

Adopt-A-Unit

And Other Suggested Activities to Show Support



MILITARY ASSISTANCE (MAP)

VFW's Military Assistance Program (MAP) epitomizes one of the organization's highest goals: caring for the men and women of the U.S. armed forces. From financial assistance to relocation and career assistance, MAP's primary concern is the uniformed men and women and their families left behind. As MAP chairman, it's your job to see their needs are met.

An important facet to your role as MAP chairman is to promote the worthy Adopt-A-Unit program, which promotes bringing the military into VFW's family. It's one that demonstrates VFW's care and concern for the well being of America's uniformed men and women. By adopting a unit, your Post establishes and sustains a long-term friendship with those serving stateside and abroad.

If you are a Department chairman you should contact as many Posts as possible within your state to encourage participation. If you are a Post chairman, you need to get started now. Here's how you implement this program in your Post:

- Fill out an official Adopt-A-Unit application (page 42);
- Get on the phone, write a letter or send an e-mail to the unit introducing your Post.
- Use the citation on page 48 to recognize the military in

your community. The individuals can range from local recruiters (they can also invite you to an inductee ceremonies to present citations) to active duty, Reserve and Guardsmen. Bring it to your local printer to have copies made.

Meet with the local military officials, National Guard or Reserves. Make it a point to meet the Family Support Coordinator from your area, this will open many doors and help to increase the awareness of your post and the services you offer to more members of the unit and their families.

Find out what you can do to get this new relationship started. Does the unit have any special requests? Will they deploy soon? Determine these needs and take action. For VFW Posts situated near their adopted unit's location, invite them to the Post home for dinner or mere camaraderie. Care packages, magazines and letters are all suitable for those of greater distance. The only limitation is your imagination on how to help your adopted unit.

No matter what endeavors your Post chooses, remember this: The relationship you build with these men and women will impact both the military and the VFW. Make sure the experience is positive for both of these special families.

Adopt-A-Unit

Application for Sponsorship

Fill out and mail to:

MAP Adopt-A-Unit
VFW National Headquarters
406 W. 34th St.
Kansas City, MO 64111



POST/AUXILIARY INFO

Post/Auxiliary Number: _____ Contact Name: _____

Address: _____

Phone: _____ Fax: _____ E-mail: _____

Signature of Post Commander/Ladies Auxiliary President _____

BRANCH OF SERVICE

- Army Marines Navy Air Force Coast Guard
 Active Duty Reserve National Guard

SPECIFIC UNIT INFORMATION

Unit Name/Contact Person: _____

Address/APO/FPO: _____

Phone: _____ Fax: _____ E-mail: _____

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Support Activities



VFW member Richard Lyon (left) helps assemble care packages for U.S. troops. A joint endeavor of VFW and the Moscow, Idaho, Chamber of Commerce, some 150 bags of goodies were shipped overseas.

Matching Funds Grant

MAP has developed a Matching Funds Grant process of up to \$250 that VFW Posts may apply for to provide assistance for VFW Family Sponsored events for members of active duty military, local National Guard and Reserve units. This initiative is limited to 200 Posts per year.

Events that qualify are events such as family dinners for the returning unit, VFW Military Spouse's Night Out, a break from watching the children where the spouse can go shopping for four hours and the VFW would provide childcare. There are many more options for the unit or family event, such as mailing Christmas packages to deployed service men and women. The primary theme here is to get a Post involved with the local military community.

For events that encompass large military units such as brigades, battalions or wings, several Posts can co-sponsor the event together by requesting a Matching Funds Grant for their specific part of the event. For example, one Post can request a grant for food and another Post can request a grant for entertainment. Post 1 would list H Company of the 123rd Battalion and Post 2 would list A company of the 123rd Battalion.

To take advantage of the assistance offered through National Headquarters, just complete the VFW Post MAP Grant Form. Submit the completed form to your Department MAP Chairman.



Online Employment Assistance Through VetJobs.com

In 2001, MAP partnered with an on-line job bank, VetJobs.com, designed specifically for veterans and employers seeking veterans.

Resume assistance and job listings are two key areas on the site. Interviewing tips also are available. (VetJobs offers this service to military spouses, too.)

Before promoting this service to recently separated veterans, check out the Web site for yourself. If you don't know it, you can't promote it. And if you can't promote it, you're not fulfilling your role as chairman.

In addition to the on-line service, be aware of upcoming job fairs and have someone there to represent VFW. It's the perfect time to spotlight VFW's commitment to service members.

