



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§10

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-or scan it.

II. FORMS: Listing of Available Forms

Administrative

BOD Motion Form	F-Adm06.01
BOD E-Motion Form	F-Adm06.02
Sexual Harassment Agreement	F-Adm06.03
Motion Vote Tally Form	F-Adm06.04
Confidentiality Agreement	F-Adm06.05
Conflict of Interest Agreement	F-Adm06.06
BOD Information Form	F-Adm06.07
Code of Ethics Agreement	F-Adm06.08
Document Retention Agreement	F-Adm06.09

Awards

Membership of the Year Award	F-Awa03.01
Fellowship Award Criteria	F-Awa03.02
Fellowship Award/MOY Nomination Form	F-Awa03.03
Cathy Keister Spirit of Excellence Award	F-Awa03.04

Disciplinary

Notice of Objection	F-Dis05.01
Witness Affidavit	F-Dis05.02
Statement of Charges	F-Dis05.03

Elections

National Candidate Registration	F-Ele05.01
National Elected Delegate Registration	F-Ele05.02
At-Large Representative Ballot	F-Ele05.03
State & Chapter Representative Ballot	F-Ele05.04
Inc. State & Chapter Ballot	F-Ele05.05
Election Results Form Unincorporated	F-Ele05.06

Elections Continued

Election Results At-Large	F-Ele05.07
Voting Delegate Registration	F-Ele05.08
Election Sign-In Sheet	F-Ele05.09
Election Results Incorporated	F-Ele05.10
Oath of Office	F-Ele05.11

Finance

Expense Reimbursement	F-Fin04.01
Credit Card Expense Form	F-Fin04.02
Request To Travel	F-Fin04.03
VVA Special Advisor Report Form	F-Fin04.05
Annual Financial Report	F-Fin04.06
After Action Report Form	F-Fin04.09
Benevolence Grant Application	F-Fin04.10

Incorporation

Chapter Inst. For Petition to Incorp.	F-Inc02.01
Chapter Petition to Incorporation	F-Inc02.02
Age Verification Form Chapter & State	F-Inc02.03
Chapter Checkoff List	F-Inc02.04
Duties of Chapter Officers	F-Inc02.05
Chapter Interim Election Report	F-Inc02.06
Incorporation Chapter Agreement	F-Inc02.07
Instructions for Chapter Bylaws	F-Inc02.08
File for EIN Chapter	F-Inc02.09
Chapter Instructions for Inc Process	F-Inc02.10
State Instructions for Inc Process	F-Inc02.10a
Chapter Bank Account Verification	F-Inc02.11
Group Tax Exemption Req. Chapter	F-Inc02.12
Chapter Policy Information	F-Inc02.14



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Incorporation (Continued)

Request to Incorporate Ind. Chapter	F-Inc02.15a
Request to Incorporated a Chapter	F-Inc02.15b
Incorp. Appeal Form, Chapter & State	F-Inc02.16
State Instructions for Petition	F-Inc02.17
State Petition to Incorporate	F-Inc02.18
State Filing for EIN Number	F-Inc02.19
Duties of State Officers	F-Inc02.20
State Interim Election Report	F-Inc02.21
Incorporated State Agreement	F-Inc02.22
State Bylaw Instructions	F-Inc02.24
State Bank Acct. Verification	F-Inc02.25
State Check-Off List	F-Inc02.26
State Group Tax Exempt App	F-Inc02.27
(Forms # 02.13 & 02.23 not used)	

Membership

Application for Membership	F-Mem07.01
Change of Information	F-Mem02.02
Member Transfer	F-Mem07.03
Incarcerated Member Application	F-Mem07.04
Deceased Member Notice	F-Mem07.05
Perm. Hospitalized Veteran Application	F-Mem07.06
AVVA Web/Email Roster Access	F-Mem07.07
Dual Member Membership Application	F-Mem07.08

Miscellaneous – Bylaw Forms

Bylaws Change Request	F-Byl03.01
Bylaws Change Request/Members	F-Byl03.01a

Miscellaneous – P&P Forms

P&P Change Request	F-P&P03.01
P&P Change Request/Members	F-P&P03.01a

Programs

Homeless Grant	F-Pro08.01
VISTA Volunteer Hours	F-Pro08.03
Flag Etiquette Book Order Form	F-Pro08.04
(Form # 08.02 not used)	

Product Sales

AVVA Product Order Form	F-Prd03.01
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