

**KWVA of Lake County, Florida, Chapter 169, Inc.,
Policies, Duties, and Procedures Manual**

**The Korean War and Korean Service Veterans Assoc. of Lake County,
(Florida), Chapter # 169, Inc.**

P.O. Box 491428, Leesburg, FL 34849-1428.

Policy, Duties and Procedures Manual

November 28, 2012

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Policy added November 13, 2013

Complete Revision, August 27, 2014

Policy Rev. and Manual Reorganization, June 10, 2015

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POLICY MANUAL

Added November 13, 2013; Revised June 10, 2015.

This section contains Chapter 169 Policies as approved by Members and/or BoD and as recorded in Chapter official minutes. These may not have been incorporated into Chapter Bylaws.

Address, One unified Chapter: 09-11-18-02: Moved, seconded and approved to obtain a Leesburg Post Office Box to have one unified Chapter address.

Associate Members on BoD

14-05-14 As to a Chapter policy, there was total consensus among the BoD that CID169's appointed Associate Members in BoD positions are, a priori, granted full authority to vote on any and all issues that come before the Chapter BoD.

Charities, Unknown

Chapter 169 Final Board Minutes, April 16, 2014; Leesburg Senior Center.

Motion by Gruber with second by Van Beck that actions by members to award a significant amount to an unknown charity be deferred to the Board for a determination about the charitable legitimacy of the recipient (preferably while still at that meeting) passed unanimously.

Color Guard

- **Who may serve:** 10-07-28-01. Motion made, seconded and passed that only bona fide KWVA members shall be permitted to serve in the Chapter 169 Color Guard, that letters be written to any such non-members who wish to be a part of the Chapter Color Guard informing them of this requirement,

and that all Chapter 169 members are hereby directed to honor this requirement.

- **Uniform Provided:** April 11, 2007, Special Board Meeting. Director and Color Guard Leader Russell moved that the Chapter provide dress shirts for color guard members (about \$20 ea.). Second by Thiel. Motion carried. Request then made by Dir. Gruber that "these shirts be considered property of the Chapter and that when a member leaves the guard they return the shirt" came after the above action and was not enacted by the BoD.
- **Color Guard at The Villages Veterans Memorial Park:** Whereas in the past CID169 Color Guard has posted colors at all events, as of August 2013, the Chapter now only posts colors at the Villages twice annually, 1) Ex-POW Day in April, and 2) the Korean War Armistice day, July 27. On all other events at The Villages we only post our Chapter flag. August 2013 Scuttlebutt.

Eisenhower Center, Alternate Chapter Meetings at The Villages

The Chapter needs to follow certain guidelines, procedures and policies in order to retain new member interest in the Eisenhower Center (EC) program. Otherwise, interest will dwindle and members will not renew.

The EC program should provide the ability for EC members to be involved in existing Chapter

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activities, and it also should be able to develop activities unique to The Villages—maybe a Tell America for Villages residents.

Speakers, for example, are deemed crucial to good member meetings; therefore, we need to get speakers from those appearing at the Senior Center to also appear at EC on Saturdays.

The EC activity needs representation on the Chapter Board of Directors. Offices that are most critical are:

- An EC co-Secretary/Treasurer with full authority to conduct the at-meeting functions of maintaining membership information, accepting new members, collecting dues, paying bills, etc.
- An EC Vice President (either a 3rd VP or one of the two existing VPs) to convey issues relevant to the EC programs to the Chapter's Board, and to carry back to the EC actions by the Chapter Board.
- Other crucial Chapter functions, including: a co-Editor, perhaps a co-Tell America leader, a co-Tell America Fund Drive chair, and perhaps others.

We need to ensure that our permission to meet at the Center itself is retained in and by the Chapter, with logical progression to new officials. (Sever existing dependencies.)

Likewise, we need to ensure that The Chapter's Activities are adequately represented and presented to the EC members.

We must develop a reliable and continuous publicity campaign, especially in the Daily Sun.

We should enhance the fellowship at the EC meetings; have a greeter, track and follow-up on member attendance, do similarly for

member skills and interests, and perhaps others, including food.

Finally, we need to rescind the 14-10-08 Board Meeting motion offered by Thiel/Gruber restricting Chapter business functions to the Senior Center Meetings.

Funds: One-Half Funds to Scholarships and Charities: 09-11-18-01: Joe Gruber moved that we earmark 50 percent of all funds taken in on fundraising efforts to a special fund for Education, Scholarship, and such similar activities. Motion seconded and passed.

Member Involvement and Satisfaction
(aka Harry Olson Recommendations)

These are good guidelines and we need to be constantly reminded of them; hence the reason for the being in our Policy and Procedures Manual.

- Make members feel welcome—have a Greeter to welcome people coming to the meeting and helping guide them to where they need to go, and otherwise make them feel important and that we, The Chapter, really values their taking the time and effort to be there. This requires an outgoing personality, a member capable of recognizing members from both EC and SC and telling guests how to apply.
- Utilize member talents (Skills and Interests): We ask for Skills and Interests as the 3rd page of our Membership Application. (All efforts to try to get these from existing members has totally failed!) Retain an electronic copy of all that we have and disseminate to leaders of the indicated programs.

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- Who is (is not) attending meetings: We have members check off their attendance at meetings. They are useful for knowing attendance at meetings. But they have further potential not currently being utilized. That is to identify who is and who is not attending meetings, and in the latter case find out why they are not attending..

Membership:

- **Life Membership:** 10-01-27-03 Motion also made and approved to eliminate Chapter Life Membership.
- **Membership Application Form:** Approved motion, that a new Chapter Application be adopted that integrates Chapter and Association membership options. Sept. 10, 2008, Board Meeting.
- **Name Tags:** Motion offered and approved for the Chapter to provide to all members, current as well as new members, as a benefit of membership, one per lifetime name tag to be paid for from Chapter monies. July 27, 2011.
- **Dues Date:** 10-01-27-02 Motion made and approved to approve aligning Chapter dues date with Association dues date.

Memorial Bricks for deceased members:

At our Nov 18, 2011, meeting, a motion was offered and seconded to purchase bricks for all deceased Chapter members. It was tabled to allow research on who has bricks at Villages Veterans Memorial Park, and what would be involved if we were to honor all members by placing a brick at either VMFP or VVMP. At the January 26, 2011 Member Meeting the question was again presented. The motion question was then called; there were 5 yeas and 13 nays. *Motion failed.*

Speakers, Meeting Guest: Motion by Director Gruber, second by PP Gleason, that all future speakers be approved by Board. Approved. April 11, 2007, Special Board Meeting.

MIA Policy

KWVA Chapter 169 POW/MIA Policy

Whereas: When the Korean War Armistice was signed effective July 27, 1953, our Prisoners of War were repatriated, albeit without much fanfare, and much of that negative, and

Whereas: Nearly 8,000 MIA American heroes were left behind in North Korea, again definitely without much fanfare, and

Whereas: Some of the remains of these MIA brothers have been returned, and yet far fewer have been identified, leaving the balance still silent and scattered where they were deposited in the rocky soils of that violent and dastardly nation, and

Whereas: As a viable Chapter of the Korean War Veterans Association, it is our duty to focus our full energies to speed the task of locating our lost brothers, bringing them back, identifying them and finally returning them to their families where they can be properly and permanently remembered as the heroes they are.

