

Department of Kansas
Sons of Union Veterans of the Civil War

Instruction Manual
ORGANIZING A NEW CAMP
WITHIN THE DEPARTMENT OF KANSAS

1. Members. There are three types of membership available in the Sons of Union Veterans of the Civil War (SUVCW), along with Associates and Juniors. Avoid the confusion with the term, “membership.” It is frequently used to refer to all who belong to a camp. Technically, membership only means hereditary or honorary members. Here are the three classes of membership:

Member Is a male descendent who has direct ancestor (grandfather, great grandfather, great-great grandfather, etc.) or collateral ancestor (great uncle, great-great uncle, great-great-great uncle, etc.). A **member** must be age 14 or older. [SUVCW Const Art VII Sec 1(a)]

Life Member Is a **Member** who has paid the requisite Life Membership Fees. [SUVCW Const Art VII Sec 1(b)]

Honorary Member *“The Commander-in-Chief, upon recommendation from a Camp, Department, or the National Council of Administration and with the approval of the National Council of Administration, may grant **honorary memberships** to persons of acknowledged eminence who are especially distinguished for conspicuous and consistent loyalty to the Constitution and the laws of the United States of America, and who have been active and eminent in maintaining the supremacy of the same and are known not to be eligible for membership in our Order.”* [SUVCW Const Art VII Sec 1(c)]

2. Associates. There is one class of **Associate**. **Associates** are permitted within the Department of Kansas with no restrictions beyond those specified in the National Constitution and Regulations. Camps must elect to allow **Associates** and include such in their bylaws. [SUVCW Const Art VII Sec 3] There is **no** such category as an *Associate Member*, as this is a conflict in terms.

Associate Does not have qualifying ancestry, he but does have a strong interest in supporting the purpose of the SUVCW. **Associates** cannot make up more than $\frac{1}{3}$ of the camp membership. Also, **associates** cannot make up more than 49% of the attendance at a camp meeting in order for the camp to conduct business of the camp. [SUVCW Const Art VII Sec 2]

3. Juniors. There is one class of **Juniors**. **Juniors** are permitted within the Department of Kansas with no additional restrictions beyond those specified in the National Constitution and Regulations. Camps may elect to not allow **Juniors** to belong to the camp.

Junior Is a male descendent who has ancestry required to be a Member, but is at least 6 years old and has not yet reached his 14th birthday. [SUVCW Reg, Chap 1, Art X]

Instruction Manual
Organizing a New Camp

4. What are the minimum requirements for forming a new camp? In order to form a new camp, the prospective camp must have:

Five Members Five or more **Members** (new, transfer, dual). Associates and Juniors cannot be counted in determining the minimum number to form a camp. [SUVCW Const Art VII Sec 2]

Name the Camp The prospective camp membership must decide upon a name. The proposed name is subject to approval by the Department Commander. [SUVCW Reg, Chap 1, Art 1, Sec 1]

Permission The camp organizer must request permission from the Department Commander and the National Commander-in-Chief to form the camp. [SUVCW Const Art VI Sec 1]

5. Who is the Camp Organizer, and how did he become one? The Camp Organizer is appointed by the Department Commander. He may be a member or associate who already belongs to the Department and who will provide leadership and direction to the forming camp. He may be a member or associate who lives in the area where the new camp is being formed and who agrees to take the lead in helping to organize the camp. In rare instances, he may be a prospective member who is trying to form a camp in his area. [See Attachment A - Job Description for Camp Organizer]

6. Who pays the charter application fee? A sponsor or the Department of Kansas will pay the \$25.00 charter application fee for the prospective camp. This is a non-refundable fee.

7. What can we name the camp? *“Camps may be named for an honorably discharged Union Civil War veteran, or some other person making substantial contributions to the cause of preserving the Union during the years 1861 to 1865, a Camp previously in the community, a GAR Post previously in the community, a battle of the Civil War or the name of the community in which the Camp is based. Camps may select their name, provided no two Camps within a Department have the same name or Camp number.”* [SUVCW Reg, Chap 1, Art 1, Sec 1] Camp names within a Department cannot use similar names. For instance, Lincoln Camp, Abraham Lincoln Camp, and Old Abe Camp are similar, as are Ulysses S. Grant Camp, General Ulysses S. Grant Camp, and General U.S. Grant Camp.

