



Department of New York Service Officer Raffle Chairman's Guide



Thank you for accepting the responsibility as the Service Officer Raffle Chairman for the Department of New York.

You are expected to perform your duties to the best of your ability and to become familiar with the requirements of the Service Officer Program. This Chairman's Guide will provide you some of the necessary guidelines in performing your duties. There may be

additional references you may need to review either on the Department or National websites and/or other documentation that may be issued during the ensuing year.

It is important that you learn as much as you can about your position and ask questions if you are not sure of what you will be required to do. I and my staff are available to assist you in this endeavor to ensure you are successful in your efforts.

Of particular importance is the following of the timeline for completing a number of tasks outlined in this program guide and in maintaining close coordination with the Service Officer Journal Chairman. Deadlines are important and I expect you to meet them.

The Department of New York publishes its on-line newspaper, *The Overseas Veteran* quarterly and it is highly recommended that a short article explaining the merits of supporting the Service Officer Raffle by purchasing tickets be prepared and submitted to the newspaper editor when the announcement goes out for articles.

Additionally, as part of your responsibilities as Chairman, you will be expected to prepare a short written report of your activities to be submitted two weeks prior to the Spring and Fall Department Conferences and State Convention. A financial report of Raffle Ticket s purchased will be provided to you if requested by the Department Bookkeeper for inclusion in your written conference report. If called upon to make an oral report, you will be invited by letter prior to any conference or convention.

The State Commander is confident of your ability to manage the Service Officer Raffle Program and am sure you will be extremely successful in your endeavors.

Thank you for stepping up and accepting this challenging position.



**Department
Of
New York**

**Service Officer
Program**

**Raffle and Journal
Chairman
Guide**



What are Veteran Service Officers?

The Veterans of Foreign Wars of the United States as the largest organization of combat veterans, understands the frustrations that can arise when filing a claim with the Department of Veterans Affairs. The claims process can be confusing and one that service members and veterans shouldn't try to navigate alone. That's why the VFW's **National Veterans Service (NVS)** was created.

NVS consists of a nationwide network of service officers who are experts in dealing with the claims process and help thousands of veterans cut through the bureaucratic red tape every year. They are the key to success, recovering approximately \$1 billion in earned benefits and compensation for veterans each year.

VFW Service Officers are trained experts, helping veterans develop their case with ease by reviewing and applying current law, pertinent legislation, regulations and medical histories. As skilled professionals, they assist in filing for disability compensation, rehabilitation and education programs, pension and death benefits, and employment and training programs. Furthermore, they won't hesitate to request hearings before the VA and the Board of Veterans Appeals to present oral arguments when needed.

VFW Service Officers are with America's veterans every step of the way once they're ready to file a claim. This is a service the VFW is proud to offer--free of charge--to anyone seeking assistance with the claims process. It's a service our veterans have earned and deserve.

VFW SERVICE OFFICER RESPONSIBILITIES INCLUDE:

- Offer research and advice to veterans who wish to handle their own claims.
- Assist veterans who are filing original claims for compensation and/or pension with the Department of Veterans Affairs and complete the required VA forms on behalf of the claimant.
- Assist veterans in reopening claims for service-connected disabilities and complete the required VA forms.
- Follow up on status of claims filed by veterans with the VA Regional Office.
- File Notice of Disagreement with the VA Regional Office if a veteran believes the decision made by the VA was incorrect.
- Review statements of the case from the VA regarding denials of claim and assist veterans with the preparation of responses.
- Assist veterans or surviving spouses in the preparation of appeals for denial of claims and file the appeals with the local VA Regional Office for forwarding to the Board of Veterans Appeals in Washington, D.C.
- Complete VA Forms other than for original claims.
- Answer/research telephone inquiries regarding medical, death/burial and other miscellaneous benefits.

Department of NY Service Officers

The Department of NY maintains two Veteran Service Offices in New York State. One office is located in the VA Medical Center, 113 Holland Avenue, Albany, New York manned by one Veteran Service Officer and an Administrative Assistant. A second office is located in the Federal Building, 130 South Elmwood Avenue, Buffalo, New York and is staffed by one Veteran Service Officer and an Assistant Veteran Service Officer. The Albany Service Office serves central, upstate New York and NY City. The Buffalo Service Office serves western and southern New York down to the limits of NY City.

Chairman Assignments

The incoming Department Commander will determine whether he/she will assign a separate Chairman for the Service Officer Raffle and Service Officer Journal or whether a single Chairman will be assigned for both. The below outlines the duties and responsibility of each Chairmanship and will be adhered to for the purpose of carrying out the requirements of the Raffle and Journal Chairmanships.

If the Department Commander determines that he/she would like to appoint separate Chairman for each committee, close coordination should be maintained between both Committee Chairmen so that each will be able to complete their administrative documents in parallel for a combined mailing packet to be assembled to include both the Raffle and Journal information for mailing by First Class U.S. Mail.

