



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 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.

II. FORMS: Listing of Available Forms

<u>Administrative</u>			
BOD Motion Form	F-Adm06.01	Election Results Form (Unincorp.)	F-Ele05.06
BOD E-Motion Form	F-Adm06.02	Election Results – At-Large Rep	F-Ele05.07
Motion Vote Tally Form	F-Adm06.03	Voting Delegate Registration Form	F-Ele05.08
Sexual Harassment Agreement	F-Adm06.04	Election Sign-In Sheet	F-Ele05.09
Confidentiality Agreement	F-Adm06.05	Election Results (Incorporated)	F-Ele05.10
Conflict of Interest Agreement	F-Adm06.06	Oath of Office	F-Ele05.12
BOD Information Form	F-Adm06.07		
Code of Ethics Agreement	F-Adm06.08		
Document Retention Agreement	F-Adm06.09		
		<u>Finance</u>	
		Expense Reimbursement	F-Fin04.01
		Credit Card Expense Form	F-Fin04.02
		Request To Travel	F-Fin04.03
		VVA Special Advisor Report	F-Fin04.05
		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
		Benevolence Grant Application	F-Fin04.10
		<u>Incorporation</u>	
		Chapter Inst. For Petition to Incorp.	F-Inc02.01
		Chapter Petition to Incorporate	F-Inc02.02
		Age Verification Form	F-Inc02.03
		Chapter Checkoff List	F-Inc02.04
		Duties of Chapter Officers	F-Inc02.05
		Chapter Interim Election Report	F-Inc02.06
		Incorporated Chapter Agreement	F-Inc02.07
		Instructions for Chapter Bylaws	F-Inc02.08
		File for Fed. EIN, Chapter	F-Inc02.09
		Chap. Instructions for Inc. Process	F-Inc02.10
		Chapter Bank Acct. Verification	F-Inc02.11
		Group Tax Exemption Req, Chap.	F-Inc02.12
		Chapter Policy Information	F-Inc02.14
		Request to Incorporate Ind. Chap.	F-Inc02.15
		Incorp. Appeal Form, Chap. & State	F-Inc02.16



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State Instructions for Petition	F-Inc20.17
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 Instructions for Inc. Process	F-Inc02.23
State Bylaw Instructions	F-Inc02.24
State Bank Acct. Verification	F-Inc02.25
State Checkoff List	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 Req / 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
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