8. What will be the camp number? *“The Camp number will be assigned by the Department Commander.”* [SUVCW Reg, Chap 1, Art 1, Sec 1] As such, it is the policy of the Department of Kansas to sequentially assign the next higher number to a new camp. Numbers from previous camps will not be reused. The following larger non-sequential numbers have already been used: 8, 15, 16, and 52. These “out of sequence” numbers will be skipped over when the normal sequence reaches them.

Instruction Manual
Organizing a New Camp

9. Who will be listed on the Charter? All Members and Juniors will be listed on the Application for Camp Charter (Form 55). Associates **cannot** be listed on the application. [*SUVCW Const Art VII Sec 2*]

10. When do we start collecting money? Do not start collecting dues from potential members until the Camp Organizer has been officially appointed with Form 52. [*Exception: The new member may be assigned to another camp within the Department until such time as they are transferred to the new camp. This is neither required, nor encouraged if the new camp is forming within the next several months. Where it may be a significant time period before a camp will actually be formed, it may be advisable to pursue this method.*]

11. Where do we get the forms, publications, etc.? Most forms and publications are available online from the National website (www.suvcw.org). The Department Secretary will furnish the Camp Organizer with the initial forms and copies of publications. As a minimum, the Camp Organizer will need the following:

Publications Needed Throughout Process

National Constitution and Regulations*

Job Descriptions for Camp and Department Officers*

Ritual and Ceremonies, SUVCW¹

SUVCW Recruiting Guide*

Department of Kansas Bylaws*

Items Needed – Preliminary Stage

“Application for Membership” (Form 3)*

“Request for Transfer” (Form 4)*

“Instructions for Forming a Camp” (Form 50)

“Application for Permission to Form a Camp” (Form 51)

Items Needed – Recruiting and Organizing Stage

“Quartermaster Supplies Order Form” (Form 1)*

“Application for Membership” (Form 3)*

“Request for Transfer” (Form 4)*

“Camp Status Report” (Form 30)*

“Camp Organization Authorization” (Form 52) (Issued by Department Commander)²

“Camp Charter Check-Off Sheet” (Form 53)

Roster of Department members who live in targeted area²

Sample Camp Bylaws*

Items Needed – Startup Stage

Camp Commander, Member, Associate, and Junior Badges¹

“Membership Card” (Item 200)¹

“New Camp Data Sheet” (Form 54)*

“Application for Camp Charter” (Form 55)*

¹ – Available from National Quartermaster, Use “Quartermaster Supplies Order Form” (Form 1) to order.

² – Will be provided by Department Secretary

* – Also furnished in electronic format.

Instruction Manual
Organizing a New Camp

Table 1 – Step for Establishing a New Camp		
No.	Action	Responsible Person
1.	Preliminary exploration: <ul style="list-style-type: none"> • Determine local interest in forming camp • Determine if minimum requirements to form camp are attainable. • Request instructions and forms from the Department Secretary. • Develop possible name for camp. 	Preliminary Camp Organizer
2.	Forward instructions and forms packet to preliminary Camp Organizer	Department Secretary
3.	Determine adequate interest to pursue formation of camp and proposed name for camp.	Preliminary Camp Organizer and Potential camp members
4.	Complete and submit “Application for Permission to Form a Camp” (Form 51) to Department Secretary. <i>[See Attachment B]</i>	Preliminary Camp Organizer
5.	Forward Form 51 to Department Commander for approval.	Department Secretary
6.	Approve Form 51 and return to Department Secretary.	Department Commander
7.	Assign camp number. <i>[See table 3]</i>	Department Secretary
8.	Forward Form 51 and check for \$25 to National Secretary.	Department Secretary
9.	Notify Department Secretary of approval by CinC	National Secretary
10.	Complete “Camp Organization Authorization” (Form 52) and forward to Department Commander for approval and signature.	Department Secretary
11.	Sign Form 52 appointing Camp Organizer. Return form to Department Secretary.	Department Commander
12.	Forward packet to Camp Organizer: <ul style="list-style-type: none"> • Completed Form 52 • Department members living in area of the new camp • Blank forms 53, 54, and 55 • IRS Form SS-4 	Department Secretary
13.	Hold organizational meetings and elect temporary camp officers.	Camp Organizer
14.	Recruit new Members. and effect transfers to new camp.	Camp Organizer
15.	Help Members who wish to transfer to new camp to obtain “Request for Transfer” (Form 4) from their current camp.	Camp Organizer

