



Department of Pennsylvania
Sons of Union Veterans of the Civil War
Office of the Commander
948 Orr Avenue
Kittanning, PA 16201
724 664 2424
civilwarkittanning@yahoo.com



Department Order No. 5

December 15, 2013

Series 2013-2014

- 1.) On behalf of the Officers of the Pennsylvania Department, I extend to all my Brothers a very Merry Christmas and a prosperous and Healthy New Year. To our Brothers of the Jewish Faith, please accept our wishes for a Happy Hanukah.
- 2.) I congratulate the Brothers who have been elected or re-elected Officers of their Camps. This is a true accomplishment as you are being honored by your Brothers to lead them for the next year. I wish you all the best and offer any assistance or advice that the Department Officers may be able to provide. Please do not hesitate to contact us with your questions or concerns. We are here to serve you. I also congratulate the retiring Officers of our respective Camps, you have done a great duty and your Camps and new Officers will need your guidance and wisdom. I urge you to continue to be active in Camp affairs.
- 3.) I forward a brief reminder to all Camp Commanders and Camp Secretaries from Dept. Secretary Charlie Kuhn regarding upcoming deadlines:
 - A.) Camp Installation of Officers need to be completed by January 31, 2014 and **two (2) copies of your form #22 needs to be filed with his office no later than February 15, 2014.**
 - B.) **IRS Form 8822-B must be completed. One (1) copy must be filed with the IRS and two (2) copies must be filed with his office no later than February 15, 2014.**
 - C.) You need to commence work on your annual year end reporting and getting your member's dues together for the upcoming year. Annual per capita will be \$31 per man again this year. **Two (2) copies of Form #27 need to be filed with this office no later**

than April 30, 2014 along with a check for the per capita owed for your Camp. Do not hold up your report waiting on Brothers to send in their money. Report them as a dropped and move on. Remember to include a copy of an updated Camp Roster. Late filing of any of these reports will result in the Camp being placed under suspension.

- 4.) Please make sure the form being used is the most up to date one available. All current forms are available from the National Web Site at www.suvcw.org, under the forms section. These forms must be filled out in their entirety. That means all Officers information, either elected or appointed MUST have all lines filled out. We need to know how to contact them should that need arise. Forms that are not filled out properly or in entirety can and will be sent back to the Camp to provide the information requested. As a suggestion, if your Camp changes Officers or contact information, PLEASE, update your Camp website with the new information. Please take this opportunity to visit any genealogical centers, public libraries or community centers that may have your information on display to ensure the information they have on file is correct.
- 5.) The tentative date for the annual Pennsylvania Department Lincoln Luncheon will be held on Saturday February 15, 2014 at 1:00pm. My thanks to the Brothers of Capt. E.M. Ruhl, Camp #33 of York, for volunteering to host this event for all Brothers and Sisters in the Pennsylvania Department. Further details will be released as they become available.
- 6.) The following Brothers are hereby appointed to the Dr. Mary Walker award committee for term ending June 29, 2014. Brother John McNulty, PDC, Brother Ivan Frantz, PDC, Brother Howard Wolfe, PDC. This award is presented in recognition of outstanding, sustained and conspicuous service to the National Organization of the SUVCW or the respective Department of the SUVCW in furtherance of the mission and goals of the SUVCW. If you would like to nominate a Sister for consideration, please contact one of these Brothers. You may find their contact information on the dept. website at pasuvcw.org under the tab "Officers". Deadline for submission is June 1, 2014.
- 7.) Brothers, please find all of the information about the Department Encampment to be held in Williamsport, Pennsylvania in the upcoming Department Newsletter, "The Battle Cry of Freedom", which will be published in the early 2014. We hope that you make plans to attend the Encampment as new activities are being planned. This information will be posted as well on the Department Web Site in the future.

Again, I wish all our Brothers a very Merry Christmas and a Happy New Year!!

(To be read in the Camps and retained in Camp files)

By order of

Richard R. Essenwein

Pennsylvania Department Commander