



Adjutant Training

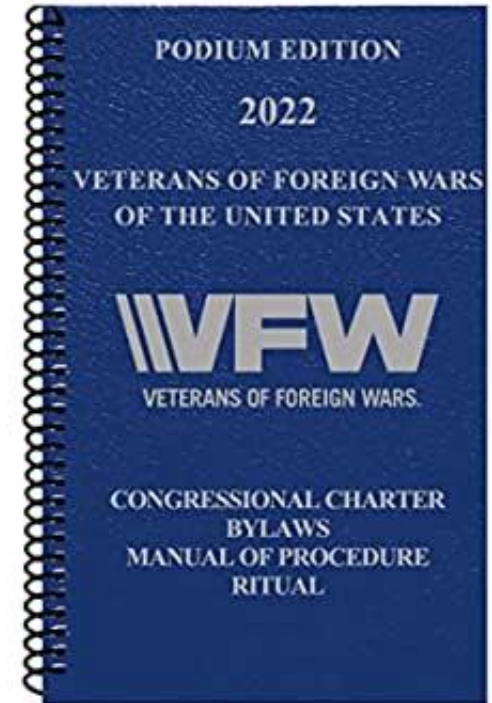
KEVIN L JOY

Agenda

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

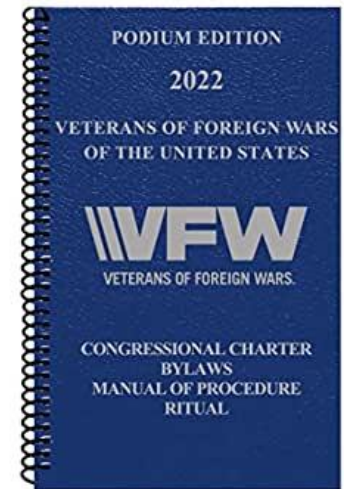
References

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



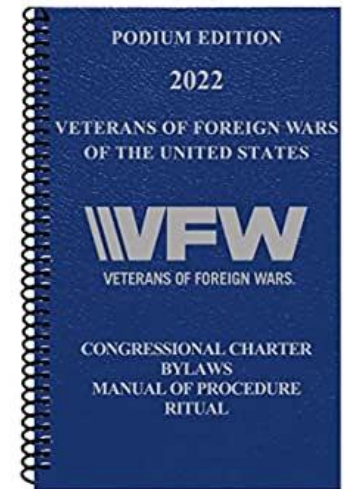
Duties and Responsibilities

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.



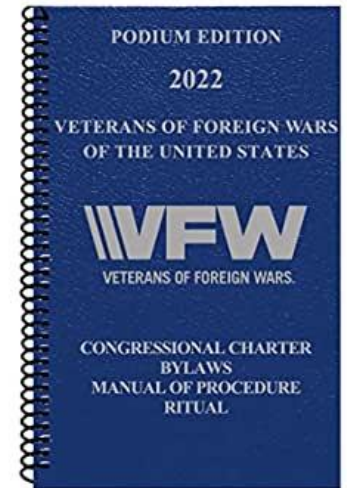
Duties and Responsibilities (cont'd)

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.



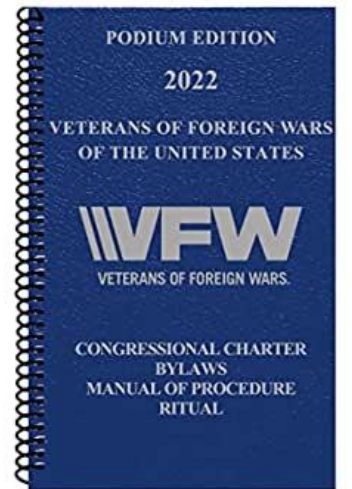
Duties and Responsibilities (cont'd)

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).



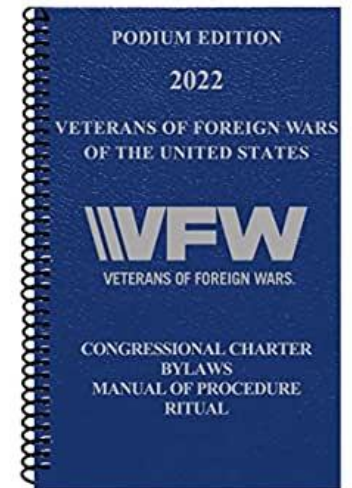
Duties and Responsibilities (cont'd)

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)

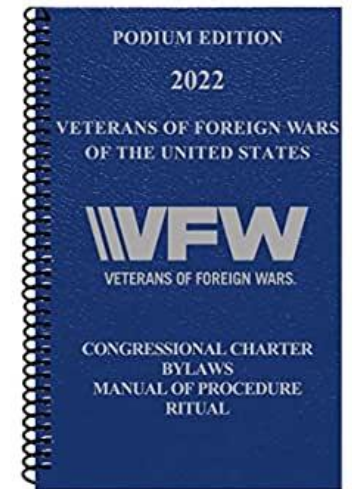
7. Comply with and perform all duties required of the Adjutant by the laws and usages of this organization, applicable Bylaws and orders from lawful authority and perform such other duties as are incident to such office.



