



DEPARTMENT OF NEW YORK
SONS OF UNION VETERANS OF THE CIVIL WAR

DEPARTMENT ORDER #2025/6-10

Honoring the memory of the Grand Army Of the Republic
and the Men from New York who saved the Union 1861-1865.
<http://nysvcw.org>

ANNUAL SUBMISSIONS OF FORMS 22 AND 27

1. In Accordance with National Regulations, CHAPTER I, CAMPS, Article VII
Elected Officers Job descriptions & Duties

(b) The Secretary shall forward to the Department Secretary the Installing Officer's Report (Form 22) **on or before February 15th** of each calendar year. In the case of a camps at-

large, the Secretary shall forward the Installing Officer's Report (Form 22) to the Assistant National Secretary appointed to serve as the Secretary-Treasurer of the Department-at-Large on or before February 15th of each calendar year.

(8) In conjunction with the Camp Treasurer, prepare and submit a "Camp Annual Report" (Form 27) in duplicate to the Department Secretary **on or before April 30** of

each year, with check for per capita and application fees, plus two copies of the membership application for each new Brother.

Camp Secretaries and Treasurers please make sure these reports are submitted on time otherwise it's an automatic suspension of the camp.

2. Furthermore; it will be the responsibility of the Camp Secretaries and Treasurers to forward an electronic copy of the Forms 22 and 27 to the

Department Webmaster and Assistant Webmaster for posting on our website in accordance with a Resolution passed by the Brothers in the Department Encampment and for the Webmasters to update the Camp Commanders and Secretary's contact information on the website. **So, when sending the Forms 22 and 27 to the Department Secretary and Treasurer, CC the website webmaster and assistant webmaster.**

3. Department Webmasters will post the Form 22s and 27s on the website by Camp Name in the Documents page. The Department Webmasters will update Camp Contact information from Form 22s.

It is imperative that Camp Contact information is updated with current and correct information. This will help the public to contact the camps for projects and recruitment.

Yours in Fraternity, Charity, & Loyalty

//SIGNED//

Jeffrey I. French, PDC (NY & CH), PCC
NY Department Commander.

ATTESTED BY:

Robert Pugsley
NY Department Secretary