Instruction Manual
Organizing a New Camp

Table 1 – Step for Establishing a New Camp

No.	Action	Responsible Person
16.	Obtain Employer Identification Number (EIN) from IRS. This may be accomplished in one of two ways. <ul style="list-style-type: none"> • Online (recommended) at https://sa.www4.irs.gov/sa_vign/newFormSS4.do • By completing and mailing in IRS Form SS4. NOTE: The application MUST indicate the SUVCW GEN of “ 0429 ” in order for the camp to be under the tax status of the National Organization. This is not an option.	Camp Organizer
17.	Receive and review applications for membership. You will need original and two copies of each application. <i>[See Table 2 for amounts of Camp Initiation Fees and Dues]</i>	Camp Organizer
18.	Receive Forms 4 from transferees.	Camp Organizer
19.	Receive copy of letter to Department Secretary for Members who request “dual member” status.	Camp Organizer
20.	Prepare “Quartermaster Supplies Order Form” (Form 1) for Member, Associate, and Junior badges requested. Although this is an individual purchase item, new brothers should be encouraged to order a badge. These should be presented at the initial camp meeting when the members are initiated.	Camp Organizer Temp Secretary/Treas.
21.	Prepare “Camp Status Reports” (Form 30) for all applicants and transferees. Form 30 is not required for dual members.	Camp Organizer
22.	Coordinate with Department Commander for Camp Installation meeting, at which new members will be initiated, camp installed, officers elected and installed.	Camp Organizer
23.	Furnish following information to Department Secretary for preparation of Charter Member certificates: <ul style="list-style-type: none"> • Date of camp installation/initiation of new members. • Full name of each applicant (new, transfer, dual). • Relationship to qualifying ancestor. • Service information for qualifying ancestor (date enlisted, company and regiment, final rank, date discharged, and reason) (A copy of the application without supporting documents may be furnished in lieu of the above information. 	Camp Organizer
24.	Prepare Charter Member certificates and forward them to Department Commander for signature.	Department Secretary
25.	Sign Charter Member certificates.	Department Commander
26.	Install Camp, initiate members, and install officers	Department Commander
27.	Prepare “New Camp Data Sheet” (Form 54) <i>[See Attachment C]</i>	Camp Organizer
28.	Prepare “Application for Camp Charter” (Form 55) <i>[See Attachment D]</i>	Camp Organizer

Instruction Manual
Organizing a New Camp

Table 1 – Step for Establishing a New Camp		
No.	Action	Responsible Person
29.	<p>Submit package to Department Secretary. Package will consist of:</p> <ul style="list-style-type: none"> • Original and 1 copy of Form 54 • Original and 1 copy of Form 55 • 2 copies of each Form 30, application, and supporting documents for each new member • 2 copies of each Form 30 and Form 4 for each transferred member. • Camp check to cover cost of initiation fees, National per capita, and Department per capita for new members. Check is to be made payable to “Department of Kansas, SUVCW.” There is no further cost for transferred members or dual members, as per capita has already been paid for current year. <i>[See table 2 for per capita and application fees amounts.]</i> • Original and 1 copy of each letter requesting “dual” status. 	Camp Organizer
30.	<p>Forward package to National Secretary</p> <ul style="list-style-type: none"> • Original of Form 54 (“New Camp Data Sheet”) • Original of Form 55 (“Application for Camp Charter”) • 1 copy of each letter requesting “dual” status. 	Department Secretary
31.	<p>Forward package to National Executive Director. Package will consist of:</p> <ul style="list-style-type: none"> • 1 copy of each Form 30, application, and supporting document for each new member • 1 copy of each Form 30 and Form 4 for each transferred member • Department check to cover the cost of initiation fees and National per capita. Check is to be made payable to “National Organization, SUVCW.” 	Department Secretary
32.	Prepare and submit Camp Bylaws to Department Secretary	New Camp
33.	Review Camp Bylaws and forward to Department Commander	Department Secretary
34.	Review and approve Camp Bylaws and return them to Department Secretary.	Department Commander
35.	Forward approved Camp Bylaws to camp	Department Secretary
36.	Present charter to camp	Department Commander

Instruction Manual
Organizing a New Camp

Table 2

**(a) Dues and Per Capita Rates
For New Members and New Associates**

Item	Jan 01 – Mar 31	Apr 01 – Jun 30	Jul 01 – Sep 30	Oct 01 – Dec 31
------	-----------------	-----------------	-----------------	-----------------

<i>a. Paid by Applicant to Camp</i>				
Camp Dues	\$ 30.00	\$ 30.00	\$ 15.00	\$ 15.00
Initiation Fee	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Total To Camp	\$ 40.00	\$ 40.00	\$ 25.00	\$ 25.00

