



Department of Missouri
Sons of Union Veterans of the Civil War
www.suvcwmo.org

Policy and Procedures Manual 13 March 2021

The Policy and Procedures Manual (PPM) for the Department of Missouri is a guide for Department officers, committees, and members on our operations and communication. It is a collection of practices established by Department Encampments, Department Business Meetings, and Department Orders, as well as precedents set by tradition. Our National Constitution and Regulations, and Department Bylaws take precedence over the PPM. As a living document, the PPM can be amended by a simple majority vote of any Department Encampment, Department Business Meeting, or Department Order. Maintenance of the PPM is entrusted to the Department's Bylaws Committee.

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Section 100 – General Policies

¶ 100 Membership Badge. All elected and appointed Department Officers and Past Department Commanders must wear at least one of their SUVCW membership or officer badges at Department Encampments and Business Meetings. A Department Officer or Past Department Commander violating this policy may be assessed a \$10 fine, payable to the Department's Past Commander Fund.

[Department Business Meeting, March 2011]

¶ 101 Group E-mail Distribution. Use of the Department's group e-mail addresses requires prior approval of two department elected officers. The intent is to avoid misuse of group e-mail addresses for personal use, commercial use, or non-fraternal conduct. Group e-mail addresses covered by this policy includes:

- department@suvchwmo.org
- Using all of the camp group e-mail addresses (grant@suvchwmo.org)

[Department Encampment, June 2011]

¶ 102 Record Retention and Archiving. Department records are archived with Western Historical Manuscript Office (Historical Society of Missouri) at Columbia, Missouri. The intent is to ensure a central location for Department archives.

[Department Business Meeting, March 2011]

¶ 103 Mourning Period. The Department-wide mourning periods are:

- 30 Days – Department Commander (past and present)
- 14 Days – Camp Commander and Department Officer (past and present, elected and appointed)
- 7 Days – member and special friend of the Department

Camps are free to set additional and longer mourning periods as they deem appropriate.

[Department Business Meeting, October 2015]

¶ 104 Life Membership. Any member within the Department that obtains life membership with the National Order is also a life member of the Department and exempt from paying Department per capita dues.

[Department Business Meeting, October 2016]

¶ 105 Youth Protection Training. Any of the following courses meet the youth protection policy training requirement and provide a post-course certificate of completion:

- Boy Scouts of America, Youth Protection Training, available online at no cost.
- Darkness to Light, Stewards of Children, available online with a registration fee.

Members with frequent contact with youth are encouraged to provide a no cost background check conducted by the Missouri Department of Social Services and Missouri State Highway Patrol

- Request for Child Abuse or Neglect/Criminal Record (SHP-159J)

[Department Encampment, June 2018]

[Department Encampment, June 2020]

Section 200 – General Procedures

¶ 200 New Membership Applications. Once a new member is accepted by a Camp, there is a six-step intake process:

1. Camp forwards packet to the Department Secretary containing Form 30 Camp Status Reports (or Form 27 Camp Annual Reports), Form 3 Membership Applications, check for pro-rated National and Department per capita fees, and National application fee.
2. Camp e-mails confirmation of new member to the Department Junior Vice Commander and Department Secretary; and updates Camp roster.
3. Department Secretary forwards Camp's check to Department Treasurer and e-mail's request for Department Treasurer to forward check for pro-rated National per capital and National application fee.
4. Department Treasurer forwards check to Department Secretary for pro-rated National per capital and National application fee.
5. Department Secretary completes the Form 30 (or Form 27), retaining copies for the Department records, adds Department check, and forwards the packet to National.
6. Department Secretary e-mails confirmation of new member to Camp and Department elected officers; and updates Department roster.

[Department Encampment, June 2015]

¶ 201 Internet New Membership Applications. Prospective members have the option to submit an online Form 3 Membership Application, which triggers a four-step process:

1. National forwards Form 3 and prospective member's check to the Department Junior Vice Commander (JVC).
2. Department JVC forwards the Form 3 with check to the Camp located closest to the prospective member's home address, following the Appendix G and H maps.
3. Camp has 60 days to determine whether to accept the prospective member's application.
 - a. If the Camp accepts the prospective member, the Camp follows paragraph 200 above.
 - b. If the Camp declines, they return the Form 3 and check to the Department JVC, where the Department JVC will repeat this process with the next closest Camp.