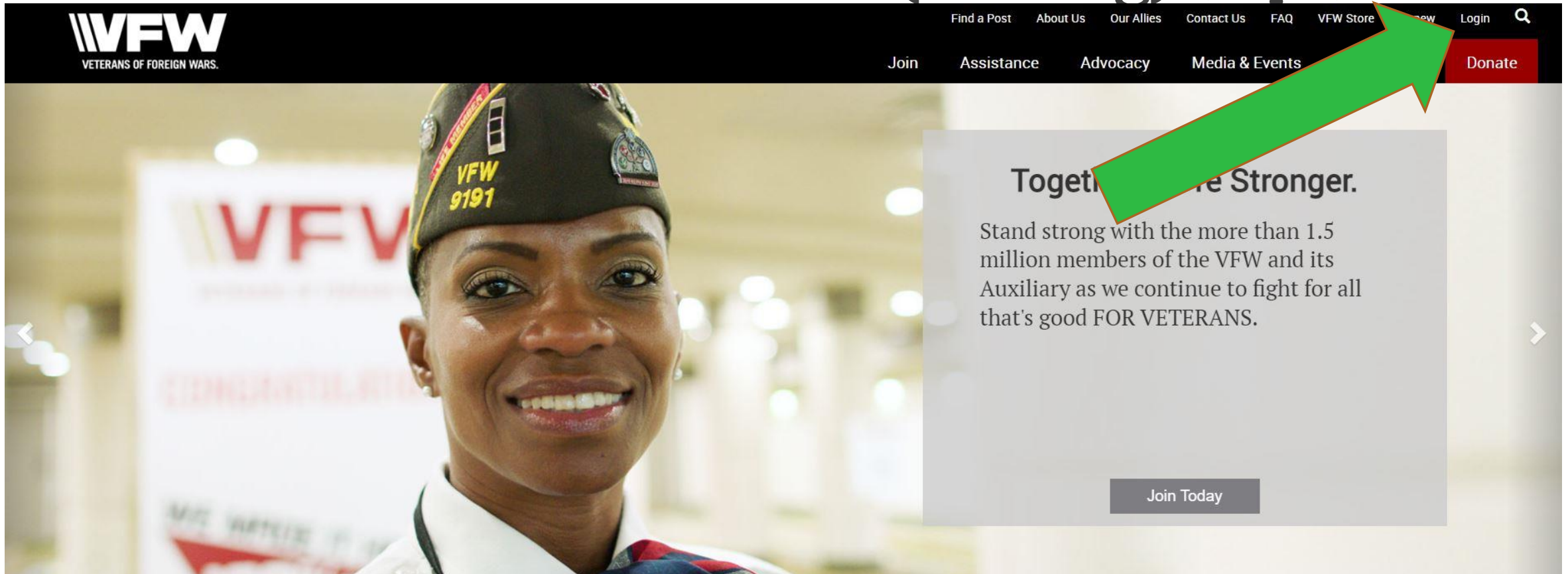
Duties and Responsibilities (District)

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)



NO ONE DOES MORE FOR VETERANS.®

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



Home

My VFW

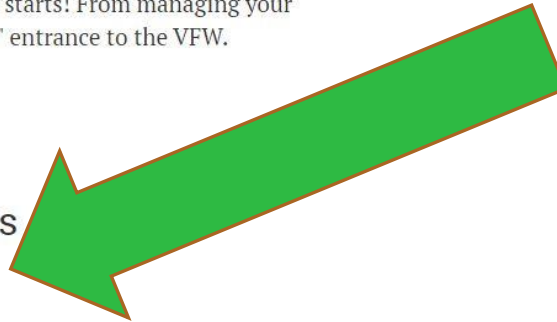
As a member of the Veterans of Foreign Wars, you're entitled to special privileges. Right here is where it starts! From managing your membership online to exclusive tools for Post and Department leaders, this page is your "members only" entrance to the VFW.

[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 [\[change\]](#)

Birthday: [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)

VETERANS OF FOREIGN WARS.

