



Department of Hawaii

**STANDARD OPERATING PROCEDURES
(SOP)**

FOR

Community Activities and Citizenship

Education

**DEPARTMENT OF HAWAII
VETERANS OF FOREIGN WARS
OF THE UNITED STATES**

Approved August 14, 2021

STANDARD OPERATING PROCEDURES (SOP)
Community Activities and Citizenship Education
FOR
DEPARTMENT OF HAWAII
VETERANS OF FOREIGN WARS OF THE UNITED STATES

			Page	Rev
INDEX			2	
PURPOSE			3	
SECTION				
	1.	Control and Administration and SOP Review	3	
	2.	Duties and Subcommittees	3	
	3.	Post Community Service Reports	4	
	4.	National Outstanding Community Service Post	5	
	5.	Special Project Award	6	
	6.	Volunteer Recognition	6	
	7.	Grants	8	
	8.	Educational Outreach	9	
	9.	Patriotic Events	9	
	10.	Links	10	
Appendix:				
	A	Post Community Service Reporting (Word)		
	B	Post Community Service Reporting (PDF)		
	C	Department Community Service Reporting (Word)		
	D	Department Community Service Reporting (PDF)		
	E	Volunteer Award Request Form (Word)		
	F	Volunteer Award Request Form (PDF)		

Community Activities and Citizenship Education

PURPOSE

The Veterans of Foreign Wars Department of Hawaii, to be the premiere based organization in the state enriching the lives of their families and our community. We volunteer in our communities and give back to troops and their families as we know important Community service is to America as it benefits education, the environment, health services, civic projects and citizenship. Our annual goal is to have a yearly increase of services hours and donations of 10%.

SECTION 1

Control and Administration

The Committee chairperson is appointed by the State Commander.

The Chairperson will recommend committee members to the Department Commander who will officially appoint them to the committee or appropriate subcommittee.

The Chairman may form the following subcommittees.

1. Post/Auxiliary Community Service Report
2. National Outstanding Community Service Post
3. Volunteer Recognition
4. Grants
5. Veterans and Schools
6. Patriotism/Education/Holidays

SOP REVIEW

The SOP will be reviewed to ensure the following:

1. Contact information is accurate and up to date.
2. The SOP will be updated to ensure compliance with the National Bylaws, and applicable directives and regulations.
3. The SOP with changes will be submitted to the State Adjutant no later than 45 days before the start of the Department Convention.
4. The Chairperson's required End of Year report will include all changes with justification for the change to the SOP.

After an initial approval by the State Commander, This SOP will be reviewed annually. The Senior Vice Commander will review the SOP before the Department Convention. The State Adjutant will present the SOP at the first COA after the Department Convention for approval. After approval the SOP will become immediately effective. During the year any changes to the SOP will given to the Department Adjutant for distribution to voted on at the next COA.

SECTION 2

Post Community Service Reports

Our Department through its Post members gave over thirty-five thousand (35,000) hours of volunteer service yearly. The results need to be recorded and recognized through social media, regular media and at VFW events including the Convention.

Suggested ways to gather and record community service.

- Use Release of Liability Form
- Record at Post meeting minutes
- Record at Post meeting sign in sheet
- Have members email their volunteer hours and monies to Post Adjutant.

The Deadlines for Post submission for Community Service Reports:

Report for April 16 through June 30 is due July 15

Report for July 1 through September 30 is due October 15

Report for October 1 through December 31 is due January 15

Report for January 1 through April 15 is due April 15

*** All Posts are to report for the timeframe April 16 to April 15***

Posts are to submit reports using the All American Dashboard. If you need additional information, contact the Committee Chair, State Adjutant, or the State Commander. A hardcopy report is also to be forwarded to the State Adjutant.

The Department Annual Report to VFW National is due May 1.

Types of Reportable Community Service (not a complete list)

- Use of Post home by a Community Service Organization
- Donations to Goodwill, Salvation Army, Boys and Girls Club or similar organizations
- Visiting an Elderly Care Center or helping at an Elderly Care Center or Veterans Home
- Taking care of graves at a State or National Cemetery
- Adopt a Highway or beach cleanups
- Helping at volunteer projects at parks
- Helping at an event for foster children
- Helping at a marathon or other sporting event
- Helping at school events like a robotics completion or spelling bee
- Working with homeless
- Volunteering at Hospital

- Sponsor an event where NO FUNDS are received but benefits the community
- Serving on a board that organizes youth sport activities
- Volunteering to Coach a youth sports team
- Volunteering with Scouting programs

Community Service is any act that “encompasses” any human act serving the common good and the interest of the community.

