



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. <http://www.avva.org/forms.html>, or the BOD Forms Page. (On the left sidebar, under the facebook link, there is a forms page link)
- B. Most forms have been converted to a fillable 'pdf' format, which allows the user to complete the form on the computer before printing it. *NOTE:* In order to fill out the forms you will need to be using either Adobe Acrobat Reader, which can be obtained for free from the Adobe website, or a similar program. Only those persons who have a full version of Adobe Acrobat PDF (or similar program) can save a filled-out copy of that form as a file on their computer. To save a filled copy you must print it and either keep or scan it.

II. FORMS: *Listing of Available Forms*

<u>Administrative</u>		<u>Membership</u>	
BOD Motion Form	F-Adm06.01	Application for Membership	F-Mem07.01
BOD E-Motion Form	F-Adm06.02	Change of Information	F-Mem07.02
E-Motion Voting Form	F-Adm06.03	Member Transfer	F-Mem07.03
Sexual Harassment Agreement	F-Adm06.04	New Member Transmittal	F-Mem07.04
Confidentiality Agreement	F-Adm06.05	Membership Renewal	F-Mem07.05
Conflict of Interest Agreement	F-Adm06.06	Transmittal Cover Sheet	F-Mem07.06
BOD Information Form	F-Adm06.07	Deceased Member Notice	F-Mem07.07
Code of Ethics Agreement	F-Adm06.08	Request to Incorporate	
Document Retention Agreement	F-Adm06.09	as an Independent Chapter	F-Mem07.08
		Petition to Incorporate Chapter	F-Mem07.09
		Instructions for Petition, Chpt	F-Mem07.10
		Petition to Incorporate State	F-Mem07.11
		Instructions for Petition, State	F-Mem07.12
		Age Verification Form	F-Mem07.13
		Permanently Hospitalized Veteran	F-Mem07.14
<u>Awards</u>		<u>Finance</u>	
Member of the Year Criteria	F-Awa03.01	Expense Reimbursement	F-Fin04.01
Fellowship Award Criteria	F-Awa03.02	Credit Card Expense Form	F-Fin04.02
National Award Nomination	F-Awa03.03	Request To Travel	F-Fin04.03
Cathy Keister Spirit of Exc. Award	F-Awa03.04	Annual Financial Report	F-Fin04.06
		Agent Orange Pin Order	F-Fin04.07
		AVVA Flag Order	F-Fin04.08
		After-Action Report	F-Fin04.09
		VVA Special Advisor Report	F-Fin04.10
<u>Disciplinary</u>		<u>Programs</u>	
Notice of Objection	F-Dis09.01	Homeless Grant	F-Pro08.01
Witness Affidavit	F-Dis09.02	Better Chance Scholarship	F-Pro08.02
Statement of Charges	F-Dis09.03	VISTA Volunteer Hours	F-Pro08.03
		VSO Training Application	F-Pro08.04
<u>Elections</u>			
National Candidate Registration	F-Ele05.01		
National Delegate Registration	F-Ele05.02		
State & Chapter Rep Ballot	F-Ele05.04		
Inc. State & Chapter Ballot	F-Ele05.05		
Election Results Form (Unincorp.)	F-Ele05.06		
Election Sign-In Sheet	F-Ele05.09		
Election Results (Incorporated)	F-Ele05.10		
Oath of Office	F-Ele05.12		



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Miscellaneous

P&P Change Request	F-P&P03.01
P&P Change Req / Members	F-P&P03.01a
Bylaws Change Request	F-Byl03.01
Bylaw Change Req/Members	F-Byl03.01a