



## STEPS FOR STARTING A NEW VFW MOTORCYCLE GROUP UNIT

1. The First thing to do is go to the VFWMG website [www.vfwmgtx.com](http://www.vfwmgtx.com) and print out the VFWMG of Texas Guideline for Operations of Motorcycle Units (GOMU) and read them thoroughly.
2. Attend a regular VFW Post meeting and get approval from the Post membership to start a VFWMG Unit. Reading the GOMU's completely will enable you to answer most questions that may come from the Post membership.
3. Once approved, round up the required eight VFW currently paid members that have an "M" Endorsement on their driver's license. They do not all have to belong to your Post nor do they have to currently have a working bike, as long as they have a current driver's license with the motorcycle endorsement.
4. After or while you are getting these eight members, you can also sign up Support and Auxiliary members. Refer to the GOMU for qualifications. These members, however, do not count for the required eight members to start a Unit.

### When you are ready to submit a Unit for Chartering, you will need the following:

1. A membership application for all members. You can download and use the application for any Unit on the VFWMG website [www.vfwmgtx.com](http://www.vfwmgtx.com) Mark through the information at the bottom and write *New Unit Membership Application* at the bottom.
2. A copy of their current VFW or Auxiliary membership card. ***This is needed to become a member!*** If you have new VFW/Auxiliary members who do not yet have a membership number, you will need to write ***NEW MEMBER*** on the application and send their membership number to the State Motorcycle Group Secretary as soon as it is available.
3. The \$5.00 per member dues required for administrative fees should be sent to the State Secretary. The State Secretary's mailing address is available on the VFWMG website.
4. A copy of the VFW Post Minutes that shows the hosting Post voted to host a Unit. If the Post Officers do not want to send a copy of the Post Minutes, then a letter from the Post Commander stating the Membership approved the Unit to be started will suffice.
5. Send all of the above to the State Secretary. The State Secretary's address is on the website.
6. The paperwork will be reviewed by the State Officers. If all of the paperwork is in order, a Unit number will be assigned usually within a week. The Unit number will be followed by the hosting Post or District number.
7. After you have been notified that your Charter is approved, schedule a meeting to select Officers and decide on your Charter Date. It can be the date you sent your original package in, or it can stay open for 30, 60, or 90 days. Only VFW Rider Members will be included on the Charter.
8. Send the names of your Officers to the State Secretary and your Unit will be put on the website. This should include the name and address of the contact you want put on the Membership Application, the Vest Order Form, and where Vest Orders are to be sent.
9. The Secretary will then send you the forms needed for your Unit with the names and information on them. All of this will come from the Officers Listing, so be sure to get it to the Secretary as soon as possible.
10. You can now collect vest orders. Once you have them all in, send them to the address on the bottom of the Unit One Vest Order Form. The vest order will not be processed until the VFWMG membership numbers have been assigned by the State Secretary.