

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 Face Book 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.

Election Results Form (Unincorp.)

F-Ele05.06

II. FORMS: Listing of Available Forms

Administrative		Election Results – At-Large Rep	F-Ele05.06 F-Ele05.07
<u></u>		Voting Delegate Registration Form	F-Ele05.08
		Election Sign-In Sheet	F-Ele05.09
BOD Motion Form	F-Adm06.01	Election Results (Incorporated)	F-Ele05.10
BOD E-Motion Form	F-Adm06.02	Oath of Office	F-Ele05.12
Motion Vote Tally Form	F-Adm06.03	Saur or Smes	. 2.0002
Sexual Harassment Agreement	F-Adm06.04	<u>Finance</u>	
Confidentiality Agreement	F-Adm06.05	<u>r manoo</u>	
Conflict of Interest Agreement	F-Adm06.06	Expense Reimbursement	F-Fin04.01
BOD Information Form	F-Adm06.07	Credit Card Expense Form	F-Fin04.02
Code of Ethics Agreement	F-Adm06.08	Request To Travel	F-Fin04.03
Document Retention Agreement	F-Adm06.09	VVA Special Advisor Report	F-Fin04.05
3		Annual Financial Report	F-Fin04.06
		Agent Orange Pin Order	F-Fin04.07
		AVVA Flag Order	F-Fin04.08
Awards		After-Action Report	F-Fin04.09
		Benevolence Grant Application	F-Fin04.10
Member of the Year Criteria	F-Awa03.01	• •	
Member of the Teal Chilena	r-Awaus.u i		
Fellowship Award Criteria	F-Awa03.01 F-Awa03.02	<u>Incorporation</u>	
		<u>Incorporation</u>	
Fellowship Award Criteria	F-Awa03.02	Incorporation Chapter Inst. For Petition to Incorp.	F-Inc02.01
Fellowship Award Criteria National Award Nomination	F-Awa03.02 F-Awa03.03		F-Inc02.01 F-Inc02.02
Fellowship Award Criteria National Award Nomination	F-Awa03.02 F-Awa03.03	Chapter Inst. For Petition to Incorp.	F-Inc02.02 F-Inc02.03
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award <u>Disciplinary</u>	F-Awa03.02 F-Awa03.03 F-Awa03.04	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List	F-Inc02.02 F-Inc02.03 F-Inc02.04
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award <u>Disciplinary</u> Notice of Objection	F-Awa03.02 F-Awa03.03 F-Awa03.04	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award Disciplinary Notice of Objection Witness Affidavit	F-Awa03.02 F-Awa03.03 F-Awa03.04 F-Dis09.01 F-Dis09.02	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers Chapter Interim Election Report	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05 F-Inc02.06
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award <u>Disciplinary</u> Notice of Objection	F-Awa03.02 F-Awa03.03 F-Awa03.04	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers Chapter Interim Election Report Incorporated Chapter Agreement	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05 F-Inc02.06 F-Inc02.07
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award Disciplinary Notice of Objection Witness Affidavit Statement of Charges	F-Awa03.02 F-Awa03.03 F-Awa03.04 F-Dis09.01 F-Dis09.02	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers Chapter Interim Election Report Incorporated Chapter Agreement Instructions for Chapter Bylaws	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05 F-Inc02.06 F-Inc02.07 F-Inc02.08
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award Disciplinary Notice of Objection Witness Affidavit	F-Awa03.02 F-Awa03.03 F-Awa03.04 F-Dis09.01 F-Dis09.02	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers Chapter Interim Election Report Incorporated Chapter Agreement Instructions for Chapter Bylaws File for Fed. EIN, Chapter	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05 F-Inc02.06 F-Inc02.07 F-Inc02.08 F-Inc02.09
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award Disciplinary Notice of Objection Witness Affidavit Statement of Charges Elections	F-Awa03.02 F-Awa03.03 F-Awa03.04 F-Dis09.01 F-Dis09.02 F-Dis09.03	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers Chapter Interim Election Report Incorporated Chapter Agreement Instructions for Chapter Bylaws File for Fed. EIN, Chapter Chap. Instructions for Inc. Process	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05 F-Inc02.06 F-Inc02.07 F-Inc02.08 F-Inc02.09 F-Inc02.10
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award Disciplinary Notice of Objection Witness Affidavit Statement of Charges Plections National Candidate Registration	F-Awa03.02 F-Awa03.03 F-Awa03.04 F-Dis09.01 F-Dis09.02 F-Dis09.03	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers Chapter Interim Election Report Incorporated Chapter Agreement Instructions for Chapter Bylaws File for Fed. EIN, Chapter Chap. Instructions for Inc. Process Chapter Bank Acct. Verification	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05 F-Inc02.06 F-Inc02.07 F-Inc02.09 F-Inc02.10 F-Inc02.11
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award Disciplinary Notice of Objection Witness Affidavit Statement of Charges Elections National Candidate Registration National Elected Delegate Reg Form	F-Awa03.02 F-Awa03.03 F-Awa03.04 F-Dis09.01 F-Dis09.02 F-Dis09.03 F-Ele05.01 F-Ele05.02	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers Chapter Interim Election Report Incorporated Chapter Agreement Instructions for Chapter Bylaws File for Fed. EIN, Chapter Chap. Instructions for Inc. Process Chapter Bank Acct. Verification Group Tax Exemption Req, Chap.	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05 F-Inc02.06 F-Inc02.07 F-Inc02.09 F-Inc02.10 F-Inc02.11 F-Inc02.12
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award Disciplinary Notice of Objection Witness Affidavit Statement of Charges Elections National Candidate Registration National Elected Delegate Reg Form At-Large Ballot	F-Awa03.02 F-Awa03.03 F-Awa03.04 F-Dis09.01 F-Dis09.02 F-Dis09.03 F-Ele05.01 F-Ele05.02 F-Ele05.03	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers Chapter Interim Election Report Incorporated Chapter Agreement Instructions for Chapter Bylaws File for Fed. EIN, Chapter Chap. Instructions for Inc. Process Chapter Bank Acct. Verification Group Tax Exemption Req, Chap. Chapter Policy Information	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05 F-Inc02.06 F-Inc02.07 F-Inc02.09 F-Inc02.10 F-Inc02.11 F-Inc02.12 F-Inc02.14
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award Disciplinary Notice of Objection Witness Affidavit Statement of Charges Elections National Candidate Registration National Elected Delegate Reg Form At-Large Ballot State & Chapter Rep Ballot	F-Awa03.02 F-Awa03.03 F-Awa03.04 F-Dis09.01 F-Dis09.02 F-Dis09.03 F-Ele05.01 F-Ele05.02 F-Ele05.03 F-Ele05.04	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers Chapter Interim Election Report Incorporated Chapter Agreement Instructions for Chapter Bylaws File for Fed. EIN, Chapter Chap. Instructions for Inc. Process Chapter Bank Acct. Verification Group Tax Exemption Req, Chap. Chapter Policy Information Request to Incorporate Ind. Chap.	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05 F-Inc02.06 F-Inc02.07 F-Inc02.09 F-Inc02.10 F-Inc02.11 F-Inc02.12 F-Inc02.14 F-Inc02.15
Fellowship Award Criteria National Award Nomination Cathy Keister Spirit of Exc. Award Disciplinary Notice of Objection Witness Affidavit Statement of Charges Elections National Candidate Registration National Elected Delegate Reg Form At-Large Ballot	F-Awa03.02 F-Awa03.03 F-Awa03.04 F-Dis09.01 F-Dis09.02 F-Dis09.03 F-Ele05.01 F-Ele05.02 F-Ele05.03	Chapter Inst. For Petition to Incorp. Chapter Petition to Incorporate Age Verification Form Chapter Checkoff List Duties of Chapter Officers Chapter Interim Election Report Incorporated Chapter Agreement Instructions for Chapter Bylaws File for Fed. EIN, Chapter Chap. Instructions for Inc. Process Chapter Bank Acct. Verification Group Tax Exemption Req, Chap. Chapter Policy Information	F-Inc02.02 F-Inc02.03 F-Inc02.04 F-Inc02.05 F-Inc02.06 F-Inc02.07 F-Inc02.09 F-Inc02.10 F-Inc02.11 F-Inc02.12 F-Inc02.14