Do not forget to record your monetary donations and mileage driven. The current IRS rate for volunteer service is \$ 00.14 per mile.

Non-Reportable Community Service Hours

- Any event where veterans organizations gather to honor Veterans- Memorial Day, Veterans Day etc.
- VFW sponsored events (recruiting, information able, MAP, anywhere VFW paid to participate
- Buddy Poppy distribution, COA, meetings, Conventions
- Tithes and offerings to religious groups (does not benefit the at-large community)

SECTION 3

National Outstanding Community Service Post

One Post in the Department of Hawaii will be selected as a National Outstanding Community Service Post. The selected Post will receive the National Outstanding Community Service Post Award at the VFW National Convention. The award includes a plaque inscribed with the name of the VFW Post and VFW Auxiliary (if applicable), a \$599 stipend to cover part of the Post representative’s expenses to the National Convention, publication of the Post’s name in the Convention program booklet and a street sign identifying this national award for the Post to put up in their community. The Department of Hawaii selection criteria for this award follows;

1. Total Volunteer Hours and Monies submitted
2. Quantity and Quality of Events held
3. Whole Post Concept
4. Not received the award in the last 2 years

The name of the selected Post will be sent to the National Programs Department by April 30 each year.

SECTION 4

Special Service Project Award

If your Post or Department conducted a special project that you think should be nationally recognized by the VFW National Organization, we would like to hear from you.

To be considered your entry must include the following:

- Copy of the minutes of the VFW meeting at which the project was authorized
- Signed statement from the Commander summarizing the impact of the project.
- Photos (limit of twenty) of the activity.
- Newspaper clippings featuring the project.
- Letters of congratulation/recognition from civic and local leaders.
- Copy of the project budget/expense sheet.
- Narrative telling how the project was planned and executed and its impact on the community
- Entry form signed by the Department Community Service Chairman and the Department Adjutant.

Judging is conducted solely on the basis of the information indicated above. Points are awarded for each element and will be deducted for missing items. All documentation must be limited to one binder. Entries must be postmarked by April 30. Projects must be executed and nominated within the 12 months preceding national judging. All entries receive a Community Service Citation. Noteworthy entries receive a Merit Award Plaque. Exceptional entries receive an Award of Excellence. All recipients of the Award of Excellence are automatically entered in the Fred C. Hall Memorial Outstanding Post Special Project Award competition. These qualified Posts that have earned the Award of Excellence will then compete for the Fred C. Hall Award and could earn an additional \$1,000 and attendance at National Convention (see below). Fred C. Hall Memorial Outstanding Post Special Project Award The late Fred C. Hall was an active Life member of the Veterans of Foreign Wars, as well as many other civic and fraternal organizations. Throughout his adult life, he was a great proponent of VFW Posts taking an active role in the community. He is credited with starting the VFW Post Insurance program. Every Post Special Project receiving the Award of Excellence in the May judging will be entered in the Fred C. Hall Memorial Outstanding Post Special Project competition. The winning Post receives a plaque at the VFW National Convention and a \$1,000 service scholarship for community projects. The Post Commander (or designated representative) and a guest will receive round-trip airfare, per diem and accommodations to receive the award at the VFW National Convention.

SECTION 5

VOLUNTEER RECOGNITION

This program is designed to provide recognition and awards to VFW members who volunteer their time in service through outside organizations. Recognition is in the form of certificates and/or lapel pins which are given to volunteers who have completed the number of hours prescribed for those awards. The individual in charge of a local community service organization such as a school, youth group, a food pantry or a shelter must sign the validation form for the

VFW or non-member VFW volunteer.

Special Note: For hospital volunteers, use the VFW National Hospital Volunteer Recognition Program. Contact your Department Hospital Chairman for more information.

