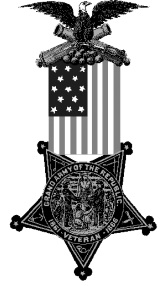




APPLICATION FOR SESQUICENTENNIAL SIGNATURE EVENT

SONS OF UNION VETERANS OF THE CIVIL WAR



Application is hereby made to name an event a *Sons of Union Veterans of the Civil War Sesquicentennial Signature Event (SSE)*. The applicant agrees the primary purpose of the event is to educate the public on the legacy of the valiant work done by all United States Military Forces between 1861 and 1865. These events are also intended as recruiting opportunities for the SUVCW and the Allied Orders. The event will have: a direct connection with the Civil War Sesquicentennial, be of national or state significance, not expose the SUVCW to any insurance risk, present the United States and its military forces in a positive manner, and include a SUVCW Camp, Department, or supportive organization within the Allied Orders as a sponsor of the event in some manner.

SUVCW Sponsored Event

Supportive Organization Sponsored Event

Event Name: _____

Location: _____ Date: _____

Sponsor: _____ Department of _____

Sponsor Contact: _____ Contact Email: _____

Address: _____

Event Description (*see instructions*):

APPLICATION FOR SESQUICENTENNIAL SIGNATURE EVENT (CONTINUED)

Event Description Continued:

APPLICATION FOR SESQUICENTENNIAL SIGNATURE EVENT (CONTINUED)

SPONSOR REQUEST FOR SUVCW EVENT
(Electronic signature is acceptable)

Sponsor Signature

Date

Sponsor Organization

Email Address

SESQUICENTENNIAL COMMITTEE CONCURRENCE

Committee Approval Signature

Date

Committee Member

Email Address

COUNCIL OF ADMINISTRATION CONCURRENCE

Council Approval Signature

Date

Council Member

Email Address

INSTRUCTIONS

Instructions: Camps, Departments, and supportive organizations of the Allied Orders seeking to have a *SUVCW Sesquicentennial Signature Event (SSE)* require recognition and approval as follows:

1. Camps, Departments, and supportive organizations of the Allied Orders prepare this application giving the name of the event, its location, and a description of how the event will meet the stated purpose of a SUVCW SSE.
2. The request would describe the event and outline how it meets each of the intended goals of a SSE, specifically:
 - a. How the event is will serve to educate the public on the legacy of the valiant work done by all United States Military Forces between 1861 and 1865.

APPLICATION FOR SESQUICENTENNIAL SIGNATURE EVENT (CONTINUED)

- b. How the event has a direct connection with the Civil War Sesquicentennial.
 - c. How the event is of national or state significance.
 - d. The National Organization of the SUVCW must be held harmless either by being named as an insured party on any insurance policy covering the event or a legally binding document in which the SUVCW is held to have no legal liability for any part of the event or any unforeseen occurrence during the event. If the organizer is a government entity and assumes all liability or is exempt from suit and that exemption extends to those who partner with the government entity a letter expressing this is acceptable.
 - e. A statement the event will present the United States and its military forces in a positive manner.
 - f. A statement the sponsor will use the event to advertise the SUVCW and have recruiting materials for any of the Allied Orders available at the event.
 - g. A statement the sponsor will offer the passport and Sesquicentennial Medal to any individuals participating in the event.
 - h. A statement the sponsor will create and use a stamp for the passport.
3. The sponsor will submit the request to the National Sesquicentennial Committee for approval **at least six (6) months prior** to the event. Email Mike Beard mikesuvcw13@verizon.net and/or Steve Hammond shammond@aamc.org.
 4. The National Sesquicentennial Committee will determine the sufficiency of the application and concur the event meets the intended purpose of SUVCW SSEs. In performing this task, the committee will confer with the sponsoring camp and department to get any needed information to complete the application.
 5. The National Sesquicentennial Committee will submit the proposal through the SVCinC to the Council of Administration (COA) **at least ninety (90) days prior** to the event for review. Approval or rejection of the event will be made as soon as possible, but no less than thirty (30) days before the event.
 6. Upon COA approval, the National Sesquicentennial Committee will post the event through the SUVCW Webmaster to the SUVCW SSE page and notify the sponsor.
 7. The sponsors can send a sample artwork to the National Sesquicentennial Committee for inclusion on the website (e.g., a thumbnail). The national website will show the name of the event, its date and locations. We will also link to the sponsor's event webpage.
 8. The preferred approval process would be in writing using email, supplemented as necessary with phone, mail, or in person communication.
 9. Documentation of each SSE will be recorded by the National Sesquicentennial Committee and presented to the COA annually so a permanent record of these events may be preserved.
 10. Once approved, the sponsor is allowed to use the SUVCW name and logo to promote the event and to present the SUVCW Sesquicentennial Medal for minimal donation.
 11. The sponsor can purchase the medal and passport from the SUVCW Quartermaster (the passport will allow event attendees to record the SSEs they attend – much like the National Park passport. They can then purchase stars for their Sesquicentennial Medal to show how many SSEs they attended).
 12. The sponsor will have a rubber stamp made (up to 2 x 2 inches) using the following as a guide:

Sample Passport Stamp

150TH ANNIVERSARY OF THE CIVIL WAR SONS OF UNION VETERANS OF THE CIVIL WAR SIGNATURE EVENT
[NAME OF EVENT]
[LOCATION OF EVENT]
[DATE OF EVENT]
[SPONSOR]

Sesquicentennial Medal

