

Congratulations!

**You Have Just Been Elected An
Officer Of Your Post.**



(Now What Do You Do?)

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HISTORY OF OUR ASSOCIATION



It was in January 1882 at a Chicago hotel that a small group of traveling men chanced to meet and discuss the problems that confronted the salesman. The importance of these problems, and the necessity for cooperation in solving them, caused these men to invite a number of other salesmen to a meeting at the Lima House in Lima, Ohio on February 12, 1882. At that meeting, attended by twenty-four traveling salesmen, a temporary organization known as "The Traveling Men's Club" was formed.

The next meeting of this group was held in Bellefontaine, Ohio on June 24, 1882 at which time a permanent organization was effected, Constitution and Bylaws adopted, officers elected and objectives set out. This was to be known as "The Travelers Protective Association of the United States."

The objectives of this Association were to provide for its members the securing of special concessions from hotels, railroads and other transportation agencies and to trace grievances reported by the members. Membership dues were fixed at \$1.00 a year, and raised to \$2.00 three years later. No other benefits were provided.

The organization grew steadily and was fairly successful in attaining its objectives, but the expenses were far greater than income. At the Annual Meeting each year a deficit was reported, and usually paid by voluntary contributions from the active members.

At the Annual Meeting in Atlantic City in 1889, the deficit was of such proportions that the members realized another year would see the end of this group, for even the most loyal members could not continue to make up this deficit each year. It was decided, however, to meet at Denver, Colorado in 1890.

Before the meeting in Denver, a group of men in Saint Louis, headed by George S. McGrew, known as the Travelers Club of the City of Saint Louis, decided to try to keep the organization alive by taking out a new charter, adding accident benefits to its objectives, and increasing the dues. Articles of Association were filed in the Circuit Court of Saint Louis on May 30, 1890, and this group attended the Denver Convention with a confident belief that they would be privileged to take a leading part in giving life to a new organization, built upon the foundation of the old.

The Saint Louis group offered to take over the deficit of approximately \$2,200.00 in return for moving the headquarters from Chicago to Saint Louis, and acceptance of the proposed plan of granting accident benefits to its members. The offer was accepted by the Convention and on June 3, 1890 it was decided to use the charter obtained by the Missouri members and reorganize as a fraternal benefit association under the name of The Commercial Travelers Benefit Association of the United States. A pro forma decree of incorporation was issued on June 7, 1890 by the Circuit Court, City of Saint Louis and duly recorded; also filed in the office of the Secretary of State of Missouri and a charter was issued on June 11, 1890.

Not wishing to lose the identity of the original organization, members petitioned the Court to amend the charter to change the corporate name to "The Travelers Protective Association of America," and this was

granted effective July 23, 1890. The name has remained the same, and in addition the organization has been well known by its initials, as the T.P.A. of A.

Officers elected to chart the course of the new organization were:

President - George S. McGrew

Secretary-Treasurer - Louis T. LaBeaume

Directors - Murray Carlton, Richard Trevor, R. E. Nash, F. M. Hotchkins, John C. Wilkinson

These officers, and the nucleus of loyal members, were successful in getting the organization off to a good start and reported a membership of 1,139 at the next convention in 1891.

Eligibility for membership was confined to executives of manufacturing concerns and their traveling salesmen; executives of wholesale or jobbing concerns and their traveling salesmen or those whose duties were confined to selling merchandise for resale. It was not until 1934 that the eligibility clause was broadened to include all persons who qualified as preferred risks, according to the Classification of Risks adopted at that time.

In 1992, an amendment was adopted to accept women for membership in the Association. Women who have joined T.P.A. have proven to be an exceptional asset to T.P.A. and have stepped forward to excel in many leadership roles.

In 1996 four membership classifications were created. Membership in the Association is obtainable by invitation and application and is restricted to persons at least 15 years of age.

Class A membership has full accident injury benefits.

Class B membership allows a member to receive accidental injury benefits if injured while off the job. Benefits are payable for loss sustained while engaged in non-preferred occupation according to amounts shown in the Classification of Risks Manual.

Class C membership are members who, due to a physical impairment, are not able to qualify for accidental injury benefits.

Class D membership are members under the age of 18 or over the age of 65 and do not receive accidental injury benefits.

Class C and Class D, although not eligible to receive accidental injury benefits, do have all the rights and privileges of membership. These include holding post, state and national offices, becoming a delegate to state and national conventions, and enrolling new members into T.P.A.

The corporate objectives of The Travelers Protective Association of America are along broad and constructive lines. The principal purposes of the Association are: to bring about a better acquaintance; to encourage more fraternal and binding feelings among its members; to secure from all transportation companies and hotels just and equitable rights for commercial travelers as a class; to further elevate the social and moral character of the members of the Association; to take an interest in and participate in affairs and matters pertaining to the welfare of the Association and its members; to be and operate as a

fraternal beneficiary society, without capital stock, solely for the mutual benefit of its members and their beneficiaries and not for profit; having a lodge system with a ritualistic form of work and a representative form of government; to make provision in some cases for the payment of benefits where death or disability of its members results solely from accidental means.

For over 100 years of existence, the Association has grasped every opportunity to increase protection and extend the service offered to members and has continued to broaden the list of those who are eligible to become members.

At the present time, the Association is licensed in twenty-nine states, has twenty-eight State Divisions with 151 Posts in the principal cities of these states.

The Association has been alive to the issues of the day: has been successful in securing the enactment of laws in various states regulating hotels and sanitary conditions; was active in proposing a bill in Congress creating the Department of Commerce and Labor in our government, and instigated the bill compelling railroads to use steel passenger coaches.

In the 1940's the Association made child safety a priority by adding a Safety Committee to each level of TPA. In 1946 TPA inaugurated an annual Child Accident Prevention Week Program on a national scale. This program has proved highly successful and now enjoys cooperation of many Police and Fire Departments, Civic Clubs and Parent Teacher Associations. Our safety-minded members have been instrumental in presenting and sponsoring driver-training laws in the various states. TPA's Safety Program has blossomed over the years adding many programs to help educate and keep safe the children of our organizations.

In 1975, T.P.A. established the T.P.A. Scholarship Trust for the Deaf and Near Deaf. The intent and purposes of the Trust are the giving of financial aid or assistance to persons who suffer deafness or hearing impairment who will benefit from medical, mechanical or specialized treatment or specialized education and do not therefor have the funds themselves. In 2007 the name was updated to The Scholarship Trust for the Hearing Impaired. The Trust is supported by gifts, bequests and devices that are obtained from individuals, businesses, trusts, corporations, other entities and from accretion of investments of the Trust funds.

In keeping with its Child Safety Programs, T.P.A. joined the Illinois Department of Transportation in supporting the C.H.A.D. program. C.H.A.D. is an acronym for **C**hildren **H**ave **A**n **i**Dentity. Since 1993, the Association has distributed millions of C.H.A.D. stickers throughout the United States. The stickers are special child identification stickers placed on children's car seats that can be used by hospital/emergency personnel to contact parents should an emergency occur.

Officer Ollie was adopted as the official mascot of the T.P.A. Safety Program in 1996. This animated character was chosen because of his appeal to small children. Office Ollie helps T.P.A. members teach children how to stay safe. Officer Ollie's Safetyville USA, also created in 1996, is a series of safety programs brought together under one roof to educate children and adults by incorporating fun, learning and community spirit in to a one day interactive village.

With the success of the TPA Safety Program TPA branched out into their communities to create a Community Service Committee in each level of TPA. This committee is responsible for finding a need in their local communities and help coordinate filling it. By holding blood drives and collecting soup labels, aluminum cans, eye glasses and hearing aids, TPA tries to make its community a better place to live. We also join forces with other organizations like Meals-on-Wheels, the American Red Cross, and Neighborhood Watch.

Officers of the Association are elected at the Annual Meeting, and come from the various Divisions throughout the nation. The Association enjoys a representative form of government in which each member has a voice if they care to exercise their privilege.

Every member of The Travelers Protective Association of America can be proud to belong to an organization that has weathered every storm and has done so much, not only for its members, but for the many communities in which it is organized.

Every member should proudly display T.P.A.'s emblem, announce their affiliation, and invite their eligible friends and acquaintances to join us.

TPA's Mission Statement



We live our mission by:

Providing a venue for fellowship, fraternalism and altruistic service.

1. Providing accidental injury, disability, death and non-insurance benefits for our members and their beneficiaries.
2. Leading and educating our communities in child and other safety issues and providing education and support through the private and public sectors.
3. Providing an arena for personal growth by providing networking, organizational and leadership opportunities through our lodge system.
4. Providing financial assistance to the hearing impaired through a scholarship trust fund, serving our communities and earning national recognition for all the association's efforts.

TPA's Vision Statement

To realize our vision we must:

- Improve the quality of life for our members and their communities.
- Assume leadership in child and other safety education.
- Grow scholarship trust fund to national prominence.
- Be nationally recognized for our volunteer service projects.
- Increase awareness and the scope of our benefits and programs.
- Charter new posts and divisions.
- Actively engage individuals, corporations, public policy makers and communities to achieve our goals.

The Structure of TPA



This is just a brief overview of TPA's fraternal lodge system structure.

Members

The most important part of TPA is its members. Members are the foundation of TPA and without them there would not be a TPA. A person becomes a member of TPA by invitation from a current member of TPA.

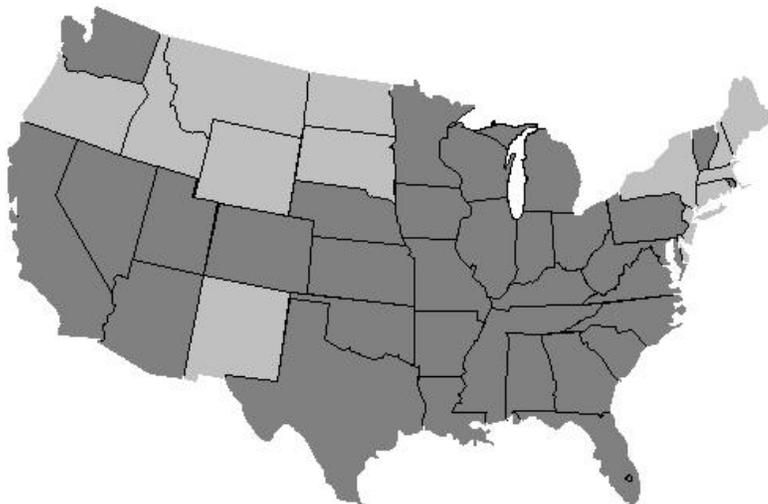
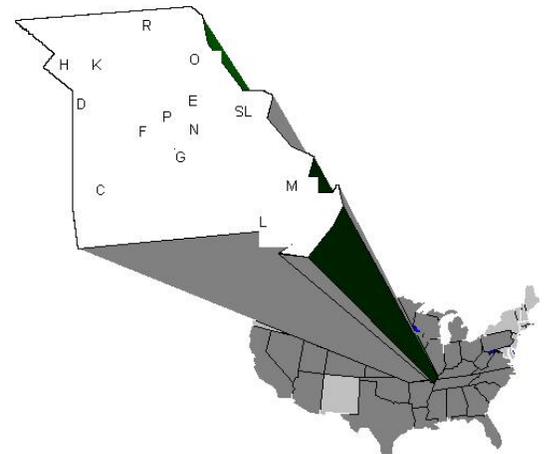


Post

The first level of organization is the Post. Upon joining, each member is accepted into a Post which is a group of members who live in a localized area. Each Post is assigned a letter of the alphabet and has monthly membership meetings.

Division

The next level of our organization is the Division. The Division is all the Posts in a single state, which also holds regularly scheduled meetings.



National

TPA on the National level is made up of the 29 Divisions of TPA. TPA National Headquarters is located in St. Charles, MO



Volunteers

It should be noted that most of the leadership positions in TPA are filled with members who volunteer their time for the betterment of TPA. They spend countless hours planning, attending meetings, keeping records, filling out forms and reports, and thinking about how to make TPA a better organization. Volunteers may not be the best at all the things that are required of them, but, they are willing to spend the time and give it their all. The volunteers of TPA deserve to be given respect, gratitude and understanding for the work they do. Without the volunteers of TPA there would be no TPA.



TPA's Post Organization



The Posts of TPA are where most interactions with the TPA membership occur. The Post is the “Grassroots” of our organization. If the Post is fun and organized, people will want to be a part of it. All of the Post Officers and members work together as a team for the good of TPA, have monthly meetings and meet once a year at the Post annual meeting to elect the officers of the Post.



The Post is governed by the Post Articles of Incorporation & Bylaws. These Bylaws must not conflict with the Division Articles of Incorporation & Bylaws, TPA Articles of Incorporation & Bylaws and the TPA Standing Rules. All Post Officers should be familiar with all of these to be able to run their Post efficiently and effectively.

The following is an overview of each Post officer's role and duties.

Post President

The Post President is elected by the Post members at their annual meeting. The President is the spokesman and leader of the Post who should be proficient at presiding over meetings and have a good understanding of parliamentary rules and Robert's Rules of Order. They should also be familiar with the Post, Division and National Bylaws.

Their duties include:
Presiding over Post Meetings and Activities. Appointing Chairs of the various committees.
Auditing bank statements
Approving payments for Post needs.



Post Vice President

The Post members elect a Post Vice President at their annual meeting to assist the President in any way possible. They also take over for the President when necessary.

Post Board of Directors

The Post Board of Directors are elected by the Post members. The responsibilities of the Board of Directors of the Post include exercising general supervision over the business of the Post between the annual meetings.

Post Secretary-Treasurer

The Post Secretary-Treasurer is elected by the Post members at the Post annual meeting. There are many duties of the Secretary-Treasurer. They are to work with the President in the planning and the running of the Post among other duties.

Their duties include:

Set up all meetings, activities, and fundraisers.

Record Minutes at Meetings

Record Keeper - Membership & Financial

Communication - Member to the Division & National

Division & National to the Member

Help the President - Plan Meetings & Activities

Prepare Select Committee Members

Make a budget

Keep the Post Bylaws up to date

Plan and organize the Post Annual Meeting



Post Committee Chairs

A Post Committee Chair can be elected by the Post members at their Post annual meeting or appointed by the Post President and Post Board of Directors. The Committee Chair is responsible for the work of each Committee and its programs. They are to report to the Post President, Post Board of Directors and Division Committee Chair.

There are many possible Committees in the Post including; Membership, Nomination, Bylaws, Annual Meeting, Financial, Audit, etc. which are deemed necessary by the President and Board of Directors. There are also three standing committees in all TPA Posts; Communications Committee, Community Service Committee, and Safety Committee.

Post Communications Committee Chair

The Post Communications Committee Chair is responsible for publicizing the activities and achievements of their Post and members. This is a very vital part of the growth of all Post's membership. Educating the community about TPA and the good we do helps draw interest in our organization. It is the responsibility of the Post Communications Chair to arrange for newspaper, radio and TV coverage of Post events, before and after. A good publicity program will make it easier for the Post to grow. By having the name of TPA in the media, people will learn about TPA and what we stand for. Would you rather buy a computer from Dell or Rick's Computer Shop? Though Rick's might be a better computer, everyone knows who Dell is and what they stand for.

The Post Communications Chair is also responsible for the making and updating of a Post Scrapbook. The scrapbook should highlight the memorable events of your Post, with pictures, newspaper clippings and your imagination; cover the whole year's events from January to December. At the TPA National Convention there is a nationwide scrapbook contest. If you cannot attend the National Convention, send it with a Post member.

The Post Communications Chair is to report to the Division Communications Chair monthly on the Post Communications report form, giving a copy to the Post Secretary for the Post's records. These reports are used to help determine the winners of the Communications Awards at the end of the year.

Post Community Service Chair

The Post Community Service Chair is in charge of finding a need in your community and coordinating efforts to fill it. Community Service Projects could include collecting items and giving them to the needy or making your community a better place by joining one of the many programs such as Adopt-a-Highway, Meals on Wheels or Community Watch.



The Post Community Service Chair is to report to the Division Community Service Chair monthly on the Post Community Service report form giving a copy to the Post Secretary for the Post's records.

As part of the Post Community Service Chair's report they are to keep track of and report on the kindness shown by their Post members to the sick and downtrodden members in their Post and their families. They are to also report any other community service done by the members of their Post, such as donations, collections of items to help the needy, hours donated for the betterment of their community and showing patriotism. These reports are not only used to show the government we are a fraternal organization that is worthy of our tax exempt status; they are also used to calculate the winners of the Community Service Awards given to the most community minded Posts and Divisions of TPA for that year.

The Post Community Service Chair is also responsible for promoting and raising funds for the Scholarship Trust for the Hearing Impaired and Homer T. Wilson Funds. A description of these funds is located in the back of this manual.



Post Safety Committee Chair

The Post Safety Chair is in charge of promoting safety in the community. Through the TPA Safety Programs such as Bike Rodeos, Safetyville, CHAD, DNA Kits, Coloring Books, Bumper Stickers, Halloween Bags and Coffee Breaks, we help make our communities and our children safer.

The Post Safety Chair is to report to the Division Safety Chair monthly on the Post Safety Report Form, giving a copy to the Post Secretary for the Post's records. These reports are not only used to show the government we are a fraternal organization worthy of or tax exempt status; they are also used to calculate the winners of the Safety Awards at the end of the year.

Officer Ollie

The TPA Safety Program has a mascot, "Officer Ollie". With TPA's safety slogans "Watch That Child" and "Make Safety First and Make It Last", Officer Ollie always gives kids sound safety advice.

TPA's Division Organization



The Divisions are the individual states in which TPA is licensed to do business. The Division level of our organization is there to provide guidance and support to the Posts and its members. Each Division has its own system to have Division meetings; some have monthly meetings and some have quarterly meetings. Divisions have a State Board of Directors comprised of representatives from each Post in their Division, they are to conduct the business of the Division between annual meetings. The members of a Division meet once a year at the Division Annual Meeting to elect the officers of the Division and to update the Division Bylaws.

