

2023-2024 COMMANDER'S GUIDE

VFW
VETERANS OF FOREIGN WARS.



COMMANDER'S GUIDE

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June 2023

Dear Post Commander,

Congratulations on your election as Commander! This is an important position, one that requires hard work, dedication, and trustworthiness. Your Post is counting on you to fulfill your duties to the benefit of the organization, members and communities. We want to help you be successful.

Whether you are new to the job or have done it before, there is always something you can learn. This guide was created to assist you – no matter what your current level of knowledge and experience may be. This guide is a training tool to educate and assist you in your role.

The enclosed manual is periodically updated. You can find the latest version, as well as other valuable resources, at www.vfw.org by logging in as a member (Login – top bar, right side), and going to “Member/Post Resources – Bylaws: Training, Forms & Templates.”

Other important resources include the Bylaws, Manual of Procedure, and Ritual. In particular, the Manual of Procedure, Sec 218 (a) (1) outlines the responsibilities of the Post Commander. Learn these well. Each Post is required to maintain a current copy of the Bylaws, Manual of Procedure, and Ritual; current copies are available for purchase from the VFW Store at www.vfwstore.org.

We are here to support you. If you have questions and are unable to find answers with your District or Department, call us at 833.VFW.VETS. Explain to the operator what you need, and they will transfer you to the correct person to answer your questions.

Thank you for taking on this responsibility. It may be challenging at times, but it can also be very rewarding. We wish you well!

Dan West
Adjutant General

Marc L. Garduno
Quartermaster General

P.S. Have a suggestion to how we can improve the Commander’s Guide? We want to hear from you! Send an email to info@vfw.org, subject line “Feedback on Commander’s Guide,” with your comments. We are always looking to improve on what we do.

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VFW
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COMMANDER-IN-CHIEF
2023-2024
VETERANS OF FOREIGN WARS

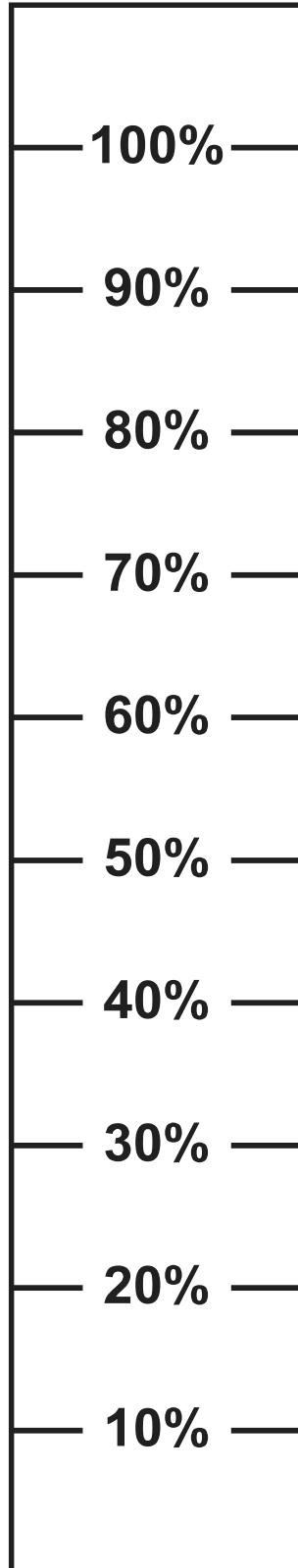


DUANE SARMIENTO
COMMANDER-IN-CHIEF
2023-2024
VETERANS OF FOREIGN WARS

MEET THE CHALLENGE



2023-2024



OFFICER ROSTER VISITOR REGISTRY & PLANNING CALENDAR



Officer Information

List name, address and phone number:

COMMANDER _____

SENIOR VICE COMMANDER _____

JUNIOR VICE COMMANDER _____

QUARTERMASTER _____

ADJUTANT _____

CHAPLAIN _____

JUDGE ADVOCATE _____

SURGEON _____

1 YEAR TRUSTEE _____

2 YEAR TRUSTEE _____

3 YEAR TRUSTEE _____

OFFICER OF THE DAY _____

GUARD _____

SERVICE OFFICER _____

Committee Chairs

Welcome



We Are Proud To Have You Visit

During the course of the year, you may have the opportunity to visit with VFW Officers from all levels of our organization, as well as prominent citizens from your community. Enhance your year by utilizing this visitor's registry.

