



NATIONAL HEADQUARTERS SONS OF UNION VETERANS OF THE CIVIL WAR



INSTRUCTIONS FOR FORMING A CAMP FORM 50

The creation of new Camps within the Sons of Union Veterans is one of the greatest ways in which we can honor our ancestors and ensure that there will always be Sons to protect our forefathers' memorials, preserve their final resting places, and keep green the memory of their struggles and sacrifices to preserve the Union. A new Camp enables more men to easily come together for this purpose, and to spread the geographic reach of our Order.

When someone desires to start a new Camp, he must first make application to the Commander of the Department in which the new Camp will be located. This is done by completing and submitting an Application for Permission to Form a Camp of the Sons of Union Veterans of the Civil War Form 51, in duplicate, to the Department Secretary. In the case of a Camp which will be located where no Department exists, the form should be submitted to the National Secretary. The person submitting the form will be the *Camp Organizer*. He may be a member of another Camp, another Department, a National Member-at-Large, or even someone outside of the Order who is interested in starting a new Camp. The *Camp Organizer* may select the name for the new Camp, following the guidelines contained within the Sons of Union Veterans of the Civil War Constitution and Regulations, and may recommend and request a specific number. No two Camps within a Department may have the same number. Starting a new Camp is a big step which should not be taken lightly. But succeeding at this task will be very rewarding.

When Form 51 is received by the Department Secretary, and if all is found to be in order, the two copies are then forwarded to the Department Commander for his approval. When the Department Commander approves, he signs both copies of the Form 51 and returns them to the Department Secretary, along with a Camp Organization Authorization Form 52. This form gives the *Camp Organizer* permission to take the steps necessary to form the new Camp for a period of one year: hold organizational meetings, elect and appoint temporary Camp officers, recruit new Members, etc. **At the end of that year, if the new Camp has not yet completed the Charter application process, their authorization expires and they need to begin the process again with a new Form 51 submitted to the Department Commander.** When Form 51 and Form 52 arrive back to the Department Secretary with the Department Commander's signature, the Department Secretary will forward the Form 52 back to the *Camp Organizer*, and send both copies of Form 51 on to the National Secretary, along with the required Charter Application Fee of \$25. Depending on the policies of the Department, this fee may have been provided by the *Camp Organizer* individually, from a core group of members starting the new Camp, or from the Department itself.

The National Secretary will ensure that the Form 51 is completed correctly, that the Camp name and number requested are appropriate, and that the Charter Application Fee was included (payable to the National Organization, SUVCW). The Charter Application Fee is non-refundable. If all is found to be in order, the National Secretary will forward the Form 51 on to the Commander-in-Chief for his review. When the Commander-in-Chief approves of the application, he will sign Form 51 and return it to the National Secretary. The National Secretary will then provide one copy of the signed form to the Department Secretary for Department records, and a copy to the *Camp Organizer*. Along with this form, the National Secretary will provide a Camp Organizing Packet containing additional paperwork and instructions. Among these materials will be samples of the Standard Application Form 3, Transfer Form 4, New Camp Data Sheet Form 54, and a Charter Application Form 55. Most of these forms can be downloaded and printed out from the National Website: www.suvcw.org/ftp.htm. It is recommended that the Camp Organizer avail himself of this resource to also secure a copy of the SUVCW Constitution and Regulations, Recruiting Guide, Officer Job Descriptions, etc.

One form provided is an IRS Form SS-4. This is the application used to request an Employer Identification Number (EIN). Each Camp and Department needs its own EIN in order to open a bank account. The social security number of the *Camp Organizer* or any individual Brother should ***not*** be used for this purpose. You may apply for an EIN online, by fax, phone or regular mail. Once you have assembled all of the required information, the online application may be the easiest and fastest. When applying, make sure to indicate that the new Camp's EIN should be subordinate to the National Organization's number: 0429.

Recruiting is one of the great challenges of all Camps. If the Department has Members-at-Large, a list of those living in the vicinity of the new Camp should be obtained from the Department Secretary so that they may be invited to join. There may also be Brothers in other Camps or even neighboring Departments who live closer to the area of the new Camp. While they should certainly be made aware that a new Camp is forming near them, one must be careful not to inadvertently offend existing Camps and other Departments by appearing to go after their membership. Department Officers may want to work with Camps and help with this process. In addition to Brothers already in the Order, members of Civil War Roundtables and re-enactment units, neighbors, friends, relatives and co-workers should all be considered for membership.

When sufficient membership exists in the new Camp, the Camp should elect its temporary Officers, who will serve until after the Camp receives its Charter. Not all elected Offices need to be filled, but the new Camp will certainly require a Commander and a Secretary, Treasurer or Secretary/Treasurer. If enough Brothers are available, electing a Senior Vice Commander, Junior Vice Commander and three members of the Camp Council is also recommended. The newly elected Commander may then fill as many of the appointed Officer positions as is practical. The results of the election and appointments should be recorded on the New Camp Data Sheet Form 54.