The Division is governed by the Division Articles of Incorporation & Bylaws. These Bylaws must not conflict with the TPA Articles of Incorporation & Bylaws and the TPA Standing Rules. These are the guidelines and rules by which TPA is organized and operated. All Division Officers should be familiar with both of these to be able to operate their Division efficiently and effectively.

The following is an overview of each Division Officer's role and duties.

Division President



The Division President is elected by the TPA members at the Division Annual Meeting. The Division President is the spokesman and leader of the Division and should be knowledgeable about presiding over meetings and have a good understanding of parliamentary rules and Robert's Rules of Order. They should be very familiar with their Division's Articles of Incorporation & Bylaws along with the TPA Articles of Incorporation & Bylaws and the TPA Standing Rules.

The Division President's duties include:

- Presiding over Division Meetings
- Appointing Chairs of the various committees

Division Vice President

The Division Vice President is elected by the TPA Members at the Division Annual Meeting. The Division Vice President assists the President in any way possible and takes over for the President when necessary.

Division Board of Directors

The Division Board of Directors is made up of elected representatives from each Post in their Division. They conduct the business of the Division between annual meetings.

Division Secretary-Treasurer

The Division Secretary-Treasurer is elected by the TPA members at the Division annual meeting. The duties of the Division Secretary-Treasurer are very similar to the Post Secretary. They are to work with the President in the planning and the running of the Division.

Their duties include:

- Set up all meetings & activities
- Record Minutes at Meetings
- Record Keeper - Membership & Financial
- Dues Collection & Processing
- Communication - Member & Post to National
- National to the Post & Member
- Help the President - Plan Meetings & Activities
- Help Select Committee Members
- Make a budget
- Keep the Division Bylaws up to date
- Marketing Person-Educating Programs
- Develop New Posts
- Plan and organize their Division Annual Meeting



It is the Division Secretary's responsibility to help the Posts in their Division any way they can. They should be in regular contact with the Posts to help motivate and support them and act as a big brother to the Post Secretary; taking them under their wing and giving them help with problems, advice, and even some words of encouragement if they were to fall behind.

Division Committee Chairs

A Division Committee Chair can be elected at the Division Convention by the members or appointed by the President and Board of Directors. The Committee Chair is responsible for the work of the committee they are elected/appointed to. They are to report to the President and Board of Directors.

There are many possible Committees in the Division including; Membership, Nomination, Bylaws, Budget, Audit, etc. which are deemed necessary by the President and the Board of Directors. There are also three standing committees in all TPA Divisions. They are: Community Service Committee, Communications Committee, and Safety Committee.

Division Communications Committee Chair

The Division Communications Chair is the manager of the Publicity Program for their Division. They should be in regular contact with the Post Communications Chairs in their Division to provide support and motivation. All of the Post Communications Chairs send their monthly reports to the Division Communications Chair on the Post Communications report form, who then consolidates them into a monthly report to send to the National Communications Chair on the Division Communications report form. They are to give their Division Secretary a copy of this report to file in the Division records.

Division Community Service Committee Chair

The Division Community Service Chair is the manager of the Community Service Program for their Division. They should be in regular contact with the Post Community Service Chairs in their Division to provide support and motivation. All of the Post Community Service Chairs send their monthly reports to the Division Community Service Chair, who then consolidates them into a monthly report to send to the Area Community Service Chair on the Division Community Service report form. They are to give their Division Secretary a copy of this report to file in the Division records. These reports are not only used to show the government we are a fraternal organization that is worthy of our tax exempt status; they are also used to calculate the winners of the Community Service Awards given to the most community minded Posts and Divisions of TPA for that year.

The Division Community Service Chair is also responsible for promoting and raising funds for the Scholarship Trust for the Hearing Impaired and Homer T. Wilson Funds. A description of these funds is located in the back of this manual.

Division Safety Committee Chair

The Division Safety Chair is the manager of the Safety Program for their Division. They should be in regular contact with the Post Safety Chairs in their Division for support and motivation. They may help and encourage the Posts to set up and put on safety events like: Bike Rodeos, Coffee Breaks, Safetyville's, etc. All of the Post Safety Chairs send their monthly reports to the Division Safety Chair, who then consolidates them into a monthly report to send to the Area Safety Chair on the Division Safety report form. They are to give their Division Secretary a copy of this report to file in the Division records.

These reports are not only used to show the government we are a fraternal organization that is worthy of our tax exempt status; they are also used to calculate the winners of the Safety Awards given to the most safety minded Posts and Divisions of TPA for that year.

TPA National Organization



The highest level of our organization is the National level. The National level of our organization is there for the support of the Divisions, Posts and Members. TPA has a National Headquarters located in St. Charles, Missouri which is where the National Board meetings are held four times a year. This is also where the Chief Administrative Officer of TPA, with the help of the headquarters staff, runs the day-to-day operations of the organization. This includes making sure TPA complies with all the regulations and laws set forth by the various Departments of Insurance and government, keeping of TPA's membership records, the processing of TPA members claims and the fulfilling of supply orders, along with many other duties.

TPA is governed by Articles of Incorporation and Bylaws and the Standing Rules and Plan of Benefits. These are the guidelines and rules by which TPA is organized and operated. All TPA National Officers should be familiar with these to be able to operate TPA efficiently and effectively.

Once a year the delegates from the membership of TPA get together at the TPA National Annual Convention to elect the National Officers and conduct the business of TPA.

The following is an overview of each officer's role and duties.

National President

The National President is the spokesman and leader of the TPA and is elected for a one year term by TPA members at the National Annual Convention. The President preside over the National Board meetings and the National Annual Meeting. This individual should be proficient at presiding over meetings and have an excellent understanding of parliamentary rules and Robert's Rules of Order. They should also be very familiar with the "Articles of Incorporation and Bylaws" and the "Standing Rules and Plan of Benefits".

Their duties include:

Presiding over National meetings & Board of Director's meetings

Appointing Chairs of the various committees

Giving guidance to TPA through the business plan, mission & vision statements.

National Vice President

The Vice President is elected by TPA members at the TPA National Annual Meeting for a one year term. The Vice President is the next National President in training, attends all National Board meetings and helps the President any way possible. They also take over for the President when necessary.

National Board of Directors

The National Board of Directors is elected by TPA members at the National Annual meeting. Board members' terms are two years and they can serve two terms. The National Board of Directors is comprised of eleven elected representatives from across the nation. They meet five times a year to conduct the business of TPA, on the National level, between Annual meetings. Four of the National Board meetings are held at TPA National Headquarters with another at the National Annual Convention.



Chief Administrative Officer

The Chief Administrative Officer is appointed by the National Board of Directors and works closely with the National President and National Board of Directors for the betterment of TPA. The Chief Administrative Officer runs the day to day operations of TPA National Headquarters, overseeing the association's finances, membership records, payment of claims, and publication of the TPA magazine, along with many other duties. The CAO is in constant contact with the Department of Insurance and the IRS to make sure TPA is in compliance with their many regulations. Most of all, the Chief Administrative Officer is there for the support and motivation of all TPA's Divisions, Posts and members.

Other duties include:

Planning and organizing of all National meetings

Communications - National to Division, Post & Member

Helping the President & National Board

Developing a budget

Knowing and keeping the National Articles of Incorporation & Bylaws, Standing Rules and Plan of Benefits up to date

Planning and organizing the TPA National Annual Meeting

Promote Membership

National Committee Chairs

There are three standing committees in TPA they are; Community Service Committee, Communications Committee, and Safety Committee.

National Communications Chair

The National Communications Chair is the head of the Publicity Program for TPA and is appointed by the National President with approval of the National Board of Directors. Chairs serve a one year term and may serve four consecutive terms. They may rerun for the office after one year out of office. They are to report to the National President and the Board of Directors. They should be in regular contact with the Division Communications Chairs for support and motivation. All of the Division Communications Chairs send their monthly reports to the National Communications Chair, who then consolidates them into a quarterly report to the National President and National Board of Directors. This report is then reviewed and included in the National Board Minutes and a copy sent to all Division and Post Communications Chairs. The Communications Chair is required to file an Annual Report to the TPA Members to be included into the TPA Annual Report.

Community Service Area Chair

The Area Community Service Chair is the regional manager of the Community Service Program. They are elected by the TPA Members at the National Annual Meeting for a one year term and may serve four consecutive terms. They may rerun for the office after one year out of office. The TPA Divisions are divided into six Areas with a Area Chair elected to head each of them. They should be in regular contact with the Division Community Service Chairs in their Area for support and motivation. All of the Division Community Service Chairs send their monthly reports to the Area Community Service Chair on the Division Community Service Report Form. The Area Chair then consolidates them into a monthly report to the Community Service National Chair on the Area Community Service Report Form. The Area Community Service Chair is also responsible for promoting and raising funds for the Scholarship Trust for the Hearing Impaired and Homer T. Wilson Funds. A description of these funds is located in the back of this manual.

Community Service National Chair

The Community Service National Chair oversees the TPA Community Service Program. They are elected by the TPA Members at the National Annual Meeting for a one year term and may serve four consecutive terms. They may rerun for the office after one year out of office. They should be in regular contact with the Community Service Area Chairs for support and motivation. All of the Area Community Service Chairs send their monthly reports to the Community Service National Chair on the Area Community Service Report Form, who then consolidates them into a bimonthly report to the National President and National Board of Directors. This report is then reviewed and included in the National Board Minutes and a copy sent to all Community Service Chairs; Area, Division and Post. The Community Service National Chair is required to file an Annual Report to the TPA Members to be included into the TPA Annual Report. The Community Service National Chair is also responsible for promoting and raising funds for the Scholarship Trust for the Hearing Impaired and Homer T. Wilson Fund.

Area Safety Chair

The Area Safety Chair is the regional manager of the Safety Program. They are elected by the TPA Members at the National Annual Meeting for a one year term and may serve four consecutive terms. They may rerun for the office after one year out of office. The TPA Divisions are divided into six Areas and Area Chairs are elected to head each of them. They should be in regular contact with the Division Safety Chairs in their Area for support and motivation. The Division Safety Chairs send their monthly reports to the Area Safety Chair on the Division Safety Report Form. The Area Chair then consolidates them into a monthly report to the Safety National Chair on the Area Safety Report Form.

Safety National Chair



The Safety National Chair is to oversee the TPA Safety program in its entirety. They are elected by TPA members at the National Annual Meeting for a one year term and may serve four consecutive terms. They may rerun for the office after one year out of office. They should be in regular contact with the Area Safety Chairs for support and motivation. The Area Safety Chairs send their monthly reports to the National Safety Chair, who then consolidates them into a bimonthly report to the National President and National Board of Directors. This report is then reviewed and included in the National Board minutes and a copy sent to all Safety Chairs: Area, Division and Post. The National Safety Chair is required to file an annual report to the TPA members to be included into the TPA Annual Report.

Post Secretary-Treasurer



As the Post Secretary-Treasurer you have many responsibilities. You are the record keeper, trainer, one of the main motivators, coordinator, planner, and much more. All of your duties will take quite a bit of your time. If you start to feel overwhelmed, ask for help. Your Post should never become a one man show. The officers and members of your Post should all work as a team toward this common goal - "The Success of TPA". Even though we all have different opinions about how things should be, with a little effort and understanding we can work through any problem.



The Post Secretary-Treasurer is a vital link in the communication chain of TPA. It is not only your job to convey information about your Post to your Division and National Headquarters,



but also to pass on information from Division and National Headquarters to the members of your Post.



In many cases, this is the only way members find out about membership promotions, new TPA programs and projects, amendments and other member's needs.

Record Keeping

Part of your duties include keeping track of your Post's membership and financial records. Being organized is vital to record keeping. Look to your Division Secretary or National Headquarters for help in getting setup and with any problems you may run into.

Records may be kept on paper or on a computer, either way you should make a backup copy of all information for safe keeping.

Membership Records

It is your job to keep an up-to-date record for each of your members and to inform National Headquarters of any changes. Periodically you should get an updated list of your members from your Division Secretary or TPA National Headquarters.

Remember, you are the only person providing information to your Division and TPA Headquarters about the members of your Post. When you hear of a change, report it to TPA Headquarters on the appropriate form. Forms are supplied by TPA Headquarters for reporting deaths, changes in name, address, beneficiary, transfers and for the reporting of accidents. **There are samples of all the forms in Appendix B located in the back of this manual** and you can find all the forms on TPA's website located under the "Internal Forms" section.

Below is a list of the forms you will be using and what they are for. (Forms are also available on the "Internal Forms" Section of the TPA website.)

Change of Address - Report any change in address and phone number. It is important to keep this up-to-date so TPA Headquarters can send the TPA Magazine and dues notice to the member.

Request for Change of Name - Report any name change.

Request for Change of Beneficiary - Report a change in a member's beneficiary. It is important to keep this up-to-date so benefits can be forwarded to the correct person and for the return of any unused dues if there is a death of the member.

Request for Duplicate Certificate - Replace any previously issued membership certificate.

Notice of Death of a Member - Report the death of a member.

Request for a Transfer - Transfer a member from one Post to another.

Request for Claim - Report accidents of members to TPA Headquarters for processing.

List of Post Officers - Inform TPA Headquarters of the Officers of your Post. It is important to send in a new list every year after Post Annual Meeting elections or when any changes in office occur. TPA Headquarters sends reports and information to each committee chair and needs to know who to send them to.

Post Minutes Form - At each Post meeting the Post Secretary is required to take the minutes of the meeting. A copy should be kept for Post records and a copy should be given to the Post President. Two copies should be sent to your Division Secretary-Treasurer along with two copies of the Post's financial records and bank statements (all pages). The Division Secretary will then forward one of the copies to TPA National Headquarters. If there is no meeting you will submit saying "no meeting".

Application for Membership

The first step for potential TPA members is to fill out their application for membership. It is important to help the potential member fill out the application or at least look it over when they are done. If questions are not answered, the application must be sent back to them to be completed.

Inviting a Prospective Member to Join TPA

Joining TPA is by invitation only. When you invite a person to join TPA, it is more than filling out an application. When you invite a prospective member into TPA, you should take that person under your wing, trying to get them involved and active. Help them fill out their application, telling them all the great things TPA has done, is doing and will do in the future. The outside of the application has a brief description of what TPA is about and a list of the benefits for the different membership classes. The “What TPA Can Do For You”, “TPA Membership Flip Chart” and “What is TPA Video” are other great tools for explaining TPA to prospective members.



How to Fill Out an Application for Membership

On the inside of the application there are questions that need to be answered by the prospective member. Go over every line to make sure it is fully completed.

At the top, on the first line is where you tell TPA Headquarters in what Post and Division the potential member will enroll. Remember this person probably won't know what a Post or Division is. The next line tells the amount of dues you are sending in with the Application.

Dues Amount

TPA Membership Dues for Benefit Members are \$41.80 a year with accident benefits or fraternal members are \$23.10 without accident benefits. There is a one-time \$5.00 Membership Fee that is added to all applications. This fee helps cover the cost of processing the application and sending the membership certificate packet to them upon acceptance. TPA members may pay their dues for a whole year (annual) or for one half of the year (semi-annual). For the first term, the amount you pay for dues is prorated so you only pay for the months you are a member. There is a “TPA dues rate chart” on the outside of the application to help figure the appropriate dues to send with the application. The amount on the chart includes the one-time \$5.00 membership fee. If they apply for membership in the month of January send in the amount listed by January on the chart (\$46.80 Annual or \$27.40 Semi-Annual).

Class E members are assessed dues of \$28.10 for the first year, and \$23.10 for subsequent years. This amount includes their membership fee.

Sections of the Membership Application:

Part I - Membership Information

The first section of questions deals with name, address, phone number and date of birth, etc.

Part 4 - Beneficiary/Dues Refund Designation

This section deals with who is the recipient of their death benefit and the refund of the unused portion of their dues in the event of the member's death. All applicants should fill this section out even if they aren't eligible for the death benefits.

Signature of Applicant

Make sure the applicant signs the application and dates it. By signing this application the prospective member is stating that everything on the application is correct and they understand the conditions of benefits and membership. Any misleading or wrong answers could lead to the cancellation of membership and loss of benefits.

Sponsor Section

To receive credit for sponsoring this potential member, include the sponsor's name and membership number on the bottom portion of the application. There are two "sponsored by" lines on the application, only the top "sponsored by" will be given credit for the application. Remember that TPA incentives and contests only count if the application is for a long term membership (annual).

Things to Remember When Checking Applications

1. When sponsoring members it can take a couple of months to go through the whole approval process. Membership does not become effective until approval by the National Board of Directors.
2. Make sure all the blanks are filled in clearly and legibly. Some of the most frequently missed areas are:
 - A. Make sure the age and birth date are correct.
 - B. According to the requirements of the Standing Rules and Plan of Benefits of the Association those person eligible to be named as a beneficiary would be a spouse or domestic partner, a relative by blood to the fourth degree; a father, son or daughter- in law; a step-father, mother or child; children by legal adoption, or a dependent of the member. Also, the TPA Scholarship Trust for the Hearing Impaired is an eligible beneficiary as well as your estate or trust.
 - D. Make sure they sign the application.
3. Make sure the beneficiary section is filled out even if they don't receive benefits. If they die there will be a refund of the unused portion of dues paid to their beneficiary.
4. Ditto marks or check marks will not be accepted as answers.

What Do I Do with the Application Now?

Turn the application in with the dues payment included to the Post Secretary-Treasurer when completed. The Post Secretary should carefully review the application, making sure it is filled out correctly. At the next Post Board meeting the application will be reviewed and voted on by the Post Board members. If accepted by the Post, then it will be sent to the Division Secretary-Treasurer with the dues payment. The Division Secretary should review the application, then send it to TPA National Headquarters with dues payment for approval on the appropriate 'A' sheet.

If accepted, the member will be assigned a membership number and the class of membership will be determined. A membership certificate packet will be mailed to the new member. If there is any refund in dues due to the new member it will be mailed to the new member. It is very important that the new member review their membership packet, making sure all information is accurate.

