

## 2023-2024 APPLICATION FOR QUARTERMASTER BOND

1. This is a straight dishonesty bond only.
2. Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims. The monthly requirement of balancing bank statements and Quartermaster's monthly report by trustees should enable the Post to prevent or limit loss. Failure to properly and timely complete Post Trustees Report of Audit can result in the denial of a claim.
3. Bonding period is from September 1, 2023 through August 31, 2024. Bond applications received after December 15, 2023 will be processed but will be effective of the date of receipt by the bonding company only.
4. **Minimum principal sum of the bond is \$3,000.00.** Posts should carry a bond for the highest amount of liquid assets expected during the year for which the officer is accountable. This includes cash, bonds, money certificates, or any other money instruments. The value of real property is generally not considered to be a liquid asset for bonding purposes.
5. This is a **"POSITION BOND"** and bonds the **"OFFICE"** rather than an individual.
6. Posts may obtain bonding from any other source such as a commercial insurance company or bonding agent. If you do obtain bonding outside the VFW please indicate on the detachable portion of the bond application, the name of the company, the expiration date, and amount of coverage. If you do not comply with this request, your Post will not be reported as bonded.
7. Club managers, employees, and bingo chairmen can be bonded. Applications for bonding these positions are also available on the Department website. The employee bond applications and payment must be mailed to Department Headquarters.
8. Bond applications, with payment in the proper amount, should be completed no later than August 31, 2023 to ensure continuity of bond.

**MAKE CHECK PAYABLE TO VFW DEPARTMENT OF MICHIGAN AND EARMARK CHECK FOR QUARTERMASTER BOND AND MAIL TO:**

**VFW DEPARTMENT OF MICHIGAN  
924 N. WASHINGTON  
LANSING, MI 48906**

Barry Walter  
Department Quartermaster



DEPARTMENT HEADQUARTERS  
Veterans of Foreign Wars of the United States  
TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA



Dear Comrade Commander:

Questionnaire for VFW Accountable Officers Crime Coverage

August 1, 2023

One of the most important communications you will receive during the year concerns the bond of your Unit Quartermaster. Section 703 of our National By-Laws requires that each accountable officer shall be bonded with an Indemnity Company as surety and the By-Laws places the responsibility for adequate bonding upon the Commander of the post. In any business it is customary to bond any officer handling funds. **THE BOOKS AND RECORDS OF THE ACCOUNTABLE OFFICER MUST BE AUDITED AT LEAST QUARTERLY BY THE TRUSTEES. THIS IS TO COMPLY WITH SECTION 218 OF THE NATIONAL MANUAL OF PROCEDURES.**

The Department Headquarters carries a Crime Policy for the bonding of Department and Post Accountable Officers. This Policy runs for a year – from September 1 to August 31 – premium payments are made on that basis. Coverage for all accountable officers expires on August 31 and premium for the New Year is due on September 1.

Any unit may decide whether it prefers to take out a Policy with some other surety company or have its funds protected by the Department Headquarters Crime Policy. But the matter should be given prompt attention because if your Accountable Officer had previously been covered through the National Headquarters, **a new premium payment is required by September 1, 2023 and delinquent after this date.**

**IF THE POLICY IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE OF 9-1-2023, THE POST HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR PRIOR TERM. AFTER 90 DAYS PRIOR COVERAGE CEASES.**

**COVERAGES OF THE POLICY REQUIRE THAT:**

1. You agree to make/or cause to be made, at least annually, an audit of your books and accounts, including complete verification of all securities and bank balances pertaining to each "employee and/ or volunteer".

If the above is not complied with, the Insurance Company will refuse to honor claim of missing funds which cannot be proven by records. Monthly audits and reconciliation of bank statements may avoid this denial of claim.

2. The Insurance Company will not pay for loss resulting from any unauthorized advances made by an "employee" to any member for delinquent dues and assessments.

3. "Employee" means any duly elected position, or any appointed officer as listed in the policy schedule.

4. **POST MUST SUBMIT A PROOF OF LOSS FORM WITHIN 120 DAYS FROM THE FIRST DATE OF DISCOVERY OF THE LOSS. Proof of loss resulting from dishonest acts on the part of the bonded officer is required in settlement of claims.**

**THIS POLICY IS ONLY FOR THE YEAR SEPTEMBER 1, 2023 TO AUGUST 31, 2024.**

**The funds of your Post are protected only for that year. Premium for the following year will be due September 1, 2024.**

RETURN THIS QUESTIONNAIRE WITH YOUR PREMIUM CHECK PAYABLE TO YOUR DEPARTMENT HEADQUARTERS

\_\_\_\_\_  
Post # and State

I hereby apply for A1. Employee/Volunteer Theft coverage in the amount of \$ \_\_\_\_\_ for the position  
of \_\_\_\_\_. For the year from September 1, 2023 through August 31, 2024.

Number of Persons Bonded: 1 Number of Locations: 1 Post Annual Income: \$ \_\_\_\_\_ Dated: \_\_\_\_\_

Has the post had any Crime Coverage losses over the past three years? \_\_\_\_\_

If yes, provide a description with date and amount of loss on a separate sheet.

**DEADLINE FOR COVERAGE IS SEPTEMBER 1, 2023 – AFTER THIS DATE YOU WILL BE DELIQUENT AND NOT IN COMPLIANCE WITH THE VFW BY-LAWS.**

\_\_\_\_\_  
QM or Commander or Adjutant or Sr.Vice Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Address and City