

Adjutant Training

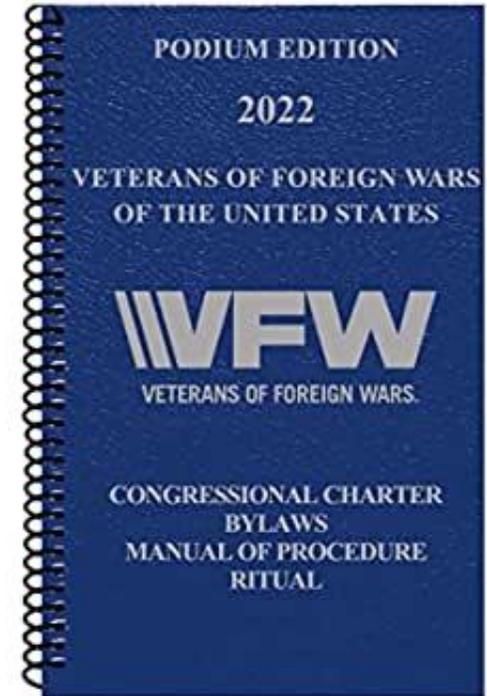
KEVIN L JOY

Agenda

- **References**
- **Formal duties and responsibilities**
- **All-American Dashboard**

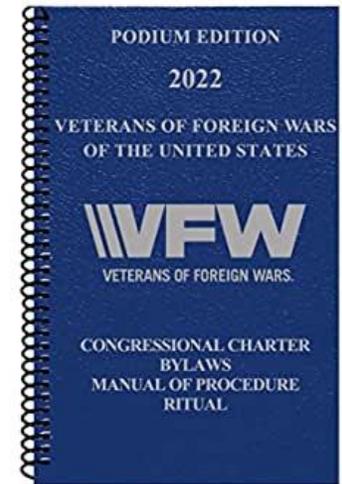
References

- 2022 Podium: Congressional Charter, Bylaws, Manual of Procedure and Ritual
- www.vfw.org (National)
- www.vfwsc.org (Department)



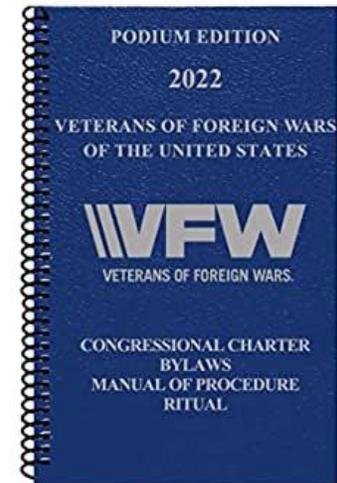
Duties and Responsibilities

1. Be the official corresponding officer for the Post and shall attest to all official communications and reports with their signature.
2. Under the direction of the Commander, prepare all reports and returns required of the Adjutant.



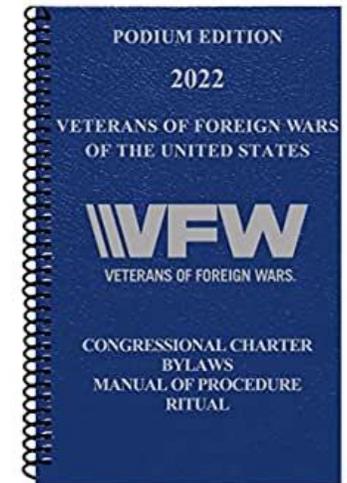
Duties and Responsibilities (cont'd)

3. Maintain the books and records in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities.



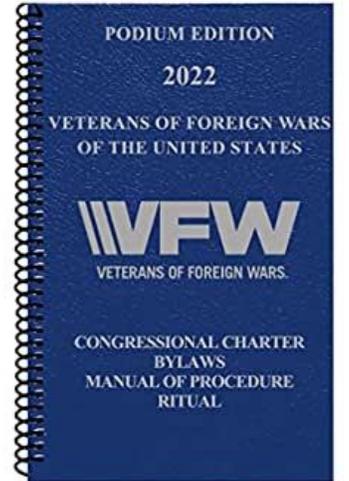
Duties and Responsibilities (cont'd)

4. The Post Adjutant shall maintain the following records:
 - a. A copy of the original application of every member admitted to the Post.
 - b. Minutes of each Post meeting after correction and approval.
 - c. All current orders or circulars issued by the Commander-in-Chief, the National Council of Administration, the Department Commander, the District and/or County Council Commander (if applicable) and the Post Commander.
 - d. A correspondence file.
 - e. A file containing a copy of the proof of eligibility submitted by officers pursuant to Section 216 (bylaws).



