



Associates of Vietnam Veterans of America, Inc.
POLICIES and PROCEDURES

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I. Forms: *Location*

- A. Forms can be found on the AVVA website. www.avva.org
- B. As many of them as possible have been converted to fillable .pdf format files which permits the user to complete the form on the computer before printing it.

II. Forms: *Listing of forms*

<i>Awards:</i>		<i>Finance:</i>	
National Award Form	F-AWAR03.03	Annual Report (more than \$25,000)	F-Fin04.06
		Annual Report (less than \$25,000)	F-Fin04.05
		Request to Travel	F-Fin04.03
		Expense Reimbursement	F-Fin04.01
<i>Disciplinary:</i>		<i>Membership:</i>	
Notice of Objection	F-DISC09.01	Application	F-Mem07.01
Statement of Charges	F-DISC09.03	Change of Information	F-Mem07.02
Witness Affidavit	F-DISC09.02	Member Transfer	F-Mem07.03
		New Members Transmittal	F-Mem07.04
		Renewal	F-Mem07.05
		Transmittal Cover Sheet	F-Mem07.06
		Deceased Member	F-Mem07.07
<i>Election:</i>		<i>Programs:</i>	
National Candidate Registration	F-Ele05.01	Homeless Grant	F-Pro08.01
National Delegate Registration	F-Ele05.02	Better Chance Scholarship	F-Pro08.02
State Candidate Registration	F-Ele05.03		
State Voting Delegate Registration	F-Ele-5.04		
Ballot for State Representative	F-Ele05.05		
Ballot for Inc. State or Chapter Officers	F-Ele05.05		
Ballot for State Absentee Voting	F-Ele05.08		
Election Results for State, Chapter, or at-Large Representative	F-Ele05.06		
Election Results for Inc. State or Chapter	F-Ele05.10		
Sign-in Sheet	F-Ele05.09		
Oath of Office			
Election Database Report	F-Ele05.11		