[Department Encampment, June 2015]

Section 300 – Reports

¶ 300 Quarterly Reports. Camps must submit a Quarterly Report Form of their activities, plans, and status to the Department Commander. Use the electronic PDF form posted on the Department's website. Reports are due by the 15th of the month following the quarter.

[Department Encampment, June 2017]

¶ 301 IRS 990 Filing. Camps are required to maintain their IRS 501(c) tax exemption status with annual submission of an IRS 990 Return of Organization Exempt from Income Tax. Camps must forward a PDF copy of their most recent IRS 990 filing to the Department Commander and Department Secretary by March 1st.

[Department Encampment, June 2019]

Section 400 – Encampment and Business Meetings

¶ 400 Encampment Voting Rights. In order to vote at a Department Encampment, a delegate must present to the Department Secretary: 1) SUVCW membership card for the current year, and 2) credential card from his camp. Department Officers and Past Department Commanders receive their credential cards from the Department Secretary. The Department Secretary will determine if the member is entitled to vote under the Department's Bylaws and National Regulations.

[Department Encampment, June 2011]

¶ 401 Business Meeting Voting Rights. In order to vote at a Business Meeting, a member must present to the Department Secretary his SUVCW membership card for the current year. A credential card is not required for a Business Meeting. The Department Secretary will determine if the member is entitled to vote under the Department's Bylaws and National Regulations.

[Department Encampment, June 2011]

¶ 402 Written Officer Reports. All elected and appointed officers shall provide a written report of activities and recommendations at each Department Encampment and Business Meeting. Reports must be sent by e-mail (preferred) or postal mail to both the Department Commander and Department Secretary. The report for a Department Encampment is due by May 15th and for a Business meeting it is due two weeks prior to the meeting.

[Department Encampment, June 2015]

¶ 403 Oral Officer Reports. Officers who have not submitted a written report are limited to a three-minute oral report during a Department Encampment or Business Meeting. The intent is to encourage written reports.

[Department Business Meeting, March 2009]

¶ 404 Department Encampment Hosting. The Department pays all costs and receives all revenue for the Department Encampment. A Camp may host an Encampment under the guidance of the Department's Encampment Site Committee without risk of incurring a financial loss to the Camp. Written proposals to host an Encampment must be submitted to the Encampment Site Committee by March 1st a year prior to the Encampment.

[Department Encampment, June 2010]

Section 500 – Officers

¶ 500 Property Inventory. All incoming and outgoing officers shall document their exchange of Department property and records, and copy the Department Secretary.

[Department Encampment, June 2010]

[Department Encampment, June 2018]

¶ 501 Quartermaster. The Department Commander shall appoint a Quartermaster with responsibility to inventory and hold property not assigned to other elected or appointed department officers.

[Department Encampment, June 2011]

[Department Encampment, June 2018]

¶ 502 Signals Officer. The Department Commander shall appoint a Signals Officer with responsibility for the Department's website and social media pages. The Signals Officer is webmaster for the Department's www.suvcwmo.org website and administrator for the @suvcwmo.org email addresses. The Signals Officer shall be the Department point of contact for the National Signals Officer. The Department Commander or Signals Officer may appoint Assistant Signals Officers as needed.

[Department Encampment, June 2018]

¶ 503 Camp Organizer. The Department Senior Vice Commander shall serve as the Department's Camp Organizer with responsibility to support formation of new Camps. The Senior Vice Commander shall be the Department point of contact for the National Organization Expansion Officer.

[Department Encampment, June 2018]

¶ 504 Editor. The Department Commander shall appoint an Editor with responsibility for publishing the Missouri Unionist, the Department's official newsletter. Camp's and Department Officers shall submit their articles to the Missouri Unionist Editor. Department Eagle Scout Coordinator. Missouri Unionist Editor shall be the Department point of contact for the National Banner Editor. The Department Commander or Editor may appoint Assistant Editors as needed.

