an appointed District Membership Captain shall be submitted to the Dept Office and/or Membership Chairman NLT **Oct 31**.
10. Provide a District Membership Captain's roundup/activity report to all COA meetings as part of District Commander's Book of Reports.

A point system has been devised for each of the following categories. For example: The District with the best percentage of membership and new/reinstate will receive 230 points; the second-best percentage of membership will receive 220 points; the third place will receive 210 points; fourth place will receive 200 points; and fifth place will receive 190 points. New and reinstate points will be the same as above for the best percentage of membership. Points in all other categories will be determined by the percentage of posts who participate in the program within the district. The top two qualifying District Commanders receiving the most points will qualify for the All-State District Commander Team and Commander receiving the most points will be the Team Captain and will be awarded the **Tice-Gallagher Award**.

# **All-State District Commanders Will Receive the Following Awards & Prizes**

1. All-State Cover
2. Registration to the Department Convention
3. Room for 3 nights at the Department Convention (\$50/night IAW SOP)
4. Mileage to and from the Convention from your home ((\$0.40/per mile; google maps)
5. Gift (TBD)
6. **Tice-Gallagher Award** to Outstanding Commander
7. **Double Eagle Award** presented at the discretion of State Commander

<b><u>CATEGORY</u></b>	<b><u>POINTS</u></b>
Membership percentage	230 – 190
New and reinstates percentage in the “green” (Mem Stats)	230 – 190
Five points per member over quota to 75 points	75

-  Ten points for every Post in your district (max 120) that sends in a membership plan by Oct 31. If your district is 100% by Oct 31 you receive an additional 50 points.

**Maximum Total Points: 705**

**Points in all other categories will be determined by the percentage of posts who participate in the program with the District.**

20 Point Programs or Projects (pg. 12)	50
Post Inspections/Audits	50
National Home Donation	50
South Dakota Pheasant Hunt	50
VOD	50
VMS (National Donation)	50
Service and Rehabilitation Donation	50
Hospital Fund Donation	50
Memorial Park Fund Donation	50
Patriot’s Pen	50
Teacher of the Year	50
Buddy Poppies	50
EMT, Firefighter, Law Enforcement	50
Boy Scout Girl Scout	50

**Maximum Total Points: 700**



# **Reports and Attendance**

## **District Commander Reports for Book of Reports at COA Meetings:**

	POINTS
1. Submitted for Fall Council	25
2. Submitted for Legislative Conference	25

## **District Commander attendance at COA Meetings:**

1. First COA Meeting after Department Convention	25
2. Fall COA Meeting	25
3. Legislative Conference and COA Meeting	25
4. Member participation at State Fair on assigned day or helping a Memorial Park/Rally Booth during the Sturgis Rally	25

**Maximum Total Points: 150**

**Maximum Total Points for the Program 1555**

### **Notice:**

Membership turn-in on the day of judging before judging time is scheduled with proper verification (copy of applications or renewal notices and copy of payment) is provided; they will be included in the membership totals. Also, all other reports or documents will be accepted before judging time is scheduled for other parts of the contest. This is for all contests and awards for Post Commanders, Post Quartermasters & District Commanders.

### **Note:**

If you have already been awarded the All-State Cover for this position, you will get a Gold Star pin to place on your current Cover instead of receiving a new cover. This will allow the next Commander in line to receive his/her first Cover. The Department will only purchase four (4) Covers and unlimited Gold Stars.



# **Membership Campaign** **2021 – 2022**



The membership campaign will start on Jul 1, 2021 and end on May 4, 2022 (this date is used for judging purposes). This will allow time to process each winner for the judging of awards. Then continue until Jun 29, 2022.

## **Who May Participate:**

Campaign is open to all VFW and Auxiliary members. Any VFW member or Auxiliary member that recruits or reinstates one or more VFW members for the South Dakota VFW will receive a beautiful distinctive South Dakota Recruiter pin. A recruiter shall recruit members only for South Dakota.

Recruiting from another state: If a recruiter should by chance entice a member from another state to transfer his or her membership to a SD VFW Post, this member will be considered the same as a newly recruited member and the recruiter will be eligible for a South Dakota "Recruiter" pin.

## **How Many Pins May I Receive?**

A recruiter may only receive 1 (ONE) South Dakota Recruiter pin, regardless of how many new members he or she may recruit. Each Post Quartermaster is asked to keep in close contact with the Department Membership Chairman who will be receiving the National roster on a weekly/monthly basis. In case a recruiter's name does not appear on the National roster, a statement by the Post Quartermaster a member did in fact recruit or reinstate a new member will be accepted so a South Dakota Recruiter pin may be awarded to that recruiter.

## **100% Plus One Award and Pin for District and Post Commanders & Quartermasters**



All District and Post Commander & Quartermasters who reach 100% plus one in membership by June 10 will be awarded the “Q” pin award.

The award will be presented by the State Commander or by a delegated representative of the Department as soon as the District or Post Quota has been reached or at another appropriate time.

