

Sons of Union Veterans of the Civil War
DEPARTMENT ANNUAL REPORT (FORM 35)

(Due at National Headquarters on or before May 31 of each year – Retain duplicate for Department Records)

From the Department of _____ Report for current year 20 _____

INSTRUCTIONS: This form is the annual report of your Department to National. It also serves as an update for your Department status by reporting items since you last submitted Form 30 to National. The Department must submit Form 35 to the National Executive Director, along with all supporting documentation, including the check for all monies due to the National Organization, before May 31 of each year. Include a corrected copy of the roster sent to you by the Executive Director at the years beginning so the National Organization can check their records and try to keep them accurate.

Check your arithmetic on page 1 before calculating the totals. Please assure the numbers under ‘This Annual Report’ reflect the data listed above that category; otherwise, your exemption numbers will not subtract correctly! Rosters need to be legible and include:

- 1) Full name (do NOT use nicknames).
- 2) Mailing Address, to include street address or P.O. Box number, city, state, and Zip code. Also, include country for international addresses.
- 3) Status (Member, Associate, Junior Member, Junior Associate, Real Son, Life Member etc.)
- 4) Phone number
- 5) Email address
- 6) Date of birth (especially for Junior Members and Junior Associates)

Include application and supporting documents for each new brother being reported for the first time and not previously reported using a Camp Status Report (Form 30). Use the most recent version of the Form from the National website. See Page 5 for additional instructions.

LAST ANNUAL REPORT	Members	+	Associates	+	Jr. Members	+	Jr. Assoc	=	Total
1. Brothers in Good Standing	_____		_____		_____		_____		_____
Camps in Good Standing									_____
GAINS (Note 1)	Members		Associates		Jr. Members		Jr. Assoc		Total
2. By Organization (new camps only)	_____		_____		_____		_____		_____
3. By Application/Initiation	_____		_____		_____		_____		_____
4. By Transfer In	_____		_____		_____		_____		_____
5. By Reinstatement	_____		_____		_____		_____		_____
6. By Dual Status	_____		_____		_____		_____		_____
7. Total Gains (add lines 2 thru 6)	_____	+	_____	+	_____	+	_____	=	_____
LOSSES (Note 1)	Members		Associates		Jr. Members		Jr. Assoc		Total
8. By Death	_____		_____		_____		_____		_____
9. By Drop (Gen. Discharge)	_____		_____		_____		_____		_____
10. By Honorable Discharge	_____		_____		_____		_____		_____
11. By Transfer Out	_____		_____		_____		_____		_____
12. By Termination Dual Status	_____		_____		_____		_____		_____
13. Total Losses (add lines 8-12)	_____	+	_____	+	_____	+	_____	=	_____
Note 1: Report totals since last annual report									
THIS ANNUAL REPORT	Members		Associates		Jr. Members		Jr. Assoc		Total
14. In Good Standing	_____		_____		_____		_____		_____
(Line 1 + Line 7 – Line 13)	_____	+	_____	+	_____	+	_____	=	_____
Camps in Good Standing									_____

SUMMARY INFORMATION

	Members	+	Associates	=	Total
15. Dual Brothers	_____		_____		_____
The following “New Members” and “New Members Under Age 40” information is used by the Commander-in-Chief to determine eligibility for certain awards. If the information is not furnished by the department, it cannot be considered by the CinC					
16. New Members since last annual report:	_____				
17. New Members under 40 since last annual report:	_____				

BROTHERS EXEMPT FOR NATIONAL PER CAPITA

18. National Life Members (list on page 4) _____	21. National Honorary Members (list on page 3) _____ (Only Nationally approved Honorary Members are exempt)
19. Real Sons (list on page 4) _____	22. Junior’s (list on page 4) _____
20. Brothers in War Zone (list on page 4) _____ (Attach letter with name, rank, branch and location of service)	23. Junior Associates (list on page 4) _____
24. Total Exemptions (Add lines 18 thru 23)	_____

PAYMENT CALCULATIONS

NATIONAL PER CAPITA

25. Total Number of Brothers in Good Standing (Enter number from Line 14) _____

26. Total Number of Brothers Exempt from National Per Capita (Enter number from Line 24) _____

27. Total Number of Brothers Subject to National Per Capita (Subtract Line 26 from Line 25) _____

28. National Per Capita Rate \$23.00

29. Multiply Line 27 times Line 28. This is the total National Per Capita due \$ _____

NEW BROTHERS APPLICATION FEES

30. New Brothers since Last Annual Report (Enter Total from Line 3) _____

31. Enter Number of Brothers for whom Applications Were Previously Submitted _____

32. Amount for Individual Application Fees \$5.00

33. Subtract Line 31 from Line 30 and Multiply times Line 32. This is the total application fees due \$ _____

REINSTATED BROTHERS SUBJECT TO REINSTATEMENT FEE

34. Reinstated Brothers since Last Annual Report (Enter Total from Line 5) _____

35. Enter Number of Brothers Whose Reinstatements Were Previously Submitted _____

36. Amount for Reinstatement Fees \$10.00

37. Subtract Line 35 from Line 34 and Multiply times Line 36. This is the total reinstatement fees due \$ _____

BROTHERS SUBJECT TO INTERNATIONAL MAILING ADDRESS SURCHARGE

38. Enter Number of Brothers who have an International Mailing Address _____

39. Amount of Surcharge for International Mailing Address \$5.00

40. Multiply Line 38 times Line 39. This is the total surcharge due \$ _____

41. TOTAL AMOUNT TO BE PAID TO SUVCW NATIONAL ORGANIZATION \$ _____

Department Secretary Certification:

Signature: _____ Printed Name: _____

DEPARTMENT FINANCE REPORT

42. Balance on hand shown on last Department Annual Report \$ _____

43. Balance on hand as of this Department Annual Report \$ _____

44. EIN Number _____ Date Department last filed IRS 990 with IRS _____

NOTE: In accordance with National Regulations Chapter I, Article I, Section 4, all monies and other assets, including real and personal property held by Camps, Departments, and the National Organization are charged with a trust for the purposes for which the Order exists, as stated in its Act of Incorporation. Any use of said monies or other assets, including real and personal property for other purposes is illegal and shall subject the parties concerned to disciplinary action under Article VI of Chapter V and may be restrained by the Commander-in-Chief or Council of Administration to the extent, if necessary, of taking possession and control of the money or assets involved. For record keeping, please furnish the names of each financial institution in which Department funds are being held. Please attach a separate sheet if necessary.