Revised: 08/24/21 Last Reviewed: August 2021



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State Instructions for Petition State Petition to Incorporate State Filing for EIN Number Duties of State Officers State Interim Election Report Incorporated State Agreement State Instructions for Inc. Process State Bylaw Instructions State Bank Acct. Verification State Checkoff List	F-Inc20.17 F-Inc02.18 F-Inc02.19 F-Inc02.20 F-Inc02.21 F-Inc02.22 F-Inc02.23 F-Inc02.24 F-Inc02.25 F-Inc20.26
State Bank Acct. Verification State Checkoff List	F-Inc02.25 F-Inc20.26
State Group Tax Exempt App	F-Inc02.27

Membership

Application for Membership	F-Mem07.01
Change of Information	F-Mem07.02
Member Transfer	F-Mem07.03
New Member Transmittal	F-Mem07.04
Membership Renewal	F-Mem07.05
Transmittal Cover Sheet	F-Mem07.06
Deceased Member Notice	F-Mem07.07
Perm. Hospitalized Veteran App.	F-Mem07.08
Incarcerated Veteran Member App	F-Mem07.09
AVVA Web/Email Roster Access	F-Mem07.10

Miscellaneous - Bylaw Forms

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

Miscellaneous - P&P Forms

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

Programs

Homeless Grant	F-Pro08.01
VISTA Volunteer Hours	F-Pro08.03

Product Sales

AVVA Product Order Form F-Prd03.05