

**Department of New York  
Sons of Union Veterans of the Civil War**



**Encampment Planning Guide**

**Revised April 2023**

# Table of Contents

Introduction	3
General	4
Encampment Rotation & Timeline	4
National C&R and NY Department By-laws	7
Encampment Committee	9
Department Commander	9
Senior Vice Commander	9
Junior Vice Commander	9
Department Secretary	9
Department Treasurer	10
Budget	11
Encampment Journal	11
Hospitality Room	11
Campfire	11
Banquet	11
Sunday Service Program	12
Webmaster	12
Chaplain	12
Newsletter Officer	12
Allied Orders	12
Appendix	14
Checklist	26
Planning Notes	29

## **Introduction**

Pursuant to a Recommendation that was passed at the 131st Annual New York Department Encampment meeting held on May 3, 2014, Department Order #4 dated July 8, 2014, was issued by Department Commander George Weinmann, PCC. The Order established the "Officer and Encampment Guide Committee" chaired by Robert Pugsley, PDC.

This Encampment Guide is meant to be a general guide in organizing the New York Department Encampment. It is meant to assist in planning the items that need to be covered. It is not a binding protocol and can be amended to fit the situation. Duties can be delegated to other members/associates as the need may be.

No portion of this Guide is valid if it is in contradiction to the New York Department, SUVCW By-Laws or the Constitution & Regulations of the National Order.

## General

When the Department Encampment Committee chooses a place and date for the Annual Encampment, two contracts will be signed, if applicable. One for the Hotel room rate. This contract usually includes the number of room nights required to fulfill the contract. The benefit of this is usually a lower room rate, complimentary meeting rooms and hospitality room. The other contract is for the banquet if applicable. A menu is selected and the cost per meal is decided upon. Usually there is a minimum dollar amount. The responsibility for signing the Contracts usually alternates year to year between the NY Department, SUVCW and the DUVCW. Examples of past contracts are included in the Appendix.

The Encampment Committee will explore second-tier locations for the Campfire, 3 meeting rooms, and the Banquet for lower costs for the Allied Order members when hotel costs are excessive. Second-tier locations are as follows:

1. American Legion, Elks Club, Rotary Club, and so forth.
2. Community Colleges or Universities.
3. Convention Centers

The savings from utilizing second-tier locations will be substantial to our Allied Orders.

The Sons and Daughters rotate working the location within the regional area rotation. Below is the Encampment rotation schedule:

2023 5-7 May	2024 3-5 May	2025 2-4 May	2026 1-3 May	2027 30 Apr- 2 May	2028 5-7 May	2029 4-6 May	2030 3-5 May	2031 2-4 May	2032 30 Apr- 2 May	2033 29- Apr- 1 May
DUVCW	SUVCW	DUVCW	SUVCW	DUVCW	SUVCW	DUVCW	SUVCW	DUVCW	SUVCW	DUVCW

Regional Rotation Schedule:

2023	2024	2025	2026	2027	2028	2029
SE Region	W Region	NE Region	MW Region	SE Region	W Region	NE Region
2030	2031	2032	2033	2034	2035	2036
MW Region	SE Region	W Region	NE Region	MW Region	SE Region	W Region

## Encampment Regional Rotation Area Defined

**Southeastern Region (SE):** includes 5 camps, one on Long Island one in New York City (now two camps), two in Westchester County (Sickles and Worden both no longer exist) and one in Orange County (my camp the Ellis Camp.) One camp covered Long Island, one camp covered NYC (now two) and the Sickles Camp covered the southern part of Westchester, while the Worden camp covered Northern Westchester, Putnam, and Dutchess County. Ellis covered the other side of the river Rockland, Orange Ulster, and Sullivan County. With the demise of the Sickles camp and the merging of Worden into the Ellis camp Ellis now covers what is commonly called the lower mid-Hudson. Sullivan, Ulster, Orange, and Rockland on the west side of the Hudson and Westchester Putnam and Dutchess on the eastern side of the Hudson. They have been the area in which Encampments have been held. Since 2011 one has been held in Orange County and one in Rockland County and both have had at least one other since 2003. Right now, there are four camps in that region.

**Northeastern Region (NE):** includes the upper northeastern quarter of the state including the upper Hudson and currently includes four camps the Willard, Tanner, Searle, and French Camps. There have been about five encampments in that region since 2003, three of which since 2011 one in the Albany suburbs, one in Saratoga and one in Lake George.

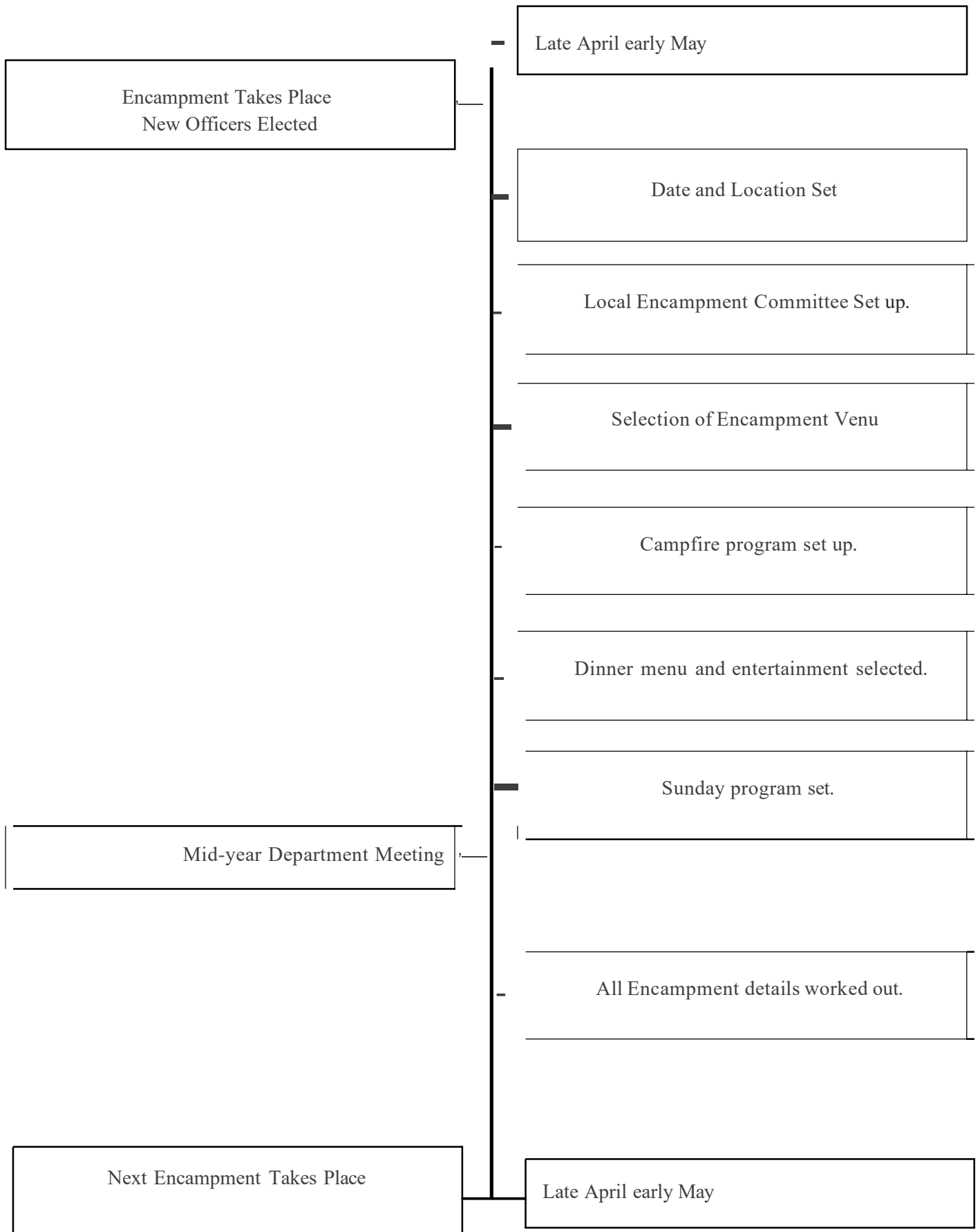
**Mid-Western Region (MW):** part of the state and essentially covers the Route 81 corridor and the Finger Lakes and includes five camps the Ireland Camp, Sydney Camp, Caywood Camp, Catlin Camp, and the Smith Camp. Since 2003 there have been at least 8 encampments in this area, three of them since 2011, two of them have been in Ithaca and one in Binghamton.

