



APPLICATION FOR CAMP CHARTER

Sons of Confederate Veterans

To: **Sons of Confederate Veterans, Inc.**
General Headquarters
P. O. Box 59
Columbia, Tennessee, 38402-0059

Date _____ 20__

We, the undersigned, hereby certify that we possess the qualifications required for membership in the organization of the Sons of Confederate Veterans, Inc. and are entitled to membership therein under Article IV, Section 1, of the SCV Constitution, as quoted on the back hereof, and desire to form a camp in order to assist in the accomplishments of its praiseworthy objects and purpose. We hereby request the issuance of a charter for the formation of a camp as per this application. On the issuance of a charter, we agree to maintain a camp under the below name with a minimum membership of seven (7). We hereby agree to uphold the principles of the Sons of Confederate Veterans, Inc. and to comply with all rules and regulations prescribed by the Division and the General Headquarters of the SCV. We further certify that the following officers have been selected, unless soon changed, to serve until our regular monthly meeting. Enclosed herewith are the original applications of its members as provided by Article III, Section 1.3 of the SCV Constitution and funds to cover the charter fee and dues and recording fees for each new/reinstating member. Transfer requests are attached for all transferring members in good standing with the Sons of Confederate Veterans, Inc.

Camp Name: _____ Camp No. _____

Annual Camp Dues: \$ _____ Division: _____ Camp City Location: _____ Meeting Location: _____

Enclosed: Charter fee: \$50 _____, each new member: \$40* _____, each reinstated member: \$40* _____, each renewal: \$35.00 _____

*includes \$5 processing fee

| OFFICE | PRINTED NAME | SCV MEMBER ID | SIGNATURE |
|---------------------------------|--------------|---------------|-----------|
| 1. Commander | | | |
| 2. 1 st Lt Commander | | | |
| 3. 2 nd Lt Commander | | | |
| 4. Adjutant | | | |
| 5. Treasurer | | | |
| 6. Quartermaster | | | |
| 7. Judge Advocate | | | |
| 8. Surgeon | | | |
| 9. Historian | | | |
| 10. Color Sergeant | | | |
| 11. Chaplain | | | |

OTHER MEMBERS (DO NOT REPEAT NAMES OF OFFICERS HERE)

| | PRINTED NAME | SCV ID (IF APPLICABLE) | SIGNATURE (required) |
|-----|--------------|------------------------|----------------------|
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |
| 20. | | | |
| 21. | | | |
| 22. | | | |
| 23. | | | |
| 24. | | | |
| 25. | | | |

We hereby certify that the foregoing is a true and correct Roll of the officers and members making application for charter. Attest:

Commander: _____ Adjutant: _____

If this form is not sufficient to hold the names of the signers, add additional names on separate sheets of this size and attach hereto. Names should be carefully and legibly signed. DO NOT USE PENCIL. This form is to be sent to the Division Commander for endorsement to send to SCV GHQ.

FIRST ENDORSEMENT

To: Sons of Confederate Veterans, Inc.
General Headquarters
P. O. Box 59
Columbia, Tennessee, 38402-0059

Date _____ 20__

I certify that I have examined the foregoing application and do (do not) recommend approval thereof.

Brigade assigned: _____

Division Commander's name: _____ signature: _____

SECOND ENDORSEMENT

From: Sons of Confederate Veterans, Inc.
General Headquarters, Historic Elm Springs, TN

Charter Date _____ 20__

IRS EIN No. _____

To: Camp Commander _____

Congratulations, the charter for Camp _____ No. _____

Division of _____ Brigade _____ located at _____

is approved by order of the Commander-in-Chief. Your charter is an original and no duplicates have been made. Great care must be taken to protect it and hand it down for our posterity. If the camp's charter is suspended or dissolved for any reason, it is to be returned to the SCV General Headquarters immediately.

Executive Director _____ Signature _____ Date _____

INSTRUCTIONS (Read Carefully)

No camp charter application can be considered unless properly executed by at least seven (7) men who can be a combination of new members, transfers, or reinstating former members. The prospective camp must also adopt a camp constitution and bylaws to include with its charter application. A sample camp constitution and bylaws are available on the SCV website www.scv.org. Charter applications should be prepared in duplicate if your division commander requires a copy. The original should contain the printed names, SCV ID numbers, and signatures of at least seven (7) eligible applicants for membership, along with the signature of the initial camp commander and camp adjutant attesting to the accuracy of the form. The package must be sent to the division commander for his endorsement and his signature after which it is to be sent to the executive director at the SCV General Headquarters.

Prospective new camps in states where there is no division should mail the charter application to the appropriate army department commander. New member applications, reinstatements, and transfer forms must accompany the charter application as provided by Article III, Section 1.3 of the SCV Constitution.

Please include the charter application fee, along with any applicable dues and new member or reinstatement fees. The camp should retain one copy of the charter application form. Upon completion, the camp charter certificate will normally be sent to the division commander for presentation at an appropriate chartering ceremony.

A camp can request an historical SCV camp number as long as the charter location for the historical camp is within 50 miles of the re-chartering location. SCV GHQ can assist with this, but not all camp locations and chartering dates are known. The SCV does not and will not use historical UCV camp numbers due to the major differences in camp number locations and the fact that the SCV camps have far surpassed the UCV camps in quantity (historical SCV camp numbers do not align with UCV camp numbers).

The SCV GHQ will submit and receive an Internal Revenue Service (IRS) Employer Identification Number (EIN) as part of the chartering process. The camps WILL NOT apply for an IRS EIN. The SCV GHQ will send the IRS EIN paperwork and a tax letter denoting the camp as a non-profit entity recognized by the IRS and as a subsidiary of the SCV, Inc.'s general exemption number (GEN). With this paperwork, the camp can open a non-profit bank account at a local bank. It is the responsibility of the camp to retain its tax exempt status with the IRS and the SCV GHQ cannot assist in this. The camp must submit a 990N according to the IRS rules/regulations no later than 15 December of each year.