

SECTION 2

Planning Calendar

“Early Planning Makes The Difference”



Advance Planning Will Pay Dividends

On the following pages of this manual you will find a calendar which lists important dates for you to build some of your programs around. Detailed information about these programs will be sent to you well ahead of the actual dates.

Mark this calendar to show the meeting dates of your Post, District and Department meetings and functions. It also will come in handy for selecting your activities...committee meetings... socials...membership rallies and round-ups.

The calendar will be helpful at meetings and should be referred to.

Planning A Meeting

A successful meeting meets these requirements:

- It starts on time**
- It is kept short**
- It is interesting**
- It is informative**
- It accomplishes something**



It should also follow the Veterans of Foreign Wars Ritual and the general rules of parliamentary procedure.

Its success depends on the person with the gavel—the Commander. He/she can control the start of the meeting by the time he/she bangs the gavel; he/she can keep the meeting short by keeping it moving; he/she can make it interesting and informative by a little advance planning; and he/she can make sure something is accomplished by knowing ahead of time just what he/she is trying to accomplish.

The Commander should meet with the Adjutant and Quartermaster prior to the meeting to make certain that their records are in order for their part in the meeting. This includes the roll call of officers, the reading and referring of membership applications, reading of minutes, reading of bills, Quartermaster's report, reading of communications, etc.

The Commander should know what unfinished business is left to transact. If it is not brought up by someone on the floor, he/she should bring it up themselves. He/she should have at least a reminder list of new business which should be discussed. At any time that there is a lag in the meeting, the Commander can bring up the next subject and ask that action be taken.


A meeting is a business meeting and the more business that's done, the better. One of the big jobs of the Commander is keeping discussion on track. If he/she will stick to parliamentary law and require that a motion be made before the subject is discussed, and that the discussion be confined to that motion, he/she will find that most items can be disposed of pretty fast and quite efficiently.

If there's not much business to conduct, a meeting can be pepped up by inviting an interesting speaker to address the group.

You can have interesting meetings, well attended and productive, if you will follow these suggestions:

1. Start the meeting on time.
2. Spend an hour or so in advance of the meeting planning what is to be done.
3. Go over the correspondence with the Adjutant in advance, deciding what should be read and what should be disposed of otherwise.
4. Turn over all mail and information pertaining to their activities to your committee chairmen. Do it in advance so they may read and report on it.
5. Remember that you are the boss during the meeting. You are right until proven wrong and you have the gavel to prove your point. Don't be arbitrary, but if you have to make a decision, MAKE IT! If you are overruled, maybe you were wrong.
6. Allow everyone to have their say, but make them stick to the subject.

JULY 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4  Independence Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 	25	26	27	28	29	30
31						



1 - Post Commander can recognize VFW volunteers by nominating them for the National Community Service Award

31 - Voice of Democracy & Patriots Pen District & Department reporting forms and instructions for forwarding winners mailed out to Department chairmen.



- Free Call Day

AUGUST 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7 	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28 	29	30	31			

1 - Contact local businesses about providing funds to your Post's scholarships

4 - U.S. Coast Guard Birthday



14 - Victory over Japan Day

27 - National Convention, San Antonio, Texas, August 27 - September 1



- Free Call Day

SEPTEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4 	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 	30	

1 - National Convention, San Antonio, Texas, August 27 - September 1

11 - National Patriot Day (flag at half-staff)

16 - POW/MIA Recognition Day

17 - Citizenship (Constitution) Day

18 - U.S. Air Force Birthday



25 - Gold Star Mother's Day

29 - VFW Established 1899



- Free Call Day

OCTOBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9 	10 Columbus Day (observed)	11	12	13	14	15
16	17	18	19	20	21	22
23 	24	25	26	27	28	29
30	31					

8 - National Council of Administration meeting, Kansas City, Missouri, October 8-9

13 - Navy's Birthday

22 - National "Make A Difference Day"