This is an example of the 'A' sheet

THE TRAVELERS PROTECTIVE ASSOCIATION OF AMERICA
Use Only For APPLICATIONS

Date January 1, 2018	Total Applications 1
'A' Sheet Number 1	Gross Received \$41.80
Division Missouri	Due National \$28.12
Check Number 1	Due Division/Post \$13.68

Certificate No. <small>Donor write in this space</small>	Name	Post	Recommended By <small>Name</small>	Post	Amt. Due <small>Post</small>	Amt. Due <small>Division</small>	Amt. Remitted <small>National HDQ.</small>
1	John Smith	A	Joe Smith	A	\$8.08	\$7.60	\$28.12
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

MEMO: Over-payments - Under-payments

	Amount	
Name	O.P.	U.P.

To be Due Posts Cr. #c #005	To be Due Division Cr. #c #401	Amt. Remitted National HDQ. Cr. #c #002
\$8.08	\$7.60	\$28.12

'A' Sheet 1

Secretary

Retain 1 copy, forward 2 copies to National Headquarters.
National Headquarters will assign certificate numbers and return 1 copy for your records.

Financial Records

Your official title is Post Secretary-Treasurer. In being Treasurer, you are required to keep the financial records of your Post. It is your job to help make a budget, attend to the Post check book, attend to bank statements, and fill out the tax forms. Even if your Post is small you should make a budget and keep a set of books. Copies of bank statements should be sent to your Division Secretary on a monthly basis and should include ALL pages of the statement.

Post Money

The Post is financed by the dues collected from each member and fund raisers held by your Post. The membership dues are divided three ways, between National, Division and Post. The amount of dues and the percentage given to each is determined by the National Board of Directors.

The Post must have their own bank accounts. Do not put Post money in you or anybody else's bank account. If you are unfamiliar with book keeping, ask your Division Secretary-Treasurer or TPA National Headquarters for help.

Part of the financial keeping also includes the collection of membership dues that are in either the delinquent or reinstatement periods. Remember:

- Delinquent= member that is within their 30 day grace period.
- Reinstatement= member that has passed their 30 day grace period.

You still get credit for collecting dues from a member that falls into either category.

Fund Raisers

Though the Post receives a portion of the membership dues, the Post may also hold fund raisers to help fund Post projects. The fund raisers should uphold the image and moral beliefs of TPA. If you find a fund raiser that is successful for your Post, share this information with the rest of TPA. You can send in pictures and a recap of your event to National Headquarters to be featured in the Spotlight on Members section of the Travelers Magazine or even a press release.

Possible Fund Raisers

- Sales: Candy, Cookies, Candles, Crafts, Cookbooks, Entertainment books, etc.
- Work: Car Washes, Concessions at fair, ballpark or events, Golf Tournaments, Yard Sales, Bazaars, Bake Sales, Las Vegas Night, Bingo, Dinners, Fish Fry's & BBQ's, etc.
- Donations: Collection on street, Solicitation of businesses, Donation cans in stores, etc.
- Raffles: 50/50, Baskets Raffle, Cake Raffle, Quilt Raffle, etc.

Financial Safety

Two signatures are required on the Post's checks. This makes it harder for someone to walk away with all of the Post's money. You should also discuss the money to be paid out with your Post Officers prior to writing the checks. The Bylaws require you to be bonded. All Posts should have an audit done once a year by preferably an outside source but can be done by a qualified committee of appointed Post members.

Tax Forms

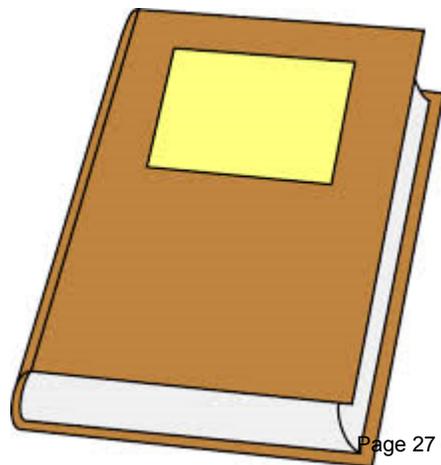
Early in the year TPA National Headquarters will send each Post Secretary a packet of tax forms with instructions. These forms need to be filled out and returned to your Division Secretary as soon as possible. Keep one copy for your Post records and send three copies to your Division Secretary. The Division Secretary will forward them to TPA National Headquarters for filing.

Training Your Replacement

I know you just took the job and we are already talking about replacing you. Believe me it's not personal. As stated before, no Post should be a one man show. Think of it like this, what would your Post do if you unexpectedly had to leave your duties? Would your Post survive? Hopefully someone would step up and take on the responsibilities. They would start from scratch just like you. Wouldn't it have been great if you had someone to have shown you the way? Your replacement would be thinking the same thing.

It would be great if you could find someone to be your replacement and it is every Post Secretary-Treasurer's duty to help train their replacement. As you go through your time as Post Secretary-Treasurer, look for other TPA members that understand how the Post runs and who would do a good job as the Secretary-Treasurer. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name at the next Post meeting with your endorsement. They will be put on the ballot for the next Post annual meeting. After the election, mentor your replacement and help them get started. With your help the Post will keep going strong and won't miss a beat after your term is complete.

It might even be helpful to keep a "how to" manual of all the processes and procedures that you as the Post Secretary are responsible for, that way there is a reference guide for the new Secretary to look at if you are not available for questions. They keep continue updating the manual as they go along and as things may change within the Post. Keeping this manual up to date with the most current information and procedures will not only make training easier, but it might even help you improve your processes as well.



Post President

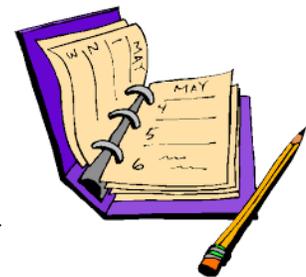


Any group that expects to accomplish anything must have leadership - leadership to keep the group organized, moving ahead and helping the Post make good decisions. The job description for the president is relatively simple, but the job itself can be very complex.

First of all the Post President must understand that they have no power beyond that which the full Post Board of Directors has given. Any power exercised by the Post President must first be granted by the Post Board of Directors. Traditionally the Post President has several duties.

Planner

The President works with the Secretary-Treasurer and Vice- President to plan the Post meeting's agenda as well as the manner in which the meetings will be conducted. A meeting agenda is a must to give direction for any meeting. The President is to have some knowledge of the parliamentary rules and be familiar with *Robert's Rules of Order* to be



able to lead the Post meetings in the proper manner. *Robert's Rules of Order* gives direction to the proper way to preside over meetings. As with most legal type books, it might be a little hard to read and comprehend unless you are a lawyer. There are many books that make *Robert's Rules* easier to understand. A very good supplement book to it is *Robert's Rules of Order for Dummies*. Having a copy of *Robert's Rules of Order* and a good, easy to understand supplement book would be great for each Post to have.

The President ensures that the Post Board is fulfilling its responsibilities as mandated in Post, Division and National Bylaws. The President is also to follow up with the Post Committees on a regular basis to make sure they are doing their jobs.

Facilitator

The President's job must be viewed as a facilitator rather than a controller of meetings. A facilitator helps meetings run smoothly and easily. The President makes sure the meetings begin on time, directs the meetings through the agenda and attempts to adjourn the meetings on time. As the leader of the Board meetings, the President ensures that all Board members have opportunity for fair participation, attempts to get all sides of an issue fairly exposed and moves the board to action on the issues. As facilitator of the Post's member meetings and social events, the President should keep them light and fun. It is very important to keep these gatherings fun and interesting for all.

Delegator

The President traditionally has the authority to appoint other TPA members to committees with the Post Board's approval. To do that, the President must have a good understanding of each member's skills, strengths and interests, so appropriate assignments can be made. It is also the President's responsibility to make sure that committee assignments are clear and to hold the committees accountable to do the job assigned. The President is often a member of each committee.

Liaison

A President must be comfortable speaking in front of crowds. The President should be able to communicate Post Board needs and concerns to the members and the needs and concerns of the members to the Post Board. It is also their duty to convey Division and National messages and information to the Post membership.

Team Builder

The Post Officers must always function as a team. It is the duty of the President to foster the team spirit among the Post Officers and members. When there is danger or damage to the team structure, the President should mediate, counsel and discipline fellow Officers and members to keep the team going in a positive direction.



Post Vice-President

The Post Vice-President serves as the backup for the President. However, the Vice-President is usually assigned additional duties such as chairing a committee or activity. The Vice-President works closely with the President to stay current on issues and ongoing work of the Post and Board of Directors. The Vice-President should be able to assume the Presidential duties if the President is unable to perform them. The Vice-President is viewed as the next President in training, learning the many duties of the President, honing public speaking skills and learning the parliamentary rules and order of business.

Post Board of Directors



Being elected to the Post Board of Directors says a lot about you. Your fellow Post members, by electing you to this position, are saying that you are a reliable, trustworthy person who has good judgement and a good business sense. You are loyal to your Post and TPA, holding the values TPA stands for in the highest regard. This position comes with a great deal of responsibility.

As a member of your Post Board of Directors you are elected to do the business of your Post between the Post's annual meetings including paying the Post's bills and voting on items for the good of your Post and TPA. Items brought before the Post Board should be researched and looked at from all sides with the welfare of your entire Post membership at heart. Don't be hasty in your decisions, make good, well thought out decisions.

Your Post Board's size will be determined by the number of members in your Post. It should be more than 3 and no larger than 8 members. The TPA National Board of Directors consists of nine (9) members and they do the business of all of TPA, so you should be able to do the business of your Post with 3-8 Board members. The Post Board of Directors should not be the same handful of members every year. The positions should rotate with new Board members being rotated in. This will give the Post Board fresh ideas and keep your Post from being run by a clique.

Your Post will hold a Board meeting as set forth in the Bylaws. Attending these meetings is a responsibility that your fellow TPA members expect of you. All Post Officers should work as a team, furthering the cause of TPA. You should familiarize yourself with parliamentary rules and *Robert's Rules of Order*. This will make your meetings run more efficiently and professionally.

As a Director you hold the fate of your Post and TPA in every decision you take part in. Take these charges seriously and do your best for the welfare of TPA.



Post Meetings

A successful Post will hold Post meetings on a regular basis. The frequency will be different for every Post, this information can be found in the Post's Bylaws.

Post Board of Directors Meeting

The Post Board of Directors meeting is where the business of the post is done - bill paying, application acceptance or rejection, hearing the reports of each committee and planning upcoming events and meetings. The Post Secretary is to take the attendance/roll call and take the minutes of the meeting. A Post Minutes reporting form is in Appendix A to help you report what information is needed. This is also listed on the website under the Internal Forms Section.

The meeting should follow a timely agenda. Having an agenda prepared before the meeting will give your meeting direction and giving each item on the agenda a time limit is a good way to keep the meeting moving. But remember to be flexible. If you have 5 hour Post meetings you will probably be lonely at the next one. Below is a good sample agenda for a Post Board meeting.

Post Board Meeting Agenda

- 6:00pm Invocation
- 6:02pm Pledge of Allegiance
- 6:05pm Roll Call of Officers
- 6:07pm Reading of Minutes of Last Meeting
- 6:10pm Report of the President
- 6:15pm Report of the Secretary/Treasurer
- 6:20pm Reading of Bills
- 6:25pm Communications
- 6:35pm Reading of Application for Membership
- 6:45pm Report of Committees
 - Membership
 - Safety
 - Community Service
 - Communications
 - Special Committee
- 6:50pm Unfinished Business
- 6:55pm New Business
- 7:15pm Election of Officers
- 7:20pm Good of the Order
- 7:30pm Adjournment

After the meeting, collect a copy of the committee report forms from the committee chairs. Make sure the committee chairs send a copy of their reports to the Division Committee Chair. Also send two copies of the Post minutes form with copies of the Post financial records and bank statements to your Division Secretary-Treasurer, make sure ALL pages of the bank statement are sent in. A copy is also given to your Post President and one is kept in the Post records.

Post Membership Meeting

A Post membership meeting is a time when the members of a Post get together for fellowship, entertainment, refreshments and maybe a little business. Do you enjoy going to the doctor or dentist? Why? Most people don't like going to them because it is not very much fun and might be even painful. On the other hand why do kids like to go to Chuck E Cheese? IT IS FUN! (For the kids anyway.) Keep this in mind when planning your Post members meetings. The more fun, the more members will come to the meeting. The more fun, the more friends they will bring. The more fun, the more people that will want to join TPA. There have been Posts where thousands of members have dwindled down to nothing because the meetings became too painful to attend. Bickering, arguing, fighting and being rude is not the way to make your Post grow or be successful. This is why we separate the Board meeting from the member's meetings. Business type meetings tend to make people overly serious. Decisions are made and sometimes people don't agree on decisions. This can cause anger and hard feelings that might spill over into the fun time. Give people time to get away from each other for a while, a time to cool off. Having the member's meeting on a separate night will help keep it light and fun.



Sign In - Welcome

Upon arrival, have members sign in, this lets you know who attended the meeting for your record keeping. Before you call the meeting to order, allow everyone to introduce themselves and see if there are any new members joining you for the first time. Recognizing new members makes them feel welcome, and recognizing members who have not attended in a while makes them feel welcomed back as well.



Post Secretary's Report

Though the meeting should be fun, you should also make it informative. During the meeting have a brief Secretary's report from the minutes of your Post Board meeting, giving a brief overview of the reports and things happening in your Post. Convey Post news, a brief review of the President's and all Committee reports, financial status and member status of your Post. Tell them of upcoming events, needs in your community, and about members that are sick, deaths, births or maybe a member that could use a friendly call.

TPA Ritual Ceremony

Hold a TPA Ritual Ceremony if you have any new members present. The TPA Ritual is a ceremony that initiates the new members of your Post. It reminds all participants of their fraternal obligation to our association and to our fellow TPA members. It is educational and sets out the high principles and ideas upon which our association is founded. TPA is required by the Fraternal Code to have a Ritual Ceremony to induct new members. It is led by a three person committee - the Chairperson, Post Secretary, and Clerk (a Post member in good standing).

Entertainment

As the Post Secretary you could have some sort of entertainment for the Membership Meeting. It could be a talk from a local politician, a doctor, an investment firm, etc. You could also hold a game night, karaoke night, or even a movie night. Use your imagination and be creative, find out what your members like to do and plan around that. If you are having trouble coming up with an idea, you can always reach out to the members and ask what they would like to do.

Refreshments

After the meeting have some refreshments and socialize for a while. Make a point to talk to everyone there. Maybe make a new friend. It doesn't have to be something elaborate, just a few packages of cookies and some coffee works well.

Meeting Agenda

Having an agenda is a must for Post Member's Meetings also. It will give the meeting direction. Below is a good sample of an agenda for a Post Member's Meeting.

Post Member's Meeting Agenda

Before	Sign In.
7:00pm	Invocation & Pledge of Allegiance
7:02pm	Welcome, recognize visitors & new members present
7:05pm	Brief Post Secretary's Report
7:10pm	TPA Ritual Ceremony
7:30pm	Announcements and Unfinished or New Business
7:50pm	Entertainment/Guest Speaker
8:20pm	Closing

After the meeting make sure you remember to fill out a Post Minutes form to send to your Division Secretary. Send two copies of the Post Minutes form with copies of your Post's financial records, bank statements and your Sign-In Sheets to your Division Secretary-Treasurer. A copy is also given to your Post President, and one is kept in the Post records. Get a copy of all Committee reports and make sure the Post Chair sends in a copy to the person they should. They should still fill them out and send them in even if there is nothing to report.

Post Annual Meeting

Once a year your Post should hold an Annual Meeting. At this meeting Post members should get reports from all the Post's Officers of how things are going. The Post will also hold an election for the various Post Offices. It is very similar to the Post Board Meeting with the addition of the elections. Some Posts also have a banquet or dinner after the Meeting. It is part of the job of a Secretary and President to plan and set up the Annual Meeting. Below is a sample agenda of a Post Annual Meeting.

Post Annual Meeting Agenda

- 6:00pm Invocation & Pledge of Allegiance
- 6:02pm Roll Call
- 6:10pm Reading of the Minutes of the last Annual Meeting
- 6:15pm Report of Post President
- 6:20pm Report of Post Secretary-Treasurer
- 6:25pm Report of the Finance Committee
- 6:35pm Report of Membership Committee
- 6:45pm TPA Ritual Ceremony
- 6:55pm Report of the Committees:
 - Communications Committee
 - Community Service Committee
 - Safety Committee
 - Special Committees
- 7:20pm Unfinished Business
- 7:30pm New Business
 - Election of new Post Officers (Annual Meeting)
- 7:40pm Good of the Order
 - Report of upcoming Post Events & Activities
- 8:00pm Election of Post Officers
- 8:15pm Installation of New Post Officers
- 8:30pm Election of Delegates to State Annual Meeting
- 7:50pm Adjournment



After the meeting make sure you remember to fill out a Post Minutes Form to send to your Division Secretary. Send two copies of the Post Minutes Form with two copies of your Post's financial records, bank statements, Sign-In Sheets and Officers' List to your Division Secretary-Treasurer. A copy is also given to your President, and one is kept in the Post Records.

Communications Committee

The Communications Committee was formerly known as the Publicity and Public Relations Committee. Though the name has changed the duties of this committee is still to publicize TPA and the great things TPA Members do in the communities in which they live.