Matching Funds Grant Application



INSTRUCTIONS:

Fax the completed form to (816) 968-1149 or Mail it to VFW National Headquarters, ATTN: MAP, 406 West 34th Street, Kansas City, MO 64111

POST INFORMATION:

Post Name: _____

Post Number: _____

Street Address: _____

City/State/Zip: _____

Contact Name: _____

Phone: (____) _____

PROJECT INFORMATION:

Project Name: _____

Project Description: (Be specific about nature of project)

Project Person (VFW): _____

No. of Members/Ladies Auxiliary Members Volunteering: _____

No. of Military and/or Family members attending: _____

<Attach Copy of Post Press Release>

Event: _____

Location: _____

FINANCIAL INFORMATION:

Project Budget: _____

Amount Requested: _____

Describe how money will be spent - include a copy of the event budget:

MILITARY UNIT INFORMATION:

Unit Name: _____

Address: _____

City/State/Zip: _____

Contact Person: _____

Phone: (____) _____

ACKNOWLEDGEMENT I:

To facilitate compliance with IRS inquiries, the VFW Military Assistance Program will require that your Post provide a report on the event, including photos. You must keep copies of all expenditures and evidence of the event. This request will be sent to you after the scheduled event date.

ACKNOWLEDGEMENT II:

This money will not be used for lobbying in any way. _____
(Must be checked)

POST CDR/QM SIGNATURE:

X _____ DATE: _____



Policy Statement

EMERGENCY FINANCIAL ASSISTANCE

The Veterans of Foreign Wars of the United States, in conjunction with its Posts and Departments, may provide emergency financial aid to qualified military personnel or their family members for the purpose of avoiding financial hardships resulting from military deployments. Such emergency aid will be in the form of a “one time grant” to the service member or qualified family member.

Subject to the compliance with the conditions and procedures specified by National Headquarters, National Headquarters may, subject to the availability of adequate funds, furnish matching funds up to \$500 to match contributions by a VFW Department or local Post for emergency aid.

This program will be maintained as part of the Military Assistance Program, and the following procedures will be used to determine merit and distribute funds:

- Service member must be on “Active Duty” or in an activated National Guard or reserve unit serving in the “Theater of Operation” designated for the purpose of the unit’s activation or deployment.
- Each request for emergency assistance will originate with a VFW Department or local VFW Post. The Commander or Adjutant must make the official request for assistance.
- The VFW Department or Post will forward its contribution to National Headquarters or forward to National Headquarters verification of its contribution made directly to the service member or family member.
- The MAP Director will investigate and ensure eligibility of service member/family member and legitimacy of each request for assistance.
- Requests will be verified through the service member’s military chain of command, and the VFW Department or Post Commander or Adjutant.
- After verification by the MAP director, the request, will be submitted to the Adjutant General and Quartermaster General or their authorized designee for final approval.
- A check for the matching amount will be issued to the service member/qualified family member from the National Headquarters. If the Department or Post has forwarded its contribution to National Headquarters the check for the combined amount will be returned to the Department or Post for delivery to the recipient.

Application for funds or acceptance of the Application for Assistance is not a guarantee of eligibility, or approval for distribution of funds.



An Army Sergeant receives an emergency financial aid donation from the Department of New Mexico.

Definition of Qualified Family Member

Immediate family members are identified as those dependents listed as dependents under the military DEERS program, i.e. spouse, son, or daughter. Dependents must maintain residence with service member or be in a residence under the service member’s obligation to maintain.

Definition of Emergency Situation

Emergency situation is due to an immediate need brought about by an event or events beyond the control of the individual or family member and NOT due to mismanagement of family income and/or extravagant expenditures.

Emergency Financial Assistance Application

**INSTRUCTIONS:**

Fax the completed form to (816) 968-1149 or Mail to Military Assistance Program, VFW National Headquarters, 406 West 34th Street, Kansas City, MO 64111

Acceptance of this application for assistance is NOT a guarantee of eligibility, nor is it considered an approval for the distribution of funds.

DEPARTMENT/POST INFORMATION:

Department/Post:

Contact Name:

Phone:(____) _____

Street Address:

City/State/Zip:

RECIPIENT OF FUNDS INFORMATION:

Name:

(Print: Last Name, First Name, MI)

SSN: ____ - ____ - ____ Phone:(____) _____
(For IRS Records)

Street Address:

City/State/Zip:

Nature of Emergency: (Be specific)

MILITARY/INSTALLATION INFORMATION:

Unit: Army Marine Corps Navy Air Force Coast Guard
 Natl. Guard Reserve

Address:

City/State/Zip:

Contact Person: (Must be someone other than the service person/family member receiving assistance, i.e. the service persons superior.)

