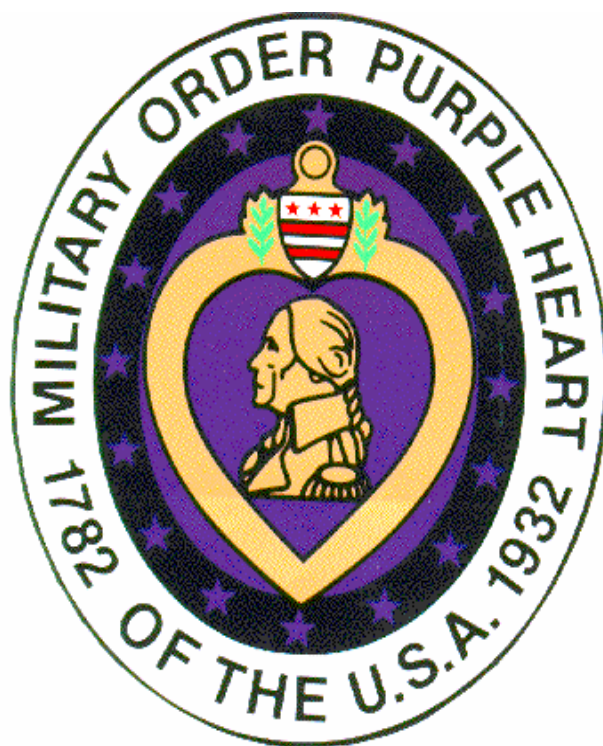


MILITARY ORDER OF THE PURPLE HEART

CHAPTER, DEPARTMENT & REGION

PROCEDURES MANUAL

July 2014



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Chapter, Department & Region Procedures Manual

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INTRODUCTION

Purpose

The purpose of this Manual is to provide supplementary information, not replace the Constitution and Bylaws of the Military Order of the Purple Heart (MOPH). While there may be some repetition of the Bylaws, those items are included so that the reader does not have to skip back and forth between documents. **Readers must be aware that the Bylaws are the final authority.**

Reference

Primary reference materials include:

- [Military Order of the Purple Heart Constitution, Bylaws and Ritual](#) (Copy provided in Chapter start-up kit and on MOPH web-site)
- *Military Order of the Purple Heart Web Site:* www.purpleheart.org
- *Robert's Rules of Order* (Copy provided in Chapter start-up kit) and available for sale from the Supply Room.

MOPH Forms and Documents

The connection between the MOPH Website and this Manual was refined so Patriots will be steered toward the most timely and useful information, maintained digitally. All MOPH and LAMOPH Forms and Documents can be found on our website, www.purpleheart.org, in various configurations, but all can be downloaded or transmitted. Most are in Adobe format – if your computer doesn't recognize the file type, you might need to [download Adobe Reader](#)- available on the website. Recommend that you go to the section and get familiar with what's available for future situations.

Comments Wanted

Your comments and any recommended changes on this manual are welcome and encouraged. And, as a matter of policy, you'll get feedback on all your inputs. Please send them to:

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♥ [HEARTBEAT: KEY ACTIONS FOR A SUCCESSFUL NATIONWIDE MOPH](#)

- **Keep Service to Veterans as your #1 priority in all that you do.**
- *Submission of scheduled reports – correct and on-time!*
- *Aggressive but enlightened recruiting of new members at every level.*
- *Report any embarrassing or potentially embarrassing development to the National Adjutant via the Department/Chapter Adjutant as soon as possible to permit appropriate administrative actions.*
- *Use of sound interpersonal management skills to maximize retention and performance of MOPH members.*

SECTION 1 -THE MOPH FAMILY

The Military Order of the Purple Heart (MOPH) family is composed of several entities, each with its own distinct and specific function, but all existing to serve its membership at large and all veterans, their families, dependents and survivors. There are two major components of the MOPH family and each is a separate corporation: [MOPH of the USA, Inc.](#) and the [MOPH Service Foundation, Inc.](#)

[MOPH of USA, Inc.](#) is composed of the following:

- [MOPH Headquarters](#) supports the National Adjutant in his day-to-day activities and processes, to include but not limited to, all national correspondence, membership applications (MOPH Life and Associate) and supply orders. National Headquarters also houses and supports the MOPH Financial Operations, Information Technology, MOPH website, Human Resources and the Scholarship/ROTC Programs.
- [MOPH National Service Program](#) provides direct tailored assistance to members and all other veterans in matters involving the Department of Veterans Affairs (VA). Using a network of National Service Officers (NSO), usually collocated with a VA facility, the National Service Program is the primary organization that provides the MOPH personal interface with our nation's veterans. The Service Program also works with the National Legislative Director on veterans' issues for Congressional action.
- [The MOPH Ladies Auxiliary](#) is an affiliated organization, with its own membership, that works closely with local MOPH Chapters in assisting, comforting and aiding distressed veterans and their dependents.

[The Military Order of the Purple Heart Service Foundation, Inc.](#)

(MOPHSF) was incorporated in the State of Wisconsin in 1957. MOPHSF's purpose and objectives are

- To raise funds for service, welfare and rehabilitation work in connection with the members of the Military Order of the Purple Heart of the U.S.A. (a Congressionally Chartered Veterans Organization), those who are eligible for membership therein, or any wounded, disabled and/or handicapped veteran, his widow, orphan or survivors.
- For the support and maintenance of liaison services in any or all offices of the United States Department of Veterans Affairs, soldier's homes or other administration of veteran's affairs wherever and whenever deemed necessary.
- For the support and maintenance of legislative service to advise and confer with the executive offices or bureaus and departments of the United States Government and Congressional committees or their members on any matters of interest and importance to disabled ex-servicemen and women and particularly such matters as may properly be the subject of legislation.
- To contribute such funds to the Military Order of the Purple Heart of the U.S.A. or to independently assist in providing such services as outlined above.

MEMBERSHIP

[\(Ref: MOPH Bylaws, Article II, "Application for Membership"\)](#)

Eligibility [Full Text in Chapter Membership Section---]

As stated in MOPH Bylaws, only recipients of the Purple Heart may be admitted to **full** membership. It is essential that all prospective members provide documentary proof of having received the Purple Heart and, if discharged, evidence of honorable service. A copy of a DD-214, DD-215, WDAGO 53-55, NAVPR-333, General Orders, Transmittal of Awards or other documentation specifying receipt of the Purple Heart are the preferred documents to be submitted with the application form.

♥ **Heartbeat:** *A copy of the documentation must be submitted to MOPH National Headquarters to support the membership application. DO NOT SEND ORIGINALS, but ensure the copies are LEGIBLE! If you cannot read them, you can be sure that we cannot either and your application will be delayed until we receive readable copies.*

The Purple Heart Certificate, **without award Orders Number on the bottom**, is not sufficient proof of the receipt of the Purple Heart. This proof may be accepted if additional documents (e.g., congressional letters, newspaper articles, etc.) are provided to substantiate receipt of the Purple Heart. Any non-standard or questionable form(s) of documentation are referred to the National Adjutant for review and final decision. If prospective members were wounded but not awarded the Purple Heart, they must have their service records corrected by their branch of service. MOPH National Service Officers (NSO) are familiar with procedures to assist in the process.

Recruiting New Members - A High Priority

How well we recruit new members will determine the life expectancy of MOPH. Department Commanders must make recruitment one of the Department's highest priorities. Each Department Patriot aggressively should seek out possible candidates and help them apply for membership. To assist this effort, Departments need to stock Membership Application pads, Windshield Recruiting Cards, and copies of SF-180 and DD-149.

You should assist prospective new members with completing his or her application by:

- Ensuring that they have a **legible** DD-214, *Certificate of Release or Discharge from Active Duty*, showing honorable discharge and award of the Purple Heart Medal.
- If they don't have a DD-214, help them fill out a SF-180, *Request Pertaining to Military Records*, so they can request one.
- If their DD-214 does not show award of the Purple Heart Medal and they claim that they were wounded in combat, help them complete a DD-149, *Application for Correction of Military Record*. This results in a DD-215, (*Correction to DD Form 214*) that can be submitted as evidence.

How to Get Supporting Material

Membership Application pads (NT 3420-1015) and **Windshield Recruiting Cards** (NT 3420 -1012) can be ordered from the MOPH website under the Americanism Program. For downloadable and fillable Form [DD 149](#) and [SF-180](#), click on the highlighted text.

♥ **Heartbeat:** Be sure to have them submit both the DD-214 and DD-215 with their application to certify honorable discharge and award of the Purple Heart Medal.

OVERVIEW:

CHAPTER, DEPARTMENT AND REGION OFFICERS

Overall Guidance

Does Your Effort Support The Veteran?

One basic guidepost for all MOPH activities, whether by a Region, Department or Chapter Officer, is that it must provide direct or indirect support to veterans. If whatever is being done can be audit-trailed back, through whatever layers, to the needs of the veteran, the action is on safe ground.

Volunteers Are Vital to MOPH

MOPH is primarily a volunteer organization. Other than a veneer of an administrative staff and National Service Officers, everyone else in the Order is a volunteer. That means the Order's leaders are working in a very different management world where accomplishments will depend more on interpersonal skills, than on the authority that a superior enjoys in the military or commercial world. When selecting and processing staff officers, "commitment" should be emphasized at the top of the process. Once a Patriot accepts an elected or appointed administrative or leadership position in the Order, we must assume he or she is making the commitment to do more than the average volunteer. This should be made clear before the position is assumed. Patriots need to be held to their commitments.

One important technique in working with volunteers is to give a time-consuming or difficult job to several staff members so as not to overwhelm and discourage any one person. It will cost more management time, but the job will get done without burning up assets. See [Managing Volunteers](#)

Goals Guide Success

Commanders at all three levels, particularly at Department and Chapter, should develop two or three sound goals for their operations, based on both local and national priorities. Goals are a vital part of management to help in focusing team efforts. And when a goal is established at one level, it must be passed to the level below for coordinated execution. Some goals are constant – like recruitment and retention. Others are event driven – a conference or a charitable event. But all require planning and timely execution.

Ensuring Email Distribution

MOPH HQ now sends its general communications for the Order to every MOPH member with an email address. Commanders need to identify one member who will screen those messages and make sure members without computers see copies, perhaps on a clipboard available at meetings. You need to make certain your internet provider will accept emails with attachments by adding communications@purpleheart.org and memberships@purpleheart.org to your address book so you won't miss any important information.

Public Relations

Each commander should appoint a PR coordinator to develop and execute a public relations plan designed to make the Chapter or Department better known within the community that it serves, thus increasing the public's awareness of MOPH. See [Appendix B](#) for detailed guidance.

Secure Storage for MOPH Documents

Commanders should take reasonable practical measures to safeguard MOPH related documents, particularly papers that deal with personnel or financial matters. An inexpensive lockable two or four drawer file cabinet should suffice to provide protection at a privacy level and be light enough to move if necessary. Location of the file cabinet will also affect its security. Many MOPH organizations meet in VFW, American Legion, or other veteran fraternal facilities and can keep their file cabinets on site, preferably behind a lockable door. For commanders who keep their documents at home, the file cabinet will facilitate storage and retrieval.

Tips for Keeping Good Records:

- Normally, tax records should be kept for three years;
- Records you should keep include bills, credit card and other receipts, invoices, mileage logs, cancelled, imaged or substitute checks, proofs of payment and any other records to support deductions or credits you claim on your report.
- Auditors' Reports: Should be in a permanent folder;
- Articles of Incorporation; Bylaws; Contracts and Agreements, legal correspondence and minutes of Meetings: Should be in a permanent folder and filed chronologically.
- For information on what kinds of records to keep, to the IRS website at irs.gov or by calling 1-800.TAX-FORM (1-800-829-3676)
- See [Appendix OO](#) for a list of Records and recommended retention periods. The retention periods are recommended and may be modified to fit the needs of a specific Department or Chapter.

Annual Reports Summary

The Finance Report

Annual Finance Report is one of the most important forms that you must submit – complete and on time. A common error is not attaching your IRS Form 990 receipt. Also, it is one of the forms that we must have for you to be eligible for the Chapter or Department Life Membership Rebate.

Chapter Finance Officers prepare a yearly Financial Report that covers the fiscal year May 01 to April 30, sending the original to MOPH Headquarters no later than 31 May, with a copy to the Department Finance Officer. Keep a copy in the Chapter files.

Department Finance Officers also prepare a yearly Finance Report for the period May 01 to April 30, sending the original to MOPH Headquarters no later than June 30. Keep a copy in the Department files.

Region Commanders have no formal reporting requirements at this time, but should be responsive to any requests for financial information by the National Junior Vice Commander or the National Adjutant.

IRS Form 990-N (e-Postcard) (Incomes less than \$50,000)

Chapters and Departments must file this **annual** electronic report to IRS to maintain their tax exemption status. [Appendix F](#) has background and details on filing the report and you can find FAQ's on 990's at www.purpleheart.org. Rest your cursor on "Members" at top of the home page, slide down and click on "Download Forms and Documents," look under "Most Popular" and click on "Form 990-N (e-Postcard)."

IRS Form 990EZ & 990 (Incomes more than \$50,000)

Form can be submitted in hard copy or by e-file. To e-file, go to the Urban Institute (<http://efile.form990.org>) which provides free e-file services for organizations reporting gross incomes of less than \$100,000. To verify 990 reporting, go to www.guidestar.org and establish log-in procedures.

Welfare Reports

Chapter and Department Welfare Officers must submit annual reports on welfare activities to the National Welfare Officer: Chapters by May 31 and Departments by June 30. For a form that you can complete and print for submission, go to www.purpleheart.org, rest your cursor on “Members,” slide down and click on “Download Forms and Documents,” go to “Blank Chapter and Department Forms,” and open “Welfare Form.”

Life Membership Rebates

Departments and Chapters receive rebates annually for all eligible Life Members on record as of 30 June which go into the Department/Chapter general funds. Life Members must be verified annually by 1 October, using the roster sent in July and results reported on the Life Member Verification Report. The per capita rebate payment is based on the investment income of the Life Membership Fund. The current per capita rebate disbursement is 50% to the Department and 50% to the Chapter.

Audits and Inspections Summary

Department Inspectors now only submit one letter form report to the National Inspector by June 15. See the revised [Finance and Inspection Guide](#) on the MOPH website for a sample report.

Department inspection reports are no longer forwarded but retained by the Department Adjutant for seven years.

Chapter Trustees still must make semi-annual audits in June and December and report results to their Chapters as directed by the Bylaws, but no longer forward them to the National or Department Inspector. Audits will be retained by the Chapter Adjutant.

National Inspector submits his *Annual Report for the Convention Delegate Book* to the National Adjutant on July 1.

The National Inspector issues the *MOPH Finance and Inspection Guide* that details the responsibilities of action officers at each level. Recommend all Trustees and Inspectors download this guide for ready reference. Go to www.purpleheart.org, rest cursor on “Members” at top of home page, slide down and click on “Download Forms and Documents,” look under “Headquarters Forms,” and click on *Finance and Inspection Guide*.

Tax Exempt Status of MOPH

MOPH is tax exempt under (IRS) Section 501(c) (19) for Veterans’ Organizations.

IRC Section 170(c) (3) permits contributions to Veterans’ Organizations and allows MOPH to receive tax deductible contributions from individuals, businesses and other donors.

If asked about its tax exempt status, a Chapter or Department should respond that they are tax exempt as a Veterans’ Organization under the provisions of IRS Section 501(c) (19) of the Internal Revenue Code. See [IRS determination letters](#) for MOPH/LAMOPH for confirmation of tax exempt status.

Use of Purple Heart or MOPH Logo

Purple Heart Medal

“Replicas or facsimiles of the formal *Purple Heart* symbol, as awarded by the Government, shall not be made, caused to be made, or used in any manner that would tend to degrade the award or permit any commercial use thereof.” This means that the historic formal symbol can only be used for official papers, ceremonial flags, and other formal MOPH purposes. Any other use must have prior approval of the National Adjutant.

MOPH Logo

The Purple Heart Logo, while also an authorized symbol of the Order, was created for use on such items as calendars, mugs, clothing, note pads, conference materials, briefing slides, etc. The Purple Heart Medal cannot be used on such items, but it can appear on the personal stationary of a Patriot as he or she was awarded the medal. Keep the National Adjutant advised when you plan to use the MOPH logo on a product – send him an email or letter, prior to purchasing the item/s that provides:

- Purpose for producing item – fundraising, internal use, distribution to VA hospitals, etc.
- Description of the item, including any lettering.
- Number to be produced.
- Cost per item.
- Distribution of item.
- Source (in case other units wish to purchase).

Logo/Approval Process for 3d Party Involvement [From “Fundraising,” in **Finances and Property:**]

- Notify the National Commander, National Adjutant, National Judge Advocate, and the Chairman of the National Finance Committee (all contact information is in the [Purple Heart Magazine](#)) as to all the details (purpose of the fundraising, date/s, place, and any other information of interest to the Finance Committee) and
- Receive a letter from the National Commander or National Adjutant certifying that a majority of the National Finance Committee approved such a fundraising project.
- If you DO NOT receive a response at the end of 60 days, consider your request approved unless otherwise notified.

MOPH Emblem Policy

[See Appendix I for the National Commander’s statement on MOPH Emblem Policy:]

ARTICLE XV, Section 11 (Use of Purple Heart) provides guidance on the use of replicas and facsimiles of the Purple Heart, as well as some guidance on the use of the MOPH emblem. The guidance on the use of the emblem, however, is lacking in specific detail.

“Section II – USE OF PURPLE HEART

A. Replicas or facsimiles of the Purple Heart Medal as awarded by the Government of the United States shall not be made, caused to be made, or used in any manner that would tend to degrade the award, or permit any commercial use thereof.

B. Replicas or facsimiles may be used only for official papers of the Corporation or subordinate units thereof. All other uses of the Purple Heart must have prior approval of the National HQ.

AWARDS (General) ([Details in Appendix O](#))

The National Commander and The National Adjutant consider the MOPH awards program to be absolutely essential to maintaining high morale of MOPH members and recognizing community leaders and members of the Congress for their unique support of MOPH.

NEC: Top Administrative Body Summary

[\(Ref: MOPH Bylaws, Article XI Section I0 provides specific information regarding the National Executive Committee\)](#)

[Full details in Section 4; NATIONAL EXECUTIVE COMMITTEE \(NEC\)](#)

The NEC is the top administrative body of MOPH, executing policy, making key economic decisions in the budgetary and personnel areas, and dealing with serious ad hoc operational and management issues. The current NEC meets just before the National Convention and the new NEC meets just after the Convention to ensure continuity. The NEC can also meet in between Conventions as specified in the Bylaws. The avenue for Region, Department and Chapter Commanders to get important issues before the NEC is via the established chain of command – Chapter to Department to Region to the National Adjutant.

Processing Resolutions and Amendments

One key function of the NEC is to process resolutions and amendments forwarded by the National Adjutant and voted on by the members of the National Convention. These documents are the only mechanisms that can generate real change to the existing Bylaws.

LADIES AUXILIARY, LAMOPH

[\(Ref: MOPH Bylaws, Article XVI, provides specific information on the Ladies Auxiliary\)](#)

The Ladies Auxiliary Military Order of the Purple Heart of the USA, Inc., is subject to the terms and conditions as set forth in the Congressional Charter of the MOPH and subject to the various restrictions and limitations as set forth in the Ladies Auxiliary Constitution Bylaws, Rules and Regulations as adopted at their 1959 National Convention.

The objectives of the Ladies Auxiliary are patriotic, fraternal, historical and educational, to preserve and strengthen friendship among its members, to perpetuate the memory of Purple Heart deceased, to maintain true allegiance to the Government of the United States and fidelity to its laws. It is the responsibility of each Ladies Auxiliary Member, Unit or Department of the Ladies Auxiliary to assist Chapters and Departments of the MOPH in emphasizing those principles of historical significance - AMERICANISM and LOYALTY - which are the cherished inheritance of every American.

For information on LAMOPH Membership and Associate Membership requirements, contact the LAMOPH Membership Officer listed in the LAMOPH section of your current [Purple Heart Magazine](#). A fillable application form for LAMOPH is on the MOPH website that can be completed and downloaded.

LAMOPH Reporting Requirements

Most of LAMOPH's annual reporting requirements can be found at www.purpleheart.org, Go to "Purple Heart Family" and click on "Ladies Auxiliary." The reports are designed to keep MOPH leadership informed on Ladies Auxiliary activities to ensure a fused, coordinated record of MOPH's goals. Each form contains the due date and designated recipient of the report and can be downloaded for completion.

In addition to the reporting requirements found at www.purpleheart.org, the National Secretary of the Ladies Auxiliary has the following three reports, all submitted to the National Adjutant:

- **Annual Report** as of 30 June, submitted no later than July 31, that contains:
 - A detailed list of Departments and Units showing number added, reinstated, reorganized and Charters forfeited.
 - The total membership, showing: increase or decrease.
- **Complete Financial Report** as of 30 June, submitted no later than July 31.
- **Complete list of elected and appointed LAMOPH officers** within 15 days after close of the National Convention for publication in *Purple Heart Magazine*.

SECTION 2 - MOPH CHAPTERS

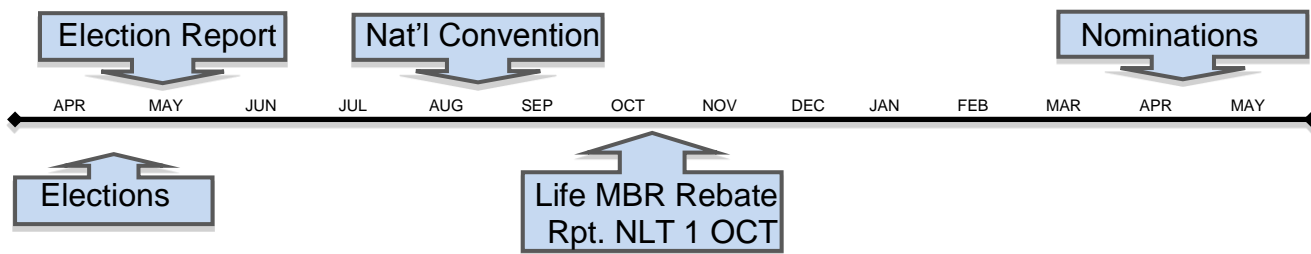
[\(Ref: MOPH Bylaws, Article I, National Organization, provides specific information regarding Chapters, Departments and Regions\)](#)

GENERAL

This section begins with the Chapter, just as where the majority of MOPH activities also begin. It could be said that the rest of the organization – Departments, Regions and Headquarters' Staff all have primary missions of supporting the Chapters in every way possible.

Key Time Line for Chapters:

Prompt and accurate reporting by Chapters on their activities is critical to cohesive support from higher echelons.



Chapter and Adjutants are encouraged to download the document [Key Filing Dates](#). The various suspense dates can then be added to Chapter and Department activity calendars.

Election Reports by Chapters

[\(Ref: MOPH Bylaws, Article V, Section 4C Adjutant & Article VIII Section 4A Adjutant\)](#)

Election Reports must be submitted to MOPH National Headquarters by the due date and are crucial to the success of a Department or Chapter. A timely, accurate Election Report is the criteria for dues rebates, votes at Conventions and other matters.

NO ELECTION REPORT = NO REBATE MONEY!!!

NO ELECTION REPORT = NO VOTE !!!

Election Report Distribution and Due Date

Chapter Adjutant will report results of an annual election immediately following installation, using the [Chapter Election Report form](#) that can be downloaded from www.purpleheart.org. **(Ensure the form is signed and dated)**

Distribution and Due Date: National Adjutant: Original - no later than June 30;
Department Commander: information copy; Chapter Adjutant: File copy

CHECKLIST FOR CHAPTERS

DEADLINES	REPORT/DOCUMENT
15 th Day of the 5 th Month following end of org's taxable year	IRS 990 Filing due for DEPARTMENT & CHAPTER -990-N electronic filing for DEPT & CHAP < \$50,000 gross receipts -990-EZ or 990 for DEPT & CHAP not qualified to file 990-N Example: 16 Sep (for fiscal year ending Apr 30). Can file as soon as May 1. <i>Submit proof of IRS approving 990 filing with Finance Report.</i>
Feb 01	March-April PH Magazine Deadline ("Deadline" refers to date received by the Editor, no date postmarked by USPS)
Feb 28	HQ updates all reporting forms on website
Apr 01	May-June PH Magazine Deadline
Apr 30	CHAPTERS submit Patriot of the Year Nomination to Departments
May 31	CHAPTERS submit Election*, Finance*(include Property List if required), Americanism & Welfare Reports. (*Critical Reports)
Jun 01	July-August PH Magazine Deadline
Jun 30	CHAPTERS & DEPARTMENTS submit Resolutions and Amendments to National Adjutant for consideration by National Convention
Jul 1 – Jun 30	Fiscal Year, Membership Recruiting and Membership Accounting
Aug 01	September-October PH Magazine Deadline
Aug	MOPH National Convention (Usually week with Aug 7 included)
Sep 15	Invoices for Mailing Labels sent to CHAPTERS who have standing orders. Orders for labels also are processed on an ad hoc basis
Oct 01	CHAPTERS & DEPARTMENTS submit Life Member Verification Forms (Verified as of Jun 30)
Oct 01	November-December PH Magazine Deadline
Nov/Dec	LM Rebate checks sent to CHAPTERS & DEPARTMENTS
Dec 01	January-February PH Magazine Deadline

*Chapters and Departments which have NOT Submitted Current validated Election Report and Finance Report (includes the IRS 990 Form Filing Receipt and Property List, if required) will NOT qualify for Delegates at National Convention and will NOT be paid LM Dues Rebates!

CHECKLIST FOR CHAPTERS

- | | | |
|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | 1 April | MAY-JUN PH Magazine “Deadline” refers to the date received by the Editor; not date postmarked, USPS, containing the material |
| <input type="checkbox"/> | April 30 | CHAPTER PATRIOT OF THE YEAR - (Report/ Selections Due at Department Commander prior to Department Convention |
| <input type="checkbox"/> | April thru 31 May | CHAPTER ELECTIONS * - (Election Reports Due at National upon Installation of Officers; Not Later than 31 May) |
| <input type="checkbox"/> | 31 May | CHAPTER Report Forms due (Election, Finance*, Property List if required, Americanism, and Welfare) |
| <input type="checkbox"/> | April- May | CHAPTER PATRIOT OF THE YEAR - (Report/ Selections Due at Department Commander prior to Department Convention |
| <input type="checkbox"/> | 1 June | JUL-AUG PH Magazine “Deadline” refers to the date received by the Editor; not date postmarked, USPS, containing the material |
| <input type="checkbox"/> | 1 JUL – 30 June | Fiscal Year, Membership Recruiting and Membership Strength Accounting |
| <input type="checkbox"/> | 2nd Week in July | Complete Roster of Members as of June 30 Sent to CHAPTER |
| <input type="checkbox"/> | Upon Roster Receipt- | CHAP Contact All Life Members on Partial Payment Plan |
| <input type="checkbox"/> | 1 Aug. | SEP- OCT PH Magazine “Deadline” refers to the date received by the Editor; not date postmarked, USPS, containing the material |
| <input type="checkbox"/> | Week with 7 th Aug. | NATIONAL CONVENTION- All are encouraged to attend the Convention which is the gathering of the Corporation of the MOPH, USA, Inc. |
| <input type="checkbox"/> | 2nd Week in Sept. | Annual Mailing Labels Invoices Sent to CHAPTER on order list. |
| <input type="checkbox"/> | 15 Sept. | IRS 990 Form filing due for CHAPTER & DEPARTMENT <ul style="list-style-type: none"> ■ 990 N electronic filing for holdings of < \$50,000 in Gross Receipts ■ 990 or EZ filing for CHAP/DEPT not qualified to file the “N” form ** |
| <input type="checkbox"/> | 2d Week Nov. of 30 June) | LM Rebates Sent to DEPT & CHAP (for verified LMs as |

- 1 Oct. NOV- DEC PH Magazine “Deadline” refers to the date received by the Editor; not date postmarked, USPS, containing the material
- 1 Dec. JAN- FEB PH Magazine “Deadline” refers to the date received by the Editor; not date postmarked, USPS, containing the material
- 2d Week Jan. Complete Roster of Members as of 31 DEC Sent to CHAPTERS
- 1 Feb. MAR- APR PH Magazine “Deadline” refers to the date received by the Editor; not date postmarked, USPS, containing the material
- 4th Week Feb. [Report Forms Update on Website](#) - (Election, Finance, Americanism, VAVS, Welfare & LM Verification)

Voting Procedures by Chapters

[\(Ref: MOPH Bylaws, Article VI, Delegates to Conventions & Article VII, Departments, Sections 3, 6 & 12\)](#)

Chapter Commanders are responsible to enforce the voting procedures included in the MOPH Bylaws. Chapter Commanders should ensure that delegates are selected who then represent their Chapter and vote at the Department Convention (1 for each 12 active members or a major fraction thereof in good standing in the Chapter at the time of the election). Chapter Commanders must remain vigilant in following the MOPH Constitution and Bylaws as referenced above and engage all members in good standing.

Chapter Elections

[\(Ref: MOPH Bylaws, Article IV, Section 3, Election\)](#)

Election of Chapter officers is **held in April/May of each year**, and installation of newly elected and appointed officers is no later than May 31 of that year. **Due notice of such election must be mailed to all active members in good standing at least two weeks prior to the date of the election meeting.** Both elected and appointed officers may succeed themselves if properly elected or appointed in accordance with Chapter Bylaws.

Definition of an Active Member in Good Standing: Any eligible Purple Heart recipient who has paid his or her dues and is not delinquent is considered to be an active member in good standing and eligible to vote on Chapter issues. The term “Active Member” is not based on a member’s participation in Chapter activities, but on his membership fee status.

Although not permitted to vote, recommend that your **Associate Members** also be notified as a courtesy and an action to promote their involvement and participation in Chapter activities.

The MOPH Bylaws establish elected and appointed Chapter officers as follows:

Elected by Chapter Members	Appointed by Commander
Commander	Adjutant
Senior Vice-Commander	Service Officer
Junior Vice-Commander	Welfare Officer
Finance Officer	Americanism Officer
Judge Advocate	Historian

Sergeant-at-Arms	Chaplain
Trustee 1Yr.	Surgeon
Trustee 2Yr	Color Bearers
Trustee 3Yr	Bugler

♥ **Heartbeat:** Forms for both the Chapter and Department election results can be found on the MOPH website, www.purpleheart.org. (Go to www.purpleheart.org, rest cursor on “Members,” slide down and click on “Download Forms and Documents” and click on “Chapter Election Form” or “Department Election Form” under “Blank Chapter and Department Forms.”)

Register with Appropriate State Authority

Recommend that Chapters register with the appropriate State authority, usually the Secretary of State or the Attorney General, to document officially your presence in the State and comply with any regulations pertaining to non-profit, charitable organizations. Fees are usually based on the amount of contributions received, so most MOPH Chapters probably will fall into the exempt or very low fee category.

For ease in registering, go to www.multistatefiling.org where you'll find details on using the *Unified Registration Statement* (URS), now accepted by many states. The URS attempts to consolidate information and data requirements of all states that require registration of non-profit organizations performing charitable solicitations within their jurisdictions.

Staying on the first page of the website, you can check your state's requirements by scrolling down to the multi-colored map and clicking on your state. To get a copy of the URS for submission, go to *FOR PRINTING THE URS* and click on “Open the PDF Version of the URS by using this link.”

♥ **Heartbeat: Chapter Commanders / Adjutants:** Please use *Department/Chapter/Election Finance/990 Tracking System* to track submissions of Election, Finance, and 990 Reports. **Go to:** www.purpleheart.org/Members/ReportTracking.aspx which will bring up your log in screen. Log in and you'll see the **System**. **Click on embedded hyperlink above.**

Chapter Commander and Staff

(Ref: MOPH Bylaws, Articles IV and V, “Chapters and Duties of Chapter Officers”)

The Bylaws contain detailed guidance on Chapter operations and the duties of its Commander and staff, but here are some practical ideas on how to better manage your assets. While all the staff positions are important to the sound operation of a Chapter, some are more critical and are addressed below.

Commander

Of all the officers in MOPH, from top to bottom, the Chapter Commander probably is the most important to the overall success or failure of the Order. Chapters are the level where recruiting is most viable and where many significant services to the veteran are initiated and maximized. Your formal responsibilities are outlined in the *Bylaws*, but here are some practical measures that you can take for more effective administration of your Chapter:

Chapter Administration

- *Create Job Folders.*

Create a folder that names each position and describes in bullet point format the responsibilities of that position. Using the Bylaws and your local situation, create a detailed job description and adapt it to your particular organization. For example, a Chapter may require more of a Junior Vice Commander (JVC) than is listed in the Bylaws. If the JVC is responsible for chairing the Founder's Day Dinner, then list that as one of his specific responsibilities.

Publish this folder and give a copy to each officer so that all know the duties and responsibilities. Give each officer a three-ring binder for storing documents used to perform his job that can be passed on to his successor.

- *Create a calendar.*

Design a calendar of events for your Chapter that includes national holidays, local events and dates important to your interaction with Department, Regional, and National offices (report due dates, staff visits, etc.).

- *Chapter Newsletter.*

Publish a monthly or quarterly newsletter for your members that provides information important at the Chapter level – such as schedule of meetings, family news – deaths, births, promotions, etc., member awards and recognition, announcements of Chapter social events, and biographical information on new members. It can be simple or as elaborate as the Chapter expertise and resources allow. To minimize effort in distribution, send it by email to all who have internet access and then mail hard copies to those without computer access. Always run off a few extra copies when printing to have some on hand at your next meeting for those who missed getting them, or to give to new or prospective members. Newsletters also can be great recruiting tools.

- *Meetings.*

Have regular meetings of Chapter officers to cover current activities and upcoming events. At meetings, whether just for the officers or for the entire Chapter, use common sense on the frequency – only schedule them if needed. Some locations will have a relatively low level of activity and thus will need fewer meetings. Others will need more to handle higher activity.

♥ **Heartbeat:** Chapters should meet on a monthly basis, but be open to rescheduling a meeting if circumstances dictate. Remember - a quorum is five members in good standing!

- *Document Meetings*

Keep accurate records on each meeting, particularly when action items are determined and assigned. These notes can be used as ticklers to ensure action is completed.

Recruiting New Members - A High Priority

How well we recruit new members will determine the life expectancy of MOPH. Chapter Commanders must make recruitment one of the Chapter's highest priorities. Each Chapter Patriot aggressively should seek out possible candidates and help them apply for membership. To assist this effort, Chapters need to stock Membership Application pads, Windshield Recruiting Cards, and copies of SF-180 and DD-149.

You should assist prospective new members with completing his or her application by:

- Ensuring that they have a **legible** DD-214, *Certificate of Release or Discharge from Active Duty*, showing honorable discharge and award of the Purple Heart Medal.
- If they don't have a DD-214, help them fill out a SF-180, *Request Pertaining to Military Records*, so they can request one.
- If their DD-214 does not show award of the Purple Heart Medal and they claim that they were wounded in combat, help them complete a DD-149, *Application for Correction of Military Record*. This results in a DD-215, (*Correction to DD Form 214*) that can be submitted as evidence.

How to Get Supporting Material

Membership Application pads (NT 3420-1015) and **Windshield Recruiting Cards** (NT 3420 -1012) can be ordered from the MOPH website under the Americanism Program.

DD Form 149 can be downloaded by clicking on this link below or typing the link into your browser:

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0149.pdf>

SF-180 can be downloaded by clicking on the link below or typing the link into your browser:

<http://www.archives.gov/research/order/standard-form-180.pdf>

♥ **Heartbeat:** Be sure to have them submit both the DD-214 and DD-215 with their application to certify honorable discharge and award of the Purple Heart Medal.

Guidance on Applying for MOPH Service Financial Grants

There's a new form, *Service Foundation Grant Request Form*, that details how Chapters and Departments can apply for a Service Foundation financial grant to support unit projects. Requests will be considered once a year at the Foundation's May mid-year meeting. The submission period for requests begins January 1 and ends April 1. You'll find the form under "Download Forms and Documents" on the MOPH Website. Read the last page on Policy before completing the form as it contains submission instructions via the chain of command.

The Foundation's personal hardship grant program for individuals is suspended until further notice. Check the Foundation's website for any updates: www.mophsf.org.

Hosting a Department Convention

Your Chapter could be selected to host a Department Convention, a very important evolution for both the Department and your Chapter. (See **Meetings & Conventions** below for detailed guidance.)

Americanism Program

Chapter Commanders support this vital program of MOPH by appointing a Chapter Americanism Officer (AO) who will coordinate his activity with the Department AO and report to the National AO. (See Appendix AA)

Chapters must submit an annual **MOPH Americanism Report** by June 15. For a fillable form, go to www.purpleheart.org, rest cursor on “Members,” slide down and click on “Download Forms and Documents,” and click on “MOPH Americanism Report” under “Blank Chapter & Department Forms.”

Purple Heart Trail Program Support

Chapter Commanders will be working with the Department Commander on growing the *Purple Heart Trail* system – see Appendix T. Your grassroots perspective and any state level government connections will be invaluable to this program. Recommend you appoint one of your members to be the Chapter *Purple Heart Trail* Coordinator to work with the Department and National Trail Coordinators.

First Responder Program Support

Although no longer a National Program, Chapter Commanders are urged to appoint a member as Program coordinator to work with his Department counterpart.

Senior Vice Commander

In addition to whatever duties assigned by the Commander, recommend that this officer be responsible for the Chapter’s recruiting effort, a most important function that directly impacts on MOPH’s viability. New members must be added to our rolls, not only to sustain but to increase our service to veterans. How can he do this?

- Lead a discussion on recruiting at a Chapter meeting and get the entire unit on board to assist in the effort.
- Have a mechanism to collect and store data on possible new recruits.
- Form three member teams to systematically gather data for new recruits in the Chapter’s geographic area.

Junior Vice Commander

In addition to other duties assigned by the Commander, recommend this officer be responsible for the Public Relations Plan and its execution. See Appendix B for detailed guidance. Success in the area of public relations has a significant impact on the recruiting and fundraising activities of the Chapter.

Chapter Service Officer

The Chapter Service Officer (CSO), with guidance from the Department Service Officer (DSO), the National Service Director (NSD) and working with the accredited MOPH National Service Officer (NSO) located near his Chapter advises and assists veterans and their dependents with claims for benefits from any government agency and assists veterans in securing suitable employment.

There is, however, a distinct difference in the responsibilities of a CSO and the NSOs who are **accredited** veteran service organization representatives. The CSO shall advise and assist veterans, their dependents, and survivors in the technical preparation and submission of their claims for

benefits from the VA directly to the NSO. The CSO shall also assist the veteran in securing suitable employment.

Other duties may include: keeping informed about benefits for veterans and their families; protecting and keeping confidential members' records, making periodic reports of service activities to the Chapter Commander; and coordinating activities with the Department Service Officer (DSO).

The NSD is overall responsible for the Military Order of the Purple Heart's Service Programs. The NSD publishes all National Service Program policies and procedures and is responsible for the training and accreditation of its NSOs.

There is a distinct difference between the responsibilities of CSOs and the NSOs. NSOs are **accredited** veteran service organization representatives while CSOs are not.

Power of Attorney (VA Form 21-22)

In order to highlight the importance of this issue, the Power of Attorney (POA) section intentionally has been placed before listing the responsibilities of the Chapter Service Officer. The VA Form 21-22 (Appointment of Veterans Service Organization as Claimant's Representative) is used by the VA to recognize which Veteran Service Organization is the organization of record to represent the veteran's claim. The POA must be completed and signed by the veteran/claimant. The DSO or CSO may **only** assist a veteran in completing the POA and forwarding the POA to the NSO. The POA will be accepted as "in effect" only by an **accredited** NSO. **Under no circumstances** will a DSO or CSO accept a POA from any veteran for the purpose of representing the veteran and his/her claim(s) with the Department of Veterans Affairs. The matter **must** be referred to an accredited NSO. There are circumstances when the NSO may, for good and sufficient reason, reject the veteran's POA.

♥ **Heartbeat:** Current contact data for your nearest Accredited NSO is in the *MOPH National Service Program Staff Directory*, located on the MOPH website, www.purpleheart.org, under "Members"/"Download Forms & Documents"/"MOPH Forms Directory."

Duties and Responsibilities

The CSO is the front line contact for most veterans in the community. Many times this is the first contact a veteran or the family member of a veteran has with an established service organization. Some of the duties of the CSO include:

- Provide information regarding the veteran's claim process.
- If trained, assist veterans in filling out a Veterans Application for Compensation and/or Pension (VA Form 21-526).
- Provide information regarding local VA healthcare facilities.
- Assist veterans in preparing a Request for Health Benefits (VA Form 10-10EZ).
- Provide assistance to widows, children, and survivors of deceased veterans.
- Assist veteran with obtaining a request for his/her DD 214 or DD 215 Form.
- Provide name, address and phone number of the local National Service Officer.
- Preparation of Chapter Service Officer Report.

The Chapter Service Officer is important to the success of the MOPH Service Program, but it is important that the CSO appreciates the limited role they play in assisting veterans with the VA claims process. Some CSOs do not have sufficient training, certification or accreditation to do more than refer a veteran to a NSO to meet his or her needs. A CSO should **never formally accept** a Power of Attorney (VA Form 21-22, Appointment of Veterans Service Organization as Claimant's Representative), promise a veteran a specific outcome on a claim, or promise a veteran a time frame for a claim to be adjudicated by the VA. The matter **must** be referred to an accredited NSO. It is imperative that the CSO contact the NSO as soon as a veteran client is identified. The NSO **MAY** be able to file immediately an informal claim with the VA, securing a "date of claim" sooner, rather than later.

Recommend that CSO's read and/or download the **Department and Chapter Service Officer Handbook** located on the MOPH website under "Service Program Forms" for additional guidance.

Chapter Trustees

The Chapter Trustees play a pivotal role in the audit and inspection requirements of the National Inspector as well as performing other duties assigned by the Chapter Commander. See the section titled **Audits and Inspections** for details on their duties.

CHAPTERS:

A Chapter in Good Standing

A Chapter must have a minimum of twelve (12) members in good standing and three (3) officers; Chapter Commander (elected), Finance Officer (elected) and Adjutant (appointed).

Forming a New Chapter

- A Chapter may be formed on the application of twelve (12) or more individuals eligible for active membership in MOPH. Current members who reside in the vicinity of the new Chapter but belong to another Chapter farther away may be invited to join the new Chapter and may be Charter members in the new Chapter.

♥ Heartbeat: This start up number of 12 eligible individuals may include transfers when their transfer forms are approved.

- The Department Commander must grant permission to start a Chapter when the Chapter is in a state that is a Department. Permission must be granted by the Region Commander if the state is not a Department.
- The Charter application must be signed by the Department Adjutant if the state is a Department. If the State is not a Department, the Region Commander must sign the Charter application.
- A member forming a new Chapter is designated as the *Organizer*. A *Starter Kit* is sent to the *Organizer* by the MOPH National Headquarters when **written** permission is granted by the Department or Region. The kit includes a Charter Application, Election Report, Brochures, Transfer Forms, Deceased Reports, Bylaws, Robert's Rules of Order, Form SS-4 for Federal Tax ID number, Supply List, Supply Order forms, Recruiting and Advertisement materials, Life Member Applications and a copy of the current Purple Heart Magazine.

- The new Chapter must obtain a Federal Tax ID Number (*Federal Employer Identification Number* or FEIN), using the IRS Form SS-4 from the *Starter Kit* or by applying online at the IRS website: (<https://sa1.www4.irs.gov/modiein/individual/index.jsp>). Departments and Chapters may not use Tax ID Number of MOPH National Headquarters or the Tax ID Number of any other Department or Chapter. When applying for a Tax ID Number, use the MOPH Group Exemption Number (GEN 1495) indicated on the sample form when applying. **It is critical to report your Tax ID Number to Membership Department of MOPH Headquarters when received from IRS.**

♥ **Heartbeat:** If you don't report your EIN to MOPH Headquarters Membership, you will NOT be included under the MOPH umbrella as a tax exempt organization. **And you will not be able to file the 990N until your EIN is recognized as tax exempt.**

- A number for the new Chapter will be assigned by National Headquarters. Once the number is assigned and the Chapter is chartered, the Chapter number is not used for any other location and there can be no duplication of Chapter numbers.
- Chapters must choose a name. Recommend that you form a small committee to research and recommend appropriate names for the membership to consider. The name could be combat-related, a geographic location, or the name of a deceased local hero which would foster closer relations between the Chapter and its host community. If you choose a deceased person, written permission to use his or her name must be obtained from the closest relatives. No Chapter can be named after a living person.
- The new Chapter may hold organizational meetings and elect officers, but they cannot be installed until the Chapter is instituted. The officers may be installed on the same day, but following Charter institution.
- The Charter Application must be submitted to the MOPH National Headquarters at least two weeks prior to the Chapter installation in order for members to be processed, the Charter to be printed, and returned to the Chapter. The Charter Application may be forwarded before all names of Charter Members are listed. (All member names listed in the national database and assigned to the organizing Chapter will be listed on the charter when it is made.)
- A Charter Application may be forwarded to National Headquarters with a request to hold the Charter for 30 to 90 days to add members. The Charter date can be provided at a later date.
- A date must be set for the institution of the Chapter, and National Headquarters notified of the date. The official institution date will be inscribed on the Charter. Since this is a very important event, send invitations to all Department, Region and National officers, as well as appropriate local officials. Well-organized publicity of this event may bring in additional members.
- Newly installed Chapters receive, at no charge: three copies of the Military Order of the Purple Heart Constitution, Bylaws and Ritual, one Chapter Commander pin, one MOPH & American flag desk set and the Chapter Charter.
- No fee is charged for new Chapter formation, name changes or reissued charters.

Restarting a Chapter

An inactive Chapter can usually become active again by making some simple changes, for example, changing the meeting time and location and/or identifying individuals willing to assume leadership positions. A Chapter can be re-activated by simply starting to meet again and by sending a current Chapter election report to MOPH National Headquarters. A Chapter must have a minimum of twelve (12) members in good standing and three (3) officers to remain active - Chapter Commander (elected), Finance Officer (elected) and Adjutant (appointed).

Deactivating a Charter

(Ref: MOPH Bylaws, Article I, Section 8, Surrender of a Charter and Article III, Section 3, Quorum)

It is important to identify and process Chapters that are no longer viable to maintain organizational integrity in MOPH as well as to ensure that active members of defunct Chapters are recognized and relocated into active Chapters. Department Commanders and their Adjutants are the key action officers in this process and should know how well Chapters are performing.