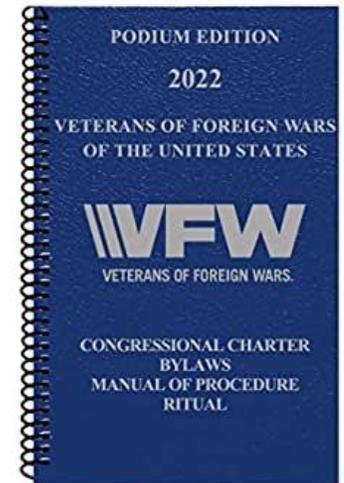
Duties and Responsibilities (cont'd)

5. Maintain a current copy of the Bylaws, Manual of Procedure and Ritual of the Veterans of Foreign Wars of the United States and copies of the Bylaws of the Post, Department, District and County Council (if applicable).
6. Transfer to their successor, without delay, all books, papers, records, monies and other records and property of the Post in their possession or under their control.



Duties and Responsibilities (cont'd)

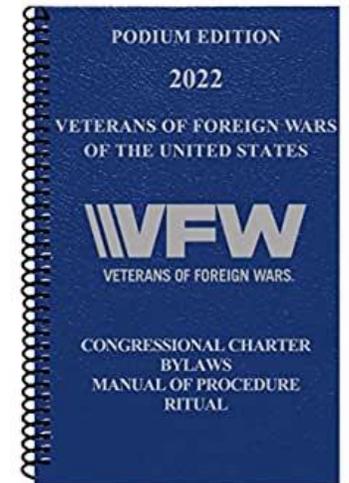
7. Comply with and perform all duties required of the Adjutant by the laws and usages of this organization, applicable Bylaws and orders from lawful authority and perform such other duties as are incident to such office.



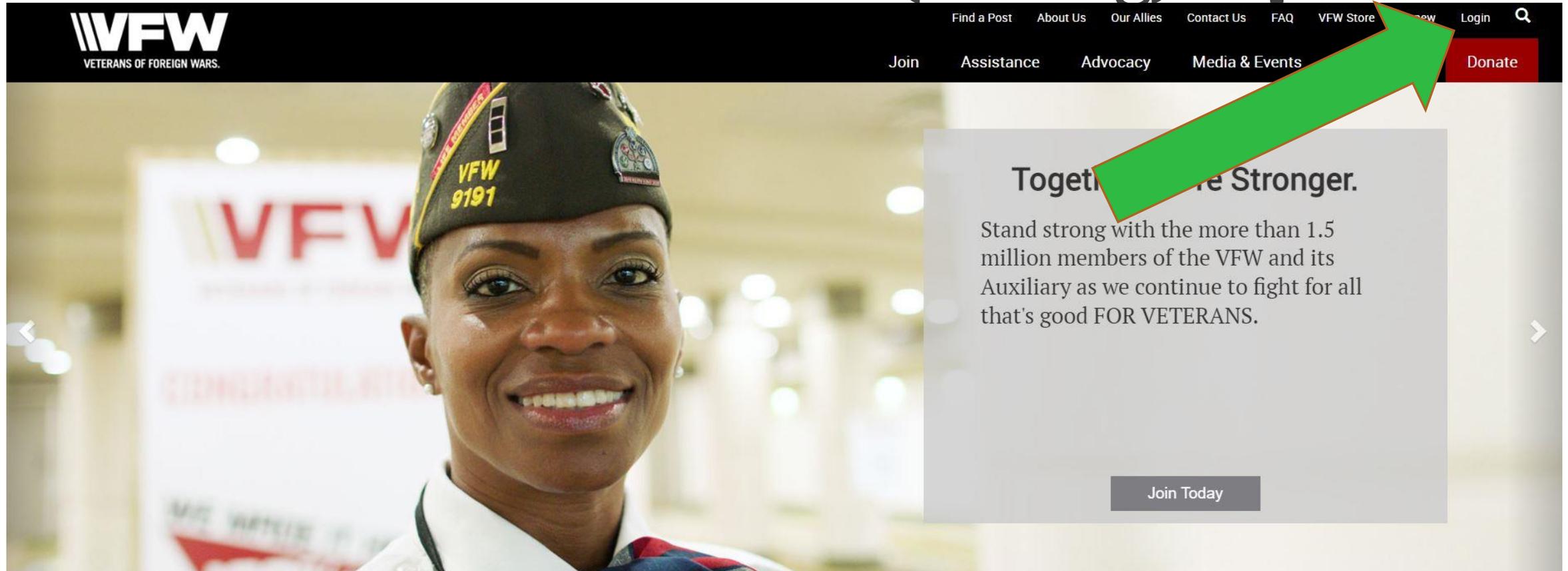
Duties and Responsibilities (District)