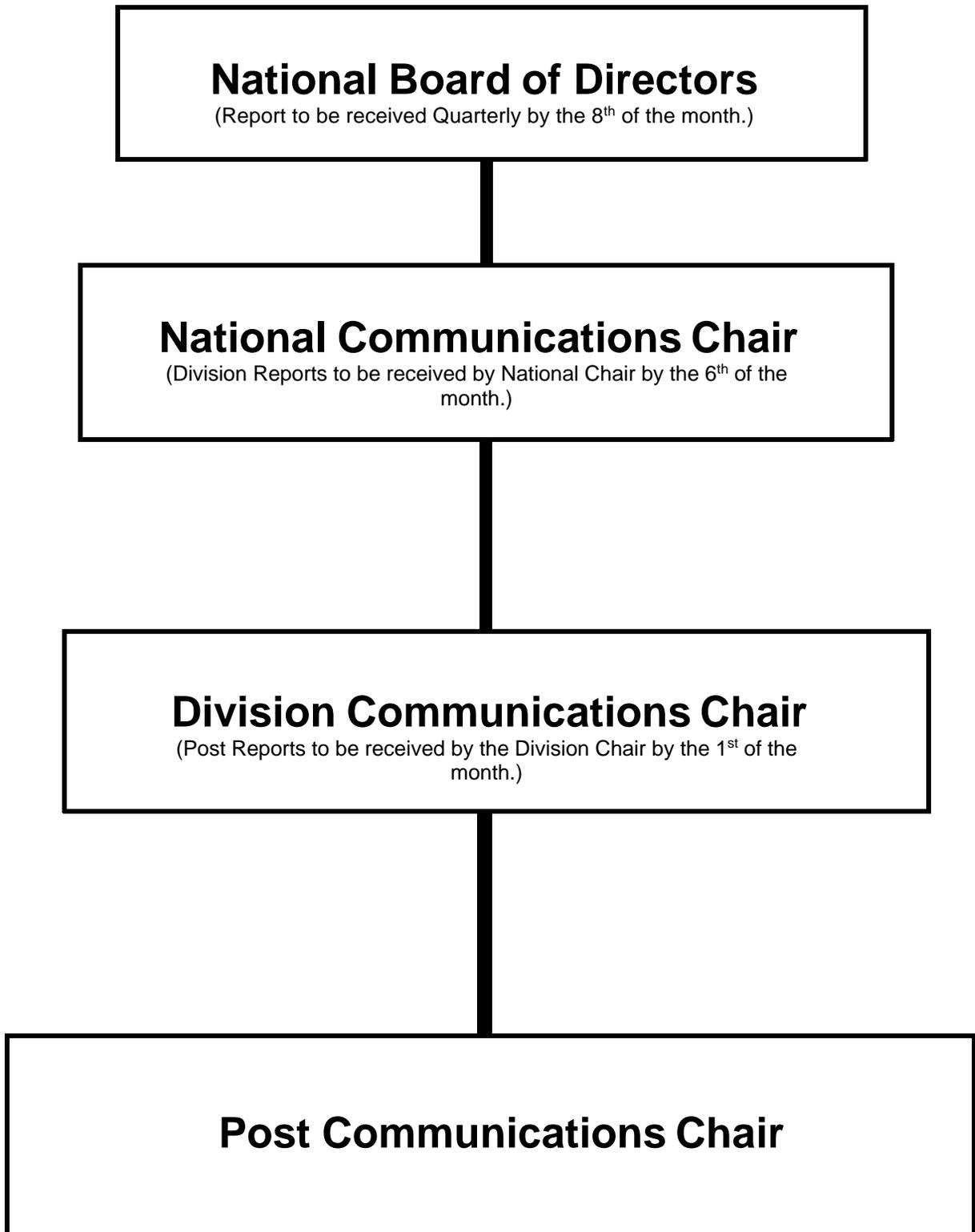
The Communications Committee is one of the most important offices for the growth of TPA. TPA does great things in your community all the time. The more you publicize TPA, the more familiar the people of your community will be with our great association. If the people of your community see how much

fun your Post is and what good you do in their community, they will want to be a part of it. This makes it easier to sponsor new members, get donations for events and activities, and contributions to the Scholarship Trust for the Hearing Impaired and Homer T. Wilson Fund. It has been said that TPA is the best kept secret, however TPA should not be a secret. Everyone should know who we are and what we do.



Newsletter

COMMUNICATIONS COMMITTEE REPORTING FLOW CHART



Post Communications Chair

As Post Communications Chair it is your responsibility to publicize the activities and achievements of your Post and your fellow members. Get the word out about Post events by putting advertisements in local newspapers, posting flyers in your community and arranging for announcements on radio and TV. Arrange for newspaper, radio and TV coverage of your Post's events.

If your Post or someone in your Post receives an award make sure it gets noticed by your local media. If your Post gives an award make sure it gets noticed also.

Contact your local newspaper, radio and TV stations for their procedure on how to get coverage and advertisements. Tell them about TPA and what we are. Many people see us as an insurance company. Make sure they know you are representing a Fraternal Benefit Organization dedicated to the betterment of their community through Child Safety Programs, the Scholarship Trust for the Hearing Impaired and Community Service Projects. Get information from them also on how to get recognition for awards given and received. While you're at the radio station, give them a copy of the TPA Public Service Announcement (PSA) CD and tell them you would like them to run it as they promote TPA and your Post event. You can get a copy of the PSA CD from TPA National Headquarters. Get to know the editors and managers. Keep a good rapport with them.

Do not wait till the day of the event you want covered to call them.

News media schedule reporters and photographers weeks in advance. The editors and managers are a great tool to promote TPA in your community, and without them there is no publicity of TPA.



Publicity possibilities

- Safety Program Events (Safetyville, Bike Rodeo, Car Seat Checks, etc.)
- Community Service Projects (Volunteering, Fund Raisers, Collections, etc.)
- Awards Received (Post & Members)
- Awards Given by your Post (Altruism Award, Scholarships, Etc.)
- Meetings & Social Events (Post Members Meeting, Dinners, BBQs, etc.)
- Guest Speakers at Post Member's Meetings (Mayor, Governor, TPA President, etc.)
- Post Annual Meeting & Election of Officers
- Newly Elected Post Officers
- Special & Unusual Events (Orphans Christmas Party, World's Largest Banana Split, etc.)

Writing your own story

You may be able to write your own story for print. When submitting something in writing, make sure it is professional looking, typed and on one side of the paper covering all the facts: Who, What, When, Where, Why and How. Don't be long winded, keep it short and to the point. Keep in mind that you are not just writing to TPA members; it has to be interesting to everybody. Pay attention to the stories published in the paper you are trying to get into. Read them and look for what information they put in. Include photos with your story.

Everyone enjoys seeing their picture in the paper and a picture can tell a thousand words. At the end of this section are a few different press releases you may use to publicize your Post. Don't just fill in the blanks; retype it and then send it in.

Pictures

Always be alert to picture possibilities. Take lots of pictures! With today's technology in cell phones, tablets, digital cameras and computers, taking pictures is cheap and easy. Take pictures of all your events and gatherings. Make sure to capture all the fun your Post is having!

Post Scrapbook

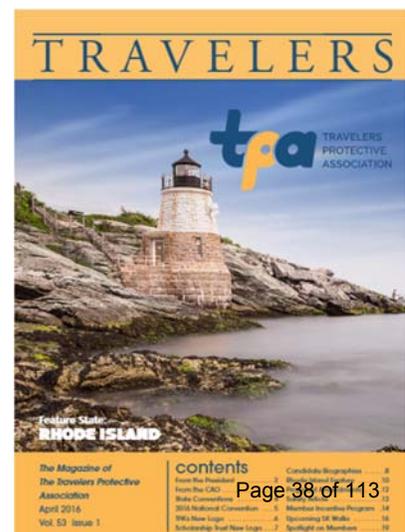
The Post Communications Chair is also to keep a Post Scrapbook of the Post's events, activities and achievements. The Post Scrapbook should highlight the Post's memorable events and fun times. With photos, newspaper clippings and your imagination, cover the whole year from January to December. At the TPA National Convention there is a TPA Annual Nationwide Scrapbook Contest. Make sure someone from your Post takes it to the TPA National Convention or send it to TPA National Headquarters by June 1st for them to take it for you.

The "TPA Magazine"

When your Post has a special event, send photos and a brief description of what is happening in them, with a listing of everyone in the photo, to the Editor of the TPA Magazine. We are always looking to publish the fun times and good works of our TPA members. The articles and photos cannot be returned so make sure that all submitted are original quality copies.

If you submit your photo's in an email, make sure you attach the pictures as separate JPEG attachments so that National Headquarters is able to properly receive and use the photos.

Mail them to: Editor of the TPA Magazine
2041 Exchange Drive
St. Charles, MO 63303-5987
E-Mail them to: support@tpahq.org.



Communications Committee Reports

The Post Communications Chair is to make reports to their Post and Division about the publicity work done every month. The Post Communications report is available on TPA's website under the "Internal Forms" section.

Communications Report to the Post

The Post Communications Chair is to make a report to their Post President and Board of Directors at the Post Monthly Board Meeting. The report should cover the publicity TPA has received in the past month. If you have a scrapbook, bring it and copies of the newspapers and magazines with Post articles and photos published in them for everyone to see.

Communications Report to TPA

The Post Communications Chair is to make a report to the Division Communications Chair monthly on the Post Communications Report Form. (A copy of all Communications Report Forms can be found in Appendix A of this manual and under the "Internal Forms" section of the TPA website.) A copy of all Newspaper Clippings, Magazine Articles, Flyers and Photos should be sent with the report to the Division Communications Chair. Accompany any photos with a list of people pictured and a brief description of what is happening in them. These articles and photos will be used in the Division Scrapbook and cannot be returned to you, so make sure they are quality **copies** of the original. A brief letter describing the activity of the Post Communications program and any ideas to make the Communications Program better should be included in the remarks section of the report form.



A good start to the letter is the report you gave at the Post Board Meeting. This report is sent to your Division Communications Chair who combines the data with the reports from the other Post Chairs in your state. The monthly Post Communications Reports are to be received by the Division Communications Chair by the first of each month. These reports can be E-Mailed, Faxed, called in, or mailed as long as the Division Chair has them by the first of the month. **Send a report even if there is nothing to report.** It is important for the Division Chair to receive these reports on time. Once received, the report is reviewed and a report is sent to National Communications Chair, combining the points and passing on the good works and good ideas. A copy of the Post Communications Report is also given to the Post Secretary-Treasurer to file in the Post Records.

To help better understand the Post Communications Report and the form, an instruction sheet and a sample post report form is included in the back of this section.

Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Communications Chair's duty to help train their replacement. As you go through your time as Post Communications Chair look for other TPA Post Members that understand how the Communications programs work and who would do a good job as the Post Communications Chair. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name to your Post Secretary-Treasurer with your endorsement. They will be put on the ballot at the next TPA Post Annual Meeting. After the election, mentor your replacement and help them get started. With your help the Communications Program and Communications Committee will keep going strong and won't miss a beat after your term is complete.

It might even be helpful to keep a "how to" manual of all the processes and procedures that you as the Post Secretary are responsible for, that way there is a reference guide for the new Secretary to look at if you are not available for questions. They keep continue updating the manual as they go along and as things may change within the Post. Keeping this manual up to date with the most current information and procedures will not only make training easier, but it might even help you improve your processes as well.

Post Communications Report Form Instructions

TPA Post Events TV, Cable, Satellite & Radio

In these sections you report the number of times your Post has been publicized over the airwaves. Either by advertising a Post Event or a news report about a Post Event or live remote at the Post Event.

Newspaper & Magazine

In these sections you report the number of times your post has been publicized in print. Either by advertising a Post Event or an article about a Post Event or a picture published of the Post Events.

Signs and Billboards

In this section you report the number of signs and billboards displayed and the number of days displayed.

Mailings and Flyers about TPA

In this section you report the number of mailings and flyers your Post has distributed this month informing of Post events and activities and the number of pieces sent.

Events

This section includes TPA entries in any parade and the number of miscellaneous Communication Projects that are not listed on this form. List each miscellaneous project in the "Remarks" on the back of the form. Also report any TPA Safety Brochures and TPA membership materials handed out displaying the TPA Logo.

Speaking Engagements

In this section you report the number of times someone in your Post has been invited to speak about TPA and its programs and projects to a group.

TPA Member – Good Works TV, Cable & Radio

This section is for reporting the number of times the good works of your Post's members have been reported on TV and Radio this month. Also, the number of TPA Members that have attended a Post Board Meeting if the Meeting was published.

Newspaper & Magazines

This section is for reporting the number of articles and photos of the good works of your Post's members that have been published this month. Don't forget to include a copy of any photos and a copy of the article published.

Awards

In this section you report any awards given to members of your Post's members this month. Make sure to give member's name, award name, who gave the award and reason received. Also list the awards that your Post has given this month, who received them and why.

****Remarks****

In this section give a narrative of the activities of the Communications Committee in your Post. Tell what worked and didn't work for your Post and give ideas that you have that might help make another Posts Communication Program better.

Pictures, Articles, & Flyers

A copy of all Newspaper Clippings, Magazine Articles, Flyer and Photos should be sent with the report to the Division Communications Chair. Accompany any photos with a list of people pictured, with a brief description of what is happening in them. These articles and photos will be used in the Division Scrapbook and cannot be returned to you, so make sure that are quality copies of the original.

Remember to send in your report to the Division Communications Chair as soon as possible. It should be there the 1st of each month. Send in a report even if there is nothing to report.



The Travelers Protective Association

POST COMMUNICATIONS REPORT FORM

POST _____ DIVISION _____ MONTH _____ YEAR _____

REPORTED BY _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____ @ _____

Note: All Post Reports and back-up material are to be sent to the Division Communications Chair by the 1st OF EACH MONTH. Back-up materials include: Newspaper Clippings, Magazine Articles, Photos, Flyers etc... Please include name and titles from left to right on all photos with a brief description of what is taking place. Those worthy of possible use in the T.P.A. Magazine should be mailed directly to:

Editor of the T.P.A. Magazine, 2041 Exchange Drive, Saint Charles, MO 63303-5987

POST EVENTS

TV, Cable & Satellite

Number of Post Events coverage aired or commercials and/or announcements _____

Radio

Number of Post Events coverage aired or commercials and/or announcements _____

Newspaper & Magazine – (please include a copy of any photo, article or advertisement)

Number of advertisements, articles, and/or photos published about Post Events this month _____

Signs & Billboards

Number of Total number of days they were displayed this month. _____

Number of TPA signs displayed this month. _____

Total number of days they were displayed this month. _____

Mailings & Flyers about TPA (Please include a copy of the mailing and/or flyer)

Number of mailings/flyers distributed this month informing of Post Events. _____

Total number of pieces mailed. _____

Events

Number of local parades participated in. _____

Number of Miscellaneous Projects not listed on this form. (List on back of the form.) _____

Number of handout with TPA advertised on it. (ie. Chad Sticker, TPA Safety Brochure, What is TPA, Bicycle flags, etc.) _____

Speaking Engagements

Number of speaking engagements about TPA _____

Division Communications Chair



The Division Communications Chair is responsible for the Communication Program in their Division. They are elected at the Division Annual Meeting and serve a one year term. Their term in office usually starts right after the election. Their duties include collecting reports from the Post Communications Chairs in their Division and combining the information into a report to the Area Communications Chair. Most importantly the Division Communications Chair is there to give support and motivate the Post Chair. Ideally the Division Chair would be a person who has served as a Post Chair and knows the job and the Communications Program very well.

The Division Communications Chair is in regular contact with the Post Communications Chairs. They should know how the Communications Program is going in each of the Posts in their state. If they find a Post that is not using the Communications Programs, they should find out why and motivate them to start. There are many reasons why a Post may not be using the Communication Program. Maybe there are new leaders that don't know what to do or maybe they have just gotten a little off track. It is important for each Post to have a strong Communications Program. A strong Communications Program increases the public's awareness of TPA, the great things TPA does, and makes people want to join this great organization.

Communications Post & Division Chair Training

After the Division Communications Chair takes office, they should receive a call from their Area Communications Chair to help them understand the responsibilities of the Division & Post Communications Chair and help them understand the reporting process. After they are comfortable with their new position, Division Chairs should call each of their Post Communication Chairs. You can get a copy of the Post Chairs from the previous Division Chair, your Division Secretary-Treasurer or TPA National Headquarters. If there are no Post Communications Chairs in a particular Post, call the Post Secretary-Treasurer and find out why. This is probably a good indication that they are not using the Communications Programs. Pass on any changes you may get; address, phone number and even Communications Post Chair changes.

When calling your Post Communications Chairs:

- Introduce yourself.

- Find out how much they know about their position and teach them what they don't know. Ask about the Communications Programs they are currently doing.

- Make them aware of other programs they might not know about. Explain the reporting process:

 - Tell them why they report

 - Tell them when to report (to you by the 1st of the month)

 - Tell them how to fill out the Post Communication Report Form

 - Make sure they send in a narrative report in the "Remarks" Section of the form. Make

sure they send in articles, pictures and flyers they had published

Make sure they keep a Post Scrapbook and contribute to the Division Scrapbook

Make sure they send photos of special events to the *TPA Magazine*

Give them your E-mail Address, phone and FAX number to report to. Suggest they read the Communications Committee section in the manual. Offer your help if they have any questions or problems.

Communications Post Report

The Post Communications Chairs should have their reports to the Division Chair by the first of the month. If a Post's report does not arrive in time, call the Post Chair and find out why. Make arrangements to get the report or take it over the phone. Reports don't have to be sent by mail, they can be faxed or e-mailed too. A phone call is an excellent way to get a report. It gives you a chance to not only get their report but to answer questions, ask questions, give advice and motivate them.

Communications Division Report

Once the Post reports start coming in, start filling out the Division Communication Report Form. This form is filled out by logging the information from the Post Report into a column for just that Post. On the back of the form in the "Remarks" section should be a short narrative of the Communication Programs that each Post is doing and reports of the things that may or may not be working for them. This is vital information to your report. This information is required to be reported, by the government, for TPA's nonprofit status. This information also helps give other Posts ideas of programs they could do. Include the best of these remarks on the back of the Division Communication Report form.

The Division Communication Report is due to the National Communication Chair by the 6th of the month. It is very important to get your report to the National Chair on time, so, it may be necessary to have a cut off time for the Post Reports. The reports that come in after the cut off will be reported on the next month's report. If you continue to have problems getting reports from a Post or if they are not filling out the reports correctly, give them a call. If it continues to be a problem report it to your National Communications Chair.

To help better understand the Division Report a sample Division Communication Report has been included in the back of this section.