A Chapter that is not active, i.e., **no current election report, finance report, 990N receipt or monthly meetings**, may be declared *Defunct*. However, a Chapter cannot be declared defunct unless a quorum of five (5) Chapter members votes to surrender the Chapter Charter. Furthermore, a Chapter cannot be declared defunct as long as twelve (12) active members in good standing request the continuance of the Chapter. Written notification to all members is required before and after the Chapter is declared defunct.

♥ **Heartbeat:** If a Chapter is nearing a membership condition that will prompt dissolution, it should contact its Department Commander to discuss measures to revive or strengthen it.

Characteristics of a Chapter Headed for Defunct Status

- Poor attendance at meetings, often unable to reach a **quorum**.
- Little or no participation in any VAVS, fundraising, Americanism, or patriotic activities.
- Official membership dropping below 12 members.
- No meetings at all.
- No elections.
- No reports – meeting, election, finance, or 990 for several years.
- Little to no communication with Department or National Headquarters.
- Letters and emails not answered.
- Complaints from Chapter members.

If a quorum of Chapter members cannot meet to declare its Chapter defunct, then the Department Commander or Adjutant must write to each Chapter member stating the status of the Chapter and request that someone step forward to lead the Chapter. The letter should also suggest that members transfer to another Chapter and include a Transfer Request Form.

If enough members request a transfer and the Chapter is *under strength* (that is, the Chapter has fewer than 12 members), the Chapter can be declared *Defunct* by the Department Commander. The Department Commander reports the action to the MOPH National Headquarters (Membership). The members who did not request transfer are declared Members-at-Large and the Chapter will be deactivated and closed.

If there's no response to the letters sent to members on the Chapter's status, then the Department Commander can recommend that the National Adjutant declare the Chapter defunct and notify the members of that recommendation in writing.

♥ **Heartbeat.** See **Appendix N** for sample letters that Chapter and Department Officers can use to notify Chapter members that their Chapter may be declared defunct because of inactivity.

If a Chapter is declared defunct, the property (flags, charter, etc.) and funds are transferred to National Headquarters for eighteen (18) months. If the Chapter is restarted within 18 months, the funds revert to the Chapter; otherwise, the funds are transferred to the Department's general fund.

Changing a Chapter's Name and Getting a New Charter

To change the name of a Chapter and get a new charter, follow these steps:

- Check with Membership at Headquarters (1-703-354-2140/1-888-668-1656 or memberships@purpleheart.org) to make sure that your proposed new name is not being used by another Chapter and request an *Application for Charter*.
- Have the Chapter membership formally vote to approve the name change.
- If the new name is that of a person, the person must be deceased and the next of kin must provide written authorization to use the name.
- Complete the *Application for Charter*, listing the charter members. Charter members can be (1) the original charter members only, (2) current members only, or (3) a mix of original charter and current members.
- Send the form with any appropriate attachments to your Department Adjutant.
- Department Adjutants will endorse the form and forward it to Membership at Headquarters.
- After getting approval by the Department Commander, the Region Commander and the National Adjutant, Membership will process the form and send the new charter to the requesting Chapter.

REPORTS (Chapter)

Reports fall into different categories, each with a specific purpose. In almost every case, the MOPH Constitution and Bylaws define the responsibilities for these reports.

Member Address/Contact Number Reports (MANDATORY). This information originates from the application for membership. Any change to that data should be sent to the appropriate Chapter/Department adjutant, with a copy to the National HQ Membership Department. Failure by a member to inform National HQ of any address/contact change will prevent the member from receiving the Purple Heart Magazine and other important information. Submission should be in writing by postal mail or email, although telephone submission is accepted.

Chapter Reports (MANDATORY). Failure to submit election reports, finance reports, EIN/990 reports, etc. will cause serious problems for the leaders and members of the unit that did not send the required reports. Failure to submit these reports by their due dates will result in the unit losing their voting privileges at the National Convention and loss of potential funding. Submission instructions are on each report form.

Chapter and Department Requested Reports. These are written reports submitted to appropriate National Officers, such as the Americanism Report, Department Inspector Report, VAVS Report, and Welfare Report. Some small Chapters may not be able to fill each of these positions and therefore will not be able to submit a report for that area. The value of these reports is that they document member

contributions to MOPH for appropriate action by leadership. Not submitting such reports only conceals the good deeds accomplished by hard working members. The various report forms have submission instructions.

The Finance Report

Annual Finance Report is one of the most important forms that you must submit – complete and on time. A common error is not attaching your IRS Form 990 receipt. Also, it is one of the forms that we must have for you to be eligible for the Chapter or Department Life Membership Rebate.

Chapter Finance Officers prepare a yearly Financial Report that covers the fiscal year May 01 to April 30, sending the original to MOPH Headquarters no later than 31 May, with a copy to the Department Finance Officer. Keep a copy in the Chapter files.

Welfare Reports

Chapter and Department Welfare Officers must submit annual reports on welfare activities to the National Welfare Officer: Chapters by June 15 and Departments by July 1. For a form that you can complete and print for submission, go to www.purpleheart.org, rest your cursor on “Members,” slide down and click on “Download Forms and Documents,” go to “Blank Chapter and Department Forms,” and open “Welfare Form.”

Life Membership Rebates

Departments and Chapters receive rebates annually for all eligible Life Members on record as of 30 June which go into the Department/Chapter general funds. Life Members must be verified annually by 1 October, using the roster sent in July and results reported on the Life Member Verification Report. The per capita rebate payment is based on the investment income of the Life Membership Fund. The current per capita rebate disbursement is 50% to the Department and 50% to the Chapter.

MEMBERSHIP

(Ref: MOPH Bylaws, Article II, “Application for Membership”)

An Active Member in Good Standing. Any eligible Purple Heart recipient who has paid his or her dues and is not delinquent is considered to be an active member in good standing and eligible to vote on Chapter issues. The term “Active Member” is not based on a member’s participation in Chapter activities, but on his membership fee status.

Eligibility

As stated in MOPH Bylaws, only recipients of the Purple Heart may be admitted to **full** membership. It is essential that all prospective members provide documentary proof of having received the Purple Heart and, if discharged, evidence of honorable service. A copy of a DD-214, DD-215, WDAGO 53-55, NAVPR-333, General Orders, Transmittal of Awards or other documentation specifying receipt of the Purple Heart are the preferred documents to be submitted with the application form.

♥ **Heartbeat:** *A copy of the documentation must be submitted to MOPH National Headquarters to support the membership application. DO NOT SEND ORIGINALS, but ensure the copies are LEGIBLE! If you cannot read them, you can be sure that we cannot either and your application will be delayed until we receive readable copies.*

The Purple Heart Certificate, **without award Orders Number on the bottom**, is not sufficient proof of the receipt of the Purple Heart. This proof may be accepted if additional documents (e.g., congressional letters, newspaper articles, etc.) are provided to substantiate receipt of the Purple Heart. Any non-standard or questionable form(s) of documentation are referred to the National Adjutant for review and final decision.

If prospective members were wounded but not awarded the Purple Heart, they must have their service records corrected by their branch of service. MOPH National Service Officers (NSO) are familiar with procedures to assist in the process.

Applying for Membership

Purple Heart recipients can apply for membership by mail or online. Both methods begin by going to our MOPH Website, www.purpleheart.org and clicking on “Become a Member” at the top of the Home Page.

By mail: Click on “Download an Application to Join the Purple Heart,” complete the form, attach a copy of Purple Heart award (DD-214 if discharge papers show Purple Heart award and honorable discharge, otherwise it can be other documentation such as an award order), include payment (check, money order, or credit card number) and mail to MOPH Headquarters, Attn: Membership, 5413-B Backlick Road, Springfield VA 22151-3960.

Online: Click on “Apply online” and follow the prompts. You can mail, **scan a document** or fax proof of Purple Heart award (See **Eligibility** above). The application will be reviewed to confirm eligibility status and, if valid, an email with the payment link will be sent. Once payment is applied, membership will be activated. The process takes about two to four weeks to complete once all appropriate documentation is received.

Dues

MOPH now has only life memberships for both regular and associate members for a one- time fee of \$50.00. A Department or Chapter may establish an assessment for each member over and above national dues. If such an assessment is established, the amount should be nominal.

The Life Membership fee may be paid in full by check, credit card, money order or by a Partial Payment Plan. The Partial Payment Plan requires an initial payment of \$25.00, and a second payment of \$25.00 within 24 months of the application date or conversion date. A member who fails to complete the final payment will forfeit the initial payment of \$25.00 and lose active membership status. Reinstatement of membership will require a new \$50.00 dues payment.

♥ **Heartbeat:** Members who are considered delinquent will not be allowed to vote or hold office. They cannot be counted for delegate strength at Department conventions.

Military Service Records

As military service records, particularly the DD-214, are critical to our membership application process and must be requested from the National Archives via the eVetRecs online process or with a Standard Form 180, *Request Pertaining to Military Records*, by mail or fax, you can help prospective members in obtaining them.

Go to www.archives.gov, click on “Veterans’ Service Records.” Under “Request Military Service Records,” click on “Request Records Online With eVetRecs.” This gives you “Start Your Military Service Request” with two options: Click on “Launch the eVetsRecs System” for the online process, or click on “Download Form SF 180” for a mail or fax process. Some other guidance:

- Double check the address of the repository of interest under “Location of Military Records” in the SF 180. The wrong address will delay or prevent a response.
- Be sure to detail exactly what records you want in the appropriate section of the form.
- If the veteran suspects that his or her records were in the 1973 fire at the National Personnel Records Center, also include place of discharge, last unit of assignment and place of entry into the service.
- And remember that only the service member, guardian or next of kin can sign the form (Next of kin consists of un-remarried widow or widower, son or daughter, father or mother, brother or sister of deceased veteran).
- See **Appendix K** for additional details on missing records and medals.

Transfers

Members who wish to transfer from one Chapter to another or wish to become a Department Member-At-Large must download and submit a **MOPH Transfer Request** form found at www.purpleheart.org. Rest your cursor on “Members,” slide down and click on “Download Forms and Documents,” click on “Transfer Request Form” under “Blank Chapter and Department Forms.” You can complete and print the form for mailing or complete the form and email it (see step by step instructions in the **Tool Box**.)

Members are not transferred without the member’s signed request, except under two circumstances:

- The National Adjutant may reassign members of a Defunct Chapter (*Article I, Section 10 of the MOPH Bylaws*).
- A member may be transferred as a result of disciplinary action (*Article XV, Section 13 of the MOPH Bylaws*).

In all transfer request cases, the receiving Chapter has the authority to reject the transfer. In such cases, MOPH National Headquarters (Membership) must be notified within 90 days that the member is not accepted. MOPH will then assign the member to another Chapter or to Member-At-Large status. Departments may not refuse to accept a Member-At-Large residing in that state.

If the receiving Chapter accepts the member, no notice to National Headquarters is needed. The losing Chapter just deletes the Patriot from its roster and sends any documentation on the member to the gaining Chapter.

Visiting Other Chapters

Patriots on travel or living at summer residences may want to attend local Chapter meetings as guests, **fully aware that they cannot vote nor participate in Chapter deliberations because they’re not members of that Chapter**. The visiting Patriot should contact the Commander of the Chapter, provide name, home Chapter, membership number and contact data, get date, time and location of the next meeting and request permission to attend. The Chapter being visited should welcome such guests and introduce them to their membership. One time visitors will enjoy the comradeship and learn about another Chapter’s operation. Long-term visitors, those staying for months in the vicinity, can become additional resources for the visited Chapter, providing volunteer support in such non-voting activities such as Viola sales, support of local VA facilities and patriotic

ceremonies. Recommend the long-term visiting members be added to the mailing list of the Chapter's Newsletter so they can attend meetings and be aware of Chapter activities.

Membership Roster Printouts

A complete membership roster is mailed by MOPH National Headquarters (Membership) to each Chapter and Department Adjutant in January and July. Any changes in membership information between those dates are sent monthly to the Adjutants.

It is the responsibility of Chapter and Department Adjutants to keep records up-to-date and to report to MOPH National Headquarters (Membership) any discrepancies in the database. Data may be incomplete on members who joined some time ago, so Adjutants should provide any missing information (war wounded in, military service, etc.) for the database.

♥ **Heartbeat: Roster access on the website is given to Region, Department and Chapter Commanders and Adjutants.** After logging in, click on "Officer's Access" to print or download an Excel spreadsheet.

The printouts are easy to follow if you keep in mind a few simple codes:

Starting from the left, you will find the member number:

Life members begin with **L**

Life Associate members begin with **AL**

The next column is the status column. If there have been any changes during the year, one of these codes will appear:

N = New

C = Converted from Annual to Life

D = Deceased

F = Former Member Re-instated

The following columns are for name, address/email, telephone number, birth date, date of joining MOPH, Region, Department, Chapter and member type:

LM = Life Member

AS = Associate Member

The next column lists month and year paid. Remember, the fiscal year starts in July and ends in June.

01 = July	07 = January
02 = August	08 = February
03 = September	09 = March
04 = October	10 = April
05 = November	11 = May
06 = December	12 = June

War wounded in and Service columns follow. For example; W2/AR means the Patriot was wounded in World War II in the Army, VN/MC means the Patriot was wounded in Vietnam while in the Marine Corps.

Bad Addresses are indicated in address line 2.

Last Update, listed under Region, Department, and Chapter number, is the date that a change was last made to the record (e.g., 0112 is the 1st month of FY2012, July 2011). The change could be related to an address/email, dues paid, or a member's status, i.e., death or transfer.

Transfers are listed under Region, Department and Chapter. The roster shows the Chapter from which the member was transferred and the date of transfer.

Associate Members

(Ref: MOPH Bylaws, Article XVIII, provides specific information on Associate Members)

Membership as an Associate Member of the Order will be granted to a parent, step-parent, spouse, sibling or lineal descendant of a living or deceased Purple Heart recipient.

If the Purple Heart recipient is an active member of the MOPH, he or she can sign the application certifying to the relationship.

If the Purple Heart recipient is a deceased member of MOPH and documentation of award is on file, then only proof of relationship to the recipient (birth or marriage certificate) is required. If the award documentation is not on file, a copy of DD-214, DD-215, WD AGO 53-55 or General Orders must accompany the application, along with proof of relationship. Call 703-642-5360, MOPH Membership, to determine if acceptable documentation is on file before submitting an application.

If the Purple Heart recipient (living or deceased) is NOT a member of MOPH, both award documentation and proof of relationship must be submitted with the application.

For example, if the applicant is a sibling of a Purple Heart recipient, legible copies of the Purple Heart recipient's birth certificate and applicant's birth certificate must be submitted showing the names of the same parents in order to establish the relationship. The National Adjutant will make the final determination on eligibility.

An Associate Member has all the privileges of an active member of MOPH, except that he or she may not hold an elected office, vote or wear the Purple Heart emblem on their cap. Associate members may wear the oval George Washington emblem and so indicate when ordering a cap. Associate members may be appointed to any non-elected position at Chapter and Department levels except Adjutant.

Application form for Associate membership is at www.purpleheart.org under "Download Forms."

MOPH Supporters

In addition to official Members and Associates belonging to Chapters and Departments, Commanders are encouraged to recruit non-member **MOPH Supporters** - men, women and students – from their local communities to help in mission accomplishment. As with most of these endeavors, you will have to plan and execute projects that will hold **Supporters'** interest. Include them into your activities and make sure they get notices of meetings and newsletters. To give recognition and to make the public aware of their presence, provide each **Supporter** with a shirt that reads "Military Order of the Purple Heart Supporter." You also can give **Supporters** "Proud Supporter" lapel pins available



from *Personalized Just For You* at a nominal cost (www.purpleheartstore.com). No PH or MOPH logo will be used to ensure that the wearer is not mistaken for a MOPH member. Recommend local procurement for the shirts for timely delivery and to build bridges with a local vendor. As with our shirts, you can adopt a unit color if you want them to be in the same garb. Types of activities for **Supporters** could include: ADP and clerical support, participating in visits to veterans' facilities, school support programs and preparing and sending gifts to deployed soldiers.

How MOPH Leadership Gets the “Word” to Patriots

MOPH leaders have five mechanisms to get important information to members on a timely and accessible basis: an email “blast,” MOPH Website, *Purple Heartbeat* Newsletter, Purple Hat Press and the Purple Heart Magazine.

Email Blast

Email Blast is used for critical and relatively brief announcements – usually related to near term events and membership/operational matters. The **Blast** will go to all MOPH members who have email addresses in our database. Chapter and Department Commanders should make sure copies are available at meetings for members without computers.

Purple Heartbeat Newsletter

Purple Heartbeat Newsletter (the Adjutant’s Newsletter) is published every month via email and is located on the website. It contains comments by the Adjutant, current news on Purple Heart activities, membership statistics, program guidance, news on veteran related legislation, upcoming MOPH events and reminders for scheduled reporting.

MOPH Website (www.purpleheart.org)

The website contains current and important information for members, accessible to members 24/7 and updated on a continuous basis. Here you can find and download administrative forms, access the Supply Room, see photos and biographic data on your leaders, read and download the Manuals, see details on the various MOPH programs being executed and much more. The site also has two sections for news: general news on veterans and MOPH events can be found when you click on “News and Events” on the home page that’s accessible to the public; news just for members will appear on the membership page **after you log in**.

The Purple Hat Press

The Purple Hat Press (PHP) is our newest method to deliver news to all members who have email addresses on file. Published every other month, the PHP contains grassroots news and photos submitted by Chapters and Departments that detail what is happening at their levels. The publication, started by then National Junior Vice Commander Little, provides an excellent source of ideas that can be used by other chapters and departments. Commanders are urged to be aggressive in submitting items so the entire membership will be aware of their activities and achievements.

Purple Heart Magazine

Purple Heart Magazine is published and mailed to members every two months. It routinely contains names, positions and contact information for National Officers, feature articles, columns by National Officers, the Official Headquarters Supply List, news from the Ladies Auxiliary, Region, Department and Chapter news, Veterans Affairs and Taps (a list of deceased members).

Members can contribute articles and photographs to the magazine. E-mail them to magazine@purpleheart.org. See Appendix A for its editorial policy.

Note: In an effort to reduce cost of the Magazine, the number of copies being distributed is under constant review. Please address any questions on distribution to the current Publications Committee Chairman (name and contact information in National Officers section of the Purple Heart Magazine).

MEETINGS & CONVENTIONS

GENERAL INFORMATION

Whether you're running a large formal convention, a Department or Chapter meeting, or just some ad hoc informal meeting for MOPH business, there are certain generic guidelines to be followed that will optimize success and keep all concerned pleased with the results. A lot of collective MOPH time is spent in meetings; make it count.

Is the meeting necessary?

Since meetings consume the time of both presenters and attendees, often taking them away from their regular jobs and are costly due to travel, lodging, food and administrative support, you must ask that question - no matter the size or history of the event. It's very easy to fall into the comfort zone of scheduling meetings on a regular basis or just to "get together to see what's going on." **Don't hold a meeting if the issue or business can be handled via phone-conference, email, memo or letter!**

Agenda

Be sure to have a surgical agenda – tight, no frivolous subjects, hone to the Order's business. This is needed to determine the minimum amount of time required for the meeting and whether or not sub-meetings are required to cover the items. It's usually effective to send the proposed agenda to a sample of scheduled attendees for their input – often issues look different from the bottom up than from the top down.

♥**Heartbeat:** If any attendees will be responsible for reports or briefings at the planned meeting, advise them of such tasking by separate correspondence and request summaries of their work prior to the event so appropriate details can be included in the program.

Meeting Sites

Pick a site most convenient to the majority of the attendees to minimize transportation costs and facilitate attendance. Hotels at airports are good bets for big conferences, while local VFW, American Legion, Church or school facilities are suitable for the smaller Chapter meetings.

For big meetings, try to find a site where lodging, food, and conference facilities (including AV support) are collocated. You can usually get a discount on various requirements if you take package deals. If sub-meetings are necessary, then the selected site must have break-out rooms where attendees can gather for their particular subject.

Regarding food, make certain funding is authorized for Chapter, Department or Region meetings. Recommend choosing a reasonable buffet to be served in the meeting space so that you can continue to work while dining. The food will usually be positioned late morning and then can be eaten as the meeting continues without the disruption of going to another room. If you're not going to eat as a group, plan to break and allow attendees to find their own meal and then give them enough time to do so in the schedule. Be sure to provide the location and menus of near-by restaurants.

♥ **Heartbeat:** Food costs are usually not reimbursable. If you decide to eat as a group, one solution is to charge each attendee a modest fee to cover coffee/drink service and lunch. Be sure to mention that fee when the meeting is announced.

It is realized that sit-down dinners must be held for some formal occasions, but recommend that such events be limited due to cost and effort to arrange.

Meeting Sequence

(Ref: MOPH Bylaws, Part III, Ritual & Manual of Ceremonies, Chapter Meetings)

Although this sequence from the Bylaws is prescribed for Chapters, it is also applicable to Departments with the exception of the "Applications for Active Membership" step. Recommend that the referenced Bylaw section on Chapter Meetings be reviewed for additional details.

Opening Ceremony

- Call to Order
- Posting Colors
- Saluting Colors
- Invocation

Order of Business

- Applications for Active Membership (Chapters only)
- Roll Call of Officers
- Introduction of Guests and New Members Attending for the First Time
- Reading of Last Meeting's Minutes
- Finance Report
- Action on Bills Payable
- Committee Reports
- Reading of Orders and Communications
- Unfinished Business
- New Business
- Good of the Order
- Guest Speaker (If scheduled)
- Election of Officers (If scheduled)
- Installation of Officers (If scheduled)

Closing Ceremony

- Motion to Adjourn
- Closing Prayer
- Salute the Colors
- Retire Colors
- Adjourn

The remarks of a guest or the presentation of a program should be scheduled based on the schedule of the guest and the time allocated for the presentation or program. Depending on the guest, his or her presentation could be scheduled after introductions and prior to the nitty-gritty business of the Order, or after various reports. If the guest is not a member of MOPH, it may be in the best interests of the guest, as well as MOPH, to have his or her presentation prior to normal business.

Always consider the personal needs and attention span of those present and have short breaks on a frequent basis. A meeting should never be a marathon to see who can hold out the longest before a break.

Honoring POW/MIA Patriots at a Meeting

On certain occasions, Commanders at any level of MOPH may want to honor the POW/MIA members of the Armed Forces at a formal meeting, conference or convention with a “Missing Man” ceremony. Appendix D contains guidance for the ceremony.

CHAPTER MEETINGS

(Ref: *MOPH Bylaws, Part III, “Ritual and Manual of Ceremonies,”* provides detailed guidance for the conduct of Chapter Meetings.)

General

Chapter meetings are the most important meetings in the MOPH world. The National, Region and Department meetings mainly deal with yesterday and tomorrow, but the Chapter meetings deal with today! All of MOPH’s most important services to the veteran are delivered by the National Service Program and Chapters, with the critical phase of recruitment at the Chapter level.

♥ **Heartbeat:** You must have a quorum for an official meeting – five active members in good standing, qualified to conduct business, constitutes a quorum. **While not proscribed by the Bylaws, Article III, Section 3, recommend one of the five be an elected or appointed officer.**

Venue

To organize a Chapter meeting, the Officers need to make a few decisions that will have an impact on participation.

First, when will the Chapter meet? With an aging membership, many of our Patriots have trouble with night vision and cannot see to drive at night. So the ideal time to meet is in the morning. But weekday mornings are not suitable because MOPH members still working cannot meet at that time. Saturday morning is probably the best time because both retired and working members will have more availability. Next would be an evening meeting during the week if transportation can be arranged for older infirm members.

Second, where do we meet? Small Chapters can meet in homes if they feel that is appropriate. However, larger Chapters need to seek out more formal meeting spaces (preferably at no or low cost), such as in:

- Neighborhood churches.
- Local government centers.

- Nearby military installations, particularly VA and National Guard.
- Other veteran organizations, American Legion, VFW.
- Fraternal organizations, Masons, Red Men, Elks, Moose.
- Commercial firms with meeting facilities (last resort because of cost).

Each type of facility has pros and cons. The key is to make it as central to your membership as possible.

Planning

A well-organized and planned meeting will be welcomed by all Patriots, so begin planning your meeting well in advance. The actual conduct of the meeting is detailed in Part Three of the *Bylaws* under “Chapter Meetings,” and that can be used for planning. There’s also a sample sequence for meetings above for quick reference. Here are some other suggestions that may be of value:

- Take the time to reproduce the meeting ritual into a document that can be used by all. First, use a large font so that it is easy to read and follow. Second, highlight key areas of participation. For example, the Chaplain has several portions of the opening ceremony as well as the Benediction. Highlight his portion of the ritual and give him a copy in a binder or folder.
- **Plan and publish an agenda.** Let the Patriots know what is going to be covered and discussed. Then, follow the agenda.
- Under the Good of the Order, encourage Patriots to speak up with ideas and opinions. Make them a part of the meeting.
- Keep the meeting short. **Do not allow Patriots long discourses or inappropriate discussions, particularly those that become political or contain personal attacks.**

Notification

Let your Chapter know when the meetings are to be held. Set a schedule and keep to it. Remind everyone of the meetings through your newsletter or set up an electronic address list of Patriots and send them email messages or reminders. For a small Chapter without a lot of computer skills, a telephone tree is quick and effective for reminders.

Beginning the Meeting

Station the Chapter Officers at the entrance to the meeting. They will act as greeters for active Patriots, new members and guests. For active Patriots, a warm handshake and pleasant greeting sets the tone of your meeting. The greeters should also be responsible for escorting guests into the meeting room and making introductions to the other Chapter Officers.

When new members attend their first meeting, there should be a strict procedure to follow.

- The greeter escorts the new member to the Sergeant-At-Arms (SAA) who should be stationed at the rear of the meeting room. The greeter should stand by while the new member is signed in by the SAA and a name tag produced. The SAA should fill out an information form on the new member and give these to the National Senior Vice Commander before the meeting begins.
- *The name tag should be printed in dark, bold letters so that it is easy to read. Always include the conflict and combat unit of the new member. This gives the other members a quick brief so that common ground and empathy can be established quickly.*
- The greeter should then escort the new member to meet the Commander and Adjutant as well as any other officers in the meeting room.

- The greeter takes the new member to a seat and sits next to him during the meeting using the time to explain the procedures and rituals along the way.
- During opening ceremonies, the Senior Vice should introduce the new member and ask him to stand. Then the new member should be given the opportunity to tell a little about themselves, including branch of service, conflict, unit and any details surrounding their wounds.

Conducting the Meeting

In addition to the detailed schedule prepared during the planning phase for a meeting, keep the following in mind:

- Begin the meeting on time. If the meeting is set for 0930, begin promptly at 0930 not 0945.
- Maintain control of the meeting – don't hesitate to use the gavel!
- Limit the time of reports. Some Patriots, given the opportunity, will talk for lengthy periods and say very little.
- Set a total time (a maximum time) for a Chapter meeting. A great meeting lasts one hour. A mediocre meeting goes on for an extra half an hour. A boring meeting lasts two hours.
- Follow your agenda - never try to "wing it" because the meeting will be confused and disorganized. This sequence will work:
- Ensure that an accurate and concise record of all important meeting matters is taken for future reference.

♥ **Heartbeat: Adjutants**, help your Commanders stay on time and schedule. Follow everything they do and remind them of time, place in the ritual and agenda topics. Don't be bashful. It's your job.

After the Meeting

After the meeting, make a point of talking with members, particularly new members. Thank them for attending the meeting. Ask for recommendations and suggestions, what they liked about the meeting and what they did not like about the meeting. Most Important – listen to their responses.

Other Ideas For the Meeting

There are a variety of ways meetings are held throughout the country. Here are some questions you may want to ask the Patriots of your Chapter.

- Do you want to hold a joint meeting with our Ladies Auxiliary?
- Do you want to have food with the meeting – could be a meal during or after the meeting at the meeting place or a luncheon after the meeting in a nearby restaurant.
- What uniform should members wear to meetings?

CHAPTER FINANCES

Sound Budgeting

Departments should follow similar procedures and cycle as the National level for development and approval of budgets. Procedures and budget approval requirements should be established in Department Bylaws. **All Departments must have a Finance Officer and it's recommended that he have a small talented Finance Committee to help in budgetary matters.**

MOPH Service Foundation Grant Policy

There's a new form, Service Foundation Grant Request Form, that details how Chapters and Departments can apply for a Service Foundation financial grant to support unit projects. Requests will be considered once a year at the Foundation's May mid-year meeting. The submission period for requests begins January 1 and ends April 1. You'll find the form under "Download Forms and Documents" on the MOPH Website. Read the last page on Policy before completing the form as it contains submission instructions via the chain of command.

The Foundation's personal hardship grant program for individuals is suspended until further **notice**. **Check the Foundation's website for any updates:** www.mophsf.org.

IRS Form 990-N (e-Postcard) (Incomes less than \$50,000)

Chapters and Departments must file this **annual** electronic report to IRS to maintain their tax exemption status. **Appendix F** has background and details on filing the report and you can find FAQ's on 990's at www.purpleheart.org. Rest your cursor on "Members" at top of the home page, slide down and click on "Download Forms and Documents," look under "Most Popular" and click on "Form 990-N (e-Postcard)."

♥ **Heartbeat:** Make sure that you use your correct EIN. Commanders and Adjutants can verify the number online after logging into the MOPH website and clicking on "Officer's Access."

IRS Form 990EZ & 990 (Incomes more than \$50,000)

Form can be submitted in hard copy or by e-file. To e-file, go to the Urban Institute (<http://efile.form990.org>) which provides free e-file services for organizations reporting gross incomes of less than \$100,000. To verify 990 reporting, go to www2.guidestar.org and establish log-in procedures.

♥ **Heartbeat: New Management Tool.** To track submissions of Election, Finance and 990 Reports, go to www.purpleheart.org/Members/ReportTracking.aspx which will bring up your log in screen. Log in and you'll see the **Department/Chapter Election/Finance/990 Tracking System**.

Keep Detailed and Accurate Financial Records

It is imperative that Departments and Chapters maintain detailed and accurate financial records. All checks from Department or Chapter accounts must bear two signatures: those of the Finance Officer and the Commander. Departments and Chapters should consider establishing a Finance Committee. It is recognized that this may not be practical for smaller or rural Departments and Chapters. The role of a Department or Chapter Finance Committee is to provide independent oversight of financial affairs of the Chapter or Department, and to ensure thorough and proper audits on an annual, or more frequent basis.

Use Warrants to Document Expenditures

(Ref: MOPH Bylaws (Article V, Sections 4 & 5; Article VIII, Sections 4 & 5)

The Bylaws direct that both Chapters and Departments use warrants to direct payments by their Finance Officers. These warrants, drafted and signed by Adjutants and approved by Commanders, provide a permanent record of payment authorizations for audit purposes. Warrants usually are based on an approved budget or on individual items approved for payment at a formal meeting. See sample formats at **Appendix J** that you can modify with local Chapter/Department headings. You can also find fillable, downloadable versions at www.purpleheart.org under “Blank Chapter and Department Forms.”

Have Annual Audits

Annual audits of Departments and Chapters are essential for good management, and to assure the membership that the financial affairs of the Department or Chapter are in good order. The audit should be conducted by at least three members. The Department or Chapter may engage an outside CPA firm to conduct an audit if deemed necessary. The Finance Officer and the Commander should be present during the audit, but should not be members of the audit committee. The results of the audit should be reported to the membership at the next scheduled meeting.

Regular Financial Reports

An internal Finance Report should be made at each Department and Chapter meeting, and the membership should vote to approve or disapprove the Finance Report.

Bonding

All Elected and Appointed MOPH and LAMOPH Officers at the Unit, Chapter, Department, Region, and National levels, having financial responsibilities and signatory authority in accordance with the Bylaws, are covered by a Bonding Insurance Policy up to a limit of \$30,000 issued by the Hartford Fire Insurance Company (in effect since September 28, 2009).

This nationwide policy was negotiated by MOPH Headquarters to bring all elements of MOPH and LAMOPH under a single policy in accordance with the requirements contained in the Bylaws. The annual premium for this policy is paid by MOPH Headquarters.

Additional coverage in excess of \$30,000, usually desired as a result of excess funds normally on hand, can be obtained **at Unit, Chapter or Department expense** by contacting the Ralph E. Wade Insurance Agency, 99 Edgebrook Drive, PO Box 217, Springboro, OH 45066 (937-748-2651)

Finance Check List

- Warrants issued for each payment signed by Adjutant and Commander
- Two signatures on each check issued – Finance Officer and Commander
- Include EIN,* Finance Officer’s name and address on each Financial Report
- All receipts filed for easy recovery and retained for three years
- Copy of MOPH’s Group Exemption authorization letter on file (Needed to prove non-profit status of Chapter) (Download from MOPH Website from under “Most Popular Forms.”)
- Copy of IRS EIN letter on file and also sent to MOPH Headquarters.
- Annual submission of IRS Form 990-N (E-POSTCARD) (See **Appendix F**)

*EIN, or Employee Identification Number, is a nine digit number that IRS assigns to organizations, including nonprofit associations such as MOPH, to identify taxpayers required to file various business tax returns.

Annual Finance Reports

This is one of the most important forms that you must submit – complete and on time. A common error is not attaching your IRS Form 990 receipt. Also, it is one of the forms that we must have for you to be eligible for the Chapter or Department Life Membership Rebate.

Chapter Finance Officers prepare a yearly Financial Report that covers the fiscal year May 01 to April 30, sending the original to MOPH Headquarters no later than 31 May, with a copy to the Department Finance Officer. Keep a copy in the Chapter files.

♥ **Heartbeat:** All can download the *Finance Report* form: go to www.purpleheart.org, rest cursor on “Members” at top of home page, slide down and click on “Download Forms and Documents,” look under “Blank Chapter and Department Forms,” and click on “Finance Form.” Submission instructions are included.

Audits and Inspections

Chapter Trustees still must make semi-annual audits in June and December and report results to their Chapters as directed by the Bylaws, but no longer forward them to the National or Department Inspector. Audits will be retained by the Chapter Adjutant.

Tax Exempt Status of MOPH

Some businesses, individuals and other donors have excluded MOPH from their donations and fundraising events (Viola drives and others) because the Chapter or Department did not meet the tax exempt requirements under Internal Revenue Code (IRC) Section 501(c)(3).

MOPH is tax exempt under (IRC) Section 501(c) (19) for Veterans’ Organizations. IRC Section 170(c) (3) permits contributions to Veterans’ Organizations and allows MOPH to receive tax deductible contributions from individuals, businesses and other donors.

If asked about its tax exempt status, a Chapter or Department should respond that they are tax exempt as a Veterans’ Organization under the provisions of IRC Section 501(c) (19) of the Internal Revenue Code.

The MOPH website includes a letter from the Internal Revenue Service specifically confirming the tax exempt status of MOPH under IRC Section 501(c) (19). Go to www.purpleheart.org, rest your cursor on “Members,” slide down and click on “Download Forms and Documents,” and open “IRS Determination Letters for MOPH/LAMOPH” under “Most Popular.”

Thank You Letter

The website also has a sample “thank you” letter that can be used to acknowledge receipt for donations and provide the donor with documentation for income tax deductions. For the letter, follow the same path as above, but open “Thank You for Your Donation Letter Template,” also under “Most Popular.”

Fundraising

(Ref: MOPH Bylaws, Article XII, Section 4, Paragraph E)

Fundraising by Departments or Chapters is an extremely sensitive matter and careful accounting as well as close scrutiny is required. Particular care must be given to adherence with state and local laws and regulations. Records of fundraising activities should be available for inspection by state and local officials, as well as by the membership.

Care must be taken to ensure that contributed or solicited funds are spent only for the purpose for which the solicitation or contribution is made. **Simply stated, funds accepted for a specific purpose or project must be spent only for that stated purpose.**

Cross Border Fundraising

As a common sense and courteous rule, Departments and Chapters should restrict their fundraising operations within their borders and not conduct “cross border” activity into an adjoining Department’s territory.

If there are any cross border fundraising activities currently being conducted that are not covered by a joint agreement between the two Departments concerned, such activity must be stopped immediately.

Any cross border fundraising must be documented in an agreement between the two Departments participating in the project and a written agreement must be sent to the National Adjutant for approval before its execution. The agreement should identify all parties involved in the fundraising effort, geographic area and details on the sharing of funds collected.

Approval Process for Third Party Involvement

Any MOPH Chapter or Department that wishes to use a **third party** in a fundraising effort must:

- Notify the National Commander, National Adjutant, National Judge Advocate, and the Chairman of the National Finance Committee (all contact information is in the Purple Heart Magazine) as to all the details (purpose of the fundraising, date/s, place, and any other information of interest to the Finance Committee) and
- Receive a letter from the National Commander or National Adjutant certifying that a majority of the National Finance Committee approved such a fundraising project.
- If you DO NOT receive a response at the end of 60 days, consider your request approved unless otherwise notified.

Welfare Funds

(Ref: MOPH Bylaws, Article V, Section 11, Article III, Section 11, Article XV, Section 3)

Welfare funds are particularly sensitive. Departments and Chapters can establish them for needy members or veterans and their dependents, but donations to such funds must be used exclusively for that purpose. Donations to needy members from the fund shall be strictly confidential. A separate accounting should be maintained that shows all generation and disbursement of welfare funds.

Use of the Viola in Fundraising Details in Appendix V

(Ref: MOPH Bylaws, Article XIV, Section 5) Details Found in Section 5: TOOLBOX

The Viola is the official flower of MOPH that can be used in local Chapter or Department fundraising efforts, involving only MOPH personnel, without further approval. As stated in the Bylaws, funds

from Violas are welfare funds. Welfare, more specifically, is for purchase of goods or services that directly impact the welfare of veterans.

♥ **Heartbeat:** Remember, Violas and Viola associated products are only available from MOPH Department of Minnesota – see its blurb in the [Purple Heart Magazine](#) that gives contact information, product descriptions and prices.

Welfare Reports

Chapter and Department Welfare Officers must submit annual reports on welfare activities to the National Welfare Officer: Chapters by June 15 and Departments by July 1. For a form that you can complete and print for submission, go to www.purpleheart.org, rest your cursor on “Members,” slide down and click on “Download Forms and Documents,” go to “Blank Chapter and Department Forms,” and open “Welfare Form.”

Some Do’s and Don’ts on Fundraising

- Do** clearly state the purpose for the fundraising and expend funds collected only for that purpose (the more general the purpose, the more flexibility you’ll have in disbursing.)
- Do** keep complete and accurate records on intake and output of funds.
- Do** use the MOPH logo, not the Purple Heart on items used to raise funds.
- Do not** join a third party in raising funds – if in doubt, contact the National Adjutant.

Life Membership Rebates

Departments and Chapters receive rebates annually for all eligible Life Members on record as of 30 June which go into the Department/Chapter general funds. Life Members must be verified annually by 1 October, using the roster sent in July and results reported on the Life Member Verification Report. The per capita rebate payment is based on the investment income of the Life Membership Fund. The current per capita rebate disbursement is 50% to the Department and 50% to the Chapter.

♥ **Heartbeat:** On the **Life Member Verification Report**, Chapter data must be signed off by Chapter Adjutant. Department data, just on the Department Members at Large, must be signed off by the Department Adjutant.

Remember, you must file the following three reports – on time – to receive Life Membership Rebates: Finance Report (including evidence of Form 990 filing), Election Report and Life Member Verification Report. *Check the Tracker!*

♥ **Heartbeat:** The *Life Member Verification Report* must be submitted after July 1st, but **MUST** be RECEIVED in Headquarters by October 1st! You can download the form on MOPH website, www.purpleheart.org: rest cursor on “Members” at top of home page, slide down and click on “Download Forms and Documents,” look under “Blank Chapter and Department Forms,” and click

on "Life Member Verification Form." Submission instructions are included.

Accountability of Chapter Property

The Oath of Office of a Chapter, Department or National Officer of the MOPH includes the statement, "...I further promise that I will relinquish all authority of my office and all (Chapter) **property** and monies in my possession to my successor when elected or appointed" (emphasis added).

The property of a Chapter may be as limited as colors and ritual paraphernalia, or as extensive as a vehicle, furniture, cooking equipment or color guard rifles. The value of Chapter property may be limited or worth as much as several thousand dollars. No matter the extent or value of property, accountability must be a serious matter to each Patriot, particularly those elected to offices.

All Chapter property should be inventoried annually and an incoming officer should sign a written receipt for property. Copies of the receipt should be retained by the outgoing officer, as well as by the Chapter or Department Adjutant.

Bylaws or Resolutions Prior to the National Convention

- **Originators** (Officers, Departments, Chapters, Official Committees - like NEC, Bylaws, and Legislative - and Patriots) send their proposed Resolutions to the National Adjutant by June 30, but sooner if possible. Early receipt of the resolutions permits Headquarters Staff to more effectively prepare convention materials. There's no reason for originators to wait on forwarding resolutions – they can be sent as soon as prepared. Use the Resolution format, **Appendix E**, and send 2 copies, signed and dated, preferably by email, but accepted in hard copy. **DO NOT FAX.**
- **National Adjutant's Staff** checks format of Resolutions and puts copies into the **Convention Proposed Resolution Book** which will contain all resolutions to be considered by the Convention.

Audits and Inspections

National Inspector submits his *Annual Report for the Convention Delegate Book* to the National Adjutant on July 1.

Department Inspectors now only submit one letter form report to the National Inspector by June 15. See the revised *Finance and Inspection Guide* on the MOPH website for a sample report. Department inspection reports are no longer forwarded but retained by the Department Adjutant for seven years.

Chapter Trustees still must make semi-annual audits in June and December and report results to their Chapters as directed by the Bylaws, but no longer forward them to the National or Department Inspector. Audits will be retained by the Chapter Adjutant.

The Audit shall include:

- Report of the sum of the receipts for the reporting period.
- Report of the disbursements for the reporting period.
- Report of the net worth by bank accounts and by securities accounts at the beginning and end of the reporting period.

- Statement that the reported net worth of the Chapter by account at the end of the period agrees with the amounts reported by the Finance Officer.

The National Inspector issues the *MOPH Finance and Inspection Guide* that details the responsibilities of action officers at each level. Recommend all Trustees and Inspectors download this guide for ready reference. Go to www.purpleheart.org, rest cursor on “Members” at top of home page, slide down and click on “Download Forms and Documents,” look under “Headquarters Forms,” and click on *Finance and Inspection Guide*.

AWARDS & Citations (Summary) (Details in Appendix O)

Chapter Patriot of the Year

To bring equity and fairness to this program, it is felt that each active Chapter should recognize their own Patriot of the Year. These Patriots would receive a certificate mounted on a plaque from their Chapters. The Chapters should then recommend their Patriot of the Year for consideration by the Department Commander for the Department Patriot of the Year.

Chapter Commanders must submit their Chapter Patriot of the Year to their Department Commander for consideration of Department Patriot of the Year no later than April 30.

If you want a citation or a citation and folder for your Patriot of the Year, go to www.purpleheart.org and complete “Patriot of the Year HQ Order Form” under Supply Room Forms. Plaques honoring a Chapter Patriot of the Year are available at *The Purple Heart Store*, www.purpleheartstore.com or 1-888-987-4838.

Due date to Department Commander: 30 April.

Carroll M. Fyffe Memorial Award

Criteria: This award recognizes the efforts of a member during the preceding year in terms of new program (s) that he or she developed that had a national impact on MOPH. It was established in the name of past National Commander Fyffe who died in 1999.

Distinguished Service Awards

Criteria: The Distinguished Service Awards are the primary vehicles for recognizing Patriots and other worthy organizations and individuals who made unique contributions to MOPH. There are two standard awards: (1) Service to the Community, Fellow Citizens, and Veterans and (2) Service to MOPH. There is no limit to the number of Distinguished Service Awards presented each year and no set schedule for making awards. All members, MOPH employees and other worthy individuals and organizations are eligible to receive the award.

Carl H. Blanchard Americanism Award

Criteria: Presented annually to the Patriot who has contributed the most to promote Americanism in the community and the schools.

Publications Awards

Criteria: --Chapter publications awards, covering the fiscal year, are conferred by the National Commander at the convention.

- The John E. Binnion Chapter Newsletter Award for a Chapter with more than 150 members for an outstanding newsletter.
- The John E. Binnion Chapter Newsletter Award for a Chapter with 149 members or less for an outstanding newsletter.
- The best Photograph Award is awarded to an individual or organization for the Best Magazine Picture taken by a non-professional photographer.
- The Victor F. Kubly Publicity Award is given to an individual or organization for the Best Magazine Article.

Annual Recruiting Awards

Criteria: The MOPH Membership Manager also identifies the winners of the various recruiting awards as follows and lists them in the program of the National Convention.

Annual Membership Awards

Criteria: The following four awards for membership excellence are conferred by the National Commander at the National Convention:

Chapter Membership Award (Greatest Numerical Increase) - awarded to the Chapter with the greatest numerical increase (net increase) in membership during the previous year.

Chapter Membership Award (Greatest Percentage Increase) - awarded to the Chapter with the greatest percentage increase in membership during the previous year.

MOPH PROGRAMS [Summary]

It is important that all MOPH programs show measurable progress. For detailed descriptions of the programs, timelines, forms and awards see each Program Appendix. Simply putting in effort without showing results is unfair to our devoted members who volunteer their time and talents to make improvements in how we provide services to veterans and their families. Reports have been created that assist in this effort. Forms for these reports can be found and printed from the MOPH website and have submission guidance. [Go to www.purpleheart.org, rest cursor on “Members,” slide down and click on “Download Forms and Documents” and you will see all the MOPH forms.]

Americanism Program – Details in Appendix AA

The purpose of the Americanism Program is to work with schools and other organizations to help promote U.S. history and the quest for freedom as well as commemorate all national patriotic holidays, preserving and strengthening comradeship and patriotism among the Order’s members. It is administered by the National Americanism Officer (NAO), working with Department and Chapter Americanism Officers to develop and promote “positive Americanism.”

Ordering Items

- Recommend orders be submitted by using the online application at <http://www.purpleheart.org/Americanism/AmericanismOrderForm.aspx>. The orders will then be routed electronically to the National Americanism Officer for approval.
- If you prefer using a hard copy form, then click on “downloading the form” and mail to the address provided.
- All requests sent by surface mail will incur very lengthy delays.
- If requested items are in stock, it is likely that the number of requested items will be honored up to the maximum quantity allowed.

- Requests for quantities of items above the maximum limit should be justified fully in the comment section of the form. All requests for excess quantities will be handled on a case by case basis.
- The approval, packaging, and shipping process take time. Recommend that all Patriots submit requests a minimum of 3-4 weeks prior to an event.
- For those Patriots who do not use computers, call the MOPH Supply Office at 703-642-5360/1-888-668-1656 and request an order form which you can complete and return. You can also call the Office to discuss any unusual circumstances concerning an order.

