



2020-21
Service Officer
Raffle
Chairman's Guide



2020-21

Thank you for accepting the responsibility as the Service Officer Raffle Chairman for 2020-21.

You are expected to perform your duties to the best of your ability and to become familiar with the requirements of the Service Officer Program. 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.

Of particular importance is the following of the timeline for completing a number of tasks outlined in this program guide and in maintaining close coordination with the Service Officer Journal Chairman. Deadlines are important and I expect you to meet them.

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 supporting the Service Officer Raffle by purchasing tickets be prepared and submitted to the newspaper editor when the announcement goes out for articles.

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. A financial report of Raffle Tickets purchased will be provided to you by the Department Bookkeeper for inclusion in your written conference report. 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 Service Officer Raffle Program and am sure you will be extremely successful in your endeavors.

Thank you for stepping up and accepting this challenging position.



**Department
Of
New York**



**Service Officer
Program**

**Raffle and Journal
Chairman
Guide**



What are Veteran Service Officers?

The Veterans of Foreign Wars of the United States as the largest organization of combat veterans, understands the frustrations that can arise when filing a claim with the Department of Veterans Affairs. The claims process can be confusing and one that service members and veterans shouldn't try to navigate alone. That's why the VFW's *National Veterans Service (NVS)* was created.

NVS consists of a nationwide network of service officers who are experts in dealing with the claims process and help thousands of veterans cut through the bureaucratic red tape every year. They are the key to success, recovering approximately \$1 billion in earned benefits and compensation for veterans each year.

VFW Service Officers are trained experts, helping veterans develop their case with ease by reviewing and applying current law, pertinent legislation, regulations and medical histories. As skilled professionals, they assist in filing for disability compensation, rehabilitation and education programs, pension and death benefits, and employment and training programs. Furthermore, they won't hesitate to request hearings before the VA and the Board of Veterans Appeals to present oral arguments when needed.

VFW Service Officers are with America's veterans every step of the way once they're ready to file a claim. This is a service the VFW is proud to offer--free of charge--to anyone seeking assistance with the claims process. It's a service our veterans have earned and deserve.

VFW SERVICE OFFICER RESPONSIBILITIES INCLUDE:

- Offer research and advice to veterans who wish to handle their own claims.
- Assist veterans who are filing original claims for compensation and/or pension with the Department of Veterans Affairs and complete the required VA forms on behalf of the claimant.
- Assist veterans in reopening claims for service-connected disabilities and complete the required VA forms.
- Follow up on status of claims filed by veterans with the VA Regional Office.
- File Notice of Disagreement with the VA Regional Office if a veteran believes the decision made by the VA was incorrect.
- Review statements of the case from the VA regarding denials of claim and assist veterans with the preparation of responses.
- Assist veterans or surviving spouses in the preparation of appeals for denial of claims and file the appeals with the local VA Regional Office for forwarding to the Board of Veterans Appeals in Washington, D.C.
- Complete VA Forms other than for original claims.
- Answer/research telephone inquiries regarding medical, death/burial and other miscellaneous benefits.

Department of NY Service Officers

The Department of NY maintains two Veteran Service Offices in New York State. One office is located in the VA Medical Center, 113 Holland Avenue, Albany, New York manned by one Veteran Service Officer and an Administrative Assistant. A second office is located in the Federal Building, 130 South Elmwood Avenue, Buffalo, New York and is staffed by one Veteran Service Officer and an Assistant Veteran Service Officer. The Albany Service Office serves central, upstate New York and NY City. The Buffalo Service Office serves western and southern New York down to the limits of NY City.

Chairman Assignments

The incoming Department Commander will determine whether he/she will assign a separate Chairman for the Service Officer Raffle and Service Officer Journal or whether a single Chairman will be assigned for both. The below outlines the duties and responsibility of each Chairmanship and will be adhered to for the purpose of carrying out the requirements of the Raffle and Journal Chairmanships.

If the Department Commander determines that he/she would like to appoint separate Chairman for each committee, close coordination should be maintained between both Committee Chairmen so that each will be able to complete their administrative documents in parallel for a combined mailing packet to be assembled to include both the Raffle and Journal information for mailing by First Class U.S. Mail.