Now Therefore, it shall be Resolved: that the Korean War and Korean Service Veterans of Lake County (FL), Chapter 169, Inc. does hereby establish its POW/MIA Policy to:

- A. Remain ever vigilant and aware of the fact that nearly 8,000 of our brothers still lie silent in North Korea, apparently willingly allowed to lie there

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unidentified by their Country, by their military, by their legislators, and by their Commanders in Chief.

B. Honor the memories of our lost brothers by:

- a. Remembering them at the outset of each Chapter 169 Member Meeting with an appropriate remembrance.
- b. Regularly (at least once a year) write an official Chapter communication to all of the U.S. Senators and Representatives in our area asking them what they are doing to foster the return and identification of these lost brothers.
- c. Invite each of these Members of Congress to come to a Member Meeting to explain what they are doing in this and in other matters.
- d. Ask each Chapter 169 member to contact their representative asking them the same question.

C. Do whatever is possible to ensure that the memories of these lost brothers is not forgotten by:

- a. Actively endorsing a proposal by William "Bill" Allen to have a permanent POW/MIA Forever stamp issued—known as HR2794, or a replacement bill if necessary, by contacting our members of Congress. Asking them to lend their full support to HR2794, or replacement. Asking each Chapter member to contact their member of Congress asking

them to support HR2794, or a replacement bill if necessary.

- b. Annually, on the third Friday of September each year, known in the United States as National POW/MIA Recognition Day, sponsor a ceremony at The Veterans Memorial in Leesburg, where there currently is no POW/MIA recognition ceremony, and support the existing POW/MIA ceremony at the Veterans Memorial in The Villages; in doing this, however, we should carefully weigh the publicity benefit of having a ceremony of our own, rather than just showing up for someone else's ceremony; in either case invite other Veterans Organizations to join with us, and make extra effort to publicize in local media.

D. Ask the Department of Florida to also have a POW/MIA Policy, and for them to guide all Florida Chapters in the implementation of their own individual POW/MIA Policies

- E. Likewise strongly request that the Association have a well-publicized POW/MIA Policy, and an active program that is publicized in Graybeards. Insist that they provide guidance to Departments and Chapters. Finally, ensure that the Association's policy on POW/MIA measures up to their claim to provide a voice at the Washington, DC level worthy of the

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support of all Departments, all Chapters,
and all members.

over-night stay. Amended to cover all other
member's similar travel registration and
mileage costs only."

Travel, Chapter Business:

- Chapter 169's Travel Policy from a May 27, 2009 motion stated: "the Chapter will cover the President's travel to DoF and other functions to include a maximum of one

- On October 9, 2013, the BoD approved a motion to amend the travel policy to include a 30 cents per mile allowance for travel to Chapter functions."

DUTIES MANUAL

OFFICERS DUTIES AND RESPONSIBILITIES

THE PRESIDENT shall:

1. sign all documents that shall be legally binding on the Chapter;
2. call for and preside over all Board and Regular Chapter Meetings and any Special Meetings; provide a written Agenda prior to the meeting;
3. appoint all Director positions;
4. serve as the designated Chapter official or name an alternate representative to the Department of Florida Council;
5. be ex-officio member of all committees;
6. cause to be nominated a member to receive the Chapter's Eddie Ko "Outstanding Member of the Year Award;"
7. maintain, or cause to be maintained in the Chapter: a) the online Association Membership Database, and b) computerized Chapter Membership and Funds files;
8. ensure that the Chapter maintains a liability insurance policy; and
9. ensure that harmony is preserved and the Bylaws and Procedures of the Chapter, Department and Association are followed.

FIRST VICE PRESIDENT shall:

1. plan, organize and manage the year's Chapter's Fund Raising efforts;
2. assist the President in the performance of President's duties as above stated;
3. in the absence of the Vice President, the officer next in rank shall organize the Chapter and designate a member who

shall fill the vacancy during the meeting or until the absent officer appears, when the latter must take those official places at the Chapter..

SECOND VICE PRESIDENT shall:

1. perform the duties as specified in the bylaws .
2. comply with the membership paragraph and New Member Application Procedures.

SECRETARY: shall:

1. provide materials needed by President and BoD;
2. maintain Chapter Membership Files
3. maintain Chapter Files as outlined elsewhere in this Manual
4. prepare and submit all required reports to the Association and Department, e.g., election results, officers and directors, etc.
5. upon retiring from office, shall immediately surrender all books, papers, records, computer files and other property belonging to the Chapter to the succeeding Secretary.

TREASURER: shall:

1. receive and pay all bills against the Chapter; other BoD members with bank-approved signature authority and/or credit/debit card authority shall have authority to pay appropriate Chapter expenditures reporting same immediately to Treasurer; positions to

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- be included in this may be, in addition to the Treasurer, President, Secretary, Alt Sec/Treas, Editor, Quartermaster, etc.
2. ensure that all chapter fund transactions are supported by a written receipt, which shall be initialed by person submitting same,
 3. report monthly on income and expenses by category for management and reporting (newsletter) purposes;
 4. develop a proposed Chapter Budget based on previous year's income and expenses, and on new year's goals as set by the Chapter's Officials;
 5. annually maintain the Chapter's Leesburg PO Box or other official address (not corresponding to any member's personal address);
 6. present for examination all books, vouchers, computer files and/or printouts, etc., that may be necessary for the proper auditing of the Chapter's accounts;
 7. prepare and submit requisite reports (or portions thereof) to the IRS and the State of Florida annually,
 8. maintain, or cause to be maintained, a computerized membership roster database suitable for assessing member dues status, mailings, records keeping, newsletter tables and components, etc;
 9. maintain timely and correct Chapter entries in Association Membership DB;
 10. promptly transmit member's Association dues to the Association Membership Office;
 11. perform such other duties as are required by the Chapter, especially New Member Application and Guest Log Procedures, and are compatible with the office of the Treasurer.
 12. The Computerized duties of the Treasurer may be assumed by a Computer Systems Manager appointed by the BoD.
 13. Combining Secretary and Treasurer is permissible and may increase efficiencies.
- ALT SECRETARY/TREASURER:** shall "shadow" the Secretary and Treasurer to a) learn operating procedures for both positions, and b) fill in either of these positions in case the incumbent is no longer able to serve.

BoD DUTIES AND RESPONSIBILITIES

The following applies to all entries below unless otherwise excepted “May make no expenditures of Chapter finances without prior approval of the BoD and submission of a receipt or full report to Treasurer.”

All BoD Members are to maintain, or cause to be maintained, accurate detailed records for their BoD area(s) sufficient to ensure that an accurate understanding of who, what, when, where, why and how much can be made. These then shall become a part of the Chapter Files, and periodic reporting of same to all members of the BoD, especially the Scuttlebutt Editor, is made on a timely basis.

All of the following are to provide reports of their activities both past and future to the President for reporting to the Department of Florida Council.

SERGEANT-AT-ARMS

1. Check membership attendance at Regular and Special meetings
2. Log all Guests and Visitors on a Guest Log slip, and pass these to President immediately before start of each meeting; report same to Treasurer and 2nd VP.
3. Check for a quorum at Meetings and pass to the President
4. Maintain proper decorum during meetings.
5. Lead the membership in the Pledge of Allegiance and POW/MIA remembrance at the opening of the meetings and Salute to Colors at the end of meetings
6. See that the Chapter Flags, Banners, and Equipment are properly displayed as appropriate during all Chapter functions
7. Control and administer the 50/50 raffle

CHAPLAIN

1. Report to the membership any member who is sick or in distress; report same to Editor.

2. Announce at each meeting that the members are to report any knowledge of any fellow member with sickness or distress or in need of aid.
3. Send cards or appropriate messages to members in need.
4. May lead the membership in the opening and closing Prayers at the regular meetings.

