

Sons of Union Veterans of the Civil War

**Camp Annual Report**

Form 27

(Two copies are due to the Department Headquarters on or before April 30 of each year – Retain duplicate for Camp Records)

**Camp Secretary's Annual Report**

Camp Name: \_\_\_\_\_ Camp No: \_\_\_\_\_ City: \_\_\_\_\_

Department of \_\_\_\_\_ Report for year 20\_\_\_\_\_

<b>LAST ANNUAL REPORT</b>	Members	Associates		Jr. Members	Jr. Assoc		Total
In Good Standing	_____	+ _____	+	_____	+ _____	=	_____

<b>Gain<sup>1</sup></b>	Members	Associates		Jr. Members	Jr. Assoc		Total
By Organization	_____	_____		_____	_____		
By Initiation	_____	_____		_____	_____		
By Transfer	_____	_____		_____	_____		
By Reinstatement	_____	_____		_____	_____		
<b>Total Gains (add)</b>	_____	+ _____	+	_____	+ _____	=	_____

<b>Loss</b>	Members	Associates		Jr. Members	Jr. Assoc		Total
By Death	_____	_____		_____	_____		
By Drop	_____	_____		_____	_____		
By Honorable Discharge	_____	_____		_____	_____		
By Transfer	_____	_____		_____	_____		
<b>Total Losses (subtract)</b>	_____	+ _____	+	_____	+ _____	=	_____

<b>THIS ANNUAL REPORT</b>	Members	Associates		Jr. Members	Jr. Assoc		Total
In Good Standing	_____	+ _____	+	_____	+ _____	=	_____
Combined	Brothers: _____			Juniors: _____			

<b>Summary Information</b>	Members	Associates	Total
Dual Brothers	_____	+ _____	= _____
New Members	_____		
New Members under 40	_____		

<b>PER CAPITA DUES Exemptions</b>	
Life Members	_____
Real Sons	_____
Brothers in War Zone <sup>2</sup>	_____
Honorary Members <sup>3</sup>	_____
Junior's	_____
Junior Associates	_____

NOTE: A copy of the application for each NEW Brother being reported for the first time and not previously reported using a Camp Status Report (Form 30) MUST be enclosed (in duplicate) with this report.

<sup>1</sup> Report totals since last annual report

<sup>2</sup> Attach letter including name, rank & branch and location of service. List brothers in section on page 4.

<sup>3</sup> Only Nationally approved Honorary Members are exempt from National Per Capita Dues

<sup>4</sup> Only include amount for National Per Capita dues if applicable

<sup>5</sup> Only include amount for Department Per Capita dues, if applicable

<sup>6</sup>

**Total Exemptions (subtract)** .....

Brothers Subject to *National* Per Capita Dues<sup>4</sup> .....

Rate ..... x \$23.00  
Due<sup>4</sup> ..... \$ .....

New Brothers report minus previously submitted<sup>6</sup> .....

Rate ..... x \$5.00  
Due ..... \$ .....

Brothers Subject to *Department* Per Capita Dues<sup>5</sup> .....

Rate ..... x \$ ..  
Due<sup>5</sup> ..... \$ .....

**Total Amount Due** ..... \$ .....

**Camp Secretary Certification:**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Camp Annual Report for Camp # \_\_\_\_\_ for 20\_\_\_\_

**Camp Treasurer's Annual Report**

Balance on hand last Camp Annual Report      \$ \_\_\_\_\_

Balance on hand this Camp Annual Report      \$ \_\_\_\_\_

EIN Number \_\_\_\_\_. Date Camp last filed with IRS \_\_\_\_\_.

**Please Note:** \* All monies and other assets, including real and personal property held by Camps, Departments, and the National Organization are charged with a trust for the purposes for which the Order exists, as stated in its Act of Incorporation. Any use of said monies or other assets, including real and personal property for other purposes is illegal and shall subject the parties concerned to disciplinary action under Article VI of Chapter V and may be restrained by the Commander-in-Chief or Council of Administration to the extent, if necessary, of taking possession and control of the money or assets involved. For record keeping, please furnish the names of each financial institution in which Camp funds are being held. Please attach a separate sheet if necessary. Thank you.

*\*National Regulations, Chapter I, Article I, Section 4*

Please list all financial institutions in which camp funds are being held.

Bank/Financial Institution Name	Street Address	City/State

Add additional sheets, if necessary

***Camp Treasurer Certification:***

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

Printed Name: \_\_\_\_\_

***Camp Commander Approval:***

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

Printed Name: \_\_\_\_\_

**Honorary Membership Roster**  
**(List all National Honorary Members)**

Name	Street Address	City/State/Zip	Phone



Camp Annual Report for Camp # \_\_\_\_\_ for 20\_\_\_\_

**Report of Change of Address since Last Camp Status Report – Form 30**

Name	Address & Email

Add additional sheets, if necessary.

