

TO BE READ IN CAMPS AND FILED



Department of the Chesapeake
SONS OF UNION VETERANS OF THE CIVIL WAR

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March 25, 2020

Department Order No. 3
Series of 2019-2020

With the date and virtual format for the Department of the Chesapeake's 133rd Annual Encampment now set for Saturday, May 9, 2020, I would like to inform you of the following important details related to reporting deadlines and other Department business:

- 1) As previously communicated by Department Secretary/Treasurer Brother Michael Beard, all **relevant financial reporting** is due to him by no later than **March 31, 2020**.
- 2) **All Department Officer and any Committee reports** are due to Department Secretary/Treasurer Brother Michael Beard by no later than **April 24, 2020**.
- 3) **All Camp reports** are due to Department Secretary/Treasurer Brother Michael Beard by no later than **April 24, 2020**.
- 4) **All Department Officer, Committee and/or Camp reports must be submitted electronically to the Department Secretary/Treasurer via email at deptchsec@gmail.com and in narrative Word format using 12-point font size.** Other means of communicating these reports and/or failure to adhere to the required formatting and font size will result in the report(s) being rejected and considered as unsubmitted.
- 5) **Each Department Camp is invited to submit one nomination to the Department Commander for the Andrew M. Johnson Outstanding Service Award**, which is given annually to a Brother who has demonstrated truly outstanding service to the entire Department. A total of two such awards can be presented in any given year. Nominations should be no more than one page in length and clearly state why the nominating Camp believes that its nominee is a worthy recipient of this award. **All nominations must be received by the Department Commander via email at tmccoydc@yahoo.com by no later than April 24, 2020.**

The foregoing Department Order is proclaimed this Twenty-Fifth Day of March in the year of our Lord Two Thousand Twenty, and of the Independence of the United States of America the Two Hundred Forty-Fourth.

By order of:
TIMOTHY S. McCOY
Department Commander

Attest:
MICHAEL BEARD
Department Secretary – Treasurer

