



DEPARTMENT OF THE CHESAPEAKE  
**SONS OF UNION VETERANS OF THE CIVIL WAR**  
INCORPORATED BY ACT OF CONGRESS



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## DEPARTMENT ADVISORY 2021-2022 #1

**TO: Department of the Chesapeake Camp Commanders**

**DATE: May 11, 2021**

**FROM: Roger L. Leturno, Department Commander**

**SUBJECT: Quarterly Camp Activity Reports**

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**Brother Camp Commanders,**

This advisory extends the guidance issued in Department Advisory 2020-2021 #1.

The change in this year's department officers includes a "handover" in responsibilities. Department Senior Vice Commander (SVC) Brian Horgan now assumes Editor in Chief duties for our quarterly Department Newsletter, the *Chesapeake Gazette*.<sup>1</sup> I request Camp Commanders collaborate with their Camp Senior Vice Commanders in the preparation of quarterly reports of Camp activities for submission to the Department SVC.<sup>2</sup> Please submit reports not later than the deadlines established by the Department SVC as communicated to the Camp SVCs.

The purpose of this reporting is as follows.

1. Document Camp activities throughout the year to provide a basis for the Camps' own histories.
2. Provide material for the Camp Commanders to utilize when preparing their reports for the next Department Encampment.
3. Give the Department Senior Vice Commander material for the quarterly newsletter.
4. Summarize Camp activities for use by the Department Commander in preparing his year-end report to the National Office.

Format for the reports will be MS Word compatible and may be in bullet list form. A few sentences are all that is required (e.g., "Camp observed Decoration Day on May 30<sup>th</sup> by..."). Narrative stories are welcome as well as photos, if available. Reports are requested regardless of the level of camp activity.

If you have any questions, please contact Department Senior Vice Commander Horgan at [bhorganpa@aol.com](mailto:bhorganpa@aol.com) or by phone at 440-781-6534.

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<sup>1</sup> C&R, Chapter II, Article VII, Section 2.(b), "The Senior Vice Department Commander shall promote Department activities in the media. He shall prepare a Department newsletter."

<sup>2</sup> C&R, Chapter I, Article VII, Section 2.(c), "...The activities of the Camp Senior Vice Commander should include: ...Gathering appropriate data about Camp activities and forwarding to the Department Senior Vice Commander."