Among the duties of the District Adjutant, the Adjutant shall:

- a. Be the corresponding officer of the District, and shall keep a correct record of the minutes of each District meeting and each District Convention.
- b. Immediately after each District Convention, notify the Department Adjutant of the names and addresses of all elected and appointed officers.
- c. Maintain a file containing a copy of the proof of eligibility submitted by all District officers as prescribed by the Bylaws.



All-American Dashboard (vfw.org) (step 1)



The screenshot shows the VFW website's All-American Dashboard. At the top left is the VFW logo with the tagline "VETERANS OF FOREIGN WARS.". The top navigation bar includes links for "Find a Post", "About Us", "Our Allies", "Contact Us", "FAQ", "VFW Store", "New", and "Login". Below this is a secondary navigation bar with "Join", "Assistance", "Advocacy", "Media & Events", and a red "Donate" button. A large green arrow points from the top right towards the "Donate" button. The main content area features a large image of a smiling woman in a VFW uniform. Overlaid on the right side of the image is a text box with the heading "Together We're Stronger." and the text "Stand strong with the more than 1.5 million members of the VFW and its Auxiliary as we continue to fight for all that's good FOR VETERANS." Below this text is a "Join Today" button.

NO ONE DOES MORE FOR VETERANS.®

All-American Dashboard (vfw.org) (step 2)



My VFW

Assistance

Advocacy

Media & Events

Community

Donate

Logout

Home

My VFW

As a member of the Veterans of Foreign Wars, you're entitled to special privileges. Right here is where it starts! From managing your membership online to exclusive tools for Post and Department leaders, this page is your "members only" entrance to the VFW.

[Operational Guidance and Information on COVID-19](#)



Membership Quick Links

- [Online Membership System \(OMS\)](#)
- [MemStats Report](#)
- [Programs Dashboard Tool](#)
- [Programs Dashboard Tool Training](#)
- [Renew My Membership](#)
- [Become a Life Member](#)
- [Become or Upgrade to Legacy Life](#)
- [Membership Recruiting and Retention](#)
- [Request a Duplicate Card](#)
- [Access Department/Post VMail](#)
- [Membership Recruiting Brochures Order Form](#)

Get Your Digital Membership Card



Connect with Us



Find Local VFW Posts

Find a VFW Post to get in touch with VFW members near you, or visit a VFW state Department website here.

Find a State Contact

Alabama

Go!

T
O
P

All-American Dashboard (vfw.org) (step 3)



[Find a Post](#) [About Us](#) [Contact Us](#) [Logout](#) [Hello, Kevin](#)

[My VFW](#) [Assistance](#) [Advocacy](#) [News & Publications](#) [Community](#) [Donate](#)

Notifications 58

Online Membership System

Welcome back, Kevin Joy! Here is your current membership information on file with the VFW. Please review and make any necessary changes.

Personal Services

All-American Dashboard

All-American Dashboard

All American Report Guide

Tools, Products & Merch

Reporting

National Convention

Election Report

Online Documents

Address: 210 Glassmaster Rd
Lexington, SC 29072-3712
United States [\[change\]](#)

Birthdate: [REDACTED]

Branch of Service: ARMY

Membership

Card Number: [REDACTED]

Post: V4262/ VFW Post 4262 Gandy-Griffin Post

Member Type: Life [\[Upgrade to Legacy Life\]](#)

Recent History

7/23/2022	Address Change Request	Processed	[details]
6/20/2022	Convention Registration	Processed	[details]

[Live Chat](#)

All-American Dashboard (vfw.org) (step 4)



Hello, Kevin Joy [Return to OMS](#)

[KPI Tools](#) [Dashboard](#) [Actions](#) [Entries](#) [Reports](#) [VMS Donation](#)