**Life Membership/Real Sons**

(List all Life Members and Real Sons in the Camp)

Name	Street Address	City/State/Zip	Life Member #

Add additional sheets, if necessary

**Camp Junior Members and Junior Associates Roster**

(List all Camp Junior Members and Junior Associates)

Name	Address	Date of Birth	Email

Add additional sheets, if necessary

**Brothers Assigned in War Zone**

(Brother must currently be assigned in a designated War Zone)

Name	Duty Station Location

Add additional sheets, if necessary

Received at Department Headquarters by: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETION OF FORM 27 – ANNUAL CAMP REPORT

This form is not only an annual report to the Department on your Camp, but also serves as an update for your Camp status by also reporting items since your last Form 30, Camp Status Report. All new brothers, drops, etc., since you're last Form 30 will be reported on this Form 27.

The Camp must submit two (2) copies of Form 27 to the Department Secretary with all supporting documentation, including the check for all money due to the Department, on or before April 30 of each year. An additional copy should be retained by the Camp. This includes a copy of the Camp roster which must include the following information:

- 1) Full name (please do not use nicknames.)
- 2) Address
- 3) Status (Member, Associate, Junior Member, Junior Associate, Real Son, etc.)
- 4) Phone number
- 5) Email address
- 6) Date of birth (especially for Junior Members and Junior Associates)

Please attach 2 copies of each new brother's completed application. Please try to use the most current application form, to assist Department and National officers who have to enter this data into the computer.

After submittal of Form 27, additions, deletions and changes to the Camp membership will be reported through the Department Secretary using Form 30 with supporting documentation as required.

The annual per capita dues due the National organization is \$23.00 for each existing brother (except Life Members, Junior Members, Junior Associates, nationally approved Honorary Members, Real Sons and Brothers in a War Zone). Junior Members and Junior Associates do not receive the BANNER, unless they specifically pay for a subscription.

Junior Members will automatically be upgraded to Member in the National database on their 14<sup>th</sup> birthday, if their date of birth has been reported. Junior Associates will automatically be upgraded to Associate in the National database on their 14<sup>th</sup> birthday, if their date of birth has been reported.

PRO-RATED PER CAPITA DUES - The following is a handy reference:

New Brother (Jan to Mar)	\$5.00 application fee + \$23.00 per capita dues = \$28.00
New Brother (Apr to Jun)	\$5.00 application fee + 17.25 per capita dues = \$22.25
New Brother (Jul to Sep)	\$5.00 application fee + 11.50 per capita dues = \$16.50
New Brother (Oct to Dec)	\$5.00 application fee + 5.75 per capita dues = \$10.75
Junior Member or Junior Associate	\$5.00 application fee and no per capita dues
Reinstated brother	\$10.00 reinstatement fee + \$23.00 per capita dues regardless of time of year.

Pro-rated Per Capita dues is calculated upon date of election, not when the Form 30 is sent in.

FOOT NOTES – You will find more footnotes on Form 27, to help explain what needs to be included on each line.

OLD FORMS – Please use the current edition of the forms. They are available on the Order's web site. If you have a problem getting the current form from the website, please contact the National Executive Director, who will gladly mail to you the proper form. Every Commander-in-Chief for the last several years has included in his General Orders, the requirement that only current forms be used. It will make the job at Department and National so much easier. Remember, someday, that may be you!

## **INSTRUCTIONS FOR COMPLETION OF FORM 27 – ANNUAL CAMP REPORT**

JUNIOR MEMBERS AND JUNIOR ASSOCIATES – Please be sure that applications for each Junior Member and Junior Associate includes a date of birth, so they can be automatically upgraded to Member or Associate, as appropriate, when they reach appropriate age.

DATE OF DEATH – Please be sure to include the date of death for deceased Brothers. The Department Chaplain and the National Chaplain need this information and will really appreciate it.

### GENERAL REQUIREMENTS

Please be sure the name of your Camp and Department are listed on each application form submitted.

Please use a brother's proper name in all reports, not nicknames.

We hope you find this information useful and helpful in the performance of your duties. We believe this reporting system will save us all a lot of time and effort, facilitate the sharing of accurate information, and result in more efficient operation. It is important for the Camp officers to understand this form and use it correctly, so if you have any questions, please do not hesitate to contact your Department Secretary for assistance. If you have any suggestions to improve this process, we would be very happy to hear it.