

## **LEADERSHIP GUIDE CONTENTS**

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<b><u>January</u></b>	<b><u>February</u></b>	<b><u>June</u></b>	<b><u>July</u></b>	<b><u>October</u></b>	<b><u>November</u></b>	<b><u>December</u></b>
<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Membership Renewal Notice is sent out to members</li> <li>• Alpha Rosters are distributed to Commanders and Quartermaster</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Board &amp; 990-N information is sent out to Commanders and Quartermasters</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Board Report, 990-N, and Installation Forms are due to National</li> </ul>	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> Membership Renewal Notice is sent out to <b><u>ALL</u></b> members.</li> <li>• Alpha Rosters are sent out to Commanders &amp; Quartermasters</li> </ul>	<ul style="list-style-type: none"> <li>• Post Liability Insurance and Fidelity Bond information is sent out to Post Commanders and Quartermasters</li> </ul>	<ul style="list-style-type: none"> <li>• Liability Insurance is due to National on Nov. 1<sup>st</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Fidelity Bond is to National on December 31<sup>st</sup></li> </ul>

**Items Needed for Good Standing:**

1. Finance Board Report
2. Installation Form
3. 990-N Submission Receipt
4. Liability Insurance
5. Fidelity Bond

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**24 February 2019, 9:30 AM, Temple Ner Tamid, Peabody**

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**Opening Ceremonies**

- Commander's Remarks, Alan Lehman
- Adjutant's Report, Steve Ring
- Treasurer's Report, Ed Gustat
- Women's Auxiliary Report

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**Peabody Vets Council Report Jack Romo**

- Next meeting of Peabody Veterans Council is on March 13th at PAWV with the 2nd Corps as host
- At March meeting important discussion of plans for Memorial Day Parade which will be on May 27th. Right now there are 2 bands scheduled to march at parade.
- Want 4 or 5 more. PVC has funds to pay for 6 bands.
- JWV Post 220 has lead for Memorial Day parade. Cdr Lehman should attend March 13 meeting of PVC to be part of discussion and planning.
- PVC Commander Dunne creating a banner and coin for PVC participation in parades and recognition.
- Discussion about Memorial Day parade meals provided by DAV and JWV after parade activities at City Hall.
- Discussion held about needing attendance at Patriot's Day ceremony 10:00 AM on Washington St.
- 2nd Corps will hold ceremony on 13 April at St Peter's Church, Salem at 11:00 AM

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**Old Business**

- Memorial Week-end @ Kappy's Canning, Set-up Times & who will be working

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**New Business**

- Motion to Nominate JWV Post 211 National Judge Advocate Harvey Weiner, JWV National Commander 2019-2020
- May 1st Annual Holocaust Event Plans
- May 27 Memorial Day Parade

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**Good & Welfare**

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**Closing Ceremonies**

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**Officers**

- NSP Commander – Alan Lehman
- NSP Senior Vice – PDC Jacob Romo
- NSP Junior Vice – James Horwitz
- NSP Treasurer – Edward Gustat

- NSP Quartermaster – PPC Sydney Gold
- NSP Adjutant – Steve Ring
- NSP Chaplain – Elliot Hershoff

## Adjutant's Report, Minutes, JWV Sunday, Jan 24 Minutes

[Thanx to Larry Taitelbaum for taking minutes]

Meeting called to order by Senior VP Jack Romo at 9:30AM, January 27 2019, 11 attending. A small donation of \$2 was suggested to help with our breakfast meeting expenses.

1. Chaplain Elliot Hershoff presented the opening prayer
2. Adj. Steve Ring was out due to injury
3. Treasurer:
  - Ed Gustat reviewed finances.
4. Women's Aux report:
  - Donation Thank You letter from the VA Hospital for our recent donation was read to the group
5. Old business:
  - Kappy's has approved our 3-day canning eventful this year. Specific procedures and dates to be determined at our Feb. meeting.
  - Post 220 is sponsoring 6 tickets for the upcoming Brotherhood breakfast.
  - Flagging dates, procedures and assignments to be discussed at the next meeting (Feb).
6. New business:
  - A membership campaign at Brooksby Village should wait till the spring when most "Snowbirds" return.
  - Members are encouraged to contact their respective Temples and initiate membership interest.
  - Post 220 digital content is being developed with our own FB page and email address for communications. Should be up next month.
  - Future programing with Jewish American content is requested to increase interest in meetings and boost attendance.
7. Program:
  - A video documentary on Jewish participation in US wars from the National Museum of American Jewish Military History was obtained by Barry Lischinsky and shown at the meeting.
8. Calendar:
  - A request to consider purchasing Israeli bonds with our Savings account as an investment was introduced. Since a quorum was not present to vote on the measure, it will be re-introduced at the next meeting.
  - Flagging dates and responsibilities to be discussed at the Feb. meeting.
  - Feb. 10th Brotherhood Breakfast.
9. Good and Welfare: Meeting adjourned at 11:15

## Checklist to Keep Your Echelon in Good Standing and Thriving

*Keep this list with your echelon's books and financial records and check it monthly.*

### THE MUST DO'S

*Items that must be sent to National HQ annually to remain in good standing.*

#### 1. Installation Form (AKA The Warrant):

<b>Description</b>	List of Officers and their <b>contact information</b> , as well as your monthly meeting location/time and the designated address for mailing checks and rosters.
<b>Purpose</b>	Communication! The Membership Department uses your Warrant for all contact needs: who to call about echelon meetings, where to send checks, who is involved with a particular program, who is the best contact person when a veteran wants to learn about your echelon. Departments and Councils use the Warrant for communication and organization purposes, too.
<b>Submitting</b>	Elections are held between January and April. The Installation must occur within 60 days of the election. Therefore, all Installation Forms should be sent <b>between January and June</b> ANNUALLY.
<b>Constitution &amp; ByLaws Reference</b>	<i>Bylaws</i> , Articles VII - IV
<b>Staff Contact</b>	Harrison Heller, Membership Coordinator <a href="mailto:hheller@jwv.org">hheller@jwv.org</a> or 202-448-5411

Download the form: [https://www.jwv.org/wp-content/uploads/Post installation form.pdf](https://www.jwv.org/wp-content/uploads/Post%20installation%20form.pdf)

#### 2. Financial Board Report (AKA FB Report):

<b>Description</b>	More or less a financial checklist, the FB Report outlines an echelon's income, expenses, donations, fundraising and taxes.
<b>Purpose</b>	The FB Report is the primary tool the Finance Board Committee uses to fulfill its purpose - to "supervise the annual accounting, fundraising, depositing and spending of funds; and alienation of other assets." In other words, to audit the financial status of the organization and ensure its compliance with IRS and Federal laws.
<b>Submitting</b>	The Report is sent to QM/Cmdrs by February. It must be completed and returned to National HQ.
<b>Constitution &amp; ByLaws Reference</b>	<i>ByLaws</i> , Article II, Sections 4 - 5
<b>Staff Contact</b>	Harrison Heller, Membership Coordinator <a href="mailto:hheller@jwv.org">hheller@jwv.org</a> or 202-448-5411

Download the form: <https://www.jwv.org/wp-content/uploads/2020/01/2020-Finance-Board-Report.pdf>

3. **990-N Receipt/Copy of 990 Submission:**

<b>Description</b>	Proof that your echelon filed its 990, 990EZ, or 990N for the most recent tax year.
<b>Purpose</b>	As a 501c4 (NOT 501c3), JWV must comply with IRS tax rules to remain a tax-exempt Veteran Service Organization. EVERY echelon must file the tax form 990 annually. Simply put, if we do not file, we lose our status.
<b>Submitting</b>	A copy of the 990N confirmation email or copy of the 990/990EZ paper submission must accompany your completed FB Report.
<b>Constitution &amp; ByLaws Reference</b>	<i>ByLaws</i> , Article II, Sections 4 – 5
<b>Staff Contact</b>	Harrison Heller, Membership Coordinator <a href="mailto:hheller@jwv.org">hheller@jwv.org</a> or 202-448-5411

**For more info about Filing your 990, visit:** <https://www.irs.gov/Charities-&-Non-Profits/Annual-Electronic-Filing-Requirement-for-Small-Exempt-Organizations-Form-990-N-e-Postcard>

**Tutorial Guide: Filing Tax Form 990-N:** <https://www.jwv.org/wp-content/uploads/990n-form-user-guide.pdf>

4. **Fidelity Bond:**

<b>Description</b>	The Fidelity Bond is insurance for your treasury. It is contracted by the Insurance Committee and sold to every echelon on an annual basis. It is both a JWV Constitutional requirement and IRS requirement.
<b>Purpose</b>	The Bond's purpose is to protect and cover the funds collected, held and disbursed by every echelon.
<b>Submitting</b>	A bill is generally mailed in December and payment is due by February. If payment is not received, the amount will be deducted from the echelon's Per Capita Refund Checks.
<b>Constitution &amp; ByLaws Reference</b>	<i>ByLaws</i> , Article VI, Section 9
<b>Staff Contact</b>	Christy Turner, Assistant to National Director & National Commander, <a href="mailto:cturner@jwv.org">cturner@jwv.org</a> or 202-265-6280 x417

5. **Proof of Liability Insurance:**

<b>Description</b>	The Insurance Committee recommends that every echelon insure itself for accidents and damages.
<b>Purpose</b>	Liability insurance helps your echelon stand strong through challenging situations such as accidents, injuries or damages.
<b>Submitting</b>	Proof of insurance should be supplied with annual FB Report.
<b>Constitution &amp; ByLaws Reference</b>	<i>ByLaws</i> , Article VI, Section 9
<b>Staff Contact</b>	Christy Turner, Assistant to National Director & National Commander, <a href="mailto:cturner@jwv.org">cturner@jwv.org</a> or 202-265-6280 x417

## THE SHOULD-DO'S

*Items that should be sent to National HQ to keep your echelon thriving.*

### 6. Dues Structure Update:

<b>Description</b>	Update the amount your echelon is refunded per member for the next member year. (e.g. a member's \$50 annual dues yields \$35 for National, \$5 for the Department, and \$10 for the Post)
<b>Purpose</b>	Membership dues are divided between National, Departments, Councils (if applicable), and Posts. If an echelon wishes to change its portion of the dues, it must complete the Dues Structure Update BEFORE National HQ's fiscal year begins on July 1.
<b>Submitting</b>	The form is sent to Cmdr/QMs between April and June, to be completed by July. <b>All dues for the next fiscal year are set and final as of July 1.</b>
<b>Constitution &amp; ByLaws Reference</b>	<i>ByLaws</i> , Article II, Section 1 – 2
<b>Staff Contact</b>	Harrison Heller, Membership Coordinator <a href="mailto:hheller@jwv.org">hheller@jwv.org</a> or 202-448-5411

### 7. Roster Updates:

<b>Description</b>	Send roster updates and changes to the Membership Department. Common changes include: <ul style="list-style-type: none"> <li>○ Address, phone number and email updates</li> <li>○ Deaths</li> <li>○ Transfers</li> <li>○ Post contact information</li> </ul>
<b>Purpose</b>	Unless a member or member's family reports changes to National HQ, National will not know of membership changes. To keep accurate records and to avoid unnecessary spending on postage, HQ relies on echelons to send member updates.
<b>Submitting</b>	Send updates as needed, at least twice per year.
<b>Constitution &amp; ByLaws Reference</b>	<i>Constitution</i> , Article IV, Sec. 1
<b>Staff Contact</b>	Send updates via mail, email or fax, Attn: Membership Department: <b>1811 R St NW, Washington, DC 20009</b> <a href="mailto:hheller@jwv.org">hheller@jwv.org</a> <b>Fax: (202) 234-5662</b>

*Note, you should also send roster updates to your Department Quartermaster, especially if the Department sends regular mailings.*

8. **Delegate Form:**

<b>Description</b>	Delegates represent a Post at the Annual National Convention. Each Post receives one delegate per 10 members. The Delegate Form indicates how many delegates the Post is eligible to send.
<b>Purpose</b>	To identify who from your Post will represent the Post at the National Convention.
<b>Submitting</b>	National HQ sends the Form to Post Cmdrs in May/June. The Post must return the Form at least 15 days before National Convention.
<b>Constitution &amp; ByLaws Reference</b>	<i>Constitution</i> , Article V, Sec. 4
<b>Staff Contact</b>	Send via mail, email or fax, Attn: Membership Department to: <b>1811 R St NW, Washington, DC 20009</b> <a href="mailto:membership@jwv.org">membership@jwv.org</a> Fax: (202) 234-5662

**EXPLORE*****Learn more about managing a Post:***

- **Chartering and naming a Post:** *Constitution*, Article X, Sections 1 – 2
- **Opening a Post:** *ByLaws*, Article IX, Sections 1 – 2
- **Understanding Membership:** *Constitution*, Article IV; *ByLaws*, Article I
- **Understanding Patron Donors:** *Manual of Ceremonies*, Part III, p. 36
- **Elections, Officers, Officer Duties:** *ByLaws*, Article IX, Sections 5 – 10, 12; *Manual of Ceremonies*, Part III
- **Conducting meetings:** *ByLaws*, Article IX, Section 11; *Manual of Ceremonies*, Part I
- **Setting Post rules and Constitution:** *ByLaws*, Article IX, Section 12
- **Merging or Dissolving a Post:** *ByLaws*, Article IX, Sections 3, 4, 14
- **A down-to-earth guide for running a Post and understanding JWV programs:** *JWV Program Guide*
- **Recruiting Members:** <https://www.jwv.org/membership/for-members/recruitment/>

***All guides are available for free download at [www.jwv.org](http://www.jwv.org):***

- *The Constitution and ByLaws:* <https://www.jwv.org/wp-content/uploads/2019/09/Constitution-and-Bylaws-for-web-August-2019.pdf>
- *The Manual of Ceremonies:* <https://www.jwv.org/wp-content/uploads/2020/01/Manual-of-Ceremonies-for-Web-2020.pdf>
- *The Program Guide:* <https://www.jwv.org/membership/for-members/program-guide/>

***Purchase a bound copy of all three guides through National HQ:***

Contact Communications Coordinator Iryna Apple at (202) 265-6280 x103 or [iapple@jwv.org](mailto:iapple@jwv.org) to order today. Large-print editions are available.