Division Scrapbook

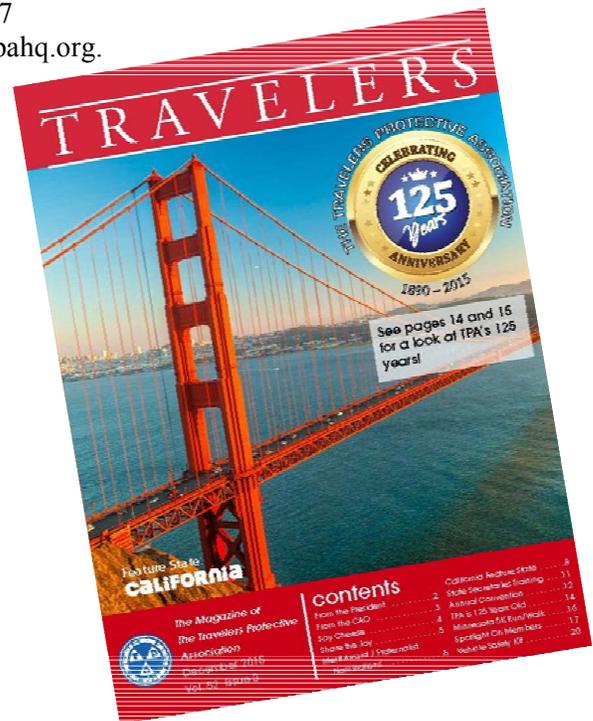
The Division Communications Chair is also to keep a Division Scrapbook of the events in their Division and Posts. The Division Scrapbook should highlight the memorable events and fun times had by their Posts and their Division. With photos, newspaper clippings and your imagination, cover the whole year from January to December. At the TPA National Convention there is a TPA Annual Nationwide Scrapbook Contest. Make sure you takes it to the TPA National Convention or send it to TPA National Headquarters by June 1st for them to take it for you.



The “TPA Magazine”

Not only encourage your Posts to send in photos of their special events, achievements, accomplishments and fun times, but also send in Division photos too. Include a brief description of what is happening in them, with a listing of everyone in the photo. Send them to the Editor of the TPA Magazine. We are always looking to publish the fun times and good works of our TPA members. The articles and photos cannot be returned so make sure that everything submitted are **original quality copies**.

Mail them to: Editor of the TPA Magazine
2041 Exchange Drive
St. Charles, MO 63303-5987
E-Mail them to: support@tpahq.org.



Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Communications Chairs duty to help train their replacement. As you go through your time as Division Communications Chair look for other TPA Members that understand how the Communications programs work and who would do a good job as the Division Communications Chair. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name to the Division Secretary-Treasurer with your endorsement. They will be put on the ballot at the next Division Annual Meeting. After the election, mentor your replacement and help them get started. Let the Area Communication Chair know about the Division Chair change. With your help the Communications Program and Communications Committee will keep going strong and won't miss a beat after your term is complete.

TPA DIVISION COMMUNICATIONS REPORT FORM

DIVISION _____ MONTH _____ YEAR _____ REPORTED BY _____ Page _____ of _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____ PHONE _____

NOTE : All Division Reports are to be sent to the Communications Area Chair
by the FOURTH OF EACH MONTH.

E-MAIL ADDRESS _____

This Box For Use By Area Chair Only	Date Received:	<input type="radio"/> OnTime	<input type="radio"/> Late
-------------------------------------	----------------	------------------------------	----------------------------

		Post ___	Post ___	Post ___	Post ___	Post ___	Post ___	Post ___	Post ___	Post ___	Post ___		
P O S T	T V	Number of Post Event coverage aired or commercials and/or announcements											
	R A D I O	Number of Post Event coverage aired or commercials and/or announcements											
	P R I N T	Number of Ads/articles/photos published about Post Events											
		Number of circulation of Magazine or Newspaper											
	S I G N S	Number of TPA Billboards displayed											
		Total number of days displayed											
		Number of TPA Signs displayed											
		Total number of days displayed											
	M A I L	Number of mailings/flyers distributed this month informing of Post Events											
		Total number of pieces mailed											
	E v e n t s	Number of TPA entries in local parades											
		Number of Miscellaneous Projects Describe in Remarks on back											
		Number of handouts with TPA advertised on it handed out											
	S E	Number of speaking engagements about TPA											
M E M B E R	TPA Member's Good Works TV & Radio News Reports & Board Meetings												
	TPA Member's Good Works articles/photos published												

NOTES & REMARKS

SAMPLE FORM

Communications National Chair



The Communications National Chair is the leader of one of the most important committees for the growth of TPA. The Communications National Chair is elected for a one year term at the TPA Annual Meeting in June, and may serve four consecutive terms, and may rerun for the office after one year of being out of the office. The National Communications Chair's term starts July 1st and should work with the previous National Chair till comfortable with their new job. Ideally the National Communications Chair would be someone that has served as Division and Post Communications Chair and knows the Communications Program very, very well.

The National Chair is in regular contact with the Division Chairs, and should make sure each Division Chair is staying in contact with their Post Chairs. The National Chair is to help the Division Chairs with any problems they may have and be motivating them to contact and support their Post Chairs. The National Chair should get familiar with their Division Chairs to build a good working relationship with them and maybe even make a new friend.

The Communications National Chair will receive an updated copy of all the Division and Post Communication Chairs after the June Annual Meeting Elections. Update TPA National Headquarters if there are any changes in Chairs, addresses, phone numbers, email addresses etc.

Teaching the Communications Division Chair

After the June election, the new National Communications Chair should receive should receive a copy of all the Communications Committee records from the previous National Chair and mentoring to help them understand their duties and explain the duties of the Division and Post Chairs as well. They should also explain how the reporting process works from the Post all the way to the National Chair. The experiences of the previous National Chair will be a great asset to the new National Chair in the future.

When the new National Communications Chair is comfortable with their new job a call should be made to all Division Communication Chairs. The Communications National Chair should get a copy of all the current Communications Chairs' names and addresses from TPA National Headquarters or the outgoing National Communications Chair.

When calling the Division Chairs:

Introduce yourself.

Explain their duties as Communications Division Chair

Suggest that they read the Communications Committee Section of this manual.

Explain the reporting process

Explain why they report.

Explain to them how to fill out the Post & Division Report Forms.

Make sure they send in a narrative report in the "Remarks" section of the form. Tell them when and how to report (to you by the 6th of the month).

Give them your address, e-mail address, phone number and FAX number to report to.

Communications National Report

It is the duty of the Communications National Chair to report quarterly to the TPA National President and National Board of Directors on the status and activities of the Communications Program. The report is compiled from the reports that have been sent from the Post Chair, to the Division Chair, to you the National Chair. The Communications Division Chair is to have their reports to the National Chair by the 6th of each month. If the Division Chair's Report does not arrive on time, the National Chair should call them to find out why and make arrangements to get the report or take it over the phone. The reports don't have to be sent through the mail, they can be sent by FAX or e-mail as well. A phone call is an excellent way to get the report. It gives you a chance to answer questions, ask questions, and give instruction and to motivate them. If one of the Communications Chairs is having trouble reporting on time or correctly, you may need to give them a call and explain the correct way. If after a couple tries you still are having trouble, report the situation to the Chief Administrative Officer and National Board of Directors for help correcting the problem.

Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Communications Chair's duty to help train their replacement. As you go through your time as National Communications Chair look for other TPA Members that understand how the Communications programs work and who would do a good job as the National Communications Chair. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name to TPA National Headquarters by January 15th with your endorsement. They will be put on the ballot at the next TPA Annual Meeting in June. After the election, mentor your replacement and help them get started. With your help the Communications Program and Communications Committee will keep going strong and won't miss a beat after your term is complete.

You might consider keeping a manual listing step by step instructions and guidance for the position to make transition easier when it comes time for you to step down. This is also a chance for you to improve your procedures and make your position more efficient and effective.



Community Service Committee

The Community Service Programs of TPA are an important part of our code of fraternalism. This part of TPA is just one of the many opportunities we provide to improve our communities and help our fellow man, especially TPA members.

“Providing a venue for fellowship, fraternalism and altruistic service...”

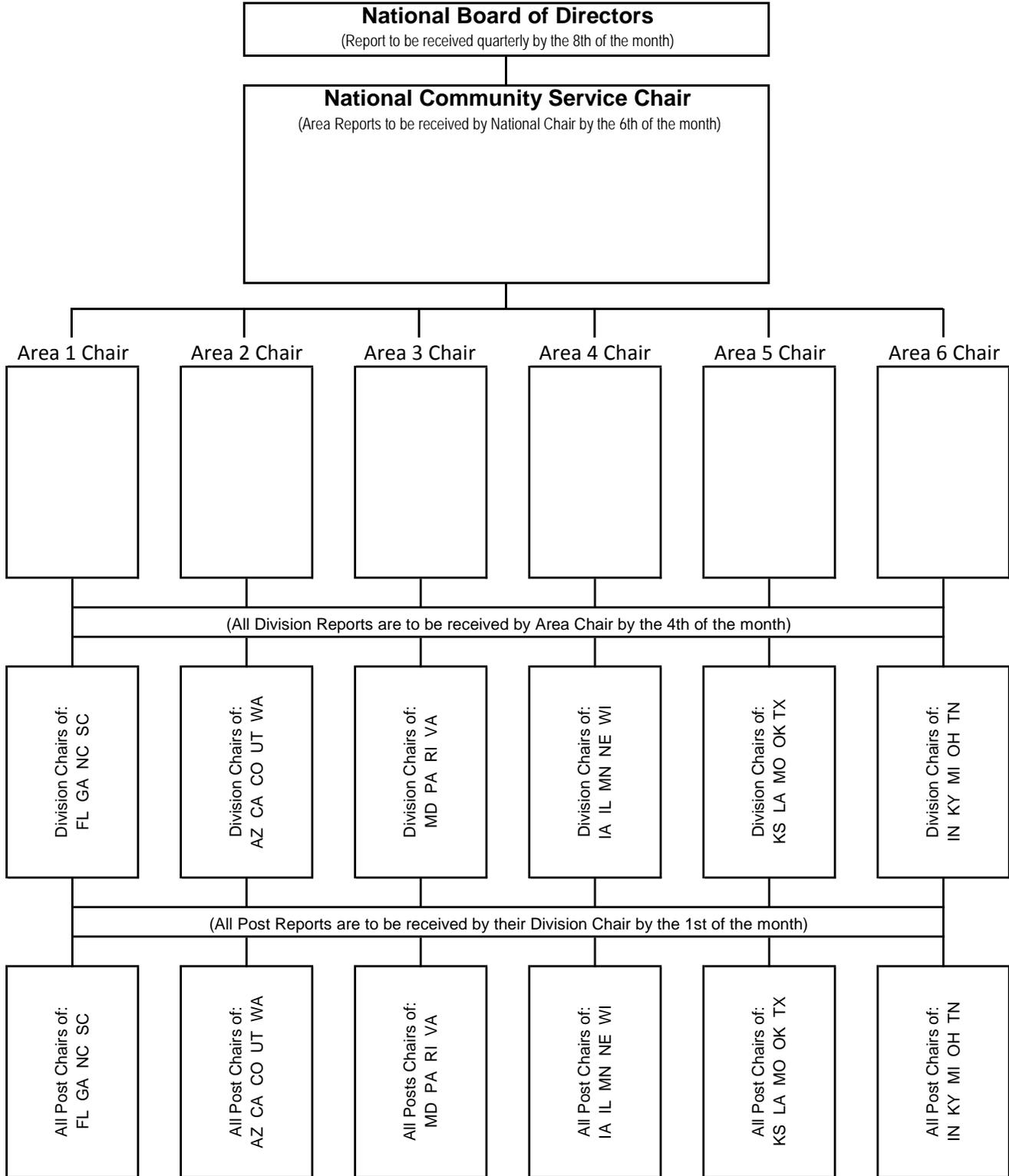
excerpt from the TPA Mission Statement

“Improving the quality of life for our members and their communities...”

excerpt from the TPA Vision Statement

The Community Service Chairs are vital to the success of these community service programs. From the Post Chair who is responsible for finding a need in their community and coordinating efforts to fill it; to the Division, Area and National Chairs who are there for support and motivation. Community Service Chairs are much more than people who fill out report forms and tally the points. The pages that follow describe each of the Community Service Chairs responsibilities.

2015 REPORTING PROCEDURE FOR COMMUNITY SERVICE COMMITTEE REPORTING



Post Community Service Chair



When you accept the position of Post Community Service Chair, you have taken on one of the most important positions in the association. You will work directly with community leaders to further the agenda of the community service committee and the ideals of our national community service program, The Scholarship Trust for the Hearing Impaired. Also falling under the umbrella of community service is the welfare of your post members.

Your Post

Your first charge is to your fellow members. If a member is in need, make sure he or she can count on their TPA brothers and sisters for help. If a member of your Post gets sick and can't mow their grass, get a few of your fellow members together to do their yard work. If they fall upon hard times and need monetary assistance, report it to the Homer T. Wilson Fund for help. A detailed explanation of this procedure can be found later in this manual.



The help you can give a fellow member can be as easy as sending a card to wish them well or just let them know you are thinking about them at a time of loss.

Visiting the sick, attending funerals and providing transportation to members, widows, widowers and orphans are other areas that help show TPA's fraternal spirit.

Your Community



It doesn't stop with the members of your Post. It carries over to your whole community. If you see a litter infested road in your community, set up a cleanup day with your Post to make it better. Have your Post join one of the many community minded organizations like Meals on Wheels, Adopt-a-Highway or your Community Watch Program. Collect box tops and soup labels for your local school. Collect eye glasses, hearing aids or old clothes and give them to the needy. Collect aluminum cans or donations for a worthy cause. Use your imagination and be creative - anything can make your community a better place.

STF & HTW Fundraising

TPA has two national programs, the TPA Scholarship Trust for the Hearing Impaired and the Homer T. Wilson Fund. A full description of these funds can be found later in this manual. These funds give aid to the hearing impaired and members in need. The Post Community Service Chair organizes fundraisers for these worthy causes and helps motivate members to assist. The more money each fund has, the more people we can help. Holding raffles, drawings, auctions, BBQs, dinners or just standing on the corner collecting donations are great ways to raise money for these great programs.

Community Service Reports

TPA's tax exempt status also relies upon the community service we do. The government awards tax exempt status to organizations like ours for the good we do in our communities. Periodically they look at our records to see just what we do to earn this status. This makes the Community Service Reports that each Post sends in very important to TPA. Reports are to be sent in monthly by the Post Community Service Chair even if there is nothing to report.

Community Service Report to the Post

The Post should ask for a report of the Post Community Service Chair at their monthly Post Board Meeting. This report gives the Post an overview of the good the members are doing in their community and a preview of the community service events coming up.

Community Service Report to TPA

The Post Community Service Chair's responsibility is to survey the members of their Post each month for things they do to make their community a better place. They are to record them on the Post Community Service Report Form along with any Post projects happening in that month. Along with the Post Report Form there should be a short letter explaining what was done and any good ideas that other Posts might be able to use. A good start to the letter is the report you gave at the Post Board Meeting. This report is sent to your Division Community Service Chair who combines the data with the reports from the other Post Chairs in your state. The monthly Post Community Service Reports are to be received by the Division Community Service Chair by the first of each month. These reports can be e- mailed, faxed, called in, or mailed as long as the Division Chair has them by the first of the month. It is important for the Division Chair to receive these reports on time. Once received, the report is reviewed and a new report is sent to the next level Community Service Chair, combining the points and passing on the good works and ideas. A copy of the Post Community Service Report is also given to the Post Secretary-Treasurer to file in the Post Records.

To help better understand the Post Community Service Report and the form, an instruction sheet and a sample Post Report form is included in the back of this section.

Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Community Service Chair's duty to help train their replacement. As you go through your time as Post Community Service Chair look for other TPA Members that understand how the Community Service programs work and who would do a good job as the Post Community Service Chair. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name to the Post Secretary-Treasurer with your endorsement. They will be put on the ballot at the next Post Annual Meeting. After the election, mentor your replacement and help them get started. With your help the Community Service Program and Community Service Committee will keep going strong and won't miss a beat after your term is complete.



**Travelers Protective Association
POST COMMUNITY SERVICES REPORT FORM**

POST _____ CITY _____ DIVISION _____ MONTH _____ YEAR _____

PROJECT (ITEM)	AMOUNT	POINTS	TOTAL POINTS	MEMBERS PARTICIPATING
DONATIONS				
1. Scholarship Trust Donation	\$	@ 100 per \$1		
2. Homer T. Wilson Donation	\$	@ 100 per \$1		
3. Other Donations (Church, College, Cancer, Red Cross, etc...)	\$	@ 10 per \$1		
PATRIOTISM				
4. Flags Display (Home/Business/Lapel)	\$	@ 10 per day		
5. Flags Disbursed (also stamps)	\$	@ 10 each		
COLLECTIONS				
6. Used Postage Stamps	\$	@ 10 each		
7. Used Greeting Cards	\$	@ 10 each		
8. Recycled Items (Books, Magazines, etc...)	\$	@ 10 each		
9. Aluminum Cans/Tabs	\$	@ 10 each		
10. Campbell Soup Labels/ Store Coupons	\$	@ 10 each		
11. Used Eye Glasses/ Hearing Aids	\$	@ 10 each		
12. Other (List on Remarks)	\$	@ 10 each		
ASSISTANCE TO OTHERS (Total Hours Per Event)				
13. Helping Sick & Shut-ins	\$	@ 10 per hour		
14. Transportation to Others	\$	@ 10 per hour		
15. Blood Donor	\$	@ 100 each		
16. Meals on Wheels	\$	@ 10 each		
17. Visit Sick & Funerals Attended	\$	@ 10 each		
18. Cards, Letters, And Condolences	\$	@ 10 each		
19. T.P.A. Material (Chad stickers, TPA Safety Brochures, etc...)	\$	@ 10 each		
20. Read to/Write for patient	\$	@ 10 each		
21. Other (List on Remarks)	\$	@ 10 each		
COMMUNITY AFFAIRS & ACTIVITIES (Total Hours Per Event)				
22. Solicitations of Funds (Red Cross, Salvation Army, Etc.)	\$	@ 100 per hour		
23. Youth Activities	\$	@ 100 per hour		
24. Coffee Day Volunteer	\$	@ 100 per hour		

Division Community Service Chair

The Division Community Service Chairs are responsible for the Community Service Program in their Division. They are elected at the Division Annual Meeting and serve a one year term which usually starts right after the election. Their duties include collecting reports from the Post Community Service Chairs in their state and combining the information into a report to the Area Community Service Chair. Most importantly the Division Community Service Chair is there to give support and motivation to the Post Chair. Ideally the Division Chair would be a person who has served as a Post Chair and knows the job and Community Service Program very well.

