

CAMP ADJUTANT DUTIES/ RESPONSIBILITIES FOR DIVISION

GENERAL RECOMMENDATIONS:

- Please print forms clearly or type. Mislabeled or difficult to read information may not be copied correctly.
- Please respond promptly to Division requests for information.
- Please alphabetize forms and billing information. Division rosters are kept in alpha order, with over 3000 members it is very difficult to sort if not handled properly.
- It is very important to list your Camp # when communicating with Division. Camps are listed by Camp # first then by Camp name so please have Camp # on ALL correspondence.
- Division forms are found on the Division web site (scvva.org) under Join the SCV.
- Please notify Division Adjutant and Brigade Commander with all changes. These include transfers, deceased members, resignation of members, Camp rosters, Camp Officers, meeting places/times, annual reports and other communications.
- Information on the Division web site should be updated to the Division Adjutant and the Division web master.

E-MAIL QUICK REFERENCE

1. National	scv.org
2. ANV	anvdesk@scv.org
3. VA Division	scvva.org
4. Division Commander	commander@scvva.org
5. Division Adjutant	adjutant@scvva.org
6. Division Chaplain	chaplain@scvva.org
7. Division Webmaster	rebmaster@scvva.org
8. Virginia Courier	vacourier@scvva.org

PAYMENT OF DUES

The SCV and VA DIV operates on a fiscal year not the calendar year. Division is required to have all addresses verified by the USPS verification system, this is done on July 1st, therefore it is of the utmost importance that each Camp has forwarded correct information to Division. If a member has a street address but uses a PO Box, Division needs to have the PO Box # for forwarding that members information. Once the addresses pass USPS verification and bills are sent, replacement bills cost the Division money. Dues invoices (MRS statement forms) will be mailed prior to August 1st (the beginning of the fiscal year). Camp Adjutants are responsible for the correct addresses for their Camp Members.

Any Camp member not receiving a billing statement by August 1st should report this to their Camp Adjutant.

Dues are to be returned to the Division Adjutant by August 1st with supporting documents.

The Camp Adjutant should collect from as many members as possible as early as feasible and submit to Division and National. Do not wait until all of the Camp has returned the information or until the very last day. It is difficult to correct information in a timely fashion if it is submitted at the deadline.

There is a 3 month grace period for collection of dues.

ALL DUES MUST BE RETURNED TO DIVISION ADJUTANT
PRIOR TO NOV. 1ST.

Any dues postmarked after October 31st are considered delinquent and require a \$5.00 reinstatement fee.

The entire original MRS Statement should be returned to the Division Adjutant with payment. Information on these forms are used to update records and dispense funds.

MRS Statements include several payment options, including but not limited to:

National Dues

Camp Dues

Camp Donations

Division Dues

Oakwood Restoration Donations

Jefferson Davis Donations

Sesquicentennial Donations

Heritage Defense Donations

VA Division Donations

Individuals return their statements to their Camp Adjutant with any corrections to information along with a payment for their statement.

Camp Adjutants in turn should make a copy of the statement (a copy can be made by the individuals if they would like to have for their records) for recording purposes.

Camp Adjutants will disperse payments and forms as follows:

National: Send a check for National dues with a marked roster for individuals having paid to National Headquarters.

Camp: Camp will keep donations made specifically to their Camp along with Camp dues amount (if any)

Division: Division dues, donations other than Camp donation, MRS Statement and check for the total should be sent to the Division Adjutant.

Dues sent after October 31st will require a \$5.00 reinstatement fee to National and a \$5.00 reinstatement fee to Division. A reinstatement form, completed by the member, must also accompany late payment.

It is very important that Camp Adjutants notify their Camp members of the process and to make every effort to remind and expedite this process.

LIFE MEMBERSHIP

There are Life Memberships available for National and Division. These are separate interties.

National Life Membership as of 3-11 is as follows:

Ages 12-64.....\$750

Ages 65-79.....\$375

Age 80+.....\$187.50

Division Life Membership as of 3-11 is as follows:

Age 60+.....\$100.00

Under 60.....\$200.00

Camp Adjutants are to send request with payment and supporting documentation to National for National Life membership.

Camp Adjutants are to send request with payment and supporting documentation to the Division Adjutant for Division Life membership.

DECEASED MEMBERS

The Camp Adjutant must report the death of a member to National for the LAST ROLL. The Camp Adjutant must also notify the Division Adjutant, Brigade Commander and Division Chaplain.

NEW MEMBERS

The Camp Adjutant must process the new member's application, supporting documentation and payment.

No member should be accepted into a Camp without official documentation.

Upon approval National must receive payment for National dues with supporting documents.

Fees for National should include a \$5.00 registration fee, there is no registration fee for Division.

National Dues for new members can be prorated. Along with the \$5.00 registration fee and one year's membership fee, someone joining during May, June or July can pay an additional \$7.50 and be good through the next fiscal year. An additional \$15.00 for someone joining in February, March or April, in addition to the regular registration and 1 year membership fee, would have National membership paid through the next fiscal year. The Division Adjutant must be sent the Division dues along with the New member form. There is no proration offered at the Division level, however, new members joining after the yearly State Convention has Division dues covered through the following billing cycle. (ex. A member joins Division on May 1st, the convention was held April 2nd, that member will not be billed Division dues again until the following year)

Division does not need a copy of the new applicants genealogical research, this should be kept by the Camp Adjutant along with copies of the new member's application and other documentation.

TRANSFER MEMBERS

No member should be admitted to a receiving Camp without completed documentation from National and the demitting Camp.

Copies of transfer should be sent to the Division Adjutant.

There is no fee for transferring a member in good standing.

Please process any forms efficiently and quickly to better track membership.

RECORD KEEPING

Camp Adjutants should keep all Rosters for their Camp. If a member is delinquent still keep a roster with his information as this will help if he returns later.

A folder should be kept on every member of the Camp with his application information, dues payment information and other pertinent information.

Camps should consider Camp Stationery with Camp Name and Number located at the top.

Names, addresses (zip + 4 when available), phone numbers (w/ area codes) should be updated periodically with copies of changes being forwarded to the Division Adjutant and National.

Camp Adjutant should keep a Last Roll for the Camp.

Annual report should be submitted by June 30 of each year. See Appendix A,B and E of National Constitution for more information.

Notify National, Division Commander, Division Adjutant, Brigade Commander and Division webmaster of changes to Officers in your Camp.

Encourage each member to join the Virginia Courier at vacourier@scvva.org and also to enjoy the Old Dominion Voice on our Division web site.