HISTORIAN

1. Write and maintain a written record of the Chapter's activities on an on-going basis.
2. Keep historical records of the Chapter including but not limited to photographs, press releases, magazine articles, newspaper articles of interest, bulletins and veterans news articles, computer files, videos; these records shall be the property of the Chapter.

PHOTO HISTORIAN

1. Take and maintain a photographic record of the Chapter's activities on an on-going basis.
2. Maintain an photo historical record of the Chapter including but not limited to

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member photo albums, press releases, magazine and newspaper articles; these records shall be the property of the Chapter.

QUARTERMASTER

1. Maintain control and inventory of all Chapter equipment and property.
2. Control distribution of all Chapter equipment and property and to keep records of items distributed as to what, when and to who distributed.
3. Order replacement of equipment or purchase new equipment using proper means to obtain the most advantageous pricing for the Chapter.
4. May make appropriate expenditures of Chapter finances.

NEWSLETTER EDITOR

1. Compile, maintain, assemble, write and publish the Chapter's monthly newsletter, *The Scuttlebutt*.
2. Publish either electronically or by mail the monthly newsletter and other Chapter information or documents as appropriate on a timely basis.
3. Maintain an archive, preferably electronic, of all published issues of the Newsletter.
4. In combination with the Secretary/Treasurer, maintain a current membership database, including at a minimum member Chapter membership number, name, and address to facilitate mailing.
5. May make normal expenditures of Chapter finances to cover newsletter mailing and reproduction costs.

WEBMASTER

1. Compile, maintain, assemble, write and publish the Chapter's website, <http://cid169.kwva.org/>
2. Provide at least annually, a copy of the web site on a CD or DVD along with all passwords and access codes to the President for backup purposes.
3. This position may be filled by an outside person on a contract basis.

FUND RAISING (First Vice President)

1. Investigate all possibilities for fund raising for the Chapter
2. Plan and organize specific fund raising activities of the Chapter.
3. Promote donations from local business and organizations for the Chapter.
4. Report Fund Drives to President and Editor.

MEMBERSHIP (Second Vice President)

1. Use such means and employ such methods as be best adapted to secure applications for new Chapter members.
2. Carefully examine into the character of all applicants for membership, verify their statements made in the application and report as soon as practicable to the President and Treasurer for acceptance or rejection.
3. Prepare, supervise and conduct a planned program for the indoctrination of the candidate and their families so that new members and their families may become informed of the Chapter various activities.

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4. Contact all members who are delinquent with their dues to attempt to get them to retain their Membership..

COLOR GUARD

1. Provide leadership of all the Color Guard.
2. Ensure that our Color Guard appearances are equally distributed throughout all of our Chapters geographical distribution.
3. Ensure that all Color Guard members have equal opportunity to participate Guard appearances.
4. Recruit members for the Guard.
5. Ensure that all future Guard appearances are discussed, planned and documented at each BoD Meeting.
6. Establish standard uniforms for the Chapter and the Guard.
7. Train and maintain proficiency of the Guard.

ASSISTANCE AND AID

1. Concentrate and prioritize the services, based on the members in most need, experiencing a crisis, tragedy or emergency of some kind, such as a very serious illness, a serious accident, a death, a financial hardship, medical emergency, a serious legal problem, a loss of home or any other serious situation justifying an urgent need for assistance, concern, camaraderie and or attention of some kind to prove to the member that he or she is not alone in his or her quest for a solution to the problem.
2. Receive approval by the membership before providing all forms of assistance.
3. Make visits to members' homes, hospital room, funeral home, or any other location.

4. Take immediate action as deemed necessary under the circumstances including calling for an immediate meeting of the BoD
5. Make referrals to Federal, State, County or any other Agency that can provide needed services or assistance that the member may need
6. Arrange for some financial assistance (as approved) when compatible with the resources of the Chapter.
7. Announce to the membership the need for them to report any information of any member in need of assistance or aid.

PUBLIC RELATIONS

1. Arrange for the information about the Chapter and Chapter activities to be published in the news media and other publications or announcements.
2. Inform the Public of the Chapter's Charitable, Educational and Disabled Veterans activities.
3. Promote all possible ways to bring attention to the good works of our Chapter.

BYLAWS & PROCEDURES (JUDGE ADVOCATE)

1. Receive and review all proposed amendments to the Bylaws of the Chapter and to forward the amendments to the Chapter BoD for action, publication and presentation to the membership at a regular meeting.
2. Maintain and update or revise the Bylaws of the Chapter as needed.

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3. Maintain the Procedures and Duties Manuals as directed by the BoD.
4. Assist the Officers and members in the interpretation of the Laws and rules of the KWVA.

ACTIVITIES

1. Have general charge and supervision of all matters pertaining to the Chapter activities of Civil, Social and Community interest excepting those allotted to other persons or Committees. Plan community activities.
2. Provide for recreational, Civic, Cultural, Social, Patriotic and Educational activities for the enjoyment of the members, relatives and friends of the Chapter.
3. Arrange for the observance of Korean War Anniversaries, Patriotic activities, Veterans Day, Memorial Day, Flag Day and other observances as needed.
4. Ensure that any activities undertaken jointly with any other chapter are equally shared with that chapter in all aspects.

VETERANS AFFAIRS SERVICE

1. Use resources at the disposal of the Veterans Affairs Service Committee (VASC) to keep themselves informed of ‘Veterans’ legislation in progress in the U.S. Congress, the Florida Legislature and other military veterans groups, concerning the current events that affect the overall wellbeing of KWVA members.
2. Keep the KWVA membership educated and informed of any pertinent communications from Local, State and Federal sources that may affect Veterans and report such

findings/data to the membership on a regular basis.

3. Contact Local, State, National media when necessary to inform the general public and/or the veterans, retirees, their wives and widows of newsworthy KWVA events or legislation that may impact upon the rights and wellbeing of KWVA members and families.

TELL AMERICA

1. Develop a Chapter Tell America team with the mission to tell Americans, especially our youth, the Who, What, Why and So What of the Korean War.
2. Train members on content to be delivered, including materials, exhibits, etc.
3. Ensure that all Tell America team members have equal opportunity to participate in Tell America appearances.
4. Plan and execute a Tell America program in area schools, clubs, etc.
5. Develop Tell America budget for program.

AUDIT (Special Committee)

The audit Committee shall be a temporary Committee called to perform an annual financial audit and property inventory.

The Committee shall consist of three (3) members in good standing (preferably to not include any officers).

It shall be the duty of the Committee to:

1. Certify in writing the correctness of all financial accounts and records of the Chapter.
2. Inventory all Chapter property and equipment and certify in writing its correctness.

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**CHAPTER COMPUTER SYSTEMS
MANAGER(S)**

See Chapter Computerized Membership and
Funds Management Systems.

1. Maintain accurate Chapter information systems for managing the Chapter's affairs, including membership, financial and other information as needed.

PROCEDURES

MEMBERSHIP

New Member Application—What must be accomplished and by whom?

Membership Director (2nd VP)

1. Receives New Member Application.
2. Verifies that all pages of application are properly completed and that all dues— Association, Department and Chapter—are provided.
3. Verifies that applicant meets Association membership requirements.
4. Provides basic details of new applicant to President so that new member may be properly introduced at meeting.
5. Ensures that new member receives cap and has photo taken with the new cap (should also ensure that all new members have had a photo taken and sent to Scuttlebutt ED).
6. Places order for a name tag.
7. Initials application and hands application and dues to Treasurer.