The Division Community Service Chair is in regular contact with the Post Community Service Chairs. They should know how the Community Service Program is going in each of the Posts in their state. If they find a Post that is not using the Community Service Programs, they should find out why and motivate them to start. There are many reasons why a Post may not be using the Community Service Program. Maybe there are new leaders that don't know what to do or maybe they have just gotten a little off track. It is important for each Post to have a strong Community Service Program. A strong Community Service Program increases the Post members moral, makes their community a better place to live, and makes people want to join this great organization.

The Community Service Program starts with the welfare of the TPA Members. The Division Chair should make sure the Posts are there for TPA members in need. Giving a helping hand to members who are having health problems or have fallen on hard times, not only using the Homer T. Wilson Fund when needed but also collecting donations for it.

Each community is different and is in need of different things. The Division Chair should help the Post find a need in their community and help them with ideas of how to fill it. If a Post is having a hard time finding something, the Scholarship Trust for the Hearing Impaired is a great program. Raising funds for and helping get the hearing impaired assistance are easy Community Service projects.

Community Service Post & Division Chair Training

After the Division Community Service Chair takes office, they should receive a call from their Area Community Service Chair to help them understand the responsibilities of the Division & Post Community Service Chair and help them understand the reporting process. After they are comfortable with their new position, Division Chairs should call each of their Post Community Service Chairs. You can get a copy of the Post Chairs from the previous Division Chair, your Division Secretary-Treasurer, your Area Chair or TPA National Headquarters. Pass on any changes you may get; address, phone number and even Post Chair changes. If there are no Post Community Service Chairs in a particular Post, call the Post Secretary-Treasurer and find out why. This is probably a good indication that they are not doing Community Service Programs.

When calling your Post Community Service Chairs: Introduce yourself.

Find out how much they know about their position and teach them what they don't know.

Ask about the Community Service Programs they are currently doing. Make them aware of other programs they might not know about. Explain the reporting process:

- Tell them why they report
- Tell them how to fill out the Post Community Service Report Form
- Make sure they send in a narrative report in the "Remarks" Section of the form. Tell them when to report (to you by the 1st of the month)

Give them your E-mail Address, phone and FAX number to report to. Suggest they read the Community Service Committee section in the manual. Offer your help if they have any questions or problems.

Community Service Post Report

The Post Community Service Chairs should have their reports to the Division Chair by the first of the month. If a Post's report does not arrive in time, call the Post Chair and find out why. Make arrangements to get the report or take it over the phone. Reports don't have to be sent by mail, they can be faxed or E-mailed too. A phone call is an excellent way to get a report. It gives you a chance to not only get their report but to answer questions, ask questions, give advice and motivate them.

Community Service Division Report

Once the Post reports begin coming in, start filling out the Division Community Service Report Form. The form is filled out by logging the totals from the Post Report forms into the appropriate column, and then totaling them when you are ready to send it on to the Area Chair. On the back of the form in the "Remarks" section should be a short narrative of the Community Service Programs that each Post is doing and reports of the things that may or may not be working for them. This is vital information for your report. This information is required to be reported by the government, for TPA's nonprofit status. This information also helps give other Posts ideas of projects they could be doing. Include the best of these remarks on the back of the Division Community Service Report form.

The Division Community Service Report is due to the Area Community Service Chair by the 4th of the month. It is very important to get your report to the Area Chair on time, so, it may be necessary to have a cut off time for the Post Reports. The reports that come in after the cut off will be reported on the next month's report. If you continue to have problems getting reports from a Post or if they are not filling out the reports correctly, give them a call. If it continues to be a problem report it to your Area Chair.

To help better understand the Division Report a sample Division Community Service Report has been included in the back of this section.

Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Community Service Chair's duty to help train their replacement. As you go through your time as Division Community Service Chair, look for other TPA Members that understand how the Community Service programs work and who would do a good job as the Division Community Service Chair. When the end of your term is drawing near, make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails.

When you find a willing replacement, submit their name to the Division Secretary-Treasurer with your endorsement. They will be put on the ballot at the next Division Annual Meeting. After the election, mentor your replacement and help them get started. With your help, the Community Service Program and Community Service Committee will keep going strong and won't miss a beat after your term is complete.

Remarks:

SAMPLE REPORT

Area Community Service Chair

The Divisions of TPA are divided into 6 Areas. Each Area is headed by a Community Service Area Chair that is elected to a 1 year term at the TPA Annual Meeting in June. The Area Chairs, like the National Chair, can hold this office for 4 consecutive terms. They may rerun for this office after being out of office for one (1) year. The Area Community Service Chair's term starts July 1st and should work with the previous Area Chair and the National Community Service Chair until they are comfortable with their new job. Ideally the Community Service Area Chair is someone that has been a Post or Division Community Service Chair and has a good understanding of the Community Service Program.

The Community Service Area Chair is the Regional Manager of the Community Service Program. It is their responsibility to collect the reports from the Division Chairs in their Area and combine them into a report to the National Community Service Chair.

The Area Chair is in regular contact with their Division Chairs and should make sure each Division Chair is staying in contact with their Post Chairs giving them support. They are responsible for helping them with any problems they may have and motivating them to be active in their community.

Teaching the New Area Chairs

After the Area Community Service Chair is elected in June, they should receive a call from the National Community Service Chair and/or the previous Area Community Service Chair to help them understand their duties and explain the duties of the Division and Post Chairs as well. They should also explain how the reporting process works from Post to National Chair. The Area Chair should get familiar with their Division Chairs to build a good working relationship with them and maybe even make a new friend. You can get a copy of the Division Chairs from the previous Area Chair, the National Community Service Chair or TPA National Headquarters. Work with the previous Area Chair to learn as much as you can, their experiences as Area Chair will be a great asset to you in the future.

Teaching the Division Chairs

The Community Service Division Chairs are elected at their Division Annual Meeting usually held in April or May. The Division Annual Meetings are posted in the April issue of the "TPA Magazine". As the new Division Chairs take over their positions, call and help them learn about their new duties. If the old Division Chair does not call and inform you of a change in Division Chair, give them or the Division Secretary a call to get the new Chair information. Update the National Community Service Chair and TPA National Headquarters if there are any changes in Chairs, addresses, phone numbers, e-mail addresses, etc.

When calling your Division Chairs:

Introduce yourself.

Find out how much they know about their position and teach them what they don't know.

Ask about the Community Service Programs they are currently doing.

Make them aware of other programs they might not know about. Explain the reporting process:

Tell them why they report

Tell them how to fill out the Post & Division Community Service Report Forms Make sure they send in a narrative report in the "Remarks" Section of the form. Tell them when to report (to you by the 4th of the month)

Give them your E-mail Address, phone and FAX number to report to. Suggest they read the Community Service Committee section in the manual. Offer your help if they have any questions or problems.

Make sure the Division Chairs know not only their duties, but the duties of the Post Chair as well. They will be responsible for calling the Post Chair to explain their duties in the same way as you called them.

Community Service Division Report

The Community Service Division Chair should have their report to their Area Chair by the 4th of the month. If the Division Chair's report does not arrive on time, call them and find out why. Make arrangements to get the report ASAP or take it over the phone. The reports don't have to be sent through the mail, they can be E-mailed or faxed as well. A phone call is an excellent way to get your reports. It gives you a chance to answer questions, ask questions, give advice and motivate them to be active in their community.

Community Service Area Report

Once the Division Reports begin coming in, start filling out the Community Service Area Report Form. The Area Report Form is filled out by logging the totals from the Division Forms into the appropriate column, then totaling them. Make sure to create a short narrative in the "Remarks" section on the back of the report form. The narrative should highlight some of the things the Posts and Divisions are doing and report what they are doing that may or may not be working for them. This is vital information to your report. This information is required by the government for TPA to keep its nonprofit status. This information also gives other Posts & Divisions ideas of things they could be doing..

The Community Service Area Chair's Report is due to the National Chair by the 6th of the month. To get your report to the National Chair on time it may be necessary to have a cut off time for the Division reports. The reports that come in after the cut off will be added to the next month's report. If you have problems getting reports from a Division or Post or if they are not filling the report out correctly, give them a call. If you continue to have problems, contact to the Community Service National Chair for assistance.

To help better understand the Area Report, a sample Area Community Service Report has been included in the back of this section.

Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Community Service Chair's duty to help train their replacement. As you go through your time as Area Community Service Chair look for other TPA Members that understand how the Community Service programs work and who would do a good job as the Area Community Service Chair. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name to the Community Service National Chair and TPA National Headquarters by January 15th with your endorsement. They will be put on the ballot at the next TPA Annual Meeting in June. After the election, mentor your replacement and help them get started. With your help the Community Service Program and Community Service Committee will keep going strong and won't miss a beat after your term is complete.

Community Service National Chair

The National Community Service Chair is the leader of one of the greatest community service forces in the nation. The National Community Service Chair is elected for a one year term at the TPA Annual Meeting in June, and may serve four consecutive terms, with the ability to rerun for the office after one year out of office. The National Community Service Chair's term starts July 1st and should work with the previous National Chair until they are comfortable with their new job. Ideally the Community Service Chair would be someone that has served as Post, Division or Area Community Service Chair and knows the Community Service Program very, very well.

The National Chair is in regular contact with the Area Chairs, and should make sure each Area Chair is staying in contact with their Division Chairs giving them support. They should be helping them with any problems they may have and motivating them to be active in their community. The National Chair should get familiar with their Area Chairs to build a good working relationship with them and maybe even make a new friend.

The National Community Service Chair will receive an updated copy of all the Area, Division and Post Communications Chairs after the June Annual Meeting election. You will need to update TPA National Headquarters if there are any changes in Chairs, addresses, email addresses, phone numbers, etc.

Teaching the New Community Service Area Chairs

After the National Community Service Chair takes office in July a call should be made to all Area Community Service Chairs. The Community Service National Chair should get a copy of all the current Community Service Chairs' names and addresses from TPA National Headquarters.

When calling the Community Service Area Chairs:

- Introduce yourself.

- Explain their duties as Community Service Area Chair.

- Suggest that they read the Community Service Committee Section of this manual.

- Explain the reporting process

 - Explain why they report.

 - Explain to them how to fill out the Post, Division & Area Report Forms.

 - Make sure they send in a narrative report in the "Remarks" section of the form.

 - Tell them when to report (to you by the 6th of the month)

 - Give them your address, e-mail address, phone and FAX number to report to.

Make sure the Area Chairs know not only their duties, but the duties of the Division and Post Chairs as well. They will be responsible for calling the Division Chairs in their Area to explain their duties in the same way that you called them. In turn the Division Chairs will be responsible for calling the Post Chairs in their State to explain their duties also.

Community Service National Report

It is the duty of the National Community Service Chair to report quarterly to the TPA National President and National Board of Directors on the status and activities of the Community Service Program. The report is compiled from the reports that have been sent from the Post Chair, to the Division Chair, and to the Area Chair, to the National Chair. The Area Community Service Chair is to have their reports to the National Chair by the 6th of each month. If the Area Chair's Report does not arrive on time the National Chair should call them to find out why and make arrangements to get the report or take it over the phone. The reports don't have to be sent through the mail, they can be sent by fax or e-mail as well. A phone call is an excellent way to get the report. It gives you a chance to answer questions, ask questions, and give instruction and to motivate them. If one of the Community Service Chairs is having trouble reporting on time or correctly, you may need to give them a call and explain the correct way. If after a couple tries you still are having trouble, report the situation to the Chief Administrative Officer and National Board of Directors for help correcting the problem.

Report to the National President and National Board of Directors

The National Community Service Chair is to make a quarterly report to the National President and the National Board of Directors. This report should be an overview of the status and activity of the whole Community Service Program for that quarter. Once the report is accepted it is reproduced and sent to all Community Service Chairs.

The Community Service National Chair's report should cover the following areas:

1. The status and activities of the whole Community Service Program. This part of your report should cover who is doing what in the Community Service Program. A narrative bragging on some of the best Posts programs. This can be taken from the "Remarks" section of the Area Chairs Report Forms. This is also an opportunity to fix any reporting problems there may be.

2. Ideas and activities that have done well or not. This is a chance to explore some of the ideas that may be working well for some of the Posts. This can be taken from the "Remarks" section of the Area Chairs Report Forms as well.

3. A report on who is reporting and not. This section should outline who is reporting and who needs to do better.

4. A Motivational pep talk to the Community Service Chairs. This is a chance for you to really get those Community Service Chairs motivated and excited about TPA.

5. The point totals to date. Send a chart of the point totals for this quarter.

A sample Community Service National Chairs report is included in the Appendix A in the back of this manual.

Annual Report

The National Community Service Chair is to make a report to the TPA membership on the status and activities of the Community Service Program in whole. This report will be included in the TPA Annual Report, and is due March 15th to TPA National Headquarters. A sample Community Service National Chair's Report is included in Appendix A the back of this manual.

Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Community Service Chair's duty to help train their replacement. As you go through your time as National Community Service Chair look for other TPA Members that understand how the Community Service programs work and

who would do a good job as the Community Service National Chair. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name to TPA National Headquarters by January 15th with your endorsement. They will be put on the ballot at the next TPA Annual Meeting in June. After the election, mentor your replacement and help them get started. With your help the Community Service Program and Community Service Committee will keep going strong and won't miss a beat after your term is complete.

Safety Committee

Through the many TPA Safety Programs the Safety Committee Chair’s job is to promote safety in the community in which they live by utilizing the various TPA Safety Programs, paying special attention to the safety education of our children. To help in this cause the TPA Safety Program has adopted Officer Ollie as its official mascot. With TPA’s safety slogans “Watch That Child” and “Make Safety First and Make It Last” Officer Ollie always gives kids sound safety advice.

The Safety Chairs should familiarize themselves with the many Safety Programs TPA offers and implement these programs in their community. TPA has large quantities of safety brochures, stickers and manuals to make promoting safety in your community easier and fun. The following is a brief overview of the TPA Safety Programs.



Safetyville - Safetyville is a program designed as a carnival type way to teach the community, especially kids, good safety practices. The Post Safety Chair enlists the help of safety minded organizations like your local fire department, Safe Kids, EMS, police department, 911, DARE officers, hospitals, Red Cross, AARP and even community hardware and department stores. Each organization sets up a booth displaying a different aspect of safety in order to teach the people of your community safety strategies. This program not only teaches safety, but puts the name of TPA out in the public. When used in the correct manner this program can help boost Post membership.

Bicycle Rodeo - The Bicycle Rodeo teaches bike safety to kids and adults. They learn the correct hand signals and rules of the road. Their bikes are given a safety inspection and the participants are put to the test by going through an obstacle course which reinforces the rules they just learned.

 A pink and white form titled "CHAD Children Have An iDentity". The form contains fields for: Child's Name, Birth Date, Address, City, State, Mobile Phone, Home Phone, Work Phone, Child's Pet Name, and Parent's Name. At the bottom, it says "PLEASE PRINT" and "WATCH THAT CHILD!".

CHAD - The Children Have An iDentity (CHAD) program was developed to give emergency personnel the child’s identification and contact information if there is a car accident and the passengers are not able to respond. A sticker with the child’s identification and contact information is attached to the car seat under the padding for the emergency personnel to see.

DNA Kits - 797,500 children (18 years and younger) were reported missing in a one year period of time resulting in an average of 2,185 children each day. In the case of a missing child, DNA can be used to identify the child. The TPA DNA Collection Kits are designed to properly collect and store a sample of DNA. Collection of DNA is simple and painless and full how-to instructions are included in every kit. Although we hope this information will never have to be used, we recognize that situations may arise where DNA would be helpful no matter how careful you are.

Safety Patrol - When you see a crossing guard helping kids cross the street, chances are they could be using some of TPA's Safety Patrol Gear. Bright colored vests, ponchos and stop flags are donated to schools all across the USA to help our kids get to and from school safely.

Escape School - TPA has partnered with Dignity Memorial to teach children how to avoid being abducted. This compelling program informs parents and children about smart choices and strategies that can make a difference in potentially dangerous encounters.

Coloring Books - TPA coloring books teach kids safety rules in a fun way. Each page has a safety message to teach the child as they color it. They are great for coloring contests for your school age students.



Halloween Trick-or-Treat Bags - These are bright orange bags not only carry kid's treats, but also help make them more visible in the dark. On the outside of the bag Halloween safety tips are displayed.

Bumper Stickers - When you see a school bus, check out the back bumper. All school buses should have a TPA bumper sticker attached to it. What better place to remind drivers to "Watch That Child". There is also a smaller version of the sticker for your cars and trucks.

Safety Flyers & Brochures - TPA has developed brochures and flyers, covering many safety topics, to teach safety to the people in our communities. First Aid, Fire Safety, Road Safety, Bike Safety and Car Seat Safety are just a few of the many safety brochures TPA offers. Our safety flyers include Skateboard Safety, Fireworks Safety, Holiday Fire Proofing Tips, Labor & Memorial Day Safety, Road Sign, Poison Ivy and Buckle-Up Seat Belt Flyers.

Keeping our children and our communities safe is one of the most important jobs you can have. As a TPA Safety Chair it is your duty to make this happen. By using the many TPA Safety Programs to make a difference in our communities the Safety Chairs are to lead the way for TPA and its members. The pages that follow describe each of the Safety Chairs responsibilities.

Post Safety Chair

Every kid in your community is your responsibility when you take the job of Post Safety Chair. The Post Safety Chair should work closely with the schools, the Police Department, EMS and the Fire Department in their community to help teach children good safety practices.

TPA has many kinds of Safety Programs that you can use to make your community a safer place to be.