♥ **Heartbeat:** All can download the fillable *MOPH Americanism Report* form: go to www.purpleheart.org, rest cursor on “Members” at top of home page, slide down and click on “Download Forms and Documents,” look under “Blank Chapter and Department Forms,” and click on “Americanism Form.” Reporting period and submission instructions are included.

Actions Critical to Program

- Department and Chapter Commanders must appoint Americanism Officers for their commands (can be a collateral duty for a current officer or a member interested in the program).
- National Americanism Officer must submit a budget for his Program and work with MOPH Headquarters Supply to ensure adequate Americanism materials are ordered and stocked.
- Chapter Officers must liaison with local schools and discover how the MOPH Americanism Program can be integrated with the schools’ classes.

Cell Phones For Soldiers (Program on hold)

MOPH is a four star Sponsor of this program, a non-profit effort dedicated to providing deployed and returning troops cost-free methods for communication with their families while serving in the US Military. Started in 2004 by two teenagers with their pocket money, the program has recycled over 10 million used cell phones, using the revenue from salvaged material to provide our military with over 12,000 calling cards each week.

Purple Heart Trail Program - Details in Appendix T

The *Purple Heart Trail Program* was conceived by George Washington Chapter #1732 of Fredericksburg/Spotsylvania VA in 1992, approved by the Order and envisages *Purple Heart Trail* signs and plaques on key highways throughout the United States. Even some bridges have been renamed as “Purple Heart Bridges.” See “Purple Heart Trail” at www.purpleheart.org for more information on the program and two displays: Purple Heart Trail map and map of Purple Heart cities, counties and states. It also has a guide on how to achieve Purple Heart Trail status for entities.

Veterans Affairs Voluntary Service (VAVS) - Details in Appendix S

The VAVS Program, founded in 1946, is in effect throughout the VA medical center system. VAVS, supported by all the major Veterans’ Service Organizations, operates the largest volunteer program in the Federal Government, supplementing staff and resources in all areas of patient care and support.

MOPH VAVS volunteers participate in the VA’s program and provide an invaluable service to other veterans and their families. The MOPH VAVS Handbook is available online at the MOPH Website (www.purpleheart.org) and should be downloaded to provide guidance to the Department and Chapter members involved in the Service. Additional information can be obtained by contacting the

National VAVS Director, whose name and contact information is in the [Purple Heart Magazine](#) and on the Website.

VAVS Annual Report

Departments must submit an annual report on VAVS activities to the National VAVS Director, copy to the Region Commander, on June 30. For a form that you can complete, print or email, go to www.purpleheart.org, rest cursor on “Members” at top of home page, slide down and click on “Download Forms and Documents,” look under “Blank Chapter and Department Forms,” and click on “VAVS Form.” Reporting period and submission instructions are included.

Youth Activities

MOPH Youth Programs focus on fostering patriotism and good citizenship and currently have two major thrusts:

- Rewarding outstanding cadets and midshipmen in Junior and Senior ROTC programs in the US and in DoD Dependent Schools worldwide.
- Encouraging youth in such organizations as the Girl and Boy Scouts to get involved with service to our veterans in the VA medical centers and military hospitals.

ROTC /JROTC/Youth Programs Details in Appendix R

The MOPH ROTC/JROTC Leadership Awards were conceived by Indian River Chapter #494 in 1987. A resolution to create the award was accepted by the 55th National Convention held in Orlando in August 1987. In 1988, after design and presentation details were completed, the MOPH Leadership Medal for ROTC and JROTC units became a reality. Impetus for the ROTC Award is attributed to patriots George Raiden, Si Chase and Ned Porter of Chapter #494.

Additional information can be obtained from the National ROTC Officer identified in the Purple Heart Magazine or on the MOPH Website, www.purpleheart.org under “Programs” at the top of the home page. The National ROTC Coordinator can be reached by email: rotc@purpleheart.org or by phone at (703) 642-5360/1-888-668-1656.

The MOPH website offers an excellent description of the ROTC/JROTC Leadership Award Program, the award requirements and ordering procedures for the award.

The National Scholarship Program - Details in Appendix U

The MOPH awards scholarships annually to worthy students. The MOPH Scholarship Program is funded by a grant from the MOPH Service Foundation.

♥ **Heartbeat:** These eligibility requirements are listed on the website, but provided here for quick reference in case you need to answer a local query. Call 703-642-5360/1-888-668-1656 or email: www.scholarship@purpleheart.org if you have any other questions.

Eligibility criteria and applications are published each fall on the MOPH website (www.purpleheart.org), and are available from MOPH Headquarters. You can also see a list of current year winners on our website under Programs/Scholarships. Additional information can be obtained from the National Scholarship Chairman or the National Scholarship Coordinator. Contact information

for the National Scholarship Chairman is in the current Purple Heart Magazine and on the MOPH Website. The National Scholarship Coordinator can be reached by email: scholarship@purpleheart.org or by phone at 703-642-5360/1-888-668-1656.

First Responder Program

This is no longer a national program, but one that is executed on the Chapter and Department level within available resources.

Law Enforcement Officers and Fire Fighters who are killed or wounded in the line of duty may be honored by MOPH Departments and Chapters. Some Department Commanders have First Responder Coordinators in place to establish and maintain Department-wide programs, with their Chapter Commanders appointing First Responder Coordinators to work with their Department counterparts.

Public Safety Officers **KILLED** in the line of duty are recognized by the award of the MOPH Memorial Plaque from *Personalized Just For You, LLC*.

Public Safety Officers **WOUNDED** in the line of duty are recognized by the award of the MOPH First Responder Citation Plaque from *Personalized Just For You, LLC*.

Both Chapters and Departments can order Plaques at www.purpleheartstore.com or call 1-888-987-4838.

When preparing a press release or participating in media coverage of the presentation of First Responders Recognition material, please ensure that the public is notified that this is **not** the presentation of a Purple Heart Medal. Rather, it is recognition of service and sacrifice of the honored individuals **by** the Military Order of the Purple Heart.

♥ **Heartbeat:** Along with the names, phone numbers, and email addresses for key MOPH officers, you can find contact information for the MOPH officer responsible for administering the various programs in the front section of the Purple Heart Magazine

Social Media Program – Details in Appendix KK

MOPH Social Media are powerful communications and marketing tools that may have a significant impact on organizational and professional reputations. Because there is not always a clear distinction between personal voice and institutional voice, The Military Order of the Purple Heart crafts the following policy to help clarify how best to enhance and protect personal and professional reputations while promoting positive participating in social media.

Social media from The Military Order of the Purple Heart is intended to supplement, not replace, the channels currently in place for press, news, events, announcements and Patriot intra & inter communications.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to *LinkedIn, Twitter, Facebook, Tumblr, YouTube*, and other changing outlets as will develop and be available.

Both in professional and institutional roles, MOPH membership and employees need to follow the same, if not better, behavioral standards online as they would in life. The same laws, professional expectations, and guidelines for interacting with Patriots, members, family and volunteers.

SECTION 3 - MOPH DEPARTMENTS

ADMINISTRATION OF DEPARTMENTS

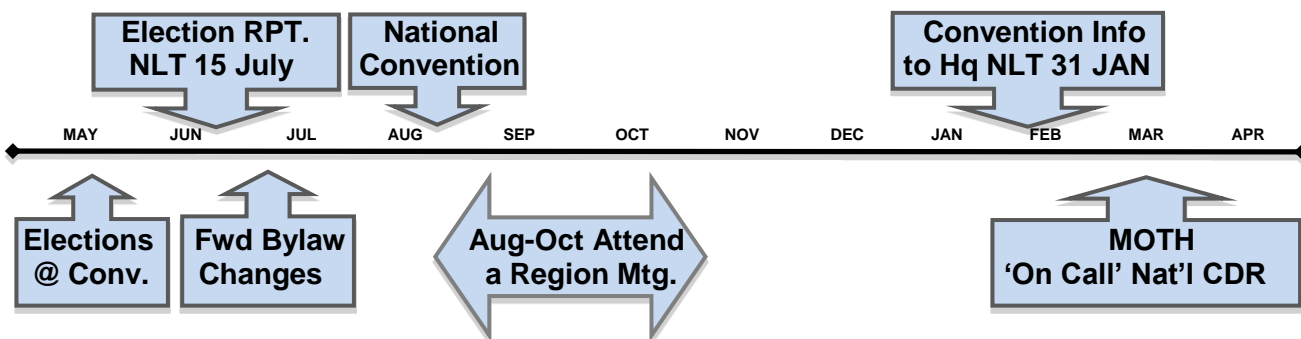
(Ref: MOPH Bylaws, Article I, National Organization, provides specific information regarding Chapters, Departments and Regions)

GENERAL

This section begins as with the Chapter, just as where the majority of MOPH activities also begin. It could be said that the Departments, Regions and Headquarters' Staff all have primary missions of supporting the Chapters in every way possible.

Key Time Line for Departments:

Prompt and accurate reporting by Departments on their activities is critical to cohesive support from higher echelons.



Department Adjutants are encouraged to download the document **Key Dates to Remember** (Go to www.purpleheart.org, rest cursor on "Members," slide down and click on "Download Forms and Documents," and click on "Key Filing Dates" under **Blank Chapter and Department Forms.**) The various suspense dates can then be added to Chapter and Department activity calendars.

Election Reports by Departments

(Ref: MOPH Bylaws, Article V, Section 4C Adjutant & Article VIII Section 4A Adjutant)

Election Reports must be submitted to MOPH National Headquarters by the due date and are crucial to the success of a Department or Chapter. A timely, accurate Election Report is the criteria for dues rebates, votes at Conventions and other matters.

NO ELECTION REPORT = NO REBATE MONEY!!!
NO ELECTION REPORT = NO VOTE !!!

Election Report Distribution and Due Date

Department Adjutant will report results of an annual election immediately following installation, using the Department Election Report form that can be downloaded from www.purpleheart.org. **(Ensure the form is signed and dated.)**

Distribution and Due Date:

National Adjutant: Original – As soon as installed but no later than July 15

Each Chapter in Department - copy

Department Adjutant: File copy

KEY CHECKLIST FOR DEPARTMENTS

(List of key Mailing and Filing Deadlines)

DEADLINES	REPORT/DOCUMENT
15 th Day of the 5 th Month following end of org's taxable year	IRS 990 Filing due for DEPARTMENT & CHAPTER -990-N electronic filing for DEPT & CHAP < \$50,000 gross receipts -990-EZ or 990 for DEPT & CHAP not qualified to file 990-N Example: 16 Sep (for fiscal year ending Apr 30). Can file as soon as May 1. <i>Submit proof of IRS approving 990 filing with Finance Report.</i>
Jan 31	DEPARTMENTS provide National Adjutant with dates and details on Department Convention
Feb 01	March-April PH Magazine Deadline ("Deadline" refers to date received by the Editor, no date postmarked by USPS)
Feb 28	HQ updates all reporting forms on website
Apr 01	May-June PH Magazine Deadline
Jun 01	July-August PH Magazine Deadline
Jun15	DEPARTMENTS submit Inspection Report to National Inspector. See sample format in Finance & Inspection Guide on website.
Jun 30	DEPARTMENTS Election*, Finance*(include Property List if required), Americanism & Welfare Reports. (*Critical Reports)
Jun 30	DEPARTMENTS nominate National Aides-de-Camp (One per Department)
Jun 30	DEPARTMENTS submit Annual Report to National Adjutant
Jun 30	CHAPTERS & DEPARTMENTS submit Resolutions and Amendments to National Adjutant for consideration by National Convention
Jun 1 – Jun 30	Fiscal Year, Membership Recruiting and Membership Accounting
Aug 01	September-October PH Magazine Deadline
Aug	MOPH National Convention (Usually week with Aug 7 included)
Sep 15	Invoices for Mailing Labels sent to CHAPTERS who have standing orders. Orders for labels also are processed on an ad hoc basis
Oct 01	CHAPTERS & DEPARTMENTS submit Life Member Verification Forms (Verified as of Jun 30)
Oct 01	November-December PH Magazine Deadline
Nov/Dec	LM Rebate checks sent to CHAPTERS & DEPARTMENTS
Dec 01	January-February PH Magazine Deadline

*Chapters and Departments which have NOT Submitted Current validated Election Report and Finance Report (includes the IRS 990 Form Filing Receipt and Property List, if required) will NOT qualify for Delegates at National Convention and will NOT be paid LM Dues Rebates!

KEY CHECKLIST FOR DEPARTMENTS (List of key dates of Important Mailing and Filing Deadlines)

- 1 April MAY-JUN PH Magazine "Deadline" refers to the date received by the Editor; not date postmarked, USPS, containing the material
- 1 May- 30June DEPARTMENT Conventions, ELECTIONS - (Election Reports Due at National upon Installation of Officers; Not Later than 30 June)
- May- June DEPARTMENT PATRIOT OF THE YEAR - (Report/

Selections Due to REGION Commander.

<input type="checkbox"/>	1 June	JUL-AUG PH Magazine "Deadline" refers to the date received by the Editor; not date postmarked, USPS, containing the material
<input type="checkbox"/>	1 Jun – 30 June	Fiscal Year, Membership Recruiting and Membership Strength Accounting
<input type="checkbox"/>	15 June	DEPARTMENT Inspection Report Due to National Inspector. See sample format in Finance and Inspection Guide on the website.
<input type="checkbox"/>	30 June	DEPARTMENT Elections, Finance (Incl Property List if Required) Americanism & Welfare Reports due
<input type="checkbox"/>	30 June	DEPARTMENT nomination of National Aide-de-Camp (limit 1 per Dept)
<input type="checkbox"/>	30 June	DEPARTMENT submits Annual Report to Nat'l Adjutant
<input type="checkbox"/>	30 June	DEPARTMENT submits Resolutions and Amendments to Nat'l Adjutant for Consideration by Nat'l Convention
<input type="checkbox"/>	2nd Week in July	Complete Roster of Members as of June 30 Sent to HQs (Fiscal Year, Recruiting & Membership Accounting)
<input type="checkbox"/>	Upon Roster Receipt-	DEPARTMENT Contact All Life Members on Partial Payment Plan
<input type="checkbox"/>	1 AUG	SEP- OCT PH Magazine "Deadline" refers to the date received by the Editor; not date postmarked, USPS, containing the material
<input type="checkbox"/>	Week with 7 th Aug.	NATIONAL CONVENTION- All are encouraged to attend the Convention which is the gathering of the Corporation of the MOPH, USA, Inc.
<input type="checkbox"/>	2nd Week in Sept.	Annual Mailing Labels Invoices Sent to DEPARTMENT on order list.
<input type="checkbox"/>	15 Sept.	IRS 990 Form filing due for CHAPTER & DEPARTMENT <ul style="list-style-type: none">■ 990 N electronic filing for holdings of < \$50,000 in Gross Receipts■ 990 or EZ filing for CHAP/DEPT not qualified to file the "N" form **
<input type="checkbox"/>	2d Week Nov.	LM Rebates Sent to DEPT & CHAP (for verified LMs as of 30 June)
<input type="checkbox"/>	1 Oct.	NOV- DEC PH Magazine "Deadline" refers to the date received by the Editor; not date postmarked, USPS, containing the material
<input type="checkbox"/>	1 Oct.	Ch. & Departments submit Live Member Verification Forms [as verified with as of date June 30]
<input type="checkbox"/>	1 Dec.	JAN- FEB PH Magazine "Deadline" refers to the date received by the Editor; not date postmarked, USPS, containing the material

- | | | |
|--------------------------|---------------|---|
| <input type="checkbox"/> | 2d Week Jan. | Complete Roster of Members as of 31 DEC Sent to HQs |
| <input type="checkbox"/> | Jan. 31 | Provide National Adjutant with dates and details on DEPARTMENT Convention |
| <input type="checkbox"/> | 1 Feb. | MAR- APR PH Magazine “Deadline” refers to the date received by the Editor; not date postmarked, USPS, containing the material |
| <input type="checkbox"/> | 4th Week Feb. | Report Forms Update on Website - (Election, Finance, Americanism, VAVS, Welfare & LM Verification) |

*Chapters and Departments which have NOT Submitted Current validated Election Report and Finance Report (includes the IRS 990 Form Filing Receipt and Property List, if required) will NOT qualify for Delegates at National Convention and will NOT be paid LM Dues Rebates!

** IRS 990 Filing; Due 15th day of the 5th Month following the end of the Organizations’ Taxable Year. Submit evidence of the IRS approving the 990 filing with the MOPH Finance Report.

DEPARTMENTS

(Ref MOPH Bylaws, Article I, Section 2, Departments)

Departments may be organized where there are two or more active Chapters, with a minimum combined membership of 100 members in good standing, in any state(s), territory, or foreign country. Departments in rural areas with significant travel distances may, with written approval of the National Commander, remain active with two active Chapters. When so organized, all Chapters within such state(s), territory, or foreign country shall be subject to the jurisdiction of said Department.

Two or more states can petition to join as a Regional Department when such state(s) do not meet the minimum standard for a Department (two or more Chapters, combined membership of 100 or more members).

Petition for a Regional Department will be sent to the National Adjutant through the applicable Region Commander stating the rationale for the alliance. States must be neighboring contiguous states, i.e. share a border and within the same region to be considered for a Regional Department.

Voting Procedures by Departments

(Ref: MOPH Bylaws, Article VI, Delegates to Conventions & Article VII, Departments, Sections 3, 6 & 12)

Department Commanders are responsible to enforce the voting procedures included in the MOPH Bylaws. Commanders should ensure that delegates are selected who then represent their subordinate Chapters and vote at the Department Convention (1 for each 12 active members or a major fraction thereof in good standing in the Chapter at the time of the election). Department Commanders must remain vigilant in following the MOPH Constitution and Bylaws as referenced above.

Department Elections

(Ref MOPH Bylaws, Article VIII, Section 6, Election of Officers)

Departments elect their officers at their Annual Conventions each year, held **between May 1 and June 30**.

Definition of an Active Member in Good Standing: Any eligible Purple Heart recipient who has paid his or her dues and is not delinquent is considered to be an active member in good standing and eligible to vote on Chapter issues. The term “Active Member” is not based on a member’s participation in Chapter activities, but on his membership fee status.

The **Department and Chapter Commanders** – please use *Department/Chapter Election/Finance/990 Tracking System* to track submissions of Election, Finance, and 990 Reports. Go to www.purpleheart.org/Members/ReportTracking.aspx which will bring up your log in screen. Log in and you’ll see the **System**.

MOPH Bylaws establish elected and appointed Department officers as follows:

Elected at Annual Convention	Appointed by Commander
-------------------------------------	-------------------------------

Commander	Adjutant
Senior Vice-Commander	Service Officer
Junior Vice-Commander	Legislative Officer
Finance Officer	Welfare Officer
Judge Advocate	Historian
Inspector	Chaplain
Sergeant-at-Arms	Americanism Officer
	Surgeon
	Chief of Staff
	Deputy Chiefs of Staff

Register with Appropriate State Authority

Recommend that Departments register with the appropriate State authority, usually the Secretary of State or the Attorney General, to document officially your presence in the State and comply with any regulations pertaining to non-profit, charitable organizations. Fees are usually based on the amount of contributions received, so most MOPH Departments probably will fall into the exempt or very low fee category.

For ease in registering, go to www.multistatefiling.org where you’ll find details on using the *Unified Registration Statement* (URS), now accepted by many states. The URS attempts to consolidate information and data requirements of all states that require registration of non-profit organizations performing charitable solicitations within their jurisdictions.

Staying on the first page of the website, you can check your state’s requirements by scrolling down to the multi-colored map and clicking on your state. To get a copy of the URS for submission, go to *FOR PRINTING THE URS* and click on “Open the PDF Version of the URS by using this link.”

♥ **Heartbeat:** Forms for both the Chapter and Department election results can be found on the MOPH website, www.purpleheart.org. (Go to www.purpleheart.org, rest cursor on “Members,” slide down and click on “Download Forms and Documents” and click on “Chapter Election Form”

Department Commander and Staff

(Ref: MOPH Bylaws, Articles VII & VIII)

Department Commander

The *Bylaws* contain detailed guidance on Department operations and the duties of its commander and staff officers. Many of the practical management techniques contained above in the section for Chapter Commanders are applicable to Department Commanders, including the publication of a Department Newsletter.

Commander

Of all the officers in MOPH, from top to bottom, the Department Commander probably is the most important to the overall success or failure of the Order. Your formal responsibilities are outlined in the *Bylaws*, but here are some practical measures that you can take for more effective administration of your Chapter.

Department Administration

- *Create Job Folders.*

Create a folder that names each position and describes in bullet point format the responsibilities of that position. Using the *Bylaws* and your local situation, create a detailed job description and adapt it to your particular organization. For example, a Department may require more of a Junior Vice Commander (JVC) than is listed in the *Bylaws*. If the JVC is responsible for chairing the Founder's Day Dinner, then list that as one of his specific responsibilities.

Publish this folder and give a copy to each officer so that all know the duties and responsibilities. Give each officer a three-ring binder for storing documents used to perform his job that can be passed on to his successor.

- *Create a calendar.*

Design a calendar of events for your Department that includes national holidays, local events and dates important to your interaction with Chapters, Regional, and National offices (report due dates, staff visits, etc.).

- *Department Newsletter.*

Publish a monthly or quarterly newsletter for your members that provides information important at the Department level – such as schedule of meetings, family news – deaths, births, promotions, etc., member awards and recognition, announcements of Department social events, and biographical information on new members. It can be simple or as elaborate as the Department expertise and resources allow. To minimize effort in distribution, send it by email to all who have internet access and then mail hard copies to those without computer access. Always run off a few extra copies when printing to have some on hand at your next meeting for those who missed getting them, or to give to new or prospective members. Newsletters also can be great recruiting tools.

- *Meetings.*

Have regular meetings of Department officers to cover current activities and upcoming events. At meetings, whether just for the officers or for the entire Department, use common sense on the

frequency – only schedule them if needed. Some locations will have a relatively low level of activity and thus will need fewer meetings. Others will need more to handle higher activity.

♥ **Heartbeat:** Chapters should meet on a monthly basis, but be open to rescheduling a meeting if circumstances dictate. Remember - a quorum is five members in good standing!

- *Document Meetings*

Keep accurate records on each meeting, particularly when action items are determined and assigned. These notes can be used as ticklers to ensure action is completed.

Schedule a Department Annual Convention

Working with Chapter Commanders, the Department Commander must set a date between May 1 and June 30 for his annual convention to be hosted by one of his Chapters. Informal liaison with each Chapter will give him the necessary background data to select the most appropriate one for the function. While on the surface, giving the convention to Chapters in “turns” seems fair, but it just might be that the Chapter scheduled for the next one is unable to host it for any number of reasons and another more suitable one needs to be selected. (See *Department under MEETINGS & CONVENTIONS for more information.*)

ACTION: You must submit details on your Department Convention to the National Adjutant on January 31 each year. This is required to schedule attendance of National and Region Officers. We cannot complete the schedule until we have all the inputs. Don’t assume attendance of any National or Region Officer until formal notification by the National Adjutant.

Your submission should include: (1) date, (2) location, (3) name, address and contact information for site location; and (4) any other information that may be helpful for planning purposes (i.e., hotel rate, code for reservations and any registration/event fees associated with the convention. **DO NOT PHONE** – information must be written.

Email: adjutant@purpleheart.org

Fax: National Adjutant, MOPH HQ, 703-642-2054

Mail: MOPH HQ (Attn: National Adjutant)

5413-B Backlick Road

Springfield VA 22151

A primary purpose of the Convention is to elect the following Department officers:

Commander Senior Vice-Commander

Junior Vice-Commander Finance Officer

Judge Advocate Inspector

Sergeant-at-Arms

Once elected, the Department Commander will appoint the following officers:

Adjutant Service Officer

Legislative Officer Welfare Officer

Historian Chaplain

Americanism Officer Surgeon

Chief of Staff

Once the elections are completed and officers installed, the Convention can address other issues, but the most important administrative and financial actions will be taken by the new Department Executive Committee which meets within 24 hours after the Convention ends. Departments are the key requesters for MOPH Service Foundation Grants, whether individual or for a project. For details on availability of funds and application procedures, contact the MOPHSF by going to www.mophsf.org/, clicking on “About Us” and then on “Contact Us” which brings up an email form or by phone: 1-703-256-6139.

Americanism Program

Department Commanders support this vital program of MOPH by appointing a Department Americanism Officer who will respond to the National Americanism Officer and coordinate the activities of his Chapter Americanism Officers. (See **MOPH Programs** above.) Departments submit an annual MOPH Americanism Report to the National Americanism Officer no later than June 30. Form and instructions are available at www.purpleheart.org. (Follow this sequence: Members/Download Forms and Documents/Blank Chapter & Department Forms.)

Purple Heart Trail Program Support

Department Commanders support this highly visible program by establishing rapport with the National Purple Heart Trail Coordinator and appointing a Department level Purple Heart Trail Coordinator to work with assigned Chapters and the National Coordinator. (See **MOPH Programs** above for details and the Department’s role.) These actions will fall under your Americanism responsibilities.

First Responder Program

This is no longer a national program, but one that is executed on the Chapter and Department level within available resources.

Law Enforcement Officers and Fire Fighters who are killed or wounded in the line of duty may be honored by MOPH Departments and Chapters.

Public Safety Officers **KILLED** in the line of duty are recognized by the award of the MOPH Memorial Plaque from *Personalized Just For You, LLC*.

Public Safety Officers **WOUNDED** in the line of duty are recognized by the award of the MOPH First Responder Citation Plaque from *Personalized Just For You, LLC*.

Both Chapters and Departments can order Plaques at www.purpleheartstore.com or call 1-888-987-4838.

When preparing a press release or participating in media coverage of the presentation of First Responders Recognition material, please ensure that the public is notified that this is **not** the presentation of a Purple Heart Medal. Rather, it is recognition of service and sacrifice of the honored individuals **by** the Military Order of the Purple.

♥ **Heartbeat:** Along with the names, phone numbers, and email addresses for key MOPH officers, you can find contact information for the MOPH officer responsible for administering the various

First Responder Program Support

This program “pays respect and honor to those who serve and protect our communities and ultimately pay the supreme sacrifice.” (See **MOPH Programs** above for more information.) Key action by Department Commanders to support this effort is to:

- Appoint a Department First Responder Coordinator who will work with the Chapter First Responder Coordinator in establishing and maintaining a Department-wide program.

♥ **Heartbeat:** When appointing a **First Responder Coordinator**, Department Commanders should look for a member who (1) really is willing to serve, (2) has experience in law enforcement or firefighting, and (3) has sufficient computer skills to monitor websites for First Responders killed in the line of duty. The experience is “nice to have,” but the willingness to work and ability with the computer are “must haves.”

Senior Vice Commander

In addition to whatever duties assigned by the Commander, recommend that this officer be responsible for the Department’s recruiting effort, a most important function that directly impacts on MOPH’s viability. New members must be added to our rolls, not only to sustain but to increase our service to veterans. How can he do this?

- Lead a discussion on recruiting at a Department meeting and get the entire unit on board to assist in the effort.
- Have a mechanism to collect and store data on possible new recruits.
- Form three member teams to systematically gather data for new recruits in the Department’s geographic area.

Junior Vice Commander

In addition to other duties assigned by the Commander, recommend this officer be responsible for the Public Relations Plan and its execution. See Appendix B for detailed guidance. Success in the area of public relations has a significant impact on the recruiting and fundraising activities of the Department.

Department Service Officer

The Department Service Officer (DSO), with guidance from the National Service Director (NSD) and working with the accredited MOPH National Service Officer (NSO) located within his Department, advises and assists veterans and their dependents with claims for benefits from any government agency and assists veterans in securing suitable employment.

There is, however, a distinct difference in the responsibilities of a DSO and the NSOs who are **accredited** veteran service organization representatives. The DSO shall advise and assist veterans, their dependents, and survivors in the technical preparation and submission of their claims for benefits from the VA directly to the NSO. The DSO shall also assist the veteran in securing suitable employment.

One of the DSO's major responsibilities is to assist and cooperate with the subordinate Chapter Service Officers (CSO) in the following areas:

- Provide information regarding the veteran's claim process, in coordination with the NSO.
- If trained, assist veterans in filling out a Veterans Application for Compensation and/or Pension (VA Form 21-526).
- Provide information regarding healthcare facilities.
- Assist veterans in preparing a Request for Health Benefits (VA Form 10-10EZ).
- Provide assistance to widows, children, and survivors of deceased veterans.
- Assist veterans in obtaining copy of DD-214 or DD-215.
- Preparation of expenditure of VAVS funds.
- Liaison with State Service Officers and County Service Officers.
- Make periodic reports of his activities to the Department Commander and provide ad hoc reports to the NSD when requested.

Remember, this is only an overview. The Department Commander may assign other collateral duties to the DSO.

The DSO is important to the success of MOPH's support to veterans, but it is important that DSOs appreciate the limited role they play in assisting veterans with the VA claims process. Some DSOs do not have sufficient training, certification or accreditation to do more than assist the veteran in completing certain forms and refer the veteran to a NSO to meet his or her needs. A DSO should **never formally accept** a Power of Attorney (VA Form 21-22 – Appointment of Veterans Service Organization as Claimant's Representative), promise a veteran a specific outcome on a claim, or promise a veteran a time frame for a claim to be adjudicated by the VA. The matter **must** be referred to an accredited NSO. It is imperative that the DSO contact the NSO as soon as a veteran client is identified. The NSO may be able to file an informal claim with the VA, securing a "date of claim" sooner, rather than later.

It is also the responsibility of the DSO to maintain open communications and a professional working relationship with the NSO's Regional Field Supervisor (RFS). The RFS manages his/her region at the direction of the NSD and is charged with overseeing the NSOs within his/her region.

The DSO plays a vital role in the overall health of our service program. The DSO must have the ability to communicate up and down the chain of command. It is imperative that all NSD directives and policies and procedures be brought to the attention of the Department Commander as well as Chapter Commanders and Chapter Service Officers.

The DSO is also charged to maintain good public relations with other non-profit and commercial organizations and government agencies that provide benefits to the veteran and his/her dependents.

Recommend that DSO's read and/or download the **Department and Chapter Service Officer Handbook** located on the MOPH website under "Service Program Forms" for additional guidance.

Department Inspector

The Inspector makes inspections within his Department Headquarters and of his subordinate Chapters. He prepares a letter form annual report to be forwarded to the National Inspector no later than June 15. See the section on **Audits and Inspections** for details on the Inspector's duties and reporting.

Nomination of National Aides-de-Camp

(Ref: MOPH Bylaws, Article XI, Section 21)

In addition to appointing his staff officers, each Department Commander will nominate one Patriot in his Department to be an *Aide-de-Camp* who will represent the National Commander, when requested, at various functions and meetings. The *Aide* will also make necessary preparations in conjunction with official visits of the National Commander to the Department's area, accompanying and assisting him as required.

Action: Each year, Department Commanders will send their nomination by letter, fax or email by 15 October to the National Adjutant who will then forward them to the National Commander for approval.

Nominees should be mature experienced members who can properly represent the National Commander. Once approved, MOPH HQ will send each *Aide* a signed letter of appointment and identification card. This is a yearly requirement so incoming National Commanders can approve their representatives.

Although *Aides de Camp* directly support the National Commander, they are still members of a Department and thus will wear the Department cap – purple with white top – and have “National Aide-de-Camp” lettering on the right side of the cap.

Motivating and Overseeing Department Operations

One of a Commander's prime responsibilities is to motivate his Chapters and ensure they are meeting according to the Constitution and Bylaws. Commanders may want to determine just how many of their Chapters are active and these questions address that process:

Does the Chapter meet on a regular basis?

Does the Chapter participate in veterans' activities such as Memorial Day or Veteran's Day?

Is the Chapter participating in Department initiatives, particularly recruiting?

Does the Chapter submit their annual reports?

You cannot motivate without knowing the issues. You cannot solve problems without identifying the problem. So, how can you identify Departments with problems?

Start by getting some basic reports from National Headquarters such as membership rosters for each Department. Study the roster carefully, paying special attention to the age of the Patriots. Separate some of the roster detail and determine the percentage from each conflict. Look for a trend in the numbers. *It's important to determine the demographics of the Department and know the ages and related wars so leadership can tailor operations around this data. The goal is to develop programs that will appeal to the majority of the membership to maximize participation in both social and operational activities.*

Next, get the current election reports for each Department. You may also want to get copies of the previous 5 years of election reports. Check the ages of the Officers and how many years they have served in that position. Have there been any changes in any of the Commanders in five years? Who is the Adjutant? How long has he been in that position? What you may be looking for is a “paper Department,” one in which the same election report is being copied and mailed without any meetings or elections being held.

Armed with appropriate background information, you now can write a personal letter to each Department Commander and Adjutant. Introduce yourself and tell him you plan to call soon. Tell him about some of your initiatives. Call him, but do not leave a message – continue to call until you reach him in person. When you have reached him, ask questions derived from analysis of data on his Department to help determine the Department’s viability.

If you cannot contact anyone by phone, then check the election report for time and place of the Department’s meetings and task one of your officers closest to the meeting site to pay a visit and check things out.

If you determine that a Department is active, on any level, your next effort will be to motivate the Department to be more active in such areas as recruiting, retention, local activities, fundraising and so forth. To further measure the health of a Department, recommend you:

- Attend a Department meeting, getting time and place from election report
- Request copies of the minutes from a Department’s meetings.
- Talk with the Commanders – learn what they’re doing, their focus, their successes, failures and goals for the Department? What goals did they have last year? Were they successful? No? Why not?

In speaking (not writing, emailing or text messaging) to the Chapter Commanders, closely listen to what they have to say. Formulate a plan to use their goals, achievements or activities to help you achieve Department goals. Now detail your goals for the year and ask them to become a part of satisfying them. Make them feel like they are an integral part of the Department. Why? Because they are an integral part of the Department! They are the lifeblood of the Order.

If you find an inactive Chapter, yet someone is submitting election reports, then you need to investigate. Who is doing the election? Where are the Chapter funds going and how are they spent? Generally, there will be one Patriot keeping the Chapter on the rolls. He may be the Commander or Adjutant or both. Call him and get his explanation for inactivity, assuring him that you’re only interested in helping. Then offer support and assistance to get the Chapter reorganized, based on his input.

DEPARTMENT CONVENTION

Department Commanders can have ad hoc meetings whenever necessary, but the most important meeting is the annual Department Convention, usually hosted by one of the Chapters. The Department Commander must set the date/s, designate the responsible Chapter, and provide the host Chapter with appropriate guidance. One of the most important actions during the Department Convention is its annual election of officers. See **Department** under **Administration of Chapters, Departments & Regions** for details on the election and reporting its results.

Guidance for Chapter Selected to Host Convention

- You need to begin preparations as soon after notification as possible, even if it’s a year away.
- Thoroughly read Part III of the Bylaws concerning conduct of a meeting. The information contained in “Chapter Meetings” is applicable to running a Department Convention.
- The annual Department Convention must be held between May 1 and June 30, according to the Bylaws. Remember, there are three holidays (Mother’s Day, Father’s Day, and Memorial Day) in that time frame and you must work around them to maximize attendance.

- Organize an activity calendar, showing task, due date, and responsible Chapter member/s.

Inclusion of Other Events

Department Conventions should include events other than just the *Business Session* and Social Event(s):

- The Department Finance Committee should meet prior to the business session to complete a financial report for the previous year, including the results of an audit.
- The Department Executive Committee should meet prior to the business session to ensure that the agenda includes all matters or issues that should be addressed.
- After the business session, the Department Executive Committee should meet to elect members to the Department Finance Committee, if one has been established.
- After the business session, a Department Finance Committee should meet to elect a Chair for the following year.

Possible Scenario

Date	Action
August 1	Meeting venue decided. Prices negotiated for sleeping and meeting rooms.
	Publicity
	Committee named and organized. First meeting held.
September 1	Publicity chairman notifies each Chapter Commander and Adjutant as well as Department Officers concerning dates and venue of Convention.
	Chapter or Department Commander notifies National Headquarters of dates, address, contact numbers, travel options and venue of Department Convention to National HQs [NLT 31 January) to facilitate scheduling of National Officers and travel arrangements to attend.
October 1	Committee meets to discuss progress.
Winter	Host Chapter Commander and Adjutant attend DEC and pass out publicity materials to the other Chapters. Guest speaker invitation/s mailed out.
February 1	Publishing Chair organizes convention book and sets rates for advertising. Cutoff date for an ad is 4 weeks prior to Department Convention.
	Guest speaker committed.
April 1	Chapter Commander sets agenda and has it approved by Department Commander.
	Convention book organized and ready for print
	Obtain the Memorial roster.
May 1	Committee meeting to discuss progress and last minute issues.

Suggested Agenda

Over the years, some Departments have developed their own rituals, but it is recommended highly that you follow the sequence set by the Bylaws which are condensed in **General** above for quick reference. **Many** conventions last only one day, so it is important to have a tight schedule to optimize the time available. Some Departments have the Department Executive Council (DEC) meet before the Convention to discuss the upcoming budget as well as the previous one, addressing any old business. DEC meets again after the Convention to approve the budget and discuss issues pertaining to the coming year, including date and place of the next DEC meeting. (See **Appendix L** for guidance on pre-convention, convention, and post-convention activities.)

Key officers and their historic roles in a Convention include:

- Host Chapter Commander conducting opening ceremony and all Chapter Commanders making their annual reports.
- Department Commander delivering the welcome, discussing old business, new business, and delivering the For Good of the Order segment. He might also do the installation of officers if a National level officer is not present.
- Department Adjutant running the nomination and election of Department officers.
- National level officer addressing Convention with MOPH new developments and installing newly elected Department officers.

A banquet or formal meal may be included in the agenda. Your Department Commander may desire a black tie affair or a country cook out. Be sure the commander concurs with whatever you decide to do.

♥ **Heartbeat:** A key item for your agenda is the Memorial Service. Contact your Department Adjutant or Commanders for the names of all Patriots who passed during the fiscal year. The current Taps roster sorted by Chapter is available to download from the website by Department Commanders and Adjutants as well as the Region Commander with MOPH website login access. After logging in, click "Officer Access" to access the rosters available online. Put the Taps report in your convention book. Ask your Chaplain to conduct the Memorial. If your Ladies' Auxiliary is participating in your Convention, it would be advisable to conduct a joint Memorial service. Check with your Auxiliary President. If your chain of command does not have the report, have either the Department Commander or Adjutant contact the National Headquarters Membership Department. The National Headquarters Staff information (name, email address, and phone number) can be viewed at www.purpleheart.org, rest your cursor on "About The Purple Heart," slide down and click on "Headquarters."

And don't forget that you typically will need a hospitality room when meetings are not in progress. Use your imagination and ask foodservice operators to donate hot foods snacks or appetizers. Ask convenience stores to donate individual packs of chips. Ask beverage companies for soft drinks. Ask distributors for beer. If any one of your target donors says no, go on to the next one.

Want to earn extra money for the Chapter? Review *Medals of America's* catalog and see if there are any items that you could resell to attendees. MOA sometimes gives discounts if you buy in significant quantities.

Need some ideas for your program book? Set an advertising schedule first. Some Chapters set two schedules. One is for veterans and their organizations. The other is for commercial businesses. Your schedule may look like this, except separate the veterans from the businesses.

	<u>COMMERCIAL</u>	<u>VETERANS</u>
Cover, Inside Cover	\$400	N/A
Full Page	\$150	\$100
Half Page	\$75	\$50
Quarter Page	\$50	\$25
Business Card	\$25	\$15

It will not take many ads to cover your expenses for printing. After that, your Chapter is making extra money for the General Fund.

Miscellaneous Tips for a Successful Convention

- Sometime during your Convention, ask your National Service Officer to address the body regarding new benefits, changes or any other issues pertinent to veterans.
- Ask local military members, active or retired, to speak to your Convention regarding current issues or their experiences.
- Ask your Convention and Tourist Bureau for trinkets such as key tags, coffee mugs, writing tablets, etc. These can be enclosed in “ditty” bags for the registrants. Banks, supermarkets and other local businesses may donate promotional items such as rulers, pencils, pens, etc., if asked. Talk with local restaurants and ask for discount or gift cards that can be awarded to attendees.
- Hold a raffle drawing for fundraising. Get donated items from local businesses such as hotels, car dealers, etc., and then raffle them at the Convention.
- Some Departments have long-standing traditions associated with Department Conventions; others may involve only a business meeting of a few hours. No matter the form or duration of the Department Convention, certain items of business and ceremony must be accomplished if a Department Convention is to be successful and conducted in a manner appropriate to MOPH.

Department Amendments and Resolutions

Both of these vehicles are mentioned in the Bylaws as mechanisms to place issues before the National Convention for decision, with the Amendments clearly designated for changing the Bylaws and Resolutions used for more generic recommendations for “consideration and action of the Convention.” In practice, however, only resolutions are being used to bring issues, regardless of subject matter, before the Convention for adjudication.

Amendments for changing Bylaws have three distinct paths:

First Path

- Originated by a Department Convention, Department Executive Committee, or National Bylaws Committee, National Executive Committee, and
- Submitted to the members of the NEC **through** the National Adjutant at least 21 days prior to the convening of the NEC.
- NEC approves or disapproves the proposed amendments by a roll call of two-thirds vote of members present at a regular or special meeting of the NEC.
- If adopted, such amendments shall have full force and effect until the next National Convention, which shall accept or reject such amendments.

Second Path

- Originated by a Department Convention, Department Executive Committee, or National Executive Committee, and
- Submitted to members of the NEC **through** the National Adjutant at least 21 days prior to convening of the next National Convention.
- NEC presents amendments to National Convention.
- National Convention approves or disapproves amendments by a roll call of two-thirds vote of the delegates.

Third Path

- Originated by any Patriot at any level at the Convention.
- Must be read to the National Convention at least one calendar day before being voted on.
- National Convention then approves or disapproves the amendment by **unanimous** vote of the delegates.

Resolutions (To cover Legislative or other non-Bylaw issues)

Prior to the Convention

- **Originators** (Officers, Departments, Chapters, Official Committees - like NEC, Bylaws, and Legislative - and Patriots) send their proposed Resolutions to the National Adjutant by June 30, but sooner if possible. Early receipt of the resolutions permits Headquarters Staff to more effectively prepare convention materials. There's no reason for originators to wait on forwarding resolutions – they can be sent as soon as prepared. Use the Resolution format, **Appendix E**, and send 2 copies, signed and dated, preferably by email, but accepted in hard copy. **DO NOT FAX.**
- **National Adjutant's Staff** checks format of Resolutions and puts copies into the **Convention Proposed Resolution Book** which will contain all resolutions to be considered by the Convention.

At the Convention

- **Legislative Committee** uses copies of the proposed Legislative Resolutions in the Book to prepare its recommendations.
- The Convention members then vote on each Resolution, after hearing Committee recommendations, and vote Approval, Disapproval or Other (Local issue or a National one, resolutions withdrawn, resolved by compromise, tabled for future consideration, etc.)
- Resolutions may be presented **during** the Convention, but they must be given in duplicate to the National Adjutant who then refers it to the appropriate committee for consideration, study and report with or without recommendation.

Post Convention

- The Chairmen of the Legislative and the Bylaws Committees determine how the Convention voted on each resolution or amendment and provides those results to the National Adjutant which are then published in the next issue of the Purple Heart Magazine.
- National Adjutant and staff then update the MOPH Constitution and Bylaws with any resolution or amendment approved by the Convention.
- The National Adjutant sends a copy of each approved Resolution to its initiator for appropriate follow-on action.

Reimbursement of Funds to Attend the Convention

Due to their office in MOPH or role at the Convention, some members will be reimbursed their expenses for attending – lodging, travel and per diem. In the past, this has included members of the National Executive Committee (one per Department), Patriots being honored, and special guests of the leadership. If there's ever any question about being reimbursed for attending the Convention, contact the National Adjutant, 1-703-642-5360/1-888-668-1656 or adjutant@purpleheart.org.

Understanding the Voting Process by Departments at National

(Ref: MOPH Bylaws, Article IX, Section 2)

The referenced Article identifies the voting members under “Composition,” but the process by which Chapter(s) and Department Commanders determine their one vote is different from the other voting entities at National Convention which have only one representative. The highest ranking vote is counted and the rest are just noted. **The hierarchy is Commander, Senior Vice Commander and Junior Vice Commander. If only one of the Chapter or Department representatives attends, his or her vote carries.**

The Department representative, Commander or any of the lower ranking officers, should vote on issues in accordance with the positions approved at the Department Convention or developed by the DEC. If there’s no such guidance, then the Department Representative votes his conscience.

DEPARTMENT FINANCES

Sound Budgeting

Departments should follow similar procedures and cycle as the National level for development and approval of budgets. Procedures and budget approval requirements should be established in Department Bylaws. **All Departments must have a Finance Officer and it’s recommended that he have a small talented Finance Committee to help in budgetary matters.**

MOPH Service Foundation Grant Policy

There’s a new form, Service Foundation Grant Request Form, that details how Chapters and Departments can apply for a Service Foundation financial grant to support unit projects. Requests will be considered once a year at the Foundation’s May mid-year meeting. The submission period for requests begins January 1 and ends April 1. You’ll find the form under “Download Forms and Documents” on the MOPH Website. Read the last page on Policy before completing the form as it contains submission instructions via the chain of command.

The Foundation’s personal hardship grant program for individuals is suspended until further notice. Check the Foundation’s website for any updates: www.mophsf.org.

IRS Form 990-N (e-Postcard) (Incomes less than \$50,000)

Chapters and Departments must file this **annual** electronic report to IRS to maintain their tax exemption status. **Appendix F** has background and details on filing the report and you can find FAQ’s on 990’s at www.purpleheart.org. Rest your cursor on “Members” at top of the home page, slide down and click on “Download Forms and Documents,” look under “Most Popular” and click on “Form 990-N (e-Postcard).”

♥ **Heartbeat:** Make sure that you use your correct EIN. Commanders and Adjutants can verify the

number online after logging into the MOPH website and clicking on “Officer’s Access.”

IRS Form 990EZ & 990 (Incomes more than \$50,000)

Form can be submitted in hard copy or by e-file. To e-file, go to the Urban Institute (<http://efile.form990.org>) which provides free e-file services for organizations reporting gross incomes of less than \$100,000. To verify 990 reporting, go to www2.guidestar.org and establish log-in procedures.