[Department Encampment, June 2018]

¶ 505 Grave Registration Officer. The Department Commander shall appoint a Grave Registration Officer with responsibility to administer the SUVCW's grave registration program. The Grave Registration Officer shall be the Department point of contact for the National Grave Registration Officer. Camp's shall report and coordinate their grave registration activities with the Department Grave Registration Officer.

[Department Encampment, June 2018]

¶ 506 Eagle Scout Coordinator. The Department Commander shall appoint an Eagle Scout Coordinator with responsibility to administer the SUVCW's Eagle Scout recognition and awards program. The Eagle Scout Coordinator shall serve as an assistant to the Patriotic Instructor. The Eagle Scout Coordinator shall be the Department point of contact for the National Eagle Scout Certificate Coordinator. Camp's shall report and coordinate their Eagle Scout program activities with the Department Eagle Scout Coordinator.

[Department Encampment, June 2018]

¶ 507 ROTC Coordinator. The Department Commander shall appoint a ROTC Coordinator with responsibility to administer the SUVCW's ROTC awards program and JROTC Outstanding Cadet

competition. The ROTC Coordinator shall serve as an assistant to the Patriotic Instructor. The ROTC Coordinator shall be the Department point of contact for the National Assistant Quartermaster/ROTC Coordinator. Camp's shall report and coordinate their ROTC program activities with the Department ROTC Coordinator.

[Department Encampment, June 2018]

[Department Encampment, June 2020]

¶ 508 Historical Records Coordinator. The Department Commander may appoint a Historical Records Coordinator to consolidate the responsibilities of the Historian, Civil War Memorials Officer, and GAR Officer along with their programs. The Historical Records Coordinator shall be the Department point of contact for the National Historian, Civil War Memorials Officer, GAR Highway Officer, and GAR Records Officer. Camp's shall report and coordinate their historical records activities with the Department Historical Records Coordinator.

[Department Encampment, June 2018]

¶ 509 Medal of Honor Coordinator. The Department Commander may appoint a Medal of Honor (MOH) Coordinator with responsibility to administer a Medal of Honor program. The MOH Coordinator shall serve as an assistant to the Patriotic Instructor and Historical Records Coordinator. Camps shall report and coordinate their MOH program activities with the Department MOH Coordinator.

[Department Encampment, June 2018]

¶ 510 History Award Coordinator. The Department Commander shall appoint a History Award Coordinator with responsibility to administer the American Civil War History Award as a special prize in the National History Day in Missouri competition. History Award Coordinator shall serve as an assistant to the Patriotic Instructor.

[Department Encampment, June 2018]

Section 600 – Committees

¶ 600 Encampment Site Committee. The Encampment Site Committee arranges for the Department Encampment and reports their actions at Department Encampments and Business Meetings. The Committee must announce the Encampment location no later than the October Business Meeting preceding the Encampment; and report final arrangements no later than the March Business Meeting preceding the Encampment.

[Department Encampment, June 2018]

Section 700 – Awards

¶ 700 Award Nomination. Any camp or member may submit an award nomination or application. Consideration for one of the annual awards presented at the Department Encampment must be submitted to the Awards Committee by May 15th for service from April 1st of the prior year through March 31st of the current year. The nomination and application forms (PDF format), posted on the www.suvcwmo.org website, must be used. They can be submitted by e-mail (preferred) or postal mail to the Department Senior Vice Commander.

[Department Business Meeting, March 2009]

[Department Business Meeting, March 2016]

¶ 701 Award Selection. The Annual Award Committee will conduct a simple majority approve-disapprove vote on all award nominations and applications. The committee is tasked with notification to the nominator and Department officers of its selection decisions. The committee's selection decision is final.

[Department Encampment, June 2015]

¶ 702 Award Presentation. The Department Senior Vice Commander coordinates with other Department and Camp officers for an appropriate venue and time-date to announce the award recipient and make the award presentation. Every effort should be made to present awards at the Department Encampment. The committee is tasked to provide any certificates, plaques, or trophies associated with an award; toward this, the committee must request an annual budget from the Department Treasurer.

[Department Encampment, June 2015]

¶ 703-709. Reserved.