# Jewish War Veterans of the USA • Post Installation Form 8

Please return this form to National Headquarters after the installation of Officers for the year \_\_\_\_\_

Mail: Jewish War Veterans  
1811 R Street, NW • Washington, DC 20009

E-Mail: membership@jvw.org  
Fax : (202) 234-5662

The following officers of \_\_\_\_\_

Post Name and Number  
were installed by me on this date: \_\_\_\_\_

Name and Title of Installing Officer \_\_\_\_\_

Signature \_\_\_\_\_ or Digital Signature

**Commander:** \_\_\_\_\_ **Quartermaster:** \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

**Sr. Vice Commander:** \_\_\_\_\_ **Adjutant:** \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

**Jr. Vice Commander:** \_\_\_\_\_ **Chaplain:** \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

**Judge Advocate:** \_\_\_\_\_ **Name and Address of Individual to whom refund checks and rosters should be sent:**

Address \_\_\_\_\_ **Name:** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

**if needed, please use page 2 to list additional officers**

Post Meeting Time and Location

**Don't forget to sign before faxing or mailing**



# Jewish War Veterans of the USA • Post Installation Form<sup>9</sup>

Mail: Jewish War Veterans  
1811 R Street, NW • Washington, DC 20009

E-Mail: membership@jwv.org  
Fax : (202) 234-5662

### NMI Representative

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zipcode \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail \_\_\_\_\_

### Other Officers/Chairman

Title \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zipcode \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail \_\_\_\_\_

### Other Officers/Chairman

Title \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zipcode \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail \_\_\_\_\_

### Other Officers/Chairman

Title \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zipcode \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail \_\_\_\_\_

### Other Officers/Chairman

Title \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zipcode \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail \_\_\_\_\_

### Other Officers/Chairman

Title \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zipcode \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail \_\_\_\_\_

**Remarks:**

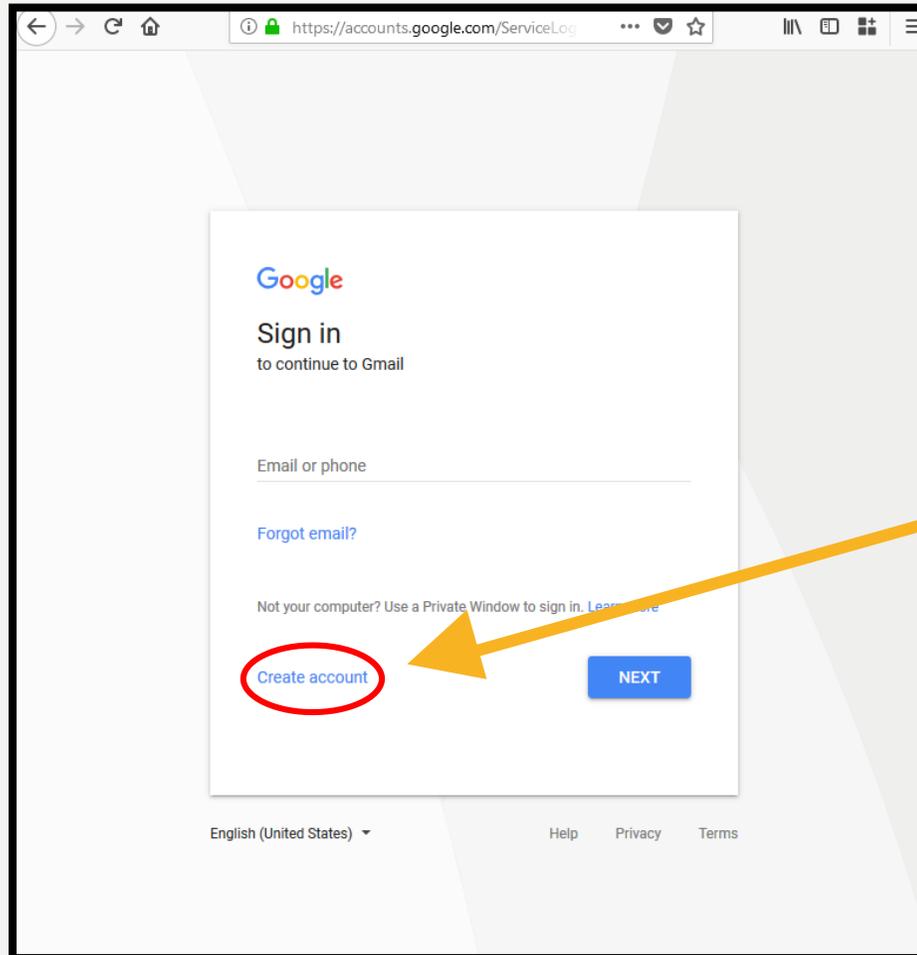
**Don't forget to sign before faxing or mailing**



# **CREATING A GMAIL ACCOUNT**

**EASY TO USE EMAIL ACCOUNT FOR POST  
LEADERSHIP TO COMMUNICATE WITH THEIR  
MEMBERS!**

# SETTING UP YOUR ACCOUNT



- Go to [www.gmail.com](https://www.gmail.com)
  - If you have a Gmail account, make sure to log out of your account.
- Click *Create Account*

# SETTING UP YOUR ACCOUNT

- Use your Post Name for first name and last name.
- Examples for Username:
  - [JVVPst100@gmail.com](mailto:JVVPst100@gmail.com)
  - [Post100JVVP@gmail.com](mailto:Post100JVVP@gmail.com)
  - [\(Location\)Post100@gmail.com](mailto:(Location)Post100@gmail.com)
- Create a Password that is easy to remember. Feel free to write it down and keep it with Post Leadership.
  - To view what you are typing as your password, click the **eye** to view the password.
- Share Email with National
- Share Email and Password with Post Leadership.
  - When leaving office, share Email and Password with new Post Leadership

Google

## Create your Google Account

to continue to Gmail

First name  Last name

Username  @gmail.com

You can use letters, numbers & periods

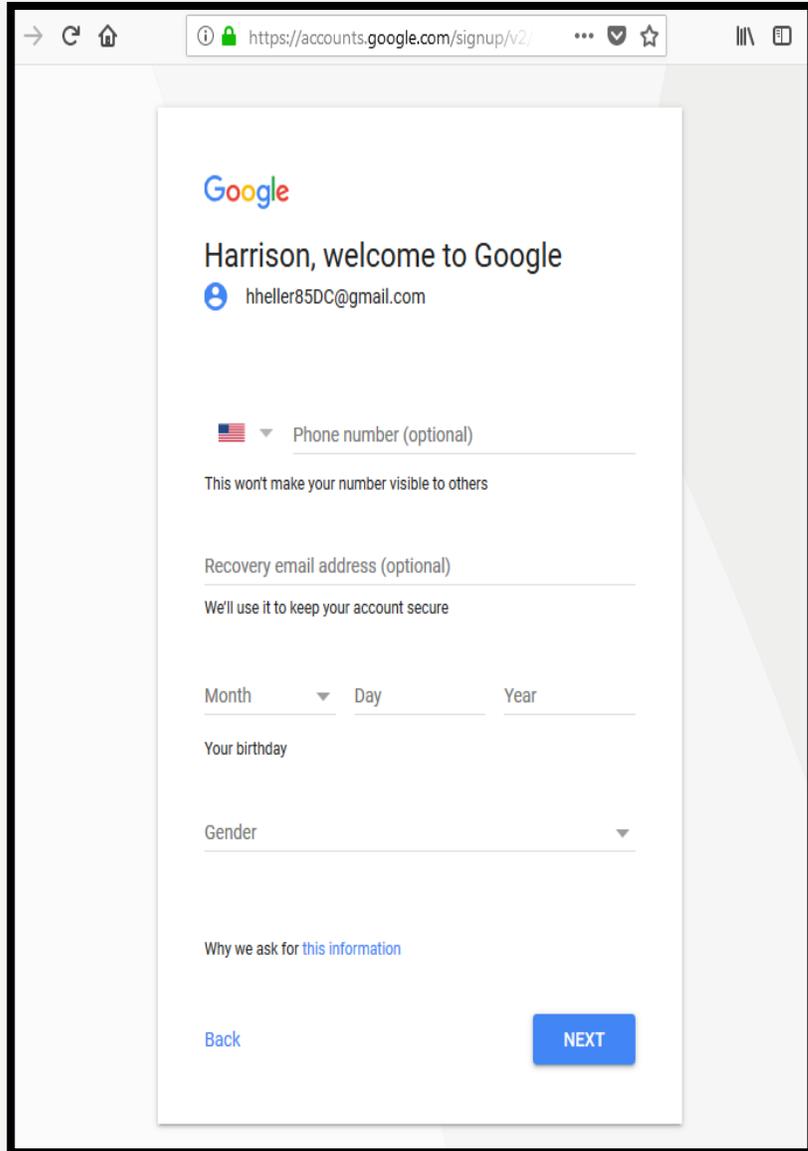
Password  Confirm password  

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#) [NEXT](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

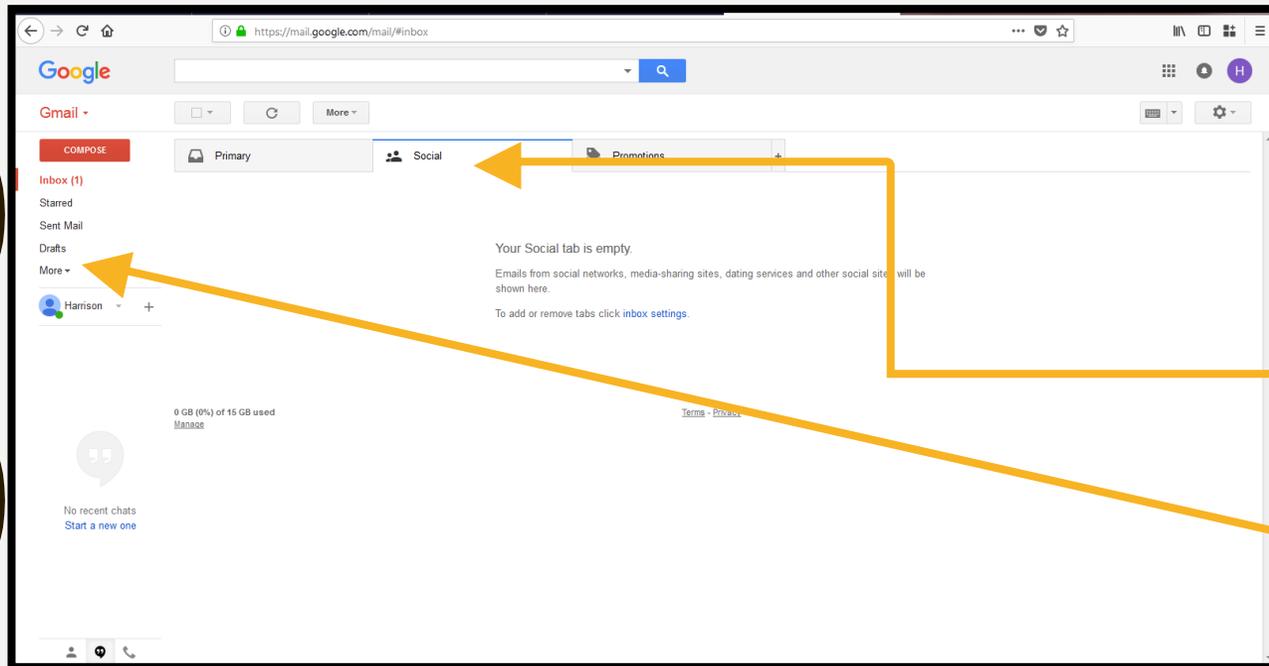
# SETTING UP YOUR ACCOUNT



The screenshot shows the Google account setup page for Harrison. The page is titled "Harrison, welcome to Google" and shows the email address "hheller85DC@gmail.com". The page includes several optional fields: "Phone number (optional)" with a dropdown for country (USA) and a note "This won't make your number visible to others"; "Recovery email address (optional)" with a note "We'll use it to keep your account secure"; "Your birthday" with fields for "Month", "Day", and "Year"; and "Gender" with a dropdown menu. At the bottom, there is a "Back" link and a blue "NEXT" button. A link "Why we ask for this information" is also present.

- The phone number and alternate email address are optional. Leave these fields blank.
  - If you wish to fill in these fields, this would be for forgetting the password, make sure that the new commander (or person in charge of the email), changes these fields to the newly installed officer in-charge.
- For birthday, fill in the birthday of your Post 😊 (Required field)
- Gender is also a required field.
- The next screen is the License of Terms.
  - Scroll to the bottom to click Agree.
  - After agreeing, your email account is set-up and ready to use.

# YOUR GMAIL ACCOUNT AND SOCIAL MEDIA



- If you have a social media account (Facebook, Twitter, Instagram), use your new Gmail account for those email addresses/login, on those individual webpages.
- All those emails should be funneled to the *Social* tab.
- When checking your Gmail account, make sure to check all the tabs and your Spam folder. (Click *More*)

# GENERAL EMAIL SAFETY

- Do not open emails from email addresses you do not recognize.
- Do not share financial information, credit card numbers, bank account information via email.
  - (Unless email your Post's Financial Board Report to National)
- When opening an email from a supposed credible email address, do not click the links. Make sure to read the body of them email carefully, and check the email address.
  - A bank, a charity, or government entity, will NEVER ask you for your account information through email.
- Make sure to check your SPAM folder. Some emails from reliable, and safe, websites do end up in this folder.



# THINGS TO LOOK FOR

Attn: Your-150 Dollar Prime Credit Expires on 12/28. Shopper: [redacted] Spam x

Amazon Update <AmazonUpdate@efficaciouscrbays.xyz> to me

Why is this message in Spam? It's similar to messages that were detected by our spam filters. [Learn more](#)



The Amazon Marketplace

-----SHOPPER/MEMBER:4726  
-----DATE-OF-NOTICE: 12/22/2015

Hello Shopper: [redacted]@gmail.com! To show you how much we truly value your years of business with us and to celebrate the continued success of our Prime membership program, we're rewarding you with-\$100 in shopping points that can be used on any item on our online shopping site! (this includes any marketplace vendors)

In order to use this-\$100 reward, simply go below to get your-coupon-card and then just use it during checkout on your next purchase. That's all there is to it!

[Please visit-here now to get your reward](#)

\*\*\*DON'T WAIT! The Link Above Expires on 12/28!

- Strange email address
- Incorrect Logo
- Most emails would have the account holders name, not email
- Poor grammar
- Suspicious link (Hover cursor over the link. DO NOT CLICK! Hovering will show the link address.)
- Sense of urgency

# SHARE EMAIL ADDRESS WITH



- National Office
- Department Commander
- Community Organizations:
  - Local Synagogues & Temple Youth Groups
  - Chabads
  - Local JCC/Jewish Federation
  - Nearby Jewish or National Cemeteries
  - Local VA Hospital
  - Boy Scout Troops
  - Local Historical Society
  - Schools/Universities
  - Hillel at nearby university
    - [Find a Local Hillel](#)

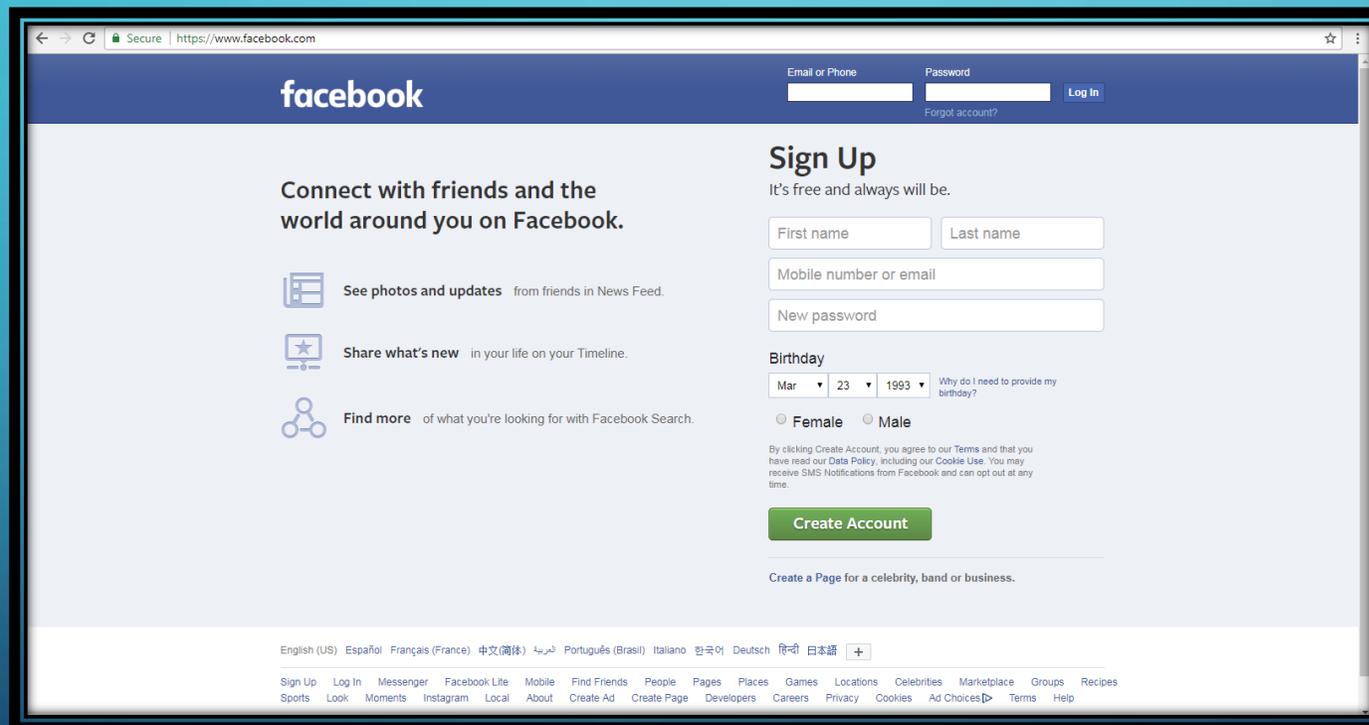
# CREATING A FACEBOOK PAGE

EASY STEP-BY-STEP DIRECTIONS TO MAKE YOUR DEPARTMENT AND POSTS...  
FACEBOOK OFFICIAL!