<i>b. Paid by Camp to Department</i>				
National per capita	\$ 18.00	\$ 13.50	\$ 9.00	\$ 4.50
Dept Per Capita	\$ 4.00	\$ 3.00	\$ 2.00	\$ 1.00
Application Fee	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Total To Dept	\$ 27.00	\$ 21.50	\$ 16.00	\$ 10.50

<i>c. Paid by Department to National</i>				
National per capita	\$ 18.00	\$ 13.50	\$ 9.00	\$ 4.50
Application Fee	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Total To National	\$ 23.00	\$ 18.50	\$ 14.00	\$ 9.50

**(b) Dues and Per Capita Rates
For New Juniors**

Item	Jan 01 – Mar 31	Apr 01 – Jun 30	Jul 01 – Sep 30	Oct 01 – Dec 31
------	-----------------	-----------------	-----------------	-----------------

<i>a. Paid by Applicant to Camp</i>				
Camp Dues	\$ 8.00	\$ 8.00	\$ 4.00	\$ 4.00
Initiation Fee	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00
Total To Camp	\$ 18.00	\$ 18.00	\$ 14.00	\$ 14.00

<i>b. Paid by Camp to Department</i>				
National per capita	NA	NA	NA	NA
Dept Per Capita	NA	NA	NA	NA
Application Fee	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Total To Dept	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00

<i>c. Paid by Department to National</i>				
National per capita	NA	NA	NA	NA
Application Fee	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
Total To National	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00

Instruction Manual
Organizing a New Camp

Table 3

DEPARTMENT OF KANSAS CAMPS

(As of November 30, 2006)

No.	Name	Location	Status	Charter Year
1	Corp. Patrick Coyne	Wichita	Active	1996
2	<i>BG Thomas Ewing</i>	<i>Johnson County</i>	<i>Closed</i>	<i>1996</i>
3	<i>Joseph Gaston</i>	<i>Beloit</i>	<i>Closed</i>	<i>1996</i>
4	Sgt. Samuel J. Churchill	Lawrence	Active	2003
5	Olathe	Olathe	Active	2005
6	Mine Creek	Pleasanton	Active	2005
7				
8	<i>Col. John A. Martin</i>	<i>(Salina)/DMAL</i>	<i>Closed</i>	<i>1996</i>
9				
10				
11				
12				
13				
14				
15	<i>Pawnee</i>	<i>Larned</i>	<i>Closed</i>	<i>1998</i>
16	Old Abe	Topeka	Active	1997
*	<i>(No camp numbers have been assigned from 17 through 51)</i>			
52	<i>Pap Thomas</i>	<i>Great Bend</i>	<i>Closed</i>	<i>1998</i>

Instruction Manual
Organizing a New Camp

ATTACHMENT A

JOB DESCRIPTION OF CAMP ORGANIZER
(From Job Descriptions for Camp and Department Officers)

Purpose

The purpose of the office of Camp Organizer is to organize local Camps within the jurisdiction of the Department.

Activities

The activities of the Camp Organizer should include:

- (1) Obtaining the names and addresses of all applicants for membership and Brothers living in close proximity of each other in those areas where no local Camp exists and ascertaining their interest in forming a new Camp;
- (2) Holding pre-organizational meetings with the interested parties to instruct them as to the requirements for Camp organization and chartering and to provide them information on the Order's Constitution and Regulations and the Department's Bylaws;
- (3) Obtaining a Camp number for new Camps from the Department Commander;
- (4) Holding Camp Organizational meetings and serving, in the absence of the Department Commander, Senior Vice Commander and Junior Vice Commander, as the installing officer;
- (5) Ensuring that all new Camp organization and chartering paperwork is completed and fees are submitted to the Department Secretary/Treasurer.

Instruction Manual
Organizing a New Camp

ATTACHMENT B

INSTRUCTIONS FOR COMPLETING
“Application for Permission to Form a Camp” (Form 51)

Fill out this form in original and two copies. Original and one copy are to be forwarded to the Department Secretary. The other copy is to be retained for camp records.

