



# APPLICATION FOR SESQUICENTENNIAL SIGNATURE EVENT

## SONS OF UNION VETERANS OF THE CIVIL WAR



Application is hereby made to name an event a *Sons of Union Veterans of the Civil War Sesquicentennial Signature Event*. The applicant agrees the primary purpose of the event is to educate the public on the legacy of the valiant work done by all United States Military Forces between 1861 and 1865. These events are also intended as recruiting opportunities for the SUVCW and the Allied Orders. The event should have: a direct connection with the Civil War Sesquicentennial, be of national or state significance, not expose the SUVCW to any insurance risk, present the United States and its military forces in a positive manner, and include a SUVCW Camp and/or Department, or supportive organization within the Allied Orders as a sponsor of the event in some manner.

SUVCW Sponsored Event  Supportive Organization Sponsored Event

Event Name \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

Sponsor \_\_\_\_\_ Department of \_\_\_\_\_

Sponsor Contact \_\_\_\_\_ Contact Email \_\_\_\_\_

Address \_\_\_\_\_

Event Description (See Instructions):

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Even Description Continued:

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Other Sponsoring Organizations:

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## DEPARTMENT CONCURRENCE FOR SUVCW EVENT

\_\_\_\_\_  
Department Commander Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Commander

\_\_\_\_\_  
Email address

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## SESQUICENTENNIAL COMMITTEE CONCURRENCE

\_\_\_\_\_  
Committee Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Email address

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## COUNCIL OF ADMINISTRATION CONCURRENCE

\_\_\_\_\_  
Council Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Email address

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## INSTRUCTIONS

**Instructions:** Camps, Departments, and supportive organizations of the Allied Orders seeking to have a *SUVCW Sesquicentennial Signature Event* require recognition and approval as follows:

1. Camps, Departments, and supportive organizations of the Allied Orders prepare this application giving the name of the event, its location, and a description of how the event will meet the stated purpose of a SUVCW Sesquicentennial Signature Event.
2. Camps submit the application through their Department Commander and must have the Department Commander's approval.
3. The request would describe the event and outline how it meets each of the intended goals of a Signature Event, specifically:
  - a. How the event is will serve to educate the public on the legacy of the valiant work done by all United States Military Forces between 1861 and 1865.
  - b. How the event has a direct connection with the Civil War Sesquicentennial
  - c. How the event is of national or state significance;
  - d. A statement the event will not expose the SUVCW to any insurance risk;
  - e. A statement the event will present the United States and its military forces in a positive manner;
  - f. Identification of a SUVCW Camp and/or Department as an event sponsor;
  - g. A statement the sponsoring Camp and Department will use the event to advertise the SUVCW and have recruiting materials available at the event.
4. The Department Commander (or sponsor) will submit the request to the National Sesquicentennial Committee for approval **at least 30 days prior to the event**. Email Mike Beard [mikesuvcw13@verizon.net](mailto:mikesuvcw13@verizon.net) and/or Steve Hammond [shammond@aamc.org](mailto:shammond@aamc.org).
5. The National Sesquicentennial Committee will determine the sufficiency of the application and concur the event meets the intended purpose of SUVCW Signature Events. In performing this task, the committee will confer with the sponsoring camp and department to get any needed information to complete the application.
6. The Sesquicentennial Committee will submit proposal to the Council of Administration through the CINC and the Chief of Staff for its approval.
7. Upon Council of Administration approval, the Sesquicentennial Committee will post the event through the SUVCW Webmaster to the SUVCW Sesquicentennial Events page and notify the sponsor.
8. The preferred approval process would be in writing using email, supplemented as necessary with phone, mail, or in person communication.
9. Documentation of each *Signature Event* will be recorded by the Committee and presented to the Council of Administration annually so a permanent record of these events may be preserved.
10. Once approved, the sponsoring Camp or Department is allowed to use the SUVCW name and logo to promote the event and to present the SUVCW Sesquicentennial Medal for minimal donation.
11. The Sponsor can purchase the medal and passport from the SUVCW Quartermaster (the passport will allow event attendees to record the Signature Events they attend – much like the National Park passport. They can then purchase stars for their Sesquicentennial Medal to show how many events they attended).
12. If using the passport, the sponsor should have a rubber stamp made (up to 2 x 2 inchs) using the following as a guide:

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## INSTRUCTIONS

### Sample passport Stamp

150th ANNIVERSARY OF THE CIVIL WAR  
SONS OF UNION VETERANS OF THE CIVIL WAR  
SIGNATURE EVENT  
**NAME OF EVENT**  
LOCATION OF EVENT  
DATE OF EVENT  
SPONSOR

### Sesquicentennial Medal