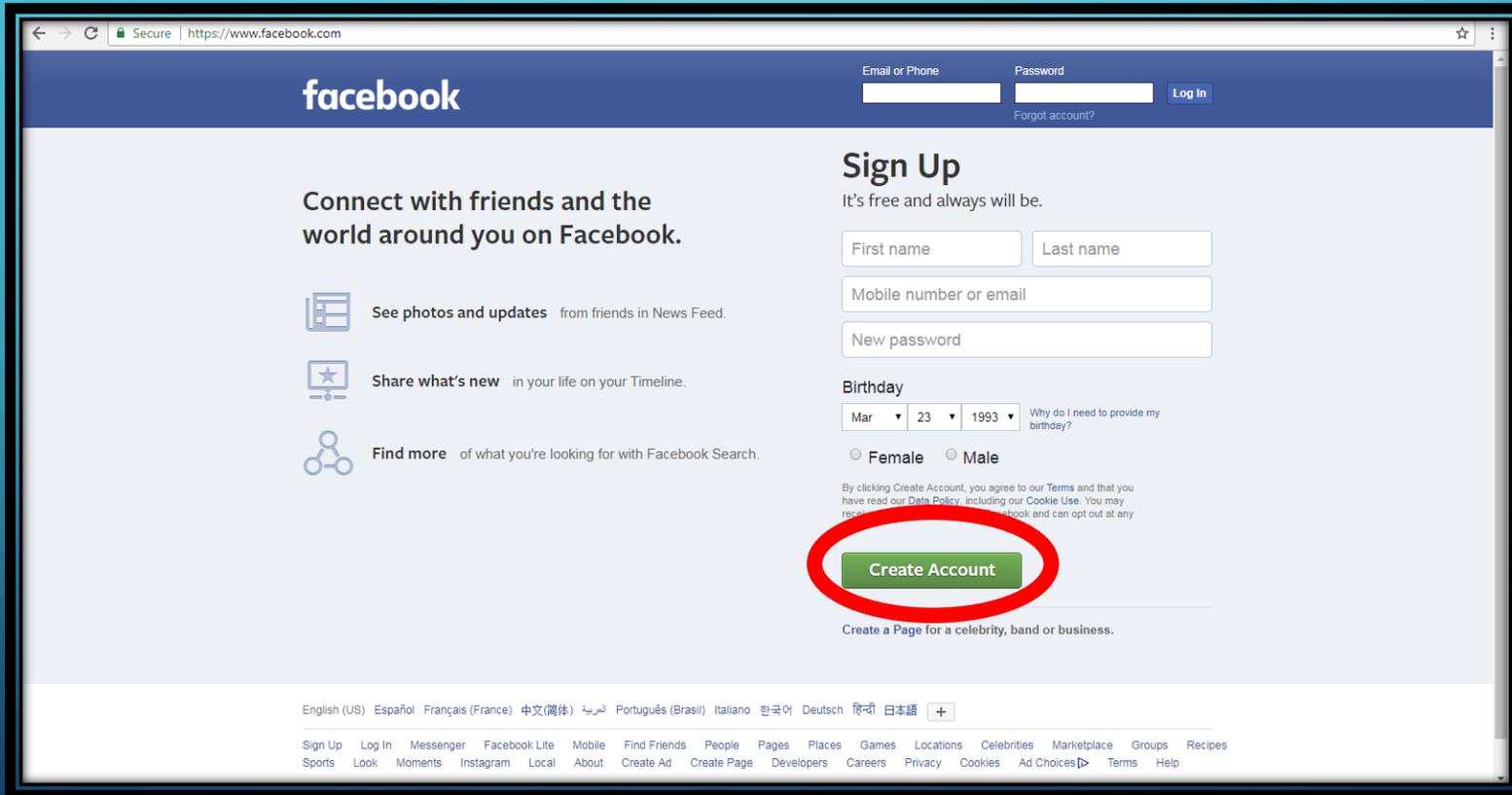
# STEP 1:

- Go to <http://www.facebook.com>



## STEP 2:

- Fill in the information in the *Sign Up* box. (Use the generic department email address)
  - If you do not have one, follow the links on the next slide.
- Click on *Create Account*



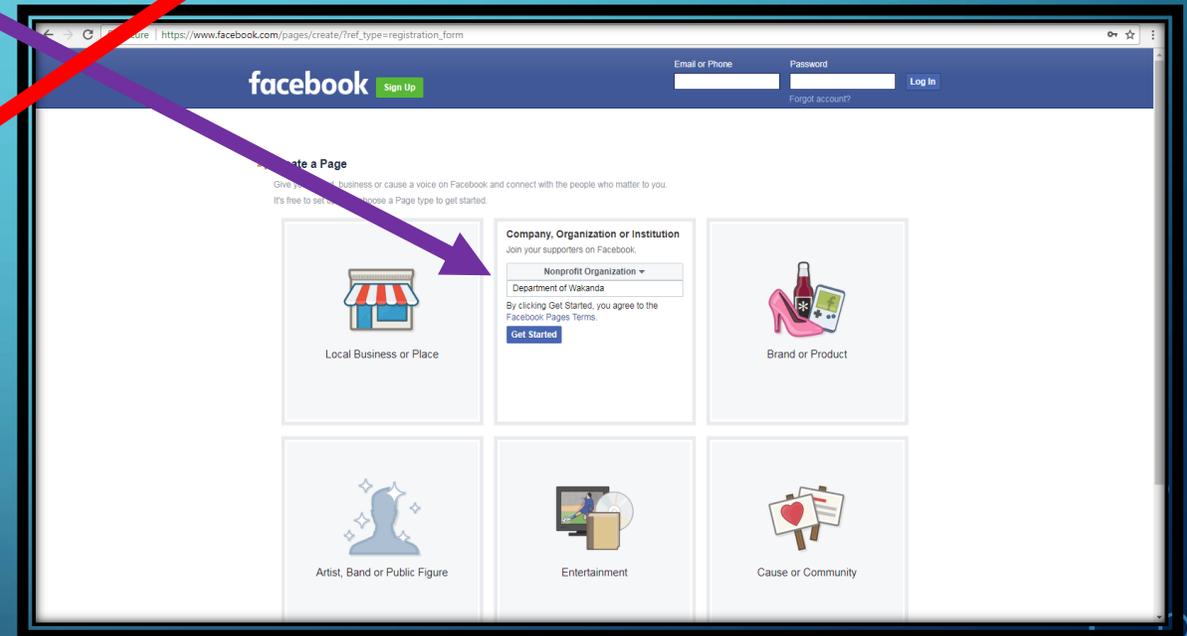
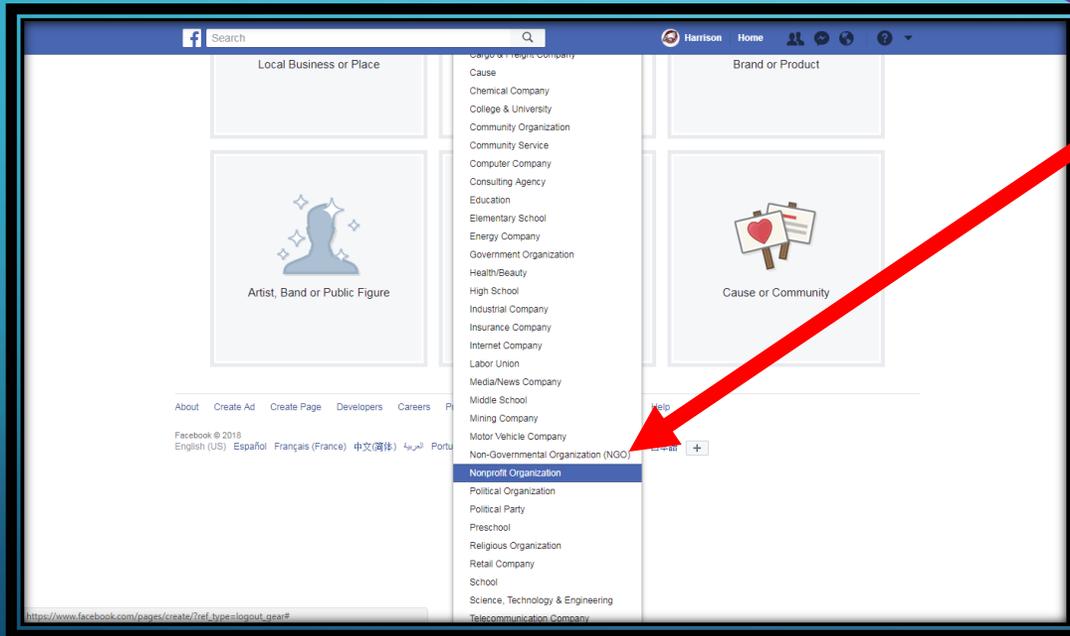
The screenshot shows the Facebook sign-up page. The browser address bar displays "Secure | https://www.facebook.com". The page header includes the Facebook logo, a search bar, and a "Log In" button. The main content area is divided into two columns. The left column features the text "Connect with friends and the world around you on Facebook." followed by three icons: a photo icon for "See photos and updates from friends in News Feed.", a star icon for "Share what's new in your life on your Timeline.", and a search icon for "Find more of what you're looking for with Facebook Search.". The right column is titled "Sign Up" and contains the text "It's free and always will be." Below this are input fields for "First name", "Last name", "Mobile number or email", and "New password". A "Birthday" section includes dropdown menus for month (Mar), day (23), and year (1993), with a link "Why do I need to provide my birthday?". There are radio buttons for "Female" and "Male". A red circle highlights the "Create Account" button. Below the button is a link for "Create a Page for a celebrity, band or business.". The footer contains a language selector and a navigation menu with links such as "Sign Up", "Log In", "Messenger", "Facebook Lite", "Mobile", "Find Friends", "People", "Pages", "Places", "Games", "Locations", "Celebrities", "Marketplace", "Groups", "Recipes", "Sports", "Look", "Moments", "Instagram", "Local", "About", "Create Ad", "Create Page", "Developers", "Careers", "Privacy", "Cookies", "Ad Choices", "Terms", and "Help".

## STEP 2A: CREATING A GENERIC DEPARTMENT EMAIL

- This email address should be shared with current and future Post/Department Leadership.
- This is a great way to reach out to your members and allow them to contact you easily and more efficiently.
- Another advantage...prospective members will be able to contact you.
- Use Gmail to create your email address: [www.gmail.com](http://www.gmail.com)
- Share this email address with National and we will post it on the new website in the Post Locator tool.

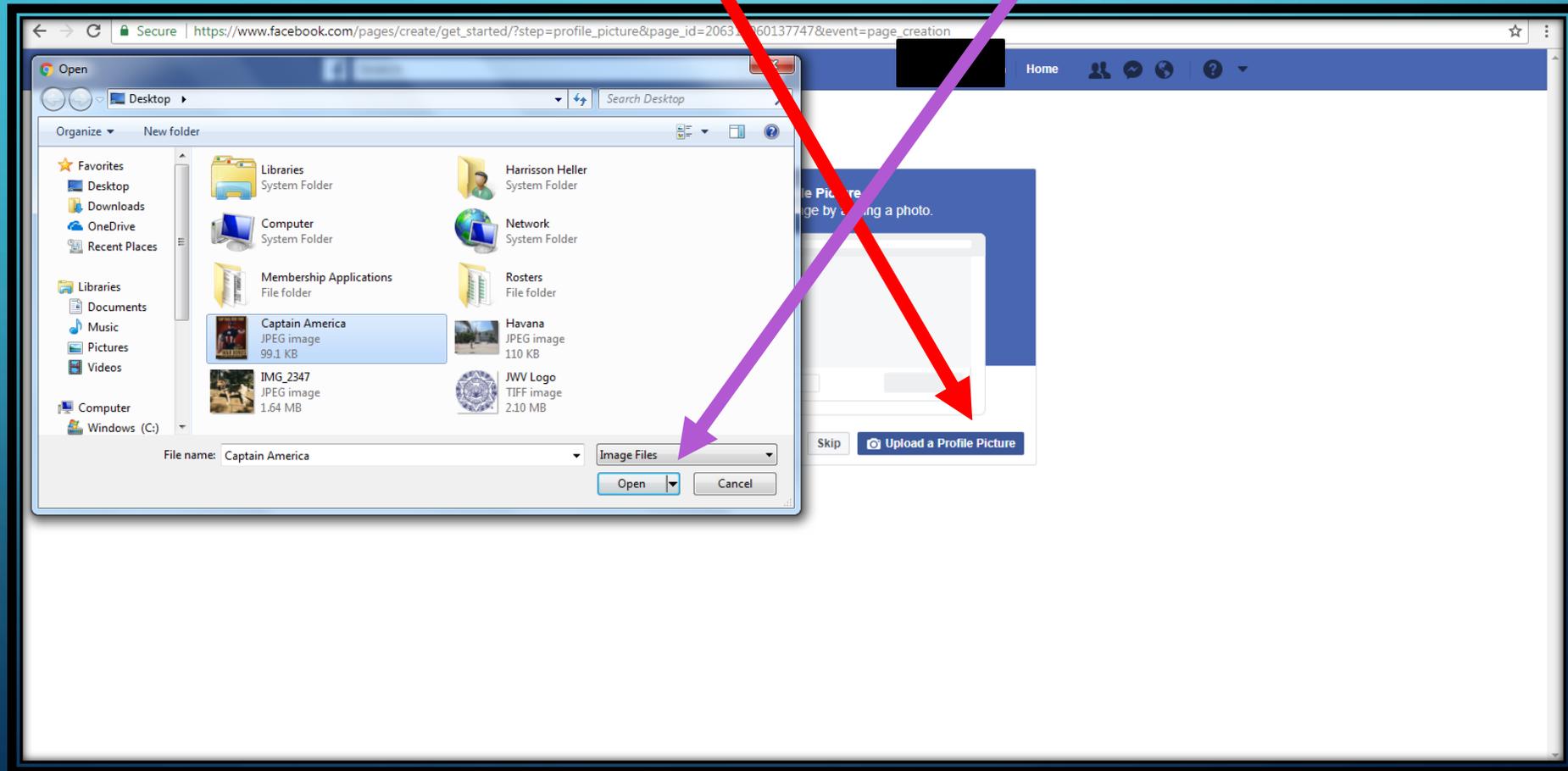
## STEP 3:

- Click on *Company, Organization, or Institution*
- On the dropdown menu, select *Nonprofit Organization*, then name your organization and click *Get Started*