Service Officer Raffle Chairman Responsibilities

The Service Officer Chairman is responsible for managing the Department of NY Annual Service Officer Raffle to raise funds to help supplement the funds provided by the Department in offsetting the expenses required to operate the two offices in New York State.

The Raffle Chairman and his/her assistants (if assigned) will:

1. Adhere to the Timeline attached as enclosure (1).
2. Prepare a letter of solicitation for the purpose of requesting donations to be used as prizes in the raffle similar to enclosure (2). Prize donations should be a minimum of \$100.00.
3. When all prize donations have been received a raffle ticket card will be prepared and submitted to a printer for printing similar to enclosure (5).
4. Coordinate with the Journal Ad Book Chairman to forward raffle tickets and journal ad request in a combined letter similar to Enclosure (4).
5. Coordinate a date with the Service Officer Journal Chairman to assemble a team of at least three volunteers to meet at Department Headquarters to prepare mailing packets of envelopes for mailing.
6. Raffle and Journal Ad envelopes will be mailed to:

Department of NY Officers, Chairmen, Auxiliary Officers,
Auxiliary Chairmen, Past Commanders, Past Auxiliary
Presidents, Post Commanders an Post Auxiliary Presidents

Service Officer Journal Chairman Responsibilities

The Service Officer Journal Chairman is responsible for managing the Department of NY Annual Service Officer Journal to raise funds through advertising to help supplement the funds provided by the Department in offsetting the expenses required to operate the two offices in New York State.

The Service Officer Journal Chairman and his/her assistants (if assigned) will:

1. Adhere to the Timeline attached as enclosure (1).
2. Prepare a letter of solicitation for the purpose of requesting ads to be placed in the annual journal similar to enclosure (3).
3. Coordinate with the Raffle Ticket Chairman to forward raffle tickets and journal ad request in a combined letter similar to Enclosure (4).
4. Prepare a Journal Ad Order Form similar to enclosure (6).
5. Coordinate a date with the Service Officer Raffle Chairman to assemble a team of at least three volunteers to meet at Department Headquarters to prepare mailing packets of envelopes.
6. Raffle and Journal Ad envelopes will be mailed to:
Department of NY Officers, Chairmen, Auxiliary Officers,
Auxiliary Chairmen, Past Commanders, Past Auxiliary
Presidents, Post Commanders an Post Auxiliary Presidents

Timeline for Service Officer Raffle and Ad Book

1. Prepare Raffle Prize Donation request letter by: July 30th (Raffle Chairman)
2. Mail Prize Donation Letter requests by: August 15th (Raffle Chairman)
- Donor letters mailed to: Department of NY Officers (Raffle Chairman)
Department of NY Chairmen
Department of NY Ladies Auxiliary Officers
Department of NY of NY Ladies Auxiliary Chairmen
Past Dept Commanders and Ladies Auxiliary Presidents

(Note: Raffle Chairman will coordinate a mutually agreeable date to come to Department HQ in Albany with 2-3 volunteers to assemble the mailing of the Raffle Prize Donation Letter for mailing by the Department HQ Staff). Department Staff will print the required letter after submission by the Raffle Chairman and have it ready for the mailing assembly volunteers to assemble.

2. Have Prize Donations in to Dept by: November 30th (Raffle Chairman)
3. Have tickets printed and ready from printer by: December 15th (Raffle Chairman)
4. Have the Chairman cover letter and Ad Book Order Form in final form by: December 15th (Journal Chairman)
5. Copy forwarding letter and all enclosures by: December 31st (Journal Chairman)
6. Mail the below completed package by: January 15th (Dept Action)

(Note: Journal Chairman will coordinate a mutually agreeable date to come to Department HQ in Albany with 2-3 volunteers to assemble the mailing package consisting of the Raffle Tickets and Ad Book Solicitation letter ready for mailing by the Department HQ Staff). Department Staff will print the required letter after submission by the Ad Journal Chairman and have it ready for the mailing assembly volunteers to assemble.