Keep Detailed and Accurate Financial Records

It is imperative that Departments and Chapters maintain detailed and accurate financial records. All checks from Department or Chapter accounts must bear two signatures: those of the Finance Officer and the Commander. Departments and Chapters should consider establishing a Finance Committee. It is recognized that this may not be practical for smaller or rural Departments and Chapters. The role of a Department or Chapter Finance Committee is to provide independent oversight of financial affairs of the Chapter or Department, and to ensure thorough and proper audits on an annual, or more frequent basis.

Use Warrants to Document Expenditures

(Ref: MOPH Bylaws (Article V, Sections 4 & 5; Article VIII, Sections 4 & 5)

The Bylaws direct that both Chapters and Departments use warrants to direct payments by their Finance Officers. These warrants, drafted and signed by Adjutants and approved by Commanders, provide a permanent record of payment authorizations for audit purposes. Warrants usually are based on an approved budget or on individual items approved for payment at a formal meeting. See sample formats at **Appendix J** that you can modify with local Chapter/Department headings. You can also find fillable, downloadable versions at www.purpleheart.org under “Blank Chapter and Department Forms.”

Have Annual Audits

Annual audits of Departments and Chapters are essential for good management, and to assure the membership that the financial affairs of the Department or Chapter are in good order. The audit should be conducted by at least three members. The Department or Chapter may engage an outside CPA firm to conduct an audit if deemed necessary. The Finance Officer and the Commander should be present during the audit, but should not be members of the audit committee. The results of the audit should be reported to the membership at the next scheduled meeting.

Regular Financial Reports

An internal Finance Report should be made at each Department and Chapter meeting, and the membership should vote to approve or disapprove the Finance Report.

Bonding

All Elected and Appointed MOPH and LAMOPH Officers at the Unit, Chapter, Department, Region, and National levels, having financial responsibilities and signatory authority in accordance with the Bylaws, are covered by a Bonding Insurance Policy up to a limit of \$30,000 issued by the Hartford Fire Insurance Company (in effect since September 28, 2009).

This nationwide policy was negotiated by MOPH Headquarters to bring all elements of MOPH and LAMOPH under a single policy in accordance with the requirements contained in the Bylaws. The annual premium for this policy is paid by MOPH Headquarters. Additional coverage in excess of \$30,000, usually desired as a result of excess funds normally on hand, can be obtained **at Unit, Chapter or Department expense** by contacting the Ralph E. Wade Insurance Agency, 99 Edgebrook Drive, PO Box 217, Springboro, OH 45066 (937-748-2651)

Finance Check List

- Warrants issued for each payment signed by Adjutant and Commander
- Two signatures on each check issued – Finance Officer and Commander
- Include EIN,* Finance Officer's name and address on each Financial Report
- All receipts filed for easy recovery and retained for three years
- Copy of MOPH's Group Exemption authorization letter on file (Needed to prove non-profit status of Chapter) (Download from MOPH Website from under "Most Popular Forms.")
- Copy of IRS EIN letter on file and also sent to MOPH Headquarters.
- Annual submission of IRS Form 990-N (E-POSTCARD) (See **Appendix F**)

*EIN, or Employee Identification Number, is a nine digit number that IRS assigns to organizations, including nonprofit associations such as MOPH, to identify taxpayers required to file various business tax returns.

Fundraising

(Ref: MOPH Bylaws, Article XII, Section 4, Paragraph E)

Fundraising by Departments is an extremely sensitive matter and careful accounting as well as close scrutiny is required. Particular care must be given to adherence with state and local laws and regulations. Records of fundraising activities should be available for inspection by state and local officials, as well as by the membership.

Care must be taken to ensure that contributed or solicited funds are spent only for the purpose for which the solicitation or contribution is made. **Simply stated, funds accepted for a specific purpose or project must be spent only for that stated purpose.**

Cross Border Fundraising

As a common sense and courteous rule, Departments and Chapters should restrict their fundraising operations within their borders and not conduct "cross border" activity into an adjoining Department's territory.

If there are any cross border fundraising activities currently being conducted that are not covered by a joint agreement between the two Departments concerned, such activity must be stopped immediately. From now on, any cross border fundraising must be documented in an agreement between the two Departments participating in the project and a written agreement must be sent to the National Adjutant for approval before its execution. The agreement should identify all parties involved in the fundraising effort, geographic area and details on the sharing of funds collected.

Approval Process for Third Party Involvement

Any MOPH Chapter or Department that wishes to use a **third party** in a fundraising effort must:

- Notify the National Commander, National Adjutant, National Judge Advocate, and the Chairman of the National Finance Committee (all contact information is in the [Purple Heart Magazine](#)) as to all the details (purpose of the fundraising, date/s, place, and any other information of interest to the Finance Committee) and
- Receive a letter from the National Commander or National Adjutant certifying that a majority of the National Finance Committee approved such a fundraising project.
- If you DO NOT receive a response at the end of 60 days, consider your request approved unless otherwise notified.

Some Do's and Don'ts on Fundraising

Do clearly state the purpose for the fundraising and expend funds collected only for that purpose (the more general the purpose, the more flexibility you'll have in disbursing.)

Do keep complete and accurate records on intake and output of funds.

Do use the MOPH logo, not the Purple Heart on items used to raise funds.

Do not join a third party in raising funds – if in doubt, contact the National Adjutant.

Use of the Viola in Fundraising - Details in Appendix V

(Ref: MOPH Bylaws, Article XIV, Section 5) Details Found in Section 5: TOOLBOX

The Viola is the official flower of MOPH that can be used in local Chapter or Department fundraising efforts, involving only MOPH personnel, without further approval. As stated in the Bylaws, funds from Violas are welfare funds. Welfare, more specifically, is for purchase of goods or services that directly impact the welfare of veterans.

♥ **Heartbeat:** Remember, Violas and Viola associated products are only available from MOPH Department of Minnesota – see its blurb in the [Purple Heart Magazine](#) that gives contact information, product descriptions and prices.

Welfare Funds

(Ref: MOPH Bylaws, Article V, Section 11, Article III, Section 11, Article XV, Section 3)

Welfare funds are particularly sensitive. Departments and Chapters can establish them for needy members or veterans and their dependents, but donations to such funds must be used exclusively for that purpose. Donations to needy members from the fund shall be strictly confidential. A separate accounting should be maintained that shows all generation and disbursement of welfare funds.

Welfare Reports

Chapter and Department Welfare Officers must submit annual reports on welfare activities to the National Welfare Officer: Chapters by May 31 and Departments by June 30. For a form that you can

complete and print for submission, go to www.purpleheart.org, rest your cursor on “Members,” slide down and click on “Download Forms and Documents,” go to “Blank Chapter and Department Forms,” and open “Welfare Form.”

Life Membership Rebates

Departments and Chapters receive rebates annually for all eligible Life Members on record as of 30 June which go into the Department/Chapter general funds. Life Members must be verified annually by 1 October, using the roster sent in July and results reported on the Life Member Verification Report. The per capita rebate payment is based on the investment income of the Life Membership Fund. The current per capita rebate disbursement is 50% to the Department and 50% to the Chapter.

♥ **Heartbeat:** On the **Life Member Verification Report**, Chapter data must be signed off by Chapter Adjutant. Department data, just on the Department Members at Large, must be signed off by the Department Adjutant.

Remember, you must file the following three reports – on time – to receive Life Membership Rebates: Finance Report (including evidence of Form 990 filing), Election Report and Life Member Verification Report. Check the Tracker!

♥ **Heartbeat:** The *Life Member Verification Report* must be submitted after July 1st, but MUST be RECEIVED in Headquarters by October 1st! You can download the form on MOPH website, www.purpleheart.org: rest cursor on “Members” at top of home page, slide down and click on “Download Forms and Documents,” look under “Blank Chapter and Department Forms,” and click on “Life Member Verification Form.” Submission instructions are included.

Accountability of Department Property

The Oath of Office of a Chapter, Department or National Officer of the MOPH includes the statement, “...I further promise that I will relinquish all authority of my office and all (Chapter) **property** and monies in my possession to my successor when elected or appointed” (emphasis added).

The property of a Department may be as limited as colors and ritual paraphernalia, or as extensive as a vehicle, furniture, cooking equipment or color guard rifles. The value of Department property may be limited or worth as much as several thousand dollars. No matter the extent or value of property, accountability must be a serious matter to each Patriot, particularly those elected to offices.

All Department property should be inventoried annually and an incoming officer should sign a written receipt for property. Copies of the receipt should be retained by the outgoing officer, as well as by the Department Adjutant.

DEPARTMENT REPORTS TO NATIONAL

Reports fall into different categories, each with a specific purpose. In almost every case, the MOPH Constitution and Bylaws define the responsibilities for these reports.

Member Address/Contact Number Reports (MANDATORY). This information originates from the application for membership. Any change to that data should be sent to the appropriate Department

adjutant, with a copy to the National HQ Membership Department. Failure by a member to inform National HQ of any address/contact change will prevent the member from receiving the Purple Heart Magazine and other important information. Submission should be in writing by postal mail or email, although telephone submission is accepted.

Department Reports (MANDATORY). Failure to submit **election reports, finance reports, EIN/990 reports,** etc. will cause serious problems for the leaders and members of the unit that did not send the required reports. Failure to submit these reports by their due dates will result in the unit losing their voting privileges at the National Convention and loss of potential funding. Submission instructions are on each report form.

National Convention Elected Leader Reports. These reports are written by the Department Commanders as well as other elected officers for inclusion in the National Convention Booklet and should be no more than two pages in length and include only those facts and data that provide needed information and items of special interest. National HQ will announce the due date for these reports. Submit them to the National Adjutant by USPS letter or email attachment.

Chapter and Department Requested Reports. These are written reports submitted to appropriate National Officers, such as the Americanism Report, Department Inspector Report, VAVS Report, and Welfare Report. Some small Chapters may not be able to fill each of these positions and therefore will not be able to submit a report for that area. The value of these reports is that they document member contributions to MOPH for appropriate action by leadership. Not submitting such reports only conceals the good deeds accomplished by hard working members. The various report forms have submission instructions.

The Finance Report

Department Finance Officers prepare a yearly Finance Report for the period May 01 to April 30, sending the original to MOPH Headquarters no later than June 30. Keep a copy in the Department files.

Annual Finance Report is one of the most important forms that you must submit – complete and on time. A common error is not attaching your IRS Form 990 receipt.

Welfare Reports

Department Welfare Officers must submit annual reports on welfare activities to the National Welfare Officer: Chapters by May 31 and Departments by June 30. For a form that you can complete and print for submission, go to www.purpleheart.org, rest your cursor on “Members,” slide down and click on “Download Forms and Documents,” go to “Blank Chapter and Department Forms,” and open “Welfare Form.”

Life Membership Rebates

Departments and Chapters receive rebates annually for all eligible Life Members on record as of 30 June which go into the Department/Chapter general funds. Life Members must be verified annually by 1 October, using the roster sent in July and results reported on the Life Member Verification Report. The per capita rebate payment is based on the investment income of the Life Membership Fund. The current per capita rebate disbursement is 50% to the Department and 50% to the Chapter.

Audits and Inspections

Department Inspectors now only submit one letter form report to the National Inspector by June 15. See the revised *Finance and Inspection Guide* on the MOPH website for a sample report. Department inspection reports are no longer forwarded but retained by the Department Adjutant for seven years.

Support of the National Convention

Annual Report for National Convention

Department Commanders must submit an Annual Report to the National Adjutant (adjutant@purpleheart.org) not later than June 30, preferably as an attachment to an email, thus making digital submissions. Use the format in Appendix H. This report will become part of the Convention Delegate Book issued to all attendees. If your input will be hard copy, then mail rather than fax (Executive Assistant, MOPH Headquarters 5413-B Backlick Road, Springfield VA 22151-3960). Fax copies are not clear enough to scan or reproduce.

Resolutions for the National Convention

Department Commanders should also send any Resolutions, generated during the Department's Convention or submitted by its Chapters, to the National Adjutant not later than June 30. Use the format in Appendix E and follow the same submission guidance as for Annual Reports. Also, see "Resolutions and Amendments" under **National Convention** above.

Bidding for a National Convention

A key role of the Department Commander is in the bidding for future National Conventions. At each National Convention, a Time and Place Committee is called to hear bids for future Conventions. The Committee is comprised of the sitting Region Commanders. Typically, they hear bids at least three years before the date of the Convention. After hearing the bids, the Committee will make a decision to support one of the locations. During Committee Reports in the Convention, the Chairman will provide the body with the bidders and the recommendations of the Committee. The body is then allowed to vote for the destination with the majority of votes winning the selection.

A Department Commander is the only Patriot authorized to present a bid for National Convention, and he bids for their entire Department since a National Convention requires the teamwork of the entire Department. The Department Commander may be represented by another Department Officer or the Chapter in the actual bidding. However, the original bid must be signed by the Department Commander.

Requirements for a National Convention

The Time and Place Committee considers a variety of issues when making their recommendation that include:

- Availability of sleeping rooms.
- Availability of meeting rooms.
- Parking facilities.
- Access by commercial air.
- Cost of sleeping rooms.
- Availability of mobile home or camper accommodations.
- Local attractions.

Before making a bid, contact MOPH National Headquarters (1-703-642-5360/1-888-668-1656) and request the most recent Convention Bid requirements which will include number of rooms, meeting space, breakout rooms, convention office, distance to airport, etc.

Note: Thursday afternoon activities are the responsibility of the host Department. Registrants can be charged for the activities, so they should be interesting and fun. A meal may be included in the activity.

♥ **Heartbeat:** See **Appendix M** for the National Adjutant's guidance to Departments on the bidding process and for the **Time & Place Committee's Evaluation Check List** that will help in bid preparation.

Preparing the Bid

Your bid should begin with the available properties that could be used for the National Convention. If there is not adequate meeting or sleeping space, your bid will not be considered.

Prepare a binder for your presentation and make six copies. Organize the bid beginning with meeting and sleeping spaces. Show existing room rates in a variety of hotels that would be large enough to accommodate the Convention. In addition, using your local Convention and Visitors Bureau, get discounted room rates and then prepare a matrix showing the different properties and their normal and discounted costs. **One assist in getting discount rates will be a letter of support from the mayor and/or governor of the facility's location.**

Next, focus on transportation. Provide information on airports, trains and other means of conveyances that service your region. Try and get comparable airfares for several carriers using your facilities. For example, online visit discount travel sites and call up flights from different cities throughout the US for round trip fares to your airport.

Finally, present reasons why your site should be selected. Why would we want to hold a Convention in your city? Is it historic? Is it a tourist destination? Is it unique in any way? What are some exciting things Patriots could do during leisure time? Include photos and brochures. Get testimonials from other organizations that have held large meetings or conventions in specific hotels.

Presenting the Bid

Advise the National Adjutant prior to Convention (**no later than July 15**) that your Department is prepared to bid for hosting the next available National Convention and ask to be scheduled on the Time and Place Committee's agenda. Send him an advance copy of your presentation so that he can judge the time required to present the bid.

At the appointed time, the Department Commander must personally present the bid to the Time and Place Committee. Be prepared to answer questions about Chapter support, Department support (Patriots to help run the Convention), about your area and about your local citizens. Be enthusiastic but realistic.

AWARDS & Citations (Summary) *(Details in Appendix O)*

Department Patriot of the Year

To bring equity and fairness to this program, it is felt that each active Department should recognize their own Patriot of the Year. These Patriots would receive a certificate mounted on a plaque from their Departments. The Department should then recommend their Patriot of the Year for consideration by the Region Commander for the Region Patriot of the Year.

Commanders must submit their Patriot of the Year to their Region Commander for consideration of Patriot of the Year no later than JUNE 17.

A certificate mounted on a plaque is available for purchase by through MOPH HQ. See the downloadable form on www.purpleheart.org which can be filled in and submitted by email or printed and mailed.

Due date to Department Commander: 30 April.

Carroll M. Fyffe Memorial Award

Criteria: This award recognizes the efforts of a member during the preceding year in terms of new program (s) that he or she developed that had a national impact on MOPH. It was established in the name of past National Commander Fyffe who died in 1999.

Distinguished Service Awards

Criteria: The Distinguished Service Awards are the primary vehicles for recognizing Patriots and other worthy organizations and individuals who made unique contributions to MOPH. There are two standard awards: (1) Service to the Community, Fellow Citizens, and Veterans and (2) Service to MOPH. There is no limit to the number of Distinguished Service Awards presented each year and no set schedule for making awards. All members, MOPH employees and other worthy individuals and organizations are eligible to receive the award.

Carl H. Blanchard Americanism Award

Criteria: Presented annually to the Patriot who has contributed the most to promote Americanism in the community and the schools.

Publications Awards

Criteria: --Chapter publications awards, covering the fiscal year, are conferred by the National Commander at the convention.

- The Department Newsletter Award for the most outstanding Department newsletter.
- The best Photograph Award is awarded to an individual or organization for the Best Magazine Picture taken by a non-professional photographer.
- The Victor F. Kubly Publicity Award is given to an individual or organization for the Best Magazine Article.

Annual Recruiting Awards

Criteria: The MOPH Membership Manager also identifies the winners of the various recruiting awards as follows and lists them in the program of the National Convention.

Annual Membership Awards

Criteria: --The following four awards for membership excellence are conferred by the National Commander at the National Convention:

- (1) **Department Membership Award (Greatest Numerical Increase)** - awarded to the Department with the greatest numerical increase (net increase) in membership during the previous year.
- (2) **Department Membership Award (Greatest Percentage Increase)** - awarded to the Department with the greatest percentage increase in membership during the previous year.

MOPH PROGRAMS [Summary]

It is important that all MOPH programs show measurable progress. For detailed descriptions of the programs, timelines, forms and awards see each Program Appendix. Simply putting in effort without showing results is unfair to our devoted members who volunteer their time and talents to make improvements in how we provide services to veterans and their families. Reports have been created that assist in this effort. Forms for these reports can be found and printed from the MOPH website and have submission guidance. [Go to www.purpleheart.org, rest cursor on "Members," slide down and click on "Download Forms and Documents" and you will see all the MOPH forms.]

Americanism Program - Details in Appendix AA

The purpose of the Americanism Program is to work with schools and other organizations to help promote U.S. history and the quest for freedom as well as commemorate all national patriotic holidays, preserving and strengthening comradeship and patriotism among the Order's members.

It is administered by the National Americanism Officer (NAO), working with Department and Chapter Americanism Officers to develop and promote "positive Americanism."

Ordering Items

- Recommend orders be submitted by using the online application at <http://www.purpleheart.org/Americanism/AmericanismOrderForm.aspx>. The orders will then be routed electronically to the National Americanism Officer for approval.
- If you prefer using a hard copy form, then click on "downloading the form" and mail to the address provided.
- All requests sent by surface mail will incur very lengthy delays.
- If requested items are in stock, it is likely that the number of requested items will be honored up to the maximum quantity allowed.
- Requests for quantities of items above the maximum limit should be justified fully in the comment section of the form. All requests for excess quantities will be handled on a case by case basis.
- The approval, packaging, and shipping process take time. Recommend that all Patriots submit requests a minimum of 3-4 weeks prior to an event.
- For those Patriots who do not use computers, call the MOPH Supply Office at 703-642-5360/1-888-668-1656 and request an order form which you can complete and return. You can also call the Office to discuss any unusual circumstances concerning an order.

♥ **Heartbeat:** All can download the fillable *MOPH Americanism Report* form: go to www.purpleheart.org, rest cursor on "Members" at top of home page, slide down and click on "Download Forms and Documents," look under "Blank Chapter and Department Forms," and

click on “Americanism Form.” Reporting period and submission instructions are included.

Actions Critical to Program

- Department and Chapter Commanders must appoint Americanism Officers for their commands (can be a collateral duty for a current officer or a member interested in the program).
- National Americanism Officer must submit a budget for his Program and work with MOPH Headquarters Supply to ensure adequate Americanism materials are ordered and stocked.
- Chapter Officers must liaison with local schools and discover how the MOPH Americanism Program can be integrated with the schools’ classes.

Cell Phones For Soldiers – (Program on Hold)

MOPH is a four star Sponsor of this program, a non-profit effort dedicated to providing deployed and returning troops cost-free methods for communication with their families while serving in the US Military. Started in 2004 by two teenagers with their pocket money, the program has recycled over 10 million used cell phones, using the revenue from salvaged material to provide our military with over 12,000 calling cards each week.

Purple Heart Trail Program - Details in Appendix T

The *Purple Heart Trail Program* was conceived by George Washington Chapter #1732 of Fredericksburg/Spotsylvania VA in 1992, approved by the Order and envisages *Purple Heart Trail* signs and plaques on key highways throughout the United States. Even some bridges have been renamed as “Purple Heart Bridges.” See “Purple Heart Trail” at www.purpleheart.org for more information on the program and a map of current Trails.

Veterans Affairs Voluntary Service (VAVS) - Details in Appendix S

The VAVS Program, founded in 1946, is in effect throughout the VA medical center system. VAVS, supported by all the major Veterans’ Service Organizations, operates the largest volunteer program in the Federal Government, supplementing staff and resources in all areas of patient care and support. MOPH VAVS volunteers participate in the VA’s program and provide an invaluable service to other veterans and their families. The MOPH VAVS Handbook is available online at the MOPH Website (www.purpleheart.org) and should be downloaded to provide guidance to the Department and Chapter members involved in the Service. Additional information can be obtained by contacting the National VAVS Director, whose name and contact information is in the Purple Heart Magazine and on the Website.

VAVS Annual Report

Departments must submit an annual report on VAVS activities to the National VAVS Director, copy to the Region Commander, on July 15. For a form that you can complete, print or email, go to www.purpleheart.org, rest cursor on “Members” at top of home page, slide down and click on “Download Forms and Documents,” look under “Blank Chapter and Department Forms,” and click on “VAVS Form.” Reporting period and submission instructions are included.

Youth Activities

MOPH Youth Programs focus on fostering patriotism and good citizenship and currently have two major thrusts:

- Rewarding outstanding cadets and midshipmen in Junior and Senior ROTC programs in the US and in DoD Dependent Schools worldwide.
- Encouraging youth in such organizations as the Girl and Boy Scouts to get involved with service to our veterans in the VA medical centers and military hospitals.

ROTC /JROTC/Youth Programs Details in Appendix R

The MOPH ROTC/JROTC Leadership Awards were conceived by Indian River Chapter #494 in 1987. A resolution to create the award was accepted by the 55th National Convention held in Orlando in August 1987. In 1988, after design and presentation details were completed, the MOPH Leadership Medal for ROTC and JROTC units became a reality. Impetus for the ROTC Award is attributed to patriots George Raiden, Si Chase and Ned Porter of Chapter #494.

Additional information can be obtained from the National ROTC Officer identified in the Purple Heart Magazine or on the MOPH Website, www.purpleheart.org under “Programs” at the top of the home page. The National ROTC Coordinator can be reached by email: rotc@purpleheart.org or by phone at (703) 642-5360/1-888-668-1656.

The MOPH website offers an excellent description of the ROTC/JROTC Leadership Award Program, the award requirements and ordering procedures for the award.

The National Scholarship Program - Details in Appendix U

The MOPH awards scholarships annually to worthy students. The MOPH Scholarship Program is funded by a grant from the MOPH Service Foundation.

♥ **Heartbeat:** These eligibility requirements are listed on the website, but provided here for quick reference in case you need to answer a local query. Call 703-642-5360/1-888-668-1656 or email: www.scholarship@purpleheart.org if you have any other questions.

Eligibility criteria and applications are published each fall on the MOPH website (www.purpleheart.org), and are available from MOPH Headquarters. You can also see a list of current year winners on our website under Programs/Scholarships. Additional information can be obtained from the National Scholarship Chairman or the National Scholarship Coordinator. Contact information for the National Scholarship Chairman is in the current Purple Heart Magazine and on the MOPH Website. The National Scholarship Coordinator can be reached by email: scholarship@purpleheart.org or by phone at 703-642-5360/1-888-668-1656.

First Responder Program

This is no longer a national program, but one that is executed on the Chapter and Department level within available resources. See information on the program under Chapters and Departments.

♥ **Heartbeat:** Along with the names, phone numbers, and email addresses for key MOPH officers, you can find contact information for the MOPH officer responsible for administering the various programs in the front section of the Purple Heart Magazine

Social Media Program – Details in Appendix KK

MOPH Social Media are powerful communications and marketing tools that may have a significant impact on organizational and professional reputations. Because there is not always a clear distinction between personal voice and institutional voice, The Military Order of the Purple Heart crafts the following policy to help clarify how best to enhance and protect personal and professional reputations while promoting positive participating in social media.

Social media from The Military Order of the Purple Heart is intended to supplement, not replace, the channels currently in place for press, news, events, announcements and Patriot intra & inter communications.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to *LinkedIn, Twitter, Facebook, Tumblr, YouTube*, and other changing outlets as will develop and be available.

Both in professional and institutional roles, MOPH membership and employees need to follow the same, if not better, behavioral standards online as they would in life. The same laws, professional expectations, and guidelines for interacting with Patriots, members, family and volunteers.

SECTION 4 – MOPH NATIONAL REGION & NATIONAL LEADERSHIP RESPONSIBILITIES

(Ref: *MOPH Bylaws*, Article I & XI, Section 4)

The Region Commander's duties are stated in the referenced sections, and include some interesting and pivotal roles. He is supervised by the National Junior Vice Commander.

REGIONS

Regions are geographical groupings of states and territories for the purpose of membership expansion. Each Region shall conduct a yearly meeting in October and elect a National Region Commander from each of the following Regions:

Region I – Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont and Virginia

Region II – Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Nebraska, Ohio, West Virginia and Wisconsin

Region III – Alaska, Idaho, Montana, Oregon, North Dakota, South Dakota, Washington and Wyoming

Region IV – Alabama, Florida, Georgia, Mississippi, North Carolina, Puerto Rico, South Carolina and Tennessee

Region V – Arkansas, Colorado, Kansas, Louisiana, New Mexico, Oklahoma and Texas

Region VI – Arizona, California, Guam, Hawaii, Nevada and Utah

Program Development

The Region Commander "directly" is responsible for developing effective programs for new membership and organization of new Chapters and Departments in his region. He is authorized to appoint National Region Chiefs of Staff to assist him in this program development – a necessary measure as he doesn't have a staff like Department and Chapter Commanders.

♥ **Heartbeat:** Region Commanders must use their limited resources only within their respective regions where results can be optimized.

Support of the National Convention

As members of the National Executive Committee and National Officers, Region Commanders must submit an Annual Report to the National Adjutant (adjutant@purpleheart.org) not later than June 30 each year. This report will become part of the Convention Delegate Book issued to all attendees. Your report should be one to two pages and sent as an attachment to an email, thus making it a digital submission. If your report is hard copy, then mail rather than fax. Fax copies are not clear enough to scan or reproduce. See Appendix G, National Officer MOPH Convention Report, for the report's format.

National Commander's Meeting

National Region Commanders, along with the rest of MOPH National officers, may be invited to participate in ad hoc one to two day National Commander's Meetings called by the National Commander when items such as revised and new mission statements, financial matters and membership programs need to be discussed. Region Commanders may be asked to bring data on their recruiting efforts (Department by Department) and any new or innovative programs taking place. Details for each Meeting will be promulgated by the National Adjutant's office well in advance to facilitate attendance. **If requested to participate, plan to send an advance summary of any report requested to the National Adjutant for inclusion in the conference agenda.**

REGION ANNUAL MEETING

(Ref: *MOPH Bylaws*, Article I, Section 1)

Each Region Commander will have a yearly meeting no later than October, selecting a date and place that doesn't conflict with any other scheduled conference. The primary attendees at this meeting will be the Region's Department Commanders and any key Department staff officers that can contribute to the meeting. In addition to the considerations listed in the **GENERAL** paragraph above:

- Plan for a one day meeting to limit the agenda to really important issues and to avoid costly overnight stays.
- The National Commander or his designee will attend the meeting and address national issues and developments.

♥ **Heartbeat:** Be sure to report scheduled meeting dates to the National Adjutant!!

Region Meeting Report

Each Region Commander shall conduct a yearly meeting no later than October, reporting the results of the meeting to the National Junior Vice Commander and the National Adjutant. This report should include problems or issues, any remedial Region measures planned, and where National level help is needed. A National Region Commander is elected annually for each of the six Regions at the National Convention. (See **Meetings and Conventions** below for guidance.)

Region Administration

Region Commanders should try to meet with their Department Commanders at least once a year, as well as maintain a healthy connection by email and phone.

Region Commanders will have two types of Department Commanders to oversee – those with all of its Chapters contained in one state and those with their Chapters located in two or more contiguous states.

Endorsing Petitions and Charter Applications Related to Regional Departments

When a state doesn't meet the Chapter or membership standards for a state level Department, it can join another state/s and petition to join and be chartered as a regional Department. The Regional commander endorses these documents. Documentation for the Chapters organized by state is endorsed by the state level Department Commander (Adjutant Officer).

Region Travel

Chiefs of Staff may travel in place of the Region Commander only with approval in advance from the National Junior Vice Commander. Travel by a Chief of Staff will be reimbursed from the Region Commander's budget. Travel by Aides de Camp will not be reimbursed.

Request for Extraordinary Expense

From time to time, a Region Commander may have an extraordinary expense or one that is not listed specifically in his budget that needs approval by the National Adjutant. (See section **Finances and Property** above.)

REGION FINANCES

Region Commanders, who are under the supervision of the National Junior Vice Commander, will follow financial procedures and reporting as directed by the National Headquarters. Region Commanders should maintain sufficient records to verify that the Region expenses (incurred by both the Commander and Chiefs of Staff) **are within its national allocated budget in Account Numbers 6030-10 through 6030-60 in the MOPH General Fund Statement of Operations.**

REGION REPORTS to NATIONAL

Reports fall into different categories, each with a specific purpose. In almost every case, the MOPH Constitution and Bylaws define the responsibilities for these reports.

Member Address/Contact Number Reports (MANDATORY). This information originates from the application for membership. Any change to that data should be sent to the appropriate Chapter/Department adjutant, with a copy to the National HQ Membership Department. Failure by a member to inform National HQ of any address/contact change will prevent the member from receiving the Purple Heart Magazine and other important information. Submission should be in writing by postal mail or email, although telephone submission is accepted.

National Convention Elected Leader Reports. These reports are written by Region and Department Commanders as well as other elected officers for inclusion in the National Convention Booklet and should be no more than two pages in length and include only those facts and data that provide needed information and items of special interest. National HQ will announce the due date for these reports. Submit them to the National Adjutant by USPS letter or email attachment.

Regional Meeting Report

Each Region Commander shall conduct a yearly meeting no later than October, reporting the results of the meeting to the National Junior Vice Commander and the National Adjutant. This report should include problems or issues, any remedial Region measures planned, and where National level help is needed. A National Region Commander is elected annually for each of the six Regions at the National Convention

Finance Report

Region Commanders have no formal reporting requirements at this time, but should be responsive to any requests for financial information by the National Junior Vice Commander or the National Adjutant.

Procedures for Authorization and Reimbursement of MOPH Related Expenses

Reimbursement for Routine Expenses

For reimbursement of **pre-approved** expenses such as travel and per diem related to conventions, conferences and special MOPH events, contact MOPH Headquarters Accounting (703-642-5360/1-888-668-1656) and request a white “Goldenrod” Request for Reimbursement form that can be completed and returned with **appropriate supporting documentation within 30 days of incurring the expense**. You can also discuss any questionable claim items. You also can download and print the form from our website – go to www.purpleheart.org, rest your cursor on “Members,” slide down and click on “Download Forms and Documents,” and open “Expense Reimbursement Form” under “Most Popular.”

If you have any doubt about the claim being reimbursable, please contact the National Adjutant by email (see name and email address in current Purple Heart Magazine) and provide appropriate details.

♥ **Heartbeat:** Before submission, be sure to double-check the policy and preparation instructions that accompany the form to ensure valid requests. This will expedite the process by eliminating any need for back and forth communications on marginal items.

Authorization and Reimbursement for Extraordinary Expense – National Officers Only

Authorization. From time to time, a MOPH National Officer will foresee an extraordinary expense or one that is not listed specifically in his budget in connection with (1) performing official duties or (2) responding to the direction of the National Commander or National Adjutant for the “Good of the Order.” This could be related to travel and lodging required for some critical administrative task, a piece of equipment, critical office or briefing supplies or cost of an impromptu conference to handle an important development.

He must submit **in advance and in writing** a Request for Extraordinary Expense (form distributed at National Commander’s Meeting or available from Headquarters) to the National Adjutant and get approval for the expenditure so it can be reimbursed or approved for direct payment.

Reimbursement. Follow the same procedures as for Routine Reimbursement above; attach authorization form to the “Golden Rod” request.

TRAVEL

The first question concerning reimbursable travel should always be “Will this travel produce a verifiable benefit to MOPH?”

MOPH travel always falls under two categories: (1) travel that is self-approved by the members at their own expense and (2) “compensable travel” that may be reimbursed because it falls within a clearly defined MOPH need.

Compensable Travel always should meet these criteria:

1. Travel to attend any event should result in a specific benefit to a sizeable number of our members or the veterans we serve;
2. Travel must be approved in advance by proper approving authority; and
3. Justifiable expenses for travel to attend the National Convention and National meetings will be reimbursed to those members and guests who are invited **by the National Commander** to attend the Convention or meeting. Uninvited members and guests are responsible for all associated expenses.

Travel by National leaders is limited to specific MOPH needs within an approved budget allowance. Travel by the National Leaders (elected and appointed) is always in accordance with the National Commander's guidance for approval. Travel beyond budget allowance is not reimbursable unless specifically approved in advance by the National Commander.

Travel within regions by Region Commanders will be considered compensable if it meets specific needs for MOPH and is pre-approved by the National Junior-Vice Commander.

Travel by Department level delegates who are invited to the National Convention by National HQ can be reimbursed upon submission of an Adjutant's Expense Reimbursement Report (also called *White Goldenrod*).

Travel by Department/Chapter members is covered according to the policies within those Department/Chapters. National does not reimburse travel expenses that occur at or below the Department/Chapter level.

Almost every travel related question pertaining to reimbursement can be found on the Expense Reimbursement Form that is available on the MOPH website under Forms and Documents.

Use of Purple Heart or MOPH Logo in Fundraising

See "Fundraising," in **Finances and Property (Below)**.

MOPH Emblem Policy

See **Appendix I** for the National Commander's statement on MOPH Emblem Policy.

NATIONAL CONVENTION

(Ref: MOPH Bylaws, Articles IX and XIX, provide detail on National Conventions)

The referenced Bylaws Articles cover all the formal aspects of the National Convention, but the following amplification may be helpful in fully understanding its role.

All powerful

The "Supreme Power of MOPH" is vested in this annual convention, meaning that attending delegates approve or disapprove the critical resolutions that govern MOPH, nominate and elect National Officers for the next year and review the administrative and financial affairs of the Order.

The Convention Delegate Book

This book, prepared by MOPH Headquarters Staff, goes to every MOPH attendee. It contains the annual reports of significant activity and future plans by each National Officer (Format at **Appendix G**) and each Department Commander (Format at **Appendix H**). The reports should be submitted to the National Adjutant no later than June 30. As a reminder, Headquarters Staff usually sends out the two formats with applicable dates for completion.

Amendments and Resolutions

Both of these vehicles are mentioned in the Bylaws as mechanisms to place issues before the National Convention for decision, with the Amendments clearly designated for changing the Bylaws and Resolutions used for more generic recommendations for “consideration and action of the Convention.” In practice, however, only resolutions are being used to bring issues, regardless of subject matter, before the Convention for adjudication.

Amendments (To change the Bylaws)

(Ref: *MOPH Bylaws, Article XIX, Section 1*)

Amendments for changing Bylaws have three distinct paths:

First Path

- Originated by a Department Convention, Department Executive Committee, or National Bylaws Committee, National Executive Committee, and
- Submitted to the members of the NEC **through** the National Adjutant at least 21 days prior to the convening of the NEC.
- NEC approves or disapproves the proposed amendments by a roll call of two-thirds vote of members present at a regular or special meeting of the NEC.
- If adopted, such amendments shall have full force and effect until the next National Convention, which shall accept or reject such amendments.

Second Path

- Originated by a Department Convention, Department Executive Committee, or National Executive Committee, and
- Submitted to members of the NEC **through** the National Adjutant at least 21 days prior to convening of the next National Convention.
- NEC presents amendments to National Convention.
- National Convention approves or disapproves amendments by a roll call of two-thirds vote of the delegates.

Third Path

- Originated by any Patriot at any level at the Convention.
- Must be read to the National Convention at least one calendar day before being voted on.
- National Convention then approves or disapproves the amendment by **unanimous** vote of the delegates.

Resolutions (To cover Legislative or other non-Bylaw issues)

(Ref: MOPH Bylaws, Article IX, Section 5H)

Legislative resolutions cover a myriad of real world veteran-related issues such as VA budgets, veteran's health care, concurrent receipt issues, cost-of-living increases and military/political issues such as lessons of the cold war, illegal immigration and anti-terrorist actions,. All Resolutions are aimed at getting the attention of Congress or resolving a veteran's related issue in the public or commercial sector.

We can divide the administrative path for resolutions into three phases: Prior to the Convention, At the Convention, and Post Convention.

Prior to the Convention

- **Originators** (Officers, Departments, Chapters, Official Committees - like NEC, Bylaws, and Legislative - and Patriots) send their proposed Resolutions to the National Adjutant by June 30, but sooner if possible. Early receipt of the resolutions permits Headquarters Staff to more effectively prepare convention materials. There's no reason for originators to wait on forwarding resolutions – they can be sent as soon as prepared. Use the Resolution format, **Appendix E**, and send 2 copies, signed and dated, preferably by email, but accepted in hard copy. **DO NOT FAX.**
- **National Adjutant's Staff** checks format of Resolutions and puts copies into the **Convention Proposed Resolution Book** which will contain all resolutions to be considered by the Convention.

At the Convention

- **Legislative Committee** uses copies of the proposed Legislative Resolutions in the Book to prepare its recommendations.
- The Convention members then vote on each Resolution, after hearing Committee recommendations, and vote Approval, Disapproval or Other (Local issue or a National one, resolutions withdrawn, resolved by compromise, tabled for future consideration, etc.)
- Resolutions may be presented **during** the Convention, but they must be given in duplicate to the National Adjutant who then refers it to the appropriate committee for consideration, study and report with or without recommendation.

Post Convention

- The Chairmen of the Legislative and the Bylaws Committees determine how the Convention voted on each resolution or amendment and provides those results to the National Adjutant which are then published in the next issue of the Purple Heart Magazine.
- National Adjutant and staff then update the MOPH Constitution and Bylaws with any resolution or amendment approved by the Convention.
- The National Adjutant sends a copy of each approved Resolution to its initiator for appropriate follow-on action.

FINANCES AND PROPERTY

GENERAL

Funds to operate MOPH at the National level are derived from unrestricted and restricted grants from the MOPH Service Foundation, donations, miscellaneous receipts, commissions from Medals of America sales, sale of supplies from the Supply Room and other accounts.

The National Finance Committee (NFC) establishes financial policies and priorities for the Order. The outgoing NFC meets immediately prior to the annual National Convention, the incoming one meets immediately after the Convention and then in March and July of each year.

The Annual MOPH Budget is developed by the National Adjutant and National Service Director ***under the supervision and control of the National Commander and the National Senior Vice Commander***. It is reviewed by the NFC and presented by the NFC to the NEC in September for approval by ballot. At mid-year (March), the budget is reviewed and, if necessary, adjusted. The adjusted budget is again sent to the NEC for approval by ballot. In March, a draft of the next year's budget is reviewed by the NFC.

At its meeting immediately prior to the National Convention, the NFC reviews the previous fiscal year's budget and financial reports, with particular attention to expenditures over and above budgeted amounts. The NFC then reports to the NEC on financial matters during the National Convention.

NATIONAL FINANCES

All National HQ's finances are under the control of the National Finance Committee. The MOPH Bylaws cover critical aspects of how financial aspects are controlled within the MOPH. The receipt, handling, and use of MOPH funds include but is not limited to the following criteria:

1. The NEC approved budget limitations must be adhered to by the appropriate user of each budget line.
2. The budget line balances approved by the NEC can only be increased by the National Finance Committee.
3. All donations received at National HQ are to be immediately deposited in an NFC approved financial institution and held pending review of the National Finance Committee in accordance with the Bylaws.
4. All donations received at National HQ are to be fully documented and entered on one budget line item designated as "DONATIONS."
5. An itemized list of donations will be maintained for 7 years indicating the following:
 - a. Who the donation was received from and who signed or authorized the donation.
 - b. The amount of the donation.
 - c. The date it was received at National HQ.
 - d. The date it was deposited into an NFC approved financial institution.
 - e. Any donation specifics such as donor intention or recommended use.
6. All donations of \$1,000 or more require immediate notification to the National Commander, the National Finance Committee Chairman, and the National Finance Officer. This notification should cover the points indicated above.
7. All MOPH credit card purchases are restricted to specific operational needs unless preapproval was authorized by the National Commander or the NFC Chairman.
8. Records of any/or all National HQ expenditures will be made available upon request of the NFC Chairman, or any elected member of the National Command structure.
9. Violations of these procedures will be considered a violation of the Bylaws and therefore subject to punishment of the person or persons involved.

NATIONAL REPORTS

Reports fall into different categories, each with a specific purpose. In almost every case, the MOPH Constitution and Bylaws define the responsibilities for these reports.

National Convention Elected Leader Reports. These reports are written by Region and Department Commanders as well as other elected officers for inclusion in the National Convention Booklet and should be no more than two pages in length and include only those facts and data that provide needed information and items of special interest. National HQ will announce the due date for these reports. Submit them to the National Adjutant by USPS letter or email attachment.

Appointed Officer Reports. These reports are completed primarily from information that is submitted to the appointed officer by subordinate leaders. The National Officer responsible for these reports should request input from lower level commanders or officers and provide one page easy to complete predesigned formats. The format for these reports may be subject to approval by a National Committee with final approval made by the National Commander. Questions asked on these reports should only cover aspects that provide a clear benefit to MOPH. No questions should be asked that only benefit the National Officer receiving the report. A copy of the report submitted to a National Officer should be sent to the National Adjutant and should be one but not more than two pages and be a generalization of all inputs received at the Department/Chapter level.

Audits and Inspections

National Inspector submits his *Annual Report for the Convention Delegate Book* to the National Adjutant on July 1.

Department Inspectors now only submit one letter form report to the National Inspector by June 15. See the revised *Finance and Inspection Guide* on the MOPH website for a sample report. Department inspection reports are no longer forwarded but retained by the Department Adjutant for seven years.

Chapter Trustees still must make semi-annual audits in June and December and report results to their Chapters as directed by the Bylaws, but no longer forward them to the National or Department Inspector. Audits will be retained by the Chapter Adjutant.

The National Inspector issues the *MOPH Finance and Inspection Guide* that details the responsibilities of action officers at each level. Recommend all Trustees and Inspectors download this guide for ready reference. Go to www.purpleheart.org, rest cursor on “Members” at top of home page, slide down and click on “Download Forms and Documents,” look under “Headquarters Forms,” and click on *Finance and Inspection Guide*.

NATIONAL EXECUTIVE COMMITTEE (NEC)

(Ref: MOPH Bylaws, Article XI Section 10 provides specific information regarding the National Executive Committee)

Top Administrative Body

The NEC is the top administrative body of MOPH, executing policy, making key economic decisions in the budgetary and personnel areas, and dealing with serious ad hoc operational and management issues. The current NEC meets just before the National Convention and the new NEC meets just after the Convention to ensure continuity. The NEC can also meet in between Conventions as specified in the Bylaws. The avenue for Region, Department and Chapter Commanders to get important issues before the NEC is via the established chain of command – Chapter to Department to Region to the National Adjutant.

Processing Resolutions and Amendments

One key function of the NEC is to process resolutions and amendments forwarded by the National Adjutant and voted on by the members of the National Convention. These documents are the only mechanisms that can generate real change to the existing Bylaws.

Composition

The NEC consists of the following Voting Members:

- National Commander
- Past National Commanders in good standing
- Senior Vice Commander
- Junior Vice Commander
- Region Commanders
- National Finance Officer
- National Judge Advocate

- National Inspector

- National Sergeant-at-Arms

- National Finance Committeemen
- National Publications Committee Chairman
- Department Representatives: (One of the following in this order: Department Commander, Department Senior Vice Commander, Junior Vice Commander)

Non-Voting Members are:

- National Adjutant
- National Service Director
- National Legislative Director
- Editor, Purple Heart Magazine
- National Welfare Officer
- National Historian
- National Chaplain
- National Americanism Officer
- National Public Relations Director
- National Surgeon

NATIONAL OFFICERS

(Ref: MOPH Bylaws, Article X & XI provides specific information regarding the National Officers)

Any active member of MOPH, in good standing, can be a National Officer, either elected at the National Convention or appointed by the National Commander. The Articles cover their roles in detail. While all the National Officers have important missions, the following have pivotal positions:

- **National Commander** is the executive head of MOPH, enforcing the myriad of MOPH regulations and orders based on the Bylaws and decisions by the National Convention and the NEC. He makes two key appointments upon taking office – the **National Adjutant** and the **National Service Director**. Other National level appointments include the Legislative Director, Chief Finance Officer, Welfare Officer, Historian, Chaplain, Americanism Officer, Public Relations Director, and the Surgeon. He also co-signs all checks properly issued by the National Finance Officer.
- **National Senior Vice-Commander** assists the National Commander with counsel, replacing him if he falls ill or has to leave office for any reason. He's also responsible for membership activities and for Department and Chapter organization.
- **National Junior Vice-Commander** provides counsel to both National Commander and the Senior Vice-Commander, succeeding the Senior Vice-Commander when that position is vacant. He is also directly responsible to the Senior Vice-Commander for membership matters and supervises the activities of the Six Region Commanders.
- **National Adjutant** serves as MOPH's Executive Secretary and is responsible for the day-by-day operations of the National Headquarters that supports membership. He organizes the all-important National Convention and provides the National Commander with continuous administrative support, issuing correspondence and orders as directed. He is also responsible for the MOPH website and the Supply Room.
- **National Service Director**, assisted by a network of National Service Officers, orchestrates MOPH support to the members of the Order, veterans, their widows and orphans and their families and dependents in their involvement with the Central and Regional Offices of the Veterans Administration.
- **National Legislative Director** directs and supervises all federal legislative activities of MOPH, promoting and carrying out an aggressive effort on behalf of combat-wounded veterans. Success in this area can result in widespread significant benefits to MOPH members and all servicemen.
- **National Inspector**, working in concert with the Chapter Trustees and Department Inspectors, is responsible for overall implementation of the necessary checks and balances to ensure financial integrity of the Order. He issues the **Audit & Inspection Manual**, a guide for Chapter Trustees and Department Inspectors that helps them execute their duties and provides report formats and submission dates.