¶ 710 James B. Eads Award. The Eads Award is presented annually to all qualifying camps. A camp must submit an application form (PDF format) via e-mail (preferred) or postal mail by May 15th to the Department Secretary that documents the camp's activities and eligibility. The specific eligibility is outlined in the application form and considered part of this PPM document; therefore any changes to the eligibility criteria or application form must be approved by a Department Encampment or Business Meeting. A qualifying camp receives a ribbon streamer.

[Department Encampment, June 2015]

[Department Business Meeting, March 2016]

¶ 711 Francis P. Blair, Jr. Award. The Blair Award is presented annually to one member selected from among the nominations. The recipient of the Blair Award will receive a certificate and have his name added to a Department plaque. The stated award criteria are:

The member who has made the greatest collective contribution during a specific year to the Department and his Camp through its programs and activities. The member must have been in good standing and exemplify the virtues of Fraternity, Charity, and Loyalty for the entire year. An award recipient is not eligible for repeat consideration for five years.

[Department Encampment, June 2015]

[Department Encampment, June 2016]

¶ 712 Meritorious Service Award. A Meritorious Service Award may be awarded to one or more members selected from among the nominations. Recipients of the Meritorious Award will receive a certificate and have their name added to a Department plaque. The stated award criteria are:

The member who has made a significant contribution or collective contributions over a period of time to the Department and his Camp through its programs and activities. The member must have been in good standing for five or more years, and exemplify the virtues of Fraternity, Charity, and Loyalty. An award recipient is not eligible for repeat consideration.

[Department Encampment, June 2015]

¶ 713 Grand Army of the Republic Award. The GAR Award may be awarded to one or more individuals selected from among the nominations. Recipients of the GAR Award receive a plaque. The stated award criteria are:

The Allied Order member who has made a significant contribution or collective contributions over a period of time to promote fraternal relationships between the Allied Orders in perpetuating the memory of the Grand Army of the Republic and our ancestors who fought to preserve the Union. An award recipient is not eligible for repeat consideration for three years.

[Department Encampment, June 2015]

¶ 714 Wayne M. Sampson Show-Me Spirit Award. The Sampson Award may be awarded to one or more individuals selected from among the nominations. Recipients of the Sampson Award receive a plaque. The stated award criteria are:

The individual who has made a significant contribution or collective contributions over a period of time to promote the SUVCW, Allied Orders, or Civil War history, and who demonstrates a shared interest in the SUVCW mission. An award recipient is not eligible for repeat consideration for three years.

[Department Encampment, June 2015]

[Department Encampment, June 2016]

¶ 715 Certificate of Appreciation. A Certificate may be awarded to one or more members or non-members where another Department Award is not warranted. A Certificate can be awarded by both the Awards Committee or the Department Commander. Recipients receive a certificate. The stated award criteria are:

The member who has made a significant contribution or collective contributions over a period of time to the Department and his Camp through its programs and activities. The member must have been in good standing at the time of award, exemplify the virtues of Fraternity, Charity, and Loyalty. A Certificate recipient is eligible for repeat consideration.

[Department Encampment, June 2015]

¶ 716 Member Anniversary Recognition. Reserved.

¶ 717 JROTC Outstanding Cadet. The JROTC Outstanding Cadet is awarded to one cadet from among the recipients of the SUVCW's ROTC award. The recipient receives a \$200 cash prize.

The JROTC cadet nominated by their military science instructor from among the recipients of the SUVCW's ROTC award recipients for the current academic year. Selection is based on the cadet's academic accomplishments, JROTC leadership and aptitude, and school and community service. An award recipient is not eligible for repeat consideration.

[Department Business Meeting, October 2020]

¶ 718 American Civil War History Essay Award. A special prize awarded for a senior individual entry in the National History Day in Missouri competition administered by the State Historical Society of Missouri and Missouri Humanities Council. The recipient receives a certificate and \$200 cash prize.

The best senior individual entry in National History Day in Missouri competition relating to American Civil War or Grand Army of the Republic (GAR) history in the period before, during, and after the American Civil War including Reconstruction, and throughout the life of the GAR, 1865-1949.

[Department Business Meeting, March 2021]

Section 800 – Programs

¶ 800-809. Reserved.