Safety Program for Anyone

The CHAD Sticker Program, DNA Kit Program and Safety literature are things that every TPA member can use every day. Every Post Member can keep a few in their pocket and hand them out whenever they come across someone who could use it. A CHAD Sticker could be used by anyone you see pushing a stroller or carrying a package of diapers. A DNA Kit could be used for any parent watching a little league game. A “Teaching your child the Rules of Safe Riding” would be great for anybody riding through your neighborhood on a bike. A Halloween Bag would be a good way to hand out candy at Halloween. If you look, you can find someone in need of our TPA Safety help.

Safety Program for Schools

The Safety Patrol and Escape School Programs are great school presentation programs. Schools will allow a good safety presentation for their kids on a class by class basis or in a school assembly. Every school should have a Safety Patrol to help kids get home safe. Your Post can donate Safety Vests, Rain Ponchos and Stop Flags to the schools in your community to help keep the Safety Patrol safe.

When presenting a safety program to kids, be creative and be fun - don't make it another boring lecture. Kids have very short attention spans, so use fun and excitement to keep the kids interested. The longer they are interested the more they learn and remember.

Safety Program for Your Community

The Bicycle Rodeo and Safetyville Programs are great community events that allow you to teach your whole community about safety. These Safety Programs are great ways to not only teach your community, but to also get the name of TPA out in the public. TPA has been called the Best Kept Secret and these programs could help change that. TPA has manuals to help put on a successful event.

As with any successful program or event it all starts with learning about the program and planning for it. The more time and effort you put into it, the more successful it will be. Get some help from your Post Members, especially your Post Safety Committee members. If you don't know how to conduct a Safety Program don't be afraid to ask your Division, Area or National Chair for help. They are there to provide support for you.

Whatever TPA Program you utilize, TPA has safety brochures, pamphlets, stickers and flyers to help make it a great success. The most important thing is to pick a program, get the members of your Post excited about it, and get it started in your community. Remember your Division, Area and National Chairs are there for your support. In most cases these Safety Chairs have put on these very same Safety Programs in the past and are great sources for information and help.

Safety Committee Reports

The Post Safety Chair is to make monthly reports to their Post and Division about the safety programs held every month.

Safety Committee Chair Report to the Post

The Post should require a report of the Post Safety Committee Chair at their monthly Post Board Meeting. This report gives the Post an overview of the Safety Programs and the Safety Events coming up. This report should cover the status of ongoing safety programs and safety events held in the past month, plus a preview of upcoming events and programs. A tally of the Safety points earned this month and year-to-date may also be a part of the report.

Safety Committee Chair Report to TPA

The Post Safety Chair is to survey the members of their Post each month for things they have done to promote safety in their community. They are to record them on the Post Safety Report Form along with any Post Safety Programs conducted that month. Along with the Post Report Form there should be a short letter explaining what was done and any good ideas that other Posts might be able to use. A good start to the letter is the report you gave to the Post Board Meeting. This report is sent to their Division Safety Chair who combines the data with the reports from the other Post Chairs in your state. These reports are to be to the Division Safety Chair by the first of each month. These reports can be E-mailed, Faxed, called in or mailed, as long as the Division Safety Chair has them by the first of the month. It is important that the reports get to the Division Chair on time. Once received, the report is reviewed and a report is sent to the next level Safety Chair, combining the points and passing on the narrative and good ideas. A copy of the Post Safety Report is also given to the Post Secretary-Treasurer to file in the Post Records. A copy of each of the Safety Report Forms is located in Appendix A in the back of this manual.

To get your report to the Division Safety Chair on time, you may need to cutoff the reporting before the end of the month. The Safety Projects done after the cutoff would then be reported on your next month's Safety Report.

Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Safety Chairs duty to help train their replacement. As you go through your time as Post Safety Chair look for other TPA members that understand how the Safety programs work and who would do a good job as the Post Safety Chair. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name to the Post Secretary-Treasurer with your endorsement. They will be put on the ballot at the next Post Annual Meeting. After the election, mentor your replacement and help them get started. With your help the Safety Program and Safety Committee will keep going strong and won't miss a beat after your term is complete.

Division Safety Chair

The Division Safety Chairs are responsible for the Safety Program in their state. They are elected at the Division Annual Meeting and serve a one year term. Their term in office usually starts right after the election. Their duties include collecting reports from the Post Safety Chairs in their state and combining the information into a report to send to the Area Safety Chair. Most importantly the Division Safety Chair is there to give support and motivation to the Post Chair. Ideally the Division Chair would be a person who has served as a Post Chair and knows the job and Safety Program very well.

The Division Safety Chair is in regular contact with the Post Safety Chairs. They should know how the Safety Program is going in each of the Posts in their state. If they find a Post that is not using the Safety Programs, you should find out why and motivate them to start. There are many reasons why a Post may not be using the Safety Program. Maybe there are new leaders that don't know what to do or maybe they have just gotten a little off track. **It is important for each Post to have a strong Safety Program.** A strong Safety Program increases the Post Members moral, makes their community a better place to live, and makes people want to join this great organization.

Safety Post & Division Chair Training

After the Division Safety Chair takes office, they should receive a call from their Area Safety Chair to help them understand the responsibilities of the Division & Post Safety Chair and help them understand the reporting process. After they are comfortable with their new position, Division Chairs should call each of their Post Safety Chairs. You can get a copy of the Post Chairs from the previous Division Chair, your Division Secretary-Treasurer, your Area Group Chair or TPA National Headquarters. Pass on any changes you may get; address, phone number and even Post Chair changes. If there are no Post Safety Chairs in a particular Post, call the Post Secretary-Treasurer and find out why. This is probably a good indication that they are not doing any Safety Programs.

When calling your Post Safety Chairs:

- Introduce yourself.

- Find out how much they know about their position and teach them what they don't know.

- Ask about the Safety Programs they are currently doing.

- Make them aware of other programs they might not know about.

- Explain the reporting process:

 - Tell them why they report

 - Tell them how to fill out the Post Safety Report Form

 - Make sure they send in a narrative report in the "Remarks" Section of the form.

 - Tell them when to report (to you by the 1st of the month)

- Give them your E-mail Address, phone and FAX number to report to. Suggest they read the Safety Committee section in the manual. Offer your help if they have any questions or problems.

Safety Post Report

The Post Safety Chairs should have their reports to the Division Chair by the **first** of the month. If a Post's report does not arrive in time, call the Post Chair and find out why. Make arrangements to get the report or take it over the phone. Reports don't have to be sent by mail, they can be Faxed or E-mailed too. A phone call is an excellent way to get a report. It gives you a chance to not only get their report but to answer questions, ask questions, give advice and motivate them.

Safety Division Report

Once the Post reports start coming in, begin filling out the Division Safety Report Form. It is filled out by logging the totals from the Post Report forms into the appropriate columns and then totaling them when you are ready to send it on to the Area Chair. On the back of the form in the "Remarks" section should be a short narrative of the Safety Programs that each Post is doing and reports of the things that may or may not be working for them. This is vital information to your report. This information is required to be reported by the government in order for TPA to keep its nonprofit status. This information also helps give other Posts ideas of projects they could do. Include the best of these remarks on the back of the Division Safety Report form.

The Division Safety Report is due to the Area Safety Chair by the **4th** of the month. It is very important to get your report to the Area Chair on time, so, it may be necessary to have a cut off time for the Post Reports. The reports that come in after the cut off will be included in the next month's report. If you continue to have problems getting reports from a Post or if they are not filling out the reports correctly, give them a call. If it continues to be a problem report it to your Area Chair.

To help better understand the Division Report a sample Division Safety Report has been included in Appendix A in the back of this manual.

Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Safety Chairs duty to help train their replacement. As you go through your time as Division Safety Chair look for other TPA Members that understand how the Safety programs work and who would do a good job as the Division Safety Chair. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name to the Division Secretary-Treasurer with your endorsement. They will be put on the ballot at the next Division Annual Meeting. After the election, mentor your replacement and help them get started. Let the Area Chair know about the Division Chair change. With your help the Safety Program and Safety Committee will keep going strong and won't miss a beat after your term is complete.

Area Safety Chair

The Divisions of TPA are divided into 6 Areas. Each Area is headed by an Area Safety Chair that is elected to a 1 year term at the TPA Annual Meeting in June. The Area Chairs, like the National Chair, can hold this office for 4 consecutive terms. They may rerun for this office after one year out of office. The Area Safety Chair's term starts July 1st and should work with the previous Area Chair and the National Community Service Chair till comfortable with their new job. Ideally the Safety Area Chair is someone that has been a Post or Division Safety Chair and has a good understanding of the Safety Program.

The Area Safety Chair is the Regional Manager of the Safety Program. It is their responsibility to collect the reports from the Division Chairs in their Area and combine them into a report for the National Safety Chair.

The Area Chair is in regular contact with their Division Chairs, making sure each Division Chair is staying in contact with their Post Chairs and giving them support. They are responsible for helping them with any problems they may have and motivating them to be active with their Safety Programs. They should encourage their Division Safety Chairs to contact all Posts that are not reporting.

Teaching the New Area Chairs

After the Area Safety Chair is elected in June, they should receive a call from the National Safety Chair and/or the previous Area Safety Chair to help them understand their duties and explain the duties of the Division and Post Chairs as well. They should also explain how the reporting process works from the Post to National Chair. The Area Chair should get familiar with their Division Chairs to build a good working relationship with them and maybe even make a new friend. You can get a copy of the Division Chairs from the previous Area Chair, the National Safety Chair or TPA National Headquarters. Work with the previous Area Chair to learn as much as you can, their experiences as Area Chair will be a great asset to you in the future.

Teaching the Division Chairs

The Safety Division Chairs are elected at their Division's Annual Meeting usually held in April or May, which are posted in the April issue of the "TPA Magazine". As the new Division Chairs take over their positions, call and help them learn their duties. If the old Division Chair does not call and inform you of a change in Division Chair, give them or the Division Secretary a call to get the new chair information. Update the Safety National Chair and TPA National Headquarters if there are any changes in chairs, addresses, phone numbers, email addresses etc.

When calling your Division Chairs:

- Introduce yourself.

- Find out how much they know about their position and teach them what they don't know.

- Ask about the Safety Programs they are currently doing.

- Let them know of other programs they might not know about.

- Explain the reporting process:

 - Tell them why they report

 - Tell them how to fill out the Post & Division Safety Report Forms

 - Make sure they send in a narrative report in the "Remarks" section of the form. Tell them when to report (to you by the 4st of the month)

 - Give them your E-mail Address, phone and fax number to report to. Suggest they read the Safety Committee section in the manual.

 - Offer your help if they have any questions or problems.

Make sure the Division Chairs know not only their duties, but the duties of the Post Chair as well. They will be responsible for calling them to explain their duties in the same way as you called them.

Safety Division Report

The Division Safety Chair should have their report to their Area Chair by the 4th of the month. If the Division Chair's report does not arrive on time, call them and find out why. Make arrangements to get the report ASAP or take it over the phone. The reports don't have to be sent through the mail, they can be e-mailed or faxed as well. A phone call is an excellent way to get your reports. It gives you a chance to answer questions, ask questions, give advice and motivate them to be active in safety.

Safety Area Report

Once the Division reports begin coming in make a copy for your records. (Make sure to copy both sides of the form because the remarks section is also vital information of the report). This information is required by the government for TPA to keep its nonprofit status. This information also gives other Posts & Divisions ideas of things they can do as it is passed along. When the Division Reports have been collected and copied, send the originals to the Safety National Chair by the 6th of the month and keep the copies for your records. To get your report to the National Chair on time it may be necessary to have a cut off time. The reports that come in after the cut off will be included in your next month's report. If you have problems getting reports from a Division or Post, or if they are not filling the report out correctly, give them a call. If you continue to have problems, contact the Safety National Chair for assistance.

Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Safety Chair's duty to help train their replacement. As you go through your time as Area Safety Chair look for other TPA Members that understand how the Safety programs work and who would do a good job as the Area Safety Chair. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name to the Safety National Chair and TPA National Headquarters by January 15th with your endorsement. They will be put on the ballot at the next TPA Annual Meeting in June. After the election, mentor your replacement and help them get started. With your help the Safety Program and Safety Committee will keep going strong and won't miss a beat after your term is complete.

National Safety Chair

The National Safety Chair is the leader of one of the best Safety Programs in the nation. The National Safety Chair is elected for a one year term at the TPA Annual Meeting in June, and may serve four consecutive terms, rerunning for the office after one year out of office. The National Safety Chair's term starts July 1st and should work with the previous Area Chair and the National Safety Chair till comfortable with their new job. Ideally the Safety Chair would be someone that has served as Post, Division and Area Safety Chair and knows the Safety Programs very, very well.

The National Chair is in regular contact with the Area Chairs, and should make sure each Area Chair is staying in contact with their Division Chairs and giving them support. They should be helping them with any problems they may have and motivating them to promote safety in their community and encourage them to contact divisions that are not reporting. The National Chair should get familiar with their Area Chairs to build a good working relationship with them and maybe even make a new friend.

The National Safety Chair will receive an updated copy of all the Area, Division and Post Safety Chairs after the June Annual Meeting Elections. Update TPA National Headquarters if there are any changes in Chairs, addresses, phone numbers, etc.

Teaching the New Safety National Chair

After the National Safety Chair takes office in July a call should be made to all Safety Area Chairs. The National Safety Chair should get a copy of all the current Safety Chairs' names and addressed from TPA National Headquarters.

When calling the Safety Area Chairs:

- Introduce yourself.

- Explain their duties as an Area Safety Chair.

- Suggest that they read the Safety Committee Section of this manual. Explain the reporting process

 - Explain why they report.

 - Explain to them how to fill out the Post, Division & Area Report Forms.

 - Make sure they send in a narrative report in the "Remarks" section of the form. Tell them when to report (to you by the 6th of the month)

 - Give them your address, e-mail address, phone and FAX number to report to.

Make sure the Area Chairs know not only their duties, but the duties of the Division and Post Chairs as well. They will be responsible for calling the Division Chairs in their Area to explain their duties in the same way as you called them. In turn the Division Chairs will be responsible for calling the Post Chairs in their State to explain their duties also.

Safety National Report

It is the duty of the National Safety Chair to report **quarterly** to the TPA National President and National Board of Directors on the status and activities of the TPA Safety Programs. The report is compiled from the reports that have been sent from the Post Chair, to the Division Chair, to the Area Chair, and then to the National Chair. The Safety Area Chair is to have their reports to the National Chair by the **6th** of each month. If the Area Chair's Report does not arrive on time, the National Chair should call them to find out why, and make arrangements to get the report or take it over the phone. The reports don't have to be sent through the mail, they can be sent by fax or e-mail as well. A phone call is an excellent way to get the report. It gives you a chance to answer questions, ask questions, give instruction and to motivate them. If one of the Safety Chairs is having trouble reporting on time or correctly, you may need to give them a call and explain the correct way. If after a couple tries you still are having trouble, report the situation to the Chief Administrative Officer and National Board of Directors for help correcting the problem.

Report to the National President and National Board of Directors

The National Safety Chair is to make a quarterly report to the National President and the National Board of Directors. This report should be an overview of the status and activity of the whole Safety Program for that quarter. Once the report is accepted it is reproduced and sent to all Safety Chairs. The National Safety Chair's report should cover the following areas:

- 1. The status and activities of the whole Safety Program.** This part of your report should cover the activity of the TPA Safety Projects as a whole. A narrative bragging on some of the best Posts projects. This can be taken from the "Remarks" section of the Area Chairs Report Forms. This is also an opportunity to fix any reporting problems there may be.
- 2. Ideas and activities that have done well or not.** This is a chance to explore some of the ideas that may be working well for some of the Posts. This can be taken from the "Remarks" section of the Area Chairs Report Forms as well.
- 3. A report on who is reporting and not.** This section should report who is reporting and who needs to do a better job.
- 4. A Motivational pep talk to the Safety Chairs.** This is a chance for you to really get those Safety Chairs motivated and excited about the TPA Safety Projects.
- 5. The point totals to date.** Send a chart of the point totals for this quarter.

A sample National Safety Chair's report is included in Appendix A in the back of this manual.

Annual Report

The National Safety Chair is to make a report to the TPA membership on the status and activities of the Safety Program as a whole. This report will be included in the TPA Annual Report, and is due **March 15th** to TPA National Headquarters. A sample National Safety Chair's Report is included in Appendix A in the back of this manual.

Training Your Replacement

It would be great if you could find someone to be your replacement and it is every Safety Chairs duty to help train their replacement. As you go through your time as Safety National Chair look for other TPA Members that understand how the Safety programs work and who would do a good job as the Safety National Chair. When the end of your term is drawing near make a list of your possible successors and approach them with the idea. Let them know that you think they would be a good person for the job and give them an idea of what the job entails. When you find a willing replacement submit their name to TPA National Headquarters by January 15th with your endorsement. They will be put on the ballot at the next TPA Annual Meeting in June. After the election, mentor your replacement and help them get started. With your help the Safety Program and Safety Committee will keep going strong and won't miss a beat after your term is complete.

The Scholarship Trust for the Hearing Impaired



The Scholarship Trust for the Hearing Impaired is a nonprofit organization that gives financial aid to persons that are deaf or hearing impaired. The Scholarships given are to pay for training and/or equipment for the hearing impaired. Started in 1975 by The Travelers Protective Association of America the STF has given over a million dollars of aid to thousands of hearing impaired people.

The STF is funded by Post and Division fund raisers and the donations of generous people and companies all across the USA. All contributions are tax deductible through the 501(C)(3) tax exempt status of the fund.

Scholarships are distributed from the interest earned from the investment of the Trust, never using the fund's principal. The Scholarship Trust for the Hearing Impaired is not a part of TPA but stands alone and is

managed by a Board of Trustees comprised of three members of the National Board of Directors, a Past National President and a Past National Director of TPA.



Applications for charitable assistance must be submitted on the approved trust application form by the hearing impaired individual or legal guardian to the Scholarship Trust for the Hearing Impaired's Board of Trustees. Applicants demonstrating the greatest financial need are given preference regardless of race, creed, color or gender. The amount of aid granted shall be decided by the majority of the full Board of Trustees of the Scholarship Trust and a check is sent to the individual upon decision.