**Western Region (W):** part of the state from Rochester west and includes four camps the Lincoln Camp, Hicks Camp, Weber Camp, and the Cook Camp. There have been three encampments in that area since 2011.

## National or State Emergency

In the event of a National or State Emergency cancelling the physical encampment; the rotation will pick up where it left off. The rotation schedule will be adjusted accordingly. For example: A State emergency cancels the physical encampment for the year 2025 and has ended in 2027. In 2028 the rotation will be that of 2025 and normal rotation resumes accordingly. 2029 is 2026 rotation and so forth.

# Encampment Planning Timeline



# **National Constitution and Regulations, New York Department By-Laws Regarding the Annual Encampment**

**Refer to National Constitution and Regulations, Chapter II, Article III, Meetings and Department By-Laws Article III, Encampments. Department Officers will read their specific duties as outlined in the Department By-Laws.**

The Department Encampment Committee shall also be responsible for the planning, coordinating, publicizing, and delegating, all tasks and aspects concerning the holding of the Annual Encampment of the Department of New York. It being the policy of the Department of New York to attempt to rotate the responsibilities of any Joint Encampment amongst the Allied Orders in the Department, the Encampment Committee may delegate such tasks, including but not limited to hosting of the Encampment, to one or more of the Allied Orders. In the event the Department is the hosting entity, the Department Commander shall have sole authority to execute any Departmental contracts in relation to said Encampment.

The Joint Allied Orders Encampment Committee will work 2 years out on the location, date, and time of the Department Encampment. For example, the 2023 Encampment Committee will complete details of set encampment for 2024 and complete the encampment process for 2025 in compliance with the Encampment Planning Timeline and By-Laws.

## **Contracts**

All contracts will be reviewed by the Department Treasurer to ensure accuracy and total costs such as gratuities are included. This will ensure accurate costs are determined such as the banquet and/or lunches.

## **After Action Review**

Once the Department Encampment Committee has completed their duties prior to the upcoming encampment, they will have a zoom meeting to go over lessons learned from what went well and what did not go well. Make recommendations for changes and update the Department Encampment Guidebook accordingly.

## **Encampment Committee Duties**

The Encampment Committee's duties are outlined in the NY Department By-Laws. Their main duties are along with the other Allied Orders to secure a date and place to hold the Encampment. They secure the contract for which the Department is responsible that year. The hotel contract usually includes a reduced room rate, a complimentary Hospitality Room and generally three complimentary meeting rooms. The committee or their delegates plan for the Friday night campfire, the Hospitality Room and the Sunday morning program.

## **New York Department Commander**

The Department Commander is responsible for the overall running of the Encampment. He should keep track of all the Officers who are responsible for various aspects of the Encampment. He runs the meeting and makes certain that it goes in an orderly fashion.

During the meeting the Department Commander either attends or appoints a representative to go on "Visitation" to the other Allied Orders. A small gift bag is usually presented to their Commander/President.

## **Senior Vice Commander**

The Senior Vice Commander sits in for the Department Commander if the commander cannot attend. He is also in charge of the annual fundraiser. He is responsible for selecting/soliciting the items to be raffled off, procurement of tickets, mailing labels, postage and envelopes. He mails them to the members and collects the proceeds. They are then turned over to the NY Department Treasurer.

## **Junior Vice Commander**

The Junior Vice Commander has no real duties regarding the Encampment other than to attend and provide a report of his activities. He may also be called to perform any function regarding the Encampment that the Department Commander may ask.

## **Department Secretarial Duties.**

The Department Secretarial duties include but are not Unlimited to:

Assisting the Department Commander, Encampment Committee, and any other responsible parties. Print Name Placards for the various stations as set forth in the C&R.

Assure that the Encampment Ribbons are ordered. The Ribbons in the past have been ordered from:

Hodges Badge Company  
1170 East Main Rd  
Portsmouth, RI 02871-  
9938  
1-800-556-2440  
<http://www.hodgesbadge.com>

Receive and keep a list of Registrants Print name tags. In the past pin style name tags have used Avery



74549. Receive and keep a list of Banquet attendees if applicable. Make certain that meeting room is arranged properly per Blue Book and set up Registration Table.

## **Treasurer**

The Treasurer is responsible for paying all debts incurred in regard to the Encampment and making certain that expenses do not exceed the budget.

