



CVMA 5-5 VET TO VET STANDARD OPERATING PROCEDURE

The Vet to Vet process of awarding or denying grants to Veterans in need can be broken down into three simple parts, Intake, Evaluation, and Decision. The Chapter member who receives the request for assistance is the project coordinator for the Vet to Vet request.

Part One- Intake

In this phase, a CVMA member gains knowledge of a Veteran in need and conducts an intake discussion. In this stage, the CVMA member provides the applicant three forms: (1) The Vet to Vet Cover Letter; (2) the Grant Information Form, and (3) the Grant-Monthly Needs Form. At this stage, the CVMA member who is the project coordinator also obtains a copy of the Veteran's DD214. No Dishonorable Discharges will be accepted.

Part Two- Evaluation

In this phase, the CVMA member who conducted the intake sends the completed Grant Information Form and Monthly Needs Form to the Chapter Commander. The Board of Directors will review and vote on approval or denial within 72 hours and advise the CVMA member who conducted the intake of the BOD decision.

Part Three- Decision

In this phase, when advised of the BOD decision, the Veteran's Outreach Coordinator will advise the applicant, the Treasurer will be instructed to make payment of the grant directly to the business entity involved. Except in rare circumstances, we never hand out money directly to the Veterans, but rather make payment to the companies involved.

Once grant approvals or denials are finalized, the documents related to the request will be forwarded to the Treasurer for filing and reporting purposes.



**Combat Veterans Motorcycle Association of New Hampshire
Chapter 5-5**

Bruce Goodell, Commander

Board of Directors



Bruce Goodell
Chapter Commander

Jeffrey Brooks
Executive Officer

Michael Carpenter
Sergeant At Arms

Terri-Jean Lambert
Treasurer

Justus Keith
Secretary

Dear Applicant:

The Combat Veterans Motorcycle Association of New Hampshire, Inc. Chapter 5-5 is a nationwide Association of Combat Veterans from all branches of the United States Armed Forces. Our mission is: "Veterans Helping Veterans". We have members in nearly all 50 states and living abroad and are now over 18,000 strong nationally. We donate 100% of funds raised to various Veteran Service Organizations, Veteran charities and individual Veterans who are in need. Our focus is to help veterans in need and to help veteran care facilities provide emergency shelter, a warm meal, clothing, and guidance, or to say "Thank you and Welcome Home."

Unfortunately, we cannot provide construction services as we are not a licensed contractor and because we do not have the skills or experience we would need to undertake construction or building repair projects. We can provide simple help and labor for small household projects like stacking wood.

We are happy to consider monetary donations for any need experienced by Veterans, and ask all applicants to fill out the attached forms and to provide us a copy of their DD214 to certify military service. We do not provide funds directly to Veterans. Any monetary grants or donations are made directly to the businesses involved.

Warmest Regards,

Bruce (Army Dog) Goodell

Chapter Commander NH
CVMA Chapter 5-5



Combat Veterans Motorcycle Association of New Hampshire, Inc. Chapter 5-5

"Veterans Helping Veterans" Information Sheet

Referred by: _____ **Date:** ____ / ____ / 20

Applicant's Name:		
Address:		
City, County, State, Zip:		
Name of Spouse:		
Phone Numbers:	Home:	Cell:
Email Address:		

Armed Forces Affiliation	<input type="checkbox"/> USA <input type="checkbox"/> USAF <input type="checkbox"/> USCG <input type="checkbox"/> USMC <input type="checkbox"/> USN <input type="checkbox"/> ARNG <input type="checkbox"/> ANG	
Timeframe / Conflict Area		
Veteran Organization Membership	<input type="checkbox"/> American Legion <input type="checkbox"/> VFW <input type="checkbox"/> VVA <input type="checkbox"/> CVMA <input type="checkbox"/> DAV	
Place of Employment:		# Years:
Unemployed: Reason(s)		

In accordance with both CVMA National and Chapter 5-5 By-Laws, grant amounts are evaluated on a case by case basis.

All Veteran Grant monies remain in the State of New Hampshire

Amount(s) Requested:	\$	Date:	\$	Date:
Amount(s) Granted:	\$	Date:	\$	Date:
Additional:				

Purpose(s) of Request(s):

Financial "To-Do" Sheet	Completed?:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Useful?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Financial "Needs" Sheet	Completed?:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

--	--	--	--	--

Completed By: Name: _____ Date: ____ / ____ / 20

Actual Monthly Needs Form

"Veterans Helping Veterans"

Name:	Date:
-------	-------

Member Name:	
--------------	--

EXPENSES		ACTUAL HOUSEHOLD INCOME	
	\$		\$
Auto:gasoline		Your earnings	
Rent/ Mortgage		Spouse's earnings	
Food per week		Other (specify)	
Clothing			
Fuel			
Home/Rent Ins.			
Electricity			
Household			
Supplies			
Car Payment			
Car Insurance			
Health/Medical Care			
Cable TV			
Telephone			
Trash Remove			
Other (specify)			
TOTAL	\$	TOTAL	\$

Signature:	Print Name:
------------	-------------

Combat Veterans Motorcycle Association of New Hampshire, Inc. Chapter 5-5

**Financial Difficulties TO-DO List:
Line up All the outstanding bills**

Outstanding Bills:	To Whom	How Much	Contact Info
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		Total Owed:	\$

How much can you Afford to Pay on each					
Fuel/ Heat	\$	Electricity	\$	Food	\$
Transportation	\$	Property Tax	\$	Mortgage / Rent	\$
Auto Insurance	\$	Home Insurance	\$	Medical Insurance	\$

Contacting Companies			
Company Name	Contact Name	Phone Number	Meeting Date

Where have you been for Assistance:

Dept of Employment – Unemployment Compensation,
Talk to a Veterans Counselor
Vets Affairs & VA – WRJ, American Legion, SAL, VFW, Easter Seals
Social Services - Look Into Eligibility/Availability of: Heating Assistance, Food Stamps,
Utility Assistance, Financial Assistance Counselor

Folks with whom to talk:

Benefits Service Ctr (www.mybenefits.vt.gov) 1-800-479-6151
Community Action Agency 1-800-642-5119
VT Veterans Affairs 888-666-9844, - Montpelier (802)828-3379
Veterans Administration – White River Jct., VT and Manchester, NH
(www.va.gov) Benefits/Assistance 800-827-1000
Economic Services within your state