¶ 810-819 **Grave Registration.** Reserved.

¶ 820-829 **Civil War Memorials/Monuments.** Reserved.

¶ 830-839 **Department Records Archiving.** Reserved.

¶ 840 **Eagle Scout Award.** Recipients of an Eagle Scout award certificate are to be posted on the Department's website. The posting should include the scout's name, troop, and project. The intent of this policy is to bring public recognition for the scout being honored and the award program.

[Department Encampment, June 2015]

¶ 841 **Eagle Scout Coins.** The Department Eagle Scout Coordinator shall maintain an inventory of Eagle Scout coins. These coins are intended for Department sponsored Eagle Scout award presentations where a local camp is not available.

[Department Encampment, June 2015]

¶ 850 **ROTC/JROTC Awards.** Recipients of an ROTC/JROTC award medal and JROTC Outstanding Cadet are to be posted on the Department's website. The posting should include the cadet's name, school, and unit. The intent of this policy is to bring public recognition for the cadet being honored and the award program.

[Department Business Meeting, March 2011]

[Department Encampment, June 2020]

Appendix A – James B. Eads Award Application Form



James B. Eads Award Department of Missouri Sons of Union Veterans of Civil War Application Form



The James B. Eads Award is presented annually to Camps in the Department of Missouri, Sons of Union Veterans of the Civil War, who distinguish themselves in carrying out the aims of the order in their local community and interactions with other Camps, the Department, and the National Order. Camps must document their activities and meet minimum thresholds to be eligible. The application period runs April 1st through March 31st. Each qualifying Camp receives a ribbon streamer.

James Eads moved to St. Louis, Missouri as a young teenager and took odd jobs to sustain himself. Though Eads' formal education ended before he was 14, he learned mathematics and the sciences on his own. Eads' energy and inventiveness resulted in his becoming a prominent riverine engineer by the time of the Civil War and turned out to be an invaluable asset in helping the Union regain control of the Mississippi River.

Submit: Department's Senior Vice Commander (svc@suvcwmo.org)

Deadline: May 15

Mandatory. A Camp must remain in good standing with on-time submission of the following required items.

- Form 22 Certification of Election and Installation of Camp Officers
- Form 27 Camp Annual Report
- IRS 990 Return of Organization Exempt from Income Tax

Participation Activities. A Camp must document participation in 7 of following Camp, Department, Allied Order, and National activities.

- Representation at the National Encampment
- On-time submission of Form 40 Camp Patriotic Instructor Annual Report
- One article published in *Banner*
- Representation at Department Encampment
- Representation at two Department Business Meetings
- On-time submission of four Department Quarterly Report
- Four articles published in *Missouri Unionist*
- Representation at Central Region Allied Orders Conference
- Four regular Camp meetings
- 10% Camp membership increase
- Camp website, Facebook page, or newsletter
- Active SVR unit
- 10% SVR membership increase
- Active Camp Auxiliary
- 10% Camp Auxiliary membership increase

**James B. Eads Award
Application Form**

Program Activities. A Camp must document participation in 7 of following program activities.

- Presentation of Eagle Scout Awards reported to Dept. Eagle Scout Coordinator
- Presentation of ROTC/JROTC medals reported to Dept. ROTC Coordinator
- Nomination of JROTC Outstanding Cadet to Dept. ROTC Coordinator
- Register ten Civil War veteran graves with Dept. Grave Registration Officer
- Submit-update GAR Post records with Dept. Historical Records Officer
- Submit-update GAR/Civil War monument with Dept. Historical Records Officer
- Submit-update Last Soldier Project records with Dept. Historical Records Officer
- SUVCW hosted gravesite dedication:

- SUVCW hosted living history or historical commemoration:

- SUVCW hosted patriotic holiday or observation:

- Supported community hosted gravesite dedication:

- Supported community hosted living history or historical commemoration:

- Supported community hosted patriotic holiday or observation:

- Coordinate an event with another Allied Order:

- Other:

- Other:

Note: a single event cannot be listed for more than one SUVCW, community, or Allied Order activity.