NATIONAL HQ OFFICE

A general flow chart of responsibilities for all National Officers is shown below.

The MOPH Staff assigned to and working out of National HQ falls under the direct control of the National Commander and/or the appropriate designated representative.

Each of the National Officers working out of the National HQ's office is charged with carrying out assigned responsibilities as indicated in the National Bylaws.

The National Commander completes a performance evaluation on key appointed National Officers at the end of his/her term of office and furnishes copies to the person evaluated and the incoming National Commander.

There are several National Officers who receive some level of financial compensation but not all of them work out of the National HQ office.

The National Commander is the final authority concerning all matters that occur within the offices of the National HQ and acts in accordance with the Bylaws approved by National Executive Committee.

In general, there are two primary National Officers who are financially compensated that may be required to be in frequent contact with the general membership - the National Adjutant and the National Service Director - who both work at the National HQ office. Both are appointed by the National Commander and work under a contract agreement.

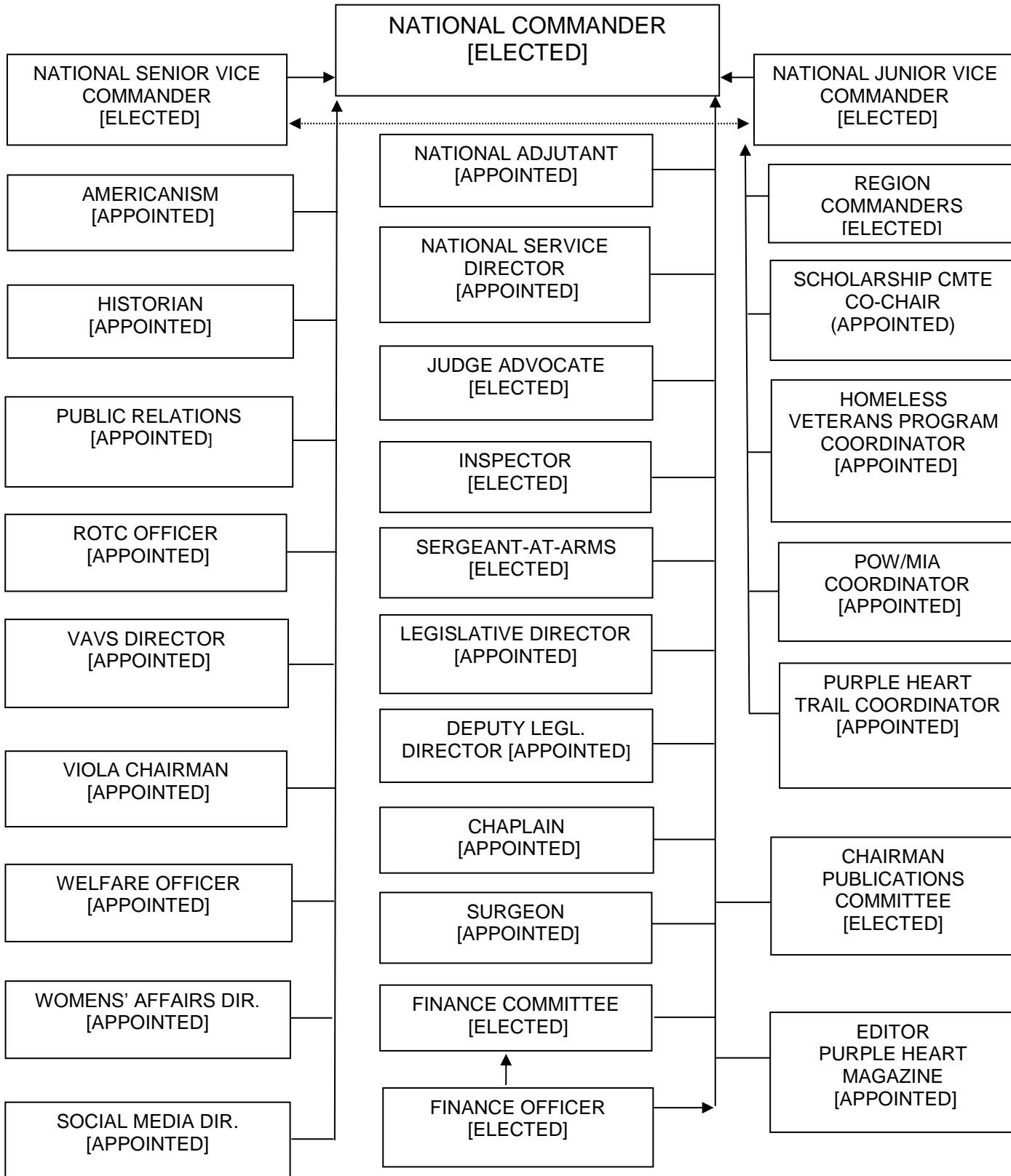
The National Adjutant acts as the Executive Secretary of MOPH and is responsible for the day to day activities and responsibilities of those individuals employed by MOPH within the confines of the National HQ. He maintains an organizational flow chart for the HQ staff members.

The National Service Director acts as Senior MOPH Representative over all National Service Officers within the MOPH. He maintains an organizational flow chart for subordinate National Service Officers.

There are other National Officers who work either in the National HQ or from their homes, but their responsibilities are normally outside the scope of the general membership. The duties of those National Officers are contained in the MOPH Bylaws.

All travel by National Officers is subject to pre-approval by the National Commander. If in doubt, obtain permission in writing prior to making any travel plans.

**NEXT PAGE IS THE
MILITARY ORDER OF THE PURPLE HEART
NATIONAL OFFICERS' ORGANIZATIONAL CHART**



SECTION 5 - TOOL BOX

(Useful information for MOPH Operations)

Need a New Membership Card?

If you need to replace your membership card, send your request to MOPH Supply Room, 5413-B Backlick Road, Springfield VA 22151-3960 (703-642-5360/1-888-668-1656) with your membership number (if you know it), address and a \$5.00 check or money order, **payable to MOPH**, for the replacement fee. **Please write “Replacement Card Order” on the memo line.** Due to the small amount involved, credit cards cannot be used.

License Plates for Purple Heart Awardees

Most states offer a special license plate for recipients of the Purple Heart, usually at reduced or no charge. If a member is comfortable with being so identified, display of the plate will honor the Patriot and indirectly promote MOPH at the same time. Member’s DD form 214 will be part of the application process to verify award. For detailed instructions on how to procure a PH plate in your state, go to our website, www.purpleheart.org, click on “Links of Interest,” and then click on “Purple Heart License Plates.” Be sure to tell us if you encounter different scenarios than described in that entry.

Found Military Medals, including Purple Heart Medals

You’ll get questions from time to time from various entities - builders, policemen, firemen, and the lay public – asking what to do with a military medal that they just found.

Documented Purple Heart Medals

If the Purple Heart Medal has engraved data on its back or an un-engraved medal has identifying documentation with it, send the medal to *Purple Heart Reunited*, PO Box 3, Burlington VT 05402-0003 (Ph. 315-523-3609). Include any details on date and acquisition of the medal. *Purple Heart Reunited* is run by Patriot Zac Fike, Life Member of MOPH Chapter 0406, New York, who makes every effort to return the medal to the individual or his or her family at his own expense. You can support Fike’s effort by sending a check to the same address made out to *Purple Heart Reunited*.

For Undocumented Purple Heart and Other Medals

You can advise that medals (lost or found) remain the permanent property of the United States Government. Found medals should be mailed to the following address, along with a letter identifying the finder, date and location of the find:

The Secretary of Defense (Phone 703 692-7100)
Room 3E880, The Pentagon
Washington DC 20301

Use of the Viola in Fundraising

(Ref: MOPH Bylaws, Article XIV, Section 5)

The Viola is the official flower of MOPH that can be used in local Chapter or Department fundraising efforts, involving only MOPH personnel, without further approval. The use of any other flower is generally prohibited, but in some local areas where the use of such flowers for fundraising is forbidden by law, the Chapter or Department may be granted special permission by the National Adjutant, with approval of the National Finance Committee, to use a similar flower or item.

As stated in the Bylaws, funds from Violas are welfare funds. Welfare, more specifically, is for purchase of goods or services that directly impact the welfare of veterans.

As with any fundraising, up to fifteen percent (15%) of the funds received may be used to defray costs incurred to accomplish the fundraising. For example, the cost of the Violas may be paid from this fifteen percent. Other than the costs of fundraising, the funds must be used for welfare work.

If the Viola will be used in a fundraising effort involving a third party, follow the approval process described above for third party involvement.

♥ **Heartbeat:** Remember, Violas and Viola associated products are only available from MOPH Department of Minnesota – see its blurb in the [Purple Heart Magazine](#) that gives contact information, product descriptions and prices.

Confirming a Member's Death

Sometimes you need to confirm a member's death BEFORE submitting a TAPS report because the source of the information is not sure of the date. Go to the Genealogy Bank at www.genealogybank.com/gbnk/ssdi/ and you'll get an interactive form to complete for the information, using either subject's SSN or name and age. If the death is very recent and doesn't appear in GenBank, then check the obituary sections of your local newspapers or go to www.google.com and try to find one.

Guide for Arlington National Cemetery

The following information may be useful for both Patriots and their families in planning for internment or visiting the Arlington National Cemetery.

Eligibility for Internment (ground burial) or inurnment in the Columbarium (ashes)

There are various conditions and awards that permit a veteran to be buried in the Cemetery. To check on eligibility and burial details, go to <http://arlingtoncemetery.mil/>

Fees

There are no fees or costs for any internment or inurnment. However, all costs associated with preparation of remains, casket or urn and shipping of remains to the DC area are at the expense of the estate unless the deceased was on active duty. When planning funerals, recommend you check with your local VA and Social Security Office to determine any off-setting benefits.

Key Phone Numbers

General Information: 703-607-8000
Internment Services Branch: (Local) 703-607-8585
(Toll free) 1-877-907-8585

Hours of Operation for the Arlington National Cemetery

Open all year
April – September 8:00 am – 7:00 pm

The MOPH Website – Useful Tips for Patriots

Downloading Information?

From time to time, you may want to download material from the website. Recommend that you peruse the document of interest on the site and identify the pages or sections desired. Then highlight those pages or sections and use the “selection” mode on your print notice to print only the material desired. There’s no need to print the entire document just to get the tailored information needed which ties up your computer and wastes paper. If you want the entire Constitution and Bylaws, for example, you’ll be better served by ordering a printed copy through the Supply Room rather than downloading the document at home.

How to Email Completed Forms from MOPH Website (www.purpleheart.org)

- Rest your cursor on “MEMBERS” and slide down to “Download Forms and Documents.”
- Select your form and complete it.
- Go to FILE, click on “Save as” and save to DESKTOP.
- Right click on the PDF image on DESKTOP, click on “Send to” and click on “Mail Recipient” and you’ll see an outgoing email with your document attached, ready to address and send.

National Purple Heart Hall of Honor

This is the only facility in the nation dedicated to collecting, preserving and recognizing the more than 1.7 million service men and women wounded or killed in action while serving in the US Military. Located in New Windsor, NY, the Hall is open all year, Monday – Saturday, 10am – 5pm and Sunday, 1-5pm. Call for holiday schedule.

All Patriots are urged to join this worthwhile effort by completing the application form (no fee), submitting a short narrative on how you were injured if you’re comfortable in sharing such details, and a photograph if available. You can reach the Hall at 845-561-1765 to get more details. You can find an application form at www.thepurpleheart.com or on our website in the MOPH Forms Directory under “Headquarters Forms.”

Missing Military Records and Missing Medals

Appendix K contains detailed guidance on requesting missing records and medals. MOPH National Service Officers (NSO) can also be of assistance if additional help is needed. **To find your nearest NSO, go to www.purpleheart.org, click on “Programs,” click on “The Service Program”, click on “Office Locations” and you’ll get an interactive map for the locations of all MOPH NSOs.**

Purchasing Official MOPH Material

You now have three excellent sources for official Purple Heart materials – each offers a different variety of products, but all are easily accessible.

The MOPH Supply Room now operates with a reduced inventory, but it remains the prime source for flags and banners, membership documentation (cards, certificates), citations, plaques, copies of

Bylaws, and business cards. You can find a listing of items and ordering information by going to www.purpleheart.org/SupplyRoom/Default.aspx, log in, and the Supply Room website page will appear.

Personalized Just For You, a MOPH authorized vendor, carries a variety of MOPH Logo material – including shirts that can be personalized, name badges, pocket sleeves, belt buckles, and Purple Heart Memento displays. Go to www.mophproducts.com or <http://purpleheartstore.com> for a complete catalog.

Keystone Uniform Cap, 1-215-922-5493, www.keystoneuniformcap.com/moph, specializes in the MOPH regulation caps - National, Department, Chapter, Associate, and others.

MOPH members are urged to visit each vendor's website and see what's available.

UNIFORMS

(Ref: MOPH Bylaws, Part III, Ritual and Manual of Ceremonies)

The standard Patriot uniforms shall be as follows:

Dress

- Navy or black single-breasted blazer with the MOPH emblem affixed to the left breast pocket.
- Dress white shirt with long or short sleeves.
- Medium grey trousers or skirt.
- Black shoes.
- Purple necktie with white edged George Washington emblem sewn thereon or regimental stripe necktie with Purple Heart colors.
- Overseas Cap with the appropriate color and letters as described below.
- **Name tag with pocket sleeve that can be slipped into blazer or jacket pocket**

This should be worn at all meetings of the Order and other official veteran meetings, particularly any honoring George Washington.

As in all endeavors, common sense has to prevail in the wearing of uniforms and Commanders, dictating dress codes, must be flexible. For example, if there's an outdoor event and the temperatures are in the nineties, then the suit/blazer option is out and you can substitute a short-sleeve white shirt, MOPH tie, Purple Heart medal or logo or both, dress slacks and overseas cap of the Order. You'll both look sharp and be comfortable.

Semi-Formal

For a semi-formal occasion, follow the guidelines for Standard wear above, but substitute a dark two piece suit for the blazer and slacks, just use the regimental stripe tie and add the full size Purple Heart medal to the lapel.

Formal

For a formal event that calls for wearing a tuxedo, bow ties and cummerbund, add the Purple Heart miniature medal to the left lapel of the tuxedo jacket. You also can show one or two

other medals, along with the Purple Heart medal, when the mini-medals are mounted for wear. If you have a cummerbund of MOPH colors, that can be worn as well.

Informal

Department and Chapter Commanders have full latitude to establish informal uniforms for their functions, keeping them in good taste. Items that can be approved include golf shirts, buttoned shirts, sweat shirts, jackets, all affixed or embroidered with the MOPH emblem. Local insignia that identify state or region can also be fabricated and added to the mix for morale purposes.

MOPH informal dress for social and public functions (demonstrations, marches, etc.) can range from the Standard attire to just a polo shirt, and grey or tan slacks. The polo shirts can come in a variety of colors – red, black, grey, green, purple, and white – but every color may not be in stock. While the different colors are great for morale, you cannot present a uniform appearance to the public – which is often desirable for a March or rally – unless you're all wearing the same color! Recommend each member acquire at least one purple polo shirt for Chapter public activities.

If you're in standard dress for an informal function, the overseas cap vice a ball cap should still be worn. Ball caps usually are worn only with the polo shirt/slacks attire. MOPH ball caps, in number of styles and colors, are available from Medals of America and can be personalized with appropriate pins and patches.

MOPH Regulation Overseas Caps

The color of MOPH caps identifies level of membership and can be adorned with additional patches and pins to further state a member's status.

- National Officers – All white with purple piping and letters
- Department Members – Purple with white top, gold piping and white letters
- Chapter Members – All purple with white piping and letters.
- "Life Member" can be embroidered on all caps.
- Left side has the MOPH cap patch and lettering "Military Order of the Purple Heart"
- Right side can have state and/or Chapter number at front, "Life Member" around flap curve, and position title centered in the following space. Be sure to complete the "embroidery on Right Side of cap" block at the bottom right of the order form.
- Remember, National and Department Officers must discontinue wearing their current caps upon termination of office. You can wear the same cap with the years office was held added to the position title after leaving office.
- **Do not add rank or rates, military service, or military unit designations.**
- We recommend that you also order the "Zippered Bag" from Keystone that will protect your cap while traveling and serve as a convenient storage container at home.

All official caps are available from the Keystone Uniform Cap Company (215-922-5493). See their ad in the [Purple Heart Magazine](#).

♥ **Heartbeat:** MOPH Associate members can wear similar dress as members, but must have the oval George Washington emblem rather than the Purple Heart on their blazers and caps!

Sources for MOPH Regulation Uniforms and Caps

Keystone Uniform Cap, 1-215-922-5493, www.keystoneuniformcap.com/moph, specializes in the MOPH regulation caps - National, Department, Chapter, Associate, and others.

Personalized Just For You, 1-337-856-7789, <http://purpleheartstore.com>, sells shirts, jackets, personalized plaques, name tag with pocket sleeve and other MOPH related items.

MANAGING VOLUNTEERS

The majority of Purple Heart members are unpaid volunteers who execute the various functions that provide a myriad of services to the Order. One big difference between managing volunteers and managing folks in the commercial or military world is the absence of real authority – you have to use an interpersonal approach to get goals accomplished. Managing volunteers may not be a technical craft in the same sense as computer programming, but it is a craft in the sense that can be improved through study and practice. Below are some specific techniques for managing volunteers.

Politics (Internal to Regions, Departments & Chapters)

If you consider “politics” a dirty word and hope to keep your organization free of it, give up right now. Politics are inevitable whenever people have to manage cooperatively any process or task. Politics is simply what happens when people disagree. Successful projects are those that evolve with political mechanisms tactfully inserted for managing disagreement constructively.

Delegation

Delegation is not merely a way to spread the workload around; it is also a political and social tool. Consider all the effects when you ask someone to volunteer to do something. The most obvious effect is that, if the member accepts, the member does the task and you don't. But another effect is that the volunteer is made aware that you trusted him or her to handle the task. Furthermore, if you made the request in a public forum, then the volunteer knows that others in the group have been made aware of that trust, too. Volunteers may also feel some pressure to accept, which means you must ask in a way that allows them to decline gracefully if they do not really want the job. If the task requires coordination with others in the project, you are effectively proposing that the volunteer become more involved, form bonds that might not otherwise have been formed, and perhaps become a source of authority in some sub-domain of the project. The added involvement may be daunting, or it may lead the volunteer to become engaged in other ways as well, from an increased feeling of overall commitment.

Because of all these effects, it often makes sense to ask someone else to do something even when you know you could do it faster or better yourself. Of course, there is sometimes a strict economic efficiency argument for this: the opportunity cost of doing it yourself would be too high – there might be something even more important you could do with that time. Even when the opportunity cost argument doesn't apply, you may still want to ask someone else to accept the task, because in the long run you want to draw that person deeper into the unit's activities, even if it means spending extra time watching over them at first. The converse technique also applies: if you occasionally volunteer for work that someone else doesn't want or have time to do, you will gain his good will and respect. Delegation and substitution are not just about getting individual tasks done; they're also about drawing people into a closer commitment to your unit.

Follow up after you Delegate

When you ask someone to do something, remember doing so, and follow up with that person no matter what. Most requests are made in public forums, and are roughly of the form: “Can you take care of X? Let us know either way; no problems if you can’t, just need to know.” You may or may not get a response. If you do, and the response is negative, the loop is closed – you’ll need to try some other strategy for dealing with X. If there is a positive response, then keep an eye out for progress on the issue, and comment on the progress you do or don’t see (everyone works better when they know someone is appreciating their work). If there is no response after a few days, ask again or indicate in an office summary the non-response and that you’re looking for someone else to do it. Or just do it yourself, but still make sure to say that you received no response to the initial query.

The purpose of publicly noting the lack of response is *not* to humiliate the person, and your remarks should be phrased so as not to have that effect. The purpose is simply to show that you keep track of what you have asked for, and that you notice the reactions you get. This makes people more likely to say yes next time, because they will observe (even if only unconsciously) that you are likely to notice any work they do, given that you noticed that someone failed to respond.

Notice what people are interested in

Another thing that makes people happy is to have their interests noticed – in general, the more aspects of someone’s personality you notice and remember, the more comfortable he will be, and the more he will want to work with you. Determining the interests of your folks can be tricky. For example, electronic media can be very deceptive. You may sense an atmosphere of shared purpose when, in fact, it is shared only by the people you happen to be talking to, while others have completely different priorities.

The more aware you are of what people want out of the Department or Chapter, the more effectively you can make requests. Just demonstrating an understanding of what they want, without making any associated request, is useful in that it confirms to each person that he or she is not just another particle in an undifferentiated mass.

Praise and Constructive Criticism

Praise and criticism are valuable tools for effective management of volunteers. Both are primarily forms of focusing attention on individuals, and are most effective when specific rather than generic. Both should be used with concrete goals in mind. Both can be diluted by inflation; praise too much or too often and you will devalue your praise; the same is true for criticism.

Most people respond well to criticism that is specific, detailed, containing practical remedial advice and has a clear (even if unspoken) expectation of improvement. If a volunteer’s performance does not improve in response to respectful and appropriate criticism, the solution is not more or stronger criticism. The solution is to find a more mutually agreeable task or position that is more suited to the volunteer’s skills.

Praise is often the only reward that you can give a Patriot volunteer and should be used liberally. It is usually more effective to give praise for individual actions as soon as possible after completion than to wait and recognize actions over a long period of time. Look for ways to reward volunteer work; see **Prevent Burnout** below.

Prevent Territoriality

Watch out for members who try to stake out exclusive ownership of certain areas in Department or Chapter activities and who seem to want to do all the work in those areas, to the extent of aggressively taking over the work that others start. Such behavior may even seem healthy at first. After all, on the surface it looks like the person is taking on more responsibility, and showing increased activity within a given area, but in the long run, it is destructive. When people sense a “no trespassing” sign, they will stay away. This results in a reduced review in that area as well as greater fragility. The lone developer becomes a single point of failure. Worse, it fractures the cooperative and egalitarian spirit of the project. The theory should always be that any member is welcome to help out on any task at any time. Of course, in practice things work a bit differently as some members will have areas where they are more or less influential and others will defer to them. The key to using volunteer leadership, based on competence and proven judgment, is to ensure such leadership includes, rather than excludes, other volunteers who want to help.

Prevent Burnout

Members will resign a position, give up on a task, or even leave the Order for many reasons, but one that can be mitigated is “burnout.” Here are some effective practices for preventing volunteer burnout:

- Know your members – really know them – military history, family, civilian job, hobbies, etc.
- Make sure that the position or task of the member directly relates to the Department or Chapter mission
- Make success achievable by
 - Ensuring the member has the knowledge/skills to complete the task.
 - Assigning a major task to more than one member to spread the workload.
 - Standing ready to assist your members whenever necessary.
- Keep lines of communication open, with the burden of any lapses on your shoulders
 - Always respond to a member’s inquiry in a timely and thorough manner – return phone calls or emails within 24 hours.
 - Be thorough in explaining each member’s responsibilities.
 - Address members by name as often as possible, promoting a personal connection.
 - Keep the commitments you make – provide requested information, address any issues surfaced, and keep scheduled appointments.
- Make members know they can say “no” if they are feeling overextended or overwhelmed.
- Make sure the work environment isn’t taxing.
- Be sensitive to any emotional problems that might adversely affect job performance.
- Acknowledge their work (see **Praise and Criticism** above).
- Recognize their efforts – one of the best ways to make a member feel appreciated. Some suggestions:
 - Order **Recognition Certificates** from the MOPH Supply Room
 - Give them stress relief kits (tea, candy, stickers).
 - Recognize birthdays and special events.
 - If appropriate, write up their contributions for a local publication such as a Chapter or Department newsletter, local commercial newspaper or the nationally distributed Purple Heart Magazine.
 - Mention any special achievement at a unit meeting.

- Bring them coffee (or their favorite drink).

LISTEN TO ME Author Unknown

I'm the guy who asked to join your organization. I'm the guy who paid his dues to join your organization.

I'm the guy who stood up in front of all of you and promised to be faithful and loyal.

I'm the guy who came to your meetings and no one paid any attention to. I tried several times to be friendly to some of the fellows, but they all had their own buddies they talk to and sit next to.

I sat down several times but no one paid any attention to me. I hoped very much that someone would have asked me to take part in a fundraising project or something, but no one saw my efforts when I volunteered.

I missed a few meetings after joining because I was sick and couldn't be there. No one asked me at the next meeting where I had been. I guess it didn't matter much to the others whether I was there or not.

The next meeting I stayed home and watched TV. The following meeting no one asked me where I was when the last meeting was held.

You might say I'm a good guy who holds a responsible job, loves his community and country.

You know who else I am?

I'M THE GUY WHO NEVER CAME BACK!

GRIEVANCE

(Ref: MOPH Bylaws, Article XV, Section 12)

A grievance is a complaint from a MOPH member for some action which causes suffering, distress, or disruption within the Order. Grievances consist of minor disagreements, arguments or misunderstandings that do not involve misfeasance, malfeasance, or intentional violation of the Constitution and/or Bylaws of the MOPH.

A grievance may be submitted by a Patriot (the petitioner) to the appropriate Commander (Chapter or Department) or Judge Advocate. The grievance must be in writing and in sufficient detail to establish facts. It must be signed and notarized.

The Judge Advocate will review the grievance and attempt to mediate the dispute. If the efforts of the Judge Advocate fail, the grievance will be referred to the Department or Chapter Commander for a hearing by a Grievance Committee.

Grievances will be heard by a Grievance Committee composed of three Past Commanders and a member who will act as a recorder of the proceedings, but will have no vote. Chapter grievances will be heard by three past Department Commanders; Department grievances will be heard by three past Region or National Commanders. National grievances will be heard by a Grievance Committee of three Past National Commanders.

An accurate record must be kept of the proceedings. The record of the proceedings, a summary of the findings, and a recommended decision must be forwarded to the appropriate Commander, the Petitioner, and all participating parties within 15 days of the close of the hearing.

The objective of a grievance hearing is to mediate the dispute and eliminate the grievance. The usual recommendation of a Grievance Committee to the appropriate Commander for a penalty would include one of the following: a Commander's meeting, a verbal reprimand, or a letter of reprimand.

DISCIPLINE, TRANSFER, & EXPULSION

(Ref: MOPH Bylaws, Article XV, Section 13)

An active or associate member of MOPH may be punished or have their MOPH membership rights abridged for one or more of the following reasons:

- Intentional violation of the Constitution and/or Bylaws of the MOPH.
- Misfeasance or malfeasance.
- Refusal to comply with the lawful orders of a Department or National Convention.
- An action which brings discredit on the MOPH.
- Conviction of a crime involving theft or moral turpitude.

Punishment which may be imposed on a member for one of the reasons stated above includes:

- Censure – written reprimand or admonition to the member by the appropriate Commander.
- Transfer – permanent transfer of membership to another Chapter or to a Department or National Member-at-Large status.

- Suspension – removal from membership and/or from any MOPH office held by the member for not more than one year.
- Expulsion – remove the individual from membership.

Preferring charges against a Patriot should be an action of last resort. Every effort should be made, within the chain of command, to solve problems without the necessity for filing formal charges. Should all efforts fail, charges may be filed as follows:

- Any Commander may bring charges against a member. The Judge Advocate must concur with the action.
- The National Commander, with the agreement of the National Judge Advocate, may bring charges against a member.
- Any three members of the Order, who are in good standing, may join in bringing charges against another member/s.
- Charges must be written and in sufficient detail to establish fact. Charges must be signed, notarized, and sent via certified mail to the appropriate level Adjutant, and copied to the National Adjutant.
- Adjudication of the charges shall be imposed at the next higher level. Charges brought against a Chapter member will be heard at the Department level. Charges brought against a Department Officer or a Department or National member-at-large will be heard at the Region or National level. Charges against a member of the NEC will be heard by a disciplinary hearing panel consisting of three Past National Commanders.

The procedure for handling of charges is as follows:

- The convening authority is the Commander at the next highest level. The convening authority will provide the accused with a copy of the charges against him, all related documents, a clear statement of the alleged violations, and a notification of the hearing time, date and place.
- All correspondence with the accused will be by certified mail (return receipt requested).
- All hearings will be fixed for a date not less than 20 days, or more than 60 days from the date the accused is served the charges.
- The convening authority will appoint a disciplinary hearing panel of three impartial Past Commanders who will select their Chair, as well as an impartial member without a vote who will act as a pro-tem secretary and keep an accurate record of the proceedings.

The procedure for the conduct of a Disciplinary Hearing Panel is as follows;

- A disciplinary hearing is an *administrative* hearing and rules of evidence as in a court of law does not apply.
- A confidential investigation by an elected Inspector is encouraged to identify all relevant facts.
- Due to the problems in accurate transcription, a court recorder is required for a disciplinary hearing.

The accused may represent himself, or may retain counsel. Counsel can advise the accused, but may not address the Disciplinary Hearing Panel. The accused has the right to speak and produce witnesses in his defense. If the accused fails to appear as directed, the hearing will proceed without

him. Should the accused require additional time to prepare his case, the convening authority may allow one adjournment of the hearing date for a period of not more than 30 days, so long as the convening authority is notified a minimum of 10 days prior to the scheduled hearing date.

The Chair of the Disciplinary Hearing Panel will read the notification, introduce the parties on both sides, as well as the members of the panel, and read the charges. The Chair will then ask the accused how he pleads – guilty or not guilty – to each charge.

Opening statements are made by both sides with the accuser first. Following will be testimony of any witnesses produced by the accuser, then testimony by any witnesses for the defense of the accused. Rebuttal witnesses are allowed with the accuser going first followed by the accused. After closing arguments are completed by both sides; the accused and accuser must leave the room. The Chair, in executive session, will poll each member of the panel on their finding of guilt or innocence on each charge.

If the accused is found guilty of any charge, the Disciplinary Hearing Panel, in executive session, will determine an appropriate penalty.

Within 15 days of the close of a disciplinary hearing, a written decision for recommended penalty will be published. One copy will be sent by certified mail to the accused. Copies, with an accurate record of the proceeding, will be sent to the Commander who is the convening authority, the Chair of the Disciplinary Hearing Panel, the appropriate Adjutant, and the National Adjutant. In a case that results in a recommendation for expulsion, the National Adjutant must be informed immediately.

A member may appeal the decision of a Disciplinary Hearing Panel to the next higher level within the MOPH. An appeal must be submitted within 15 days of receipt of notification of the panel decision. An appeal must be based on specific violation(s) of established procedures or the rights of the accused or on new evidence. The reviewing Commander will decide on the merits of the appeal. Action to increase the recommended level of punishment is not allowed.

The National Commander is the final authority on appeals of actions taken below his level.

An appeal of the decision of a National Disciplinary Hearing Panel will be presented to the National Executive Committee with a statement of the facts presented and the recommended punishment. The accused will be allowed to present documentation supporting his appeal.

A Disciplinary Hearing Panel decision, with the exception of a recommendation for expulsion, will be final after allowing a 15 day period for appeal.

A recommendation for expulsion is reviewed by the National Commander and submitted to the NEC for action.

RECALL OF ELECTED OFFICER

(Ref: MOPH Bylaws, Article XV, Section 14, "To Preserve the Integrity of the Order")

Elected officers at all levels who do not fulfill the responsibilities of their elected office may be removed from office. The usual reasons for removal of an elected officer would be incompetence, non-activity, poor attendance, or egregious performance of duties.

The recall of an elected officer for removal from office must be initiated by a Chapter, Department, Region or National Commander. A minimum of two other Commanders must endorse the recall.

A letter requesting recall of an elected officer must be prepared with specific detail of the reasons for recall, must be signed by three Commanders, notarized and forwarded to the National Adjutant. The National Commander must approve the recall and will exercise oversight of the recall process.

At the Chapter level, all Past Commanders and Chapter elected officers have one vote each in the recall procedure. The rules for voting at Department or National Executive Committees apply at these levels. A *simple majority* of 3/4ths of all members eligible to vote is required to remove an elected officer.

APPENDICES

Appendix A

The Purple Heart Magazine Editorial Policy

Editorial Policy

The following is a statement of editorial policies of *the Purple Heart Magazine* (hereafter called the magazine) regarding all printed and photo submissions. The reader should understand that all material has been approved by the Publications Committee.

- This Committee is composed of the National Commander (Ex Officio), and four elected members. The elected members have terms that expire, one each year, and are elected for four-year terms
- One appointed non-voting National LAMOPH member is a liaison to the Committee.

Candidate Announcement for Office

- Those running for National Commander will be allowed a maximum of 350 words.
- Candidates for Senior & Junior Vice-Commander will be allowed a maximum of 300 words
- Candidates for Regional Commander will be allowed a maximum of 250 words.
- Candidates for any other National Office will be allowed a maximum of 150 words.
- If the submissions exceed the word restrictions, the candidates will be given one week to revise their announcement. After that calendar week, the announcement will be sent to the Copy Editor for editing.

Advertising Policy

- Advertisements currently running in the magazine (which are National Programs, the MOPH Service Foundation, or Vendors-approved by the National Convention) will be the only advertisements in *The Purple Heart Magazine*. The Military Order of the Purple Heart will not accept any paid or non-paid advertising for the magazine.

It is understood that these policies may be changed, as needed, by action of the Publications Committee. It is also to be understood that the Editor of the Magazine has full responsibility for the content of the Magazine, following the Editorial Policy as outlined.

Submission Policy

Materials submitted for publication in the Magazine will follow these guidelines: Do not use all caps, bolding, fancy typefaces, or color. These may not scan accurately. All materials submitted for publication must be typewritten, double-spaced, on white paper, or may be submitted via the internet.

Use of any other format than Microsoft Word or rich text will not be accepted. Material will be submitted according to the following guidelines and policies as noted in the policy statement. Any material not received by the Editor on or before the deadline for that issue will not be printed. There will be absolutely no exceptions. Deadlines will be as follows: ("Deadline" refers to the date received by the Editor and not the date postmarked on the envelope containing the material.)

Jan/Feb issue	December 1	Jul/Aug issue	June 1
Mar/Apr issue	February 1	Sep/Oct issue	August 1

May/Jun issue April 1 Nov/Dec issue October 1

Content & Cover:

September/October National Commander’s photo on cover; Post-Convention Stories and Pictures
 Other Special dates such as Pearl Harbor or D-Day commemoratives

Officers’ Columns

Columns for the following officers should appear in the Magazine with the listed limitations on lengths by number of words: A special event or holiday of the Order or a similar item is involved (e.g., Memorial Day, Veterans’ Day, Police Officer Awards Ceremony, George Washington’s Birthday Event, etc.) could extend the length of an Officer’s article. Good planning and coordination with the Editor will help the writer(s) prepare such materials.

MOPH Magazine Article Schedule

Author & Issue Feature article writers should plan for 1500 words

	Sep-Oct	Nov-Dec	Jan-Feb	Mar-Apr	May-Jun	Jul-Aug	Number of Words
CMDR	Y	Y	Y	Y	Y	Y	500
SR Vice		Y		Y		Y	500
JR Vice	Y		Y		Y		500
Reg I	Y						300
Reg II		Y					300
Reg III			Y				300
Reg IV				Y			300
Reg V					Y		300
Reg VI						Y	300
Chaplain	Y	Y	Y	Y	Y	Y	300
Nat Svc Dir	Y	Y	Y	Y	Y		300
Membership				Y			300
Finance					Y		300
VAVS						Y	300
Inspector							300
1st Responder	Y						300
No Later Than	Aug 1 st	Oct 1 st	Dec 1 st	Feb 1 st	Apr 1 st	Jun 1 st	

Date Article received by Editor:

Auxiliary Materials

The Ladies Auxiliary will have a specific section in the Magazine. We recognize the importance of the Auxiliary in our Organization and in the overall success of the Order. We will include the following items:

LAMOPH Magazine Article Schedule

Author & Issue of Magazine

	Sep-Oct	Nov-Dec	Jan-Feb	Mar-Apr	May-Jun	Jul-Aug	Number of Words
L-President	Y	Y	Y	Y	Y	Y	500
L-Sr Vice		Y		Y		Y	500
L-Jr Vice	Y		Y		Y		500
L-Secretary	Y		Y				300
L-Reg I	Y						300
L-Reg II		Y					300
L-Reg III			Y				300
L-Reg IV				Y			300

L-Reg V					Y		300
L-Reg VI						Y	300
L-Chaplain	Y	Y	Y	Y	Y	Y	300
L-Membership				Y			300
No Later Than	Aug 1 st	Oct 1 st	Dec 1 st	Feb 1 st	Apr 1 st	Jun 1 st	

Date Article received by Editor:

Permanent list of Officers—Photos w/captions—Special Events

Special Items

The list of special items, as noted here, may be increased by the Public Committee as the occasion and need occurs. Some of the items to be considered are noted. The Editor shall make the final decision regarding editing and/or publication of “special” materials as included in this section.

Articles of interest describing events and activities that illustrate organizational participation are necessary at all levels (Regions, Departments, Chapters, Units, and National Organization).

Letters to the Editor will be edited for clarity, length and grammar. Usually only one subject per letter will be used. The Editor has the right to refuse to print any article, if the content is overdone, either out of date or inappropriate. The Editor will not print any controversial articles. **“Controversial” is defined as political, derogatory, libelous, racist, against the United States, or organizational policy, vulgar, or otherwise objectionable.**” If there is any doubt if a letter is controversial, it will be cleared with the Chairman of the Public Relations Committee prior to publication.

Special columns, classified as observations or opinions, will be published at the discretion of the Editor. If these special columns contain numbers, dollar amounts, names of people, controversial topics, or similar items, these figures (dates, names, “facts”, etc.) must be documented by fully listing the source of such items. Without valid references, the material will not be published.

Articles that have appeared elsewhere, such as in a Magazine or newspaper or organization bulletin, will not be included in the Magazine unless the Editor has written permission to use the material. Such permission must be given on appropriate letterhead stationery and signed by a responsible person such as the editor or publisher of that source of material.

Articles over 2,000 words will not normally be considered. If one has the need or the desire to submit such material, he/she should consult the Editor before writing it. An example might be an important current topic or theme that would require more than the normal number of acceptable words as noted in this policy statement. Should that be the case the writer is encouraged to contact the Editor in advance so there will be no misunderstanding about publication. Writers should use 1,500 words as a guide for length.

Human Interest Stories

The Magazine is interested in obtaining personal military stories and experiences. The Order sincerely wants Members of the Order and Ladies of the Auxiliary to tell human interest or humorous stories about personal or family members’ military experiences. You may remember some of the events that took place while you, or a family member, were in service: on maneuvers, in basic training, at home on pass, on a ship going overseas, in a replacement depot, and so forth. If humor is involved, tell it without hurting anyone’s feelings. Whatever your story is, tell it briefly if possible. (Example: see The Reader’s Digest column called “Humor in Uniform.”)

Stories with a National Impact

For almost all of our Nation's history we have had stories by government officials on both the state and national levels, by business and professional persons, and by others of national prominence that have a story to tell. We need more of these. The Order has been fortunate to have many Members of Congress (both the House of Representatives and the Senate) contribute to our Magazine, but we are always searching for new thoughts. The same thinking goes for business and professional persons who have something important to say to veterans.

The policy here is to tell the story briefly but completely. In such items as these, we cannot set specific limits. It is possible that accepted articles could run 2,000 or more words in length and may include pictures. In such cases, the Editor will be the judge. The chair of the Publications Committee will assist the Editor.

Poetry

Poetry is allowed, but should not be lengthy. If the poem is too long, we reserve the right to excerpt. No more than one page of the Magazine will be devoted to poetry.

Images

Images are important to the Order, the Auxiliary and to our Magazine. With respect to this, and to get the best coverage possible, the following guidelines should be followed with regard to submitting pictures. The Editor is the final authority for the use of photos as he determines space availability, content, clarity, and similar matters. Either color or black and white pictures may be submitted. Both types will reproduce well in the Magazine. Colored photos give the Editor more flexibility. **Activity shots should have more inherent interest than just a group shot.**

In presentations, please show the reader what was done or purchased and not just the presentation of a check. Many Chapters and Units give money for the purchase of a specific item that is needed. Wait until the item is obtained and then have the photo taken. This shows the reader what was accomplished rather than having he/she guess as to how the donation was used.

Names are news. As a matter of practice, the Editor attempts to include the names and titles of persons appearing in each photo, as well as according credit to the photographer or contributor of an item. **Each individual in a photo must be identified by full name and title (rank, position, office held, etc.)** from LEFT to RIGHT, including group photos. (Individuals in backgrounds need not necessarily be identified.) If each person in a submitted photo is not fully identified the photo may not be used in the Magazine.

Do not write heavily on the backside of photos. If the writing from a ball point pen shows through, it may destroy the photo by showing up when scanned. Pertinent photo information should be typed or printed legibly on a Post-It Note. This information should then be securely affixed to the back of the fore mentioned photo.

You do not need to get the person's entire body in a picture. The best shots are often those showing the person from the waist to the top of the head with only a little space above the head showing. (Of course, this means that the image of the person(s) in a photo will be larger.) The Editor will crop photos at his discretion.

Images with description of images may be submitted by email and this is encouraged. It gives the Editor a quick and simple method to obtain clarification of a story or proposed caption if needed.

Political Implications

The Order cannot become politically involved in any manner whatsoever, whether it be on a local, state, or national level. In fact, our Congressional Charter (Section 10) contains such a prohibition. Therefore, anything in our Magazine should follow that restriction.

General

The Magazine will continue to print stories, articles, photos, and other items from persons within the Organization as well as from individuals who do not belong to either the Order or the Auxiliary. **No guarantee of publication of any article can be given.**

Articles and Pictures

Before submitting, any kinds of information or news consider one factor. **Would this photo be of interest to anyone other than the Patriots or Ladies in the picture?** For example, presenting a check to the VA etc. is only of interest to that chapter or department.

What would be more likely to pique the interest of the Membership is how did your Chapter or Department raise the money? In that way, you will be providing valuable insight as to potential ways for other Chapters to be as successful as you have been. Feature article writers should plan for 1,500 words. Articles over 1,800 words will not be considered. All columns and articles should be edited for grammar and spelling prior to submission. We understand that there might be a little editing required by our editor but we will not do a complete rewrite. The preferred method of submission is via e-mail to either raelynn.mcafee@gmail.com or editor@purpleheart.org.

Use of any other format than Microsoft Word or rich text will not be accepted. For typed submissions, they should be at least double spaced. Photocopies of newspaper or magazine articles will never be considered for publication by the Military Order of the Purple Heart. The same goes for stories sent in as internet links.

The preferred method to submit pictures is via e-mail. The minimum quality requirement to have a picture possibly considered is 300 dpi at 6"x 4". Cell phone pictures are only 180 dpi and will never be used. Be sure to check the digital pictures before submission for the number of dpi. Good quality paper pictures will be considered. All personnel in a picture need to be named and if they have a title that should also be submitted. **Remember the "5W's" (Who, What, When, Where, and Why) for submitting a picture.** In order to have a quality magazine put out to the public, we need quality input from the Patriots and Ladies. Following the Purple Heart Magazine Editorial Policy increases the likelihood that your submission will be used.

INFORMATION POLICY

The issue of printing the following types of information in the National Purple Heart Magazine will not be tolerated: offensive, Inflammatory, any mistruth, Information pertaining to a current MOPH grievance(s), and libelous or malicious comments about other patriot(s).

If the Editor receives any of the above stated information or feels the information he or she receives from anyone to place in the Magazine is questionable, they must use the following process:

The Editor will send the questionable information to the Chairman of the Publications Committee. He will review the information and consult with the other voting members of the Committee. If it is found that it does not meet the standards for publication, the Editor will be notified.

If the Publications Committee finds there are legal implications to the proposed publication of the information, the information will be forwarded to the National Judge Advocate. The National Judge Advocate will review the information and forward his or her recommendations to the Publications Committee for their review.

The Publications Committee Chairman, after consultation with the voting members of the Committee, will then notify the Editor if it is acceptable or not acceptable to place the information in the Magazine.

Appendix B

Guide for Chapter and Department Public Relations

Objectives

- To increase Community awareness of the Military Order of the Purple Heart.
- To enhance the image of the Order and educate the public on the history of the Purple Heart medal and the purposes and accomplishments of the MOPH at the Department and Chapter levels.
- To enlist Member participation in these endeavors.
- To attract new members and increase the number of Chapters in the Order.
- To encourage public and private financial support of the MOPH.
- To improve the flow of communications between National Headquarters, the Regions, the Departments, the Chapters, and the Members of the Military Order of the Purple Heart.

Challenge

How to increase community awareness of the purposes of the Military Order of the Purple Heart and better publicize Chapter and Department service to Veterans, and involvement in community activities.

Response

Each Chapter should have a public relations plan, executed by one or more of its Members. This public relations plan outline is designed to assist the Chapter to become better known within the community it serves. Community involvement is the answer to creating awareness of the Chapter. Involvement by members of the Order will foster recognition and support for the Order through participation in veterans' activities, award presentations, and participation in community events.

How To Make Yourself Known

Community Involvement

If you want to be recognized by the community, you have to be involved in the community. Take the time to get to know the other Veteran Service Organizations in your community, as well as other civic organizations like the Chamber of Commerce, Optimist Club, or Rotary Club. Meet with local community leaders such as the Mayor, Police Chief or Sheriff, Tax Assessor, Postmaster, School Officials, County Veteran Service Officer, and others who organize community events, just to be sure they are aware of your existence. Volunteer to attend their meetings and to speak about the Military Order of the Purple Heart.

Community Functions

- Seize every opportunity to participate in community events to publicize your Chapter or Department. Set up a booth, with a MOPH banner across the table, at county fairs, state fairs, motorcycle rallies, and holiday celebrations - any community function that draws a large number of people.
- Ask all members to wear MOPH caps and shirts while they man the booth and answer questions about the Order.

- Use the MOPH Display provided to each Department to publicize the organization. If your Department has access to other displays, such as a State Fallen Hero Memorial, request its use for your event.
- Hold a raffle to draw attention and generate funds for the Chapter.
- Pass out literature about the MOPH: Membership applications, Americanism items, and MOPH promotional materials.
- Sell Chapter or Department memorabilia such as coffee cups, pens, paper pads, or other items with MOPH logos.

Viola Sales

Viola sales create community recognition of the Order. Your Chapter can hold a Viola drive at any time, but especially on August 7th (Purple Heart Day). Remember; be sure to order Violas at least two months prior to your event date. Violas and Viola associated products are only available from MOPH Department of Minnesota – see its blurb in the [Purple Heart Magazine](#) that gives contact information, product descriptions and prices.

- Set up Viola sales at high traffic areas such as the entrance to a Wal-Mart, grocery store, or a shopping mall.
- Make sure all participating members wear MOPH caps and shirts.
- Publicize your upcoming Viola sale with a Public Service Announcement (PSA).

