



2020-21
Buddy
Poppy
Chairman's Guide



2020-21

Thank you for accepting the responsibility as the Buddy Poppy Program Chairman for 2020-21.

This 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.

All Posts within the Department of New York should be participating in the Buddy Poppy Program and the goal for 2018-19 is to have every post in the Department purchase at least a minimum order of 500 poppies for their post.

Please endeavor to advertise the Buddy Poppy Program to our Districts, Councils and Posts and ensuring they fully understand the reasons for supporting this program. Buddy Poppy applications and costs are available on the Department of NY website at www.vfwny.com under Resources and then the Forms tab. A copy of the order form is attached to this Chairman's Guide.

The progress of each post in the Department which have purchased poppies can be viewed by monitoring the Memstats on the Department website at www.vfwny.com under the Programs tab. After

reviewing the status of each post you can periodically call those posts who have not purchased poppies for upcoming events such as Memorial Day, Veterans Day, etc. encouraging them to make a poppy purchase. The cost of poppies will remain the same for 2020-21 at \$165.00 per 1000. Poppies may be ordered in multiples of 500 if desired. Poppies may be ordered in multiples of 500 if desired with the order for poppies mailed to Department of New York Headquarters at 69 Sand Creek Road, Albany, NY 12205.

Buddy Poppy orders should be made at least six to eight weeks prior to the date the poppies are needed. Special Anniversary poppies are also available and may require additional lead time to order.

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 Buddy Poppy Program be prepared and submitted to the newspaper editor when the call goes out for articles.

An end of the VFW year a Buddy Poppy Report will be required to be prepared and submitted to Department Headquarters by the published deadline. Deadlines are important, and I expect you to meet them.

Additionally, as part of your responsibilities as Chairman, you will be expected 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 and will receive a per diem voucher to cover some of your hotel and travel expenses.

The State Commander is confident of your ability to manage the Buddy Poppy Program and am sure you will be extremely successful in your endeavors.

Thank you for stepping up and accepting this challenging position.