



WASHINGTON TOWNSHIP VETERANS ADVISORY BOARD **(VAB)**

MISSION: The mission of the Veterans Advisory Board of Washington Township, Gloucester County, New Jersey, is to preserve the memory and the dignity of all United States Veterans worldwide through activities and ceremonies held locally throughout the calendar year, particularly Memorial Day and Veteran's Day.

Further, the board shall assist Veterans with questions concerning what entitlements for which they might be eligible as a United States Veteran, and provide direction as to how and where their questions can be answered.

This handbook will be used by the Veterans Advisory Board to assist in their mission towards providing assistance to Veterans of Washington Township.

The Veterans Advisory Board meets the first Monday of each month, 7:00 p.m., at the Washington Township Municipal Building.

The Veterans Advisory Board sponsors two major events annually recognizing the sacrifices and heroics of Washington Township Veterans: Memorial Day and Veterans Day. The board may sponsor other events from time to time to support, recognize and assist Veterans.

The Veterans Advisory Board oversees the Franklin G. Atkinson, Jr. Veterans Memorial Park, the replacement of American Flags and the Veterans Wall in Washington Township.

The Veterans Advisory Board maintains a budget that includes revenue from Veterans Monument donations, plaques for deceased Veterans to be placed on the Veterans Wall, Support our Troops signs, and memorial bricks.

Orders for the Veterans Wall plaques will involve an application process as required by the board. These applications can be obtained from the Washington Township website, www.twp.washington.nj.us, the Township Clerk, Mary Lou Bergh, or from a Veterans Advisory Board member. A copy of the application is also attached to this guide.

Orders for Memorial Bricks will involve an application process. These applications can be obtained from the Township's website, the Township Clerk, Mary Lou Bergh, or from Parks and Recreation. A copy of the application is also attached to this guide.

Support our Troops signs can be purchased from Parks and Recreation during normal business hours.

The Chair of the Veterans Advisory Board is designated as the Purchasing Agent for the board and, as such, submits a Purchase Order to the CFO for any approved purchase to be made by the Veterans Advisory Board.

POLICY PURCHASES

- 1). List purchase to be made, including item #, if color, sizes, etc. and price
- 2). List vendor – contact name, company name, address, phone number, email
- 3). List date needed by
- 4). Motion to purchase must be made at VAB meeting, with majority of those present
- 5). A Purchase Order Request Form must be obtained and approved by Chair or Vice Chair only
 - a. Cost of item/s should be obtained before submitting a Purchase Order Request Form
- 6). Purchase must not be made until Purchase Order is issued by Township
 - a. Do not make purchase until approval has been received from the Business Administrator or his designee.
- 7). Make certain that vendor will accept Purchase Order from Township
 - a. Purchase Order Number must be referenced on Invoice from vendor.
- 8). Upon delivery of goods with an Invoice, Purchase Order must be signed by vendor for payment process
- 9). Township must be made aware of which account payment is to be made from
 - a. Veterans Board Account numbers:
Budget Account: 3-01-30-421-000-020
Trust Account: T-25-56-850-000-859
- 10). In the event of an emergency purchase, approval must come from Chair or Vice-Chair with minimum of 4 other members agreeing

POLICY FOR MEMORIAL PLAQUES

- 1). Applications available at Township Clerk's office.
- 2). Plaques will be placed on the Memorial Wall at the Franklin G. Atkinson, Jr. Veterans Memorial Park on Memorial Day of each year. The plaque is 7 x 12 and is bronze.
- 3). Cost of plaque is \$350.00.
- 4). Applicant will return application with needed documents to the Township Clerk, Mary Lou Bergh, along with payment
- 5). Applications must be filed no later than March 31st (no exceptions). Time is needed to properly manufacture and install plaques.
- 6). Upon Application, Township Clerk, Mary Lou Bergh, will notify Chair or Vice Chair of VAB to pick up application.
- 7). VAB Plaque Committee will review application and confirm with applicant to ascertain that all information is complete and correct.
- 8). If a question arises concerning eligibility, a vote by the Plaque Committee will be required. Decisions of the Board are final.
- 9). Questions by the applicant may be directed to the VAB.
- 10) Information will be forwarded to plaque manufacturer by Chair or designee, including name, dates of birth and death and service.

Tel: (856)589-0520
Fax: (856) 589-9177

523 Egg Harbor Rd
Sewell, NJ 08080



**TOWNSHIP OF WASHINGTON
GLOUCESTER COUNTY
VETERAN'S AFFAIRS ADVISORY BOARD**

VETERAN'S MEMORIAL PLAQUE

Dear Applicant:

Attached is the application for applying for a plaque to be placed on the Memorial Wall at Franklin G. Atkinson, Jr. Veterans Memorial Park. The plaque will be 7 X 12 inches and bronze. The cost will be \$350.00.

The applicant is responsible for obtaining all documents, however, the board will provide guidance, if needed. Attached is the information needed in order to request a DD214 Form.

After receipt of the completed application, the board members will review all applications for eligibility. If a question arises concerning eligibility, a vote by the members will be required after each member reviews the facts of the application. Decisions of the board members are final.

Please complete the application and return it to Mary Lou Berg, Township Clerk, at the above address.

Thank you.

Veterans Advisory Board