Complete the following items as indicated:

<i>No.</i>	<i>Item</i>	<i>Responsible Person</i>
1.	<i>Town of</i> Enter the name of the city where the camp will be located.	Camp Organizer
2.	<i>In the State of</i> Enter “Kansas.”	Camp Organizer
3.	<i>Requested Camp Name</i> Enter the requested name for the new camp. This is subject to approval by the Department Commander.	Camp Organizer
4.	<i>Requested Camp Number</i> Leave blank. Number will be assigned by Department.	
5.	<i>Date Requested</i> Enter current date.	Camp Organizer
6.	<i>Camp Organizer’s Signature</i> Sign the form	Camp Organizer
7.	<i>Printed Name</i> Enter the printed name of the Camp Organizer.	Camp Organizer
8.	<i>Phone No.</i> Enter phone number for Camp Organizer.	Camp Organizer
9.	<i>Address</i> Enter street address for Camp Organizer.	Camp Organizer
10.	<i>E-Mail</i> Enter email address for Camp Organizer.	Camp Organizer
11.	<i>City, State & Zip</i> Enter city, state, and zip code for Camp Organizer.	Camp Organizer

Instruction Manual
Organizing a New Camp

ATTACHMENT C

INSTRUCTIONS FOR COMPLETING
“New Camp Data Sheet” (Form 54)

Fill out this form in original and two copies. Original and one copy are to be forwarded to the Department Secretary. The other copy is to be retained for camp records.

No.	Item	Responsible Person
1.	Camp Name Enter the approved name of the new camp.	Camp Organizer
2.	Number Enter the approved camp number.	Camp Organizer
3.	EIN No. Enter the Employer Identification Number assigned to the camp by the IRS.	Camp Organizer
4.	Meetings held at Enter the location where camp meetings will be held.	Camp Organizer
5.	Time Enter the time of day when camp meetings will be held.	Camp Organizer
6.	Frequency of meetings Enter when meetings will be held, such as, “First Monday of each month,” “Third Thursday of each month,” or “Second Tuesday of Jan, Apr, Jul, Oct.”	Camp Organizer
7.	Date Enter the date of the camp installation.	Camp Organizer
8.	[Officer Information] Enter the requested information for each of the camp officers. A camp must have the following officers: Elected Officers: <ul style="list-style-type: none"> • Commander • Senior Vice Commander • Junior Vice Commander • Three Council Members (Council members cannot be the Camp Commander, Secretary, Treasurer, or Secretary/Treasurer; however, council members may hold any other office in the camp.) • Secretary (May be secretary/treasurer.) • Treasurer (May be secretary/treasurer.) Appointed Officers: <ul style="list-style-type: none"> • Patriotic Instructor • Chaplain • Graves Registration Officer (optional) • Historian (optional) • Civil War Memorials Officer (optional) • Eagle Scout Coordinator (optional) 	Camp Organization

Instruction Manual
Organizing a New Camp

ATTACHMENT D

INSTRUCTIONS FOR COMPLETING
“Application for Camp Charter” (Form 55)

Fill out this form in original and two copies. Original and one copy are to be forwarded to the Department Secretary. The other copy is to be retained for camp records.

No.	Item	Responsible Person
1.	Camp Name Enter the approved name of the new camp.	Camp Organizer
2.	Camp Number Enter the approved number of the new camp.	Camp Organizer
3.	Located in Enter the location where camp meetings will be held.	Camp Organizer
4.	Camp Organizer Camp Organizer should print his name and sign here.	Camp Organizer

Page 2

1.	Camp Enter the approved name of the new camp.	Camp Organizer
2.	Number Enter the approved number of the new camp.	Camp Organizer
3.	Department of Enter “Kansas”	Camp Organizer

Enter the following for each camp charter member (Member or Junior – do NOT include Associates):

3.	List No. Enter sequential number beginning with “1” for each brother listed.	Camp Organizer
4.	First Name M.I. Last Name Enter the first name, middle initial, and last name for each brother to be listed.	Camp Organizer
5.	Street City State Zip Enter the mailing address, city, state, and zip code for each brother to be listed.	Camp Organizer
6.	Membership Type New/Transfer/Dual <ul style="list-style-type: none"> • Enter “New” for a member who is joining as a new member. New members will have submitted a membership application (Form 3). • Enter “Transfer” for any brother who is transferring from another camp. Transferred brothers will have submitted a Transfer Form (Form 4). • Enter “Dual” for any brother who will be a dual member of the camp while retaining membership in another camp. Dual members will have submitted a letter to the Department Secretary requesting dual status. 	Camp Organizer

Instruction Manual
Organizing a New Camp

This Instruction Manual (Revision 0) is approved by me for use within the Department of Kansas this 23rd day of May 2005.

/s/ James R. Knopke
James R. Knopke, P.C.C.
Department Commander

This Instruction Manual (Revision 1) is approved by me for use within the Department of Kansas this 1st day of May 2006.

/s/ Randal L. Durbin
Randal L. Durbin, P.C.C.
Department Commander