



NATIONAL HEADQUARTERS

SONS OF UNION VETERANS OF THE CIVIL WAR

Instructions for Forming a Camp

Form 50



The individual who starts the process of forming a local chapter (Camp) of the Sons of Union Veterans of the Civil War (SUVCW) becomes known as the *Camp Organizer*, once he is authorized as such by the Department Commander. It is a step that should not be taken lightly as it will require much of the organizer's time, energy, and some personal expense as well. Once it is begun, it is expected to be carried through until the new Camp's Charter is obtained.

The first step is to contact the Department Secretary for the necessary forms and instructions to begin the task. As stated above, the creation of a Camp requires permission from the Department Commander, plus a **minimum** of 5 "**Members**" (male descendants, age 14 and above, who are directly related to a soldier or sailor who honorably served the Union between 1861 and 1865, or directly related to a brother, half-brother, sister, or half-sister of such a soldier or sailor). The new Camp's membership can be a combination of new Members, Members transferring from other Camps or from the Membership-at-Large, as well as *Dual Members* (Brothers who are willing to join the new Camp, while maintaining their membership in another Camp). **Associates cannot be listed or sign a Camp Charter.** They can become affiliates of the new Camp, however, they cannot be counted as part of the (5) **Members** required to organize. **Juniors can be listed on the Charter but cannot be counted toward the number needed to form a new Camp.** [Please note that it is up to each Camp to decide whether or not Associates and Juniors are to be accepted into its membership.]

Form 51, *Application for Permission to Form a Camp*, obtainable from the Department Secretary, is to be completed and returned to him in two copies. A third copy must be retained for the new Camp's records. This form must be approved by the Department Commander before it is sent to the National organization for the Commander-in-Chief's signature. **A non-refundable Charter fee of \$25.00 must accompany this form to the National Secretary.** The requested Camp name may be determined by the new Camp's membership. The Camp number is to be assigned by the Department Commander. However, the Camp may suggest a number for consideration. The name and number is reviewed by the Department Commander. If there is no duplication in either, and if the process for naming the Camp (as outlined by the Department Secretary) is followed, Form 51 is then approved and forwarded on to the National Secretary. The Department Commander then issues a **Form 52**, *Camp Organization Authorization*, to the Camp Organizer. This grants permission to hold organizational meetings, elect temporary officers, recruit Members, etc. No money should be collected for application fees or dues before this time.

If the Commander-in-Chief approves the request, the National Secretary will mail a packet to the Camp Organizer with the forms necessary to complete the process, along with a checklist. If followed, it will assure that all steps in the process are taken and in the proper order. This will speed the process by preventing delays and misunderstandings.

Further instructions for organizing a Camp will be in the packet. There will also be a computer printout with National Member-at-Large Brothers living in the general area of the new Camp. They should be contacted to determine if they would like to become members of the new Camp.

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There will also be a U.S. Treasury Internal Revenue Form SS-4 with an instruction sheet. With this, you can obtain your Employer Identification Number (EIN). Each Camp is required to have its own EIN. When forwarding this form, make sure that a notation is made so that the number you receive is attached to the National Organization, Sons of Union Veterans of the Civil War EIN, which is #0429. You will also need an EIN to open a checking account for your new Camp. Do **not** use your own Social Security number, nor that of another Brother, to open a checking account for the Camp.

The packet will also contain one copy of the National *Constitution and Regulations* plus a copy of the Camp and Department level *Officer Job Descriptions*. These should be read and understood by all persons seeking office in the new Camp. The *Regulations* will contain all the answers needed for the National, Department and Camp levels of the organization.

A *National Supply List* will be included for all supplies that can be ordered from the National Quartermaster. Forms that are needed by the Camp Secretary and Treasurer can be obtained from the SUVCW National Website (<http://suvchw.org>).

One copy of the Order's *Recruiting Manual*, which offers tips and suggestions on the recruiting of, and retention of Brothers, will be included. Twenty (20) *Application for Membership* forms (you may make additional photocopies if necessary) and brochures will also be sent. The latter presents background information about our Order, and can be given to prospective applicants.

Form 53, *Camp Charter Check-Off Sheet*, is provided to make sure that all steps are followed in the process. This will speed up the process, and reduce the necessity of having forms returned for correction, or a request by the National Secretary for information that should have been sent in, but was forgotten in the process.

Form 54, *New Camp Data Sheet*, asks you to list the Camp Officers, meeting dates, location and time of meeting. One copy is to be forwarded to the National Secretary through channels. One copy is to be forwarded to the Department Secretary, while retaining one copy for Camp files.

Form 55, *Application for Camp Charter*, is to include the full names, age, residence and membership type of Brothers in the Camp. The names that are to appear on the Charter are taken from this form. In order to make sure the names are spelled correctly, the name is first to be printed or typed in the space provided. As a reminder, only *Members* and *Juniors* are eligible to have their names on the Charter. Associates and Honorary Members cannot be listed on the Charter. One copy is to be forwarded to the National Secretary, through channels, and one copy forwarded to the Department Secretary, while retaining one copy for Camp files.

After being signed and sealed by the Commander-in-Chief and National Secretary, the Charter will be mailed directly to the Department Secretary for his signature, and that of the Department Commander. The Department Secretary will contact the Camp Organizer to arrange a Charter presentation.

Each Camp must prepare a set of Camp Bylaws as outlined in the National Regulations, Chapter I, Article IX, Sections 1 and 2, and submit same to the Department Secretary for the review and approval of the Department Commander.

Good luck with your efforts! If you have any questions, please contact the Department Secretary or the National Camp and Department Organizer.