



Department of New York Veterans and Military Support Program (VMS) Chairman's Guide



Thank you for accepting the responsibility as the Veterans &
Military Support Program Chairman for the Department of New York.

You are expected to perform your duties to the best of your ability and to become familiar with the requirements of the NVS Program. The attached Chairman's Guide will provide you some of the necessary guidelines in performing your duties. There may be additional references you may need to review either on the Department or National websites and/or other documentation that may be issued during the ensuing year.

It is important that you learn as much as you can about your position and ask questions if you are not sure of what you will be required to do. I and my staff are available to assist you in this endeavor to ensure you are successful in your efforts.

The VFW offers a wide range of assistance programs aimed at helping service members and veterans of every generation. As a veteran, you understand better than most what struggles and hurdles today's service members and veterans face. As the Veterans & Military Support Chairman you will want to understand the different types of assistance the VFW provides and the resources and forms required to manage the program successfully.

Please endeavor to promote the Veterans & Military Support Program to our Districts, Councils and Posts and that you maintain a close relationship with each District Commander.

The Department of New York publishes its on-line newspaper, *The Overseas Veteran* quarterly and it is highly recommended that a short article explaining the merits of the Veterans & Military Support Programs be prepared and submitted to the newspaper editor when the call goes out for articles.

Application requests for financial support must be expeditiously reviewed when received from our posts and processed in a timely manner with adequate follow-up. A Veterans & Military Support report is required to be made to the National organization monthly and expect you to make those reports on time. Deadlines are important and I expect you to meet them.

Additionally, as part of your responsibilities as Chairman, you will be required to prepare a short written report of your activities to be submitted two weeks prior to the Spring and Fall Department Conferences and State Convention. If called upon to make an oral report, you will be invited by letter prior to any conference or convention.

The State Commander is confident of your ability to manage the Veterans & Military Support Program and am sure you will be extremely successful in your endeavors.

Thank you for stepping up and accepting this challenging position.

➤ Unmet Needs

- [Frequently Asked Questions](#) - Get answers to all your Unmet Needs program questions
- [Eligibility Criteria](#) - Find out what criteria and situations qualify for assistance
- [Application](#) - Service members and veterans can apply online, so feel free to assist them with the process
- [BK Non-participating Locations Flyer](#) - Encourage Burger King franchisees to join the Unmet Needs campaign
- [Unmet Needs Donation Form](#) - Complete this form and support the Unmet Needs program today

➤ Military Assistance Program (MAP)

- [MAP Grant Procedures](#) - MAP Grants 101
- [MAP Grant Application](#) - Access our online MAP grant application
- [MAP Grant Report](#) - MAP grant required after-action report
- [Adopt-a-Unit FAQ](#) - Find the answers to your questions about the Adopt-a-Unit program
- [Adopt-a-Unit Application](#) - Get active and submit your Adopt-a-Unit application today
- [Adopt-a-Unit Report](#) - Keep your adoption active by telling us what you're doing for the unit
- [How To Find a Unit](#) - Tips for locating a military unit near you for possible adoption
- [Adopt-a-Unit for Military](#) - Help get your local military units involved with the VFW
- [Memorial Commendation FAQ](#) - Honor fallen soldiers with a VFW commendation

Additional Resources



Certificate of Recognition



Chairman Contact Profile



Recognition Program Guidelines



Required Monthly Chairman Report



**Veterans & Military Support
Chairman's Manual**

Veterans & Military Support Chairman Responsibilities

General Information:

The Veterans & Military Support Chairperson is essential in coordinating efforts to support our armed forces. The VFW Veterans & Military Support Chairperson serves as the VFW's representative for all four of the major programs:

- Military Assistance Program (military unit support)
 - Virtual PINS
 - Unmet Needs (financial assistance)
 - VFW "Sport Clips Help A Hero Scholarship" Program
- Send in the Chairman's Report monthly stating your activities and informing VFW National of local events and activities reported from your Posts
- Communicate information from VFW National to Districts and Posts i.e.:
 - monthly newsletter
 - email communication
- Acts as our Point of Contact and coordinator for any military requests from the Department level, i.e.: provides a local VFW POC for specific events
- Works with the Auxiliary Veterans and Family Support Chairman
- Must be familiar with all Veterans & Military Support Programs procedures, forms, reports, program information and the various support materials we offer
 - All Veterans & Military Support Programs information is available behind the login at www.vfw.org.
- Establish and/or build relationships with the active military installations, National Guard and Reserves in your individual state

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