## **Post 100% Plus One Award**



Contest is for Posts who reach 100% plus one in membership that was assigned to them by the membership committee for the 2020-21 membership year. Cut-off date for this contest will be based on the members reported for each Post to National Headquarters Direct Dues Department on May 31. The top 3 posts (100% + # over 100%) will receive a 2021 Membership Post Quota Buster Plaque. All other posts that reach 100% and 100%+ will receive a certificate.

## **Program Contests for 2021 – 2022**

### **Loyalty Day Certificate**

A certificate will be awarded to first-place winners in all six membership categories

### **Publications Contest**

A certificate will be awarded to first-place winners in two categories

### **Safety Awards Contest**

A certificate will be awarded to first-place winners in all six membership categories

### **Community Service and Program Books**



A certificate will be awarded to the top 3 posts

### **Poppy Awards**




A certificate will be awarded to the District & Post with the largest percentage increase in Buddy Poppy purchased and shall have purchased minimum poppies the prior year. (Minimum order is 5 poppies for each Post member)

## **Membership Resources**

State of South Dakota VFW website is located at: <https://vfwsd.org> go under resources, then Templates and Forms.

-  All forms and reports required for quarterly reports and VFW programs are located on this website
-  All General Orders, bylaws, directory and resources are also located at this

The National Headquarters has a wealth of resources at your disposal. Many of those are available free of charge to our members.

-  Membership materials ranging from applications, recruiting brochures, posters, and benefits brochures can be ordered directly from the Membership Department using the Membership Order Form (located under Membership Quick Links once you log into [vfw.org](http://vfw.org))
-  Resources for Post Development, Membership Campaigns, and Mentorship such as training guides, videos, and webinars are available in the Training & Support section on [vfw.org](http://vfw.org)
-  Promotional tools such as radio spots, sample advertisements, public service announcements, & media kits are all available through the Media Room on [vfw.org](http://vfw.org)

The VFW National Headquarters staff is ready and trained to answer any questions you may have concerning membership, VFW programs, or other issues. You can contact our **Member Service Center directly at 1.833.VFW.VETS**, or the **Membership Department at 1.888.JOIN.VFW**.

**Please check with our Dept Office for assistance before going to National. Let's handle questions/concerns at lowest level first.**

## **VFW POST “to do” CHECKLIST**

Use this checklist (and the Program and Membership Guide) to put you on the right track to be a successful, thriving VFW Post. If your desire is to obtain All-State or All-American Status, this checklist will help you achieve your goals. Start working programs/checklist on July 1<sup>st</sup>! Don't forget to include your Auxiliary when submitting reports. The Dept Office will continue to send out reminders in monthly General Orders (GO's).

Access GO's, Forms, SD VFW Program information, etc., at: SD VFW Website: <https://vfwsd.org>;

National website: <https://www.vfw.org>

***Updates to be completed by Dept SVC as needed. This Checklist is located on the SD VFW Website.***

Bonus Points (BP)

<b>Mandatory Yearly VFW Business for ALL Posts</b>	<b>Owner</b>	<b>Complete by:</b>	<b>All-State</b>	<b>All-American</b>
Complete Election Report in OMS for 2021-22 (Copy to Dept Office)	Quartermaster (QM)	06/01/2021	X	X
Pay District Dues (Pay District QM)	Quartermaster	Ref to GO's		
Pay National & State Convention Delegate Fees (Refer to GOs)	Quartermaster	Ref to GO's		
Mandatory Attendance at District School of Instruction Meeting	CDR/SVCDR/JVCDR & QM	Ref to GO's	BP	
Attend Fall Council of Administration Meeting	CDR/SVCDR/JVCDR & QM	Ref to GO's	BP	
Attend Legislative Conference	CDR/SVCDR/JVCDR & QM	Ref to GO's	BP	
Attend Fall District Meeting	CDR/SVCDR/JVCDR & QM	Ref to GO's	BP	
Attend Spring District Meeting	CDR/SVCDR/JVCDR & QM	Ref to GO's	BP	
BOND - Submitted to Dept Office (Refer to GOs)	Quartermaster	Ref to GO's		
Tax form 990 Complete on IRS Website (Copy to Dept Office)	Quartermaster	Ref to GO's		
Hold Monthly Meetings & Complete Meeting Minutes	Commander	Monthly		
Attend District Meetings Quarterly	CDR/SVCDR/JVCDR & QM	quarterly	BP	
Appoint Membership Captain (Submit to Dept Office)	Commander	07/31/2021	X	
Accomplish & Report Membership Round-up/Activity (Submit to Dept Office)	Chairman	01/01/2022	X	
Submit Post Membership Plan (to Dept Office)	Chairman	10/31/2021	X	
Conduct/Complete Post Inspections (Submit to Dept Office)	Commander & QM	03/31/2022	BP	
Complete Memorial Day Report (Submit to Dept Office)	Commander	12/31/2021	BP	
Complete Veterans Day Report (Submit to Dept Office)	Commander	12/31/2021	BP	
Complete Loyalty Day Report (Submit to Dept Office)	Commander	05/01/2022	BP	
Post Participation at State Fair Booth and/or Sturgis Rally (Refer to GO's)	Commander	Ref to GO's	BP	