This should all be accomplished at the Member meeting. For those applications received other than at a Member Meeting every effort must be expended to ensure that all the above steps are completed in the most expeditious manner possible, e.g., the Treasurer may cover as many of the above functions as possible, complete the

Treasurers functions and then inform Membership Director.

It is desirable to complete Applicant Enrollment at this time (see Applicant Enrolment section below).

The Treasurer then:

1. Logs new member into Chapter Membership File.
2. Transmits application and Association dues to Association Membership Office in a timely manner.
3. Provides President, Membership Director, Scuttlebutt Editor, and Secretary with an updated ecopy of the Chapter Membership File at least once a month corresponding with Scuttlebutt preparation and mailing (three to five days after Membership Meeting).
4. Provides electronic copy of New Member's Application to Secretary for entry into the Chapter Member Application Files and sends copy to Scuttlebutt ED.
5. Files a copy of same in the Chapter's efile of New Member Applications.

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Applicant Enrollment

New applicant(s) shall be announced to the membership and shall be led in the “Swearing in Ceremony” as follows:

(APPLICANT RAISE RIGHT HAND) Repeat after me using your name where I use mine: “I (APPLICANT NAME) DO SOLEMNLY SWEAR TO UPHOLD THE CONSTITUTION OF THE UNITED STATES AND THE BYLAWS OF THE KOREAN WAR VETERANS ASSOCIATION, INC., AND THE BY LAWS OF CHAPTER # 169 SO HELP ME GOD.” (APPLICANT HAND DOWN). After swearing in member shall be welcomed to the Chapter.

Guest Log Procedure.

The goal here is to know who has attended our meetings as a Guest. This procedure outlines how we catalog and introduce our Guests. It also allows for ensuring that guests receive the Scuttlebutt gratis for up to three months.

1. Sgt at Arms request each guest at meeting to complete a Guest Registration Slip and transmits these slips to the President just prior to the start of the meeting.
2. President then introduces each Guest and then ensures that all Guest slips are transmitted to the Treasurer at the end of the Member Meeting.
3. Treasurer then enters each guest into the Chapter Membership file in date separation

order that will allow showing only Guests attending the last three meetings to be retained active and the others maintained in an historical guest section of the file should there ever be a need to resurrect the Guest record.

4. Treasurer provides President, Membership Director, Scuttlebutt Editor, and Secretary with an updated copy of the Chapter Membership File showing guests from the past three meetings at least once a month corresponding with Scuttlebutt preparation and mailing (three days after Membership Meeting).

Deceased Member Procedures

It is important for us to remember and honor our deceased members. This is in addition to that recognition we may offer during the burial procedure. Our chapter’s procedures are closely intertwined with the Association Membership Database. This procedure outlines what the chapter needs to do; i.e., it does not tell necessarily who will do it.

1. Become aware of a member’s (or spouses) death. This is not easy. We should continually put notice of need for a family to notify us of the death of a member in Scuttlebutt. We should check local obituary notices.
2. Once we know of a member death we should notify the President, Color Guard Leader, Chaplain, Treasurer and Editor of the death, including date of death.

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3. Treasurer will then move that member to deceased status in Chapter Membership File, and notify Association Membership Office (this latter automatically ensures that member will be listed in Graybeards).
4. Chapter needs to prepare a one page or more Tribute to the Member. This may include member name, membership number, a photo, full or partial obituary, military service dates, places, etc., chapter contributions, and perhaps other information.
5. Send Tribute to Association Membership Office preferably as a pdf file, which means that it should be typed in 14 point font minimum.
6. You may view these tributes at www.kwva.org and scroll down to the next to last menu item on right side menu, or go to http://www.kwva.org/in_memoriam/in_memoriam.asp and put in 169 in the chapter field. The Chapter and DoF web sites also use this linkage for their reports.
7. A list of our Deceased Members should be displayed at each Member Meeting.

TRANSFER OF CHAPTER MEMBERSHIP

A. PURPOSE The purpose of this procedure is to describe and define the process for transferring a KWVA member from one chapter to another. Though a member may be a member in more than one chapter, only the “Primary Chapter” may be shown on the member’s record in the KWVA database.

B. PROCEDURE

1. The new (receiving) chapter notifies the Membership Office that a KWVA member is transferring “Primary Chapter” membership to their chapter.

2. This is best achieved with the online Association Membership DB, note that a Chapter ID and password is needed.
3. No money will change hands. Chapter dues are the responsibility of each individual chapter as specified in their chapter bylaws. Since Chapter 169 does not have Life Memberships, it will not grant Life Membership to a member from another chapter that has been granted Life Membership in that chapter.

FUNDS AND FINANCE PROCEDURES

Receipts documenting all transactions:

1. All financial transactions (deposits and disbursements) are to be documented in writing (receipt when available) with the signature of the person submitting it.
2. An electronic receipt is also acceptable if provided by an email from the submitter.
3. These submissions need to give the date, the reason for the transaction, the principals involved (To/From), and what it is for. Note: this is exactly like your personal checkbook, with one addition—a “class field” which is used for reporting purposes.
4. If any of these involve checks received, a record must be provided showing total deposit amount, amount in cash, amount in checks, with a record of each check showing: Date, Name of submitter, Amount, what it was for, the bank name and check number.
5. These records should be retained for 7 years in chapter official files.

Fund Drive Procedures

The 1st VP has responsibilities for Chapter Tell America Fund drives.

Why do we call these Tell America Fund Drives? One of the roles the chapter inherited with its admission to KWVA in 1998, was to “Tell America about the Korean War.” Fund

Drives are an excellent place to do that when they are properly conducted. We use moneys from TA Fund Drives for Tell America in schools. Be sure to have trifold fliers on the Korean War for people who show an interest. Use Korean War Daisies liberally even though they cost us \$0.10 each—they tell the number of deaths (albeit incorrectly), but they help you to capture the customer’s attention. Why do fund drives? If we are to fulfill our role to “Tell America about the Korean War,” then we need some resources to adequately do the job. In addition, we make donations to the schools where we have been doing formal TA presentations.

Fund Drive Recording and Planning.

Useful for a number of reasons—recording the number, collection amount, date and place, and volunteers for past drives, and similar records for planning future drives.

A report in the format shown in Table 1 is immensely useful for this. The 1st VP, Funds Development has primary responsibility for compiling the information that goes into this form, and for ensuring it is complete, accurate, and up to date. Someone with Excel skills is necessary for the actual maintenance of the computer record. The computer record is essential to provide information for the Scuttlebutt.

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Table 1. To be used for managing Tell America Fund Drives

2014 DATE		LOCATION	AMOUNT	CAPTAIN	TEAM MEMBERS
Sat, Feb, 08, 14		Publix, Lake Harris, 27 & 48	\$ 817.00	Olson	Jones, J & G Corbet, Van Beck ,Peters, Keaser, Becker & Olson (Sat ->Girl Scouts
Sat, Mar, 08, 14		Publix Colony Plaza 466A	\$ 1,364.00	Stover	Briggs, Gruber, Iversen, Goebel, Talbot, Lavery, Lynch, Pesky, Corcadden & Stover
Sat, Apr, 05, 14		Sam's Club, Lady Lake	\$ 1,163.39	Iversen	Briggs, Gruber, Corriveau, Lavery, Houp, Zender, Corcadden, Peski & Iversen
Fri, May, 16, 14	& 17	Publix, Palm Plaza, Leesburg		White	Lynch, Shumaker & White - Urgent -- Workers needed - Call Charlie 352 787 1885
Sat, Jun, 07, 14		Publix, Loch Leven, Mt. Dora		Zettlemoyer	Thiel – Urgent -- Workers needed - call Dick at 352 748 3767
Sat, Jun, 21, 14		Publix, Colony Plaza 466A		Iversen	Briggs & Lynch -- Urgent -- Workers needed - Call Art at 352 753 0139
Sat, Jun, 28, 14		Publix, Southern Trace Center, 466		Iversen	Briggs & Lynch - Urgent -- Workers needed - Call Art at 352 753 0139
		Total to date	\$ 3,344.39		

Preparation of an Annual Chapter Budget

A Chapter Budget will be prepared annually in January to guide the Chapter activities during the year.