When the new Camp has recruited a minimum of five Regular Members, and elected its temporary Camp Officers, it may apply for its Charter. The minimum five Members may be any combination of new Members, Dual Members, or Members transferring from other Camps, Departments, or Members-at-Large, but they ***must*** meet the SUVCW criteria for regular membership. Pursuant to the regulations of the Department, it is up to each Camp to decide whether or not Associates and Juniors are to be accepted into its membership. Associates may not be listed on a Camp Charter. Juniors may be listed, but may not be counted as part of the five Members needed to apply for a Camp Charter.

To apply for a Camp Charter, a completed New Camp Data Sheet Form 54 and Application for Camp Charter Form 55, each in duplicate, need to be submitted to the Department Secretary. Make certain that no Associates or Juniors are included on Application for Charter Form 55.

When received, the two copies of Form 54 and Form 55 will be examined by the Department Secretary to ensure that all is in order. He will then forward them to the National Secretary, who will also review them for completeness. The forms will then be provided to the Commander-in-Chief. If all meets with the Commander-in-Chief's approval, he will sign the Application for Charter Form 55. The date on which he signs Form 55 is the *Date of Rank* for the new Camp. As of the *Date of Rank*, the new Camp is recognized as an official Camp in the Sons of Union Veterans of the Civil War. **Please note that until a *Date of Rank* is given by the Commander-in-Chief, no application materials or fees should be submitted by the Camp to the Department as the Camp does not exist until it receives a *Date of Rank*.** Even if the Camp requests dues from its membership beforehand, per capita fees will eventually be calculated *only* from the *Date of Rank* and paid from the Camp to the Department and from the Department to National only from that date forward.

When a *Date of Rank* has been assigned by the Commander-in-Chief, the National Secretary will notify both the Department Secretary and the new Camp Commander. A Charter document will be prepared for the new Camp, and will be provided to the Department Secretary so that he and the Department Commander can affix their signatures and arrange for an appropriate Charter presentation.

The Camp is now an official Camp within the Sons of Union Veterans of the Civil War, and should report its membership to the Department in the correct manner depending on the time of year. If the Camp's *Date of Rank* is during the first quarter of the year, then the Camp should complete and submit a *Camp Annual Report Form 27* to the Department by May 30th. If the *Date of Rank* is after the first quarter, then the Camp's membership should be reported to the Department using a Camp Status Report Form 30, in duplicate, for each member. This should be submitted with any required supporting documentation and the appropriate per capita fees. The Department, in turn, will report the membership to National using either the Department Annual Report Form 35, or Camp Status Report Form 30s.

As soon as is practical, the new Camp should prepare a set of By-Laws, as outlined in National Regulations, Chapter I, Article IX, Sections 1 and 2. When approved by the Camp, the By-Laws should be submitted to the Department Secretary for the review and approval of the Department Commander.

In addition to your Department Officers, your National Secretary is standing by to offer any assistance and guidance needed in the process of starting a new Camp of the Sons of Union Veterans of the Civil War. Please don't hesitate to call upon him whenever help is needed. Good luck with your efforts!

Forms Utilized in Forming a New Camp of the SUVCW

Instructions for Forming a Camp Form 50: This form provides an explanation of the process to be followed in starting a new Camp of the Sons of Union Veterans.

Application for Permission to Form a Camp Form 51: This form is used by an individual requesting permission from a Department and the Commander-in-Chief to form a new Camp of the Sons of Union Veterans. It is submitted by a *Camp Organizer*, and receives the approval signatures of the Department Commander and Commander-in-Chief.

Camp Organization Authorization Form 52: This form is completed and provided to a Camp Organizer by a Department Commander. It authorizes the *Camp Organizer* to take the necessary actions to form a Camp, including holding organizational meetings, electing temporary Camp Officers, recruiting members and effecting transfers, and preparing the required Charter application paperwork.

New Camp Data Sheet Form 54: This form is used to report the Camp's temporary elected and appointed Camp Officers, as well as other information including meeting day, time and location and Employer Identification Number (EIN). This form must be submitted along with the **Application for Charter Form 55**.

Application for Camp Charter Form 55: This is the form from which the information necessary in completing the Camp's Charter document is taken. It will include the full names, ages, addresses and membership type for all Brothers in the Camp who are to be included on the Camp Charter. Associates may not be included on the Camp Charter and should not be included on this form. Form 55 will also provide the *Date of Rank* assigned by the Commander-in-Chief.

IRS Form SS-4: This form is used to apply to the IRS for an Employer Identification Number (EIN). This number will be needed to open a bank account. Make sure to indicate that the Camp's EIN should be subordinate to the National number: 0429.

Camp Annual Report Form 27: This form should be used to report the new Camp's membership to the Department if the *Date of Rank* assigned by the Commander-in-Chief is *during* the first quarter of the year. Include supporting materials and per capita fees.

Camp Status Report Form 30: This form should be used to report the new Camp's membership to the Department if the *Date of Rank* assigned by the Commander-in-Chief is *after* the first quarter of the year. Include supporting materials and per capita fees.