



New Chapter Toolkit

Starting a new VFP chapter is a 4-step process:

1. Request a temporary chapter number from the chapter coordinator at the National Office.
2. Sign up 10 military veterans. Special regional circumstances, geographic or geopolitical, may allow for a charter for a local chapter being granted by a petition of 5 veterans, if approved by the Board of Directors. Contact the chapter coordinator to determine charter requirements.
3. Send a New Chapter Petition to the chapter coordinator with the 10 (or 5) veterans listed by name and their branch of service and years served. All charter members must be current, verified veteran members of National Veterans For Peace. The petition must be signed by a charter member who will serve as the initial chapter contact.
4. Send the petition to the National Office along with a copy of each veteran's DD214, retirement card, discharge papers or other qualifying military documentation; if on active duty, include a military ID card reproduction. All documents should be mailed to the attention of the VFP chapter coordinator.

Each member of the chapter agrees to the following rules:

1. Adhere to the bylaws governing VFP's non-profit status, including the Statement of Purpose.
2. Pay annual dues to National Veterans For Peace, or a one-time lifetime membership.

Board Approval

Upon receiving the New Chapter Petition, the national chapter coordinator will submit the paperwork to the VFP board of directors for chapter approval. The board meets monthly and acts on petitions at the meeting nearest to the date when the petition was submitted. The chapter coordinator will notify chapter leaders when the petition has been approved, and will send them a Chapter Charter documenting and assigning the chapter's number and (if applied for) chapter name. The National Office will formally announce the new chapter to the membership through email, website, social media, and published newsletter.

Chapters may begin holding meetings before Board approval of the chapter; however, organized activities, campaigns and projects cannot begin until after the board approves the new chapter status petition and recognizes the chapter as a bona-fide VFP chapter.

The chapter coordinator will send a New Chapter Packet to the chapter contact upon board approval of the new chapter. The New Chapter Welcome Kit contains the following items:

- ✓ Welcome letter from the VFP National Board
- ✓ Official Chapter Charter
- ✓ VFP flag
- ✓ VFP printed materials and brochures
- ✓ Copy of VFP 501(c)(3) letter from the IRS certifying tax exemption status
- ✓ VFP National Bylaws



Chapter Name

Chapter names using personal names fall into one of two categories: historical names or non-historical names. Historical names, such as “Thomas Paine” Chapter, must be approved by the Board of Directors.

Procedures for Non-Historic Individual Names

- **Living persons** will give their own approval for the use of their name by a chapter.
- **For deceased (non-historical) individuals**, the chapter will contact all immediate family members for approval to use their loved one’s name (parents, children, siblings, spouse). After approval from the family, the Chapter Name Change Request may be submitted to the National Office for the Board of Directors. If possible, a letter of family approval will accompany the Chapter Name Change Request. (If there is any question of approval, the name shall not be used.)

When the name change is approved by the Board of Directors, the National Office will prepare a Certificate of Acknowledgement for the family. We recommend a public event be held and the framed Certificate of Acknowledgement be awarded by the Chapter to a family member along with a descriptive press release.

National Membership Dues

Every chapter member is expected to help sustain the VFP organization by paying national dues:

- Basic Membership Dues: \$40 (annual payment)
- Assisted Membership Dues: \$25 (annual discounted payment)
- Post 9/11 Membership Dues: \$10 (annual payment for first 3 years)
- Free membership: active duty (no annual dues for first year)
- Free membership: incarcerated veterans (recurring annually)
- Lifetime Membership Dues: \$1,000 (one-time payment for life; can be paid in one lump sum or in allotments for up to one year)

Local Chapter Membership Dues

Some chapters have dues, which are collected from chapter members at the local level. National dues are independent of chapter dues and must be paid annually for members to stay in good standing as a VFP member. All VFP members must pay annual dues or the Lifetime Membership fee directly to the National Office.

Chapters are encouraged to assist veteran members who want to join VFP but are not able to pay the national dues, either by paying for or supplementing their national membership dues. In extreme hardship cases, when a chapter is not able to assist veterans in joining VFP, National Office may be able to provide scholarships to enable veterans to join the organization.