STANDARD OPERATING PROCEDURES (SOP)

FOR

VETERANS OF FOREIGN WARS

Of The United States

Surgeon General



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PURPOSE

The purpose of these Standard Operating Procedures (SOP) is to establish guidance and effective guidelines for Surgeons on the department, District, and Post levels, not covered in the Veterans of Foreign Wars manual.

Establish a clear reporting structure within your Department which provides accountability and communication at each level.

Post Surgeon-District Surgeon-Department Surgeon-

Department Surgeon can present at the Department Council of Administration

Department Surgeon can report to the Surgeon General

Report:

1. Event
2. Location
3. Date
4. Monies expended
5. Number of members involved

Post -District -Department Surgeons should discuss flexibility at each level so they can serve Veterans, Service members, and their families.

SECTION 1
CONTROL AND ADMINISTRATION

Control and Administration shall under guidance of the Department Commander, District Commander, and Post Commander.

SECTION 2
REPORTING

Surgeons on all levels will report all scheduled and unscheduled events to their Commander and Community Service Chairperson in a timely manner.

SECTION 3
Awards

It is recommended that awards be considered for the following:

1. Surgeons on each level
2. Volunteers
3. Community Business

SECTION 4
EVENTS FOR CONSIDERATION

1. Suicide Prevention Program:

A. Conjunction with a local healthcare facility

B. Involve

1. First responders
    a. Police Department
    b. Ambulance Service

C. Provide information on what the VFW does and provides for veterans and families

1, Veterans Service Officer if possible

2. Awards
    a. VOD
    b. Patriots Pen
    c. Recruiting material

D. Cost

1. Minimal

2. Blood Drives:

A. Conjunction with a local healthcare facility

B. Involve

1. First responders

a. Ambulance Service

C. Provide information on what the VFW does and provides for veterans and families

1, Veterans Service Officer if possible

2. Awards

a. VOD

b. Patriots Pen

c. Recruiting material

D. Cost

1. Minimal

3. Hospitalised and Homebound Veterans Visitation:

A. In conjunction with our moto to "Never Forget"

B. Involve

1. JROTC

2. Scouts

3. Volunteers (Auxiliary if possible)

C. Cost

1. Depends on the following

a. Provide gifts

1. Clothing

2. Food

D. Start a mailing campaign, especially around the holidays

E. Remember to ask if their are Veterans that get no or limited visitors

4. Remember:

1. If you are on time, you are late

2. Always be respectful

3. No alcohol or tobacco products

4. NO ONE DOES MORE FOR VETERANS