## **Budget**

Money to fund the Encampment is outlined below:

Item 68300 Department Encampment, item 68301 Encampment Site Committee, item 68302 C-in-C room, item 68303 Department Commander's Room, item 68304 Banquet, item 68305 Supplies/Expenses. Refer to that year's current budget to see the actual dollar amount budgeted.

## **Encampment Journal**

The Encampment Journal is usually published by the Auxiliary to the NY Department of the Sons of Union Veterans of the Civil War. We usually submit our agenda to the Journal and if a Past Department Commander dies during the previous year, a full-page ad is taken out.

## **Hospitality Room**

The Hospitality Room is usually a room that is given complimentary based on the room guarantee. It is usually open Friday night after the Campfire, after the meeting and after the banquet. The various Allied Orders contribute to stocking the room with refreshments. There is no budgeted money for the Hospitality Room.

## **Campfire**

The Campfire program is generally an informal lecture or entertainment program on the Friday night before the meeting. Organization of the program can change between the Allied Orders.

Efforts are made to host the Campfire with no cost to the Department.

## **Banquet**

Responsibility for the Banquet usually alternates between the Sons and the Daughters. A contract is usually signed guaranteeing a minimum dollar amount with the exception of the second-tier locations. See Appendix for samples of past contracts.

Some decisions that usually must be made are:

Buffet or Plate Menu

How much per person Entertainment

Color Guard

## **Sunday Service/Program**

On the Sunday morning following the Encampment meeting, a program is usually provided but not required. This can vary between a memorial service at a local cemetery/monument or a tour of a local site of historical significance. Examples of past programs have been:

Tour of West Point

Tour of Grant's Cottage, Mt McGregor Memorial Ceremony for Col. Elmer Ellsworth Services at Civil Monuments

Memorial at GAR Plot at Green Cemetery, Saratoga Springs, NY

Tour of Memorial Day Museum in Waterloo, NY

The Encampment Committee usually arranges Sunday event.

## **Webmaster**

The webmaster is responsible for putting the information concerning the Encampment on the website and keeping it current. The website should include but is not limited to: Dates of Encampment, how to place reservations at the hotel, how to register as a participant, how to purchase luncheon tickets, how to purchase banquet tickets, information about proposed By-Laws changes, information about the Allied Orders campfire program on Friday night and how to advertise in the Encampment Journal.

## **Chaplain**

The Chaplain's duties will include helping to coordinate the Saturday morning Memorial service in conjunction with the other Allied Orders. He shall obtain the names of deceased brothers for the preceding year as supplied by the Department Secretary.

He will also attend to the duties during the meeting as outlined in Ritual and Ceremonies "Blue Book"

## **Newsletter Officer**

The Newsletter "The Volunteer" will publish current information about the Encampment. The Encampment Committee should keep the Editor, along with the Webmaster, up to date on Encampment information.

## **Allied Orders**

The Annual Encampment is held in conjunction with the other Allied Orders which besides the Sons of Union Veterans of the Civil War includes:

The Auxiliary to the SUVCW

The Daughters of Union Veterans of the Civil War

The Women's Relief Corp

The Ladies of the Grand Army of the Republic

## **Appendix**

Sample Name Tags

Example of a Hotel Contracts

Example of a Banquet Contracts

Checklist

Planning Notes

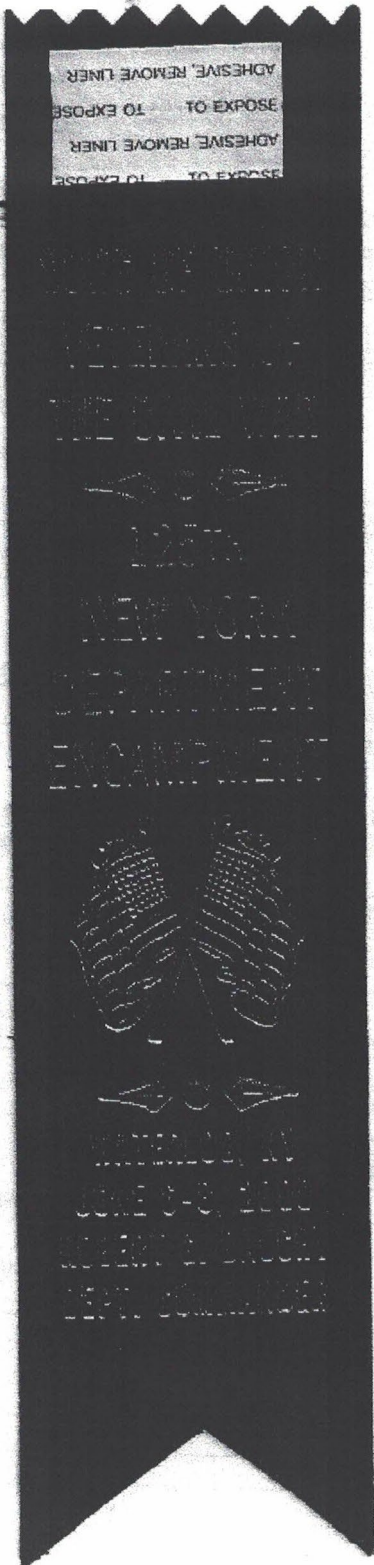
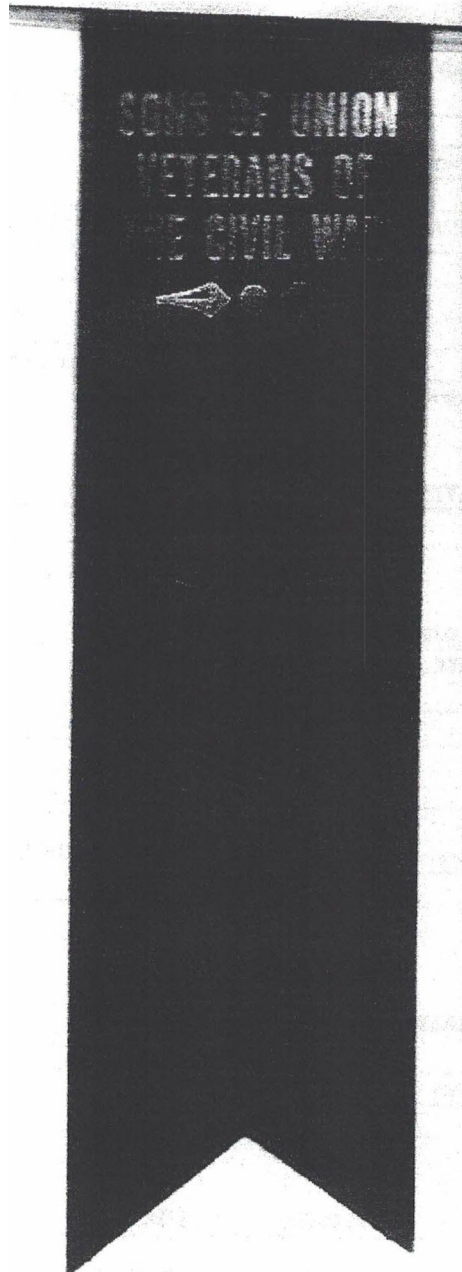
Joint Memorial Service Brochure

of Union Veterans- of the CM! War  
Depalmem of New York  
131st Ann.ral Encampment