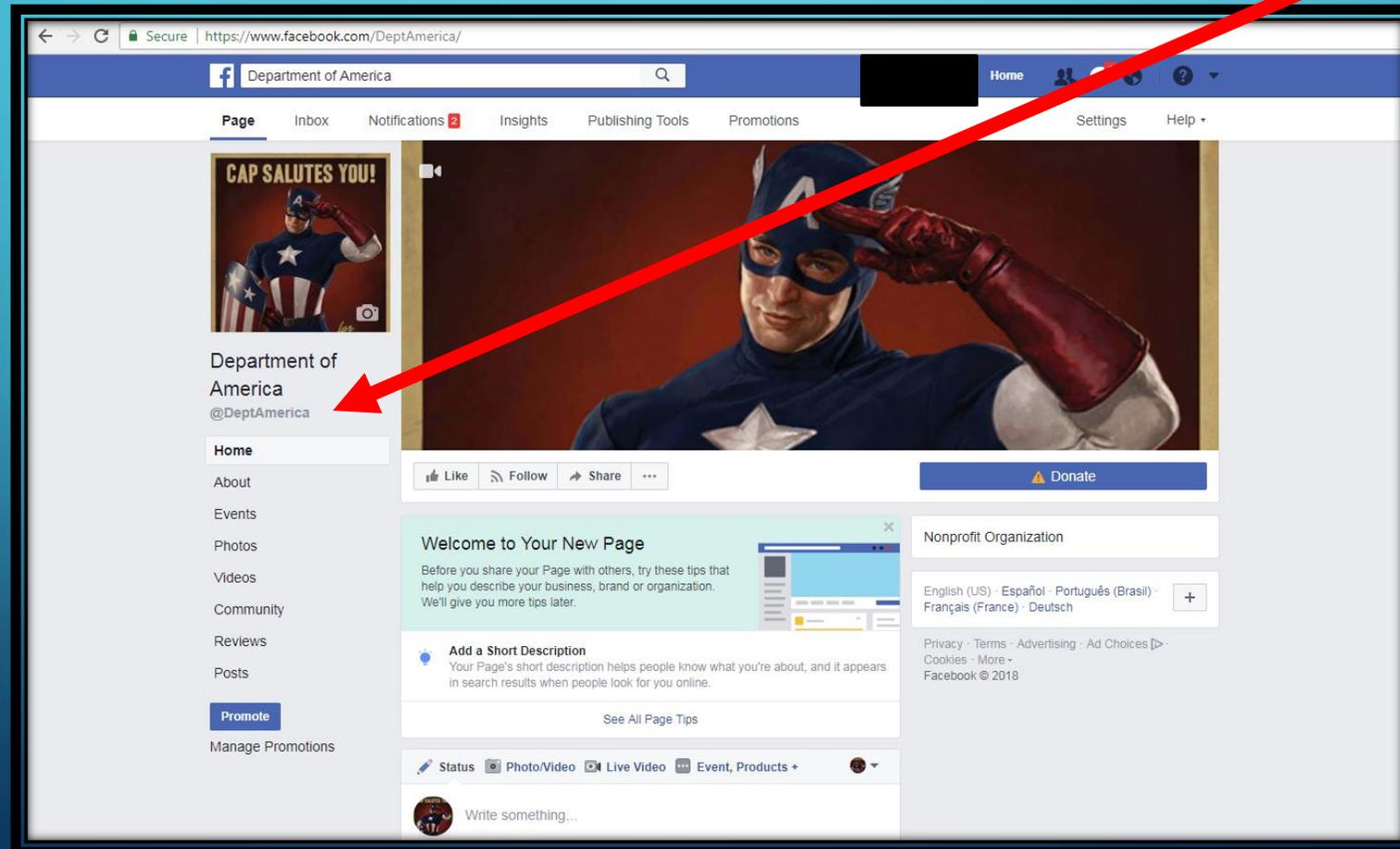
## STEP 4:

- Click on *Upload a Profile Photo*
- Select an image for your Post/Department from your computer
- After you selected your image, click *Open*

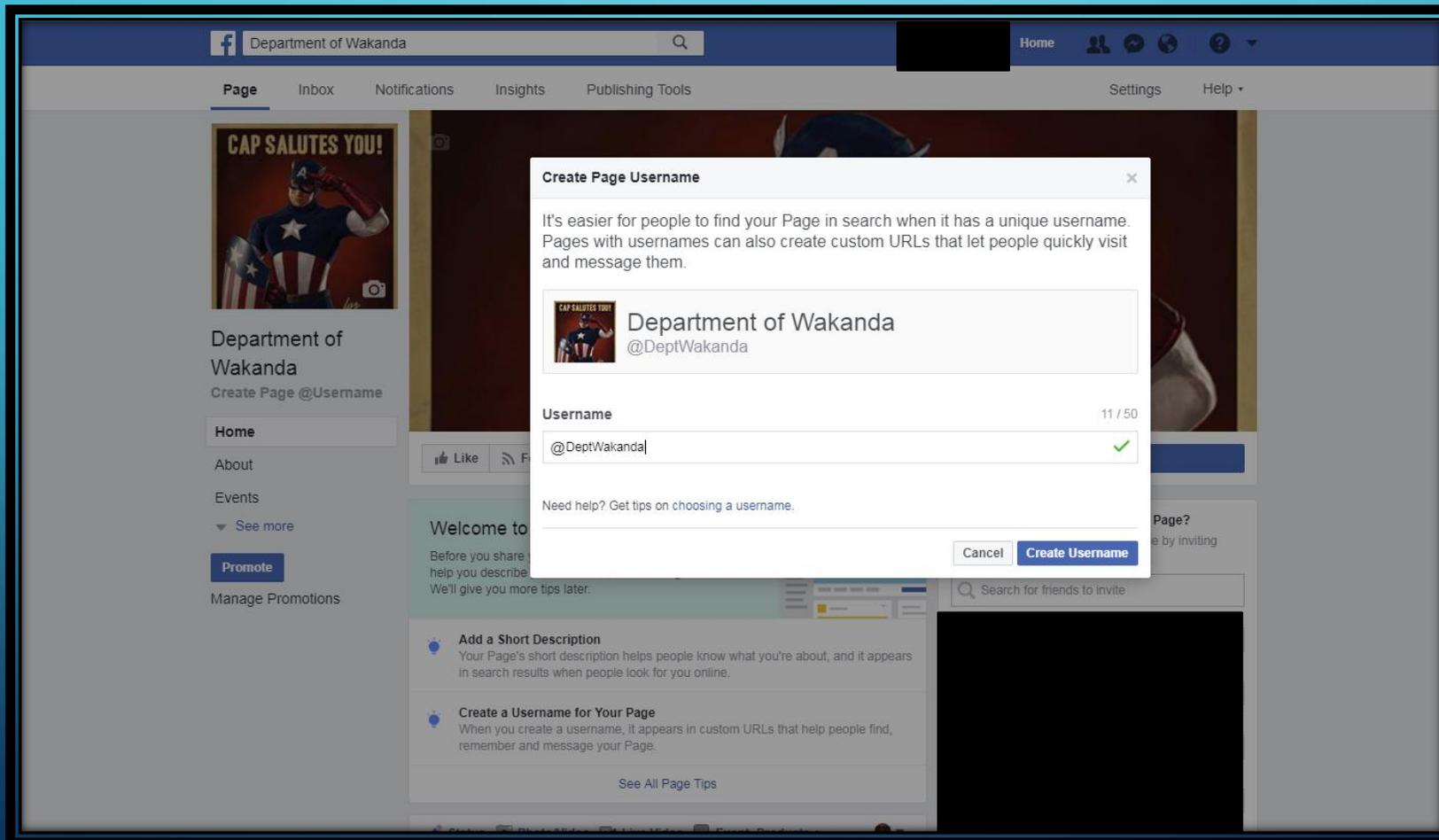


## STEP 5:

- Upon completing set-up, little windows will appear to show you the features of your page.
- To share the direct link (for pictures and/or postings) your page, click on the gray link on the left

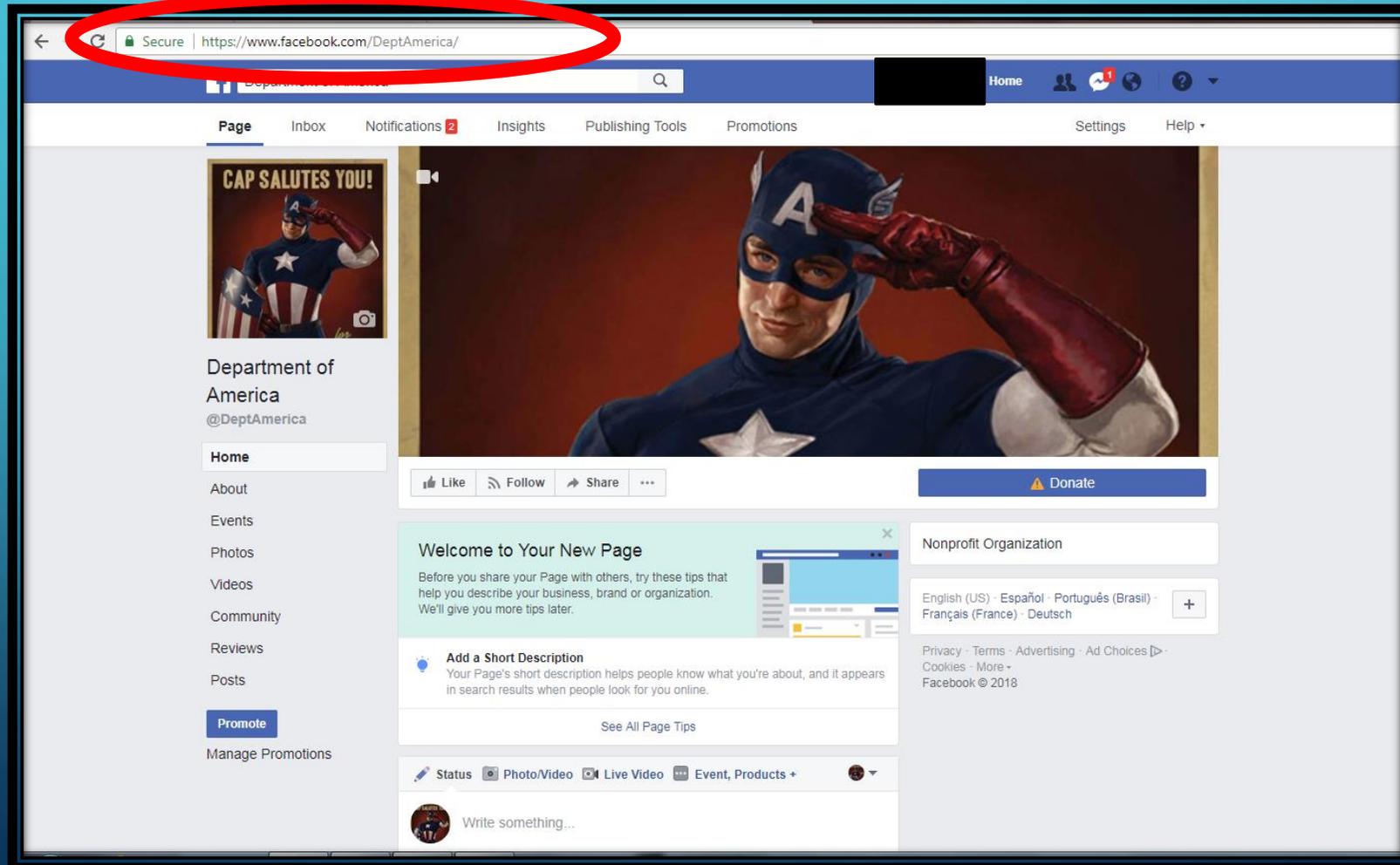


- 5A:**
- This link will enable Post Members, Family Members, Event Attendees, Prospective Members (IF THEY HAVE FACEBOOK) to share their pictures and comments with your page.



## STEP 6:

- To share your Facebook Page's direct web address, go to the *Search Bar* and copy and paste the address into an email to Post/Department Leadership
- Also share this address with National



# SOCIAL MEDIA SAFETY

- In the light of Facebook sharing your data, some important things to take note of:
  - Do not post/share personal information
  - Do not post/share anything that looks suspicious or has a link that you do not trust
  - Do not link to third party groups or apps that you do not trust
  - Check your privacy settings (Go to next slide)
  - If it looks suspicious, do not share or *Like* it (Thumbs up icon)
- Apps or Groups that are great resources
  - Instagram (if you have one)
  - Anything JWV related!
  - Reliable news sources or your local media
- Things to share on your page:
  - Official JWV posts
  - Events happening in your Post and Department
  - Veteran related news
  - Pictures and/or videos of your events
  - Your Post/Department schedule
- Feel free to contact National if you have ANY questions and ask for *Membership*



# CHECKING YOUR PRIVACY SETTINGS

- Click on *Settings*
- To edit any of the settings, click on *Edit* in each line item.

The screenshot shows the Facebook Page Settings interface for 'Department of America'. A red arrow points from the 'Settings' tab in the top navigation bar to the 'Settings' section. A purple arrow points from the 'Edit' link in the 'Age Restrictions' row to the 'Edit' link in the 'Page Moderation' row. The 'Settings' section is highlighted with a purple border.

Setting Category	Setting Name	Current Value	Action
General	Page Visibility	Page unpublished	Edit
	Page Verification	Page is not verified	Edit
	Visitor Posts	Anyone can publish to the Page Post moderation is turned on	Edit
	News Feed Audience and Visibility for Posts	The ability to narrow the potential audience for News Feed and limit visibility on your posts is turned off	Edit
	Messages	People can contact my Page privately.	Edit
	Tagging Ability	Only people who help manage my Page can tag photos posted on it.	Edit
	Others Tagging this Page	People and other Pages can tag my Page.	Edit
	Page Location for Frames	Other people can use your Page's location for photo and video frames.	Edit
	Country Restrictions	Page is visible to everyone.	Edit
	Age Restrictions	Page is shown to everyone.	Edit
	Page Moderation	No words are being blocked from the Page.	Edit
	Profanity Filter	Turned off	Edit
	Similar Page Suggestions	Choose whether your Page is recommended to others	Edit
	Page Updates	Page posts are automatically published when you update Page info, reach milestones, receive reviews and more.	Edit
	Post in Multiple Languages	Ability to write posts in multiple languages is turned off	Edit
	Translate Automatically	Your posts may show translations automatically for people who read other languages	Edit
	Comment Ranking	Most recent comments are shown for my Page by default.	Edit

# Facebook Privacy Settings

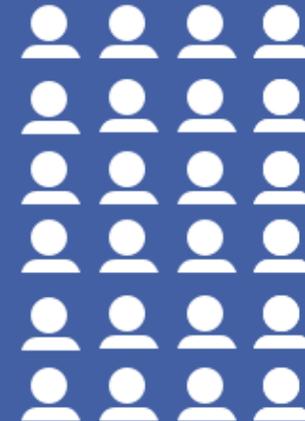
29

Do you know who you're sharing with on Facebook?

Learn more about the different sharing options below.

## Public

This is the least secure privacy setting. It shares information with everyone on Facebook.



## Friends

This is the most common option, sharing with everyone you've added as a friend.



## Lists

You can share with **lists** of friends to help keep sensitive information from some people.



## Only me

Anything shared with this option will only be visible to you.



# ENJOY YOUR PAGE!



- If there is anything we can do to help you, please contact us.
- Also, make sure you are updating the page monthly. Keep your members and community up-to-date with what is going on.
- Share what other Posts are doing. This is a great way to see what other Posts and Departments are doing. A great way to share ideas with your fellow comrades!