Phone: (____) _____

FINANCIAL INFORMATION:

Amount of Funds Requested: \$ _____ (MAP will match up to \$500)

Amount of Funds Donated by Department/Post: \$ _____
(Dept./Post must provide proof of disbursement to service member.)

ACKNOWLEDGEMENT I:

To facilitate compliance with IRS inquiries, the VFW Military Assistance Program will require the Social Security Number (SSN) of the service member in need. The SSN will not be disclosed to any other source nor used for any other purpose.

ACKNOWLEDGEMENT II:

These funds are awarded to the above listed service member or their designated family member as emergency aid, not to be used for any other purpose than the intent of the request described above.

All requests will be verified through the service member's military chain of command, and the VFW Department/Post Commander or Adjutant and the Director of the Military Assistance Program.

Acceptance of this application for assistance is NOT a guarantee of eligibility, nor is it considered an approval for the distribution of funds.

DEPARTMENT/POST CDR/ADJUTANT SIGNATURE:

X _____ DATE: _____

VFW Military Family Member Volunteer Service Award

Purpose

To recognize a military family member that has contributed significantly to the support of the military community and the family support program. It may be awarded to any immediate family member (must be over 18 years of age) of members of the Armed Forces of the United States and their Reserve Components, and National Guard, who, subsequent to July 1, 2004, performed outstanding volunteer community service of a sustained, direct and consequential nature.

To qualify for award of the VFW MFMVSA a family member's volunteer service must:

- Be to the military community or the family support program.
- Be significant in nature and produce tangible results.
- Reflect favorably on the Military Service and the Department of Defense.
- Be of a sustained and direct nature.

The VFW MFMVSA is intended to recognize exceptional community support over time and not a single act or achievement. Further, it is intended to honor direct support of military community activities. For the purpose of this award the volunteer's participation should be active sustained involvement in an ongoing effort. Attending membership meetings or social events of a community service group is not considered qualifying service, while manning a community crisis action telephone line, organizing family support donation drives, or creating programs such as holiday meals for military families are considered qualifying service.

Approval authority for award of the VFW MFMVSA will be at the discretion of the Military Assistance Program Director with the assistance of the Military Assistance Program Committee.

Before the recommendation is forwarded to the award approval authority, the recommender must certify that the family member meets the eligibility criteria for award of the VFW MFMVSA. Substantiating documentation, such as record of hours contributed, letters or certificates from activity supervisors, or other proof of the family member's volunteer services may be attached as enclosures to the recommendation.

Nomination Packets:

Nomination Packets will consist of a narrative of volunteer's service from the recommending command or agency along with supporting documentation (see above) of activity. Narratives not to exceed 800 words and should include the overall impact of the volunteer's service to the community.

Packets will be submitted to the VFW Department Military Assistance Program Chairman. Only one packet per installation or Family Support Coordinator (for National Guard & Reserve forces) may be submitted for consideration.

The Department will consider all qualified packets submitted and select one packet per branch of service: Army, Navy, Marines, Air Force, Coast Guard (National Guard and reserves will be considered as part of their parent branch of service, i.e., Army National Guard is considered as Army) to be forwarded to VFW National Headquarters' Military Assistance Program director. (Departments need only submit nominations from branches of service available in their Departments.)

Deadline for submission to National Headquarters is January 15th.

The Military Assistance Program director will prepare and forward packets to Military Assistance Program Committee members. The committee members will evaluate each packet submitted and determine one winner for each branch of service and forward the results to the MAP director.

Awards for Winners:

Each winner that is identified by the MAP Director and Committee will receive a Plaque from the Veterans of Foreign Wars to recognize their achievement. The plaque will be presented to the recipient at the VFW and Ladies Auxiliary Community Service Conference in Washington DC. The recipient will receive transportation to and from the conference and hotel accommodations to receive the award. An award for \$500 will be presented to the recipient's home installation's family support center or program.



Veterans of Foreign Wars of the United States



Certificate of Appreciation

Presented to

We are extremely proud of you and your decision to serve in America's armed forces.

We feel there is no greater service possible than service to one's country. We wish to express our gratitude to you for the vitally important job you have volunteered for. Know that you carry forward our best wishes and hopes for a successful and fulfilling career. Keep us informed of your progress.

In witness whereof we have hereunto set our hands and the official emblem of the Veterans of Foreign Wars of the United States, this _____ day of _____, year of our Lord