- Cover letter
- Tickets
- Ad Book Solicitation

Mail to: Department of NY Officers, Chairmen, Auxiliary Officers,
Auxiliary Chairmen, Past Commanders, Past Auxiliary Presidents, Post Commanders and Post Auxiliary Presidents

7. Prepare a newspaper article for insertion in Overseas Veteran's Newsletter: (Raffle & Journal Chairman)
 - For December Issue and ready by November 30th
 - For March Issue and ready by February 28th
8. At the Fall 2018, Spring 2019 Conferences and 2019 Convention have a table set up for the sale of raffle tickets to attendees.



VETERANS OF FOREIGN WARS OF THE UNITED STATES

Department of New York Headquarters | 69 Sand Creek Road | Albany, New York 12205
518-463-7427 | 518-426-8904 FAX | www.vfwny.com

SAMPLE
SERVICE OFFICER RAFFLE DONATION LETTER REQUEST

June 25, XXXX

I have been asked by our State Commander ***Enter State Commander's Name*** to Chair the Annual Department of New York VFW Service Officer's Raffle to support our Department of NY Veteran Service Officers. As we once again prepare for the annual raffle, we are asking those who have generously donated prizes in past years to once again step up and support this essential project.

Would you consider donating one of the \$100 prizes this year? As you know, our Veteran Service Officers are funded by the Department of New York and supplemented by the proceeds from our raffle and ad book sales. Without the support of patrons like yourself, we would be unable to raise the additional funds needed to continue the services provided by our Veteran Service Officers who are essential in continuing the veteran counseling services so desperately needed by our veterans.

Please send your prize donation to Department Headquarters, ATTN: Service Officers Raffle Prizes, 69 Sand Creek Road, Albany, NY 12205. Raffle prizes must be received at Department Headquarters by September 1, 20XX to ensure we have sufficient time to prepare and mail out the raffle tickets to our Posts and Auxiliaries.

Along with your check, please let us know how you would like your raffle prize donation announced. Some examples are:

- \$100 in Memory of Name – Your Name and Your Wife's name
- \$100 in Memory of John Doe, USN – Jim and Susan Doe
- \$100 in Memory of Albert Doe, USAF – James Samuels

The Raffle drawing will be held at the Department Convention in June.

I thank you for your past support and hope you will continue your financial support for this indispensable program.

Yours in Comradeship,

Raffle Officer's Signature

Enter Name of Raffle Chairman, Service Officer Raffle Chairman
Department of New York, Veterans of Foreign Wars
69 Sand Creek Road
Albany, New York 12205

Enclosure (2)

NO ONE DOES MORE FOR VETERANS.



VETERANS OF FOREIGN WARS OF THE UNITED STATES

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SINGLE CHAIRMANSHIP SAMPLE

September 14, XXXX

SUBJ: **DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS
SERVICE OFFICERS YEAR JOURNAL AD**

The purpose of this letter is to request your support to our Department of New York Veterans Service Officers by purchasing a full page ad in our YEAR Service Officers Journal. Our Department Service Officers provide assistance to our Veterans in obtaining the entitlements they deserve by fast tracking their claim applications through the VA System. The counseling provided by our Department Service Officers in assisting our Veterans in completing the necessary forms and documents necessary to substantiate their disability claim ensures their claim application is completed with all the necessary information to preclude rejection by the VA due to administrative errors in processing.

Our Service Officers working in Buffalo and Albany, New York offices work tirelessly to assist our Veterans and are financially supported entirely by the Department of New York Veterans of Foreign Wars. The proceeds from your ad in the Journal in support of our Service Officers Program help to off-set the salaries and expenses of our dedicated staffs.

We ask that your ad congratulate and thank our service officers for their dedicated efforts on behalf of the men and women who have served and are now serving in the armed forces of this nation. If your Post or Auxiliary cannot financially support a full page ad, two other levels of support are also available. The enclosed ad application is self-explanatory; however, if you have any questions or concerns, please do not hesitate to contact me at ***Enter Contact Phone Number of Chairman*** or e-mail me at ***Enter E-Mail Address of Chairman***.