## Robert Pugsley, Pcc

Department Commander

Camp Patriotic Instructor  
Abraham Lincoln '116





# Holiday Inn

SARATOGA SPRINGS

232 Broadway, Saratoga Springs, NY 12866  
(518) 584-5501 / Fax: (518) 584-1924  
www.holidayinn.com

## GROUP CONFIRMATION

### REVISION: 1

DATE BOOKED: 10/29/2014

BOOKED BY: Joanne Kirkpatrick jkirkpatrick@saratogahi.com

START DATE: Friday, May 1, 2015 -- -- -- -- -- , END DATE: Monday, May 3, 2015

GROUP NAME: Department of NP, VI, Sons of Union Veterans of the Civil War

FUNCTION TYPE: Sons of Union Veterans of the Civil War- Conference- Guests will ask for this name when they call in.

CONTACT NAME: George Weinmann 130b Keough  
TELEPHONE/FAX: 718-383-3180 518-624-6010  
E-MAIL: george.weinmann@comcast.com rplceough@aol.com  
ADDRESS: c/o George J. Weinmann 55 Jewel Street  
Brooklyn New York 11222

### GUEST ROOM COMMITMENT / GROUP ROOM RATES:

WILL GUEST BE USING THE CUSTOMIZED WEBSITE?

YES

NO

X

WILL GUEST BE USING THE E-BOOKING TOOL? -- -- --

YES

The hotel agrees that it will provide room nights in the pattern set forth below:

1. DATE :	--- KING ROOM RATE ---	--- 100% Room RATE ---	TOTAL ROOM - o: Lv j
Friday, May 1, 2015	139.00	139.00	30 + (1) Comp. Suite = j
Saturday, May 2, 2015	139.00	139.00	30 (1) Comp. Suite

Hotel's room rates do not include applicable state and local taxes (currently 13%) in effect at the time of check out.

GROUP CODE: JUV

RESERVATION CUT OFF DATE: 4/10/2015

### RESERVATION METHOD:

Individual call-in

ROOMS	INDIVIDUAL	MASTER	DIRECT BILL
MEALS	X		
INCIDENTALS	X		

### DEPOSIT:

AMOUNT: \$500.00

DUEDATE: 12/1/14

### MEETING ROOM RENTAL:

Complimentary

GUARANTEE DUE DATE:

5/28/15

CANCEUATION DATE:

5/1/15

SPECIAL INSTRUCTIONS:

LI

MEETING / EVENT INFORMATION.:

FUNCTION SP8' E:

Friday- .egi<;tration, meetinP,, hospita ity. Saturay:meeting sp cea--;:ailable after IOAM I \_12 h and-dinner.

SETUP 11'! .!FORMATIC>N:

To be finalized.

MENU INFORMATION:

Menus to l:>e determineci. Current rnen-J enclosed.

Signature:\_\_\_\_\_

Date\_\_\_\_\_

Please read carefully, sign and return one copy to the sales office by 12/1/14 . Keep the other copy for your records.

This hotel is owned and independently operated by Saratoga Pelican Associates, UC.

## FUNCTION AGREEMENT

(Please Read Carefully)

### FOOD & BEVERAGE ACCOMMODATIONS

A guaranteed number of guests must be given to the Sales Office 72 hours in advance. This number will be considered a guarantee not subject to reduction. Based on the guarantee, the hotel will be prepared to serve 5% over. Client will be responsible for payment of all meals guaranteed and those meals served in excess of the guarantee.

Menu prices reflect current market prices and are subject to increase. Prices can be guaranteed one year in advance when a signed contract is executed and 1/3 deposit is received.

All food and beverage consumed in the hotel must be purchased from the hotel. All food and beverage is subject to 7% tax unless a copy of tax exemption is on record with the hotel and a service charge/administrative fee of 18% is added to all food and beverage charges, most of which is distributed to the Banquet Servers, Banquet Captain, Bartenders and Banquet Housemen who service, set up and breakdown of the function. The remaining portion of the service charge/administrative fee is retained by the Hotel in connection with Supervisory, Sales & catering and Kitchen Personnel or used for other costs relating to the function.

New York State law provides that a service charge/administrative fee is subject to sales tax unless the sponsor of a function is a governmental entity or otherwise exempt from taxation, in which case, a tax exemption form must be presented at the time of payment.

It should be noted that banquet servers and banquet housemen as well as other personnel providing direct service in connection with the function are paid an hourly rate or salary by the hotel in addition to their participation in the designated percentage shown above.

Customer must be 21 years of age to purchase alcohol. Proper identification is required at all times. Final payment for all social functions is due in full on the guarantee due date. Cash, check, credit cards or money orders are accepted.

### MEETING ROOM ACCOMMODATIONS

Specific meeting rooms cannot be guaranteed. Meetings will be placed in conference rooms based on size of group and availability of space. Meeting space cannot be held on a 24 hour basis unless arrangements are made in advance. **An additional** charge may be added for 24 hour hold of meeting space. This will be determined upon demand for meeting rooms at time of booking.

### GUEST ROOM ACCOMMODATIONS

A rooming list is required four (4) weeks prior to arrival. Any rooms not reserved by name at that time will be released and reservations taken on space and rate availability. The hotel will not pair up multiple occupancies. If multiple occupancies are not paired, the hotel will assign single rooms only. Adequate individual reservation cards will be made available for your mailing, if desired.

### CUT OFF DATES

Rooms will be held until four (4) weeks prior to arrival. Any rooms not reserved at this time will be released and reservations will be taken on space and rate availability.

Sleeping rooms held until 6:00pm unless guaranteed by a major credit card or one night's deposit from your organization. For guaranteed no-shows, you will be charged for one night's rental and subsequent nights' reservation **will be** canceled. The hotel may require a deposit to hold rooms in a block, should the size of the block and time of year warrant it. Group reservations may be canceled up to 30 days prior to arrival. Individuals: 72 hours prior to arrival. After this time deposits will not be refunded.