The Treasurer has the primary responsibility for the Budget, which because of State reporting requirements, must be developed in the detail format of the Funds Analysis Report shown in Table 2.

The President and all other members of the BoD should be involved in this process so that their area of primary responsibility is adequately reflected in the proposed Budget.

The Budget should then be acted upon by the BoD, and presented to the Membership.

It should then be followed throughout the rest of the year so that we know our funds status at all times.

Funds Associated with Special Projects

Based upon our experience with the 2013-14 Walkathon, to reduce the possibilities for error, special care must be used to manage these projects. Consideration should be given to handling it as a separate accounting entity.

Funds Reporting

As custodian of Chapter funds, we have an obligation to report funds to members, and beyond that to certain State and Federal agencies.

Reporting Funds to Members

The report format shown in Table 2 is available at all times and has been reported in the Scuttlebutt. Some, however, feel this table is too complex and have explored ways to condense these to more manageable formats. Two of these are shown in Table 3.

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Table 2. Income and Expense Report

2014 INCOME & EXPENSE REPORT for APR						
	2011	2012	2013	----- 2014 -----		
	Actual	Actual	Actual	BUDGET	04/29/14	Comp w/Budg
				Approved Feb/14		needed
INCOME						
Dues	\$2,084.00	\$2,631.00	\$2,630.00	\$2,960.00	\$924.00	\$2,036.00
FundDrive	\$5,185.50	\$6,012.92	\$3,350.66	\$5,500.00	\$1,980.87	\$3,519.13
FundDrivePins	\$1,270.00	\$288.00	\$2,055.84	\$135.00	\$94.00	\$41.00
FundDriveWalk			\$1,350.00	\$4,000.00	\$10,105.92	(\$6,105.92)
FundDriveOthr				\$0.00		\$0.00
OtherInc	\$2,474.00	\$1,863.00	\$1,279.25	\$2,200.00	\$922.00	\$1,278.00
Xclude	\$0.00	\$907.00	\$1,534.00	\$1,000.00		\$1,000.00
Total	\$11,013.50	\$11,701.92	\$11,007.83	\$15,795.00	\$14,026.79	\$1,768.21
EXPENSES						to be spent
CGeneral	\$1,747.04	\$2,649.10	\$1,184.89	\$1,500.00	\$250.00	\$1,250.00
CScholarship	\$2,000.00	\$1,850.00	\$1,895.00	\$2,300.00		\$2,300.00
Cwalk				\$3,000.00	\$8,307.20	(\$5,307.20)
DOF	\$112.00	\$150.00	\$30.00	\$250.00	\$208.00	\$42.00
Insurance Oct	\$127.22	\$127.00	\$174.83	\$215.00		\$215.00
KWVA	\$1,000.00	\$2,030.00	\$2,080.00	\$2,250.00	\$707.00	\$1,543.00
MemBen	\$1,467.06	\$484.45	\$723.56	\$500.00	\$309.56	\$190.44
Mtg&Con	\$160.60	\$770.50	\$661.08	\$800.00	\$494.50	\$305.50
Postage	\$238.00	\$207.70	\$282.38	\$300.00	\$46.67	\$253.33
Printing	\$470.31	\$923.69	\$1,220.37	\$1,000.00	\$111.12	\$888.88
ProjExpPin	\$434.96	\$862.10	-\$47.98	\$100.00		\$100.00
ProjExpWlk				\$500.00	\$497.12	\$2.88
ProjExpOthr				\$0.00		\$0.00
STATE Feb	\$80.00	\$71.25	\$80.00	\$80.00	\$61.25	\$18.75
Supplies	\$3,133.35	\$3,258.05	\$3,087.72	\$2,500.00	\$781.50	\$1,718.50
Xclude	\$0.00	\$748.00	\$1,618.00	\$1,000.00		\$1,000.00
Total Expenses	\$10,970.54	\$14,131.84	\$10,666.81	\$15,295.00	\$11,773.92	\$3,521.08
Net for Year	\$42.96	(\$2,429.92)	\$341.02			
Year	Start	End				
2011	\$6,192.00	\$6,234.96				
2012	\$6,234.96	\$3,804.63				
2013	\$3,804.63	\$3,209.40				
2014	\$3,209.40					

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Table 3. Reduced Income and Expense Report. Left side for Scuttlebutt; Right for President Dry Erase Board.

	BUDGET	RECEIVED	CMP to BDG			INCOME (Jan 1 to date)	
INCOME	Aprr Feb/14	29-Apr	needed			Store TA Drives	\$ 3,345.17
FundDriveTA	\$ 5,500.00	\$ 3,345.17	\$ 2,154.83			Walkathon	\$ 8,741.62
FundDrivePins	\$ 135.00	\$92.00	\$ 43.00			Dues	\$ 924.00
FundDriveWalk	\$ 4,000.00	\$ 8,741.62	\$ (4,741.62)			Other Income	\$ 1,014.00
Dues	\$ 2,960.00	\$ 924.00	\$ 2,036.00			TOTAL INCOME	\$14,024.79
Orther Income	\$ 3,200.00	\$ 922.00	\$ 2,278.00				
TOTAL INCOME	\$ 15,795.00	\$14,024.79	\$ 6,511.83			EXPENSES (Jan 1 to date)	
						Schools&Scholarships	\$ 1,000.00
EXPENSES	BUDGET	SPENT	CMP to BDG			Charity/General	\$ 7,557.20
	Aprr Feb/14	29-Apr	Available			KWVA Mem Dues	\$ 707.00
CharityGeneral	\$ 3,500.00	\$ 7,557.20	\$ (4,057.20)			Operating Costs	\$ 2,507.72
CharitySchools&Students	\$ 3,300.00	\$ 1,000.00	\$ 2,300.00			TOTAL EXPENSES	\$11,771.92
KWVA Member Assoc Dues	\$ 2,250.00	\$ 707.00	\$ 1,543.00				
Operating Costs	\$ 6,245.00	\$ 2,507.72	\$ 3,737.28			ON HAND	\$ 2,252.87
TOTAL EXPENSES	\$ 15,295.00	\$11,771.92	\$ 7,580.28				
						BUDGETED (fom date to 12/31)	
Net for Year	\$ 500.00						
Balance on hand 1/1/14	\$ 3,209.40	1-Jan-15	\$ 5,683.10			INCOME	
						Anticipated TA Fund Drives	\$ 2,154.83
						Dues	\$ 2,036.00
Balance on hand 12/31/14 is derived by taking BOH 1/1/14 +Total income to date						All Other	\$ 2,321.00
- Total Expenses to Date + Total Anticipated Income - Anticipated Total Expenses						Walkathon	\$ (4,741.62)
+ \$ 1,289.28 which is amount the Chapter actually received						Total	\$ 6,511.83
			\$ 2,653.58			EXPENSES	
			\$ 1,364.30			Anticipated KWVA Dues	\$ 1,543.00
			\$ 1,289.28			Schools&Scholarships	\$ 2,300.00
						Charity/General	\$ (4,057.20)
						Operating Costs	\$ 3,737.28
						Total	\$ 7,580.28
						Anticipated Balance 12/31/14	\$ 5,683.10

The left portion of Table 3, is what has now become the normal Funds table shown in the Scuttlebutt. The right side is that requested by the President for presenting to members. Either is completely acceptable. They are linked together in that when left table is filled in, the right table is automatically created.