# The Jewish Veteran

*A Jewish Voice for Veterans and a Veteran's Voice for Jews*

## Submission Guidelines for *The Jewish Veteran*

Thank you for your interest in *The Jewish Veteran*. Our publication comes out quarterly and is read by over 10,000 readers! Please look over the following guidelines and questions to ensure that your article may be considered for publication.

### Guidelines

1. We are looking for stories about activities and programs at your local post, stories that address veteran's and/or Jewish issues, a D'var, and Op-eds. Ideally, these should not be longer than 350 words in length.  
Please contact us first at [Editor@jvw.org](mailto:Editor@jvw.org) if you wish to submit something longer.
2. Stories of post activities and programs must include photos in a jpg or tiff format, submitted along with the article. We prefer "action shots" as opposed to static group photos, if possible. **Photo captions are necessary.** *Do not include the caption in the photo name, but send the caption in an email or word document.* We need to know the 5 W's: Who, What, When, Where, and Why. Please include people's titles and positions in JWW.
3. Each submission must be sent by email to [Editor@jvw.org](mailto:Editor@jvw.org). (*The Jewish Veteran* does not accept handwritten submissions).

### Frequently Asked Questions

- *I found an article from another news source that would be great for **The Jewish Veteran**. How can I submit it?*  
Please send an email with a link to the article to [Editor@jvw.org](mailto:Editor@jvw.org). If we decide to re-publish it, we will reach out to the original source to get reprint rights.
- *My article or story is worded differently than when I sent it in. What happened?*  
**The Jewish Veteran** reserves the right to edit any article for language, grammar, and/or to meet space requirements.
- *Will my submission make it into **The Jewish Veteran**?*  
We cannot guarantee any submission will be published.



## JEWISH WAR VETERANS OF THE UNITED STATES of AMERICA Membership Committee

### Jewish War Veterans of USA a Recruiting Tool from the JWV Tool Box

#### Recycle Your Copy of *"The Jewish Veteran"*:



JWV NY Post 105

By now you should have finished reading the current edition of the *"The Jewish Veteran."* Please do not trash it, recycle it. Start by removing your personal mailing address from the newspaper. Then pass the newspaper along so that another Veteran can read and benefit from it. There are many excellent articles in *"The Jewish Veteran"* that will spark a Veteran's interest.



Another form of recycling *"The Jewish Veteran"* is to ask the leader of your Shul/Temple/Congregation/Chabad/Jewish Community Center (JCC) if you can post the newspaper on their bulletin board.



Ask your local city or town Veterans Agent if you can leave your recycled copy in their office. It may help attract another Veteran.



If you are a student attending a college/university or a school of higher education, ask your school Veterans Agent if you can leave a copy in their office.



There are unlimited possibilities where to recycle your copy of *"The Jewish Veteran."* Remember to tape your JWV Post business card to it, so the reader knows how to reach you.



Organizational awareness is a form of marketing JWV to the public. Imagine just one recycled edition of *"The Jewish Veteran"* may generate an awareness for our Organization. Now, imagine if every member of your Post does the same.

You can also link a Veteran to the current and past editions of a digital copy of *"The Jewish Veteran"* at <https://www.jwv.org/media/the-jewish-veteran/past-issues/>



## **Financial Checklist**

To be used by every echelon, the Financial Checklist is a handy, straightforward guide for keeping the funds and financial records of JWV secure. All Quartermasters, Commanders, and Executive Boards should have a copy and refer to it frequently.

- Protect checks
  - Store checks in a secure area
  - Limit the number of check signers and bank accounts
  - Require two signatures on each check
  - Never pre-sign checks
  - Use pre-numbered checks
  - Watch for missing checks or checks used out of sequence
  - Do not make checks payable to cash
- Make timely bank deposits
- Document invoices and requests for payment
  - Mark invoices as paid and file them in a timely fashion
  - Do not pay a photocopied or altered invoice
  - The description of goods or services on an invoice should be clear and understandable
- Open and review the bank statements upon receipt
  - Bank statements should go to a 3<sup>rd</sup> party who does not sign post checks.
- Reconcile bank accounts monthly
- Prepare regular timely and complete financial statements for reporting by the Quartermaster at each meeting
- Provide for an annual audit by trustees of the Post who are not signatories on the bank account(s)

## Frequently Asked Financial Questions – ANSWERED!

For all of the number-crunchers volunteering their skills for JWV and for all of the members who want to improve their JWV administrative skills, this is a layman's guide to finances.

1. **What's all this 990 tax business about?** JWV is recognized by the federal government as a 501c4, Veteran Service Organization. To maintain that status, we must show that our income is earned, and expenses spent, on behalf of veterans. That is proven in our tax filings. From Post to Department to National HQ, every echelon must file the 990. Learn all about the filing process by downloading our how-to guide at [www.jwv.org](http://www.jwv.org).
2. **When does my Post/Council/Department need to file the 990?** That depends on your fiscal year (e.g. January – December, or July – June). The IRS requires that you file by the 15<sup>th</sup> day of the fifth month after your fiscal year ends. Learn more at [irs.gov](http://irs.gov).
3. **So, I need to file the taxes and do this Finance Board Report, too?** Yes. The Finance Board Report is our internal audit tool. JWV has a national Finance Board Committee that reviews the report submissions annually. Again, this is used to ensure our organization is living its VSO mission of helping veterans.
4. **What is the Finance Board (FB) Report?** More or less a financial checklist, the FB Report outlines an echelon's income, expenses, donations, and taxes. It is the primary tool the Finance Board uses to fulfill its purpose (to supervise the annual accounting, fundraising, depositing and spending of funds).
5. **When is the FB Report due?** May 1<sup>st</sup>. Send certified mail to National HQ. Late submissions are accepted through the end of that year's convention.
  - a. **What if I never send it?** The Finance Board Committee may choose to investigate your echelon and National can revoke your Charter.
6. **What is my echelon's fiscal year?** While National HQ's fiscal year is July 1 – June 30, echelons have varying fiscal years based upon when an application for tax-exempt status was submitted to the IRS. If you filed the 990 in previous years, then the IRS can provide record of your fiscal year.

7. **My Post wants to donate to a VA homeless program. How do donations work in JWV?** If a Post/Council/Department chooses to donate funds, the funds must be given to a JWV program, or affiliated organization, or to a cause that directly benefits veterans, which includes:

- VA Medical Centers;
- Our Museum, The National Museum of American Jewish Military History;
- JWV National Building Fund;
- JWV Foundation, Inc.;
- Any JWV higher echelon;
- All nationally recognized JWV programs;
- Any other special project approved by the NEC from time to time;
- Any other exemption, on a case by case basis, that is expressly authorized by the National Finance Board and approved by the National Commander.

*(The National Bylaws, Art. II, Sec. 5)*

The best approach to deciding if a donation would require matching funds is to ask "Does the cause directly benefit veterans?" If an organization assists a broad range of people and programs then it is not solely benefiting veterans and thus, matching funds are required. If the organization fulfills a "nice to have/do" wish over "**needs** to have/do" wish (e.g. it would be nice to throw a party for veterans. But veterans really need legal counsel, food, shelter, etc.), then matching funds are required. **To know for sure, write the Finance Board Committee prior to donating** (mail your letter to National HQ or email to [membership@jwv.org](mailto:membership@jwv.org)).

# Insurance Requirements for Every Echelon

All JWV Posts and Departments are required to carry two types of insurance, Fidelity Bond and Liability, in order to be in Good Standing. These two insurance types cover different areas of risk and, combined, fully protect JWV.

## 1. Fidelity Bond Insurance

### *What is it?*

A fidelity bond is a form of insurance protection for your echelon's funds. It covers an echelon for losses resulting from embezzlement or fraudulent acts committed by individuals who have access to echelon funds. In other words, if the Post officers who handle the money are stealing, fidelity bond insurance helps cover financial losses.

### *What's the purchase process?*

The JWV National Constitution requires National to purchase a blanket fidelity bond insurance policy to cover all echelons and then bill each echelon for their share. If your echelon does not send in payment for the fidelity bond insurance, it is automatically deducted from Per Capita refund check(s).

Currently, National purchases the insurance annually with coverage lasting January through December. This means your echelon must pay the fidelity bond fee every year.

What can you do to ensure we receive the best (aka cheapest) rate?

All echelons should have procedures in place to prevent embezzlement or fraud from occurring in the first place. Please see the Post Financial Checklist to learn what you can do to improve financial practices and maintain secure funds.

## 2. Liability Insurance

### *What is it?*

Liability insurance is a form of injury and damage protection. It protects your echelon from liability in the event of an occurrence at a JWV function. This is a Legal Liability Insurance Policy, covering claims against your echelon for 'Bodily Injury, Property Damage, and Personal Injury' during the insurance policy period and within the coverage territory. In other words, if someone gets hurt at a JWV event and sues your echelon for damages, if your echelon is found responsible, it would be covered for the amounts listed on the liability information sheet.

### *Who needs liability insurance? I mean, we meet at the JCC, don't they have insurance?*

All echelons need it, regardless of where they meet. If someone attends your meeting/event and is injured, no matter where it is held, as the sponsor of the event, you may be held liable, along with the meeting venue. If you are held liable and do not have insurance, JWV National's assets could be brought into risk, and that puts the whole organization at risk.

### **Special note on fundraising events:**

Most stores and other popular fundraiser locations will only allow groups with proper proof of liability insurance to set up in front of their locations. So if, for example, during a Post poppy sale in front of the supermarket, someone gets a paper cut from a poppy tag and decides to sue the store for traumatic injuries, the store knows you have the proper policy to cover it.

Just recently, a Post in Florida was denied their usual request to hold a poppy drive in front of Publix's supermarket because the store requested proof of liability insurance and they could not provide one. Another Post in Nevada was all set to hold an annual event, and for the first time, they too were asked for proof of liability insurance. They thought they could just purchase a one-day policy, but were shocked to learn the cost of one-day coverage was over \$500!

### ***Anything else included in this coverage?***

Yes, non-owned auto insurance must be included. This basically expands the liability coverage to cover injuries/accidents sustained through automobile incidents. For example, suppose several members will be riding in a member's car on their way to a post activity. On their way, the car is involved in an accident and someone is injured. If the individual who owns the car does not have either the proper, or enough auto insurance, the injured individual may go after the post or JWV to recover damages. This is when the need for the non-owned auto insurance is vital.

### **What is the purchase process?**

You have two options. Purchase liability insurance through National's negotiated rate with Traveler's Insurance or buy from an independent insurance broker in your area. Regardless of where you buy it, your echelon must both purchase the amount of insurance coverage required by JWV and list JWV National as the additional insured. More information about insurance amounts are listed on the post liability information sheet.

The advantage to purchasing your liability insurance through National is that the rate is generally cheaper. National gets a very good negotiated rate because it "buys in bulk." If you call insurance brokers in your area and ask them to price liability insurance, you will confirm that National offers the best rate.

### ***If you buy through National, when is payment due?***

Post Liability insurance is in effect from October 31 through November 1 of the following year. Renewal/sign-up notices are sent to all Commanders and Quartermasters the first week of October. Payments due dates are listed on the yearly renewal forms.

### ***If you buy on your own, what does National need from us?***

National needs a copy of your echelon's certificate of insurance (COI) and signed JWV waiver. This is also due when post liability premiums are due.

February 2020

To: Department Commanders and Quartermasters  
Council Commanders and Quartermasters  
Post Commanders and Quartermasters

From: National Finance Board Committee, chaired by:  
PNC Joseph Zoldan, OH  
Dept. Cmdr. Erwin Burtnick, MD

Re: 2020 Finance Board Report

Once per year the National echelon reviews the spending and fundraising of every Post, Council and Department. Why?

To ensure JWV is:

1. Fulfilling its mission to help veterans and
2. Upholding its legal obligation as defined by IRS tax codes for 501c4 War Veteran Service Organizations.

The Finance Board Committee was established by the National *ByLaws* ([Art. IV, Sec. 5](#)) to handle this undertaking. Comprised of members from different Departments across the country, the Finance Board reviews the annual reporting, investigates as necessary, and coordinates with the IRS to comply with tax filing.

The annual Finance Board (FB) Report is the Committee's tool for assessing each echelon's finances.

To complete the FB Report, gather your echelon's:

- Financial records AKA The Books,
- Copy of Bank Statement(s) **from the last month of your fiscal year**, and
- Receipt of the 990 annual tax filing.

Submission guidelines:

- **Every echelon** must submit a report. To be an echelon of JWV, you must have a bank account. And, that bank account must be audited regularly, hence the annual FB Report. NO EXCEPTIONS. **Our tax-exempt status depends on it.**
- Submit the completed report **no later than June 1, 20**

- Submit via:
  - **Email:** [hheller@jwv.org](mailto:hheller@jwv.org) or
  - **Mail:** JWV of the USA  
Attn: Finance Board  
1811 R St NW  
Washington, DC 20009

### **A Special Note Regarding the Annual Tax Filing**

National HQ is required by law to annually notify the IRS of the names and addresses of each of our units. The IRS then expects to receive an annual tax filing from each unit.

All echelons, by law, are required to file with the Federal Government Form 990, 990-EZ, or 990-N, the annual tax form for small tax-exempt organizations. To retain our status as a 501c4, we must file.

An echelon that makes \$50,000 or less in gross income is eligible to file the electronic form 990-N online. There is no written version of this form. Echelons with gross receipts of \$50,000 or more are required to file Form 990 or 990-EZ.

**Receipt of the 990 tax filing must be included with your FB Report submission.**

Thank you for maintaining the fiscal health of JWV. If you have questions/concerns, please contact the Finance Board Co-Chairs at [hheller@jwv.org](mailto:hheller@jwv.org).



# Jewish War Veterans of the United States of America

*Chartered By an Act of Congress*

1811 R Street, NW • Washington, DC 20009 • (202) 265-6280 • Fax (202) 234-5662 • Email: JWV@jwv.org • www.jwv.org

## 2020 Annual FinanceBoard Report Due June 1, 20

Echelon Name and Number: \_\_\_\_\_

Reports to Council of/Department of: \_\_\_\_\_

Echelon EIN (Federal Tax ID#): \_\_\_\_\_

### Reporting Time Period

You are reporting on your echelon's most recent fiscal year. What is that time period (e.g. August 1, 2018 – July 31, 2019 or January.1, 2019 – December 31, 2019)?

Reporting Time Period: \_\_\_\_\_ to \_\_\_\_\_

### Checking and Savings Accounts

1. **Report below your echelon's checking account, CD, savings account, etc.** Attach a list of any additional accounts.
2. **Enclose a copy of the last bank statement of your echelon's fiscal year.** For example, if your fiscal year ended Dec. 31, 2019, then you would enclose your December statement.

1. Bank/Credit Union: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

Balance at Beginning of Period: \_\_\_\_\_ Balance at End of Period: \_\_\_\_\_

Signatories on Account (**at least two**):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

2. Bank/Credit Union: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_

Balance at Beginning of Period: \_\_\_\_\_ Balance at End of Period: \_\_\_\_\_

Signatories on Account (**at least two**):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Property/Assets**

National HQ includes the value of property and valuables when it negotiates insurance rates, as well as when it reports to the IRS. Does your echelon own a building? Does it own a shuttle van? Does it own valuable artifacts? List any property or items and their estimated value.

**Gross Income**

Report on all money your echelon received. Attach an additional page, if necessary.

Income	Amount
(Number of paid members/patrons) x (Your echelon's portion of dues)  _____ x \$_____ =	
Fundraising	
Donations/Contributions	
Bequests (attach copy of bequest)	
<b>Total Income</b>	

### Expenses

Report on all money spent by your echelon. **This includes the giving of donations.** If you share an expense, such as splitting meeting costs with the Ladies Auxiliary, report only your portion of the expense.