Parades or Commemorative Events

Chapters should participate as a unit in parades or other commemorative events, particularly on Veterans Day, Memorial Day, and Independence Day. Other commemorative events, such as Armed Forces Day or Pearl Harbor Day, which commemorate active duty military or veteran remembrances also provide an opportunity to make your presence known. Request the local National Guard or Reserve unit provide an open truck to carry Chapter members who are not able to march. If military trucks are not available, find a member or an auto dealer willing to support your Chapter with a vehicle.

- Provide MOPH signs for both sides and the rear of the truck. You may be able to get the signs donated by a local sign maker. Alternatively, they can be ordered from MOPH member Bill Markley who advertises in the Purple Heart Magazine.
- Make sure all members wear MOPH caps and shirts or jackets.
- Display your Chapter or Department flag.
- Have American flags available for members to wave.
- Be proud – Be Patriotic!

Funerals & Memorial Services

Whenever possible, Chapter members should attend funerals for fellow Patriots, as well as other veterans who may not be members. Not only is this a sign of respect for a departed patriot and friend, but will be greatly appreciated by the deportee's family.

- Chapters should have a Purple Heart wreath constructed of silk flowers, and have the wreath present at funerals.
- Members should wear MOPH caps to all funerals for members and veterans.
- If a military funeral, Members should salute during the playing of Taps and at the Rifle Volley.

Awards Presentations

The Military Order of the Purple Heart has a number of awards that recognize other members of the community and help to promote Patriotism. Again, participation in these award programs help the Chapter and Department develop awareness of their existence and contributions to the community.

ROTC Award Program

- Each Chapter should designate a Member to present MOPH ROTC or Junior ROTC Leadership Medals at appropriate awards ceremonies.
 - Members should understand that participation in these ceremonies demonstrates MOPH interest in the development of Patriotism and Leadership in today's youth.
 - The member should be prepared to offer brief remarks about the MOPH, the objectives of the Order, why MOPH honors youth, etc.
 - Family members present at the awards ceremonies will appreciate the MOPH presentation and such programs will help build recognition within the community.

First Responders - Public Safety Program

Each Chapter and Department should designate a Member to monitor the news for reports of a Law Enforcement Officer or Fire Fighter who is killed or seriously injured in the line of duty and initiate preparations for the officer or his family to be recognized by MOPH.

- Contact the Chief of Police, Sheriff or Fire Chief and tell him or her of the MOPH program to honor Law Enforcement Officers and Fire Fighters. Ask the official to agree to a ceremony for the presentation of a MOPH award. Ask that the family and other officers be present, and that the local Chapter be allowed to make the presentation.
- The local press, TV and radio will want to cover such a presentation. Send out a press release concerning the presentation.
- Have a handout prepared for the press that explains the purposes of the MOPH and its objectives. Fact sheets are available on the National MOPH website or are available from the National Headquarters.
- The member making the presentation should be prepared for possible interviews by the media prior to and after the presentation.

Oral History Presentations

Most of today's children have limited knowledge of what happened in World War II, Korea, Viet Nam, or in the Gulf War. They have heard about Iraq and Afghanistan, but their knowledge is limited to television exposure. Each Patriot has a story to tell; how we went into battle, what we experienced, what we learned. Those subjects are especially of interest to history teachers in local elementary and high schools.

- Meet with the local principal and volunteer to have a member spend some time with a history class about the war he or she fought in.
- Tell your story. Children are interested in knowing what we did in our wars; camaraderie, weather and living conditions, food and rations, etc.
- Sponsor an essay contest on Patriotism or Americanism with appropriate awards.
- Review the inventory of Americanism items available and order applicable ones for handouts at your presentations.

Believe it or not, one of the easiest ways to get the word out about your Chapter or Department is by building good relationships with your local news media. It only takes a few minutes to “**Google**” the name of your hometown and the word “media.” In return, you will get the names and contact information for all of the newspapers, radio, and television stations in your area. Call each one and ask for the name of the news editor or a point of contact for veteran issues. Ask to speak with that person and then ask him or her for a good email address where you can send news about your organization.

Newspapers

The best friend your Chapter has is the local newspaper editor – at a minimum give him/her a call and introduce yourself. Ask whether they will accept press releases and PSA’s by email and get the right email address. There is a requirement that all media outlets must provide Public Service Announcements (PSA’s) free of charge. Most editors will support you with other stories if you give them news and scheduled events to work with. If you can’t reach the Editor, find a reporter who regularly writes on Veteran issues, and get to know them.

- Create a PSA and send it to all local newspapers, at least two weeks prior to the event, whenever you have an upcoming meeting, commemorative ceremony, or membership function. (See Attachment 2)
- Create a Press Release when anything of news value happens to members or the Chapter or Department takes part in a special event. (See Attachment 3)
- If necessary, take the Press Release in person to the editor, wearing a MOPH hat and shirt. Ask the editor if they would cover your event and run the article or story.
- Offer assistance for reporters or photographers who visit a Chapter event.

Television and Radio

When you develop a Press Release or PSA for the newspaper, be sure to also provide a copy to the television and radio station news directors. When possible, visit the radio or TV station and meet with the news director or at least call to introduce yourself.

- Provide the news director with your news release sufficiently in advance to allow the station to cover the event or story.
- Always provide a point of contact for additional information or details and support requests for interviews with members.
- If meeting in person, wear your MOPH hat and shirt.

Press Releases and Public Service Announcements

At Enclosure 1 -- Sample press release for a Chapter or Department to provide to the local newspaper editor, TV news director, or radio station manager.

At Enclosure 2 -- Sample Public Service Announcement to announce the upcoming meeting of your Chapter or Department.

At Enclosure 3 – Sample announcement of the election of Chapter or Department Officers.

At Enclosure 4 – Standard MOPH Description Insert to Press Releases

- Don't worry, you don't need to be the world's best writer, but you do need to include all the critical points such as WHO, WHAT, WHEN, WHERE, AND WHY.
- Provide a point of contact with telephone number and email address, if available, so the editor, news director or radio station manager can contact that person for more information.
- If the press release concerns news about a member, be prepared to provide biographical information about that person. As a minimum, be prepared to tell the media what the Patriot did, his/her accomplishments, war record or anything that might add to a human interest story about the Patriot.
- Most States have an Office of Veterans Affairs that publishes a periodic newsletter and maintains a website. Often these publications include an events calendar for the upcoming month. Find out where you can send notifications of upcoming Chapter and Department events for inclusion on their calendar.

Weekly Newspaper Series

People like to read about others. Although time consuming, if your Chapter or Department has a Member who is a good writer, ask your local newspaper editor if he or she would be interested in a weekly article about members of your Chapter, where they served, how they were wounded, incidents about battles, what they have accomplished since coming home, etc.

- If the editor likes the idea, he/she might assign a reporter to do the series and run the articles, with photos, for eight or ten weeks.
- If the editor likes the idea, but doesn't have the manpower to spare to write the articles, tell him/her you will have them prepared if they will use them.
- Go to the local high school or college and identify the person teaching journalism or advising the school newspaper. Tell them your idea for a series and ask for volunteers to do the reporting. Most will jump at the chance to do something meaningful, and get a byline to do so.
- After identifying a person to conduct the interviews, seek volunteers from your Chapter to be interviewed.
- Conduct three or four interviews on the same day at a VFW or American Legion Hall, Library, or other public place.
- Take photos of members wearing MOPH caps to complement the articles.

Responding to Press Inquiries

In the event you are called or approached by someone from the media to comment on an article, news report or event, it is not necessary to obtain prior authorization from the National Headquarters. However, if you are asked for comment in your official position as a Chapter or Department Commander, make sure that you identify the response as either your "personal view" or that of your Chapter or Department, and NOT as representing the position of the National Order.

You should **never** hesitate to say something that brings honor or respect to the Military Order of the Purple Heart and the services it provides to all veterans.

GOLDEN RULE: If asked to comment on something you know nothing about or believe it would discredit or bring dishonor to the Order --- **DON'T**.

If you believe the query is in regard to something negative that has appeared in the press or a news report, or that your response might be interpreted to reflect badly on the Order, please refuse to

comment. Immediately notify the National Adjutant and the Director of Public Relations of the circumstances of the query.

Communications with Your Members

Chapter or Department Newsletters

Chapter or Department Newsletters provide an excellent way to keep Members updated on events taking place within your unit. The content is entirely up to you, but could include a calendar of upcoming meetings or ceremonies, minutes of past meetings, announcements, sick call or obituary announcements, etc. It is a great way to write stories about individual members and their accomplishments and include photos. The key is to keep your members informed on what is going on in the Organization.

Chapter or Department Websites & Social Media

While building a Chapter or Department website may sound like a daunting endeavor, it can really be fairly simple. There are many examples of Chapter websites that have been built either by Members, or donated and maintained by a local provider as a free community service. There are links to existing Department and Chapter websites on the National website that you can view for ideas. However, it is not necessary or required to go to such great lengths or expense. There are a number of the new social media outlets that will allow you to do a website for free. For example, anyone can build a group page on, you can do a free blog at “blogspot.com,” or you can even “twitter.”

Public Relations Assistance

When faced with a public relations situation not addressed in this plan – or just in doubt about how or what to do -- do not hesitate to contact the National Public Relations Director for assistance. He will make every effort to assist you in expanding community recognition. He will provide tips, ideas and graphic support (logos, banners, etc.) on programs you might employ to meet your Chapter or Department goals. He can even teach you how to “Twitter.”

Enclosure (1) to Appendix B

Example of Press Release Military Order of the Purple Heart

After more than 50 years and many requests, on Thursday, April 19th, at 9:00 am, retired Sergeant Randall Stung will receive his long awaited Purple Heart in a ceremony at City Hall for wounds received while he served in Korea. The Purple Heart is a United States military decoration awarded in the name of the President to those who have been wounded or killed at the hands of an enemy while serving in the Armed Services.

State Adjutant General, Major General Steven Marker, himself a Korean War veteran and a Purple Heart recipient, will make the presentation.

Sergeant Stung was wounded, in 1953, during an attack on his unit by Chinese near the famous Pork Chop Hill. As a member of the 2nd Infantry Division, Stung was a machine gunner and was wounded by enemy mortar fire which destroyed his position and killed all other members of his squad. Stung is married to the former Anne Mae Bloom of Wichita Falls, Texas. They have four children and 12 grandchildren. After his military service, Stung worked as a school bus driver for the city of Wichita Falls until his retirement in 1999.

For further information, contact Leroy Goodwords at (999) 555-1234

Enclosure (2) to Appendix B

Example of Public Service Announcement (PSA)

“Calling All Combat Wounded Veterans”

Chapter (**Your Chapter number and name**) of The Military Order of the Purple Heart (MOPH), is calling all combat wounded veterans to join in our efforts to promote patriotism, history, fraternalism, and assistance to all veterans with VA claims, homelessness, and job placement.

We will meet at 7:00 p.m., Saturday, March 21, 2009 at the VFW Post 1911, 2530 Commerce St., Joplin, MO. Please come to see what we are all about. For more information, please call (**Chapter Commander or Adjutant**) at (**Phone Number**) or by email at (**Email Address**).

The Military Order of the Purple Heart (MOPH) was chartered by Congress in 1932 to protect and promote the mutual interests of Purple Heart recipients. MOPH is the only veterans' service organization that is comprised exclusively of combat veterans. All Combat wounded are invited to come and meet fellow Purple Heart Veterans ranging from World War II to the present – you do not need to be a member to join us. To become a member, bring a copy of the Purple Heart Certificate, DD-214 or a copy of the original orders and join us. Chapter (**your Chapter**) is pleased to welcome all Purple Heart recipients in the vicinity of (**your community and state**).

Enclosure (3) to Appendix B

Sample Chapter/Department Election Announcement

MILITARY ORDER OF THE PURPLE HEART ELECTS NEW DEPARTMENT COMMANDER

The Military Order of the Purple Heart is pleased to announce the election of **(name of new commander)** as the Commander of the Department of **(Your State)** for the year 2011-2012.

(Insert short biography of Department Commander, including where and how wounded, brief synopsis of career, what the chapter is doing now.)

The Department of **(Your State)** is comprised of **(# of Chapters)** Chapters located throughout the state, and represents the interests of more than **(# of members)** Purple Heart recipients.

The Military Order of the Purple Heart (MOPH) was chartered by Congress in 1932 to protect and promote the mutual interests of Purple Heart recipients. MOPH is the only veterans' service organization that is comprised exclusively of combat veterans. All Combat wounded are invited to visit a Chapter near them and meet fellow Purple Heart veterans ranging from World War II to the present – you do not need to be a member to attend a meeting. To join, bring a copy of the Purple Heart Certificate, DD-214 or a copy of the original orders to a meeting near you. A lifetime membership is only \$50.

For more information on the Military Order of the Purple Heart or to locate a Chapter near you, please contact the Department Adjutant, Patriot Tony Recipient at Phone: 999-555-0123, or by email: recipient@aol.com

Enclosure (4) to Appendix B

Standard MOPH Description Insert to Press Releases

The Military Order of the Purple Heart (MOPH) is unique among Veteran Service Organizations in that all its members were wounded in combat. For this sacrifice, they were awarded the Purple Heart Medal. With grants from the MOPH Service Foundation, the MOPH and its Ladies Auxiliary promote Patriotism, Fraternalism, and the Preservation of America's Military History. Most importantly, they provide comfort and assistance to all Veterans and their families, especially those requiring claims assistance with the VA, those who are homeless, and those requiring employment assistance. MOPH volunteers provide assistance to Hospitalized veterans at VA sites and State Veterans Homes.

For information contact:

(INSERT YOUR NAME, TITLE, PHONE NUMBER, AND EMAIL ADDRESS)

Appendix C

Extracts from Robert's Rules of Order

ARTICLE XIX, Section 2 of the BYLAWS of The Military Order of the Purple Heart, states: *All Chapter, Department, National and Committee meetings of the Military Order of the Purple Heart of the USA, Inc., shall be conducted in accordance with Robert's Rules of Order, as revised ...*"

Following are some abbreviated notes from Robert's Rules of Order. These notes may be useful in conducting Chapter, Department or Committee business. When in doubt, always refer to a written copy of *Robert's Rules*, provided in your start-up kit.

Order of Precedence of Motions. These twelve motions have a fixed rank, the Order of Precedence, among themselves. When one of them is pending, any motion higher on the list is permitted, with a few rare specified exceptions. Any motion lower on the list is prohibited, except that to amend or to order the previous question on *an amendable higher-ranking motion* is permitted when the higher-ranking motion is pending. They are proposed in any upward sequence and put to vote in the opposite downward sequence.

- Adjourn
- Recess
- Raise a question of privilege
- Call for the order of the day
 - Lay on the table
 - Order the previous question (close debate)
 - Limit or extend limits of debate
 - Postpone indefinitely
 - Commit or refer
 - Amend
- Main motion

Introduction of Business. All business should be brought before a meeting by a motion of a member or by the presentation of a communication to the assembly. In many cases in the ordinary routine of business, however, it is not usual to make a motion. Instead, the chair specifies an action and announces that, if there is no objection, the action will be considered adopted.

Obtaining the Floor. Because business requires a motion, it is usually necessary for a member to make a motion, and before a member can make a motion or address the assembly on any motion, it is necessary that he obtain the floor. That is, he must obtain the right to speak.

When two or more members rise and address the chair at the same time, the chair must make a decision about which member to recognize, and he should serve the interests of the assembly by allowing the floor to alternate between the friends and enemies of a motion, if he knows them. Furthermore, the member upon whose motion the subject under consideration was brought before the assembly is entitled to be recognized as having the floor if he has not already had it during that consideration, and a member who has not spoken on the motion is entitled to be recognized in preference to one who has.

Motions. Before any subject is open to debate, three steps are necessary. First, a motion must be made. (A motion is a formal proposal by a member in a meeting that the assembly take certain action.) Second, the motion must be seconded by another member. Third, the motion must be stated by the chair.

Opening Debate. The chair opens debate on a debatable motion by saying, after his statement of the motion, “Are you ready for the question?” This language is simply an invitation to debate the motion and should not be taken as implying that the chair wants to vote on the motion immediately.

Main Motions. A motion that brings before an assembly, for its consideration, any particular subject independent of any other pending motion or parliamentary situation is a main motion.

Subsidiary Motions. Subsidiary motions are motions applied to other motions for the purpose of disposing of them. Any of these motions can be applied to the main motion, and some of them may be applied to other motions. The following are the subsidiary motions as they appear in the Order of Precedence:

- Lay on the table
- Order the previous question
- Limit or extend limits of debate
- Postpone indefinitely
- Commit or refer
- Amend

Incidental Motions. Incidental motions are motions that arise out of other motions and consequently must be decided before the motions that gave rise to them. The most common incidental motions are:

- Point of order
- Appeal
- Object to the consideration of a question
- Divide the question
- Divide the assembly
- Read papers
- Withdraw or modify a motion
- Suspend the rules

Privileged Motions. Privileged motions are given high rank because of their importance, taking precedence over most other motions (including all other motions in the order of precedence). They are not debatable, for otherwise their high rank would make them useful for unjustifiably consuming a large amount of time. They are only four in number and appear below in their order of precedence:

- Adjourn
- Recess
- Raise a question of privilege
- Call for the orders of the day

Raise a Question of Privilege. Questions relating to the rights and benefits of the assembly, or one or more of its members, are *questions of privilege*, and they take precedence over all other motions of fixed rank except to recess and to adjourn. They typically involve the comfort of members; ability to

hear speakers; conduct of officers, members, employees, and guests; or the accuracy of published reports or proceedings. A motion to close the meeting to all but members (that is, to go into executive session) is common example.

Point of Order or Appeal. A *Point of Order* is an assertion that a rule is being violated and a request that the rule be enforced by the chair. It takes precedence over any pending motion out of which it rises. It is in order when another has the floor, even if it is necessary to interrupt a speaker.

It does not require a second and is not debatable or amendable. It is decided by the chair, subject to appeal, and is not subject to reconsideration.

If a member objects to the chair's decision, he states, "I appeal from the decision of the chair." If the appeal is seconded, the chair defines the issue involved, explains the reasons for his decision, and asks, "Shall the decision of the chair be sustained?" An appeal is debatable unless it relates to a lack of decorum or a violation of the rules of speaking, relates to the priority of business, or is made while the immediately pending question is not debatable. If it is debatable, no member may speak more than once in debate, but the chair may defend his ruling once again at the end of the debate. An appeal is not amendable. A majority vote or a tie vote sustains the chair's decision, even if the chair votes to make a tie.

Suspend the Rules. This motion is to render *temporarily* ineffective one or more rules of order or standing rules. It cannot have an effect beyond adjournment of the meeting. It requires a second, is not debatable or amendable, cannot have any subsidiary motion applied to it, and requires a two-thirds vote if applied to a rule of order and a majority vote if applied to a standing rule. It cannot be reconsidered. Rules contained in the Bylaws cannot be suspended unless they provide for their own suspension.

Lay on the Table. The motion to *lay on the table* (or to *table a motion*) is to remove the main motion from consideration and entrust it to the care of the secretary until its consideration is resumed by the assembly at an unspecified future time. It takes precedence over all other subsidiary motions and yields to privileged and other motions. It is not in order when another member has the floor, it requires a second, is not debatable, requires a majority vote for adoption, and cannot be reconsidered.

The object of the motion is to postpone the main motion in such a way that at a future time it can be taken up when the assembly wishes rather than at a specific time set in advance. If adopted, it delays consideration not only of the main motion, but of any amendments and other motions that must be decided before the main question can be decided.

Amend. The motion to *amend*, that is, to change the words of a pending motion, is one of the most important in all parliamentary law, but takes precedence of nothing but the motion that it proposes to amend. It is not in order when another member has the floor, it requires a second, and is debatable. An amendment is amendable, but an amendment to an amendment is not amendable.

Appendix D

POW/MIA Ceremony

Setting

The Sergeant-at-Arms will prepare a small table to be placed immediately in front of the head table, arranged as follows: single chair, white tablecloth that drapes evenly on all sides, appropriate sized vase, with a single fresh red or white rose, red ribbon tied on vase, one inverted wine glass, and a single white small dinner plate with a slice of lemon and a small mound of salt, and the POW/MIA flag attached to the front of the table.

Ceremony

Right after the meeting is called to order by gavel or bugle, but before the any business is transacted, the Commander makes the following statements:

Commander:

“Your attention is directed to the small table located in a place of honor near the head table. It is a way of symbolizing the fact that many of our Armed Forces are missing from our midst. Today they are commonly called POWs or MIAs. We call them Patriots.

They are unable to be with us this evening and so we remember them.

The table, set for one, is small; it symbolizes the frailty of one prisoner against his oppressors.

The table cloth is white, symbolic not of surrender, but of the purity of their intentions to respond to their country’s call to arms.

The single rose displayed in a vase reminds us of the families and loved ones of our comrades who keep faith awaiting their return.

The red ribbon, tied so prominently on the vase, is reminiscent of the red ribbon worn upon the lapel and breasts of thousands who bear witness to this tragedy and with unyielding determination demand proper accounting for our missing.

Our table is also a Seder of military nature:

- A slice of lemon on the plate – to remind us of their bitter fate.
- There is salt upon the plate – symbolic of the families’ tears as they wait.
- The glass is inverted – they cannot toast with us tonight.
- The chair is empty – they are not here.
- The POW/MIA flag is the banner proclaiming our resolve.

Tonight we take time to recall the plight of our POWs and MIAs. They were our comrades in arms; we depended on them for aid and support. Surely they would not have forsaken us.

Let us remember all POW/MIAs and honor them as we stand for a moment of silence.

I propose a toast (Use whatever beverage you have a hand):

TO OUR POW-MIA COMRADES! ” (Hear Hear!)

Appendix E

Resolution Submission Form

RESOLUTION #: (Headquarters will number)

COMMITTEE: (Choose one)

Constitution/Bylaws

Legislative

CONVENTION ACTION:

Re:

WHEREAS:

WHEREAS:

WHEREAS:

WHEREAS:

WHEREAS:

RESOLVED:

Submitted by: Department of _____

Signed:

Department Commander or Adjutant Date

Departments submit resolutions to the National Adjutant, MOPH Headquarters, by June 30 unless otherwise advised.
--

Appendix E-1

Instructions for Completing Resolutions Form

RESOLUTION #: (Headquarters will number)

COMMITTEE: (Choose one)

- Constitution/Bylaws**
- Legislative**

CONVENTION ACTION:

(This block will capture the Convention's decision: Approved, Disapproved, or Withdrawn.)

RE: (This is your subject line – keep it to one line, but capture the essence of your resolution)

WHEREAS: (Use these “Whereas” segments to outline the issue or concern that your resolution is addressing, i.e., background.)

WHEREAS:

WHEREAS:

RESOLVED: (Use this segment to spell out recommended action to resolve the problem. More than one “RESOLVED” entry can be used to cover multiple actions.)

Submitted by: Department of _____

Signed:

Department Commander or Adjutant

Date

Departments submit resolutions to the National Adjutant, MOPH Headquarters, by June 30 unless otherwise advised.

Appendix E-2

Sample Resolution – Constitution/Bylaws

RESOLUTION NO: 2004-1

COMMITTEE: (Choose one)

Constitution/Bylaws

Legislative

NEC Recommendation:

Approval

Disapproval

Other:

<p>CONVENTION ACTION: (This block will capture the Convention's decision: Approved, Disapproved, or Withdrawn.)</p>
--

RE: NATIONAL COMMITTEE MEMBERSHIP

WHEREAS: The current National Bylaws of MOPH prohibits the holding of office on the National Finance Committee by a salaried employee of the MOPH; and

WHEREAS: The possibility exists that there could be a conflict of interest if any salaried employee serves as a voting member of any National Committee that could take action on an issue in which they, or their immediate supervisors, could have a personal interest. Therefore be it

RESOLVED: That the Bylaws be changed at the 2004 National Convention as follows:

Article XV, Section 2 (tiled) ELECTED OFFICERS. (To read) "No person shall hold more than one elective office in the National Organization, nor more than one elective office in any Chapter. No National elective officer shall hold a Department elective office, and no person shall hold any office unless he is an active member in good standing. No salaried employee of the National or Department organization, nor the spouse of any salaried employee of the National or Department organization may hold a National or Department elective office nor be an elected member of either the National or Department Finance or Publications Committee. Election to one of the National Committees is not to be considered an elective office as referred to above, and be it further

RESOLVED: That copies of this resolution be forwarded to the National Adjutant and placed on the agenda of the MOPH National Convention for consideration of the delegates in assembly at Atlanta, Georgia, 10 August through 14 August 2004.

Submitted by: Department of _____

Signed: _____

Department Commander or Adjutant

Date

Appendix E-3 Sample Resolution – Legislative

RESOLUTION NO: 2004-15
COMMITTEE: (Choose one)

- Constitution/Bylaws**
- Legislative**

NEC Recommendation:

- Approval**
- Disapproval**
- Other:**

CONVENTION ACTION:
(This block will capture the Convention's decision: Approved, Disapproved, or Withdrawn.)

RE: USE OF VOLUNTEER CIVILIAN MENTAL HEALTH PROFESSIONALS

WHEREAS: The VA has stated that it does not have enough assigned mental health professionals to treat the growing number of returning veterans with combat-related mental health issues; and

WHEREAS: Health professionals have been receptive to public service commitments in the past. Therefore be it

RESOLVED: That the VA approach the various mental health professional organizations and request their assistance in treating the veterans that the VA cannot handle due to its limited staff. If agreeable, the civilian mental health professionals will provide blocks of time that the VA will fill, providing the civilian provider with appropriate documentation and monitoring the process.

RESOLVED: That copies of this resolution be forwarded to the National Adjutant and placed on the agenda of the MOPH National Convention for consideration of the delegates in assembly at Atlanta, Georgia, 10 August through 14 August 2004.

Submitted by: Department of _____

Signed:

Department Commander or Adjutant

Date

Appendix F

IRS Form 990-N (E-Postcard)

This is an annual electronic filing requirement for Small Exempt Organizations whose gross receipts are normally \$50,000 or less. The Pension Protection Act of 2006 added this filing requirement to ensure that the IRS and potential donors have current information about the organization.

The e-Postcard is due every year by the 15th day of the 5th month after the close of your tax year.

Due Date Examples:

Tax year ends April 30: e-Postcard is due by September 15

Tax year ends May 31: e-Postcard is due by October 15

You cannot file the e-Postcard until after your tax year ends. Please note that there are no late filings or delinquency penalties associated with the e-Postcard. However, if you missed three consecutive years of filing, your tax exempt status is automatically revoked. You will have to re-apply and pay the fee.

How To File

Go to <http://epostcard.form990.org> to file the e-Postcard with the IRS through their trusted partner, Urban Institute. The form must be completed and filed electronically. There is no paper form.

The e-Postcard is a very simple system that should take less than 10 minutes to file. To complete the e-Postcard, you will need the following information:

- Your organization's (Chapter/Department) Employer Identification Number (EIN). This number is sometimes referred to as a Taxpayer Identification Number (TIN). This is the same number you would have used when you applied for Federal tax-exempt status. An EIN consists of 9 digits and the format of the number is NN-NNNNNNN (for example: 00-1234567).
- Your organization's legal name. *Military Order of the Purple Heart of the USA* (This is profiled by the IRS System).
- Any other names your organization uses to do business (DBA name. For Chapter, put down your Chapter name. For example: *George Washington Chapter #1*. For Department, put down your Department full name. For example: *Department of Connecticut*).

Appendix F (Continued)

IRS Form 990-N (E-Postcard)

- Be able to answer the following questions:
 - Has your organization terminated or gone out of business?
 - Are your gross receipts normally \$50,000 or less?
 - The organization's mailing address (or P.O. Box), city, state and zip code.
 - Your organization's website address (*if you have one separate from MOPH Headquarters*).

- The name and address of one of your organization’s principal officers. *MOPH* Headquarters has been providing the IRS with the Chapter/Department Finance Officer as the contact person, but you may change it to one of your Chapter/Department Commanders.

It is important to send a copy of your “accepted” 990 e-Postcard to Headquarters.

If you have any questions or require assistance, please contact your Department Finance Officer or Headquarters.

Search for Past Filings

Go to <http://www.irs.gov/app/eos/> and enter your EIN and click on “Search.”

More information can be found at www.irs.gov/charities.

♥ Heartbeat: New Management Tool. To track submissions of Election, Finance, and 990 Reports, go to www.purpleheart.org/Members/ReportTracking.aspx which will bring up your log in screen. Log in and in the lower right corner you’ll see the **Department/Chapter Election/Finance/990 Tracking System.**

Appendix G

National Officer MOPH Convention Report

REPORT OF THE _____

Current Year _____

What did you accomplish this year? (Try to provide facts such as increased membership, new Chapters, new programs, etc.)

Did you meet your goals for the year?

What other significant accomplishments did you have? (Again, please provide facts such as, "*I contacted each Patriot in a three State area. I organized them and helped them charter the first multi-state Department in the Department of Northern New England*")

Next Year _____

What are your goals for the coming year?

Submitted by: _____ Date _____

[*Guidance:* Your report should be 1-2 pages. Longer reports will be formatted to fit on 2 pages. Electronic reports are preferable, but hard copy reports will be accepted - just mail them, don't fax as fax copies are not clear enough to scan or reproduce.]

Appendix H

Department Commander MOPH Convention Report

DEPARTMENT OF _____

Current Year _____

What new projects did your Department or Chapters attempt and what were the results?

What were the significant accomplishments of your Department or Chapters?

Did your Department achieve the goals set by the Commander? Please give details.

Next Year _____

What are your membership goals for the coming year?

What do you want your Department membership to be at the end of the fiscal year? (Net membership growth)

What are your Chapter goals?

How many new Chapters do you plan on Chartering?

Do you plan on closing any Chapters? If so, how many?

Why do you plan on closing them?

What is your primary goal for this year other than membership?

What is your second goal other than membership?

What is your third goal other than membership?

Submitted by: _____ Date _____

[Guidance: Your report should be 1-2 pages. Longer reports will be formatted to fit on 2 pages. Electronic reports are preferable, but hard copy reports will be accepted - just mail them, don't fax as fax copies are not good enough to scan or reproduce.]

Appendix I

MOPH Emblem Policy

As a result of the development of several matters related to use of the MOPH emblem or logo, it is necessary to publish a formal policy on the logo use. The purpose of this Policy is to publish guidelines for the use of the MOPH emblem or logo in fundraising activities, and to preclude claims of infringement on other Departments and Chapters or claims of a lack of fairness in marketing products for fundraising purposes. The purpose of this Policy is not to limit fundraising activities, or to stifle competition, but to ensure proper use of the Purple Heart Medal and the MOPH emblem, as well as ensuring fair competition.

1. MOPH Bylaws Direction

ARTICLE XV, Section 11 (Use of Purple Heart) provides guidance on the use of replicas and facsimiles of the Purple Heart, as well as some guidance on the use of the MOPH emblem. The guidance on the use of the emblem, however, is lacking in specific detail.

“Section II – USE OF PURPLE HEART

A. Replicas or facsimiles of the Purple Heart Medal as awarded by the Government of the United States shall not be made, caused to be made, or used in any manner that would tend to degrade the award, or permit any commercial use thereof.

B. Replicas or facsimiles may be used only for official papers of the Corporation or subordinate units thereof. All other uses of the Purple Heart must have prior approval of the National HQ.

2. Marketing Agreement with Medals of America

The Military Order of the Purple Heart has a Marketing Agreement with *Medals of America, Ltd.* Under the terms of the agreement, Medals of America is granted “an unqualified exclusive use of the MOPH emblem or logo and name on products sold for MOPH by Medals of America. This qualified, limited license does not preclude MOPH Departments and Chapters from using MOPH’s logo and name on products sold for fundraising that clearly identifies the Department or Chapter marketing the product.”

The Marketing Agreement with *Medals of America* is in addition to agreements with already existing vendors *Personalized Just For You* and the *Keystone Uniform Cap Company*.

Appendix J



MILITARY ORDER OF THE PURPLE HEART

DEPARTMENT OF _____

WARRANT

Number: _____ (Same as check)

Date: _____

From: Department Adjutant

To: Department Finance Officer

You are authorized to pay:

The sum of \$ _____

For the following purpose/s:

References:

- Budget Line item _____
- Meeting minutes dated _____
- Bill (attached)

Drawn by: _____ Approved by: _____
Adjutant Commander

Appendix J-1
SAMPLE WARRANT



MILITARY ORDER OF THE PURPLE HEART

CHAPTER: _____

WARRANT

Number: _____ (Same as check)

Date: _____

From: Chapter Adjutant

To: Chapter Finance Officer

You are authorized to pay:

The sum of \$ _____

For the following purpose/s:

References:

- Budget Line item _____
- Meeting minutes dated _____
- Bill (attached)

Drawn by: _____ Approved by: _____
Adjutant Commander

Appendix K



MISSING MILITARY RECORDS AND MEDALS

MISSING DD-214s & MILITARY RECORDS

Military Records are in the custody of the National Personnel Records Center (NPRC) in St. Louis. To request a copy of a DD-214 or other records, an individual must provide:

- Veteran's complete name used while in the service
- Service number - Social security number
- Branch of service - Inclusive dates of service
- Date and place of birth

Ordering Military Records. There are two ways to request the DD-214 (Report of Separation) and other military records:

Online: Go to : <http://vetrecs.archives.gov/>, click on "Launch the EVetRecsSystem . . ." and follow the prompts. **Requester still has to mail or fax a signature page to NPRC to complete the process.**

By Mail: Submit Form SF-180 (*Request Pertaining to Military Records*) to:

National Personnel Records Center Fax: (314) 801-9195 Phone: (314) 801-0800

Military Personnel Records
1 Archives Drive
St. Louis, MO 63138-1002

All requests for records must be signed and dated by the veteran or next-of-kin. If the veteran is deceased, a copy of the death certificate must accompany a request.

Note that a fire at the Records Center on 12 July 1973 destroyed a major portion of records of Army personnel who were discharged between 1912 and 1959, as well as Air Force personnel records for the period 1947 through 1963 with surnames Hubbard through Z. *If a veteran suspects that his or her records may have been involved in the 1973 fire at NPRC, a request should also include: place of discharge, last unit of assignment, and place of entry into the service.*

MISSING MEDALS

One of three options may apply for a veteran who does not have his or her Purple Heart medal, or another decoration:

1. **The veteran did not receive a Purple Heart, believes he or she is eligible for the medal, but military records do not reflect award of a Purple Heart.** The veteran must complete the Application for Correction of Military Record (DD Form 149) and send it to:

Army (Active Duty personnel) **Army (Other than Active Duty)**
Army Board for Correction of Military Records Army Review Boards Agency
1901 South Bell Street, 2nd Floor Support Division, St Louis
Arlington, VA 22202-4508 9700 Page Avenue
St Louis, MO 63132-5200

Marine Corps & Navy **Air Force**
Board For The Correction of Naval Records Air Force Personnel Center

2 Navy Annex FPC/DPPPR
Washington, DC 20370-5100 550 C Street West, Suite 12
Phone (703) 614-1402 or 2133 Randolph AFB, TX 78150-4714

Coast Guard

Board for the Correction of Military Records
245 Murray Lane
Room 5126, Mail Stop #0900
Washington, DC 20528

The application must be accompanied by *proof* or *evidence*, such as statements of witnesses, medical records, newspaper articles or other pertinent correspondence.

2. The veteran received a Purple Heart, or another medal, has lost it and wants it replaced. The veteran must submit a request to:

National Personnel Records Center Medals Section
(Indicate one: Army, Marine Corps Navy or Air Force Reference Branch)
9700 Page Avenue
St. Louis, MO 63132-5100

3. The veteran has not received a Purple Heart medal, but believes his or her military records include evidence of having been awarded the Purple Heart, or any other decoration. The veteran first must submit the Standard Form 180, Request Pertaining to Military Records. The form and other information are available on line at <http://vetrecs.archives.gov>, or from:

National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St Louis, MO 63132-5100

Appendix L

MOPH Department Conventions

PRIOR TO THE CONVENTION

Department Bylaws

If the Department has *Approved Department Bylaws*, please provide a copy to the attending National Commander's representative, and the MOPH Service Foundation representative. If you do not provide, you may expect one of the representatives to insist that MOPH Bylaws and this *Procedure Manual* are strictly adhered to.

Department Financial Audit

Prior to the meeting of the Department Executive Committee (DEC), the Finance Committee should meet to review financial activity of the past year, and conduct an Audit (see Department and Chapter Finances in *Procedures Manual*). Smaller Departments may not have an established Finance Committee. If so, three DEC members can conduct the Audit. The Department Commander, Adjutant and Finance Officer may be present during the Audit, but should not be auditors.

The Department Audit should, at a minimum, include:

- Review of previous year's budget.
- All spending should have been done under an approved budget line item. If money was spent that was not covered by a budget line item, a DEC vote (written ballot, telephone ballot or email ballot) should have approved the expenditure.
- All checks should be verified to have included the signatures of the Department Commander and Finance Officer.
- Investment and Savings accounts must be reviewed for accuracy.
- The Audit Report must be provided to the DEC prior to the Convention.

DEC Meeting Prior to the Convention

The DEC must meet immediately preceding the Department Convention. The DEC meeting should open with a salute to the colors and an invocation. This DEC meeting is to report and finalize the current year's business activity and may be one of the DEC meetings required during the year (see Bylaws Article VII, Section 11.A). The meeting should close with a benediction prayer and a salute to the colors.

Topics which should, at a minimum, be covered during this DEC meeting include:

- Consideration and approval of the Audit Report. A Welfare Account review should be conducted if the Department has a Welfare Account.
- Time & Place Committee recommendation for the next Department Convention, and the Fall DEC meeting.

THE DEPARTMENT CONVENTION

Agenda

The suggested agenda and sequence of events for the Department Convention is:

- Call to Order
- Salute to Colors

- Invocation Prayer
- Roll Call
 - Chapters
 - Officers
- Introduction of Guests
- Committee Reports
- Old Business
- New Business
- Election of Officers
- Good of the Order
- Installation of Officers
- Benediction
 - Salute to Colors
 - Adjourn

A joint Opening Ceremony may be conducted if the Department has a Ladies Auxiliary.

A Memorial Service may be included in the Convention, as a part of the Opening Ceremony, or as a separate event under the agenda.

The Convention may include a Luncheon or Banquet. The conduct of a Luncheon or Banquet is up to the membership.

Departments should not review applications for membership during the Convention or DEC meeting.

Roll Call and Voting

- One third of the Chapters must be represented to constitute a Quorum.
- Chapter representatives must be the Commander, Senior Vice or Junior Vice. If more than one officer of a Chapter attends, only one representative will have a Voice and a Vote.
- DEC members have a Voice and one Vote per motion on business matters.
- Elected Officers have a Voice and one Vote.
- Appointed Officers have Voice, but no Vote.
- Past Department Commanders have a Voice and one Vote (providing they meet the residence requirement).
- Past National Commanders have a Voice and one Vote (providing they meet the residence requirement).

The Department Election of Officers should, in accordance with Roberts Rules of Order, be the first order of business under New Business.

If the Department Bylaws call for a Rules Committee and the Rules Committee meets prior to the Convention, the Rules Committee may designate another time and place for the Election of Officers.

AFTER THE CONVENTION

The DEC should meet immediately or at least soon thereafter conclusion of the Department Convention. This DEC meeting will constitute one of the minimum of two DEC meetings required each year. Minutes are required for this and other DEC meetings.

The first DEC meeting should accomplish, at a minimum, these matters:

- Commander's and/or Department goals, objectives, and project priorities for the coming year.

- Approval of a Department budget for the coming year.
- Appointment of Department Committees for the coming year.
- Consider and approve Time & Place Committee recommendations for DEC meetings and the next Convention.

The Department Adjutant must immediately report the Department Election results to the National Adjutant.

Appendix M

Department Bidding Process For National Convention Site

From: The National Adjutant

To: Distribution

Departments interested in bidding for a National Convention are to consider the following essential bullets when organizing a National Convention proposal. The dates for the [year] Convention will be [day] [date] [month].

1. The Department Commander is the only person authorized to submit a proposal for the National Convention.

2. The responsibility is to bid for a destination and not a specific location. However, the hotels considered are to be surveyed to insure adequate lodging, meeting space, food service and HIPPA rules to meet the needs of the disabled.

A. Manpower: Does the Department have a chapter locally that is active and can and will supply up to 20 dependable volunteers?

B. Finances: Although the Department will be given a grant to host the Convention, there are other out of pocket expenses such as printing. Does the Department or Chapter have sufficient funds to cover interim costs as well as any overrun expenses? These will be considered before a grant is written.

C. Activities: An essential portion of the Convention is the Thursday afternoon free-time activities. What are some of the various leisure time activities available in the area?

D. Foodservice: Many of the attendees will want to dine away from the property. Is there a variety of foodservice establishments within short walking distance?

E. Transportation: What is the availability of air transportation? Is rail an alternative? What is the transportation availability between airports to hotels?

3. Recommended Proposal enclosures:

A. A letter from the Mayor or other City Official inviting the Convention to their City. The letter would include a brief description of what the City would commit to assist the Department to help assure a successful Convention.

B. A full color brochure about the proposed Hotels, the State and the City. The more information provided to the Committee the better. Remember that the Committee is comprised of the six Region Commanders who may or may not be familiar with the area.

4. After the Time and Place Committee vote, the National Adjutant will write the recommended Hotel(s) for a "Request for Proposal" (RFP). Interested properties will then be visited and interviewed. Under no circumstances is the Department Commander or any other patriot authorized to commit to any agreement, tacit or explicit.

5. For the [year] Convention, prepare eight (8) copies of the Proposal, to include all enclosures, and submit to Headquarters not later than [Date]. Proposals that do not meet the criteria will be returned and the Department can bid anew the following year.

Yours in Patriotism,
[Name]
National Adjutant

TIME PLACE COMMITTEE EVALUATION CHECKLIST

	Site Quality Description	Maximum Points	Minimum to Consider	Site 1	Site 2	Site 3	Site 4	Remarks
1	Department must Bid	5	3					Required! Packet w/8 Copies to National Headquarters
2	Site 350-400 Rm/Rate	10	6					Room Quany sufficient and Estimated Room Rate is reasonable
3	Site 2 Large Meeting Rooms	10	6					Near Elevators/ Restrooms, Sleeping RMs
4	Site 6 Break-out Rooms	10	6					Close to Convention Center
5	Site Handicap Accessible.	5	3					Recommended Sites support Federal ADA Guidelines for Handicap
6	Accessibility Air	10	6					Affordable & Min Transfers? Large Carriers w/ Comp Pricing
7	Accessibility Ground	10	6					Other means of Conveyance;
8	Mobility - Convention Site	5	3					Internal & External; Lodging Rooms to Convention Site Near/Far; Department Responsibility to find electric scooter vendor
9	Mobility - Airport/Shuttle	5	3					Distance from Airport? Handicap Transport; Department responsibility to provide/secure transportation to & from Airport
10	Fin. Printing/Program	5	3					Department Responsibility Raise Revenue
11	Thursday Afternoon Activities	10	6					Alt Activities; PM Tours; Side Tours; Golf; Shopping
12	Food Alternatives Nearby	5	3					Local Eateries/Restaurants; Grocery Store
13	Hospitality Suites /ph	5	3					Coord HRs of Opn w/ HQs
14	Hospitality Extras	5	3					External Lounge and/or Gathering areas?
		100	60					
	Simple Majority = 51							
	*** Headquarters Office:							1 -- Page 69 & Appendix M of the Procedures Manual- 4th Edition-July 2012
	- In immediate vicinity of Convention Center							2 -- MOPH Natl Conv REQs & Hotel Planning Guide
	- Best to be in some sort of closed off site - i.e., behind counter							3 -- Region Commander Input
	- Close to Storage Area							
	*** FedEx [Kinkos] within a reasonable distance to Site							

Appendix N

Sample Letters – Chapter Defunct Notifications SAMPLE LETTER FOR CHAPTERS – FIRST LETTER

From: Chapter Adjutant

To: Each Chapter Member

Subject: Chapter (#) Status

Dear Patriot,

This Chapter, as you well know, is not functioning as a viable organization and needs to be re-started or declared defunct.

You have the following options before the Chapter (#) is declared defunct and its charter cancelled - please select one:

Article I, Section 8 states that, “No Charter shall be surrendered by any Chapter as long as 12 active members in good standing thereof request its continuance.” I am interested in re-starting this Chapter. I understand that if there isn’t sufficient interest within 30 days of this letter, the Chapter Adjutant will contact me and I will submit my transfer form.

Transfer my membership now to another Chapter. I’ve completed and signed the enclosed transfer form.

Please return your selection and/or transfer form within 30 days. If you do not specify which Chapter you wish to be transferred to, the National Adjutant, with notification in accordance with Article I, Section 10 of the National Bylaws, will transfer your membership to another Chapter or designate you as a Department Member-at-Large.

If you have any questions or require assistance, please contact me at (ph #) or (email).

Yours in Patriotism,

cc:
Chapter Commander
Department Adjutant
National Adjutant

Appendix N-1 Sample Letters

SAMPLE LETTER FOR CHAPTERS – SECOND LETTER

From: Chapter Adjutant

To: Each Chapter Member

Subject: Chapter (#) Status

Dear Patriot,

This follows up my letter of (date) that this Chapter may be declared defunct because of inactivity. I requested that you make a decision to either select “re-start the chapter” or submit a transfer in 30 days.

All of the requests for transfer were forwarded to the MOPH Membership Department for processing.

[possible next paragraphs]

Article I, Section 8 states “No Charter shall be surrendered by any Chapter as long as 12 active members in good standing thereof request its continuance.” As of today, only two members are interested in re-starting the Chapter and thus I’m recommending to the Department Commander that it be declared defunct. . All remaining members will be transferred, pending the National Adjutant’s approval, to Chapter _____ or become Department at Large members.

Or

Article I, Section 8 states “No Charter shall be surrendered by any Chapter as long as 12 active members in good standing thereof request its continuance.” As of today, thirteen members are interested in re-starting the Chapter and thus I’m requesting the Department Commander to give us 90 more days to meet and hold an election.

Yours in Patriotism,

cc:
Chapter Commander
Department Adjutant
National Adjutant

Appendix N-2 Sample Letters

SAMPLE LETTER FOR DEPARTMENTS – FIRST LETTER

From: Department Adjutant

To: All Chapter Members

Subject: Status of Chapter (#)

Dear Patriot:

This is to advise you that records of the National Headquarters of the Military Order of the Purple Heart Membership Department show no meetings, election reports, or finance reports for Chapter (#) for the past several years. Therefore, I'm recommending that Chapter (#) be declared defunct for inactivity and that its active members be transferred to Chapter (#) which meets in _____. Please visit www.purpleheart.org and click on "Chapter Search" to find other chapters within range of your residence.