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


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

Program Year: 2022-2023 **Department:** South Carolina


District: --Select-- **Post:** --Select--

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


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



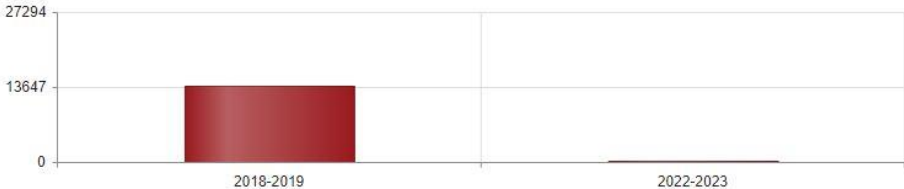
Post Participated
0

Amount Expended
\$ 0

0

Buddy Poppy Distribution
2022-2023

Membership Stats



Year	Membership Stats
2018-2019	13647
2022-2023	0

\$ 297,403

Unmet Needs

\$ 78,380

Military Assistance Programs

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

All American Eligible Dashboard

Summary

Met	Unmet
1	0

Statistics: **Details:** **Program Year:**

Post:

☒ All ☐ Met ☐ Unmet

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

2. Generate

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

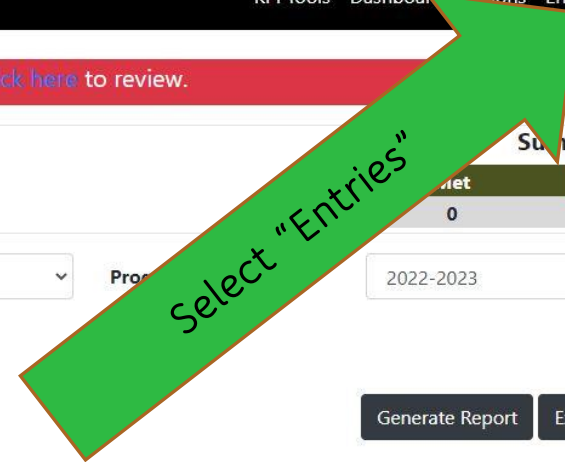
Statistics: Department Statistics **Details:** District and Department Summary **Period:** 2022-2023

Department: South Carolina

☒ All ☐ Met ☐ Unmet

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

[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 Any Day

Columns

Program Year 2022-2023

Entry Type All

Program All

Department All

District

Post

Submitted By

Submit Level All


Approval Level All

Status All

+ 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)

VETERANS OF FOREIGN WARS.

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

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

Create Entry

Entry Type:
Program:
Department:
District:
Post:

Program

Patriot's Pen

South Carolina

-- Department Entry --

-- 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)



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

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

Entries

+ 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

> Search Filters

Export as CSV

Clear

Apply

Time Frame

Date

Any Day

Columns

Program Year

Entry Type

District

Post

Submitted By

Submit Level

Approval Level

Status

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

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

[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 (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

Any Day

Columns

Program Year

2022-2023

Entry Type

All

Program

All

Department

All

District

Post

Submitted By

Submit Level

All

Approval Level

All

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	<div>Review</div>

1

15 items per page

1 - 1 of 1 items



All-American Dashboard (Actions step 2)

Entry Details

Entry Type:

Program

Program:

Recruiting Events

Department:

South Carolina

District:

1

Post:

10624

Recruiting Total:

3

Recruiting Event:

Membership Drive

Location of Event:

Charleston Battery Soccer Stadium @ Patriots Point

Event Date:

7/9/2022

Notes:

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:

Please enter notes here

Cancel

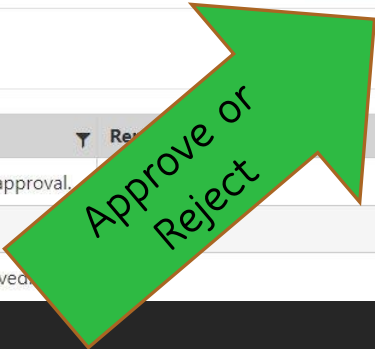
Approve

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)



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

[KPI Tools](#) [Dashboard](#) [Accounts](#) [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 **Program:** 2022-2023

Department: South Carolina

☒ All ☐ Met ☐ Unmet

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

[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 (Reports Step 2)



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

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

Reports



Report:	-- Select Report --	Department:	South Carolina	District:	2
Program Year:	2022-2023	Format:	PDF	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% + |  

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)

10
Posts

6
Auxs

18
Students

12
Winners Advanced

\$ 1,050.00
Scholarships & Awards

\$ 120.00
Addl. Money Expended

MONETARY VALUE OF DISTRICT COMPETITION :

District Scholarships & Awards

\$ 0.00

District Additional Expenses

\$ 0.00



Questions?

adj@vfwsc.org