Expenses	Amount
Operating Expenses (e.g. meeting space, refreshments, poster board)	
Programs/Fundraising/Event Expenses	
Fees for Liability Insurance and Fidelity Bond	
Fees/Contributions for Department or Council Activities	
Total Donations/Contributions Given	
<b>Total Expenses</b>	

### Donations/Contributions

The Matching Funds Rule (*National ByLaws*, Art. II, Sec. 5.) states that if an echelon chooses to donate funds, the funds must be given to an approved cause, which are:

- 1) JWV program,
- 2) Another JWV echelon,
- 3) Affiliated organization (such as Ladies Auxiliary, The Museum or The Foundation),
- 4) VA facilities, and
- 5) Cause/Organization that directly benefits veterans and has been approved by the Finance Board Committee (such as USO, Fisher House, or JWB Jewish Chaplains Council).

**If donations are made to other organizations, then a contribution of equal amount MUST be given to JWV's National Building Fund.**

List the donations made and organizations donated to, under the appropriate category. Exempt donations are those that do not require matching donations. Non-exempt donations are those that do require matching donations. Attach any additional lists.

Exempt Donations (such as to Military Chapels, Veteran-specific JCC Program, or VA Programs)	
<b>Total Donations</b>	

<b>Non-Exempt Donations (such as to local high school or synagogue general fund)</b>	
<b>Total Donations</b>	

I have read and understand the Matching Funds Rule and have enclosed any contributions due per the Rule.

To the best of my knowledge, the information given in this report is true and correct.

\_\_\_\_\_  
Name (primary signer)

\_\_\_\_\_  
Name (second signer)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# IRS Form 990-N Electronic Filing System (e-Postcard) User Guide

# Steps for using the Form 990-N Electronic Filing System (e-Postcard)

## REMINDER

An organization cannot file Form 990-N until after the end of its [tax year](#). For example:

- **Calendar Year Filers**

If your organization uses a calendar year (Jan. through Dec.) as its tax year, it must wait until the following January 1 (after the tax year is complete) to file.

- **Fiscal Year Filers**

If your organization uses a fiscal year (for example, Oct. 1 through Sept. 30) as its tax year, it must wait until the following October 1 (after the tax year is complete) to file.

The IRS determines the filing year using the beginning date of the organization's fiscal period.

## NOTE: BEFORE FILING

If technical issues prevent you from registering or filing with the Form 990-N electronic filing system, try the suggestions below. If the problem still exists after trying all the suggestions below, contact IRS Customer Account Services at 877-829-5500 (a toll-free number).

Telephone assistance is also available for individuals with TTY equipment at 800-829-4059.

Take the following steps to prevent problems during the registration and filing processes:

- **Close multiple browsers when registering.**

Errors may occur if you have additional internet browsers open during the registration process. Please close other internet browser windows.

- **Do not use a smart phone to register or file your Form 990-N.**

- **Use correct text characters when registering and filing.**

Ensure that you use only letters, numbers or a hyphen when entering text fields and limit your entries to 35 characters/spaces. These character limits do not apply to password fields. When choosing a password, use only letters, numbers and special characters except the caret (^).

- **Check your spam or junk email folders.**

When registering or requesting a user-identification reminder, check your spam or junk email folders for a response. The email may have been filtered out by your email program.

- **If the suggestions above don't resolve the issue, sign out of the filing system (if logged in), close all programs and shut down your computer. Wait a minute, restart your computer and try again.**

This step is required before calling the Customer Account Services line (877-829-5500) for technical help.

## HOW TO FILE

Open the electronic filing page at <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>.

After reviewing the information provided on the Form 990-N webpage, click the “Electronic Filing System” link under the **READY TO FILE?** header.

**First Time Users:** Select **Create Account**.

**Returning Users:** Enter Username and select **LOG IN**. On the next page, enter your Password and select **Submit**. Skip to **STEP 5** of this user guide. If you did not register with the new system until after February 2016, you must register as a First Time User. Your user name and password from Urban Institute will not work.

The screenshot shows two columns. The left column is titled "Sign Up" and contains the text "Don't have an account? Create one now." and a blue button labeled "CREATE ACCOUNT" with a right-pointing arrow. The right column is titled "Log In" and contains the text "Already have a username? Welcome back!". Below this is a label "Username" followed by a text input field. Underneath the input field is a blue button labeled "LOG IN" with a right-pointing arrow. At the bottom of the right column is a blue link labeled "Forgot Username".

## REGISTRATION: FIRST TIME USERS ONLY

Use your personal information when registering. The login ID and password you are creating are for your personal use - to file the organization’s Form 990-N. With your login ID and password, you may file a Form 990-N for multiple organizations without the need to register for each organization. The login ID and password belong to you, not to the organization for which you are filing.

### STEP 1

Enter your contact information, then select **SEND CODE**.

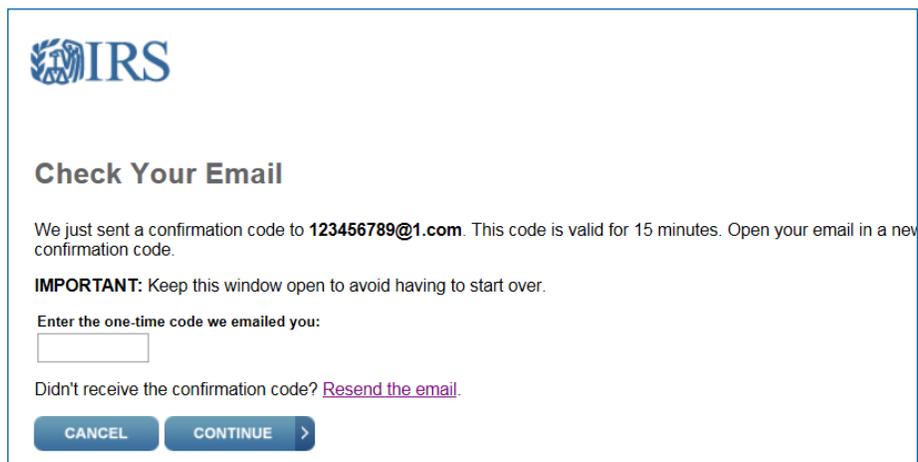
### USE CORRECT TEXT CHARACTERS WHEN REGISTERING AND FILING.

Ensure that you use only letters, numbers or a hyphen when entering text fields and limit your entries to 35 characters/spaces. These character limits do not apply to password fields - except that you cannot use the caret (^).

The screenshot shows the IRS logo at the top left. Below it is the heading "Let's Get Started!" followed by the text "It sounds like you have all the necessary information available and can begin." There are four text input fields: "First Name (as it appears on your most recent tax return)", "Last Name (as it appears on your most recent tax return)", "Email Address", and "Confirm Email Address".

## STEP 2

Enter the confirmation code found in your email, then select **CONTINUE**. If you don't receive an email, check your spam or junk email folder.



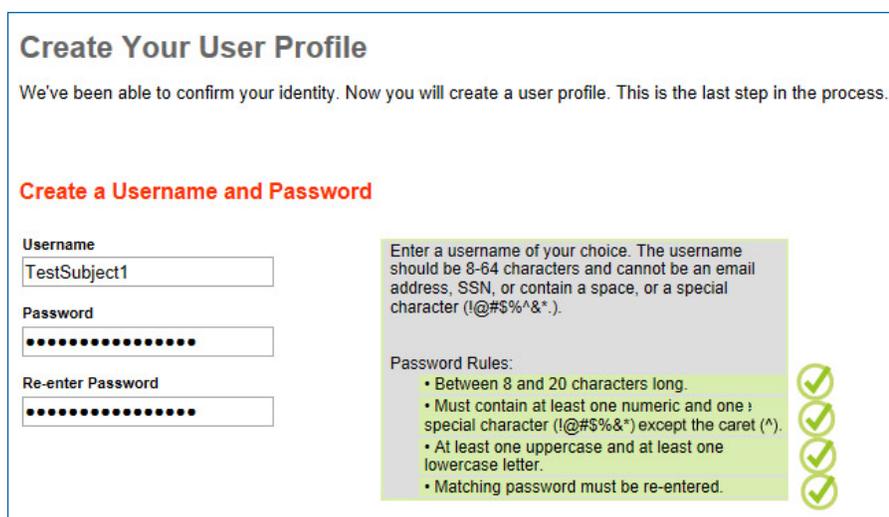
The screenshot shows the IRS logo at the top left. Below it is the heading "Check Your Email". The main text reads: "We just sent a confirmation code to 123456789@1.com. This code is valid for 15 minutes. Open your email in a new confirmation code." Below this is an "IMPORTANT" note: "Keep this window open to avoid having to start over." There is a text input field labeled "Enter the one-time code we emailed you:". Below the field is a link: "Didn't receive the confirmation code? Resend the email." At the bottom are two buttons: "CANCEL" and "CONTINUE" with a right-pointing arrow.

## STEP 3A

Choose a **USERNAME** and **PASSWORD** on the "Create Your User Profile" page.

Username field: Ensure that you use only letters, numbers or a hyphen and limit your entries to no more than 35 characters unless noted otherwise. Periods, slashes and other prohibited characters will cause registration or filing errors. These character limits do not apply to password fields.

Password field: You may use letters, numbers and special characters except the caret (^).



The screenshot shows the "Create Your User Profile" page. The heading is "Create Your User Profile". Below it is the text: "We've been able to confirm your identity. Now you will create a user profile. This is the last step in the process." There is a sub-heading "Create a Username and Password" in red. On the left, there are three input fields: "Username" (containing "TestSubject1"), "Password" (masked with dots), and "Re-enter Password" (masked with dots). On the right, there is a grey box with instructions: "Enter a username of your choice. The username should be 8-64 characters and cannot be an email address, SSN, or contain a space, or a special character (!@#\$\$%^&\*)." Below this is a "Password Rules" section with four bullet points, each followed by a green checkmark icon: "Between 8 and 20 characters long.", "Must contain at least one numeric and one special character (!@#\$\$%^&\*) except the caret (^).", "At least one uppercase and at least one lowercase letter.", and "Matching password must be re-entered."

### STEP 3B

Choose a **SITE PHRASE**. This phrase will appear on your login page before you input your password. When you see the phrase you created while logging in, you can be assured you're not on a scam or fake page. You may use spaces within the site phrase.

**Choose a Site Phrase**

Create a phrase that you will recognize when you login

### STEP 3C

Choose a **SITE IMAGE**. This image will appear on your login page before you input your password. When you see your selected image while logging in, you can be assured you're not on a scam or fake page.

**Choose a Site Image**

Select an image that you will recognize when you login



[Choose Your Site Image](#)











### STEP 3D

Choose four challenge questions. These questions may appear when you logon using a new computer or location. When you have selected and answered four questions, select **CONTINUE**.

**Challenge Questions**

**Answer Rules**

- The same answer cannot be used more than once.
- The answer can not be a word or number that is part of the secret question.

Question 1

Answer 1

Question 2

Answer 2

Question 3

Answer 3

Question 4

Answer 4

CANCEL
CONTINUE >

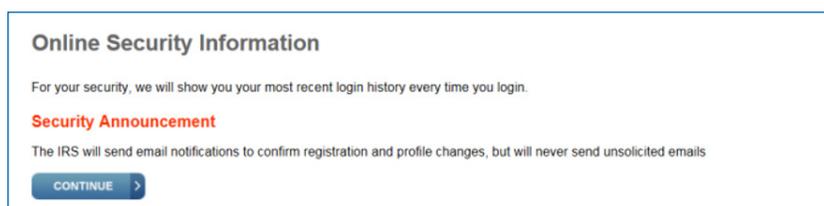
## STEP 4

The “User Profile Successfully Created” page will appear. Select **CONTINUE**.



## STEP 5

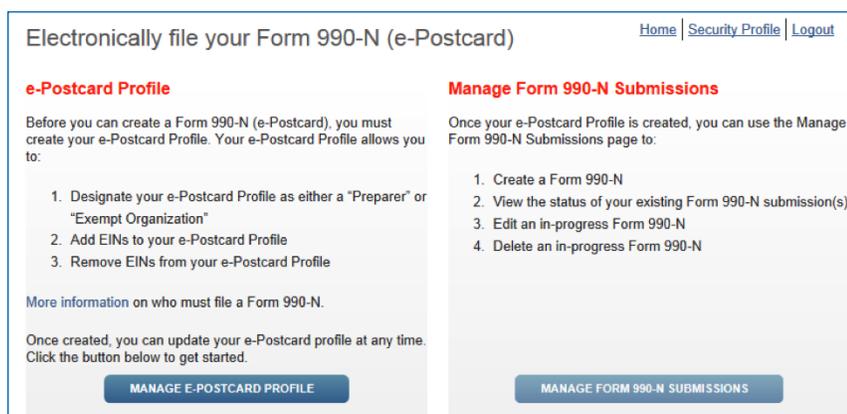
Select **CONTINUE** on the “Online Security Information” page.



## CREATE AN ELECTRONIC FORM SUBMISSION

### STEP 6

Select **MANAGE E-POSTCARD PROFILE** to create a new Form 990-N electronic filing submission.



### STEP 7

From the drop down shown below, select either **Exempt Organization** or **Preparer** in the “User Type” field.

- **Exempt Organization:** Select if you are only completing 990-N for your organization.
- **Preparer:** Select if you expect to help multiple organizations.
  - Example: A preparer can be a paid preparer, such as a CPA, volunteer or someone aiding exempt organizations at a local library. By selecting **Preparer**, you can use your login to add as many organizations as you wish.

After selecting the user type, select **CONTINUE**.

The screenshot shows the 'e-Postcard Profile' page with a progress bar at the top. The first step, 'e-Postcard Profile', is highlighted. Below the progress bar, there is a red instruction: 'Please select Exempt Organization or Preparer'. Underneath, the 'User Type' dropdown menu is open, showing three options: 'Select One', 'Exempt Organization', and 'Preparer'. At the bottom of the dropdown, there are two buttons: 'PREVIOUS' and 'CONTINUE'.

## STEP 8

Enter an EIN for the organization you're filing for, then click **ADD EIN**. You may also delete EINs already associated with your profile. To continue, select **CREATE NEW FILING**.

The screenshot shows the 'e-Postcard Profile' page with the progress bar. The second step, 'Select EIN', is highlighted. Below the progress bar, it says 'You are logged in as: Exempt Organization' with an 'Edit user type' link. There is an 'EIN' input field with 'XX' in the first part and 'XXXXXXXX' in the second part, followed by an 'ADD EIN' button. Below this is a section titled 'Currently Associated EIN(s)' with a table that has columns for 'EIN', 'Organization Name', 'Date Added', and 'Delete'. The table is currently empty, with the text 'No EINs are currently associated with your ID' below it. At the bottom of this section are two buttons: 'DELETE EIN' and 'CREATE NEW FILING'.

## STEP 9

Select the EIN you wish to file for from the drop down menu. Once you have selected the EIN, select **CONTINUE**.

The screenshot shows the 'Select EIN' page with the progress bar. The second step, 'Select EIN', is highlighted. Below the progress bar, there is a red instruction: 'Please select the EIN for which you want to file for'. Underneath, there is an 'EIN' dropdown menu with '-Select EIN-' selected. At the bottom, there are two buttons: 'MANAGE E-POSTCARD PROFILE' and 'CONTINUE'.

## STEP 10

Complete the "Organization Details" page. If you don't understand the request, click the question mark icon for an explanation. When you have completed each line, select **CONTINUE**.

## STEP 11

Complete the "Contact Information" page. If you don't understand the request, click the question mark icon for an explanation. When you have completed each line, select one of the following:

- **SAVE FILING:** Select if you are missing any requested information. This will allow you to return to complete it later.
- **SUBMIT FILING:** Select when you are sure all required information has been input.