The State Commander, the officers and members of the Department of New York, Veterans of Foreign Wars are very proud of the work our Department Service Officers perform. They provide the critical assistance our Veterans desperately need in filing claims for benefits they are entitled to as a result of injuries and illnesses sustained in service to this great nation. Let's make sure they are able to continue this valuable service. Send in your ad today.

Sincerely,

Enter Chairman's Signature

Enter Chairman's Name

Veterans Service Officer Journal Chairman

Enclosure (3)

NO ONE DOES MORE FOR VETERANS.



VETERANS OF FOREIGN WARS OF THE UNITED STATES

Department of New York Headquarters | 69 Sand Creek Road | Albany, New York 12205
518-463-7427 | 518-426-8904 FAX | www.vfwny.com

(SAMPLE - JOINT SERVICE OFFICE RAFFLE & JOURNAL AD LETTER)

SUBJ: DEPARTMENT OF NEW YORK VETERANS OF FOREIGN WARS
SERVICE OFFICERS Enter Year JOURNAL AND RAFFLE

The purpose of this letter is to request your support to our Department of New York Veterans Service Officers by purchasing a full page ad in our Enter Year Service Officers Journal and purchase or selling the enclosed raffle tickets which help support our State Service Officers.

Our Service Officers work tirelessly to assist our Veterans and are financially supported entirely by the Department of New York. The proceeds from the Journal and Raffle Tickets you purchase and sell in support of our Service Officer Program helps to off-set the salaries and expenses of our dedicated staffs.

In placing your ad, we ask that your ad congratulate and thank our service officers for their dedicated efforts on behalf of the men and women who have served and are now serving in the armed forces. If your Post or Auxiliary cannot financially support a full page ad, two other levels of support are also available. The enclosed ad application is self-explanatory; however, if you have any questions or concerns please do not hesitate to contact Enter Ad Book Chairman's Name, Journal Ad Chairman at Enter Ad Book Chairman's Phone Number or e-mail at Enter Ad Book Chairman's E-Mail Address

You will also find enclosed two sheets of raffle tickets. Each sheet has six tickets at \$5.00 each or six for \$25.00. Think hard about what you are going to do with them. Can your Post or Auxiliary afford \$25.00? \$50.00? or maybe more? The continued success of our program depends on you.

Every Post in the Department should be able to purchase at least one sheet of tickets, if not two. \$25.00 or \$50.00 should not break any Post or Auxiliary treasury. Just think of the results you could achieve. The raffle drawing will be held in June at the State Convention.

Our generous donors have provided the prizes listed on the ticket sheet. They are helping to do their part - how about you?

Should you wish to receive more tickets or have questions about the raffle, please do not hesitate to contact Enter Raffle Chairman's Name at Enter Raffle Chairman's Phone Number or e-mail at Enter Raffle Chairman's E-Mail Address. You can also request more tickets by contacting Department Headquarters at (518) 463-7427.

Let's make this a successful year and thank you in advance for your support.

Journal Chairman's Signature

Raffle Chairman's Signature

Enter Journal Chairman's Name
Veteran Service Officer Journal Chairman

Enter Raffle Chairman's Name
Veteran Service Office Raffle Contact

Enclosure (4)

NO ONE DOES MORE FOR VETERANS.