Program Year:

2022-2023

Department:

South Carolina

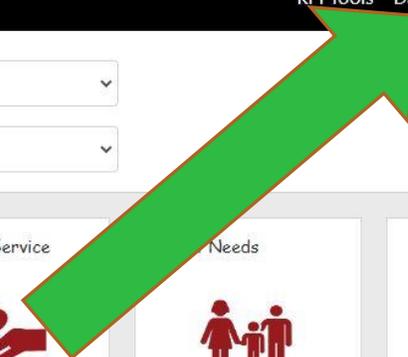
[Numerical Stats](#) [Graphical Stats](#)

District:

--Select--

Post:

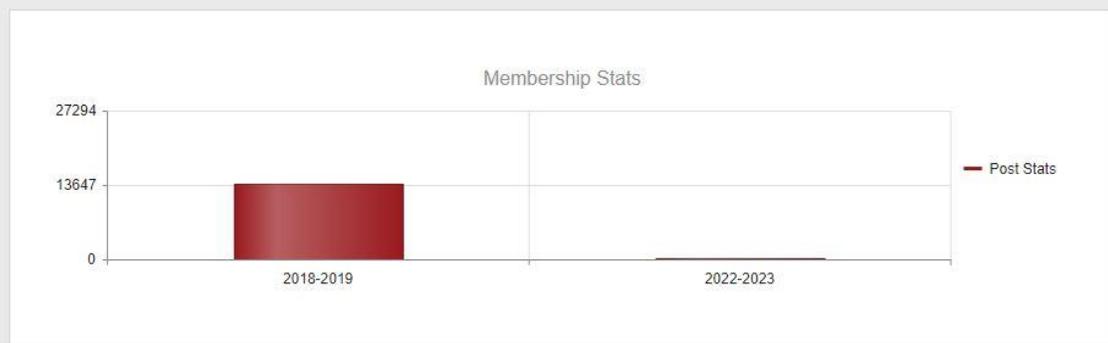
--Select--



Voice of Democracy	Patriot's Pen	Teacher's Award	Buddy Poppy	Membership	Community Service	Needs	Help a Hero Scholarships	National Vet Services
--------------------	---------------	-----------------	-------------	------------	-------------------	-------	--------------------------	-----------------------

Voice of Democracy Participating Students: 0 ↓ Monetary Awards: \$ 0 Amount Expended: \$ 0	Patriot's Pen Participating Students: 0 ↓ Monetary Awards: \$ 0 Amount Expended: \$ 0	Teacher's Award Teachers Nominated: 0 ↓ Post Participated: 0 Amount Expended: \$ 0
---	--	---

0
Buddy Poppy Distribution
2022-2023



\$ 297,403
Unmet Needs

\$ 78,380
Military Assistance Programs

All-American Dashboard (vfw.org) (step 5)



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All American Eligible Dashboard

Summary

Met	Unmet
1	0

Statistics:

Post Statistics

Details:

Posts in Department

Program Year:

2021-2022

Post:

11079

1. Select info

All Met Unmet

2. Generate

Generate Report

Export as PDF

Export as CSV

Purple shading on Membership indicates the top rankings in each division. Hover to see ranking details.

Department	District	Post	Community Service	VMS	Voice of Democracy	Patriot's Pen	Teacher Award	Membership	NLS	NVS
South Carolina	2	11079	Met	Met	Met	Met	N/A	Met	N/A	

15 items per page 1 - 1 of 1 items

Report results

All-American Dashboard (create entry step 1)



Hello, Kevin Joy [Return to OMS](#)

[KPI Tools](#) [Dashboard](#) [Actions](#) [Entries](#) [Reports](#) [VMS Donation](#)

Notice: You have 1 pending Awards or Grants awaiting your approval. [Click here](#) to review.