The VFW Programs Department will provide the appropriate award for presentation to the volunteer upon receipt of a completed request form properly signed by the coordinator for the community service program, Post Commander and the Department Adjutant. The completed, signed form must be submitted to the following:

VFW Programs VFW National Headquarters

406 W. 34th Street

Kansas City, MO 64111

Fax: 816.968.2779 Email: tbeauchamp@vfw.org Phone: 816.756.3390, ext. 6287

Awards are provided as follows:

1. 100 hours certificate
2. 150 hours lapel pin
3. 300 hours lapel pin
4. 500 hours lapel pin and certificate
5. 1,000 hours lapel pin
6. 2,000 hours lapel pin and certificate
7. 3,000 hours lapel pin
8. 4,000 hours lapel pin
9. 5,000 hours lapel pin and certificate
10. 6,000 hours lapel pin
11. 8,000 hours lapel pin
12. 9,000 hours lapel pin
13. 10,000 hours lapel pin and certificate
14. 12,500 hours lapel pin
15. 15,000 hours certificate
16. 17,500 hours certificate
17. 20,000 hours lapel pin and certificate
18. 30,000 hours certificate
19. 35,000 hours certificate
20. 50,000 hours lapel pin and certificate

The award pin includes the Cross of Malta, the words "Community Service and VFW Volunteer" and the accumulated volunteer hours. The certificate will recognize the volunteer for attaining the appropriate cumulative hour level.

Eligibility

To be eligible for this recognition, an individual must:

- Be a VFW member in good standing performing volunteer service for a community service organization.

- Such volunteer service must be given under the representation of the Veterans of Foreign Wars. Volunteer service rendered under sponsorship of any other organization is not recognized for this purpose. Some examples of volunteer work benefiting nonmembers are: coaching youth, working at a food pantry, conducting flag presentations in front of schools or youth groups and supporting funeral homes and cemeteries by providing honor guard details for non-member veterans.

Only one award of a kind will be furnished to each volunteer. For instance, a volunteer who has served 450 hours is not eligible to receive three 150-hour pins.

Non-members volunteering under the sponsorship of the VFW may be issued a certificate once a year for the number of hours served. The form and procedure for that award is the same. Volunteer service rendered under sponsorship of any other organization is not recognized for this purpose. Some examples of volunteer work benefitting nonmembers are: coaching youth, working at a food pantry, conducting flag presentations in front of schools or youth groups and supporting funeral homes and cemeteries by providing honor guard details for non-member veterans.

SECTION 6

VFW Foundation Grants

For 110 plus years, VFW Posts and Auxiliaries have been pillars of support for their communities. From building playgrounds, to clothing drives, to back-to school events and disaster relief (hurricanes, tsunamis, and lava flows); the VFW continues to be there to support our communities. All grants request forms are available on-line.

Foundation Grants

These grants are for activities that directly benefit veterans, active duty personnel, and their families. Ranging from \$1,000.00 to \$15,000.00 these requests should display innovation in service delivery, a unique program designed to serve an underserved need that will likely be sustained after the grant ends.

Post Community Service Grants

These grants allow any VFW Post or Auxiliary that performs important and qualifying outreach in a community. The grants are up to \$1,000.00.

Special Grants

The Pandemic Grant is a special onetime grant for up to \$2,500.00. This grant can be used to help keep your Post homes current on utilities, mortgages and other expenses required to keep your Post operating.

SECTION 7

Educational Outreach

Veterans in the Classroom

Your relationship with schools, their administration, and faculties should be more than to support our scholarships and student military programs. There are many other opportunities for the VFW to help.

Examples include:

1. Offer to replace or install flags in each classroom for the school.
2. Offer to hold a flag etiquette lesson at an assembly.
3. Teach the Junior Police Officers (JPO) how to raise and lower the flag.
4. Teach a little history on the flag
5. Offer to speak in classrooms on military service as a “Living History: role model. Talk about your experiences while serving. Be sure to clear any items you bring with the teacher before you bring it on campus.
6. Offer to speak on Patriotic holidays and explain why we celebrate these events.

Utilize community service grants to help pay for materials from the VFW Store such as brochures, coloring books, pencils and other items.

Educational brochures are available.

SECTION 8

Patriotism and Holidays

Loyalty Day, Memorial Day, Flag Day, Independence Day Patriot’s Day, Veterans Day

The VFW has historically taken the lead in promoting patriotic celebrations across our nation. Each Post has a responsibility to continue to lead their community in celebrations of our American value, its history and the sacrifices that individuals have made.