**NOTE WHEN REGISTERING OR FILING:** Text fields cannot exceed 35 characters and must contain only numeric, alpha or hyphen characters unless noted otherwise. Periods, slashes and so on will cause registration or filing errors.

Also, enter website addresses using "www." - not "http://www."

## STEP 12

The filing CONFIRMATION will display the filing status as “Pending.”

Click on the word **PRINT** in the bottom paragraph to print a copy for your records. Once you leave the page, you won’t be able to print this filing.

Select **MANAGE FORM 990-N SUBMISSIONS** to view or submit additional filings.

Confirmation [Home](#) | [Security Profile](#) | [Logout](#)

e-Postcard Profile    Select EIN    Organization Details    Contact Information    **Confirmation**

Your Form 990-N(e-Postcard) has been submitted to the IRS

- Organization Name: XXXXXXXXXXXX
- EIN: XX-XXXXXXXX
- Tax Year: XXXXXXXXXXXX
- Tax Year Start Date: XXXXXXXXXXXX
- Tax Year End Date: XXXXXXXXXXXX
- Submission ID: XXXXXXXXXXXX
- Filing Status Date: XXXXXXXXXXXX
- Filing Status: Pending

**Note:** Print a copy of this filing for your records. Once you leave this page, you will not be able to do so.

[← MANAGE FORM 990-N SUBMISSIONS](#)

## MANAGING FORM 990-N SUBMISSIONS

### STEP 13

On the “Manage Form 990-N Submission” page, your submission will show the status of “Pending.”

- After seven minutes, refresh the page (F5 key for Windows; Command-R for Mac) and the **GET UPDATED STATUS** button will be visible.
- The status will change from pending to accepted or rejected.
- If your submission was rejected, select the **submission ID hyperlink** for additional details.
- After the status is updated, the only valid statuses are “Accepted” or “Rejected.” If your status displays any other text (like “submitted” or “MeF failed”), contact Customer Account Services at 877-829-5500.

## Additional Information

- [Annual Electronic Filing Requirement For Small Exempt Organizations](#) - Form 990-N (e-Postcard)
- [Form 990-N FAQs](#)

## Understanding the JWV Dues Structure

### What is the Dues Structure?

The Dues Structure is the formula for calculating annual membership dues. That formula is:

National's Portion	
+ Department's Portion (if applicable)	
+ Council's Portion (if applicable)	
+ Post's Portion	
Total amount an individual member pays	

*Example:* Post 2001, Regular Member invests in ONE year of membership:

\$35.00	= National	
+ \$ 7.00	= Department of Space	
+ \$ 3.00	= Mars Council	
+ \$10.00	= Post 2001	
\$55.00 for Member Year 2017 in Post 2001		

Members have the option of investing in one, two or three years of membership in a single transaction, therefore the **Dues Structure must be determined for each type of investment** (one year, two years or three years).

### How is the Dues Structure determined?

[Article II of The National ByLaws](#) details how dues are determined. In summary, for one year of membership:

- The portion given to National HQ is approved by the National Executive Committee (NEC). The most recent amount approved by NEC is \$35/member;
- Departments may receive up to \$7.25/member and Councils up to \$3.25/member;
- Posts have no limits on their portion.

### Who decides the Dues Structure?

The membership of JWV decides the structure through amending the *National Constitution*, as well as voting at each echelon level. **No echelon can determine another echelon's portion – only its own.** For example, the Department of Southwest can set its portion at \$5.00, but it cannot tell Post 210 to set its portion at \$4.00 – Post 210 must decide for itself.

### Why alter the Dues Structure?

Membership dues fund the cost of operations. As an echelon's operation costs change, the dues amounts may need to change. Other considerations include affordability for members, grants/donations given to an echelon, programming needs, and cost of living in the local area.

### When can the Dues Structure be altered?

The Membership Department sends a letter to each echelon in May, requesting all changes for the next member year (see page 2). The changes must be submitted by June. The Dues Structure is then set and final for the next member year. **Note that the deadline for submitting 2017 Dues Structures is close of business Thursday, June 16, 2016. This is firm, no exceptions.**

- Complete all 5 steps, *including questionnaire on back.*
- Questions? Contact us at membership@jwv.org or call 202-265-6280.

Mail this form along with copies of military documents and payment to: Jewish War Veterans of the USA  
1811 R Street NW,  
Washington, DC 20009

## 1. Your information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Date of Birth \_\_\_\_\_  Male  Female  
mm / dd / yyy

Cell \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_

Ever a member of JWV?  No  Yes, in Post# \_\_\_\_\_  Check if you DO NOT wish to receive news and updates from JWV

## 2. Armed Forces Service

- Army  Marines  Navy  Air Force
- Coast Guard  USPHS  NOAA
- Reserves
- National Guard

Served in Allied Nation Military?

- No  Yes - If yes, see Associate membership

If none of the above apply, please see Patron application

- War/Campaign
- WW2
  - Korea
  - Vietnam
  - Cold War
  - Gulf War & Post-Gulf War
  - Global War on Terror

Rank: \_\_\_\_\_

Date of Discharge: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm / dd / yyyy

Date of Entry: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm / dd / yyyy

Unit Designation: \_\_\_\_\_

(Company, Regiment, Division, Ship, Station, etc.)

## 3. Proof of Eligibility

- If you are an in-service applicant, proof of active duty status.
- If you are a veteran, a copy of your DD-214, honorable discharge papers, or equivalent.

- "I am of the Jewish Faith and have been honorably discharged or am currently serving in the Armed Forces of the United States of America."

## 4a. Membership Type: What are you applying for?

- In-Service: Membership for active-duty personnel.
- Regular: Annual membership of Jewish War Veterans.
- Associate: Annual membership for Jewish veteran whose service was not during a war, or who served on an Allied force and later became an American citizen.
- Life: Investment in lifelong membership.
  - Regular Life  Associate Life

\_\_\_\_\_  
Your Signature:

## 4b. Membership Dues: Cost and payment options

- In-Service: **FREE** Your post #: \_\_\_\_\_
- Regular or Associate (Post sets dues amount)  
\$ \_\_\_\_\_ Your post#: \_\_\_\_\_
- Life: Choose your investment option
  - \$500: Single payment in full
  - Three-payment investment plan: \$200-enclosed \$150-billed next year/\$150-billed the following year

## 5. Payment

Amount being paid \$ \_\_\_\_\_

- Check Make checks payable to Jewish War Veterans
- Amex  Visa  Mastercard  Discover

Card No. \_\_\_\_\_ Ex Date \_\_\_\_\_

Signature \_\_\_\_\_

**Thank you for your membership.  
We appreciate your support!**

## Participate!

We are always looking for members to get involved. Share your skills, talents, and interest and we will connect you with an opportunity to participate.

Occupation: \_\_\_\_\_

Industry: \_\_\_\_\_

Please let us know if you have:

**Special Skills (e.g. computer programming, public speaking, marketing, management, etc.):**

**Talents (e.g. relationship building, writing, playing an instrument):**

**Interests (e.g. Korean War history, community service, youth engagement):**

## Share your thoughts! We welcome and appreciate your feedback.

How did you hear of JWV and what motivated you to join?

How do you see JWV fitting in to the veteran community? Jewish Community?

P: 202.265.6280  
F: 202.234.5662  
membership@jwv.org



## Patron Donors

We appreciate your Post's efforts to increase visibility in your community. You are welcome to enroll any individual who upholds the values of JWV as a Patron. A Patron is not a member, so s/he may not hold elected office or act as a delegate of any echelon. Ultimately, they are a supporter of the organization and are welcome to take part in our events, volunteer with us, and serve as an advocate on our behalf.

Some Posts allow Patrons to hold non-voting, appointed positions. So, they cannot, for example, be elected Commander, but they could be appointed Scholarship Fund Chairman. It's up to the Post to decide.

The contribution for a Patron shall be the same amount as the dues for a member. Upon contributing, the Patron will be issued a Patron ID card from National HQ (like your membership card) and mailings from JWV. Just like Regular Membership, Patrons can be an annual dues paying Patron or have the option of becoming a Life Patron.

A Post can also award Honorary Patron status to important community figures, at least once per year, to keep JWV in the news. Consider local religious leaders, government officials, police officers, school teachers, news anchors, or other veteran organization leaders. Make a show of it – invite folks to the ceremony. This is a great way to get some publicity.

As for recruitment, think of events or places where people can interact with the Post and get interested in joining. Potential Patrons will want to see what the Post does and how JWV is a positive force in the community. The Post might consider joining a local fundraising effort – for example, the hospital hosts a walk-a-thon to raise money for cancer research. You could research statistics about causes of cancer for in-service members and veterans. Link the local cause to veterans' issues. Then when you interact with other community members, you can begin asking them to join your Post. Basically, it's the face-to-face interactions that will attract Patrons.

To access the Patron application, visit:

<https://www.jwv.org/wp-content/uploads/PatronDonorForm-1.pdf>

To read more about Patron donors, see *The Manual of Ceremonies*, Part III, p. 36:

<https://www.jwv.org/wp-content/uploads/2019-Manual-of-Ceremonies.pdf>

- Complete all 3 steps, including questionnaire on back.
- Questions? Contact us at membership@jwv.org and 202-265-6280.

Mail this form along with payment to:  
 Jewish War Veterans of the USA  
 1811 R Street NW,  
 Washington, DC 20009

1. Your information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 (Required) mm dd yyyy

2. Patron Donor Level

Post Number: \_\_\_\_\_  
 Please check the Donor level you are applying for:  
 Patron Donor \*  
 \* Post determines Donor  
 Life Patron Donor \$500

\_\_\_\_\_  
 Name of Sponsor  
 \_\_\_\_\_  
 Signature of Sponsor  
 \_\_\_\_\_  
 Your Signature  
 \_\_\_\_\_  
 Date

I, \_\_\_\_\_, support and uphold the values of Jewish War Veterans of the USA.

3. Payment

Amount being paid \$ \_\_\_\_\_

Check **Make checks payable to Jewish War Veterans**  
 American Express  Visa  Mastercard  Discover

Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

## Share your thoughts! We welcome and appreciate your feedback.

How did you hear of JWV and what motivated you to become involved?

## Participate!

We are always looking for people to get involved. Share your skills, talents, and interest and we will connect you with an opportunity to participate.

Occupation: \_\_\_\_\_

Industry: \_\_\_\_\_

Please let us know if you have:

**Profession Skills (e.g. computer programming, public speaking, marketing, management, etc.):**

**Talents (e.g. relationship building, writing, playing an instrument):**

**Interests (e.g. Korean War history, community service, youth engagement):**

P: 202.265.6280  
F: 202.234.5662  
membership@jwv.org



## **HOW TO RECRUIT ON-BASE**

For the continued growth of our organization, one of the more crucial areas we all must look at are active military bases. Here is how to access a local base and how to interact with base personnel and troops.

- Introduce yourself to the local military base
  - Reach out to Chaplains and Rabbis on base
    - Encourage the Chaplains to become Life Members to help your cause
  - Try to reach out to Base leaders.
- Tell them who we are and what JWV can do for them
  - Talk about National's programs
  - Share JWV's proud history
    - Utilize the visual timeline
  - If your Post has a special program for those currently serving, share those programs with Base leaders and Chaplains.
    - Run a collection for various supplies needed
  - Share with them what you can donate to the Base. (*For any donations, see if they have to be new/unopened*)
    - Toiletries
    - Crutch Pads
    - Baby supplies/clothing
      - Hats
      - Onesies
      - Socks
      - Mittens
      - Blankets
    - DVDs
    - Video Games & Video Game Systems (Xbox, PlayStation, Nintendo)
    - Home furnishings/Exercise equipment
- When attending services or visiting a base, bring the following:
  - Accessing the base
    - Photo identification or driver's license
    - Proof of auto insurance
  - Membership applications
    - Tell the prospective member that In-Service membership is FREE
  - Bring a writing utensil
  - Make sure to wear your echelon cap with pride
  - A copy of *The Jewish Veteran*
    - Make sure to leave a copy with the base rabbi or chaplain
  - JWV Challenge Coin, if you have one
- If you are within traveling distance of a base, make sure to take a monthly trip.

## Why you should join JWV

1. **We support American military service and the contribution of Jews in the US Armed Forces.**
2. **We directly help, provide assistance to, and advocate for, ALL American veterans (all ages, races and creeds).**
3. **We strengthen the network of American Jewish servicemembers and build community.**

### *JWV Membership provides:*



- **Comradery** – connecting members and patrons through local Posts across the USA, in Israel and online
- **Network** to share and record the story of American Jewish military service; explore the greatest accomplishment of JWV, **The National Museum of American Jewish Military History**, in Washington, DC, to view the story!
- **Advocacy** for veteran rights and benefits, civil rights, and Jewish issues at all levels of government, including local veteran coalitions, state legislatures, and US Congress. JWV's National Executive Director is President of The Military Coalition, a collaborative lobbying group of 32 VSOs
- **Access to National Service Officers** that help you navigate the Department of Veterans Affairs, access your veteran benefits and assist in benefit disputes
- ***The Jewish Veteran***, our national publication reporting on Jewish and veterans' issues
- **Financial services** through our long-standing partner USAA

### *JWV Services and Programs include:*

- **A network of volunteers** – JWV volunteered 33,000 hours in over 80 VA facilities in 2016!
- Annual **Mission to Israel**
- Special **attention to active duty Jewish service persons** including donations of Jewish Bibles, ritual needs and foodstuffs to members of the Armed Forces
- **Education grants** for active duty and veterans, as well as qualifying descendants of JWV members
- **Fight for earned recognition**, awards, and medals for deserving service persons, including posthumous recognition
- Sponsorship of **Boy Scout Troops and Girl Scout Troops**; recognition of Eagle Scouts and Gold Award winners
- Graduation gifts and **recognition for military cadets**



***To join, email [membership@jwv.org](mailto:membership@jwv.org) or call (202) 265-6280!***

*With 120 years of collaboration within both the Jewish and veterans communities, JWV serves the needs of veterans, active duty, and their families, as well as promotes patriotism and supports education across the nation. A few of our proud moments are detailed below.*

1896

- Seeking **recognition for service** in the US Civil War, 63 Jewish Civil War veterans gathered and formed the Hebrew Union Veterans (now JWV)

1912

- Secured passage of **legislation removing restrictions** against Jews serving in the New York State National Guard. (Prior to the legislation, Jews were denied opportunity to become commissioned officers in the National Guard.)

1917

- Joined with several civic and religious Jewish agencies in the **formation of the Jewish Welfare Board**

1927

- Successfully lobbied for legislation requiring the American Battlefield Monument Commission to place **Star of David Markers on the graves** of Jewish soldiers buried in war cemeteries in France. A decade later, appointed to the commission

1941

- Meeting ten days after Pearl Harbor, JWV leadership crafted the civilian program to **support the war effort**, "Emergency Program for Victory." Results included the purchase of seven fighter planes and over \$250 million in war bonds sold

1948

- Proudly accepted the transfer of JWB's responsibility to **process claims for veterans** and assist them in securing benefits. The Service Officer program in LA notably expanded services to disabled veterans that the VA would go on to replicate across the country

1955

- Signed an accord with Association of Jewish Chaplains that provided for **consultation and cooperation** by both organizations on matters relating to religious activities in the military and veteran affairs

1977

- Contributed \$275,000 to **build a Jewish chapel** at West Point

1991

- At the suggestion of the Commission on Jewish Chaplaincy, JWV rushed a special **printing of pocket-sized Jewish bibles**, which was airlifted to Jewish personnel in the Gulf War

2006

- Established **The Fallen Heroes Memorial**, an ongoing record of all Jewish American servicemembers lost since 9/11. Hundreds of synagogues read the list annually on Memorial Day. In 2008, Historic Sixth and I Congregation in Washington, DC began hosting an annual Memorial Day Shabbat during which the fallen are honored

2016

- Filling the gaps between services and programs and the Jewish active duty and transitioning vets they target, the Jewish American Warrior Committee founded to **tighten the network**

## Merging and Dissolving Posts

Thank you for all of your efforts to keep the Post thriving. We know it can be a challenge to maintain membership and understand that sometimes merging or dissolving a Post is the best solution. Please read through the enclosed material carefully. It will guide you through the process.