It must be noted, however, that there is no means to alter values in the lower half of the rightmost table other than to do this in a revised budget!!

In other words, if one wishes to reset for example anticipated income, they need to make those changes in a Revised Budget, and the change will immediately be reflected in these two tables.

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REPORTING to the STATE of FLORIDA and IRS.

- **Florida Department of State, Division of Corporations – January**
 - File with Florida Department of State, Division of Corporations, Annual Report. File online at www.sunbiz.com Document Number N99000001443, Charge \$61.25.
- **Solicitation of Contributions – May**
 - Florida Department of Agriculture and Consumer Services, Solicitation of Contributions Report
 - In order to solicit funds we are required to display it a letter (permit) from the State of Florida stating that we are a registered non-profit; we must display it at the solicitation site or to any prospective donor. It must be renewed annually well before its expiration date, in our case May 9.
 - Complex report filed by the Treasurer (or Computer Systems Specialist) (Should be reviewed by BoD prior to sending.) \$10.00.

REPORTING TO IRS – April

Internal Revenue Service, Form 990-N e-Postcard, ID # 59-3623960 (Google 990-N ePostcard to get website for filing). Submit within 3 months of the end of the fiscal year (ours is 1 Jan - 31 Dec). We do not pay any tax but are required to file every year nonetheless.

FLORIDA SALES TAX

General

State of Florida, Consumer's Certificate of Exemption. Certificate # 85-8012687073C-1. This is what allows us to purchase as a 501c19 Veterans charitable group without paying Florida sales tax.

Our current Exemption expires 07/13/2014.

When this certificate is presented to vendors such as Office Depot, Lowe's, etc., they in-turn ask us to file a request to them whereupon they may or may not issue us a Tax-free card for their store.

Thiel has one for Office Depot. On the other hand the same procedure at Lowe's had him fill out their forms under his name (Thiel) and phone number 352-357-3943 (alt 352-408-6612).

Dwight Brown had done similarly with Staples but not sure of what their procedure provided.

Cannot pay personally and claim reimbursement

Payments must be made directly by the Chapter either with a check or Debit/Credit card. Members MAY NOT purchase under this tax exempt status, pay for it from a personal check or credit card, and then file to be reimbursed by the chapter.

MEETINGS PROCEDURES

Member Meetings (transferred from Bylaws)

The President shall prepare and distribute an Agenda prior to the meeting.

Order of Business: The following order of business shall be observed:

- | | |
|---|-------------------------------------|
| 1. Call to order, Sgt. at Arms quorum report. | 13. Membership report. |
| 2. The pledge of allegiance. | 14. Chaplain's report. |
| 3. Opening prayer. | 15. BoD Activities reports. |
| 4. POW/MIA remembrance. | 16. Chapter Auxiliary Report. |
| 5. Roll call of officers by Sgt at Arms. | 17. Special committee reports. |
| 6. Introduce guests and new members. | 18. Unfinished/postponed business. |
| 7. Guest Speaker | 19. New business. |
| 8. Installation of new members. | 20. Good of the Chapter. |
| 9. Approval of current Meeting Agenda. | 21. Fifty-Fifty. |
| 10. Minutes of previous meeting. | 22. Removal of POW/MIA remembrance. |
| 11. Treasurer's report. | 23. Closing prayer. |
| 12. Fund Drive Report | 24. Salute to colors. |
| | 25. Adjournment. |

BoD Meetings should be organized similarly to member Meeting. All Members of BoD shall have opportunity to bring issues from their areas before BoD Meetings.

Meeting Reports

Reports of Member and BoD Meetings should identify the meeting type (Member, BoD, or Special), those present and those absent, and follow the above structure. Reports should focus on the question addressed and the final decision. If there was a motion, the word "Motion" must be given in the statement and show the exact wording of the motion and the name of its presenter and the second, and the final outcome. General discussions should be kept to a minimum in the minutes.

Meeting reports should be prepared in Draft form and submitted to members of the BoD for review and comment before being distributed in Final Form. Copies of Meeting Reports shall be maintained in Chapter Files.

CHAPTER FILES

The Chapter shall maintain a physical file of all documents of value for current operations. At the end of the officer's terms (or could be annually), these should be

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moved to Chapter Archived Files and a new set begun. The purpose of these files is to retain those records required of a 501c19 charitable organization, to retain those records that tell of the Chapter's lifeblood, and to preserve Chapter History. Suggested items to be retained include the following:

- Minutes of all Member and BoD Meetings
- Bylaws and Procedures (all versions)
- Chapter Documents (Charter, Incorporation, etc.)
- Fund Records (annual)
- Fund Drives
- Insurance
- Membership Records
- Member Membership Applications (Alpha order by LName) (ongoing and real-time)
- Reports to State of Florida
- IRS Reports
- Newsletter (Scuttlebutt)
- Website
- Awards
- Color Guard
- Tell America Program
- Chapter History
- Chapter Photos and Photo Book
- Property
- Charities and Education
- Special Projects

PROCEDURE FOR OFFICER ELECTIONS

A Nominations Committee (NC) of three (3) Chapter members in good standing and not interested in holding any office shall be appointed by the BoD about October 1.

The NC shall accept and certify the nominations of candidates for President, Vice-President, second Vice President, Secretary and Treasurer. The first three must be Active Regular Members; the Treasurer and Secretary may be either Active Regular or Associate members and they may be appointed.

The NC shall obtain a slate of nominees in the October timeframe and present them to the membership at the October Membership meeting. It is to conduct the nominations and election proceedings during the November Membership meeting following the procedures below.

The election of Chapter Officers at the November Member meeting shall proceed with the NC being given the Chair of the Membership Meeting by the President. The NC Chairperson shall first read items A through O below to the Members, and then following this procedure to elect the new officers.

- A. Candidates shall be nominated in the following order:
 - 1. President
 - 2. Vice President
 - 3. 2nd Vice President
 - 4. Treasurer
 - 5. Secretary
- B. Any member nominating a candidate for any position shall have up to two (2) minutes to explain and support his or her nomination if so desired.
- C. The NC may, indeed is expected to, nominate candidates for each office.
- D. When a candidate is nominated, he or she must reply "I Accept" or "I Decline" this nomination without having to explain his or her reason.
- E. Any candidate accepting a nomination shall not second his or her own nomination.
- F. More than one candidate may be nominated for a position with the understanding that the candidate obtaining the highest number of votes shall be elected.
- G. All nominations shall be seconded and accepted
- H. After all nominations of candidates have been made and seconded, the Chairperson of the NC shall accept a motion to close the nominations for that position.

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- I. After nominations the candidates shall be given time to explain or support their own nomination if they so desire. Time allotted for candidates to address the membership shall be controlled by the NC.
- J. In case of unopposed position for office, the Chairperson of the NC shall cast one vote for all the membership electing that candidate to the unopposed office.
- K. In the case of multiple nominations, simple and uniform numbered blank ballots shall be utilized to vote for each office by writing the candidate's name on them. The ballots shall be distributed and collected by the NC (Guided by the roll of eligible voters list certified as complete and correct by the Chapter Treasurer).
- L. The NC shall record the votes received by the candidates and the results of this vote shall be announced to the membership in attendance, and then proceed to the next office (Note: In case of a tie vote the NC shall cast one [1] tiebreaker vote.)