You have the following options before the Chapter (#) is declared defunct and its charter cancelled - please select one:

Article I, section 8 states that, "No Charter shall be surrendered by any Chapter as long as 12 active members in good standing thereof request its continuance." I am interested in re-starting this Chapter. I understand that if there isn't sufficient interest within 30 days of this letter, the Department Adjutant will contact me and I will submit my transfer form.

Transfer my membership to another Chapter. I've completed and signed the enclosed transfer form.

Please return your selection and/or transfer form within 30 days. If you do not specify which Chapter you wish to be transferred to, the National Adjutant, with notification in accordance with Article I, Section 10 of the National Bylaws, will transfer your membership to another Chapter or designate you as a Department Member-at-Large.

If you have any questions or require assistance, please contact me at (tel #) or (email).

Yours in Patriotism,

cc:

Department Commander

Chapter (#)

National Adjutant

Appendix N-3 Sample Letters

SAMPLE LETTER FOR DEPARTMENTS – SECOND LETTER

From: Department Adjutant

To: All Chapter Members

Subject: Status of Chapter (#)

Dear Patriot,

This is a follow-up to my letter dated (date) that your Chapter may be declared defunct because of inactivity. I requested that you either select “re-start the chapter” or submit a transfer in 30 days.

All of the requests for transfer were forwarded to the MOPH Membership Department for processing.

[possible next paragraphs]

Article I, Section 8 states “No Charter shall be surrendered by any Chapter as long as 12 active members in good standing thereof request its continuance.” As of today, only two members are interested in re-starting the Chapter and thus I’m recommending to the National Adjutant that it be declared defunct. All remaining members will be transferred, pending the National Adjutant’s approval, to _____ or become Department at Large members.

OR

Article I, Section 8 states, “No Charter shall be surrendered by any Chapter as long as 12 active members in good standing thereof request its continuance.” As of today, thirteen members are interested in re-starting the Chapter, and thus, I’m giving you 90 days to meet and hold an election.

Yours in Patriotism,

cc:
Department Commander
Chapter (#)
National Adjutant

Appendix O Awards

(Ref: MOPH Bylaws, Article XIV, Uniforms and Supplies, Section 6, Certificates & Citations)

General

The National Commander and his Adjutant consider the MOPH awards program to be absolutely essential to maintaining high morale of MOPH members and recognizing community leaders and members of the Congress for their unique support of MOPH.

George Washington Medallion of Merit

Criteria: The George Washington Medallion of Merit is the most prestigious and coveted recognition granted by the Military Order of the Purple Heart. The Medallion may be given to those who possess the Purple Heart, as well as to those who do not. The medal is not awarded on a regular basis, but is given only to those who, in the judgment of the Past National Commanders of the Military Order of the Purple Heart, are to be honored for extraordinary service to our country and its veterans.

Those persons who have received this singular honor include:

- Bob Hope (1966)
- John Ford (1967)
- Past National Commander Clifford A. Parmenter (1972)
- President Lyndon Baines Johnson (1972)
- Past National Commander Richard P. Golick (1974)
- United States Congressman Olin E. Teague (1974)
- veteran Harold Russell (1979)
- United States Senator Robert Dole (1992)
- United States Senator G.V. "Sonny" Montgomery (1992),
- President George Herbert Walker Bush (1993),
- Patriot/Artist George Skyeck (1994)
- Past National Commander Harvey Thiede (2001),
- Past National Commander Frank Athanason (2002)
- United States Congressman Lane Evans (2006)
- The 172 Airlift Wing (2008)
- Morrill Worchester – Wreath Company (2010)
- Ann Margret (2011)
- Timothy A. Miller M.D. (2012)

Action: National Adjutant; Past National Commanders; National Commander

National Adjutant will poll all past National MOPH Commanders on 1 June for nominations and present results to the current National Commander. National Commander will either select a candidate or not present the award for that year.

Due date to Headquarters: 30 June.

Recognition: Special plaque and cover letter

George Washington Spirit Award

Criteria: This is a relatively new award, first presented in 2006, and also not given on a regular basis. Ranking just below the Medallion of Merit, the award is given for extraordinary service to America's combat wounded. Past recipients of this award are:

2010 David Hall, Belladier, Liberty Bell and Law Memorial

2008 Captain Earl Morse, Founder, Honor Flights

2006 Patti Patton-Bader, *Founder of Soldiers' Angels*

Action: National Adjutant
National Officers

National Adjutant will poll all other National Officers for candidates and present results to the National Commander who will consider his own candidates along with the others and make a decision to award or not to award.

Date due to Headquarters: 30 June

Recognition: Special plaque

National Commander's Award

Criteria: National Commanders, from time to time, use this award to recognize individuals for exceptionally meritorious and conspicuous service to MOPH, both within and outside the Order. It's often given to National staff officers who have performed in an outstanding manner and usually presented during the annual Convention.

Action: Members
National Adjutant

National Commander usually determines recipient, but members can suggest candidates. Members can send names to NA with a short statement as to why the National Commander should recognize them.

Date due to Headquarters: 30 June

Recognition: Citation or plaque presented at Convention.

Patriots of the Year

Criteria: Designed to recognize and reward Patriots of Chapters and Departments for their outstanding contributions to MOPH over the preceding year. Examples of performance that should be recognized include: outstanding support to veterans in a VA hospital, highly successful fundraising effort, unique program to improve morale of deployed troops (gift baskets, letter writing program, etc.), highly visible community service event that publicizes MOPH, newsworthy MOPH sponsored or executed public school program related to veteran affairs and extraordinary success in recruiting new members for MOPH.

Nomination form: A downloadable form, primarily designed to be used by Chapters who begin the process that culminates in selection of a National Patriot of the Year, is available at www.purpleheart.org. Rest your cursor on “Member,” slide down and click on “Download Forms and Documents,” and then click on “Patriot of the Year SOP and Forms.” You’ll find a fillable form at the end of the section that can be used by all levels to complete the nomination procedure.

Chapter Patriot of the Year

To bring equity and fairness to this program, it is felt that each active Chapter should recognize their own Patriot of the Year. These Patriots would receive a certificate mounted on a plaque from their Chapters. The Chapters should then recommend their Patriot of the Year for consideration by the Department Commander for the Department Patriot of the Year.

Chapter Commanders must submit their Chapter Patriot of the Year to their Department Commander for consideration of Department Patriot of the Year no later than April 30.

A certificate mounted on a plaque is available for purchase by Chapters through MOPH HQ, attention Jennifer Pereyra. See the downloadable form on www.purpleheart.org which can be filled in and submitted by email or printed and mailed.

Due date to Department Commander: 30 April.

Department Patriot of the Year

The Department Commander will then select a Department Patriot of the Year from among the Chapter Patriots submitted to them. The Department Patriot of the Year would receive a certificate mounted on a plaque from their Department for their achievement. The Department should then recommend their Patriot of the Year for consideration by the Region Commander for the Region Patriot of the Year.

Department Commanders must submit their Department Patriot of the Year to their Region Commander no later than June 17.

A certificate is available for purchase by Departments through MOPH HQ, attention Jennifer Pereyra.

Due date to National Headquarters and Region Commander: 17 June

Region Patriot of the Year

Each year the Regions will select from among the Department Patriots of the Year submitted to them a Region Patriot of the Year for outstanding achievement during the preceding year, and submits this selection to the National Adjutant, with the appropriate paperwork justifying the selection.

This nomination must be received by the National Adjutant no later than June 21.

The Region Patriots of the Year will be awarded their recognition at the National Convention and will be given a special plaque by their Region Commander. They and a guest will be guests at the Saturday night banquet. The Region Patriots of the Year will be reimbursed for their expenses to the National Convention as if they were NEC.

Due to National Adjutant: 21 June

National Patriot of the Year

The six Region Patriots of the Year will be put into competition for the National Patriot of the Year. No Patriot may qualify for Patriot of the Year in successive years. No National elected or appointed Officer is eligible for the award. The decision will be made by a five person committee consisting of the most immediate five former Patriots of the Year. The National Adjutant will prepare a ballot that will be sent to the committee. Each committee member will vote on his selection for National Patriot of the Year, and relay his selection to the National Adjutant. The ballots will be secretly tallied by the National Adjutant. During the Banquet Program at the National Convention, immediately following the Region Patriots of the Year awards, the National Patriot of the Year will be named.

The **National Patriot of the Year** will be awarded a single-struck medallion, a large plaque, and an o'er seas cap in white for him/her to wear without regard to office held. This Patriot and a guest will be guests at the Saturday night banquet. The National Patriot of the Year will be reimbursed for expenses to the National Convention as if they were NEC.

The Convention issue of the Purple Heart Magazine will include an article about the National Patriot of the Year with smaller articles on each of the Region Patriots of the Year to include photographs.

Former Patriots of the Year may have special assigned seating at the banquet, if they attend, and may be recognized during the ceremonies. Their expenses will not be reimbursed.

A downloadable form which can be filled in and submitted by email or printed and mailed is available on www.purpleheart.org.

Process: The Chapter Commander will submit to the Department Commander.

The Department Commander will submit to the Region Commander.

The Region Commander will then submit to the National Adjutant recommendations for the National Patriot of the Year.

As the form moves from level to level, additional pages can be added accordingly.

Carroll M. Fyffe Memorial Award

Criteria: This award recognizes the efforts of a member during the preceding year in terms of new program (s) that he or she developed that had a national impact on MOPH. It was established in the name of past National Commander Fyffe who died in 1999.

Action: Chapter, Department, and Region Commanders

National Officers

National Adjutant

Chapter Commanders will poll their membership and send their selection to their Department Commander. Department Commanders will choose a candidate from the Chapter submissions and forward name to their Region Commander. Region Commanders will select a Patriot from the Department submissions and send that name to the National Adjutant. National Officers may also make nominations of other National Officers directly to the National Adjutant

The National Adjutant will screen the nominations, pick the top three candidates and send them to the National Commander for decision.

Format: All nominations will include the following information, where applicable: name, title, organization, contact data, date/s of achievement and a statement of 50 words or less describing the new program.

Due Dates:

Chapter Commander submits nomination: 16 May
Department Commander submits nomination: 23 May
Region Commander submits nomination: 1 June
National Officers submit nomination: 1 June
National Adjutant submits name: 30 June

Recognition: Recipient will receive a special plaque and letter from the National Commander, presented at the Convention or mailed if recipient is not present.

Distinguished Service Awards

Criteria: The Distinguished Service Awards are the primary vehicles for recognizing Patriots and other worthy organizations and individuals who made unique contributions to MOPH. There are two standard awards: (1) Service to the Community, Fellow Citizens, and Veterans and (2) Service to MOPH.

There is no limit to the number of Distinguished Service Awards presented each year and no set schedule for making awards. All members, MOPH employees and other worthy individuals and organizations are eligible to receive the award.

The key to sound recommendations for a Distinguished Service Award is answering this question: "What has this individual or organization done to advance the Order?"

Lifetime achievement or overall activities performed as required by the Bylaws do not constitute grounds for this award. The deed(s) to be recognized and honored must truly be outstanding, and have transpired during the last fiscal year.

♥ **Heartbeat:** Examples of suitable awardees are: past Chapter and Department Commanders, other veteran organizations such as the VFW and American Legion, MOPH or private individuals and organizations who make unique contributions to successful Chapter or Department operations, community leaders, etc. *The National Commander sometimes uses this award to honor a National officer at Convention time.*

Action: Chapter and Department Commanders
National Adjutant
National Commander

Due Dates:

For Chapters and Departments: None, awards can be generated at any time.
For National Commander's decision on awards: 30 June

Recognition: Certificates requested by Chapters and Departments, mounted or framed, can be presented with or without any ceremony, as appropriate. Certificates directed by the National Commander will be mounted on plaques and presented during the National Convention.



PROCEDURES FOR ORDERING CITATIONS

PLEASE PLAN AHEAD!! IT TAKES 3-4 WEEKS TO COMPLETE PROCESSING OF YOUR ORDER AFTER RECEIPT OF PAYMENT.

Signed by Department or Chapter Officer. If the citation is to be signed by a Department commander and adjutant or a Chapter commander and adjutant, order via mail (check/money order) THROUGH your Department or Chapter adjutant (Just have the appropriate adjutant write “approved” on the letter request before submission.) See “Official Headquarters Supply List” in the Purple Heart Magazine for current prices. Citations must be paid in advance.

Provide the following information:

- (1) Citation desired: #785, “Service to the Community, Fellow Citizens, & Veterans”
or
#786, “Service to MOPH”
- (2) Requesting Department or Chapter (This will determine the signature blocks)
- (3) Exact name and title of recipient
- (4) Date of presentation (Submit recommendations at least thirty days prior to the desired award date, but be aware that unforeseen events could delay delivery)
- (5) Citations are worded as follows:
“Service to Community, etc.” reads “For exceptionally meritorious and conspicuous service to your community, fellow citizens and veterans.”
“Service to MOPH” reads “For exceptionally meritorious and conspicuous service to The Military Order of the Purple Heart.”
- (6) Provide name, title, phone number, email address, and mail address of person requesting award.
- (7) Citations come ready to be framed, but requestor is responsible for framing or mounting procedures.

Signed by National Officer. If the citation is to be signed by the National Commander and the National Adjutant, the process includes an approval factor.

- Any member in good standing may make a recommendation for the award to a Chapter or Department Commander, attaching the appropriate justification.
- Chapter Commanders will forward recommendations to the National Adjutant via the Department Commander for approval.
- Department Commanders will forward their recommendations directly to the National Adjutant for approval. Citations will be signed by the National Adjutant and the National Commander and returned for presentation.
- The National Commander will inform the National Adjutant of any citation requirements to be presented at the National Convention.

Blank Citations. Blank citations (foil stamped) for use by Chapters and Departments to prepare custom citations can be ordered from the Supply Department.

Please use the Supply List printed in the Purple Heart Magazine or go to www.purpleheart.org for *The Supply List* under Supply Room Forms.



Inspirational Leadership Award

Criteria: This is an annual award presented to the US Senator or Member of Congress who has done the most for MOPH and to further veteran's causes. The award is presented by the National Commander, usually when he testifies before Congress.

Action: National Legislative Director
National Commander
National Adjutant

National Legislative Director sends his nomination to the National Adjutant for the National Commander's approval.

Due date to Headquarters: The date will vary – must be received at National Headquarters a **minimum of three weeks** before scheduled presentation, usually in the Spring when the National Commander testifies before Congress.

Recognition: Recipient receives letter and special plaque from National Commander. Name is added to plaque of record at National Headquarters.

Exemplary Service Award

Criteria: This is an annual award presented to the Congressional Staff Member who has done the most for MOPH and to further veterans' causes. The award is presented by the National Commander, usually when he testifies before Congress.

Action: National Legislative Director
National Commander
National Adjutant

National Legislative Director sends his nomination to the National Adjutant for the National Commander's approval.

Due date to Headquarters: The date will vary – must be received at National Headquarters a **minimum of three weeks** before scheduled presentation, usually in the Spring when the National Commander testifies before Congress.

Recognition: Recipient receives letter and special plaque from National Commander. Name is added to plaque of record at National Headquarters.

Chapter and Department Americanism Awards

Criteria: Presented annually to the Chapter and Department that best exemplifies Americanism activities during the preceding year.

Action: National Americanism Officer
National Adjutant

National Americanism Officer, based on the annual reporting of Americanism activities by Chapters and Departments, will select the winning Chapter and Department and inform the National Adjutant. The winners will be announced during the National Convention.

Due date to Headquarters: 30 June.

Recognition: Winning units will receive special plaques for display at their Headquarters.

Carl H. Blanchard Americanism Award

Criteria: Presented annually to the Patriot who has contributed the most to promote Americanism in the community and the schools.

Action: Members
Chapter and Department Commanders
National Americanism Officer
National Adjutant

Any member, Chapter Commander or Department Commander can submit nominations for this award to the National Americanism Officer. He will review the submissions, select the nominee, and send the name to the National Adjutant. The winner will be announced at the National Convention.

Due dates:

Members and Chapter and Department Commanders to National Americanism Officer: June 15.

National Americanism Officer to National Adjutant: June 30.

Recognition: Recipient gets a special personal plaque and his name on a master plaque at MOPH Headquarters.

Publications Awards

Criteria: The following five publications awards, covering the fiscal year, are conferred by the National Commander at the convention:

- The Department Newsletter Award for the most outstanding Department newsletter.
- The John E. Binnion Chapter Newsletter Award for a Chapter with more than 150 members for an outstanding newsletter.
- The John E. Binnion Chapter Newsletter Award for a Chapter with 149 members or less for an outstanding newsletter.
- The best Photograph Award is awarded to an individual or organization for the Best Magazine Picture taken by a non-professional photographer.

- The Victor F. Kubly Publicity Award is given to an individual or organization for the Best Magazine Article.

Action: Publications Committee Chairman and members
National Adjutant
Departments and Chapters

Departments and Chapters should submit their newsletters to each member of the Publications Committee. **To qualify, a Department and/or Chapter must submit at least one hard copy to the entire membership of the committee by 1 June each year.** Remember, even if you send electronic newsletters, to be considered for judging, you must submit a hard copy of at least one issue. The names and addresses of the current members of the Publications Committee are available from the Committee Chairman (contact data listed in the Purple Heart Magazine).

The Committee then selects the winning entry for each category and the Chairman sends the results to the National Adjutant to be announced at the National Convention.

Due dates:

1 June: Newsletters must be submitted to the Committee prior to this date.

30 June: Chairman of Committee provides National Adjutant with the winning selections.

Recognition: All winners get special plaques for home or meeting place display. Also, Chapter and Department winners of the Newsletter Awards and the Publicity Award winner get their selections engraved on small brass plates which are added to the master plaques at Headquarters.

Annual Membership Awards

Criteria: The following four awards for membership excellence are conferred by the National Commander at the National Convention:

- (1) **Department Membership Award (Greatest Numerical Increase)** - awarded to the Department with the greatest numerical increase (net increase) in membership during the previous year.
- (2) **Department Membership Award (Greatest Percentage Increase)** - awarded to the Department with the greatest percentage increase in membership during the previous year.
- (3) **Chapter Membership Award (Greatest Numerical Increase)** - awarded to the Chapter with the greatest numerical increase (net increase) in membership during the previous year.
- (4) **Chapter Membership Award (Greatest Percentage Increase)** - awarded to the Chapter with the greatest percentage increase in membership during the previous year.

Action: MOPH Headquarters Membership Manager
National Adjutant

MOPH Membership Manager provides the National Adjutant with all the Chapter and Department winners, based on analysis of the membership database. National Adjutant then programs the announcements of the winners into the Convention.

Due date to National Adjutant: 15 July

Recognition: Each winning Chapter and Department gets an inscribed plaque to hang in their meeting place and engraved brass plates, recording each achievement, are mounted on appropriate master plaques at MOPH Headquarters.

Annual Recruiting Awards

Criteria: The MOPH Membership Manager also identifies the winners of the various recruiting awards as follows and lists them in the program of the National Convention.

Current Awards	
Miniature Medals (Member)	
Top Recruiter in the Nation.....	Gold Medal and \$100.00 prize
Recruiter of 26 or more new members.....	Blue Ribbon with miniature medal
Recruiter of 16 to 25 new members.....	Red Ribbon with miniature medal
Recruiter of 10 to 15 new members.....	White Ribbon with miniature medal
Miniature Medals (NSO)	
Top Recruiter in the Nation.....	Gold Medal and \$100.00 prize
Recruiter of 26 or more new members.....	Blue Ribbon with miniature medal
Recruiter of 16 to 25 new members.....	Red Ribbon with miniature medal
Recruiter of 10 to 15 new members.....	White Ribbon with miniature medal

Action: MOPH Membership Manager
National Adjutant

Membership Manager provides the National Adjutant with all the member winners, based on analysis of the membership database. National Adjutant passes list to the National Commander.

Due date to National Adjutant: 15 July

Recognition:

The awards are presented during the National Convention, with those awards not claimed, --mailed to the awardees by Membership.

Other Recruiting Awards

Criteria: In addition to the above awards, the National Adjutant may also present the following annual awards, not keyed to the National Convention:

Recruiter of 1 or more new members.....Recruiting Pin

Action:MOPH Membership Manager
National Adjutant

Due date to National Adjutant: None. He will request appropriate data when decision is made on awards.

Recognition: Awards will be given to Region Commanders for distribution.

Ad-Hoc or One Time Awards

The National Officers, particularly the National Commander and National Adjutant, may create and present ad hoc or one-time awards to individuals, organizations, and businesses who make major contributions to the overall MOPH mission. These awards will be announced in the *Purple Heart Magazine* and/or in the *Purple Heartbeat Newsletter*.

Appendix P

Publications Committee

**Publications Committee: Joe Clary jkclary@yadtel.net Chm (Ref: CBL Art. XII; Sec 5)
MOPH FY 2014-2015**

Committee/Program Summary:

The Publications Committee is comprised of five (5) members, --The Nat'l CDR [ex officio w/ vote] four (4) voting member Patriots. One '4-Year' member is elected at Post Convention NEC Meeting; serving as: [4Yr./ 3Yr./ 2Yr./ 1Yr. -with unexpired terms voted by NEC upon notice of vacancy]. Committee responsibilities: The successful administration of "The Purple Heart Magazine" (the official publication of the MOPH, USA) thru coordination of its members, magazine editor and support staff. Determination of publishing, advertising and editorial policies.

Establishment of operational budget for committee and magazine. Direction of the magazine Editor / Staff responsible for editing and publishing of six (6) editions per year; -distributed to each MOPH member in good standing.

Conduct search for magazine Editor (upon vacancy). Assist/establishment of compensation for magazine staff with coordination amongst National Finance Committee, NEC and command leadership budgeting. Administering and jury submissions of National Commander's Publications Awards (See Procedures Manual Appendix A for further magazine details)

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
Member Elections	AUG	Fill 4Yr. Office & Open Seats at Post Conv. NEC	Nat'l Leadership Mtg.	Mar/Apr	On-Call Attend Spring National Leadership Meeting
CMTE Chair Election	AUG	Elect Chair from amongst elected PUBs committee.	May/June Edition	1 APR	Deadline for Magazine input
Nat'l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National Leadership Meeting	Jul/Aug Edition	1 JUN	Deadline for Magazine input
Nov/Dec Edition	1 OCT	Deadline for Magazine input	R/D/C Newsletters Submissions	1 JUN	Receive newsletter editions for jury & Nat'l Awards
Mid Year Budget Review	DEC	Review Budget/Expenditures of Publication & Postage	Submit PUBs Award selectees	30 JUN	Submit to Nat'l Adjutant selected PUBs Awardees
Jan/Feb Edition	1 DEC	Deadline for Magazine input	Convention Report	30 JUN	Submit report to Nat'l for inclusion in Convention Book
Mar/Apr Edition	1 FEB	Deadline for Magazine input	PUBs Meeting	AUG	Conduct PUBs Meeting at Convention
Review / Prepare next Annual Budget	MAR	Reconcile PUBs Budget; prepare next FY Budget for consideration	Sep/Oct Edition	1 AUG	Deadline for Magazine input

WHO:

The MOPH National Commander, Four (4) Elected Publications Officers, Magazine Editor and designated magazine 'support' staff.

WHAT:

Responsible for the official publication of the MOPH: The Purple Heart Magazine, ensure that the Purple Heart Magazine be sent to every member in good standing. (corrected addresses for every member in good standing shall be provided by the National Adjutant). Administer and execute an Annual Publications Budget. Establish publications policy. Jury the annual National Commanders Publications Awards.

WHERE:

The Publications Committee will meet at National Convention, at Leadership Meetings "On-Call" (at designation of the Publications Chairman in location(s) predetermined for the conduct of committee business. Other coordination(s) will be conducted either in person, USPS, via electronic media [tele-conference, computer video-conference, email] or phone as necessary.

WHEN:

Committee 'meets' at the discretion of the Publications Chairman. Co-location of meetings, to save funds, by incorporating PUBs meetings in conjunction with other National Officer Meetings is strongly encouraged. The use of electronic or snail-mail correspondence, as necessary, for the smooth administration, processing and management of magazine photo's articles, and national event notifications must be handled in the time preceding the publishing of the six annual magazines with submission deadlines listed above

HOW:

Operating within the constraints of an annual budget, the committee will ensure that they determine the publishing, advertising and editorial policies of the Purple Heart Magazine, which shall be the official publication of the Military Order of the Purple Heart of the U.S.A., Inc. Official notices and orders published in the Purple Heart Magazine shall be deemed to be sufficient and lawful notice to all members for all purposes whatsoever.

At-large membership is encouraged to submit items for publication in accordance with the published submission deadlines (above). Details for how and what to submit can be found in the companion Appendix A "The Purple Heart Magazine Editorial Policy."

The PUBs Chairman is responsible for the preparation of a budget for the operation of the publication, which shall be submitted first to the National Publications Committee for its approval and subsequent submission to the National Finance Committee & National Executive Committee prior to the National Convention

REPORTS or SUBMISSIONS:

The following five (5) publications awards,-covering the fiscal year, are conferred by the National Commander at the National Convention: (1) The Department Newsletter Award for the most outstanding Department newsletter. (2) The John E.[Doc] Binnion Chapter Newsletter Award for a Chapter with 149 members or fewer for an outstanding

newsletter. (3) The John E. Binnion Chapter Newsletter Award for a Chapter with more than 150 members for an outstanding newsletter. (4) The Best Photograph Award to an individual or organization for the best magazine picture taken by a non-professional. (5) The Victor F. Kubly Puplicity Award to an individual or organization for the best magazine article.

Departments and Chapters should submit their newsletters to each member of the Publications Committee. To qualify, a Department and/or Chapter must submit at least one hard copy to the entire membership of the committee by 1 June each year. [Remember, even if you send electronic newsletters, to be considered for judging, you must submit a hard copy of at least one issue. The names and addresses of the current members of the Publications Committee are available from the Committee Chairman (contact / USPS data listed in the Purple Heart Magazine)].

The Committee then selects the winning entry for each category and the Chairman sends the results to the National Adjutant to be announced at the National Convention. All winners get special plaques for home or meeting place display. Also, Chapter and Department winners of the Newsletter Awards and the Puplicity Award winner get their selections engraved on small brass plates which are added to the master plaques at Headquarters

Region Commanders will be notified of awardees to ensure the attendance at the national convention of the five category awardees –if financially feasible. Awardees not present at the convention will have their award received by the next higher commander in attendance -and a suitable time and place will be coordinated to present the national award at either a Region, Department or Chapter gathering suitable to honor the recipient.

ADDITIONAL NOTES:

The Publications Committee is responsible for The Purple Heart Magazine Editor and production support staff receiving as compensation for services. Such sum will be recommended by the National Publications Committee and approved by the National Finance and National Executive Committees. Presently, separate contracts are recommended and submitted for approval-vote for the Editor, Layout Manager and Copy Editor. Contracts are available for review at National Headquarters.

Appendix Q National Public Relations

**National Public Relations Dir.: John Bircher, john@bircher.us (Ref: CBL Art.XI;Sec17)
MOPH FY 2014-2015**

Committee/Program Summary:

Working directly in support of the National Commander, The National Public Relations Director is responsible for ensureing public awareness of the history, programs, achievements, activities, and purpose of the Military Order of the Purple Heart. The PR Director prepares and distributes public service announcements, press releases, and articles that further the goals and objectives of the Order, encourages increased membership, and develops public and private financial support of the MOPH and the MOPH Service Foundation. The PR Director prepares speeches, articles, award recommendations, and national holiday messages on behalf of the National

Commander. As directed, the PR Director accompanies the National Commander or his representative to MOPH related events and coordinates advance and post event publicity. The PR Director contributes to, and maintains social media websites on behalf of the Order and responds to online, email, and written queries for information from Members, Associates, and the public. The PR Director coordinates and accompanies the National Commander on special visits and occasions, including but not limited to the Walter Reed National Military Medical Center, the San Antonio Military Medical Center, and the VA Polytrauma Centers. For those events, the PR Director acts as the official MOPH Photographer. The PR Director assists the Departments and Chapters of the Order with their own public relations efforts. The PR Director serves as the principal advisor to the National Commander on issues raised by and of interest to the public. The PR Director advises the National Commander on the means and methods that improve the flow of communications between National Headquarters, the Regions, the Departments, the Chapters, and the Members of the Military Order of the Purple Heart. Performs other duties as assigned by the National Commander.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
MOPH/LAMOPH National Convention	Aug	Prepare press release -- convention; Coordinate media coverage.	George Washington's Birthday.	Feb	Press release on Badge of Merit and Purple Heart Medal
National Officer Elections	Aug	Prepare press releases on the election of Commander, Sr, and Jr. Vice Commanders.	Nat'l Leadership Meeting	Mar Apr	Attend and Assist National Commander
Purple Heart Day.	Aug 7	Prepare press release & article on history of the Purple Heart Medal.	March on the Hill	Mar	Attend with State Delegation. Prepare press release & article.
Nat'l Leadership Mtng	Sep Oct	Attend and Assist National Commander	Commander's Congressional Testimony	Mar	Press Release/Article. Assist Legislative Director
Patriot Day Observance	Sep 11	Press release and/or article.	Memorial Day Observances	May	Wreath laying by CDR at Arlington National Cemetery.
POW/MIA Day	Sep	Prepare press release and speech for National Commander.	TX Convention, Visits to SAMMC & USAA	Jun	Coordinate & Accompany National Commander
Veterans Day Observances	Nov	Accompany & Assist National Commander at AVC and Arlington National Cemetery.	Independence Day Observances	Jul 4	Press release & message to Member
Pearl Harbor Day Observances	Dec	Accompany & Assist National Commander.	Sep/Oct Edition	Aug 1	Deadline for Magazine input

WHO:

The National Public Relations Director is a National Officer, appointed by the newly elected National Commander each year at the MOPH National Convention. The Public Relations Director position is contracted annually as a consultant to the National

Commander and is compensated in accordance with the terms of the contract.

WHAT:

The National Public Relations Director is responsible for managing the public perception and reputation of the Military Order of the Purple Heart. He/She must have experience and proven success in the fields of public and media relations and will act as the National Spokesperson for the Order.

WHERE:

The Public Relations Director is responsible for maintaining an office, including a home-office, accessible by the Members and the public through electronic communications means. When approved or directed by the National Commander, the PR Director will travel to and prepare press releases, coordinate media coverage, and/or prepare articles for and about the activities of the MOPH and its Members.

WHEN:

As directed or approved by the MOPH National Commander.

HOW:

The PR Director will possess the writing and photographic skills necessary to monitor and influence a positive public perception of the Military Order of the Purple Heart through oral and written communications,.

REPORTS or SUBMISSIONS:

The PR Director will submit monthly reports to the National Commander, the National Adjutant, and the National Finance Officer that detail the activities and expenses of his office. He/She prepares and submits articles for publication by MOPH internal communications means, including the Purple Heart Magazine, the Purple Heart Press, and the Adjutant's Purple Heartbeat Newsletter. As appropriate or requested, prepares and distributes requests for public service announcements (PSA), press releases, and articles about the Members and activities of the Military Order of the Purple Heart.

ADDITIONAL NOTES:

When requested or directed, the PR Director will assist the Regions, Departments, and Chapters of the MOPH with their public/media relations at the local level, to include the development of local media outlets and personnel. The PR Director shall be responsible to prepare and update a "Guide for Public Relations at the Department and Chapter Level" in the MOPH Procedures Manual. Call 352. 753-5535 or use official email: publicrelations@purpleheart.org PR Dir.

Appendix R

ROTC/JROTC/Youth Programs

ROTC/JROTC / Youth Programs: Roger Newall (Ref: CBL Article XII; Section 5)
MOPH FY 2014-2015

Committee/Program Summary:

The National ROTC Officer is Appointed each year at the National Convention for a (1) one year term.

In 1987, the Department of Florida adopted a resolution proposed by Indian River Chapter 494 for the creation of a national Military Order of the Purple Heart ROTC award to be available for presentation by chapters and departments to local ROTC cadets throughout the country. This resolution, in turn, was adopted by the 55th National Convention held in Orlando, Florida in August 1987. In 1991, after all design and presentation details were worked out, the MOPH Leadership Medal for ROTC and Junior ROTC units became a reality. The impetus for the medal originated with George Rairden. This proposal was supported by the unanimous acclamation of the Floridian Purple Hearters. Key points of Resolution #10, passed unanimously by the 1987 National Convention in Orlando were as follows:

- The purpose was to be to “honor outstanding members in the Junior and Senior ROTC programs for military and scholastic excellence,”
- Two medals were to be designed, one for ROTC use and one for Junior ROTC presentation,
- Medals were to be made available to chapters and departments at cost “for awarding in their respective communities.”

After careful consideration of other terms and conditions, it was determined that a LEADERSHIP award would be most readily accepted by the services. The other awards (merit, etc.) were therefore dropped and official approval of all services for the newest ROTC award - the Military Order of the Purple Heart Leadership Award - was obtained. A certificate to accompany the medal and ribbon was developed by 1992. The medals are available from National Headquarters at absolutely NO COST to ROTC units or MOPH Chapters!

The purpose of the MOPH Leadership Award is to honor a Cadet or Midshipman who is enrolled in a ROTC (college) or Junior ROTC (high school) program for outstanding military performance, scholarship and leadership.

To be awarded the MOPH Leadership Award, the Cadet of Midshipman must:

- o Not a member of the Senior Class – School Year or Cadet Year;
- o Have a positive attitude toward ROTC/JROTC and Country;
- o Hold a leadership position in the cadet corps;
- o Attain a grade of “B” or better in all subjects for the previous semester;
- o Be active in school and community affairs; and
- o Not been a previous recipient of this award.

Administration:

- o The Commander of the Unit selects the recipient annually.
- o The Commander requests the award by filling out and submitting the On-Line Request

Request

- o The Cadet’s Name is printed on the citation by the school.

The MOPH ROTC/JROTC Leadership Award to (1) one Cadet or Midshipman per Military Service Program per High School or College.

Presentation and Publicity:

The award is presented annually at an appropriate ceremony by a representative of the Military Order of the Purple Heart, if available.

Additional Program Information and how to reach the National ROTC Officer by phone and/or email can be obtained from the Purple Heart Magazine or on the MOPH Website, www.purpleheart.org under "Programs/ROTC/JROTC at the top of the home page. The National ROTC Coordinator can be reached by email: rotc@purpleheart.org or by phone at (703) 642-5360 or 1 888-668-1656.

The MOPH website offers an excellent discription of the ROTC / JROTC Leadership Award Program, the award requirements and ordering procedures for the award.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
National ROTC Officer Appointed	Aug	Serve for (1) One Year, Can be re-appointed to serve additional yearly terma	Review Program from pervious year(s)	Aug/Sep	Outline Program Objectives. Coordoinate National Office Coordinator
Fall National Leadership Meeting	Sep/Oct	Present Program for upcoming year	Verify National ROTC Web page has proper information presented	Oct	Confirm or Update Message, Program Discription and Crietier are correct
Provide support ROTC/JROTC Programs, Departments and Chapters	Nov/Jun	Provide assistance (Phone,Email, Mail) to those applying for the Award	Spring National Leadership Meeting	Apr	Review Program for the year and present ay changes for consideration
Submit Annual Program Report for National Conventiion	15 July	Present report of activities and proposals	Prepare to turn over program materials if not re-appointed	Jul	Prepare to turn over program materials if not re-appointed

WHO:

National ROTC Officer and National Office Coordinator (Stewart McKeown)

WHAT:

Responsible for the implamentating the MOPH ROTC/JROTC Leadership Award Program

WHERE:

The MOPH ROTC / JROTC Leadership Award is presented at the accredited high school or university/college at a ceremony of their choosing to a cadet or midshipman that meets the qualification listed in the program summary. If possible by a member of MOPH.

WHEN:

The ceremonies to present the MOPH Leadership Award, generally coincide with an end of the school year assembly or "Pass in Review" of the Cadet or Midshipman Corps.

HOW:

A ROTC / JROTC accredited high scholl or university/college Instructor Leadership requests the MOPH Leadership Award for their recipient through the On-Line. Use the MOPH National Wedsite, www.purpleheart.org/Programs/ROTC/JROTC page to find the "ROTC/JROTC Cadet Leadership Award On-Line Order Form. Follow the prompts for information required. When completed submit the request, you should receive an acknowledgement with a summery of your request back.

REPORTS or SUBMISSIONS:

Three reports are requested during each year: (1) Year End Report for the Annual National Convention, (2 & 3) Program update at the Fall and Spring Leadership Conferences

ADDITIONAL NOTES:

Questions: email: roger_newall@msn.com Call: 505.610-1533

Appendix S

VAVS Program

**VAVS Director; Del "Bulldog" Turner; dplusk@aol.com (Ref: Article XI; Sec. 19)
MOPH FY 2014-2015**

Committee/Program Summary:

The VAVS Program, founded in 1946, is in effect throughout the VA medical center system. VAVS, supported by all the major Veterans' Service Organizations, operates the largest volunteer program in the Federal Government, supplementing staff and resources in all areas of patient care and support. Volunteers supplement essential personnel, equipment, facilities and programs for the direct and indirect care, treatment and welfare of veteran patients. Over 350 organizations support the VAVS and volunteers have provided hours of service worth millions of dollars since its founding.

MOPH VAVS volunteers participate in the VA's program and provide an invaluable service to other veterans and their families. The MOPH VAVS Handbook is available online at the MOPH Website (www.purpleheart.org) and should be downloaded to provide guidance to the Department and Chapter members involved in the Service. Additional information can be obtained by contacting the National VAVS Director.

VAVS Annual Report

Departments must submit an annual report on VAVS activities to the National VAVS Director, copy to the Region Commander, on June 30. For a form that you can complete, print or email, go to www.purpleheart.org, rest cursor on "Members" at top of home page, slide down and click on "Download Forms and Documents," look under "Blank Chapter and Department Forms," and click on "VAVS Form." Reporting period and submission instructions are included.

Youth Activities

MOPH Youth Programs focus on fostering patriotism and good citizenship and currently have two major thrusts:

- Rewarding outstanding cadets and midshipmen in Junior and Senior ROTC programs in the US and in DoD Dependent Schools worldwide.
- Encouraging youth in such organizations as the Girl and Boy Scouts to get involved with service to our veterans in the VA medical centers and military hospitals.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
Dept. CDR submit Annual Report to VAVS Director	30 Jun	Report Summarizes the Chapter Reports	Nat'l VAVS Dir. is appointed by MOPH Nat'l CDR	Aug	Appointed at conclusion of Natioinal Elections at Convention.
VAVS Dir. Submits Annual Report to SVC	15 Jul	Report covers details on VAVS Operations			

WHO:

National Veterans Affairs Volunteer Service Director

WHAT:

Responsible for the entire MOPH VAVS effort, from recruiting to program implementation. Specific responsibilities include:

- Setting the yearly goals for MOPH VAVS to inspire efforts by all concerned and facilitate planning.
- Approves Youth Volunteer Scholarships based on applicant's qualifications and availability of funds.
- Provides National Senior Vice Commander with a yearly report.
- Issues Directory of all MOPH VAVS Representatives and their Deputies at appropriate intervals for distribution to key VAVS action officers.
- Represents MOPH on VA National Advisory Committee (NAC) that meets annually to advise VA on coordinating and promoting volunteer activities in the VA health care system.

WHERE:

Administers system from home of record but travels to Region and Department meetings to promote MOPH member participation in VAVS and to Washington DC area for VA meetings and liaison with National HQ.

WHEN:

Activities Occur Throughout the Year

HOW:

Perform VAVS Support within the Budget Limitations

REPORTS or SUBMISSIONS:

Department Commanders submit annual VAVS report to National VAVS Director on June 30, summarizing Chapter reports. National VAVS Director submits annual report no later than July 15 that covers highlights of program, number of volunteers – showing increase or decrease, number of volunteer hours expended and their monetary value, future plans. The VAVS Director shall submit an annual budget.

ADDITIONAL NOTES:

Questions... Call Bulldog at 256.837-3474

Appendix T

Purple Heart Trail Program

**National Purple Heart Trail Coordinator: James Varejcka, 402. 792-2144,
Email to: jfvarejcka@windstream.net
(CBL: No reference)
MOPH FY 2014-2015**

Committee/Program Summary:

The *Purple Heart Trail Program* was conceived by George Washington Chapter #1732 of Fredericksburg/Spotsylvania VA in 1992, approved by the Order and envisages *Purple Heart Trail* signs and plaques on key highways, bridges, parks, cities, and counties throughout the United States. See “Purple Heart Trail” at www.purpleheart.org for more information on the program, maps of current Trails and Purple Heart cities, counties and states, List of all Purple Heart designations and guidance on how to achieve Purple Heart status.

Department Commanders, working with their Chapter Commanders, should be aggressive in getting additional highways, cities, counties and states designated with the Trail signage by:

- Appointing a Department level *Purple Heart Trail* Coordinator to work with the *National Purple Heart Trail Coordinator* and appropriate Chapters to expand the program.
- Providing the *National Purple Heart Trail Coordinator* with contact information for the appointed officer and offering any leadership level assistance.
- Reporting new developments on this program to the National Coordinator as well as including highlights in your annual **Americanism Report** under “Other.”

MOPH Given Rights to use Purple Heart Medal trademark

Through the efforts of MOPH National Public Affairs Officer, John Bircher, the Director US Army Trademark Licensing Program granted MOPH rights to use the Purple Heart Medal trademark on highway signs and bridges of the Purple Heart Trail network. Some states had balked at such signage without formal permission. Patriot James Berg is the National Coordinator of the program and you can find details on Purple Heart Trails on the MOPH website, including an interactive map that shows their locations across the nation. James can use any help that members can give to expand the network. Call him at 530-510-1376 or email jimberg@att.net.

The *National Purple Heart Trail Coordinator* can provide step-by-step guidance, based on successful past highway designations, to Department and Chapter action officers. It’s not a quick process as it involves identifying highway segments and bridges to be labeled, liaison with State highway Departments, and getting the appropriate legislation for formal approval of the new *Trail* highways. Once properly approached, most legislatures have been receptive to measures required to implement the program.

Key DATES/Timeline of Responsibilities

Action	Date	Brief Description
Department Commanders Report new designations Of Purple Heart entities To National Coordinator As occurring	Continuous	Report new additions to to Purple Heart list of entities to National Coordinator
Coordinator prepares annual Report on Significant developments In Purple Heart Trail Program For Convention via National Adjutant	Jul 15	Reports on highways, bridges cities, counties, states, etc. newly added as Purple Heart Entities

National Purple Heart Trails Coordinator is an ad hoc National Officer appointed to Serve at the pleasure of the National Commander

Aug Appointed by the National Commander following the elections at the National Convention

WHO:

National Purple Heart Trails Coordinator

WHAT:

- Overseas entire Purple Heart Trails Program and provides guidance to all participating MOPH Chapters and Departments
- Maintains data on MOPH website that includes program details, interactive maps and guidance on how to achieve Purple Heart designation.
- Prepares annual report on the Program's progress and status for the Convention via the National Adjutant

WHERE:

The Coordinator administers the program from his home of record, but does travel as necessary to important dedications.

WHEN:

Dedications occur throughout the year across the country.

HOW:

Chapters and Departments are instrumental in identifying and arranging for entities to be formally designated as Purple Heart sites, with guidance from the National Coordinator often via phone and email communications.

REPORTS or SUBMISSIONS

Based on inputs from Department Commanders, the National Purple Heart Trail Coordinator prepares an annual report on the Program's achievements submitted on July 15 to the National Adjutant for the Convention.

[Note: This appendix was generated on available existing data and was NOT confirmed by incumbent National Officer. It will be revisited after National Convention by whoever is appointed to the position.]

Appendix U

MOPH Scholarship Program

**Scholarship Committee; Wendy Buckingham (Ref: Art.XI, Sec.1, d.)
MOPH FY 2014-2015**

Committee/Program Summary:

The MOPH awards scholarships annually to worthy Purple Heart (PH) recipients, spouses of PH recipients, and children and grandchildren of PH recipients. The MOPH Scholarship Program is funded by a grant from the MOPH Service Foundation. To be eligible to apply for a MOPH Scholarship, the applicant must be:

-A member of the MOPH. A PH recipient who is not a member of the MOPH can become a member by applying online on the MOPH website: www.purpleheart.org or by calling the Membership Department at (703) 642-5360. (An Associate Membership alone does not make an individual eligible for the Scholarship Program); or

-The spouse or widow of a member of the MOPH, a veteran killed in action, or a veteran who died of wounds. (If the PH recipient is listed as killed-in-action or died of wounds, supporting documentation must accompany the application); or

-The direct descendant (child, step-child, adopted child, or grandchild) of a member of the MOPH; or

-The direct descendant (child, step-child, adopted child, or grandchild) of a veteran killed in action, or a veteran who died of wounds, but who did not have the opportunity to join the MOPH. (Documentation must be submitted to support this claim).

In addition, the recipient of a MOPH Scholarship must meet the following requirements:

- A graduate or upcoming graduate (Senior) of an accredited high school, and
- Accepted by or enrolled as a full-time student (12 or more semester credit hours or 18 quarter credit hours) at a US college, university or trade school at the time the scholarship is awarded, and
- Able to demonstrate the capacity for advanced academic achievement or technical proficiency as demonstrated by at least a 2.75 cumulative Grade Point Average (GPA) based on a 4.0 grading system, and
- A citizen of the United States of America

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
CMTE Selection	AUG	National Commander selects and appoints Committee	Recipient Selection	Apr	CMTE selects top candidates
CMTE Chair Election	AUG	Elect Chair from amongst CMTE	Notification of Scholarship selectee	May	PH HQs notify Scholarship selectee
Application(s)	Feb	Applications must be submitted to PH HQs	Annual CMTE	Jun	Program Report to Convention Body

Deadline

Mar/Apr

Applications are
Evaluated

CMTE members review
submissions in their
respective 'bundles'

Report

WHO:

Co-Chairs: Wendy Sue Buckingham, wendysuebuckingham@gmail.com; John A. Logan, phjeep@gmail.com

WHAT:

- Manage and direct the MOPH Scholarship Program incorporating guidance from the current National Commander;
- Provide the HQ Scholarship Coordinator with approved text for each year's Scholarship Application Package that is posted on our website;
- Participate in the evaluation and selection of applicants for scholarships with the members of the Scholarship Committee;
- Format and send the list of scholarship recipients to the HQ Scholarship Coordinator, so he can make formal notifications to each recipient.

