



NATIONAL HEADQUARTERS

# SONS OF UNION VETERANS OF THE CIVIL WAR Camp Charter Check-Off Sheet

Form 53



In order to move the Charter process along efficiently and avoid unnecessary delays, please use this check-off sheet to assure that all necessary steps have been taken in the proper order. When Form 55 (Application for Camp Charter) has been received and approved by the Commander-in-Chief, a packet is sent to the Camp Organizer that includes other forms and instructions necessary to complete the process.

\_\_\_\_\_ The printout of Members-at-Large in the new Camp area was utilized to give these *Members* the opportunity to transfer to the new Camp.

\_\_\_\_\_ US Treasury Revenue Form SS-4 was completed and mailed in order to obtain an EIN number for the new Camp. Make sure that it is to be subordinate to the SUVCW Form #0429.

\_\_\_\_\_ **NEW MEMBERS:** A copy of completed Form 3 (Application for Membership in the SUVCW) for each new Member must be forwarded to the Ntl. Exec. Director. Another copy of the Form 3 is also to be sent to the Department Secretary for his records.

\_\_\_\_\_ **MEMBERS-AT-LARGE & TRANSFERS:** A Form 4 (transfer form) is to be forwarded to the Ntl. Executive Director for each Brother transferring into the new Camp. This form is obtained from the Camp Secretary of the Camp from which the Brother is transferring.

\_\_\_\_\_ **DUAL MEMBERS:** A Member may belong to more than one Camp. If a Brother from an existing Camp desires to also be a Member of the new Camp, a written request for each should be forwarded to the Department Secretary and a copy forwarded to the National Secretary.

\_\_\_\_\_ Form 54 must be completed in two copies. One copy to the National Secretary and one Copy to the Department Secretary, forwarded through channels.

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Camp Organizer

\_\_\_\_\_  
Date