### DEPOSITS AND CANCELLATIONS

Sleeping room and banquet room deposits will be applied fully to the charges incurred and are fully refundable up until the cancellation date indicated.

### BILLING PROCEDURES

All **banquet charges**, coffee breaks, meeting room rental and audio visual charges will be placed on your master account. Any other charges will be paid for on an individual basis unless you specifically request items to be applied to your master account. Payment will be made the date of the function unless credit has been established to the satisfaction of the hotel.

The hotel is not responsible for items left in public area, exhibit areas or guest rooms. Safety deposit vaults are available upon request.

APPROVED AND ACCEPTED BY: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_



Group Sales Agreement  
**Holiday Inn Rochester Airport**

911 Brooks Avor1uc, Rochester, NY 14624  
Phone: 585-328-6000 Fax: 585-328-1012  
1meo@innercirclehotels.com  
Reservations: www.hirocticstcrairport.com

**Group Name:** Allied Orders  
**Group Contact:** Bruce Glaser  
**Address:** 70 VanStallen Street  
Rochester, NY 14621

**Arrival Date:** 05/02/2014  
**Date Booked:** 07/12/2013  
**Group Code/Type:** ALOiFraternal  
**Phone:** 585-451-812i

**Group Room Reservation Arrangements**

ROOM TYPE	RATE	05/02/2014	05/03/2014
		Friday	Saturday
One King & Two Queens Standard Non-Smokin11	\$1.09.00	20	20
<b>Total Rooms/Nights</b>		20	20

**ALL ROOM RATES ARE SUBJECT TO 6% LOCAL SALES TAX AND 6% OCCUPANCY TAXES**

**RESERVATIONS:**

**Method:** Individuals will call the hotel direct or toll free reservations number.

**GUARANTEE & BILLING:**

**Guarantee Method:** A major credit card is due at the time of booking.

**Payment<sup>1</sup>Billing:** Guests are responsible for all charges.

**Baggage:** Not required

**Parking:** Complimentary

**CANCELLATION POLICY:**

See Below:

**COMMENTS & SPECIAL INSTRUCTIONS**

You shall have the right to cancel this Agreement, without cause, upon the hotel having received written notification prior to the event. However, a cancellation payment will be required based on the following scale: 30 - 44 days from arrival date, 75% of total anticipated revenue. Less than 30 days from arrival date, 100% of total anticipated revenue. If such payment does not accompany your cancellation notice, the amount owed by you shall be determined in accordance with the scale above by using the date the payment is actually made by you to Hotel, rather than the date you provided cancellation notice to Hotel. Hotel will extend 1 complimentary hospitality room with 40 rooms paid and actualized. Kids eat free does not a l.

To guarantee the rates quoted, the availability of the sleeping rooms, and other terms of the agreement, the following deadlines must be met or the rooms may be cancelled. Reservations must be received by **04/16/2014**; thereafter, reservations will be taken on a space available basis only. THESE ARRANGEMENTS ARE TENTATIVE UNTIL 07/26/2013. Please approve this agreement and the terms and conditions by signing below on the space provided. If the approved agreement is not received by 07/26/2013 we will assume that your plans have changed and rooms will be released.

**Hotel Representative**

Kim Tanner  
Director of Sales  
Date:

Signature

**Client Representative**

Bruce Glaser  
Contact  
Date:

Signature

Holiday Jr1n Rflc-h,-st,cr A ipflr  
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# CATERING CONTRACT

TODAY'S DATE: July 2, 2013  
 ACCOUNT: Allied Orders  
 POST AS: Allied Orders  
 ADDRESS: 70 VanStallen Street  
 Rochester, NY 14021

CONTACT: Ms. Karon Cleveland  
 TELEPHONE: 585-703-6489  
 DEPOSIT AMOUNT \$500.00  
 DEPOSIT DUE: 07/02/2013  
 MENU DUE:  
 FINAL GUARANTEE DUE:

DATE	START	END	FUNCTION	ROOM	Atro-	RENT
Friday 5/2/2014	11:00 AM	11:59 PM	Meeting	1901 & 1502	45	\$150.
Saturday 5/3/2014	05:00 PM	05:00 PM	Meeting	1901 & 1502	45	Waived
Saturday 5/3/2014	08:00 AM	05:00 PM	Meeting	1003	20	Waived
Saturday 5/3/2014	06:00 PM	11:59 PM	Dinner Banquet	100-120	100-120	Waived

Minimum food and Beverage Guarantee; Holiday Jrn Ro<hester Airport has a minimum food and beverage guarantee of \$1,500.00 (non-inclusive of taxes, service charge and gratuity). The requirement is \$10 per person regardless of the guaranteed number of attendees; any difference between what is actually used and this amount will be assessed in the form of room rental.

**Tax & gratuity:** To ensure the superior service of Holiday Jrn Rochester Airport, 19% gratuity will be added to all food, beverage, and audiovisual costs. Current state sales tax will apply. If your organization maintains a valid New York State tax exemption status, the Holiday Inn Rochester Airport must be provided with the appropriate tax exemption certificate in order to be exempt from any tax charges. Please remember that payment will need to be made in organizational funds. All rates are exempt from 15% New York State tax and will be returned with the signed copy of this agreement to have exemption verification inclusive in any set pricing.

**Guarantee:** In order to provide for all needs, a guaranteed number of rooms will be needed three (3) business days in advance of the function, or 04/29/2014. This will be considered your guaranteed number of guests for which you will be charged based on your minimum expenditure. Should you be unable to provide this with a count, Holiday Inn Rochester Airport will reduce to the originally expected number and prepare accordingly. This will ensure the comfort of all in attendance.

**Labor Charge:** If changes are requested within 24 hours of contract date, additional \$250.00 labor fee may be assessed.

**Food & Beverage:** Prices of market fluctuations, menu prices are subject to change; if this does occur for any reason, written notification will be given. Outside food and beverage is prohibited, and Holiday Inn Rochester Airport does not permit the removal of any foods provided by the hotel.

**Room Rental:** Room rental fees are determined upon original program detail. Revisions from the original contract may necessitate a revision in room rental fees. All room rentals are subject to prevailing service charges and sales taxes.

**Room Assignments:** The Catering Department reserves the right to assign functions rooms to best service and utilize space according to the final guaranteed number of guests.