WHERE:

The Scholarship Committee Co-Chairmen work from their respective homes or record the majority of the year, but one annual meeting is held with all Scholarship Committee members, typically in late March, where the Committee selects the scholarship recipients from the pool of eligible applicants.

WHEN:

Scholarship Committee Co-Chairmen meet with members of the Scholarship Committee in late March to select scholarship recipients from the pool of eligible applicants.

HOW:

Scholarship Committee Co-Chairmen maintain continuous liaison with each other and the HQ Scholarship Coordinator throughout the year to ensure all of the scholarship applications are processed in a timely and fair manner and to ensure the evaluation and selection process is executed efficiently and fairly.

Eligibility criteria and applications are published each fall on the MOPH website (www.purpleheart.org) and are available from MOPH Headquarters (HQ). You can also see a list of current year scholarship recipients on our website under Programs/Scholarships. Additional information can be obtained from the National Scholarship Chairmen or the HQ Scholarship Coordinator. Contact information for the National Scholarship Chairmen is in the current Purple Heart Magazine and on the MOPH Website. The HQ Scholarship Coordinator can be reached by email: scholarship@purpleheart.org or by phone at 703-642-5360.

REPORTS or SUBMISSIONS:

Provides HQ Scholarship Coordinator with inputs, including guidance from the National Commander, for the annual revision of the Scholarship Application Package.

Provides annual summary of the Scholarship Program for National Convention to National Adjutant by July15 that contains statistics, budgetary data, including funds expended and funds requested for the upcoming year, and any recommendations to improve the Scholarship Program.

ADDITIONAL NOTES:

Questions: email: wendysuebuckingham@gmail.com or Call Buckingham: 501.804-9170;

Appendix V National Viola Program

**National Viola Program; Bob Connor; bconnor@mtn.org (Ref: Article XIV; Sec.5)
MOPH FY 2014-2015**

Committee/Program Summary:

The National Viola Program is administered by the Department of Minnesota and offers Violas and other Viola fund raising supplies to Departments, Chapters and their Auxiliaries to use for raising funds from the public. The proceeds are to be used exclusively for programs to benefit Veterans welfare.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
Appointment of Chair	AUG	By the National Commander following the Elections at the National Convention	Revenue and Expenditure Report	May	Determine Dept. Budget and Transfer Viola Surplus to Dept. General Fund

Advertising	Bi-Mo.	Ads offering product placed in each Nat'l Magazine Edition	Revenue and Expenditure Report	Jun	Integrate Viola Report with other Dept. Reports to Prepare 990
Dept. MN Fall Conference	Oct	Status Report on Viola Program to Dept. MN Exec. Board	Convention Report	30 Jun	Submit Report to Nat'l for inclusion in MOPH Convention Book
Dept. MN Convention	May	Annual Report to Dept. Minnesota			

WHO:

The MOPH National Viola Chairman is appointed by the National Commander. The Chair must be a member of the Department of Minnesota and reports activities to the Department of Minnesota.

WHAT:

Responsible for the official Violas and fund raising materials used by members for the solicitation of funds from the public. This includes acquisition of material, assembly and delivery of the finished product.

WHERE:

All Viola raw materials, equipment and finished product are located in Minnesota and available for shipping to members at locations requested in a timely manner.

WHEN:

Viola materials are available year around using normal shipping channels for delivery.

HOW:

The Viola Chairman will maintain adequate but not excessive inventories for timely filling of order requests. If Questions: Call 612.369-6491 (c)

REPORTS or SUBMISSIONS:

The Viola Chairman will submit reports to the Department of Minnesota so adequate budget decisions can be made. An activity report will be submitted to National Headquarters for inclusion in the National Convention Book.

ADDITIONAL NOTES:

The Viola Chairman needs supply chain management and marketing skills to assure the program will supply all needed materials on a timely basis. A portion of the materials are only available overseas so timely reordering is essential. Also personnel and equipment must be managed in a way that avoids cost overruns. Call: 651. 738-3689....

Appendix W

MOPH's Welfare Program

**National Welfare Off. Jim Holland jholl44122@aol.com (Ref: Article XI; Sec. 13)
MOPH FY 2014-2015**

Committee/Program Summary:

MOPH's Welfare Program is conducted on local levels; primarily by Chapters with Department support and overall guidance from the National Welfare Officer. Some of the activities include hospital/home visits, transportation to medical appointments, family assistance, memorial services, community welfare projects and local scholarship awards. The Chapters, close to the individuals who need help, are the prime movers in our Welfare effort, identifying recipients and detailing requirements.

The fillable Welfare Report Form for both Chapters and Departments is on our website, www.purpleheart.org, under "Forms and Documents." Reporting periods and submission instructions are included.

Welfare funds are particularly sensitive. Departments and Chapters can establish them for needy members or veterans and their dependents, but donations to such funds must be used exclusively for that purpose. Donations to needy members from the fund shall be strictly confidential. A separate accounting should be maintained that show all generation and disbursement of welfare funds.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
Appointment of Chair	AUG	By the National Commander following the Elections at the National Convention	Dept. submit annual Welfare Report to Nat'l Welfare Officer	1 Jul	Report correlates details on Welfare Activities from subordinate Chapter Reports.

Ch., Dept. Welfare Actions	Mo.	Chapter & Department Welfare done year- round	Nat'l Welfare Off. Reports Summary of MOPH Wide Welfare Actions	15 Jul	Written Summary of MOPH activities based upon Chapter and Department Reports
Chapters submit annual Welfare Report to Dept.	15 Jun	Provide detailed report on Welfare Activities			

WHO:

Chapters strongly are advised to become familiar with local charitable services such as food banks, free medical and legal clinics, church based welfare programs and other VSO services in order to provide sound referrals to any requester and work in accordance with National Welfare Officer guidance.

WHAT:

- Assists and cooperates with Chapter and Department Welfare Officers in development of suitable programs for the comfort, entertainment and assistance of hospitalized veterans and their families.
- Cooperates with, or may serve as, the National VAVS Representative or Deputy National VAVS Representative.
- Cooperates and coordinates with the National Service Director and the National Legislative Director and submits recommendations for consideration by the National Legislative Committee.
- Serves as an ex-officio member of the National Viola Committee and assists to the best of his ability in the development of this source of welfare funds.
- Makes periodic reports of his activities, as necessary, and compiles and consolidates all reports from Chapter and Department Welfare officers for his complete written report to the National Convention. He shall prescribe and distribute such forms as may be required for reports of Chapter and Department Welfare Officers.

WHERE:

Administers the Welfare Program from his home of record, but travels as necessary and as funded to Departments and Regions, promoting welfare activities.

WHEN:

Welfare Activities occur throughout the year at all organizational levels.

HOW:

Works through Chapter and Department Welfare Officers to accomplish welfare related actions, often relying on phone and email communications.

REPORTS or SUBMISSIONS:

To expedite the flow of information from the Chapter Welfare Officers to the National Welfare Officer, information should be sent to the Department Welfare Officer by June 15, who would then correlate the information and send one copy to the National Welfare Officer no later than July 1.

ADDITIONAL NOTES:

Appendix X National Legislative Director

**Nat'l Legislative Dir. Hershel Gober; goberh@aol.com, (Ref: Article XI; Sec.12)
MOPH FY 2014-2015**

Committee/Program Summary:

The National Legislative Director shall direct and supervise all federal legislative activities of the MOPH and promote and carry out an aggressive federal legislative program on behalf of combat wounded veterans of the Armed Forces of the United States. Represent MOPH before Congressional Committees and shall, with the assistance of the National Service Director, present such a program to Congress as has been prepared by the National Legislative Committee in accordance with Article XII, Section 6.

Prepare a legislative program to include resolutions and recommendation on legislation affecting combat-wounded veterans that may have been mandated by the National Convention or by the National Executive Committee in the interim. Determine that no federal legislation be sponsored or endorsed by any officer or member of the MOPH unless it has been approved by the National Commander or a designated representative of the Nation Commander.

Serve as Chairman of the National Legislative Committee and appoint its members with the approval of the National Commander. The National Adjutant and National Service Director serve on the Committee as does the National Commander.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
The National Legislative Director Appointed	AUG	By the National Commander following the Elections at the National Convention	Nat'l Leadership Mtg	Mar/Apr	On-Call Attend Spring National Leadership Meeting
Nat'l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National LDR Meeting	Nat'l CDR Testimony & MOTH	Mar/Apr	Cdr testimony to Congress. Patriots visit D.C. Congress Offices to present MOPH Agenda

WHO:

The MOPH National Legislative Director; Deputy Leg. Dir.

WHAT:

Focus / Direct the MOPH National Legislative Agenda

WHERE:

Washington, D.C.

WHEN:

On-Call; for Spring Testimony; On_Call March On The Hill [MOTH]

HOW:

REPORTS or SUBMISSIONS:

ADDITIONAL NOTES:

Questions or Concerns, Call 202.550-2491

Appendix Y

Homeless Veterans' Coordinator

Coordinator: Joseph Tidwell, jptidwell@aol.com Call: 480. 827-9673

[Details on this relatively new position are still being refined and the section will be revisited by whoever is appointed Coordinator by the National Commander after the National Convention.

Some of the suggested responsibilities for the Coordinator included:

- Act as primary advisor to National Commander on matters concerning homeless veterans.
- Keep abreast of VA and other national agencies' programs for homeless veterans.
- Work with Legislative Director on MOPH support for legislation on homeless veterans.
- Work with Public Relations Director on any MOPH press releases or statements on homeless veterans.
- Establish liaison with counterpart homeless veteran coordinators or officers in other VSOs to learn of any actions that may be applicable to MOPH.

Appendix Z

POW/MIA Coordinator

**POW/MIA Coordinator; Arthur 'Art' Bishop ; (Ref: Article XII; Sec. 12)
MOPH FY 2014-2015**

Committee/Program Summary:
The POW/MIA Coordinator

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
Program Coord. appointment	AUG	By the National Commander following the Elections at the National Convention	Nat'l Leadership Mtg	Mar/Apr	On-Call Attend Spring National Leadership Meeting
CMTE Chair Election	Aug	Single Appointee	Annual Input from Ch. & Dept. Due	Apr-May	Summary of Annual Activities Due to Nat'l POW/MIA Off.
Nat'l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National LDR Meeting	Edit Ch. & Dept. Data	May	Subordinate's Reports are reviewed & assembled
Coord. with Ch. & Dept. REPs	Aug-Dec	Establish Phone/ Email/ USPS Coordination	Convention Report	May-Jun	Assemble Report for Nat'l Convention Book
Mid Year Budger Review	Dec	Budget for Travel to Convention & Leader Meetings	Submit EOY Report to National	30 Jun	Final Report for Nat'l Convention Book Transmitted
Prep for Mid-Year Report	Feb	Summary of Activities Year-To-Date			

WHO:

The POW/MIA Coordinator(s) at National/ Department/ and Chapters

WHAT:

Responsible for monitoring the activities of Government or Civilian agencies involved in the recovery and identification of remains of military members lost in service to our country. It is important that we continue to support these activities so that "no remain are left behind".

WHERE:

No specific location is required to accomplish the mission.

WHEN:

Coordination activities take place throughout the year.

HOW:

Activities are included in the reports submitted.

REPORTS or SUBMISSIONS:

An annual report is required as a National Convention input. Updates should be submitted periodically.

ADDITIONAL NOTES:

Questions: email bishop@winfirst.com or Call: 916.359-2910

Appendix AA

Americanism Program

Americanism Officer: William J. Roush, 269-945-2605, 269-804-9126
william-roush@att.net

MOPH FY 2014-2015

The purpose of the Americanism Program is to work with schools and other organizations to help promote U.S. history and the quest for freedom as well as commemorate all national patriotic holidays, preserving and strengthening comradeship and patriotism among the Order's members.

It is administered by the National Americanism Officer (NAO), working with Department and Chapter Americanism Officers to develop and promote "positive Americanism."

He shall make periodic reports on Americanism activities as necessary and submit an annual written report to the National Adjutant on July 01 for review at the National Convention.

Americanism activities in the past have included participation in burial rites for veterans, caring for or arranging care for the graves of Veterans in local cemeteries, presentation of historical and patriotic programs in classrooms, school flag education programs and demonstrations, patriotic essay contests in public and private schools, business education programs on proper display of the Flag (Rotary and Lions Clubs), and participation in blood drives – Chapter members showing up in uniform in groups.

Ordering Items

- Recommend orders be submitted by using the online application at <http://www.purpleheart.org/Americanism/AmericanismOrderForm.aspx>. The orders will then be routed electronically to the National Americanism Officer for approval.
- If you prefer using a hard copy form, then click on "downloading the form" and mail to the address provided.
- All requests sent by surface mail will incur very lengthy delays.
- If requested items are in stock, it is likely that the number of requested items will be honored up to the maximum quantity allowed.
- Requests for quantities of items above the maximum limit should be justified fully in the comment section of the form. All requests for excess quantities will be handled on a case by case basis.
- The approval, packaging, and shipping process take time. Recommend that all Patriots submit requests a minimum of 3-4 weeks prior to an event.
- For those Patriots who do not use computers, call the MOPH Supply Office at 703-642-5360/1-888-668-1656 and request an order form which you can complete and return. You can also call the Office to discuss any unusual circumstances concerning an order.

We also provide some history and the lyrics to three of the most popular Patriotic songs in our Country's history which also can be ordered at www.purpleheart.org, "Programs," "The Americanism Program" (see bottom of page).

Reporting

Chapter Reports are due June 01. Send original to National Americanism Officer, with a copy to your Department Commander and one for file,

Department Reports are due June 15. Send original to National Americanism Officer, with one copy for file. Department Reports should include pertinent Chapter information.

♥ **Heartbeat:** All can download the fillable *MOPH Americanism Report* form: go to www.purpleheart.org, rest cursor on “Members” at top of home page, slide down and click on “Download Forms and Documents,” look under “Blank Chapter and Department Forms,” and click on “Americanism Form.” Reporting period and submission instructions are included.

Actions Critical to Program

- Department and Chapter Commanders must appoint Americanism Officers for their commands (can be a collateral duty for a current officer or a member interested in the program).
- National Americanism Officer must submit a budget for his Program and work with MOPH Headquarters Supply to ensure adequate Americanism materials are ordered and stocked.
- Chapter Officers must liaison with local schools and discover how the MOPH Americanism Program can be integrated with the schools’ classes.

Appendix BB National Surgeon

**Nat'l Surgeon Richard B Small M.D. 702.233-4110 a5 (Ref: Article XI; Section 18)
MOPH FY 2014-2015**

Committee/Program Summary:

The National Surgeon is to keep abreast of developments in medical science regarding conditions commonly affecting veterans of military service, changes in the delivery of medical care within and without the VA Health Care System, changes in VA Health Care policies, broadcast healthcare alerts published by the VA and generally keep the Order advised on pertinent medical issues.

The Surgeon is encouraged to establish contact with National Medical Officers of other Veterans Service Organizations.

The Surgeon is to be available to speak personally with any Patriot or family member about medical issues the Patriot is facing and the effect this may be having on the family members. The Surgeon will not provide medical treatment or advise but may educate callers about disease processes involved, explain testing results reported by treating caregivers, discuss possible treatment alternatives, or suggest ways to better interact with treating caregivers or institutions always supporting the Patriot and family

members in their search for understanding of disease processes and navigation of health care institutions.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
The National Surgeon is appointed to serve at the pleasure of the National Commander	AUG	By the National Commander following the Elections at the National Convention	Nat'l Leadership Mtg	Mar/Apr	On-Call Attend Spring National Leadership Meeting
Nat'l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National LDR Meeting			

WHO:

The MOPH National Surgeon

WHAT:

The Surgeon will give or submit, for publication, reports on medical issues

WHERE:

-NA-

WHEN:

Throughout the FY

HOW:

REPORTS or SUBMISSIONS:

As needed/ determined by medical issues or practice necessitates

ADDITIONAL NOTES:

Questions, email richardandshirley@netzero.net or Call 702.513-0215

Appendix CC National Chaplain

**National Chaplain; Stanley Beach, stanbeach@aol.com (Ref: Art.XI; Sec.15)
MOPH FY 2014-2015**

Committee/Program Summary:

The National Chaplain shall be an ordained clergyman or licensed minister. He or She shall perform such duties as may be required

Key DATES / Timeline of Responsibilities:

Action: Description:	Date:	Brief Description:	Action:	Date:	Brief
The National Chaplain Appointed	AUG	By the National Commander following the Elections at the National Convention	Nat'l Leadership Mtg	Mar/Apr	On-Call Attend Spring National Leadership Meeting
Nat'l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National LDR Meeting	Nat'l CDR MOTH	Mar/Apr	Patriots visit D.C. Congress Offices to present MOPH Agenda

WHO:

The MOPH National Chaplain

WHAT:

Perform all functions as designated by their office at all formal and informal ceremonies of the Order

WHERE:

Location(s) as prescribed by their function and the needs of the Order

WHEN:

At all formal gathering of the Order and On-Call as needed/directed

HOW:

Ceremonies and services as needed in accordance with coordinated demonimation rituals and procedures

REPORTS or SUBMISSIONS:

None

ADDITIONAL NOTES:

Questions Call: 352-365-2406

Appendix DD Women Veterans' Issues

**Director of Women Veterans Issues; Wendysuebuckingham@gmail.com
(Ref: CBL Article XI, Section 1.d.)
MOPH FY 2014-2015**

Committee/Program Summary:

The Director of Women Veterans Issues for MOPH is committed to serving our female veterans. The current initiatives of this Program include consistently reaching out to female members to provide them with relevant information and to assess any needs that they may have at that time. The Director addresses specific requests for assistance from female veterans – both members and non-members – on a wide variety of issues as they arise. The Director and other female MOPH members actively update the Women Veterans Issues webpage with current information to assist our female veterans. The Director and other female MOPH members who volunteer to assist are constantly looking for speaking and writing opportunities to promote the Program and women veterans issues.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
Appointment	Aug	Fill 1Yr. Appointment by Nat'l Commander	National MOPH MOTH	Mar	Meet with Congressmen & Senators RE WVI
Departments select a Women Veterans REP.	Aug	WVI Director contacts selected Dept Representatives	Email Communications to women MOPH	May	Memorial Day message sent to women MOPH members
VA Hospital & Clinic; Fisher Hs.	Aug	Discuss WVI Program & exchange contacts	Memorial Day	May	Memorial Day Ceremony participation
Veterans Day	Nov	Address Women VETs for their service and sacrifices	Email Communications to women MOPH	4 Jul	4 th of July message sent to women MOPH members
MOPH VETs Day Representation	11 Nov	Arlington Nat'l Program participation	Annual Report	Jul	Summary of Program accomplishments

WHO:

Appointed Director of Women Veterans Issues.

WHAT:

- Manage and direct the Women Veterans Issues Program;
- Ensure the Women Veterans Issues Webpage is updated regularly with new and current information;

- Assist female veterans in need upon request;
- Attend speaking engagements and take advantage of opportunities to discuss the Program and women veterans issues;
- Contact local Fisher Houses and VA hospitals to discuss the Program and provide contact information for Program contacts;
- Establish and maintain a community among our female MOPH members.

WHERE:

The Director and other members who have volunteered to assist with this Program work from their homes of record and communicate via email and phone.

WHEN:

This Program runs throughout the year and does not have a specific keynote/main event.

HOW:

- Maintain continuous liaison with female MOPH members via email communication;
- Continuously update the MOPH Women Veterans Issues webpage with current information;
- Assist any female veterans – either MOPH members or non-members – who contact the Program or Director for assistance;
- Write articles for the MOPH Magazine and other publications about women veterans issues;
- Communicate with female MOPH members who have volunteered to assist this Program;
- Attend events to promote women veterans and address issues facing female veterans;
- Contact local Fisher Houses and VA hospitals and clinics either annually or semi-annually to provide contact information and reach out to any female veterans currently residing/receiving care at the respective locations.

REPORTS or SUBMISSIONS:

Provides annual summary on Program for National Convention to National Adjutant in July.

ADDITIONAL NOTES:

Questions Call: Wendy Sue Buckingham 501.804-9170

Appendix EE National Sergeant-At-Arms

**National Sargeant At Arms; Ken Swords, m (Ref: CBL Article XI, Section 11)
MOPH FY 2014-2015**

Committee/Program Summary:

The Sergeant-at-Arms shall take his post at the inside door of the meeting room at meetings of the National Convention and National Executive Committee, and shall admit only those who are entitled to attend the meetings. He/she shall perform such other duties incident to the office, or as the National Commander or National Convention may direct. He/she shall be responsible for the National Colors. He/she shall be a member of the National Executive Committee with a vote.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
The National SGT at Arms Election	AUG	By the National Body at the MOPH National Convention	Nat'l Leadership Mtg	Mar/Apr	On-Call Attend Spring National Leadership Meeting
Nat'l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National LDR Meeting	Nat'l CDR MOTH	Mar/Apr	Patriots visit D.C. Congress Offices to present MOPH Agenda

WHO:

The MOPH National Sergeant-at-Arms

WHAT:

Perform all functions as designated by their office at all formal and informal meetings and ceremonies of the Order

WHERE:

Location(s) as prescribed by their function and the needs of the Order

WHEN:

At all formal gathering of the Order and On-Call as needed/directed

HOW:

As needed in accordance with coordinated rituals and procedures

REPORTS or SUBMISSIONS:

None

ADDITIONAL NOTES:

Questions Call: 850.309-1846

**Appendix FF
National Finance Officer**

**National Finance Officer; Boyd Barclay; caphookvmo@sbcglobal.net
(Ref: Article V; Sec.5B/ VIII, Sec5c)
MOPH FY 2014-2015**

Committee/Program Summary:

The National Finance Officer is elected at each National Convention. The duties of the office are spelled out in Article XI; Section 6. This office also maintains the Chapter and Department Finance Reports.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
The National Finance Officer is Elected	AUG	Elected Annually at each National Convention	Nat'l Leadership Mtg	Mar/Apr	On-Call Attend Spring National Leadership Meeting
Nat'l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National LDR Meeting	Nat'l Finance CMTE Meeting	On Call	Mtg. On-Call attend all Finance CMTE Meetings

WHO:

The MOPH National Finance Officer acts...

WHAT:

Performs duties as detailed in Article XI; Section 6

WHERE:

The National Finance Officer will attend the National Convention, Leadership Meetings, and all National Finance Committee Meeting [locations to be determined by HQ, or CMTE. Meetings are 'On-Call' at the discretion of the Nat'l Commander. Other coordinations will be conducted either in person, USPS, via-electronic media [tele-conference, computer video-conference, email or phone] as necessary.

WHEN:

Per the National Constitution, Bylaws and Ritual

HOW:

Stay within Budget limitations

REPORTS or SUBMISSIONS:

The Chapter Finance Report and Property Page is required NLT 31May at National HQs. The Department Finance Report and Property Page is required NTL 15JUN of each year to National HQs.

ADDITIONAL NOTES:

See the Finance and Inspection Guide on Nat'l Website at www.purpleheart.org under Forms. Call 405. 348-0966 if you have additional questions.

Appendix GG Finance Committee

**Finance CMTE; Dennis Wallot, wallotd@aol.com (Ref: Art.XII; Sec.3&4)
MOPH FY 2014-2015**

Committee/Program Summary:

The National Finance Committee has ten members, six National officers without votes and four with votes elected by National Executive Committee. The National Commander is an ex-officio member with a vote.

The Committee is responsible for the preparation and/or review of all annual budgets for Departments of the National Corporation after receipt of budgetary requests from all committees, departments and officers.

Presents all budgets within 30 days after the close of each National Convention, or adjustments thereto, to the National Executive Committee for its final action.

Exercise unquestioned fiscal responsibility.

Reviews all annual budgets and supervisors and controls all expenditures and

handling of regular funds and those from income producing programs.

Allocates funds and approves expenditures within set limits.

Charged with investigating and reporting to the National Executive Committee on all contracts that exceed \$10,000 submitted to MOPH.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
Finance CMTE meets	Aug	Before Convention; Review previous Budgets	FIN. Cmte Formed by NEC	Aug	Cmte formed from Natl Officers & newly elected Cmte members
Finance CMTE meets	Aut	After Convention; review of next years Budget	Present MOPH Budget to Exec Cmte	Sep	30 days after Convention review & recommend actions on Bedget

WHO:

Finance Committee Chairman

WHAT:

Actions as summarized above

WHERE:

Meet for both 'pre' & 'post' Convention sessions in vicinity of Convention. Budget presentation could be elsewhere as directed and set for all parties to participate.

WHEN:

Engage meetings 2-2 times in the fiscal year as necessary/directed.

HOW:

National Adjutant, [ex-officio Secretary of FIN Cmte] makes all meeting details.

REPORTS or SUBMISSIONS:

Budget presentation finalized 30 days after end of Nat'l Convention.

ADDITIONAL NOTES:

Questions Call: 734.596-6040; 734.595-6571

Appendix HH National Historian

**Historian; James Klug, 541-482-1398, mophcommander147@gmail.com
(Ref: CBL Article XI, Section 14)
MOPH FY 2014-2015**

Committee/Program Summary:

The Bylaws list the following responsibilities of the National Historian:

- Compile a history of the activities of the National Organization during term of office, to be kept as a permanent record of the National organization.
- Obtain an 8 X 10 inch photograph of each Past National Commander, suitable for framing, and shall submit them to the National Adjutant for display at National HQ.
- Perform such other duties as his office may require or the National Commander may direct.

Despite the specific tasks outlined above, there has been no funding for the National Historian which has severely limited initiative.

Also, there is no established MOPH museum or repository for artifacts and documents that currently lay in scattered locations across the country. The Purple Heart Hall of Honor in New York apparently has some display capacity, but the Hall belongs to the New York Park Service and is not an official part of MOPH.

Historian can provide expert guidance if MOPH ever decides to develop a MOPH museum.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
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The National Dir. / Officer Appointed	AUG	By the National Commander following the Elections at the National Convention	Nat'l Leadership Mtg	Mar/Apr	On-Call Attend Spring National Leadership Meeting
Nat'l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National LDR Meeting	Nat'l CDR MOTH	Mar/Apr	Patriots visit D.C. Congress Offices to present MOPH Agenda

WHO:

The MOPH National Historian

WHAT:

Plans for archive of MOPH historical records. Stands ready to provide advice to any member with questions on MOPH history and significance of any MOPH related artifact.

WHERE:

Works from 'Home of Record' storing, cataloging & preserving MOPH artifacts & history

WHEN:

Functions throughout the fiscal year.

HOW:

Work with all elements of MOPH by email, phone and social media.

REPORTS or SUBMISSIONS:

None scheduled, but responds to ad hoc requirements.

ADDITIONAL NOTES:

Questions, call : 541.482-1398

Appendix II National Inspector

Nat'l Inspector: Leon Brown misterbrown@sbcglobal.net
(Ref: Art VIII; Sec.7A-B / XI, Sec.8)
MOPH FY 2014-2015

Committee/Program Summary:

The National Inspector is Elected at each National Convention. The Duties of the office are spelled out in Article XI; Section 8. This office reviews the Department Inspection Reports

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
The National Finance Officer is Elected	AUG	Elected Annually at each National Convention	Nat'l Leadership Mtg	Mar/Apr	On-Call Attend Spring National Leadership Meeting
Nat'l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National LDR Meeting	Nat'l Finance CMTE Meeting	On Call	Mtg. On-Call attend all Finance CMTE Meetings

WHO:

The MOPH National Inspector acts...

WHAT:

Performs duties as detailed in Article XI; Section 8

WHERE:

The National Inspector will Attend the National Convention, at Leadership Meetings. "On-Call" at the discretion of the National Commander. Other coordination(s) will be conducted either in person, USPS, via electronic media [tele-conference, computer video-conference, email] or phone as necessary.

WHEN:

Per the National Constitution, Bylaws and Ritual

HOW:

Stay within Budget limitations

REPORTS or SUBMISSIONS:

The Department Inspection Report is required to be sent to the National Inspector so as to arrive NLT 1 July. Copies of the Inspection reports are to be maintained by the Departments for a period of 7 years.

ADDITIONAL NOTES:

See the Finance and Inspection Guide on Nat'l Website www.purpleheart.org under Forms. Call anytime 860. 669-8723 if you have questions.

Appendix JJ National Judge Advocate

**Nat'l Judge Advocate; Jason Johns, fightin4vets@gmail.com email contact
(Ref: Art.Xi; Sec.7)
MOPH FY 2014-2015**

Committee/Program Summary:

The National Judge Advocate is a licensed attorney who is elected to his position at the National Convention.

He is the legal advisor and parliamentarian of the National Corporation at its National Convention, Executive and Finance Committee meetings and other times when such legal advice on the interpretation of the Constitution and Bylaws by any National or Department officer may be requested.

He's a member of the National Executive Committee with a vote and ex-officio member of the National Finance Committee without a vote.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
Elected at Nat'l Convention	AUG	Position elected by the Convention Body for a 1 Year term	Nat'l Leadership Mtg	Mar/Apr	On-Call Attend Spring National Leadership Meeting
Nat'l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National LDR Meeting	Nat'l CDR MOTH	Mar/Apr	Patriots visit D.C. Congress Offices to present MOPH Agenda

WHO:

The MOPH National Judge Advocate

WHAT:

- Makes advisory rulings and usage of Constitution and Bylaws of the organization to the National Commander and the Convention participants.
- Is primary legal counsel on all legal matters of any nature involving contracts of all kinds, lawsuits or threatened lawsuits involving the National Corporation.
- Provides approval to any element of MOPH which desires to incorporate.
- Review all Bylaws submitted by Departments and non-Department Chapters.
- Provides guidance of Chapter and Department Judge Advocates.

WHERE:

Works primarily from 'Home of Record' and travels when necessary if expertise or decisions are needed at other locale.

WHEN:

Activities occur throughout the year.

HOW:

Works with other Nat'l Offices on legal matters at the national level and works with Chapter and Department Judge Advocates on legal matters at their levels.

REPORTS or SUBMISSIONS:

No pre-scheduled reporting; all ad hoc responses to specific cases as needed.

ADDITIONAL NOTES:

Questions Call: 608. 209-0805 or Call Headquarters Alt2

Appendix KK Social Media

**Social Media [Temporary Committee] (Ref: CBL Article XI; Section 1.D)
MOPH FY 2014-2015**

Committee/Program Summary:

Social Media are powerful communications and marketing tools that may have a significant impact on organizational and professional reputations. Because there is not always a clear distinction between personal voice and institutional voice, The Military Order of the Purple Heart crafts the policy to help clarify how best to enhance and protect personal and professional reputations while promoting positive participating in social media. Both in professional and institutional roles, MOPH membership and employees need to follow the same, if not better, behavioral standards online as they would in life. The same laws, professional expectations, and guidelines for interacting with Patriots, members, family, volunteers, donors, media, and any other of the Order’s constituents apply online as in the real world. In the world of Social Media employees and Patriot-representatives affiliated with the MOPH are really personally responsible for anything they post to social media sites. In the world of Social Media your words are your own, but one must always be mindful that the Order will be reflected positively or adversely as well.

Key DATES / Timeline of Responsibilities:

Action:	Date:	Brief Description:	Action:	Date:	Brief Description:
The National Social Media Chairman is Appointed	AUG	By the National Commander following the Elections at the National Convention	Nat’l Leadership Mtg	Mar/Apr	On-Call Attend Spring National Leadership Meeting
Nat’l Leadership Mtg.	Sep/Oct	On-Call Attend Fall National LDR Meeting	Nat’l Command Policy Updated & presented to MOPH	Mar/Apr	Cdr testimony to Congress. Patriots visit D.C. Congress Offices to present MOPH Agenda

WHO:

The MOPH National Social Media Chairman; Appointed Social Media Regional Representatives (one per Region; selected by Region Commanders).

WHAT:

Focus / Direct the MOPH National Social Media Agenda

WHERE:

Aide & Assist MOPH: National, Regional, Dept. & Ch. Social Media REPs.

WHEN:

Conduct Policy recommendations throughout the MOPH FY to members.

HOW:

Expand and promote the MOPH Social Media Policy [see Policy Below]

REPORTS or SUBMISSIONS:

NONE

ADDITIONAL NOTES:

Call your local Region Representative or Social Media Chairman CM Smrt 502. 639-

Social Media

MOPH Social Media Policy...

[The Military Order of the Purple Heart; also referred to as 'the Order']

--Internal Social Media policies for MOPH:

Leadership, Employees/Staff and Patriots that are participating in social media for and on behalf of the Order.

INTRODUCTION

Social Media are powerful communications and marketing tools that may have a significant impact on organizational and professional reputations. Because there is not always a clear distinction between personal voice and institutional voice, The Military Order of the Purple Heart crafts the following policy to help clarify how best to enhance and protect personal and professional reputations while promoting positive participating in social media.

Social media from The Military Order of the Purple Heart is intended to supplement, not replace, the channels currently in place for press, news, events, announcements and Patriot intra & inter communications.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to *LinkedIn*, *Twitter*, *Facebook*, *Tumblr*, *YouTube*, and *MySpace*.

Both in professional and institutional roles, MOPH membership and employees need to follow the same, if not better, behavioral standards online as they would in life. The same laws, professional expectations, and guidelines for interacting with Patriots, members, family, volunteers, donors, media, and any other of the Order's constituents apply online as in the real world. In the world of Social Media employees and Patriot-representatives affiliated with the MOPH are really personally responsible for anything they post to social media sites. In the world of Social Media your words are your own, but one must always be mindful that the Order will be reflected positively or adversely as well.

SECTION 1: POLICIES FOR ALL SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

--Protect confidential and proprietary information: Do not post confidential or proprietary information about The Military Order of the Purple Heart, Patriots, employees, or volunteers. Employees must still follow the applicable federal requirements as well as regulations. Adhere to all applicable privacy and confidentiality policies of the Order. Employees who share confidential information do so at the risk of disciplinary action or termination.

--Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the Order. For guidance, consult the Copyright Guidelines & Resources. Direct questions about 'fair-use' or copyrighted material to the National Adjutant, [IAW MOPH Constitution and Bylaws].

--Don't use MOPH logos for endorsements: Do not use The Military Order of the Purple Heart logo or any other Order's images or iconography on personal social media sites. Do not use MOPH's name to promote a product, cause, or political party or candidate.

--Respect the Order's time and property: The Order's computers and time on the job are reserved for Order's-related business as approved by supervisors and in accordance with the Internet Acceptable Use Policy and User Accounts and Acceptable Use documents.

--Terms of Service: Obey the Terms of Service of any social media platform employed.

SECTION 2: BEST PRACTICES

This section applies to those posting on behalf of an official unit, though the guidelines may be helpful for anyone posting on social media in any capacity.

Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the Order. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your commander for input or contact MOPH Headquarters: 703.642-5360 [MOPH Nat'l Adjutant].

Strive for accuracy: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the Order in any capacity. (See "Institutional social media" below.)

Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the Order and its institutional voice.

Remember your audience: Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective Patriots, current Patriots, current employers and colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

Identify your views: On personal sites, ID opinions as your own. If you identify yourself as a MOPH Leadership or staff member online, it should be clear that the views expressed are not necessarily those of the institution.

Photography: Photographs posted on social media sites easily can be appropriated by 'visitors.' Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing. Remember that the policies of The Military Order of the Purple Heart.

SECTION 3: INSTITUTIONAL SOCIAL MEDIA

If you post on behalf of an official Order's unit, the following policies must be adhered to in addition to all policies and best practices listed above:

Notify the Order: Departments or Chapters of the Order that have an 'official' social media page or would like to start one should coordinate with their Region's Social Media Representative, and or, National Headquarters for suggestions, assistance and ways to publish the site throughout the MOPH.

To ensure all institutional social media sites coordinate with other MOPH sites and their content; all “institutional pages” must have a full-time appointed representative who is identified as being responsible for content and one full-time alternate representative as a backup. Ideally, this should be the unit head of the department/chapter. Both administrator email addresses must be provided to MOPH for inclusion in the Order’s Notifications [Distribution] posting email notices. Administrators may or may not post the notices unless pre-coordinated. The purpose of the notices is to ensure that all Patriots, Leadership and Staff are given the same information from all Order’s outlets.

For a list of Order’s approved social media profiles visit: www.purpleheart.org to review their official links.

Acknowledge who you are: If you are representing The Military Order of the Purple Heart when posting on a social media platform.

Have a plan: Departments should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date. The Social Media Relations Committee can assist and advise you with your social media planning.

Link back to the Order: Whenever possible, link back to The Military Order of the Purple Heart site. Ideally, posts should be very brief; redirecting a visitor to content that resides within The Military Order of the Purple Heart web environment. When linking to a news article about The Military Order of the Purple Heart, check first to see whether you can link to a release on MOPH rather than to a publication of other media outlet(s).

Protect the Order’s ‘institutional voice’: Posts on social media sites should protect the Order’s institutional voice by remaining professional in tone and in good taste. No individual MOPH unit should construe its social media site as representing the Order as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution (MOPH) as a whole.

SECTION 4: INSTITUTIONAL SOCIAL MEDIA COMMENT POLICY

We expect conversations to follow the rules of polite discourse and we ask that participants treat each other, as well as MOPH employees, with respect. Order’s Patriot/Ladies, employees will not post or approve post comments that include:

- a.) Profanity and vulgar or abusive language
- b.) Threats of physical or bodily harm
- c.) Sensitive information (for example, information that could compromise public safety, intellectual property or national security)
- d.) Offensive terms. For example, that target specific ethnic or racial groups

e.) Overt Political commentary

For the benefit of robust discussion, we ask that comments remain "on-topic," when you post or approve posts. This means that comments will be posted only as they relate to the topic being discussed / viewed / played / displayed.

e.g. the Order's Patriots/Ladies, employees will not post comments that include:

Off-topic comments (If you have off-topic comments that are relevant to the department, organization or group please submit them directly to the group, not on an off-topic public platform, like social media.)

Questions from the media (please contact the MOPH PR designee if there is a post by the media which needs to be addressed)

The Order's social media sites should not permit friends, followers or the general public to create new posts. For example, Facebook and Blog pages or accounts should not give unlimited or 'open' 'everyone,' 'friends' or 'followers' access to their wall or the ability to post. These opportunities open the Order to legal, libel and regulatory concerns that are not necessary and will require the social media account/profile administrators to be constantly vigil about monitoring and declining content that does not meet the standards outlined in these policies.

Identical comments/postings by the same user: (please don't post or approve comments submitted over-and-over expecting the post to show up faster) or multiple users (a group of people sending identical messages or one person submitting under different aliases).

In the case of identical comments, you should approve the first submission unless you have specifically requested the comment as part of a challenge, contest or promotion.

SECTION 5: SOCIAL MEDIA POLICY NOTIFICATION

Social media websites each have their own terms & conditions and/or policies.

All persons affiliated with the MOPH must adhere to these policies if they choose to use the social media platforms. Not following these policies/terms may lead to the restriction of social media account privileges and may adversely affect or reflect poorly upon other areas of the Order. Please keep up to date on your social media platform policies/terms.

External social media terms: (this may not be up to date due to rapid changes in media, visit the respective sites for the most up to date policies/terms). Social Media Links [embedded html(s) are built into the MS.DOC file whereby clicking upon the item below will direct your browser to the link listed]:

Not all inclusive are....

<http://facebook.com/>

[Privacy](#)

[Terms](#)

<https://www.facebook.com/>

<http://YouTube.com>

[Privacy](#)
[Terms](#)
[Copyright](#)

<http://www.youtube.com/>

<https://twitter.com/download/>

[Privacy](#)
[Terms](#)

<https://twitter.com/>

<https://www.tumblr.com/>

[Privacy](#)
[Terms](#)

<https://www.tumblr.com/>

<http://MySpace.com>

[Privacy](#)
[Terms](#)

<https://myspace.com/>

<http://Blogger.com>

[Privacy](#)
[Terms](#)
[Content](#)

<https://accounts.google.com/ServiceLogin?service=blogger&passive=1209600&continue=http://www.blogger.com/home&followup=http://www.blogger.com/home<mpl=star#s01>

<http://Typepad.com>

[Privacy](#)
[Terms](#)
[Copyright](#)

<http://www.typepad.com/>

<http://WordPress.com>

[Privacy](#)
[Terms](#)

<http://wordpress.com/>

<http://imodules.com>

[Privacy](#)

<http://www.imodules.com/s/1333/home.aspx>

<https://foursquare.com/>

[Privacy](#)
[Terms](#)

<https://foursquare.com/>

<http://scvngr.com/>

[Privacy](#)

[Terms](#)

<http://scvngr.com/>

Appendix LL

Cell Phones For Soldiers

(National's MOPH program is winding down)

MOPH is a four star Sponsor of this program, a non-profit effort dedicated to providing deployed and returning troops cost-free methods for communication with their families while serving in the US Military. Started in 2004 by two teenagers with their pocket money, the program has recycled over 10 million used cell phones, using the revenue from salvaged material to provide our military with over 12,000 calling cards each week. MOPH's participation is orchestrated by Patriot Earl Scotty Mackenzie, National Cell Phones for Soldiers Coordinator, appointed by the National Commander. Program oversees the collection of phones by MOPH Chapters and Departments and manages distribution of free calling cards that MOPH receives, based on the collection volume. One Department that had provided cards to veterans in its local VA hospital as well as to deploying troops from its area commented: "Your cell phone cards have proven a God-send for many of these troops."

It is critical to MOPH receipt of phone calling cards from this program that MOPH gets credit for the used cell phones submitted. To get the proper mailing labels that will give MOPH credit for your submissions, Departments and Chapters must register as cell phone collectors before sending the phones. Go to the MOPH Website, click on "Cell Phone For Soldiers," click on "Donate a Gently Used Phone," click on "All Other Visitors (red block at bottom), click on "4 or more" under "Select," click on "would like to become a CPFS collector," and follow the instructions for registration. Once registered, you then can request mailing labels that will credit your contributions to MOPH. You also might consider holding cell phone collection fairs to gather phones in significant quantities or working long-term collection with local merchants.

Actions Critical to Program

- Proper registration as a MOPH cell phone collector
- Ensuring that cell phone collection boxes are located to maximize contributions.
- Monitoring boxes and promptly shipping loaded MOPH bar-coded boxes to the program.
- Aggressive solicitation of contributions from entities in your footprint.

Appendix MM

WHOSE JOB IS IT???

This is a story about four people named Everybody, Somebody, Anybody and Nobody.

There was an important job to be done and Everybody was sure Somebody would do it.

Anybody could have done it, but Nobody did it.

Somebody got angry about that, because it was Everybody's job.

Everybody thought Anybody could do it but Nobody realized that Everybody wouldn't do it

It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.

Appendix NN

ACRONYM Glossary

CAO (Chapter Americanism Officer)
CBOC (Community Based Outpatient Clinics)
CSO (Chapter Service Officer)
CVS (Chief of Voluntary Services)
DEC (Department Executive Council)
DML (Department Member at Large)
DMV (Department of Motor Vehicles)
DoD (Department of Defense)
DSO (Department Service Officer)
FEIN (Federal Employer Identification Number)
EES (VA Employee Education System)
GEN (Group Exemption Number)
HCS (Health Care System)
IRC (Internal Revenue Code)
JROTC (Junior Reserve Officer Training Corps)
MOPHVAVSDIR (MOPH Veterans Affairs Volunteer Service Director)
NA (National Adjutant)
NAC (National Advisory Committee)
NAO (National Americanism Officer)
NEC (National Executive Council)
NFC (National Finance Council)
NSD (National Service Director)
NSO (National Service Officer)
NVD (National VAVS Director)
OPC (Outpatient Clinic)
POA (Power of Attorney)
ROTC (Reserve Officer Training Corps)
VA (Department of Veterans Affairs)
VAMC (Veterans Affairs Medical Center)
VAOPC (VA Outpatient Clinic)
VAVS (Veterans Affairs Voluntary Service)
VET CENTER (Veterans Center)
VISN (Veterans Integrated Service Network)
VSO (Veterans Service Organization)
VSPM (Volunteer Service Program Manager)
VTN (Volunteer Transportation Network)
WOC (Without compensation)

Appendix OO

Recommended Retention Periods For Documents

Category of Records	
<u>General Financial</u>	<u>Insurance</u>
<u>Business</u>	<u>Pension</u>
<u>Tax</u>	

General Financial Records	
Type of Record	Retention Period (Years)
Auditors' reports	Permanent
Bank debt deduction	7
Bank deposit slips, reconciliations, statements	4
Bills of lading	4
Budgets	2
Checks - cancelled	4
Contracts - purchase and sales	4*
Credit memos	4
Depreciation records	4*
Employee expense reports	4
Employee payroll records (W-2, W-4, annual earnings records, etc.)	6*
Financial statements -- annual	Permanent
Financial statements -- interim	4
Freight bills	4
Internal reports (Work orders, sales reports, production reports)	4
Inventory lists	4
Invoices - Sales and cash register receipts, merchandise purchases	4
Invoices -- purchases (permanent assets)	4*
General ledger	Permanent
Journals	
General, cash receipts, cash disbursement, and purchase journals.	Permanent
Payroll journal	4
Petty cash vouchers	4
Subsidiary ledgers (accounts receivable, accounts payable, etc.)	6

Time cards and daily time reports	4
Worthless securities	7
* Retention periods begin after termination, expiration, disposal, etc. of item.	

Business Records	
Type of Record	Retention Period (Years)
Articles of incorporation	Permanent
Bylaws	Permanent
Capital stock and bond records	Permanent
Contracts and agreements (government construction, partnership, employment, labor, etc.)	Permanent
Copyrights and trademark registration	Permanent
Legal correspondence	Permanent
Minutes	Permanent
Mortgages and note agreements	6*
Patents	Permanent
Personnel files	4*
* Retention periods begin after termination, expiration, disposal, etc. of item.	

Insurance Records	
Type of Record	Retention Period (Years)
Accident reports	6
Fire inspection reports	6
Group disability records	6
Insurance policies	6 *
Safety records	6
Settled insurance claims	4 *
* Retention periods begin after termination, expiration, disposal, etc. of item.	

Pension/Profit Sharing Records	
Type of Record	Retention Period (Years)
Actuarial reports	Permanent
Associated ledgers and journals	Permanent
Financial statements	Permanent
IRS approval letter	Permanent
Plan and trust agreement	Permanent

Tax Records

There is no limit for returns that are filed fraudulently or that substantially underreport income.

Type of Record	Retention Period (Years)
Tax returns and cancelled checks (federal, state and local)	Permanent
Sales and use tax returns	Permanent
Payroll tax returns	4
Pension/profit-sharing informational returns	Permanent

All retention periods begin with the date the return was filed. If the statute of limitations concerning a tax year is extended, the retention period should be extended accordingly.