All American Eligible Dashboard

Statistics: Department Statistics **Details:** District and Department Summary **Period:** 2022-2023

Department: South Carolina

All Met Unmet

[Generate Report](#) [Export as PDF](#) [Export as CSV](#)



Department	District	Post	Community Service	VMS	Voice of Democracy	Patriot's Pen	Teacher Award	Membership	NLS	NVS
South Carolina			N/A	Unmet	Unmet	Unmet	Unmet	Unmet	Unmet	
South Carolina	1		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	2		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	4		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	5		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	6		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	7		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	8		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	9		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	

All-American Dashboard (create entry step 2)



Hello, Kevin Joy [Return to OMS](#)

[KPI Tools](#) [Dashboard](#) [Actions](#) [Entries](#) [Reports](#) [VMS Donation](#)

Entries

> Search Filters

[Export as CSV](#) [Clear](#) [Apply](#)

Time Frame

Date

Columns

Program Year

Entry Type

Program

Department

District

Post

Submitted By

Submit Level

Approval Level

Status

[+ Create Entry](#)

Date	Time	Entry Type	Program	Departm...	District	Post	Submitted By	Submit Level	Approval Level	Status	Actions
07/15/2022	12:30:58 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/12/2022	08:52:40 PM	Program	Recruiting Events	South Carolina	1	10624	Debanjan Datta	Post	District	Pending	View
07/10/2022	05:21:05 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/10/2022	04:20:56 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/08/2022	10:17:48 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/08/2022	02:14:46 PM	Program	Veterans & Military Support Donation	South Carolina	7	10804	Lynn Rolf	National	National	Completed	View
07/08/2022	08:16:45 AM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/07/2022	11:16:07 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/07/2022	10:16:06 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View



All-American Dashboard (create entry step 3)

VFW
VETERANS OF FOREIGN WARS

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[KPI Tools](#) [Dashboard](#) [Actions](#) [Entries](#) [Reports](#) [VMS Donation](#)

Create Entry

Entry Type: Program

Program: Patriot's Pen

Department: South Carolina

District: -- Department Entry --

Post: -- District Entry --

Auxiliary Participated? Yes No

Number of Participating Students:

Number of Winners Advanced:

Monetary Awards: \$

Additional Money Expended: \$

Notes:

[Cancel](#) [Save & Approve](#)

Report entry fields will vary based on the 'Entry Type' and 'Program' selections

All-American Dashboard (create entry step 4)



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[KPI Tools](#) [Dashboard](#) [Actions](#) [Entries](#) [Reports](#) [VMS Donation](#)

Entries

> Search Filters

Export as CSV Clear Apply

Time Frame

Date

Columns

Program Year

Entry Type

District

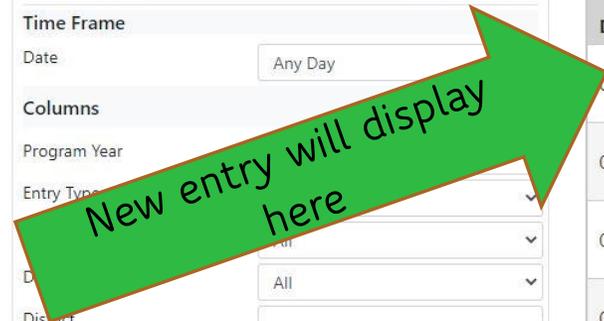
Post

Submitted By

Submit Level

Approval Level

Status



[+ Create Entry](#)

Date	Time	Entry Type	Program	Departm...	District	Post	Submitted By	Submit Level	Approval Level	Status	Actions
07/15/2022	12:30:58 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/12/2022	08:52:40 PM	Program	Recruiting Events	South Carolina	1	10624	Debanjan Datta	Post	District	Pending	View
07/10/2022	05:21:05 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/10/2022	04:20:56 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/08/2022	10:17:48 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/08/2022	02:14:46 PM	Program	Veterans & Military Support Donation	South Carolina	7	10804	Lynn Rolf	National	National	Completed	View
07/08/2022	08:16:45 AM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/07/2022	11:16:07 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View
07/07/2022	10:16:06 PM	Community Service	Community Service	South Carolina			Lynn Rolf	National	National	Completed	View

All-American Dashboard (Actions step 1)



Hello, Kevin Joy [Return to OMS](#)

[KPI Tools](#) [Dashboard](#) [Actions](#) [Entries](#) [Reports](#) [VMS Donation](#)

Notice: You have **1** pending Awards or Grants awaiting your approval. [Click here](#) to review.

All American Eligible Dashboard

Summary

Met	Unmet
0	8

Statistics:

Department Statistics

Details:

District and Department Summary

Year: 2022-2023

Department:

South Carolina

All Met Unmet

Generate Report

Export as PDF

Export as CSV

Purple shading on Membership indicates the top rankings in each division. Hover to see ranking details.