Appoint a Post Service Officer (Submit to Dept Office)	Commander	08/1/2021	X	X
<b>Mandatory Donations (see Program/Guide) (Mail to Dept Office)</b>	<b>Owner</b>	<b>Complete by:</b>	<b>All-State</b>	<b>All-American</b>
Department Hospital Fund	Quartermaster	10/15/2021	X	
Department Service and Rehabilitation Fund	Quartermaster	10/15/2021	X	
Department Memorial Park and Chapel	Quartermaster	10/15/2021	X	
<b>Other Donations (see Program/Guide)</b>				
National Military Service (VMS) (paid directly to National) (Send a copy of this payment to Dept Office)	Quartermaster	10/15/2021	X	X
SD State Fair (Mail to Dept Office)	Quartermaster	10/15/2021	BP	
National Home for Children (Mail to Dept Office)	Quartermaster	10/15/2021	BP	
SD Pheasant Hunt (Mail to Dept Office)	Quartermaster	10/15/2021	BP	
Special Olympics (Mail to Dept Office)	Quartermaster	10/15/2021		
<b>Quarterly Audit Reports (Submit to Dept Office) (Forms located at: vfwsd.org)</b>				
Quarterly Audit: April - June	Commander/QM & Trustees	07/15/2021	X	
Quarterly Audit: July - September	Commander/QM & Trustees	10/15/2021	X	
Quarterly Audit: October - December	Commander/QM & Trustees	01/15/2022	X	
Quarterly Audit: January - March	Commander/QM & Trustees	04/15/2022	X	
<b>Hospital &amp; Safety Reports (Submit to Dept Office) (Forms located at: vfwsd.org)</b>				
1st FY Quarter - May - July	Chairman & Auxiliary	08/15/2021	X	
2nd FY Quarter - August - October	Chairman & Auxiliary	11/15/2021	X	
3rd FY Quarter - November - January	Chairman & Auxiliary	02/15/2022	X	
4th FY Quarter - February - April	Chairman & Auxiliary	05/01/2022	X	
<b>Community Service Reports (Submit to Dept Office) (Forms at: vfwsd.org)</b>				
1st FY Quarter - May - July	Chairman & Auxiliary	08/15/2021	X	
2nd FY Quarter - August - October	Chairman & Auxiliary	11/15/2021	X	
3rd FY Quarter - November - January	Chairman & Auxiliary	02/15/2022	X	
4th FY Quarter - February - April	Chairman & Auxiliary	05/01/2022	X	
<b>Patriots Pen (Submit to District) (Forms at: vfwsd.org)</b>	<b>Owner</b>	<b>Complete by:</b>	<b>All-State</b>	<b>All-American</b>
One Entry to District for Judging	Chairman	10/31/2021	BP	X

<b>Voice of Democracy (Submit to District) (Forms at: vfwsd.org)</b>				
One VOD entry to District for Judging	Chairman	10/31/2021	BP	X
<b>Teacher of the Year (Submit to Dept Chairman) (Forms at: vfwsd.org)</b>				
K - 5th Grade	Chairman	11/1/2021	BP	
6-8th Grade	Chairman	11/1/2021	BP	
9-12th Grade	Chairman	11/1/2021	BP	
Submit one entry	Commander/Chairman	12/15/2021	BP	
<b>Public Servant Recognition (Submit to Dept Chairman) (Forms at: vfwsd.org)</b>				
Submit one (Law Enforcement, Fire Fighter or Paramedic or all three)	Chairman	1/1/2022	BP	
<b>Scout of the Year (Submit to Dept Chairman) (Forms at: vfwsd.org)</b>				
Participate with 1 entry	Chairman	3/1/2022	BP	
<b>Core Programs (see to Program/Guide)</b>				
Buddy Poppy Program (min purchase of 5 poppies for each post member) (Order from Dept Office – refer to GO's)	Quartermaster	4/1/2022	X	X
Post Achieve 100% in Membership	Post Members	05/31/2022	X	X
Commander Recruit Member or Reinstate	Commander	see manual	X	
Post Quota Buster Award	Commander	05/31/2022	BP	
<b>Additional Programs (Sponsor)</b>				
Social Media - Create & Maintain Post Facebook page, etc.	Commander	12/1/2021	BP	
Action Corps – try and sign up five (5) people to start receiving the Action Corps weekly. <a href="https://www.vfw.org/advocacy/grassroots-efforts/vfw-action-corps-weekly">https://www.vfw.org/advocacy/grassroots-efforts/vfw-action-corps-weekly</a>		12/1/2021		
Donate/Support Commanders/President Special Project “Veteran Suicide Prevention and Women Veterans”	Commander	On-going		
Publications Contest (Post Newsletter) vfwsd.org	Commander	Refer to GOs	BP	
Community Service and Program Books (Refer to GOs)	Commander	Refer to GOs	BP	
Youth Activities	Chairman	Refer to GOs	BP	
Support SD VFW Baseball	Chairman	Refer to GOs	BP	
Americanism	Commander	Refer to GOs		
Veterans in the Classroom	Commander	Refer to GOs		
Special Project Award	Commander	Refer to GOs		