After the voting has been completed and recorded the NC shall turn the meeting back to the existing officers.

Election results become official when announced and recorded in the minutes of the December Member Meeting, or on December 31, whichever is earlier.

Reporting Elections Results

After the new officers and BoD members have been installed, and also when there are any changes in Officers and/or Directors, Chapters are asked to report these to the Association and DoF. The Chapter Secretary should:

1. Complete Form SPM FORM 4.7-3, Chapter Election Report;
2. Send to KWVA Secretary (Frank Cohee) and to Association Database Manager Jake Feaster. While this may be sent as an email attachment, we suggest the one going to Mr. Feaster be send by registered receipt requested mail.
3. Send a copy to the Department of Florida Secretary
4. It is anticipated that this procedure will be replaced by direct entry by the Chapter soon.

INSTALLATION OF OFFICERS

During the January meeting, and after the results of the previous November vote has been announced and recorded as specified in these Procedures Manual with copies retained for Chapter files, the incoming President shall announce his or her selections for the BoD positions. Each of those listed below shall be represented on the BoD.

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Officers and BoD Members are sworn in at the January meeting, or any time after the November election and before the January meeting if the majority of the Members so desire.

- | | | |
|----------------------|-----------------------------|------------------------------|
| 1. Sergeant at arms | 6. Web Master | 11. Bylaws and
Procedures |
| 2. Chaplain | 7. Honor and Color
Guard | 12. Membership |
| 3. Historian | 8. Assistance and Aid | 13. Activities |
| 4. Quartermaster | 9. Fund Raising | 14. Tell America |
| 5. Newsletter Editor | 10. Public Relations | 15. Audit |

PROCEDURES FOR INSTALLATION OF OFFICERS--OATH

The oath of office is to be performed by a distinguished person selected by a majority of those present.

The incoming Officers shall assemble for installation.

The selected person to install officers shall announce to the incoming Officers the following:

Raise your right hand and repeat after me using your name where I use mine:

I, _____, do solemnly swear to uphold the Constitution of the United States and the By-laws of the Korean War Veterans Association, Inc., and of KWVA of Lake County, Inc., Chapter 169, and to perform the duties of my office to the best of my abilities, so help me God.

After the above, the person swearing in the new Officers shall instruct the new Officers to lower their hands and congratulate them.

THE CHAPTER COLOR GUARD

The Chapter Color Guard is an Honor Arm of the Chapter. Unlike the Scuttlebutt which is the glue that holds the chapter together, the Color Guard presents Chapter 169 to our community; the world we wish to induce to join with us in remembering Korea.

So, the Color Guard must look the look; talk the talk.

The Color Guard is so important that years ago the Chapter agreed to underwrite most of the costs of member uniforms, including white shirts, belts, gloves, etc., all but our individualized patches. There has been from time to time discussions of trying to recover this when a member leaves the Chapter but from BoD deliberations, the policy is to not do this.

What is our Guard's Coverage?

The history of our Guard is significant here. If one examines all the items in Graybeards for Chapter 169, they will observe that our Color Guard limited itself almost exclusively to The Veterans Memorial in The Villages. A little over 5 or so years ago, we said our Chapter should focus on all of its assigned geographical area to include the Leesburg, the Triangle Area of Lake county and the surrounding areas. We decided to grow the Guard to enable us to have events in two places at once. By-and- large we have achieved this expanded capability but the Guard Leader must be ever vigilant in this regard.

Selecting Events for Guard participation

Along with this, we have begun to be asked to come to more "more private" events. It is hard to discern values of one request over another. But, we should look to those events where we expose ourselves to communities of people more likely to contain potential new Chapter members.

Guard Member Participation

As we grew, another nasty problem emerged. What Guard members are asked to participate in Guard events? Prior to this the GOBN primarily prevailed (good old boy network). We removed some of that stigma but not all, and we must do all that we can to allow all members equal opportunity for participation. The Guard leader must ensure this happens.

Our Guard, a final analysis

So, what does this mean? For one thing, all appropriate events have equal importance.

It means Guard event participation should be based on actual analysis of who served when and where. To do that the Guard Leader must maintain records to support this.

It means the Guard Leader must be totally non-biased in choosing locations (which should be approved by the BoD) and selecting members to serve specific events.

OUR CHAPTER'S TELL AMERICA PROGRAM

Background.

Tell America (TA) is an original charge to every KWVA member and Chapter. It says we all have a mission to Tell America about the Korean War. It has been a KWVA program long before 169 started at Holy Trinity Episcopal School on Oct. 2, 2009. Like our Color Guard, TA also enables us to present our Chapter to the residents of Lake County (avoiding interference with Chapter 188), and even to our neighboring counties.

Growth

As we have progressed we have grown, both in the number of our members interested in doing TA's, and also in the number of places asking us to present a session at their location.

I think here too, we ought to be guided by a couple of things: the number of people, students and adults, we can directly reach, and the number of people we might entice to 169 membership. This latter is somewhat nebulous but should at least be a consideration.

Private TA Presentations

Private TA presentations seem to be valuable and should be supported, but Chapter TA resources used should be quickly returned to Chapter management, or they should be presented as a 169 program as opposed to an individual's presentation.

TA Program Leadership

TA leadership is crucial to our program. Leadership of the presentations themselves, and leadership of the total program. The former needs to balance individual capabilities and limitations, what is effective, and how to avoid too much "drag."

Leadership of the total program is also vital, providing equal opportunity for all members to participate, and assuring effective use of our resources.

Co-leadership, as we have now, appears to be working but the co-leaders must indeed become one and provide to the BoD and to the members a way to assess where we have gone or are going or would like to go, who has participated or will participate, and some assessment of the success of each event.

And we must also ensure that these events are thoroughly documented, both with quality photos and narrative.

Korean War and Korean Service Veterans Association of Lake
County, Chapter 169

Application for Chapter Membership (Must be KWVA Mem)

A completed KWVA Association Membership Application must accompany this application

Dues: Association \$25.00; DoF \$2.00; Chapter 169 \$10.00; Total \$37.00; payable to KWVA 169

Your Name: _____ Short or Nickname: _____

Birth Date _____ Spouse or Significant Other Name: _____

Phone Home _____ Cell: _____

E-mail address: _____ @ _____

Skills and Interest Questionnaire

Your life's occupation(s): _____

Education & training: School(s) attended, graduation, area of emphasis: _____

Your Computer Skills: _____

Your Spouse's Computer Skills: _____

Hobbies: _____

The Chapter is in serious need of members to help it achieve its goals: Please check all that you might be able to help us: Color Guard; Flag placing; Fund Raising; Writing, such as Scuttlebutt, Graybeards, Press Releases; etc.; Officer, Board member; Telling students and other Americans about the Korean War; Final Rest services; Meeting and talking to Veterans, especially Alzheimer's patients; Chapter Auxiliary;

Other, elaborate: _____

What ought we do the enhance Chapter 169: _____

Official Membership Application Form

The Korean War Veterans Association, Inc.