**Boxes:** Holiday Inn Rochester Airport will gladly receive the supplies necessary for any function. The shipment of such material will be accepted no sooner than 3 days prior to the function. When sending packages for your event, the following information must be located on the exterior of the package:

1. Name of Sender, Company of Sender, Address and Phone Number of Sender
2. Group Arrival Date, Group Contact, Group name
3. Total Number of Boxes (if applicable and so forth)
4. Hotel Sales Representative

The Street/Shipping Address for the Holiday Inn Rochester Airport is 911 Brook, Avenue, Rochester, NY 14624.

Please consult with your Sales Representative to notify of pending deliveries and directions for placement/delivery of boxes for function use.

## Audio-Visual Rental Information:

Audio-visual services and equipment should be ordered through our sales office as early as your needs are known. The Hotel stocks a limited supply of equipment on site, and rental fees do not apply. Your sales representative can provide you with an alternate contact for equipment not available through the Hotel.

Pago 2  
A:lied Oraers

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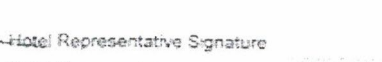
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acceptance. Space will be confirmed on a definite basis with the return of your signed agreement by 07/02/2013. Failure to do so  
 ill result in function space being released and contract void.

Client Signature		Hotel Representative Signature	
Client Name	Ms. Karen Cleveland	Hotel Representative	Valerie L. Clements
Tn.P	Coordinator	Title	Catenn9 S.ilos Manago,
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 1PM-5PM SONS MEETING  
 5PM-2PM LUNCH

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 50 ROOM NIGHTS 100.00  
 OR MORE ROOM NIGHTS 150.00

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 1PM-5PM SONS MEETING  
 5PM-2PM LUNCH

# RAMADA INN

9082

## BANQUET

DATE	CHECK NUMBER
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SERVER	PERSONS ROOM

CR-13=

CL-13=

LTON

A-13=

CL-13=

JP

1

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100 Km Rental (1/3) 100

2

Dinner @ 25 100

3

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17

OFF  
HARGE

TOTAL AMOUNT OF CHECK

DATE OF INVOICE

PHONE NO.



*This proposal is prepared for:*

**Allied Orders**

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05-07-1:3

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Arrival	05-02-13
OcporttJrc	05-08-13
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Wyndham Rewards members can make valuable points on qualifying stays at nearly 1,000 hotels around the world. If you're not already a member, join the next time you check in. Visit [www.wyndhamrewards.com](http://www.wyndhamrewards.com) or call 1-800-996-7937.

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Page 23 of 35



200 Wolf Rd.  
Albany, NY 12205 ♦ 518-458-1000

June 7th 2010

Dear Madam,

It was a pleasure speaking with you earlier today.

The Best Western Albany Airport Inn is pleased to provide you with a proposal for your July 2010 event.

Below, please find our proposal in response to your specifications.

**Date:**

**We are pleased to confirm availability for June 4<sup>th</sup>-6<sup>th</sup>, 2011**

**Guest Room Accommodations:**

We are able to offer you and your group a discounted rate of **\$79.00 NS Queen Doubles, or NS King Singles** plus tax if applicable, per night for any of the above dates should rooms be needed.

We would like to offer a complimentary room for the group coordinator, as well as award the group 1 comp room for every 20 paid rooms.

A **Full Hot Breakfast** is included in the rate and served in our onsite restaurant (6am-10am during the week and 6am-11am on the weekends).

**Function Room Detail:**

- **Room:** Ball Room Split into three
- **Set-up:** TBD
- **Cost:** \$350 total for full events use. Please note should sleeping room block be less than 20 rooms meeting space rental will be raised to \$450 for full events use.

- **Hospitality Room**

We are happy to offer you a complimentary hospitality room, our **Shaker Room** for your groups use both Friday and Saturday.

- **Banquet Dinner and Catered Lunch Room**

Our onsite restaurant and lounge. Scenarios. will be used for your catered meals.

There is no charge for use of this room.

**Audio Visual:**

On site audio and visual rentals are available if needed. Prices are below and can be waived with a minimum of \$600 in food and beverage.

<b><u>Equipment</u></b>	<b><u>Rental Price</u></b>	<b><u>Cost to OTB with Food and Bev Minimum:</u></b>
PA Mixer	\$50.00	\$0.00
Hand Held Microphone	\$50.00	\$0.00
LCD Projector	\$200.00	\$0.00
8ft Screen	\$50.00	\$0.00

**Hotel Sponsorship:**

Our hotel would like to offer a complimentary coffee, tea, and water with refills in all 3 sections of the ballrooms, for both meeting days.



### **Food & Beverage:**

Our kitchen carries a full menu to accommodate all of your conferences food and beverage needs. Please review the menus you received at an earlier date and contact me should you have any questions.

### **Event Payment:**

Method of payment for overnight rooms can be established as payment per individual.

For the conference and banquet charges you may select from direct billing (pending approval) or payment in advance. The application for direct billing requires six weeks for processing and approval. A valid credit card will be kept on file as a method of guarantee for all events.

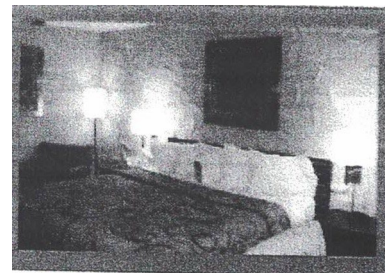
### **Deposit and Cancellation:**

A deposit of **\$300.00** will be requested to guarantee arrangements, and will be due with your signed contract. Should you cancel your event your deposit will serve as part of your cancellation charge if the entire contracted space is not re-sold. If we are able to re-sell the space to a comparable event 100% of your deposit will be refunded. Any Acts of God that cause cancellations of events will not incur cancellation charges.

### **Location and Amenities:**

The Best Western Albany Airport Inn is located just off of Interstate 87, the Northway, and just moments from the New York State Thruway and Albany International Airport.

2009



The Inn's centralized Capital District location provides easy access to the area's many attractions, colleges, corporations, hospitals, sporting venues, universities, shopping centers, and restaurants. Downtown Albany and the State Office buildings are located within 8 miles. 22 miles to the north is the town of Saratoga Springs, home to the Saratoga Performing Arts Center as well as the Saratoga Thoroughbred Racetrack and Racino.

