

Rules for Third Party Additions to the Post 1177 Dispatch

This is a set of guidelines for third-party entry contributions for the Loudoun County VFW Post 1177 Email Dispatch. These guidelines do not include entry contributions directly related to the VFW or Post 1177.

Purpose of the Dispatch:

The Post 1177 Email Dispatch is a tool utilized to the post to keep its membership informed of activity related to the post. It also serves as a method to share information that may be of value to veterans within Loudoun County and as such, is allowed to be used to share such information so long as it follows certain requirements.

Disclaimer

For all third-party information presented in the Post 1177 Email Dispatch: A third-party is defined as an individual, group, business or organization that is not affiliated with the Veterans of Foreign Wars (VFW) and/or Loudoun County VFW Post 1177. Loudoun County VFW 1177 and the VFW does not accept any liability associated with third-party events and/or programs. The Post does not accept any responsibility for any changes by third party organizations as well as any expectations met at any third-party events and/or programs. The VFW and Loudoun County VFW Post 1177 will not claim responsibly of any third-party events without supporting, written documentation acknowledge by post leadership in accordance with Post, District, Department and National By-Laws. VFW members associated with third-parties and their events/programs do not represent the VFW or Loudoun County VFW Post 1177.

What the Dispatch Will Not Be Used For

The Email Dispatch is a tool to keep VFW 1177 Members and veterans local to Loudoun County and the surrounding vicinity of programs and events for their benefit. The Email Dispatch will NOT be used for the following purposes:

- Personal, private business or organization advertising
- Advertisements or messages of a political or religious nature
- Sharing of events or programs that do not have a veteran or service-member nexus (described below)
- Post member sales (i.e. online sales of used goods)
- Messages of a personal nature, to include individual celebrations and medical status, with exception to memorials (other messages can be included in the Post Newsletter on a case by case basis).
- File attachments, to include, but not limited to photos, flyers, advertisements, letters and pamphlets.

The post reserves to right to refuse the dissemination of event or programs from third-parties as needed and does not require to provide a cause for such decision.

Veteran or Service-Member Nexus

In support of the VFW's mission to support veterans and service-members, all announcements on the Email Dispatch are required to have a nexus or connection to supporting these groups. This may include, but is not limited to, the following:

- Programs that support veterans, service-members and their families
- Discounts that support veterans, service-members and their families
- Events that honor veterans, service-members and their families
- Businesses that provide a key service to veterans, service-members and their families
- Job fairs and professional development events/programs targeted for veterans, service-members and their families.

If the questions unsure, please contact a representative at the post for further clarification.

How to submit an entry into the Email Dispatch

Here are the steps on how to include an entry into the Post Email Dispatch

1. Email or contact the Post Commander via cdr@vfw1177.org or contact1177@vfw1177.org.
2. Once approval for the entry is received, format the entry according to the below guidelines. If an entry is not formatted, it will not be included in the dispatch despite approval.
3. Submit the entry to either contact1177@vfw1177.org or qm@vfw1177.org.
4. Entry will be included in the next dispatch.

If there are any changes or updates to the entry prior to its release, contact the post immediately, highlighting any changes in order to ensure accuracy.

Formatting an entry for the Email Dispatch

In order to ensure accuracy and quality, we require third-parties to submit entries for the Email Dispatch using the following guidelines. All entries are required to have the following:

- Title for the event
- Brief description of the event (1-2 sentences)
- Name of location, address, time and date
- Point of contact in the form of a phone number, email or website or a combination thereof

While **attachments are NOT ALLOWED**, links are encouraged. Consider adding any costs, or lack thereof.

Example of a correct entry:

Veteran Motorcycle Event

On July 14th, at 10:00 AM, meeting at ABC's Bar in Anytown, VA, the Veteran's MC Club of America will host its annual Veteran Fun Ride from Point A to Point B. Lunch will be provided by Annie's Bakery. Veteran and Service-Member participation is free. For more information, follow this [link](#) or contact Bill at bill@vetbikes.com.

The Post will no longer do this formatting for third-parties, but may make minor modifications for formatting purposes. **Failure to not provide a properly formatted entry will result in non-inclusion in the Post Email Dispatch.**

Questions or Comments

Contact the Post 1177 Media Team at contact1177@vfw1177.org.