And Korean War and Korean Service Veterans Association of Lake County, FL, Chapter 169

DO NOT WRITE IN THIS SPACE Assigned Membership Number: _____

KWVA Regular Annual Dues - \$25.00 | Associate Membership - \$16.00 | MOH, Ex-POW, Gold Star Parent or Spouse & Honorary -\$0.00
Regular Life Membership: (May be paid in lump sum or 6 equal payments by check over a 12 month period.)
Ages up to and through 35 years of age: \$600 Ages 36 through 50 years of age: \$450
Ages 51 through 65 years of age: \$300 Ages 66 years of age and older: \$150

Please Check One: New Member Renewal Member # _____

Please Check One: Medal Of Honor Regular Member Regular Life Member Associate Member
 Ex-POW Honorary Gold Star Spouse Gold Star Parent

(Please Print)

Last Name: _____ First Name: _____ Middle/Maiden Name _____

Street _____ City _____ State _____ Zip _____

Apartment or Unit #(if any) _____ Phone _____ - _____ - _____ Year of Birth _____

Email _____

Chapter Number/Name # 169 The Korean War & Korean Service Veterans of Lake County

-All applicants for Regular Membership please provide the following information-

Unit(s) to which Assigned	Service Branch	Dates of service:
Division _____	<input type="checkbox"/> Army	WithIN Korea were: (See criteria Pg. 2)
Regiment _____	<input type="checkbox"/> Air Force	From: _____ To: _____
Battalion _____	<input type="checkbox"/> Navy	WithOUT Korea were: (See criteria Pg 2)
Company _____	<input type="checkbox"/> Marines	From: _____ To: _____
Other _____	<input type="checkbox"/> Coast Guard	

"I certify, under penalty of law, that the above information provided by me is true and correct."
[If you are applying for membership in a category other than Section 1, par A.1., of the "Criteria for Membership" listed below, complete the "Certification of Eligibility for KWVA Membership" Form on page 2.]

Applicant Signature: _____ **Date:** _____

Note: If this is a GIFT Membership – please sign here to certify, under penalty of law, that to the best of your knowledge, ALL of the information you have provided about the Applicant is true and correct.
[Note: If applicable, you must also complete and sign the Eligibility Form on page 2.]

Signature: _____ Relationship to Applicant: _____

Make checks payable to: KWVA Chapter 169 - (Give to Chapter 169 Treasurer). Complete the attached "Korean War and Korean Service Veterans Association of Lake County, Chapter 169, Application for Chapter Membership" Mail to: Gloria Corbet, Treas, 16035 Umatilla Place, Umatilla FL 32784. TJT 06-03-2014

CERTIFICATION OF ELIGIBILITY FOR KWVA MEMBERSHIP

In addition to completing the KWVA Membership Application Form on page 1 above, persons applying for, and qualifying for, membership under one of the categories listed below, are also required to fill in the appropriate blanks, sign in the space provided below and attach this page to the completed Membership Application Form on page 1.

Check Only One Category

_____ **Medal of Honor:** I am a Medal of Honor recipient and the date on which it was awarded was:
Month _____ Day _____ Year _____.

_____ **Ex-POW:** I was held as a Prisoner of War by the North Koreans, Chinese, or Russian forces at some time during the period June 25, 1950 to the present,
From: Month _____ Day _____ Year _____ To: Month _____ Day _____ Year _____.

_____ **Gold Star Parent:** I am the parent of: Name [print] _____, who was
() killed in action, () missing in action or () died as a Prisoner of War during the Korean War
on: Month _____ Day _____ Year _____.

_____ **Gold Star Spouse:** I am the spouse of: Name [print] _____, who was
() killed in action, () missing in action or () died as a Prisoner of War during the Korean War
on: Month _____ Day _____ Year _____.

_____ **Associate:** I have a legitimate interest in the affairs of the Korean War Veterans Association and agree to accept the terms and conditions set forth in its charter and bylaws. I do not qualify to be a Regular member.

_____ **Honorary:** I was elected as an Honorary Member of the KWVA by a vote of the Board of Directors
on: Month _____ Day _____ Year _____.

"I certify, under penalty of law, that the above information provided by me for the purposes indicated is true and correct."

Applicant Signature: _____ Month _____ Day _____ Year _____

Check HERE If Gift Membership

_____ **GIFT Membership:** I certify, under penalty of law, that to the best of my knowledge, ALL of the information I have provided about the Applicant is true and correct. I have included the required payment with this application.

Signature: _____ Month _____ Day _____ Year _____

Relationship to Applicant: _____

CRITERIA FOR MEMBERSHIP IN THE KOREAN WAR VETERANS ASSOCIATION, INC.

Section 1. Qualifications of Members. Membership in this Association shall consist of Regular, Associate and Honorary Members. No person shall be excluded from membership because of race, color, creed, sex, national or ethnic origin, or physical or mental disability, as long as the individual meets the criteria of service requirements as stipulated below. Only Regular Members as defined in A. below may vote in National or Dept matters.

A. Regular Members.

1. Service in the United States Armed Forces. Any person who has seen honorable service in any of the Armed Forces of the United States, defined as Army, Navy, Marines, Air Force and Coast Guard, is eligible for membership if:
 - a. Said service was within Korea including territorial waters and airspace at any time, September 3, 1945 to Present, or
 - b. Said service was outside of Korea, June 25, 1950 to January 31, 1955.

2. Medal of Honor. Any KWVA Member, who is a Medal of Honor recipient, is eligible for free life membership. A signed statement of their eligibility for membership

[Application Form page 2] must be provided for approval.

3. Prisoner of War. Any person held as a prisoner of war by the North Koreans, Chinese, or Russian forces during and after the period of hostilities from June 25, 1950 forward is eligible for free life membership. A signed statement of their eligibility for membership [Application Form page 2] must be provided for approval.

4. Gold Star Parents. Any parent whose son/daughter was killed in action, or was missing in action, or died as a prisoner of war during the Korean War (June 25, 1950 to the present) is eligible for free life membership. A signed statement of their eligibility for membership [Application Form page 2] must be provided for approval.

5. Gold Star Spouses. Any person whose spouse was killed in action, missing in action, or died as a prisoner of war during the Korean War (June 25, 1950 to the present) is eligible for free life membership. A signed statement of their eligibility for membership [Application Form page 2] must be provided for approval.

B. Associate Members.

1. Must not be eligible for Regular membership.
2. Any person with a legitimate interest in the affairs of this Association and who wishes to support its aims, and not being eligible for Regular Membership; and who agrees to accept the terms and conditions set forth in the KWVA Charter and its Bylaws and Standard Procedure Manual, shall be eligible for Associate Membership in the Association. A signed statement of their eligibility for membership [Application Form page 2] must be provided for approval.

C. Honorary Members. Any person of good character may be elected as Honorary Member by vote by the Board of Directors. A signed statement of their eligibility for membership [Application Form page 2] must be provided for approval.

D. Ineligible. Any person who has been separated from the service of the Armed Forces of the United States under conditions other than honorable shall be ineligible for membership in this Association.

SPM FORM 4.7-3 Chapter Election Report to KWVA Secretary

- (A) Chapter election results
- (B) Other officer status changes
- (C) If a department exists, notify the department with a copy of this Election Report.

Position	Member No.	Name	Telephone Number	Email Address
President or Commander				
First Vice President or Commander				
Second Vice President or Commander				
Secretary				
Treasurer				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Director				
Other				

Time, day, location and address of chapter meeting:

Chapter Mailing Address: _____ Email: _____

"I hereby certify that the above elected officers are Members in Good Standing of the KWVA, Inc., as well as their chapter..

Chapter Secretary _____ Date Submitted: _____ Date of Election: _____