45. The following is a listing of all financial institutions in which Department funds are being held:

	<i>Bank/Financial Institution Name</i>	<i>Street Address</i>	<i>City/State</i>
45a.	_____	_____	_____
45b.	_____	_____	_____
45c.	_____	_____	_____
45d.	_____	_____	_____

Attach Additional Sheet, if Necessary

DEPARTMENT TREASURER CERTIFICATION

Signature of Treasurer _____ Printed Name _____

DEPARTMENT COMMANDER APPROVAL

Signature of Commander _____ Date Approved _____

Printed Name: _____

Date Submitted to National Headquarters: _____

Report of Change of Address Since Last Camp Status Report (Form 30)

<u>Name</u>	<u>Address & Email</u>

Add additional sheets, if necessary

National Life Members/Real Sons

(List all Nationally Approved Life Members and Real Sons Who Belong to the Camp)

<u>Name</u>	<u>National Life Member #</u>	<u>Name</u>	<u>National Life Member #</u>

Add additional sheets, if necessary

Camp Junior Member and Junior Associate Roster

(List all Junior Members and Junior Associates who belong to the Camp)

Junior Members and Junior Associates will automatically be upgraded to Member or Associate, as appropriate, in the National database on their fourteenth birthday, if their date of birth has been reported.

<u>Name</u>	<u>Street Address/City/State/Zip</u>	<u>Date of Birth*</u>

**Provide Date of Birth, if possible.*

Add additional sheets, if necessary

Brothers Assigned in War Zone

(Brother must currently be assigned in a designated War Zone.)

<u>Name</u>	<u>Duty Station Location</u>

Add additional sheets, if necessary

Report of Camps

<u>Camp Name, Number</u>	<u>City/State</u>	<u># Brothers</u>	<u>Organized/Reinstated Date</u>	<u>Suspended Date</u>	<u>Dropped/Disbanded Date</u>

Add additional sheets, if necessary

INSTRUCTIONS FOR COMPLETING FORM 35 – DEPARTMENT ANNUAL REPORT CONTINUED

Include a copy of all Camp Form 27's with the submission of Form 35 to National Executive Director for auditing purposes.

Please attach a copy of each new brother's completed application. Use the most current application form, to assist National officers who have to enter this data into the computer.

Please be sure the name of the Camp and Department are listed on each application form submitted.

After filing this report, additions, deletions and changes to the Department membership will be reported to National by forwarding the Form 30 with supporting documentation as required.

The annual per capita dues due the National organization is \$23.00 for each existing brother (except Life Members, Junior Members, Junior Associates, nationally approved Honorary Members, Real Sons, and Brothers in a War Zone). Junior Members and Junior Associates do not receive the BANNER, unless they pay for a subscription.

Junior Members will automatically be upgraded to Member in the National database on their 14th birthday, if their date of birth has been reported. Junior Associates will automatically be upgraded to Associate in the National database on their 14th birthday, if their date of birth has been reported.

PRO-RATED PER CAPITA DUES - The following is a handy reference:

New Brother (Jan to Mar)	\$5.00 application fee + \$23.00 per capita dues = \$28.00
New Brother (Apr to Jun)	\$5.00 application fee + 17.25 per capita dues = \$22.25
New Brother (Jul to Sep)	\$5.00 application fee + 11.50 per capita dues = \$16.50
New Brother (Oct to Dec)	\$5.00 application fee + 5.75 per capita dues = \$10.75
Junior Member or Junior Associate	\$5.00 application fee and no per capita dues
Reinstated brother	\$10.00 reinstatement fee + \$23.00 per capita dues regardless of date.

Pro-rated Per Capita dues is calculated upon date of election, not when the Form 30 is sent in.

OLD FORMS – Please use the current edition of the forms. They are available on the Order's web site. If you have a problem getting the current form from the website, please contact the National Executive Director, who will gladly mail to you the proper form. Every Commander-in-Chief for the last several years has included in his General Orders, the requirement that only current forms be used. It will make the job at Department and National so much easier. Remember, someday, that may be you!

JUNIORS MEMBERS AND JUNIOR ASSOCIATES – Please be sure that applications for each Junior Member and Junior Associate includes a date of birth, so they can be automatically upgraded to Member or Associate, as appropriate, when they reach appropriate age.

DATE OF DEATH – Please be sure to include the date of death for deceased Brothers. The Department Chaplain and the National Chaplain need this information and will really appreciate it.

We hope you find this information useful and helpful in the performance of your duties. We believe this reporting system will save us all a lot of time and effort, facilitate the sharing of accurate information, and result in more efficient operation. It is important for the Department officers to understand this form and use it correctly, so if you have any questions, please do not hesitate to contact the Executive Director or National Secretary for assistance. If you have any suggestions to improve this process, we would be very happy to hear from you.

Mail Form to:

SUVCW National HQ
1 Lincoln Circle at Reservoir Park, Suite 240
(Nat'l Civil War Museum Bldg.)
Harrisburg PA 17103-2411.