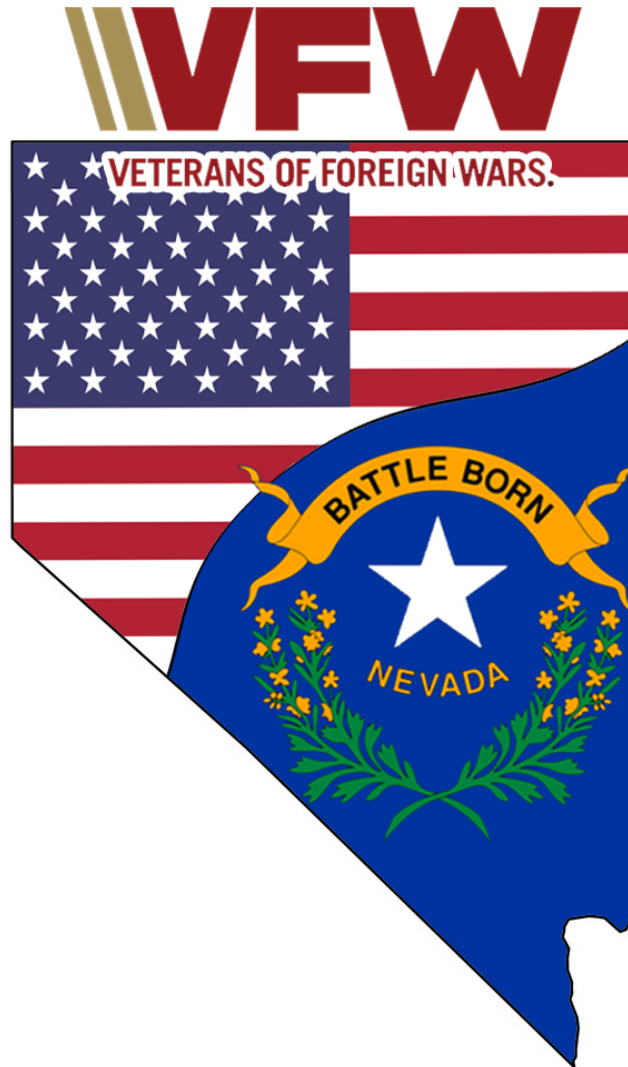


VETERANS OF FOREIGN WARS OF THE UNITED  
STATES DEPARTMENT OF NEVADA  
DEPARTMENT EVENT POLICY



Approved on June 11, 2023, by the Council of Administration

1. This Department Policy Letter provides requirements, guidance, and suggestions for hosting Department Conventions and Conference Events. This policy will delineate cost and revenue sharing between the Department and hosting Post(s), fundraising, and donations.
  - a. Department Conventions and Conferences can be hosted by one or more Posts and Districts to ease workload and fundraising requirements. It is highly suggested that Posts work together to ensure that the event is fully funded and successful.
  
2. **References** - The following National (N) and Department of Nevada Bylaws (D) are applicable to this policy.
  - a. (N) Section 503 – Department Convention
  - b. (D) Section 301 – Convention
  - c. (D) Section 303 – Department Mid-Winter Conference
  - d. (D) Section 304 – Convention Selection
  - e. (D) Section 305 – Registration Fee
  
3. **Event Dates –**
  - a. **State Convention** – The dates of the Department Convention are determined by National Bylaw Section 503 and the Department Time and Place Committee with approval during the State Convention.
  - b. **Mid-Winter Conference** – The dates of the Mid-Winter dates are determined by the Department of Nevada Bylaw Section 503 as selected and approved by the Department Commander.
  
4. **Event Location –**
  - a. **Department Convention** – The Department Convention is determined by the acceptance of bids from Posts and reviewed by the Time and Place Committee with approval at the Department Convention.
  - b. **Mid-Winter Conference** – The Department Commander for that year’s conference will select the time and place of the conference.
  
5. **Event Requirements –**
  - a. **Department Convention** – The following minimum requirements are desired at the State Convention. Modifications are to be approved by the Department Adjutant.

Description	Seating	Audio Visual	Notes
Joint Meeting	150	Sound/Computer	Can be same room as VFW Meeting
VFW Meeting	100	Sound/Computer	
Auxiliary Meeting	50	Sound/Computer	
VFW COA Meeting	35	Sound	Can be same room as VFW Meeting – Requires Head Table Reset – See Schedule for Day/Time
Auxiliary COA Meeting	35	Sound	See Schedule for Day/Time

- b. **Mid-Winter Conference** – The following minimum requirements are desired at the Department Mid-Winter Conference. Modifications are to be approved by the Department Adjutant.

Description	Seating	Audio Visual	Notes
Joint Meeting	150	Sound/Computer	Can be same room as VFW Meeting
VFW Meeting	100	Sound/Computer	
Auxiliary Meeting	50	Sound/Computer	
VFW COA Meeting	35	Sound	Can be same room as VFW Meeting – Requires Head Table Reset – See Schedule for Day/Time
Auxiliary COA Meeting	35	Sound	See Schedule for Day/Time

**6. Funding –**

- a. Department Funds – Department Funding that remains the property of the Department.
  - i. The Department has a budget allocated towards the Convention and Mid-Winter Conference that is approved by the Council of Administration each year at the Department Convention COA meeting.
  - ii. The Post(s) is also authorized to charge a Registration Fee for those registering.
  - iii. The Post(s) is able to obtain sponsorship for the banquet or lunches by asking for table sponsorship, reception sponsorship, or event sponsorship. The Post(s) can work deals with the sponsor with ads, vendor tables, or signage.
- b. Sponsoring Post(s) Funds - These funds remain the property of the Sponsoring Post(s).
  - i. The Post(s) is also able to sell advertising and produce an event program book.
  - ii. The Post(s) is able to setup and sell vendor tables.
  - iii. The Post(s) can obtain donations for a silent auction or other similar event to occur prior to the end of the event (or when closed by direction of the Department Adjutant).
- c. These suggestions are not all inclusive and new fundraising ideas are possible.

**7. Funding Breakout –**

- a. The Sponsoring Post is responsible for bill payment, to be coordinated with the Department Quartermaster.
- b. Donations made to the Department of Nevada for any event remain Department of Nevada Funding. Such donations will be used to support the event as necessary.

**8. Reports –**

- a. The Department Event Chair is responsible for providing the Department Adjutant with a final report with all pertinent information, to include a detailed cost of the event with a copy of all bills, a detailed copy of all donors to include amounts and donor information, a vendor list with contact information, a copy of the event program guide, and any other information that would assist the next event planner.

9. **Approval** - The Department Convention and Conference Event Policy has been approved by the Department of Nevada Council of Administration on May 16, 2023.