Camp:

Date:

Appendix B – Francis P. Blair, Jr. Award Nomination Form



**Francis P. Blair, Jr. Award
Department of Missouri
Sons of Union Veterans of Civil War
Nomination Form**



The Francis P. Blair, Jr. Award is presented annually to the most outstanding member of the Department of Missouri, Sons of Union Veterans of the Civil War. It is for the member who has made the greatest collective contribution during a specific year to the Department and his Camp through its programs and activities. The member must have been in good standing and exemplify the virtues of Fraternity, Charity, and Loyalty for the entire year. An award recipient is not eligible for repeat consideration for five years.

From secession to Reconstruction, Francis Blair of Missouri made an unbroken series of major contributions to the Union cause. No man did more to block Missouri's move to the Confederacy in 1861. As a U.S. Congressman, he battled for President Lincoln's early war programs. As a soldier, he was a distinguished divisional and corps commander during the Vicksburg and Atlanta campaigns. Finally, as a post-war senator, he confronted the radical Republicans in an attempt to bring reconciliation to a shattered union.

Submit: Department's Senior Vice Commander (svc@sucwmo.org)
Deadline: May 15

Nomination/Accomplishments:

Nominator:	Date:
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Appendix C – Meritorious Service Award Nomination Form



**Meritorious Service Award
Department of Missouri
Sons of Union Veterans of Civil War
Nomination Form**



The Meritorious Service Award is presented to a member of the Department of Missouri, Sons of Union Veterans of the Civil War. It is for the member who has made a significant contribution or collective contributions over a period of time to the Department and his Camp through its programs and activities. The member must have been in good standing for five or more years, and exemplify the virtues of Fraternity, Charity, and Loyalty. An award recipient is not eligible for repeat consideration.

Many of our Union soldier, sailor, and marine ancestors performed their duty every day, year after year, during American Civil War. Collectively their continuous service to their Unit, State, and the Country saved the Union and provides the example for this award. Considered the highest honor the Department can award to a member, the Meritorious Service Award recognizes service and cumulative accomplishments.

Submit: Department's Senior Vice Commander (svc@suvcwmo.org)
Deadline: May 15

Nomination/Accomplishments:

Nominator:

Date:

Appendix D – Grand Army of the Republic Award Nomination Form



**Grand Army of the Republic Award
Department of Missouri
Sons of Union Veterans of Civil War
Nomination Form**



The Grand Army of the Republic Award is presented to an Allied Order member or group. It is for members or groups who have made a significant contribution or collective contributions over a period of time to promote fraternal relationships between the Allied Orders in perpetuating the memory of the Grand Army of the Republic (GAR) and our ancestors who fought to preserve the Union. An award recipient is not eligible for repeat consideration for three years.

The GAR was a fraternal organization composed of veterans of the U.S. Army, Navy, Marine Corps, and Revenue Cutter Service who served the Union during the American Civil War. It's five auxiliaries make up our present day Allied Orders: Sons of Union Veterans of the Civil War (1881), Woman's Relief Corps (1883), Auxiliary to the Sons of Union Veterans of the Civil War (1883), Daughters of Union Veterans of the Civil War (1885), and Ladies of the Grand Army of the Republic (1896).

Submit: Department's Senior Vice Commander (svc@sucwmo.org)
Deadline: May 15

Nomination/Accomplishments:

Nominator:	Date:
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Appendix E – Wayne M. Sampson Show-Me Spirit Award Nomination Form



**Wayne Sampson Show Me Spirit Award
Department of Missouri
Sons of Union Veterans of Civil War
Nomination Form**



The Wayne Sampson Show Me Spirit Award is presented to an individual who has made a significant contribution or collective contributions over a period of time to promote the SUVCW, Allied Orders, or Civil War history, and who demonstrates a shared interest in the SUVCW mission. An award recipient is not eligible for repeat consideration for three years.