**DEPARTMENT OF NEW YORK
(Enter Year – e.g. 2016-17) SERVICE OFFICER RAFFLE**

A Sincere Thank You to Our Generous Donors

\$5,550.00 IN PRIZES HAVE BEEN DONATED
Enter Total Prizes Donated

- (1st) \$500 In Honor of the Dept of NY Service Officers, Dept. Quartermaster, PSC Robert Barnhart & Karen Barnhart
- (2nd) \$500 In Honor of Tom Todaro, Director of Veteran Services - PSC/PSJAG, Harold Burke Jr. & Carol Burke
- (3rd) \$200 In Memory of Warren Barnhart, USN, WWII - Dept Quartermaster, PSC Robert Barnhart & Karen Barnhart
- (4th) \$150 In Memory of Robert Mackey, USN - Past District 3 Commander Donald Mackey & Carol Mackey
- (5th) \$100 In Memory of Harold M. Burke, Sr., WWII Veteran, PSC/PSJAG, Harold Burke Jr. & Carol Burke
- (6th) \$100 In Memory of SSGT Robert Choquette, USMC - State Commander William "Doc" Schmitz
- (7th) \$100 In Memory of Maj. Edmund Wojcicki, Jr., USAF – State Inspector Eugene J. Ratigliano & Jean Ratigliano
- (8th) \$100 In Memory of Joan Leavor, U.S. Coast Guard, PSC Mick & Chris Leavor
- (9th) \$100 In Memory of The Deceased Comrades of the Fighting 14th Infantry Post 546 – Very Rev. Edward R. P. Kane, State Chaplain
- (10th) \$100 In Memory of James M. Sullivan, USA Staff Sgt. – Department Surgeon, Dennis Sullivan & Teresa Sullivan
- (11th) \$100 In Memory of Penny Hintz - Who Was Always There To Lend a Helping Hand - Tom Todaro, Buffalo, NY VSO
- (12th) \$100 In Memory of William A. Goebel, Sr., USA - W. Mike & Roseann Goebel
- (13th) \$100 In Memory of Collin Crane -Wilbur and Dawn Gray
- (14th) \$100 In Memory of Past Commanders and Ladies Auxiliary Presidents of VFW Post 1602 - Wilbur and Donna Gray
- (15th) \$100 In Memory of Those Who Fought the Global War on Terrorism, VOD Chairman Wally Zincio & Carol Zincio
- (16th) \$100 In Memory of Thornton Shaw and John D. Burgy, Jr.- Past Dept LAVFW President Bonnie Burgy & Paul Burgy
- (17th) \$100 In Memory of Specialist Jamila Reaves, U.S. Army - Bing C. Reaves, Sr.
- (18st) \$100 In Honor of Joseph Essenter & the Late Ralph Helmes - District 3 Commander Donald Essenter & Lynda Essenter
- (19th) \$100 In Grateful Appreciation of our Veteran Service Officers - PSC Jack Veazy &
- (20th) \$100 In Memory of SFC Gary Ferron, US Army - State Photographer John Brunato
- (21st) \$100 In Memory of Frank Emo - Donna Emo, Past Department President 1998- 1999
- (22nd) \$100 In Memory of PSC Ron Bush - Doug and Jackie Herbert
- (23rd) \$100 In Memory of Oswego County Council Deceased Members - Oswego County Council
- (24th) \$100 In Memory of Deceased Members of Tri States Naval Ship VFW 7241
- (25th) \$100 In Memory of Medal of Honor Hero Charles N. DeGlopper, Grant Island Memorial VFW Post 9249
- (26th) \$100 In Memory of Past Comrades of Perinton Memorial VFW Post 8495 - VFW Post 8495
- (27th) \$100 In Memory of PSC Jack Smith and PSC Jack Simon - State President Irene Rohde & PSC Karl Rohde
- (28th) \$100 In Memory of Past Post Commander George Clarke - Joseph C. Hassett Memorial VFW Post 686
- (29th) \$100 In Memory of Past County Council Commander Ken Rain - Hudson Valley County Council VFW
- (30th) \$100 In Memory of Howard Seabald, U.S. Army - Shandaken Memorial VFW Post 2837
- (31st) \$100 In Memory of "Bo" Austin - LAVFW of Olean VFW Post 1619
- (32nd) \$100 In Memory of A. Ginger Wilson - Past District 3 Commander James Wilson
- (33rd) \$100 In Memory of John P. Jones - Past State Commander Michael Pascal and Ioanna Pascal
- (34th) \$100 In Memory of Robert Spellman, WWII Veteran - Mike and Natalie Spellman
- (35th) \$100 In Memory of Harry Wurth & Richard Woltman - District 1 Commander Sidney L. Lynn & Sandra A. Edwards
- (36th) \$100 In Memory of Big Al and Therese Klein - PSC Jim Longendyke & Mary Longendyke
- (37th) \$100 In Memory of Joseph & Rose Vitulli - Peter F. Vitulli
- (38th) \$100 In Memory of Barbara DeMilo - Orange County Council Commander James DeMilo
- (39th) \$100 In Memory of Deceased Comrades of Brewster VFW Post 672
- (40th) \$100 In Memory of Deceased Comrades of District 6 VFW – District 6 Commander Dan McMahon and Sue McMahon
- (41st) \$100 In Memory of Arthur Koch, Jr. – Department Adjutant, PSC Art Koch & Brenda Koch
- (42nd) \$100 In Memory of PSC Ron Bush – PSC James Durkin & Barbara Durkin
- (43rd) \$100 In Memory of Deceased Comrade of Red Hook VFW Post 7765 – Red Hook VFW Post 7765
- (43rd) \$100 Many Thanks for All They Do - Our Veteran Service Officers - Tom & Pat Rabb
- (44th) \$100 In Grateful Appreciation to our Veteran Service Officers - Edick-Hamilton VFW Post 369