Name _____ Title _____

Remark _____

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JULY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Independence Day	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Notes				

July 4 - Independence Day

July 22-27 - National Convention, Phoenix, Arizona

July 27 - National Korean War Veterans Armistice Day

AUGUST 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
		Notes				

August 1 - Contact local businesses about providing funds to your Post's scholarships

August 1 - VFW's "Sport Clips Help A Hero Scholarship" application period for spring semester opens

August 4 - U.S. Coast Guard Birthday

August 14 - Victory over Japan Day

August 26-27 - National Council of Administration Meeting, Kansas City, Missouri

SEPTEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
		Notes National Suicide Prevention Month				

September 2 - Sport Clips Help-A-Hero 200

September 4 - Labor Day

September 10 - National Suicide Prevention Week, September 10-16

September 11 - Patriot Day - National Day of Service/Remembrance (flag at half-staff)

September 15 - POW/MIA Recognition Day

September 17 - Constitution and U.S. Citizenship Day

September 18 - U.S. Air Force Birthday

September 24 - Gold Star Mother's/Family Day

September 29 - VFW Established (1899)

OCTOBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Columbus Day	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
		Notes				

October 9 - Columbus Day (observed)

October 13 - U.S. Navy Birthday

October 28 - National "Make a Difference Day"

October 31 - Patriot's Pen student entry deadline to Posts

October 31 - Voice of Democracy student entry deadline to Posts

October 31 - Teacher Award entry deadline to Posts

NOVEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11 Veterans Day
12	13	14	15	16	17	18
19	20	21	22	23 Thanksgiving Day	24	25
26	27	28	29	30		
		Notes				

November 7 - Election Day

November 10 - U.S. Marine Corps Birthday

November 11 - Veterans Day

November 15 - Patriot's Pen Post judging deadline

November 15 - Voice of Democracy Post judging deadline

November 15 - VFW's "Sport Clips Help A Hero Scholarship" application period for spring semester ends

November 15 - Teacher Award Post judging deadline

November 18 - National Family Volunteer Day

November 23 - Thanksgiving Day

DECEMBER 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Christmas Day	26	27	28	29	30
31		Notes				

December 5 - International Volunteer Day

December 7 - National Pearl Harbor Remembrance Day (flag at half-staff)

December 15 - Patriot's Pen District judging deadline

December 15 - Voice of Democracy District judging deadline

December 15 - Teacher Award District judging deadline

December 25 - Christmas Day

JANUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Martin Luther King, Jr. Day	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
		Notes				

January 1 - New Years Day

January 1 - National Awards for Public Servants Post to Department deadline

January 1 - Post/District, if applicable, Smart/Maher VFW National Citizenship Education Teacher Award entry to Department deadline

January 1 - VFW's "Sport Clips Help A Hero Scholarship" application period for fall semester opens

January 10 - Deadline for completion of Department judging for Voice of Democracy and Patriot's Pen

January 15 - Martin Luther King, Jr. Day

January 15 - Voice of Democracy and Patriot's Pen winner packet due from Department to National

January 15 - District reporting deadline to Department for Voice of Democracy and Patriot's Pen

January 31 - Voice of Democracy final Department report to National deadline

January 31 - Patriot's Pen final Department report to National deadline

FEBRUARY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7		9	10
11	12	13	14	15	16	17
18	19 <small>President's Day</small>	20	21	22	23	24
25	26	27	28	29		
		Notes				

February 1 - Department Smart/Maher VFW National Citizenship Education Teacher Award entries to National

February 1 - National Awards for Public Servants Department to National deadline

February 19 - Washington's Birthday (observed) (President's Day)

MARCH 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31		Notes				
Easter Sunday						

March 1 - Scout of the Year entries due to Post deadline

March 2-6 - Voice of Democracy student trip to Washington, D.C., March 2 - 6

March 3-7 - Legislative Conference, Washington, D.C.

March 21 - Start planning National Volunteer Week (April 21-27) and Loyalty Day activities

March 29 - National Vietnam War Veterans Day

March 31 - Easter Sunday

APRIL 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		Notes				

April 1 - Scout of the Year Post entries to District or Department. Check with your Department scouting Chairman to confirm where entries should be sent.

April 1 - Deadline for National Post Recognition Citation request to National

April 15 - Patriots' Day - Commemorates the first battles of the American Revolution

April 21-27 - National Volunteer Week

April 28 - Employer of the Year deadline

April 28 - VFW Member of the Year deadline

April 30 - VFW Special Projects entry due to National

April 30 - VFW's "Sport Clips Help A Hero Scholarship" application period for fall semester ends

April 30 - National Outstanding Community Service Post due to National

MAY 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12 Mother's Day	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Memorial Day	28	29	30	31	
		Notes				

May 1 - Loyalty Day

May 1 - Scout of the Year Department entry to National deadline

May 4 - Join Hands Day - 1st Saturday in May

May 12 - Mother's Day

May 12 - JROTC Cadet of the Year deadline

May 15 - National Peace Officers Memorial Day (flag at half-staff)

May 18 - Armed Forces Day

May 27 - Memorial Day (flag placed at half-staff until noon)

May 31 - Year-end Department Community Service total due to National

JUNE 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
Father's Day			Juneteenth			
23	24	25	26	27	28	29
30		Notes				

June 1 - Post Election Reports deadline for submission (OMS)

June 14 - Flag Day

June 14 - U.S. Army Birthday

June 16 - Father's Day

June 19 - Juneteenth

June 27 - National Post-Traumatic Stress Awareness Day