Department	District	Post	Community Service	VMS	Voice of Democracy	Patriot's Pen	Teacher Award	Membership	NLS	NVS
South Carolina			N/A	Unmet	Unmet	Unmet	Unmet	Unmet	Unmet	
South Carolina	1		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	2		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	4		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	5		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	6		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	7		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	8		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	9		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	



All-American Dashboard (Actions step 1)



Hello, Kevin Joy [Return to OMS](#)

[KPI Tools](#) [Dashboard](#) [Actions](#) [Entries](#) [Reports](#) [VMS Donation](#)

Actions

> Search Filters

[Clear](#) [Apply](#)

Actions

My Actions

My Organization's Actions
(Act on behalf of lower level)

Time Frame

Date:

Columns

Program Year:

Entry Type:

Program:

Department:

District:

Post:

Submitted By:

Submit Level:

Approval Level:

Date	Time	Entry Type	Member	Level	Program	Approval Level	Post	District	Department	Process
07/12/2022	08:52:40 PM	Program	Debanjan Datta	Post	Recruiting Events	Department	10624	1	South Carolina	Review

15 items per page

1 - 1 of 1 items



All-American Dashboard (Actions step 2)

Entry Details

Entry Type:	<input type="text" value="Program"/>	Recruiting Total:	<input type="text" value="3"/>
Program:	<input type="text" value="Recruiting Events"/>	Recruiting Event:	<input type="text" value="Membership Drive"/>
Department:	<input type="text" value="South Carolina"/>	Location of Event:	<input type="text" value="Charleston Battery Soccer Stadium @ Patriots Point"/>
District:	<input type="text" value="1"/>	Event Date:	<input type="text" value="7/9/2022"/>
Post:	<input type="text" value="10624"/>	Notes:	<input type="text" value="Attended by 3 VFW 10624 post members and 3 Auxiliary members; Had to leave after 30 minutes because of lightening and rain. No one was allowed in the stadium. Game was postponed for three hours."/>
		Remarks:	<input type="text" value="Please enter notes here"/>

[Cancel](#) [Approve](#) [Reject](#)

Review report details

Entry Status History

#	Processed On	Processed By	Level	Status	Workflow Action	Remarks
1			Department	Pending	Request is now pending for approval.	
2	07/26/2022 08:49 AM	Betty Hilliard	District	Approved	Request is approved.	
3	07/12/2022 08:52 PM	Debanjan Datta	Post	Approved	Request has been self-approved.	



All-American Dashboard (Reports Step1)



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Notice: You have 1 pending Awards or Grants awaiting your approval. [Click here](#) to review.

All American Eligible Dashboard

Statistics: Department Statistics **Details:** District and Department Summary **Program:** 2022-2023

Department: South Carolina

All Met Unmet

[Generate Report](#) [Export as PDF](#) [Export as CSV](#)



Purple shading on Membership indicates the top rankings in each division. Hover to see ranking details.

Department	District	Post	Community Service	VMS	Voice of Democracy	Patriot's Pen	Teacher Award	Membership	NLS	NVS
South Carolina			N/A	Unmet	Unmet	Unmet	Unmet	Unmet	Unmet	
South Carolina	1		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	2		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	4		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	5		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	6		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	7		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	8		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	
South Carolina	9		N/A	N/A	Unmet	Unmet	Unmet	Unmet	N/A	

All-American Dashboard (Reports Step 2)



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[KPI Tools](#) [Dashboard](#) [Actions](#) [Entries](#) [Reports](#) [VMS Donation](#)

Reports

Report:	<input type="text" value="-- Select Report --"/>	Department:	<input type="text" value="South Carolina"/>	District:	<input type="text" value="2"/>
Program Year:	<input type="text" value="2022-2023"/>	Format:	<input type="text" value="PDF"/>	<input type="button" value="Generate Report"/>	

Select Filters

Click Reports

All-American Dashboard (Reports Step 3)

District-Voice_of_Democracy_07-31-2022_09-39-57-741.pdf | 1 / 2 | 100% | [Icons]