Our hotel features 153 recently renovated guestrooms in single king or double queen configurations. Our rooms have received stylish new carpeting, furniture, bedding, and draperies, as well as the addition of individual microwaves and refrigerators. Our in room amenities also include hair dryers, coffee makers, remote colored televisions, telephone with voice mail, complimentary wired and wireless internet, AM/FM alarm clock radios, and irons with full size ironing boards. Other hotel amenities include an indoor heated pool, indoor corridors, 24 hour business center, fax and copy services, complimentary self serve parking, complimentary full hot breakfast, and complimentary shuttle service on Wolf Road. to Albany Amtrak Station, and Albany International Airport.

Our facility offers over 5000 square feet of meeting and banquet space, serviced by our on site professional catering and banquet sales staff. An additional 2400 square feet of available meeting/exhibit space is located in our spacious atrium enclosed pool area. From the Boardroom for 10, to the Ballroom for up to 400 people, the Best Western Albany Airport Inn provides a versatile meeting and conference facility able to suit all your needs. Our sales staff will work with you to provide individualized attention to every detail, from room and audio/visual setups. to menu advice, and special event planning.

I would like to thank you for your kind consideration of our property and look forward to your reply. In the meantime, if I can be of any further assistance to you please do not hesitate to contact me directly at 518-458-1000 x 100

At your service,

Stacie Blair  
Sales Manager

# Encampment Timeline Checklist

## 9 to 12 months prior to the Encampment

- |  |   |
|--|---|
| <input type="checkbox"/> Appoint the Department Encampment Committee.              | <input type="checkbox"/> Visit second-tier venue selected.            |
| <input type="checkbox"/> Date and Location set for 2 years out.                    | <input type="checkbox"/> Lock in second-tier venue.                   |
| <input type="checkbox"/> Conduct initial zoom meeting.                             | <input type="checkbox"/> Start work on dinner menu and entertainment. |
| <input type="checkbox"/> Discuss second-tier locations available in location area. | <input type="checkbox"/> Start work on campfire program.              |
|  | <input type="checkbox"/> Start work on Sunday ceremony if applicable. |

## 6 to 9 months prior

- |  |  |
|--|--|
| <input type="checkbox"/> Conduct zoom meeting with encampment committee to start working encampment details. | <input type="checkbox"/> Conduct progress zoom meeting on encampment details.                                |
| <input type="checkbox"/> SUVCW Department Commander conducts Department Mid-Year Meeting.                    | <input type="checkbox"/> Lock in encampment details if any after encampment committee progress zoom meeting. |
| <input type="checkbox"/> Post hotel reservation information on the website.                                  | <input type="checkbox"/> Start reviewing Department Officers Internal Encampment Checklists.                 |
| <input type="checkbox"/> Develop and post on the website Encampment Allied Orders Schedule.                  | <input type="checkbox"/> DSVC Start collecting items for department encampment fundraising raffle tickets.   |
| <input type="checkbox"/> Sign contracts if any.  |  |
| <input type="checkbox"/> Hire caterer for the Banquet.   |  |
| <input type="checkbox"/> Start work on the Joint Allied Orders Memorial Service Ceremony and brochure.       |  |
| <input type="checkbox"/> Post Department Encampment Registration Form on the website.                        |  |
| <input type="checkbox"/> Develop the Encampment and memorial AD booklet and post AD Form on the website.     |  |
| <input type="checkbox"/> Develop and post the banquet registration form on the website.                      |  |
| <input type="checkbox"/> Start procuring Red Ribbons for the Department Encampment.                          |  |

### 4 to 6 months prior

- |  |  |
|--|--|
| <input type="checkbox"/> Department Secretary prints and sends address labels to DSVC.   | <input type="checkbox"/> Applicable Department Officers start looking at awards and procure appropriate certificates or plaques. |
| <input type="checkbox"/> DSVC mails out raffle tickets and track funds received. Mail funds to Department Treasurer monthly.                         | <input type="checkbox"/> Department Officers review their checklists to ensure nothing was missed.                               |
| <input type="checkbox"/> SUVCW Department Commander procure Dr. Mary Walker Award Medal and Certificate and the PCinC Joseph S. Rippey Award Plaque. | <input type="checkbox"/> Encampment Committee conducts progress zoom meeting.  |
|  | <input type="checkbox"/> Department Secretary orders Red Encampment Ribbons  |

### 2 to 4 months prior

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Department Secretary prints Ballots and voting cards.       | <input type="checkbox"/> |
| <input type="checkbox"/> Provide Department Chaplain with Necrology.                 | <input type="checkbox"/> |
| <input type="checkbox"/> Meet or contact the caterer to review food and drink menus. | <input type="checkbox"/> |
| <input type="checkbox"/>   | <input type="checkbox"/> |

### 4 to 8 weeks prior

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Department Officers procure Awards and Certificates for the Encampment | <input type="checkbox"/> |
| <input type="checkbox"/>  |                          |

### 2 to 4 weeks prior

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Department Commander ensures appropriate Committees for the encampment have been appointed. | <input type="checkbox"/> |
| <input type="checkbox"/>   | <input type="checkbox"/> |
| <input type="checkbox"/>   | <input type="checkbox"/> |

### 1 week prior

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Department Secretary print Officer Roll Call Roster. List of registrants including guests, and a list of delegates.                     | <input type="checkbox"/> |
| <input type="checkbox"/> Department Secretary have copy of By-Laws, C&R, Roberts Rule of Order, last year's minutes, officer reports, and the committee reports. | <input type="checkbox"/> |
| <input type="checkbox"/>   |                          |

## The day before the Encampment

- ☐ Gather the following:
  - ☐ The incoming Department Commander has a list of appointees and committees for Department Secretary and webmaster.
  - ☐ Have Form 49 prepared for Installing Officer and communications received.
  - ☐ Name Tags and Ribbons, property sign off sheet,
  - ☐ List of proposed By-Law changes and Resolutions.
- ☐ Provide the Credential Committee with a list of registrants and a Credential Summary Sheet.
- ☐ Provide on-site National Encampment Delegate Cards for those attending.
- ☐
- ☐
- ☐
- ☐

## Planning Notes:

Subject: Re: Encampment

From: Jeffrey Albanese (Jalb@frontiemet.net)

To: flycar@frontiemet.net;

Cc: indian658@email.com;

Date: Saturday, June 15, 2013 7:09 AM

Bob

Typically there are two contracts one for the banquet and meeting rooms and a separate one for the hotel rooms. This appears to be only for the banquet and meeting rooms. We are tax exempt so we would not pay the sales tax, Michael has the tax exempt certificate. The guarantee is too high. We typically charge \$ 35 per meal which covers the per meal cost plus the gratuity and an additional \$4-\$5 to go towards entertainment, program etc. Under this contract we would need to sell 82 seats at \$35 each all of which would go to the meal and gratuity with nothing left for entertainment or incidentals like a program. You are correct that the Ithaca banquet was in the 60's and I believe the Newburgh one was in the 70's possibly low 80's. the Department does have a credit card. Michael usually has all the financial data and I am surprised he has not chimed in. Bottom line is that we cannot guarantee \$2400 in meal costs.