- Free Call Day

NOVEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 Election Day	9	10	11  Veterans Day	12
13	14	15	16	17	18	19
20	21	22	23	24  Thanksgiving Day	25	26
27	28	29	30	Ask your Post to make a donation to the VFW Foundation to continue programs like National Veterans Services, National Military Services, etc. Military Family Month Veterans in the Classroom Month		

1 - Patriot's Pen student entry deadline

National Citizenship Education Teacher Award nominations to Post deadline

Voice of Democracy student entry deadline

10 - U.S. Marine Corps Birthday

15 - Patriot's Pen Post judging deadline

National Citizenship Education Teacher Award nominations to District deadline



Voice of Democracy Post judging deadline

19 - National Family Volunteer Day



- Free Call Day

DECEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Ask your Post to donate to the VFW Foundation in memory of members who have died this past year!				1	2	3
4	5	6	7	8	9	10
11 	12	13	14	15	16	17
18	19	20	21	22	23	24
25  Christmas Day	26	27	28	29	30	31

1 - Six month Department community service total due to National office

4 - International Volunteer Day

6 - Voice of Democracy District judging deadline

Patriot's Pen District judging deadline

7 - National Pearl Harbor Remembrance Day (flag at half-staff)

15 - District National Citizenship Education Teacher Award winners to Department



- Free Call Day

JANUARY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1  New Year's Day	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Martin Luther King, Jr. Day	17	18	19	20	21
22 	23	24	25	26	27	28
29	30	31	<p>Check your membership total against the same day last year. Are you reported in "All" Programs?</p>			

1 - National Awards for Public Servants Post to Department deadline

7 - Deadline for completion of Department judging for Voice of Democracy and Patriot's Pen

15 - National Citizenship Education Teacher Award Department winners to National deadline

Voice of Democracy Department Winner to National deadline

Patriot's Pen Department Winner to National deadline

District reporting deadline to Department for Voice of Democracy and Patriot's Pen


31 - Voice of Democracy final Department report to National deadline

Patriot's Pen final Department report to National deadline

National Citizenship Education Teacher Award Department Participation Report to National deadline

 - Free Call Day

FEBRUARY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 	15	16	17	18
19	20 President's Day	21	22	23	24	25
26 	27	28	29	Participate in March of Dimes WalkAmerica Event held in April. Call 1-888-MODIMES		

1 - National Awards for Public Servants Department to National deadline

2 - National job shadow day



12 - Lincoln's birthday

20 - Washington's birthday (observed)



- Free Call Day

MARCH 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11 	12	13	14	15	16	17
18	19	20	21	22	23	24
25 	26	27	28	29	30	31

1 - Scout of the Year (entries due to Post) deadline

Deadline for National Post Recognition Citation Request to National



3 - Legislative Conference and Voice of Democracy student trip to Washington, D.C., March 3-7

28 - Start planning National Volunteer Week and Loyalty Day activities



- Free Call Day

APRIL 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	1	7
8 	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29 	30					

1 - Scout of the Year (Post entries to Department scouting team member or Department Commander) deadline

10 - National Volunteer Week, April 10-16



30 - VFW Special Projects entry due to National office

NMS Recognition Program deadline



- Free Call Day

MAY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13 	14	15	16	17	18	19
20	21	22	23	24	25	26
27 	28 Memorial Day	29	30	31		

1 - Loyalty Day

National Outstanding Community Service Post due to National Scout of the Year (Department entry to National from Department) deadline

5 - Join Hands Day - 1st Saturday in May

13 - Mother's Day



15 - National Peace Officers Memorial Day (flag at half-staff this year)

19 - Armed Forces Day



- Free Call Day

JUNE 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3 	4	5	6	7	8	9
10	11	12	13	14	15	16
17 	18	19	20	21	22	23
24	25	26	27	28	29	30

1 - Year end Department community service total due to National

14 - Flag Day

Army's birthday

15 - Application for National, District and County Council
Buddy Poppy Awards due to National

17 - Father's Day

30 - Buddy Poppy Outstanding Promotional/Public Awareness
nomination forms due to National



- Free Call Day