SUMMARY

**DISTRICT VOICE OF DEMOCRACY
PARTICIPATION REPORT**

DISTRICT NO. 2

DEPARTMENT OF South Carolina VFW

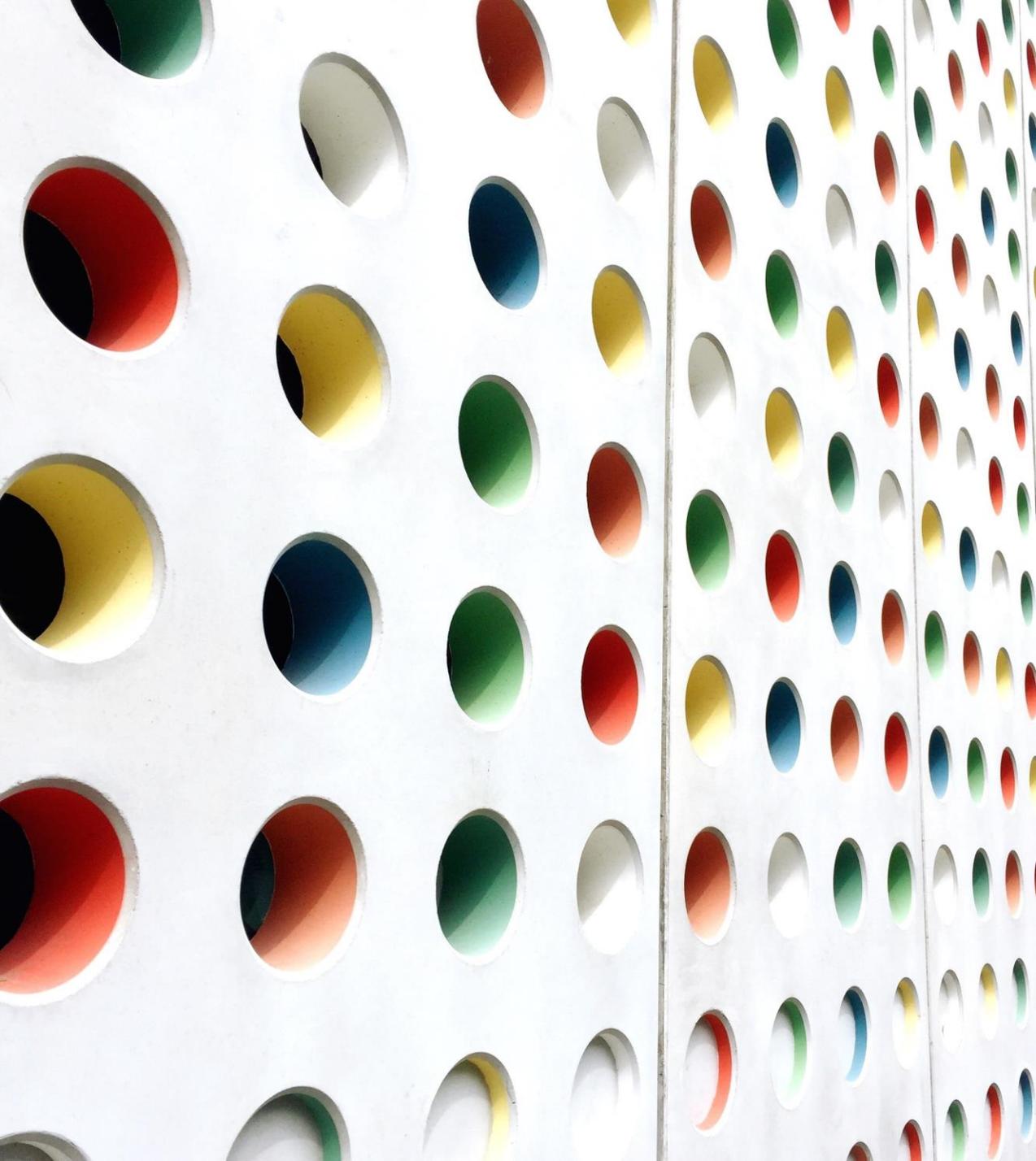
The VFW Posts and Auxiliaries identified in this report in this District participated in the VFW annual Voice of Democracy Program.

GRAND TOTALS FOR POST COMPETITION: list totals taken from District report form(s)

<u>10</u> Posts	<u>6</u> Auxs	<u>18</u> Students	<u>12</u> Winners Advanced
\$ <u>1,050.00</u> Scholarships & Awards		\$ <u>120.00</u> Addl. Money Expended	

MONETARY VALUE OF DISTRICT COMPETITION :

District Scholarships & Awards	\$ <u>0.00</u>
District Additional Expenses	\$ <u>0.00</u>



Questions?

adj@vfwsc.org