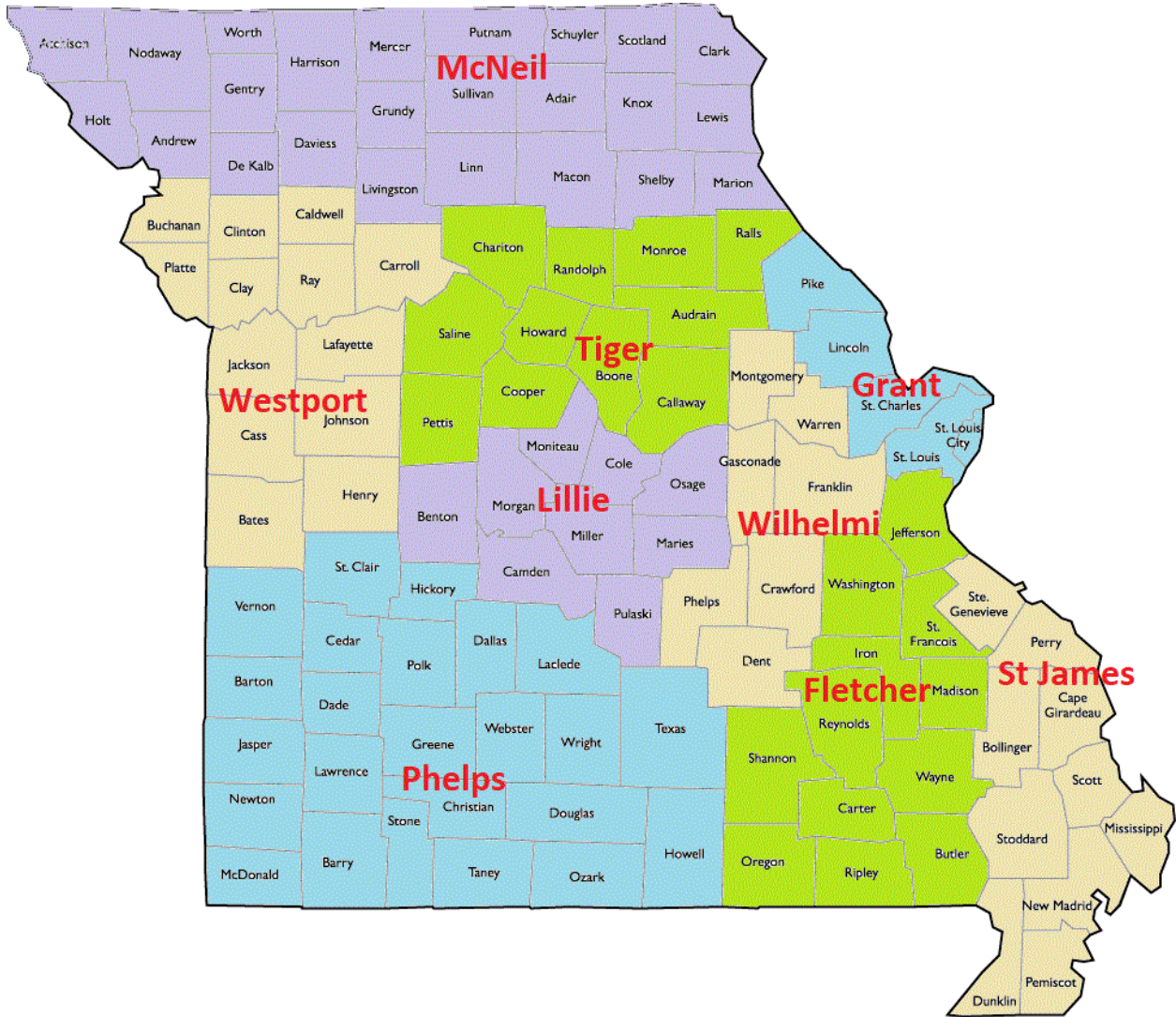
Brother Wayne Milton Sampson was a long-term member of Missouri's Sons of Union Veterans of the Civil War and Sons of Confederate Veterans, exemplifying the importance of cooperation across organizational differences to keep green the history of the American Civil War and its impact on Missouri life. Rarely did you not find Brother Wayne, either in a blue or gray uniform, at a Memorial Day service, grave dedication, or living history event; always there to tell the story of the boys in blue and gray.

Submit: Department's Senior Vice Commander (svc@suvcwmo.org)
Deadline: May 15

Nomination/Accomplishments:

Nominator:	Date:
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Appendix G – Missouri County and Camp Map



Appendix H – Arkansas County and Camp Map