Select an Event, Day, and Venue

Have the support of your Post membership

Identify a chair and committee members

Contact other groups and people to participate

Fundraise or get donations

Publicize the Event

Hold the event and be sure to recognize contributors, participants and honorees

Submit community service report and get published on local media.

SECTION 9 LINKS

Links:

VFW National Links:

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

Visit our VFW Youth Programs: <https://www.vfw.org/community/youth-and-education>

Home of the VFW Store : <https://www.vfwstore.org/>

VFW Department of Hawaii Links:

[VFW Department of Hawaii Website](#)

[Department of Hawaii on Facebook](#)

APPENDIX

- A. Post Community Service Reporting (Word)
- B. Post Community Service Reporting (PDF)
- C. Department Community Service Reporting (WORD)
- D. Department Community Service Reporting (PDF)
- E. Volunteer Award Request Form (Word)
- F. Volunteer Award Request Form (PDF)

**VFW National Programs Department Community Service Year Report
Report from Department of Hawaii**

Community Service Year April 16, 2020 through April 15, 2021

Post and Auxiliary	Total Dollars Expended	Number of Volunteers	Number of Volunteer Hours	Number of miles driven	People Assisted/Helped
94					
110					
352					
849					
970					
1540					
2875					
3292					
3391					
3830					
3850					
3855					
3870					
3875					
8616					
10154					
10276					
12122					
12138					
Totals					

Completed by:

Department of Hawaii Community Service Chairperson's signature

**VFW National Programs Department Community Service Year Report
Report from Department of Hawaii**

Community Service Year April 16, 2020 through April 15, 2021

Post and Auxiliary	Total Dollars Expended	Number of Volunteers	Number of Volunteer Hours	Number of miles driven	People Assisted/Helped
94					
110					
352					
849					
970					
1540					
2875					
3292					
3391					
3830					
3850					
3855					
3870					
3875					
8616					
10154					
10276					
12122					
12138					
Totals					

Completed by:

Department of Hawaii Community Service Chairperson's signature

VOLUNTEER AWARD REQUEST FORM

This form certifies that the following is entitled to a VFW National Community Service Volunteer Award for service as a VFW representative. A pin will be issued for his/her volunteer work with a community volunteer service organization. (For Hospital volunteer recognition awards please contact your Department Hospital Chairman.)

Volunteers Name : -----

Post# _____ Hours Served: _____ VFW/Aux. Membership# _____

Award Issued (National use only): -----

Awards for 1,000 hours or more may be the accumulation of volunteer service hours from up to three community service organizations.

Community Service Organization: _____ Phone# _____

Signed by: _____ Date: _____

For 1,000 or more hours, add two additional organizations below.

Community Service Organization: _____ Phone# _____

Signed by: _____ Date: _____

Community Service Organization: _____ Phone # _____

Signed by: _____ Date: _____

Post Commander's Signature: _____ Date: _____

Department Adjutant's Signature _____ Date: _____

MAILAWARDTO:

Commanders Name

Address: _____

Telephone# _____ (Required for delivery)

15

Department Adjutant, please forward

**or fax to: Programs Department
VFW National Headquarters**

VOLUNTEER AWARD REQUEST FORM

This form certifies that the following is entitled to a VFW National Community Service Volunteer Award for service as a VFW representative. A pin will be issued for his/her volunteer work with a community volunteer service organization. (For Hospital volunteer recognition awards please contact your Department Hospital Chairman.)

Volunteer's Name: _____

Post # _____ Hours Served: _____ VFW/Aux. Membership # _____

Award Issued (National use only): _____

Awards for 1,000 hours or more may be the accumulation of volunteer service hours from up to three community service organizations.

Community Service Organization: _____ Phone # _____

Signed by: _____ Date: _____

For 1,000 or more hours, add two additional organizations below.

Community Service Organization: _____ Phone # _____

Signed by: _____ Date: _____

Community Service Organization: _____ Phone # _____

Signed by: _____ Date: _____

Post Commander's Signature: _____ Date: _____

Department Adjutant's Signature _____ Date: _____

MAIL AWARD TO:

Post Commander's Name: _____

Address: _____

Telephone # _____ (Required for delivery)

Department Adjutant, please forward or fax to:

**Programs Department
VFW National Headquarters
406 W. 34th Street
Kansas City, MO 64111
Fax: 816.968.2779**

Revised Date 9/19