

VETERANS OF FOREIGN WARS of the United States

STATE OF DELAWARE



NO ONE DOES MORE FOR VETERANS.

Delaware

DEPARTMENT OF DELAWARE

MEMBER COMPLAINT / INCIDENT REPORT

SECTION 1 – Complainant Information

Name: _____ VFW Membership Number: _____

Post Number: _____ District: _____

Address: _____

Phone: _____ Email: _____

- ☐ I am the member who it directly involved ☐ I witnessed the incident
☐ I am filing this complaint on behalf of the post ☐ Other: _____

SECTION 2 – Person(s) Subject of the Complaint

Name(s): _____

VFW Membership Number(s) (if known): _____

Post Number: _____ District: _____

Current Position:

- ☐ Commander ☐ Quartermaster ☐ Trustee
☐ Officer ☐ Member ☐ Other: _____

SECTION 3 – Incident Information

Date of Incident: _____ Time (Approx): _____

Location: _____

SECTION 4 – Nature of Complaint

(Check all that apply)

- | | |
|--|--|
| ☐ Conduct unbecoming a VFW member | ☐ Failure to fulfill duties of office |
| ☐ Financial misconduct | ☐ Misuse of VFW property |
| ☐ Misuse of VFW funds | ☐ Violation of National Bylaws |
| ☐ Violation of Department Bylaws | ☐ Election irregularity |
| ☐ Harassment | ☐ Threatening behavior |
| ☐ Fraud | ☐ Conflict of Interest |
| ☐ Other: | |

SECTION 5 – Detailed Statement

(Describe exactly what occurred. Include dates, times, conversations, actions taken and names of all persons involved. Attach additional pages as necessary)

[illegible]

SECTION 6 – Witnesses

(Please provide Name, Phone and Email)

SECTION 7 – Supporting Documents

(Attach copies – do NOT submit originals unless requested)

- | | | |
|--|--|--|
| ☐ Emails | ☐ Letters | ☐ Financial Records |
| ☐ Meeting Minutes | ☐ Photographs | ☐ Video |
| ☐ Audio | ☐ Text Messages | ☐ Social Media |
| ☐ Other: _____ | | |

SECTION 8 – Actions Already Taken

Have you reported this matter previously?

- ☐ Yes ☐ No

If yes, when and to whom?

Date reported: _____

- | | | |
|---|---|--|
| ☐ Post Commander | ☐ District Commander | ☐ State Commander |
| ☐ State Judge Advocate | ☐ State Inspector | ☐ Law Enforcement |
| ☐ Other: _____ | | |

Result: _____

SECTION 9 – Certification

I certify that the information contained in this complaint is true and correct to the best of my knowledge and belief.

I understand that:

- Filing this complaint does not automatically initiate disciplinary action.
- The Department may conduct a preliminary investigation.
- False or intentionally misleading statements may themselves constitute misconduct.
- Additional information or documentation may be requested.

Signature

Date

FOR DEPARTMENT USE ONLY

Complaint Number: _____ Date Received: _____

Received by: _____ Initial Review Completed: _____

Assigned Investigator: _____

Department Judge Advocate Notified?

☐ Yes

☐ No

Commander Notified?

☐ Yes

☐ No

Status:

- ☐ Pending Review
- ☐ Investigation Opened
- ☐ Referred to District
- ☐ Referred to Post
- ☐ No Action
- ☐ Administrative Resolution
- ☐ Formal Charges Recommended
- ☐ Closed

Date Closed: _____

Disposition Summary:

DEPARTMENT NOTICE

Submission of this Complaint/Incident Report **does not constitute formal disciplinary charges** under Article IX of the National Bylaws. If an investigation establishes reasonable grounds that a recognized offense may have occurred, formal Charges and Specifications must be prepared and served in accordance with the VFW National Bylaws and Manual of Procedure. Members subject to disciplinary action are entitled to written notice of the Charges and Specifications, access to the materials relied upon, and the opportunity for a disciplinary hearing or other resolution as provided by National Bylaws.