Jeff

Sent from my iPad

On Jun 15, 2013, at 6:19 AM, "[flycar\(afrontiemet.net\)](mailto:flycar@frontiemet.net)"<[fl}car@frontiemet.net](mailto:flycar@frontiemet.net)> wrote:

Jeff,

I was not happy with the contract. It left out a lot of things like the hospitality room, room night rate etc. and included things that we did not talk about like the \$2400 minimum. The meal cost was about \$24.50 per meal then add the 19% and 8%. The \$2400 excluding the gratuity and tax would mean that we would need about 100 at the banquet. I believe we had 69 at Ithaca. Caren Cleaveland said that we could guarantee \$1500. Also does the Department have a credit Card or would we give them a check for the \$500?

Bob

# RAMADA'

## WORLDWIDE

2310 North Triphammer Road,  
Ithaca, New York 14850  
Tel: (607) 257-3100 Fax: (607) 257-4425

05-05-13

**Robert Pugsley**  
**70 VAN STALLEN ST.**  
**Rochester NY 14621**

Folio No. **24252**  
NR Number  
Group Code **CGSONS**  
Company  
Wyndham Rewards :  
Invoice No.

Room No. **211**  
Arrival **05-03-13**  
Departure **05-05-13**  
Conf. No. **21878319**  
Rate Code  
Page No. **1 of 1**

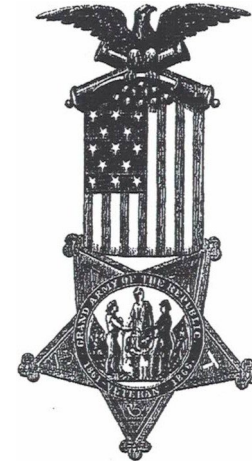
Date	Description	Charges	Credits
05-03-13	Room	99.95	
05-03-13	Sales Tax 8%	8.00	
05-03-13	Ocupancy Tax 5%	5.00	
05-04-13	Room	99.95	
05-04-13	Sales Tax 8%	8.00	
05-04-13	Ocupancy Tax 5%	5.00	
05-05-13	Visa XXXXXXXXXXXXXXX2636		225.90
Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. If you are not already a member, join the next time you check-in, visit us at <a href="http://www.wyndhamrewards.com">www.wyndhamrewards.com</a> or call 1-866-996-7937.		<b>Total</b>	<b>225.90</b>
		<b>Balance</b>	<b>0.00</b>

**Guest Signature:** -----

Please contact the Manager about any concerns with your stay. Ramada or affiliates may contact you about goods and services unless you call 877-222-3297 or write to Wyndham Worldwide Hotels, Inc. 1 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Ramada Worldwide website about privacy.

**Thank you for staying with us.**  
**It was our pleasure to serve you.**

## JOINT MEMORIAL SERVICE



### Allied Orders of the Grand Army of the Republic

*In :Memory of our ©eparted  
Sisters ana (/3rothers*

Annual Encampment  
Saturday  
May 4, 2013  
Ithaca, New York

*"£est we fforget „*



Prelude: Pauline Novick, DUVCW, Dept. Musician

Welcome: Betty Washburn, DUVCW, Dept. Chaplain

Processional: Onward Christian Soldiers

Draping of the Charters: Dept. Chaplains

Invocation: R. Stuart Smith Jr., SUVCW, Dept. Chaplain

Hymn: Amazing Grace

Scripture Reading: Ellen Higgins, DUVCW Nat'l .Sr. Vice

Unison Reading: Psalm 100

Tribute to Deceased Members:

Sons of Union Veterans of the Civil War

Auxiliary to the Sons of Union Veterans of the Civil War

Daughters of Union Veterans of the Civil War 1861-1862

Ladies of the Grand Army of the Republic

Women's Relief Corp

Placing of GAR wreath: Jerry Orton

Closing Hymn: My Country Tis of thee

Benediction: Hope Parker, ASUVCW, Dept. Chaplain

Recessional Hymn: Battle Hymn of the Republic

## ONWARD, CHRISTIAN SOLDIERS

Onward, Christian soldiers, Marching as to war,  
With the cross of Jesus going on before;  
Christ the royal Master Leads against the foe;  
Forward into battle, see his banners go.

Onward, Christian soldiers, Marching as to war,  
With the Cross of Jesus going on before. Amen

## AMAZING GRACE, HOW SWEET THE SOUND

Amazing grace, how sweet the sound,  
that saved a wretch like me!  
I once was lost, but now am found; was blind, but now I see.

'Twas grace that taught my heart to fear,  
And grace my fears relieved;  
How precious did that grace appear  
The hour I first believed!

## UNISON READING

Make a joyful noise to the LORD, all the lands!  
Serve the LORD with gladness! Come into his presence with  
singing!  
Know that the LORD is God! It is he that made us, and we  
are his;  
We are his people, and the sheep of his pasture.  
Enter his gates with thanksgiving, and his courts with praise!  
Give thanks to him, bless his name!  
For the LORD is good; his steadfast love endures for ever,  
and his faithfulness to all generations.

## MY COUNTRY, 'TIS OF THEE

My country, 'tis of thee, Sweet land of liberty,  
Of thee I sing;  
Land where my fathers died,  
Land of the pilgrims' pride,  
From every mountain side  
Let freedom ring.

## BATTLE HYMN OF THE REPUBLIC

By Julia Ward Howe

Mine eyes have seen the glory of the coming of the Lord.  
He is trampling out the vintage where the grapes of wrath are  
stored,  
He has loosed the fateful lightening of His terrible swift sword.  
His truth is marching on.

Glory! Glory! Hallelujah!  
Glory! Glory! Hallelujah!  
Glory! Glory! Hallelujah!  
His truth is marching on.

I have seen Him in the watch-fires of a hundred circling camps.  
They have builded Him an altar in the evening dews and damps.  
I can read His righteous sentence by the dim and flaring lamps.  
His day is marching on.

Glory! Glory! Hallelujah!  
Glory! Glory! Hallelujah!  
Glory! Glory! Hallelujah!  
His truth is marching on.