Change Donors

FRONT OF TICKET SHEET



DEPT OF NEW YORK



SERVICE OFFICER RAFFLE

Over \$5,000.00 In Prizes

Enter Prize Amount



To be awarded At the Department State Convention Albany, New York June 2015



Change Location/Date

Donations \$5.00 per Ticket or 6 Tickets for \$25.00

Mail your check and completed tickets to: Dept NY VFW, 69 Sand Creek Rd., Albany, NY 12205

TICKETS ARE COMPLIMENTS OF COMMANDER WILLIAN "DOC" SCHMITZ Change CDR's Name

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State: _____ Zip Code : _____

State: _____ Zip Code : _____

Phone: _____

Phone: _____

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State: _____ Zip Code : _____

State: _____ Zip Code : _____

Phone: _____

Phone: _____

Name: _____

Name: _____

Address: _____

Address: _____

City: _____

City: _____

State: _____ Zip Code : _____

State: _____ Zip Code : _____

Phone: _____

Phone: _____

BACK OF TICKET SHEET

Enclosure (5)



Department of New York

VFW Veteran Service Officer Journal Ad Contract

Change Year

→ **2015-16 Program Journal Ad Book Order Form**

Post: _____ **County Council:** _____ **District** _____

Contact Person: _____ **Phone:** _____ **E-Mail:** _____

Please accept our ad in the 2016 ← Change Year
 State VFW Veteran Service Officer
 Journal Ad Book for which we enclose a check
 in the sum of \$ _____

- _____ Full Page Ad @\$90.00
- _____ Half Page Ad @ 65.00
- _____ Quarter Page Ad @ 45.00

Please note: Your ad will be placed in the Program Book as close to the layout submitted for publication. If your ad includes any clip art other than the VFW or Auxiliary logo, please e-mail your clip art in a .jpeg picture format to: firhtturner@yahoo.com ← clearly stating which ad the clip art is for, Post Number and your contact phone number and/or e-mail address.

All ads in the program book will be published in Black & White. ALL ads should be camera ready. **Do not fold & do not fax ad.**

If your ad needs to be scanned, it is STRONGLY RECOMMENDED you do not fold your ad **but mail it FLAT unfolded in the envelope** to prevent a crease from showing on the page when scanned.

MAKE ALL CHECKS OR MONEY
 ORDERS PAYABLE TO: **DEPT OF NY VFW**

Mail your ad and full payment to:

Veteran Service Officer Journal
 Department of NY VFW
 69 Sand Creek Road
 Albany, NY 12205

**ALL ADS MUST BE RECEIVED
 ON OR BEFORE: May 2, 20XX**

Full Page \$90.00 Remember - The size of a full page is 5 1/2 x 8 1/2 Draft your add accordingly (Sample Page Not to Size) Use e-mail of Ad Book Chairman
Half Page \$65.00 (Sample Page Not to Size)
Quarter Page \$45.00 (Sample Page Not to Size)

Assign Date as Appropriate

Enclosure (6)