Service Officer Raffle Chairman Responsibilities

The Service Officer Chairman is responsible for managing the Department of NY Annual Service Officer Raffle to raise funds to help supplement the funds provided by the Department in offsetting the expenses required to operate the two offices in New York State.

The Raffle Chairman and his/her assistants (if assigned) will:

1. Adhere to the Timeline attached as enclosure (1).
2. Prepare a letter of solicitation for the purpose of requesting donations to be used as prizes in the raffle similar to enclosure (2). Prize donations should be a minimum of \$100.00.
3. When all prize donations have been received a raffle ticket card will be prepared and submitted to a printer for printing similar to enclosure (3).
4. Prepare a forwarding letter similar to enclosure (4) to forward raffle tickets (Enclosure 4 is simply an example and re-wording is acceptable if desired)
5. Coordinate a date with the Service Officer Journal Chairman to assemble a team of at least three volunteers to meet at Department Headquarters to prepare mailing packets of envelopes for mailing.
6. Raffle and Journal Ad envelopes will be mailed to:

Department of NY Officers, Chairmen, Auxiliary Officers,
Auxiliary Chairmen, Past Commanders, Past Auxiliary
Presidents, Post Commanders an Post Auxiliary Presidents

Service Officer Journal Chairman Responsibilities

The Service Officer Journal Chairman is responsible for managing the Department of NY Annual Service Officer Journal to raise funds through advertising to help supplement the funds provided by the Department in offsetting the expenses required to operate the two offices in New York State.

The Service Officer Journal Chairman and his/her assistants (if assigned) will:

1. Adhere to the Timeline attached as enclosure (5).
2. Prepare a Journal Ad Order Form similar to enclosure (6).
3. Prepare a letter of solicitation for the purpose of requesting ads to be placed in the annual journal similar to enclosure (7).
5. Coordinate a date with the Service Officer Raffle Chairman to assemble a team of at least three volunteers to meet at Department Headquarters to prepare mailing packets of envelopes.
4. Raffle and Journal Ad envelopes will be mailed to:
Department of NY Officers, Chairmen, Auxiliary Officers,
Auxiliary Chairmen, Past Commanders, Past Auxiliary
Presidents, Post Commanders an Post Auxiliary Presidents

Timeline for Service Officer Raffle and Ad Book

1. Prepare Raffle Prize Donation request letter by: September 15th
2. Mail Prize Donation Letter requests by: October 15th
Donor letters mailed to: Department of NY Officers
Department of NY Chairmen
Department of NY Ladies Auxiliary Officers
Department of NY of NY Ladies Auxiliary
Chairmen
Past Dept Commanders and Ladies Auxiliary
Presidents
2. Have Prize Donations in to Dept by: November 30th
3. Have tickets printed and ready from printer by: December 15th
4. Have the Chairman cover letter and Ad Book Order
Form in final form by: December 15th
5. Copy forwarding letter and all enclosures by: December 31st
6. Mail the below completed package by: January 15th
 - Cover letter
 - Tickets
 - Ad Book Solicitation
Mail to: Department of NY Officers, Chairmen, Auxiliary Officers,
Auxiliary Chairmen, Past Commanders, Past Auxiliary
Presidents, Post Commanders an Post Auxiliary Presidents
7. Prepare a newspaper article for insertion in Overseas Veteran's Newsletter



Department of New York VFW Veteran Service Officer Journal Ad Contract

2015-16 Program Journal Ad Book Order Form

Post: _____ County Council: _____ District: _____

Contact Person: _____ Phone: _____ E-Mail: _____

Please accept our ad in the 2016
State VFW Veteran Service Officer
Journal Ad Book for which we enclose a check
in the sum of \$ _____

_____ Full Page Ad @\$90.00
_____ Half Page Ad @ 65.00
_____ Quarter Page Ad @ 45.00

Please note: Your ad will be placed in the Program Book as close to the layout submitted for publication. If your ad includes any clip art other than the VFW or Auxiliary logo, please e-mail your clip art in a .jpeg picture format to: firthturner@yahoo.com clearly stating which ad the clip art is for, Post Number and your contact phone number and/or e-mail address.

All ads in the program book will be published in Black & White. ALL ads should be camera ready. **Do not fold & do not fax ad.**

If your ad needs to be scanned, it is **STRONGLY RECOMMENDED** you do not fold your ad **but mail it FLAT unfolded in the envelope** to prevent a crease from showing on the page when scanned.

MAKE ALL CHECKS OR MONEY
ORDERS PAYABLE TO: **DEPT OF NY VFW**
Mail your ad and full payment to:

Veteran Service Officer Journal
Department of NY VFW
69 Sand Creek Road
Albany, NY 12205

ALL ADS MUST BE RECEIVED
ON OR BEFORE: May 2, 2016

Assign Date as Appropriate

Enclosure (6)

Full Page
\$90.00
Remember - The size of a full page
is
5 1/2 x 8 1/2
Draft your add accordingly

(Sample Page Not to Size)

Will change accordingly

Half Page
\$65.00

(Sample Page Not to Size)

Quarter Page
\$45.00

(Sample Page Not to Size)