### **First: Advising**

Speak with your Department's leadership. The Department will have a good understanding of which Posts could merge and how funds should be transferred. Call or email National Headquarters for Department contact information. ([membership@jwv.org](mailto:membership@jwv.org), 202-265-6280)

### **Second: Understanding the Rules**

#### **Mergers**

- 1. Merging Posts must hold a vote to complete a merger. The vote must be taken at a special meeting, which must be announced at least 30 days in advance. Most Posts hold individual special meetings, but conducting a joint meeting is acceptable, as well.**
- 2. The Posts must decide the name of the merged Post. Often times the names are merged or the Post is completely renamed. A Post may be named after a deceased person, geographic location or simply a number.**
- 3. The Posts should negotiate who will remain an officer and/or if a special election should be held after the merger.**
- 4. Once voted upon and accepted by the Posts, the merger must then be approved by the Department, and finally by the National Executive Committee (NEC). NEC meets biannually (February and August).**
- 5. Post assets must be transferred to the new Post upon completion of merger. The Post may choose to use funds prior to the merger (e.g. install a memorial plaque, honoring the Post, at a local landmark), but all remaining funds are forfeited to the new Post.**
- 6. The closing Post should file a 990-N and Finance Board Report for its last fiscal year.**
- 7. Throughout the process, the Posts must work with the Department leadership to come to an amicable solution.**

[ByLaws, Article IX, Section 3](#). When two or more Posts desire to consolidate, they shall hold special meetings called for that purpose, of which all members in good standing shall be given notice in writing at least 30 days prior to the special meeting. If two-thirds (2/3) of the members present and voting at such meetings shall vote in the affirmative, the Commanders of the Posts shall certify that fact to the Department Commander for his or her approval, and then, to the National Commander for the approval of the National

Executive Committee. Upon the approval by the Department Commander and the National Executive Committee, the consolidation shall become effective. A new charter shall be issued to the consolidated Post. All Officers of the Posts so consolidated shall be entitled to the rank they formerly held as past Officers.

[ByLaws, Article II, Sections 4 – 5](#). Provide details about filing the 990 tax form and Finance Board Report.

### **Dissolutions**

- 1. A Post with fewer than 10 members may be dissolved by National HQ, but generally, the Post or Department makes closure decisions.**
- 2. The Post must work with the Department leadership to make the best decision. If dissolution is the choice, the Post should coordinate the closing of the Post with Department leadership.**
- 3. Post dissolutions must be approved first by the Department, and second by the National Executive Committee (NEC). NEC meets biannually (February and August).**
- 4. A letter should be mailed to all remaining members, informing them of the dissolution.**
- 5. A dissolving Post must forfeit its funds/assets to the JWV Building Fund. The Post may choose to use the funds before dissolution, but all remaining funds are forfeited.**
- 6. A Post may choose to donate funds to another organization. JWV's Matching Funds rules, however, still apply. Any donation made to a cause that is not a direct service to veterans, requires a matching donation made to JWV. (e.g. donating \$1000 to an Honor Flight requires an equal donation of \$1000 to JWV National Building Fund)**
- 7. The closing Post should file a 990-N and Finance Board Report for its last fiscal year.**

[ByLaws, Article IX, Section 14](#). In the event of surrender of a charter by a Post, or other Echelon of this Organization, or of the charter being declared no longer in existence, under the authority of the National Executive Committee, all property of such Echelon, or any building or other corporation thereof, whether it be of real, personal or mixed property, including all funds and Special or Designated Fund Accounts, and whether on deposit in banks or in the possession of any individual, shall be allocated and all funds are assigned to the Jewish War Veterans Building Fund. Failure on the part of any individual to honor a request for the surrender of such property shall be deemed to be an offense recognizable under Article X of these Bylaws. (Amended 8/14)

[ByLaws, Article II, Sections 4 – 5](#). Provide details about filing the 990 tax form and Finance Board Report, as well as explanation of the Matching Funds Policy.

### **Third: Creating and Implementing a Plan**

Speak with the Department Commander to get his/her view on closing/merging the Post. Call the Membership Department at National Headquarters for additional guidance.

Establish a Post committee that will ensure proper adherence to the merger/dissolution procedures. You may also find it helpful to create an Historical committee to decide **how the Post will be remembered** and its artifacts preserved.

**Build a finance plan into your merger/dissolution plan.** Some Posts choose to spend some of their treasury before dissolving or merging to preserve the memory of the Post. Some examples:

- donate half of the funds to the Department and hold a ceremony
- donate to any veterans cause
- donate to a non-veterans cause, but you must donate an equal amount to JWV National per *ByLaws*
- grant a scholarship to a local ROTC student
- invest in a [Paver from our Museum](#): These are inscribed bricks that line the front steps of the National Museum of American Jewish Military History. We offer different sized bricks to allow more or less inscription
- invest in an [Honorial Wall Inscription](#): The main floor of the Museum includes a glass wall featuring donors, Posts and PNC's. These items and more are for purchase through the Museum Coordinator, Mike Rugel, [mrugel@jwv.org](mailto:mrugel@jwv.org), 202-265-6280 x104

Keep your membership updated as you implement your plan. Tidy up the financial records and historical records. And, if you need help along the way, contact the Membership Department at National Headquarters. It is sad to see a Post close, but the organization will continue to thrive if it is built of strong, organized units. Thank you for all your efforts to maintain JWV and preserve the legacy of Jewish American military service.



Jewish War Veterans of the United States of America  
 1811 R Street NW, Washington, DC 20009  
[www.jwv.org](http://www.jwv.org) | [membership@jwv.org](mailto:membership@jwv.org)

## JWV TAPS Notice

**To inform JWV of the passing of a member or patron: Complete all fields below and send *one copy* to National Headquarters and *one copy* to your Department.**

Member Name		Member ID Number	
Post Number		Date of Death	
Member Address			
Reported by		Date of Report	

Member Name		Member ID Number	
Post Number		Date of Death	
Member Address			
Reported by		Date of Report	

Member Name		Member ID Number	
Post Number		Date of Death	
Member Address			
Reported by		Date of Report	

**Send to National HQ by email, mail or fax:**

[membership@jwv.org](mailto:membership@jwv.org)

Jewish War Veterans of the USA    Fax: (202) 234-5662  
 Attn: Membership Department  
 1811 R St NW  
 Washington, DC 20017

**Check here if you do not have contact information for your Department.**

**Deceased members and patrons appear on the quarterly edition of the TAPS Report printed in our national publication, *The Jewish Veteran*.**



*Jewish War Veterans of the United States of America  
1811 R Street NW, Washington, DC 20009  
www.jwv.org*

## Address Change Form

*Complete all fields below and send one copy to National Headquarters and one copy to your Department.*

<b>Name</b>	
<b>Post Number and Location</b>	
<b>Birthday</b>	
<b>Previous Address</b>	
<b>Updated Address</b>	
<b>Primary Phone Number</b>	
<b>Email Address</b>	

Send to National HQ by email, mail or fax:  
[membership@jwv.org](mailto:membership@jwv.org)

Jewish War Veterans of the USA  
Attn: Membership Department  
1811 R St NW  
Washington, DC 20017

Fax: (202) 234-5662

If you do not have contact information for your Department, please speak with your Post Commander or call the Membership Department at (202) 265-6280.



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 1811 R Street NW, Washington, DC 20009  
[www.jwv.org](http://www.jwv.org) | [membership@jwv.org](mailto:membership@jwv.org)

## JWV Post Transfer Form

**Instructions for the Post that is receiving the transferred member: Complete all fields below and send *one copy* to National Headquarters and *one copy* to the member's former Post.**

Member Name	
Member ID Number	
Transferring from Post	
Transferring to Post	
<b>Dual Member Option: A member may invest in a Dual Membership, paying dues to TWO Posts. Choose one Post to designate as the Primary Post and one as the Dual Post. If a Life Member, that membership is good for ONE Post – you must pay dues to the second Post. For more info, see the <i>National ByLaws</i>, Article I, Section 8.</b>	Does the member wish to become a Dual Member? Yes <input type="radio"/> No <input type="radio"/>
	If yes, which Post will be the Primary Post?
Member Information Additions and Updates (email address, phone number, DOB, etc.)	

**Send to National HQ by email, mail or fax:**

[membership@jwv.org](mailto:membership@jwv.org)

Jewish War Veterans of the USA      Fax: (202) 234-5662  
 Attn: Membership Department  
 1811 R St NW  
 Washington, DC 20009

If you do not have contact information for the other Post, please email the Membership Department or call at (202) 265-6280.

# By Laws

## Jewish War Veterans of the United States of America Franzblau Kretchman Polesuk Post 606 Coral Springs, Florida

These by-laws govern the actions and programs of Post 606 and are meant to be consistent with the by-laws of the Jewish War Veterans of the United States of America.

In these by-laws the word "he" is used to include "she" and "him" shall include "her".

This Post shall not conduct official business or be present in community activities on Shabbat or Jewish Holidays. This is in keeping with the National Program Guide.

### ARTICLE I. OFFICERS

A. The Officers of this Post shall rank in the following order:

- ❖ Commander
- ❖ Senior Vice Commander
- ❖ Junior Vice Commander
- ❖ Judge Advocate
- ❖ Adjutant
- ❖ Quartermaster
- ❖ Service Officer
- ❖ Trustee (two)
- ❖ Chaplain
- ❖ Officer of the Day

- B. The following Officers shall be elected by a majority vote of the membership present.
- ❖ Commander
  - ❖ Senior Vice Commander
  - ❖ Junior Vice Commander
  - ❖ Judge Advocate
- C. Appointed Officers are chosen at the discretion of the Commander
- D. Notice of the election shall be given to all members either in writing or by verbal contact at least ten days prior to the date of the elections. The newly elected Officers shall take office upon installation.
- E. No member shall be eligible for election to an office unless he has been a Post member in good standing for at least one year immediately preceding his nomination.
- F. In the event two or more candidates are nominated for the same office, the election shall be closed ballot.
- G. An elected Officer, who fails to attend three consecutive monthly meetings without justifiable cause, may be removed from office on recommendation of the Executive Board and a majority vote of the membership present.

## **ARTICLE II. TERM OF OFFICE**

- A. All elected Officers shall serve for a term of one year. They may be re-elected for a succeeding term. Each Officer shall serve until their term has expired or until their successor has been installed.
- B. The Commander shall appoint, as soon as possible, all non-elective Post Officers and committee members.
- C. Should an elective Office become vacant, the Commander may appoint an interim Officer for the remainder of the term, with the majority consent of the Executive Board.

### **ARTICLE III. NOMINATING COMMITTEE**

- A. The nominating committee shall be appointed no later than the month of January.
- B. The nominating committee shall be comprised of three members in good standing.
- C. The nominating committee shall submit a list of eligible candidates to the Commander for consideration by the membership
- D. Nominations may be made on the day of election from the floor. The nominator and the nominating committee shall ascertain the consent of the nominees and all nominations shall be seconded.

### **ARTICLE IV. FUNCTION OF THE EXECUTIVE BOARD**

- A. The Executive Board shall consist of all elected and appointed officers. In the absence of Commander, the Senior Vice Commander shall act in his stead with full authority to call such meetings when necessary. The committee shall meet at convenient time requested by the Commander to assist in resolving any problems or issues prior to any regular or special meetings. The committee shall act in advisory capacity to the Commander.
- B. The Senior Vice Commander shall act as Chairman of the Executive Board. If the Senior Vice Commander is not available for such meeting, the Junior Vice Commander may act in the stead. The chairman shall be entitled to a vote in the event of a tie vote.
- C. Quorum for the Executive Board shall be four Officers. Any regular member may attend the Executive Board meeting.

## ARTICLE V. TRUSTEES

- A. Two regular members who have held previous office (preferably the past two {2} Commanders) or any other qualified regular members may be appointed as Trustee.
- B. The Trustees should participate in all Executive Board meetings. They should conduct an inventory of all Post property and audit financial records when required. The Quartermaster shall prepare to give his financial and accounting of all Post property annually.

## ARTICLE VI. MEETINGS

### 1. CALENDAR

- A. Regular meetings of the Post shall be held, whenever possible, on a monthly or quarterly basis. Regular meetings shall be scheduled from September through June. The Commander may call a special meeting at his discretion or at the request of at least seven members in good standing. No less than five members shall constitute a quorum at any membership meeting.
- B. Any regular meeting that occurs on a Jewish Holiday, or special community events, will be rescheduled by simple vote of the Executive Board.

### 2. PROCEDURE

- A. The Commander at his discretion may limit the number of speakers on any issue and establish a time limit for each speaker.
- B. Members may invite guests to the meeting.

## ARTICLE VII. MEMBERSHIP

- A. No member may be a member of more than one primary Jewish War Veteran's Post at the same time. Such person may retain dual membership in a secondary Post.
- B. Any member in good standing must be given a transfer to another Post upon written application and election thereto.
- C. Only a primary member may: vote, be elected or appointed as an officer, delegate, or become a member of any committee.
- D. Patron members shall meet all the standards of the National By-Laws.
- E. Patron members cannot hold office other than Committee Co-Chairperson with a regular member. Patron members cannot vote at general meetings except in committees on matters relating to said committee.
- F. Patron members are afforded the other same rights as any other active member.

## ARTICLE VIII. DUES

- A. The fiscal year of the Post shall begin on the first day of January and shall end on the last day of December in each year.
- B. Annual dues, assessments and payments to the National Organization, Department, District, Region, and or County Council shall be paid by each member in advance no later than January first of each year upon prior notification of the amount due.
- C. No membership shall be cancelled for non-payment of dues unless a written notice for payment has been forwarded to the member by the quartermaster.
- D. A member delinquent shall not be elected or appointed as an officer, delegate, or become a member of any committee.

## **ARTICLE IX. FINANCIAL COMMITMENTS**

- A. The Commander shall sign all contracts, agreements and financial disbursements authorized by membership.
- B. The Commander is authorized to process payments of debts or other obligations of the Post not exceeding \$250.00 without approval of the membership. The Quartermaster at an ensuing meeting must report such payments. All other proposed expenditures must be approved by the membership at a regular meeting.

## **ARTICLE X. POST FUNDS IN BANKS AND OTHER FINANNCIAL INSTITUTIONS**

- A. Posts within the Department of Florida are entitled to open and maintain accounts and deposit funds in their names with banks and other financial institutions. But if the originator of the account, the current supervisor of the account, the Post Commander, The Quartermaster and the signers on said account are presumptively incapable of performing their duties associated with said account, the Department Commander of the Department of Florida, and the Department Quartermaster at the time the power is exercised, shall have the right and duty to take possession and supervisory responsibility of and for said account for the benefit of the Post and / or the Department of Florida of the Jewish War Veterans of the U.S.A.

## **ARTICLE XI. AMENDMENT OF BY-LAWS**

- A. The provisions contained herein may be amended by two-thirds majority vote of members present at any regularly scheduled meeting. Amendments shall be submitted to each member of the Executive Board a minimum of 45 days prior and to the general membership 30 days prior to the vote.