Homer T. Wilson Fund



The Homer T. Wilson Fund was established in 1910 by TPA at the request of Rev. Homer T. Wilson, the National Chaplain of TPA for many years. It is an emergency fund used to help TPA members and their families in their time of need. The Homer T. Wilson Fund is funded by Post and Division fund raising and by donations of generous TPA members. The Homer T. Wilson Fund is not a part of TPA but stands alone and is managed by a Board of Trustees comprised of the National President, the Chair of the Board, Vice-Chair of Board and the Chief Administrative Officer of TPA.

TPA members in need ask for assistance from their Post Secretary-Treasurer, or a request may be made on behalf of a TPA member in need by a fellow TPA member. If assistance is determined to be warranted, the Post Secretary then makes a written request naming the TPA member and giving a description of the problem, including aid needed.



The request is sent to the Division Secretary who then forwards it to the Homer T. Wilson Board of Trustees at TPA National Headquarters. The Board of Trustees reviews the request and determines if the request is granted and how much aid is to be given. If the request is granted, the Board of Trustees sends a check to the Post Secretary who then hand-delivers it to the member in need to show that local members are there for support. Remember to be mindful of the member in need's pride. It may be hard for them to accept our help. The whole process takes about two weeks and the applicant may reapply for additional grants.

Appendix A

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National Community Service Report Form	
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Area/Division Safety Reporting Form	106



The **Travelers Protective Association** of America

Post _____ - _____ Division

MINUTES

Date _____ Place _____ Time _____

Quorum Present: Yes No Pledge to Flag _____

Invocation _____ Roll Call Officers/Chairs _____

Minutes of last meeting submitted: Motion to approve _____

Seconded _____ Vote: Yes No (additions/corrections noted on back)

Financial report submitted: Motion to approve _____

Seconded _____ Vote: Yes No (additions/corrections noted on back)

Other financial business _____

Report of Standing Committees:

Membership _____

Safety _____

Community Service _____

Communications _____

Special Committee or Board of Directors _____

Correspondence _____

Unfinished Business _____

New Business _____

Good and Welfare of T.P.A. _____

Next Meeting Date _____

Motion to Adjourn _____ Seconded _____

Vote: Yes No

Fraternally Submitted:

Post Secretary – Treasurer

cc: Post President (1 copy)
State Secretary (1 copy)
Post File



The Travelers Protective Association of America

Post _____, _____ Division
Month Ending _____

BALANCE SHEET

INCOME

ASSETS

- Applications
Renewals
Interest Income
Committee Inc. - Communications
Committee Inc. - Community Serv.
Committee Inc. - Membership
Committee Inc. - Safety

- Cash on Hand and in Bank
Investments (Attach Schedule)
National Convention Fund

Total Assets _____

Total Income _____

EXPENSES

LIABILITIES

- Applications - Due Division
Auditing
Committee Exp. - Communications
Committee Exp. - Community
Committee Exp. - Membership
Committee Exp. - Safety
Convention Exp. - Division
Convention Exp. - National
Meeting Expense
Office Stationery, Printing, Supplies
Postage
Rent, Heat, Light, Power
Telephone
Travel Expense
Refunds, Deaths and Cancellations

- Due National Headquarters
Due Division
National Conv. Fund Allowance
Fund Balance (or Deficit)

Total Liabilities _____

Total Expenses _____

Excess of Income Over Expenses _____

Secretary

Attach a copy of your Minutes and Bank Statement to this report when submitting your Monthly Minutes.

To: TPA National President and National Board of Directors
Re: Communications National Report- 1st Quarter
Date: April 7, 2016

Ladies and Gentlemen

The Communications Program is doing well for the second quarter of 2016. There has been a lot of activity since the cold months of winter are now over. Posts are busy with many Safety and Community Service projects which provides many opportunities to tell of the good work of TPA and publicize our great Association. The following are a few examples of the Posts that are publicizing the great things we do in our communities:

Missouri Post A- Had announcements on WXYZ Radio Station and coverage of their Bike Rodeo with hourly live remotes, handed out 2,500 brochures advertising TPA and had announcements and articles in newspapers of this event.

Iowa Post B- Displayed 5 TPA Billboards for the last 3 months.

Kansas Post C- Entered a TPA float in the Memorial Day parade.

Illinois Post D- Worked with the local Boy Scout Troup putting our flags at National Cemetery with much media coverage.

Virginia Post E- Handed out 2,000 brochures advertising TPA.

Texas Post F- Had magazine coverage of Post member Will E. Coyote receiving the “Most Outstanding Person in the Community” award.

North Carolina Post G- Had 5 TPA radio spots aired on WWW Radio Station.

Arizona Post H- Had a newspaper article about TPA member Elmer J. Fudd’s volunteer work published in their local paper.

A few Post Chairs had ideas for Communications Projects that other might be able to use. Missouri Post HQ started giving an Altruism Award to a local High School student, which created many opportunities to publicize TPA in the media. Oklahoma Post M started a local TPA newsletter that is sent to all residents in their town. All of these are great ideas! If you have any ideas that are working for your Post of Division please pass them on.

It has been great seeing all the reports coming in. I received reports from Missouri Post M and Utah Post F which have not reported in a while. Glad to have you back and keep up the good work. There are a few Posts and Divisions that never miss a report and I would like to recognize them.

Missouri Posts HQ, T & S

Oklahoma Posts K & M

Kansas Post T Iowa

Virginia Posts M & K

North Carolina Posts B, Q & Y

Arizona Post L Pennsylvania

Florida Division

Illinois Division

Division

Kentucky Division

South Carolina Division

Ivania Division



Phone 636.724.2227 • Fax 636.724.2457
support@TPAHQ.org • www.TPAHQ.org

2041 Exchange Drive
Saint Charles, Missouri
63303-5987

If you are a TPA member from the states of Utah, California or Nevada give them a call. I have not received a report from them for quite a while. Enclosed are the point totals for this quarter, please look them over to see the great job the Communications Committee is doing.

We are now entering summer, the time of year that most Posts hold outdoor events. Make sure to publicize each of your Post's events by putting announcements in the newspapers, on radio and on TV. Get reporters to cover your Post's events or take pictures to send them with a story attached to be published. After the events add the pictures to your Post & Division Scrapbooks. You can also send the pictures in to be published in the "TPA Magazine".

Don't let TPA be a secret, get your Post and Division in the public's eyes and ears.

Fraternally submitted,

Yogi Bear

National Communications Committee Chair

SAMPLE FORM

2nd Quarter TPA Communications Committee National Totals

Div.	% Div. Reporting	% Post Reporting	Post Publicity						Member Publicity Point		Year-End Total Points
			TV	Radio	Newspaper & Magazine	Signs	Mail & Handouts	Speaking	TV/Radio	Print	
AZ	100%	100%	0	2	5	0	550	1	1	3	615
AR	83%	83%	0	0	1	3	435	0	1	2	625
CA	75%	95%	1	2	4	0	125	1	0	1	319
CO	66%	91%	0	1	1	2	1,250	0	0	2	1,781
FL	100%	100%	0	3	3	0	550	2	0	0	821
GA	100%	100%	1	4	3	5	6,150	2	2	1	8,479
IL	100%	100%	2	4	2	8	10,455	2	1	1	27,143
IN	91%	90%	0	2	6	3	5,650	0	0	0	7,979
IA	100%	100%	2	5	7	3	10,300	4	0	1	18,481
KS	91%	94%	0	0	4	2	1,400	0	0	0	2,534
KY	100%	100%	2	5	15	5	15,000	3	4	4	23,485
LA	100%	100%	0	0	4	2	2,145	4	0	1	3,562
MD	75%	75%	0	0	2	0	500	0	0	0	714
MI	100%	100%	2	5	25	4	25,300	6	2	5	38,978
MN	95%	95%	0	2	7	2	1,700	2	0	0	2,592
MS	100%	100%	0	0	2	1	100	0	0	0	315
MO	75%	83%	2	8	15	5	20,800	5	2	4	27,198
NE	100%	100%	0	2	5	1	3,400	1	0	4	4,215

2nd Quarter TPA Communications Committee National Totals

Div.	% Div. Reporting	% Post Reporting	Post Publicity						Member Publicity Point		Year-End Total Points
			TV	Radio	Newspaper & Magazine	Signs	Mail & Handouts	Speaking	TV/Radio	Print	
NV	75%	75%	0	0	0	0	400	1	0	0	513
NC	100%	100%	3	5	23	8	25,500	4	1	2	33,947
OH	100%	100%	1	1	4	2	5,225	0	0	0	7,150
OK	100%	100%	1	3	4	2	6,250	2	0	2	7,347
PA	100%	100%	4	8	25	7	24,500	8	1	1	34,232
RI	100%	100%	0	1	4	2	400	1	0	1	763
SC	100%	100%	1	2	5	5	2,450	2	0	1	3,119
TN	91%	83%	0	1	3	4	2,000	1	0	0	2,745
TX	91%	96%	2	4	18	10	7,900	3	1	4	8,752
UT	100%	100%	0	0	0	2	500	1	0	1	612
VA	91%	96%	1	2	20	4	6,750	1	2	4	8,004
WI	100%	100%	1	2	20	6	10,500	3	2	1	14,743
Totals	93%	95%	27	79	247	123	200,685	62	25	51	295,014

Annual TPA Communications Committee National Totals

Div.	% Div. Reporting	% Post Reporting	Post Publicity						Member Publicity Point		Year-End Total Points
			TV	Radio	Newspaper & Magazine	Signs	Mail & Handouts	Speaking	TV/Radio	Print	
AZ	100%	100%	0	2	5	0	550	1	1	3	615
AR	83%	83%	0	0	1	3	435	0	1	2	625
CA	75%	95%	1	2	4	0	125	1	0	1	319
CO	66%	91%	0	1	1	2	1,250	0	0	2	1,781
FL	100%	100%	0	3	3	0	550	2	0	0	821
GA	100%	100%	1	4	3	5	6,150	2	2	1	8,479
IL	100%	100%	2	4	2	8	10,455	2	1	1	27,143
IN	91%	90%	0	2	6	3	5,650	0	0	0	7,979
IA	100%	100%	2	5	7	3	10,300	4	0	1	18,481
KS	91%	94%	0	0	4	2	1,400	0	0	0	2,534
KY	100%	100%	2	5	15	5	15,000	3	4	4	23,485
LA	100%	100%	0	0	4	2	2,145	4	0	1	3,562
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MN	95%	95%	0	2	7	2	1,700	2	0	0	2,592
MS	100%	100%	0	0	2	1	100	0	0	0	315
MO	75%	83%	2	8	15	5	20,800	5	2	4	27,198
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Annual TPA Communications Committee National Totals

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OK	100%	100%	1	3	4	2	6,250	2	0	2	7,347
PA	100%	100%	4	8	25	7	24,500	8	1	1	34,232
RI	100%	100%	0	1	4	2	400	1	0	1	763
SC	100%	100%	1	2	5	5	2,450	2	0	1	3,119
TN	91%	83%	0	1	3	4	2,000	1	0	0	2,745
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UT	100%	100%	0	0	0	2	500	1	0	1	612
VA	91%	96%	1	2	20	4	6,750	1	2	4	8,004
WI	100%	100%	1	2	20	6	10,500	3	2	1	14,743
Totals	93%	95%	27	79	247	123	200,685	62	25	51	295,014

To: TPA National President and National Board of Directors
Re: Community Service National Report- 1st Quarter
Date: July 1, 2016

Ladies and Gentlemen

The Community Service Program is doing well again in the second quarter of 2016. There has been a lot of activity now that the cold months of winter are over. Many Posts are busy collecting funds for the Scholarship Trust for the Hearing Impaired and Homer T. Wilson Fund and if this continues throughout the rest of the year we are going to be able to help a lot of people. The following are a few examples of the Posts that are doing great things in our communities:

Missouri Post HQ- Collected funds for the STF & HTW, Highway trash pickup, collected coats, aluminum cans, eye glasses and soup labels.

Missouri Post S- Donated many hours to the local food pantry and retirement center.

Iowa Post Z- Has showed the fraternal spirit that has made us a great organization by taking of their sick members.

Kansas Post C- Collected funds for the STF by holding a garage sale & cake bake.

Illinois Post F- Held a benefit dinner for the local troubled youth center.

Virginia Post K- Each member displayed an American Flag at their home and distributed 500 American Flags in the community.

Virginia Post M- Passed out TPA brochures and CHAD stickers at the communities' home show

Texas Post E- Entertained veterans at the Veterans Hospital with a Sing-along show.

North Carolina Post Q- Held a health fair for their community.

Arizona Post L- Sponsored a basketball league for the Deaf and Hearing Impaired.

A few Posts had ideas for Community Service Projects that others might be able to use. Missouri Post HQ has had great success with using contests within their Post to see who could gather the most items for their many community collections. Oklahoma Post M suggested buying candy bars from the Dollar Store, selling them for a profit and donating it to the STF or other worthy causes. These are great ideas! If you have any ideas that are working for your Post please pass them on.

It has been great seeing all the reports coming in. I received reports from Missouri Post MH and Utah Post F that have not reported in a long time. Glad to have you back and keep up the good work. There are a few Posts and Divisions that never miss a report and I would like to recognize them.



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support@TPAHQ.org • www.TPAHQ.org

2041 Exchange Drive
Saint Charles, Missouri
63303-5987

Missouri Posts HQ, T & S
Oklahoma Post K & M
Kansas Post T
Virginia Posts M & K
North Carolina Posts B, Q & Y
Arizona Post L

Missouri Division
Illinois Division
Iowa Division
Kansas Division
South Carolina Division

If you are a TPA member from the states of Arkansas, California or Nevada give them a hand. I have not received a report from them for quite a while.

We are now entering summer. Now is a great time to plan some Community Service Events in your community. Help clean up your community or help a TPA member who can't clean up their yard. Get out and get funds for the STF by holding street corner collections or car washes. Get your Post active and having fun helping make your community a better place.

Fraternally submitted,

Fred Flintstone

Community Service National Chair

SAMPLE REPORT

2015 COMMUNITY SERVICE COMMITTEE STATISTICS

Community Service- Area 1						
Divisions	% Division Reporting	% Post Reporting	Total Points	HTW Donations	STF Donations	Flags
Florida	91%	91%	5,150	\$ 80.00	\$ 50.00	12
Georgia	91%	91%	15,370	\$ 110.00	\$ 325.00	24
Mississippi	83%	85%	3,810,810	\$ 325.00	\$ 4,647.00	8,896
North Carolina	75%	75%	15,120	\$ 20.00	\$ 150.00	12
South Carolina	100%	10%	4,288,920	\$ 400.00	\$ 1,685.00	90,352
Area 1 Totals	90%	90%	45,204,370	\$ 1,060.00	\$ 16,358.00	145,893

Community Service- Area 2						
Divisions	% Division Reporting	% Post Reporting	Total Points	HTW Donations	STF Donations	Flags
Arizona	75%	75%	2,105,000	\$ -	\$ -	7,222
California	83%	85%	3,139,530	\$ 80.00	\$ 50.00	7,254
Colorado	91%	91%	5,122,100	\$ 20.00	\$ 20.00	12,475
Nevada	100%	100%	31,423,276	\$ 120.00	\$ 120.00	41,801
Texas	75%	75%	0	\$ -	\$ -	0
Utah	91%	91%	2,147,350	\$ 100.00	\$ 100.00	1,125
Washington	83%	83%	6,220,870	\$ 440.00	\$ 3,031.00	61,656
Area 2 Totals	87%	87%	50,158,120	\$ 760.00	\$ 3,321.00	131,533

Community Service- Area 3						
Divisions	% Division Reporting	% Post Reporting	Total Points	HTW Donations	STF Donations	Flags
Maryland	91%	91%	1,469,860	\$ 25.00	\$ 624.00	3,321
Pennsylvania	100%	83%	189,588,870	\$ 550.00	\$ 3,759.00	147,278
Rhode Island	100%	100%	127,460	\$ 50.00	\$ 565.00	0
Virginia	83%	90%	3,865,740	\$ 250.00	\$ 2,502.00	5,858
Area 3 Totals	94%	91%	195,051,930	\$ 875.00	\$ 7,450.00	156,457

Community Service- Area 4						
Divisions	% Division Reporting	% Post Reporting	Total Points	HTW Donations	STF Donations	Flags
Illinois	91%	95%	81,888,360	\$ 325.00	\$ 1,113.00	1,023,627
Michigan	100%	100%	79,201,270	\$ 415.00	\$ 660.00	313,625
Minnesota	100%	100%	17,182,110	\$ 80.00	\$ 565.00	0
Wisconsin	91%	100%	11,848,890	\$ 100.00	\$ 1,381.00	65,272
Area 4 Totals	96%	99%	190,120,644	\$ 920.00	\$ 3,154.00	1,402,524

Community Service- Area 5						
Divisions	% Division Reporting	% Post Reporting	Total Points	HTW Donations	STF Donations	Flags
Arkansas	50%	50%	45,168,740	\$ 200.00	\$ 500.00	55,493
Iowa	100%	100%	37,958,120	\$ 355.00	\$ 725.00	1,608
Kansas	91%	100%	194,958,120	\$ 625.00	\$ 715.00	156,457
Missouri	100%	83%	11,698,020	\$ 250.00	\$ 1,115.00	402,840
Nebraska	83%	83%	57,434,080	\$ 300.00	\$ 900.00	78,306
Oklahoma	100%	95%	6,818,600	\$ 325.00	\$ 102.00	10,001
Area 5 Totals	87%	85%	354,035,680	\$ 2,055.00	\$ 4,057.00	704,705

Community Service- Area 6						
Divisions	% Division Reporting	% Post Reporting	Total Points	HTW Donations	STF Donations	Flags
Indiana	100%	90%	7,563,120	\$ 600.00	\$ 1,250.00	52,098
Kentucky	100%	87%	11,721,420	\$ 775.00	\$ 2,135.00	75,571
Ohio	91%	95%	9,923,110	\$ 350.00	\$ 750.00	0
Tennessee	100%	100%	8,715,990	\$ 150.00	\$ 582.00	71,081
Area 6 Totals	98%	93%	37,923,640	\$ 1,875.00	\$ 417.00	198,750

Community Service- National Totals

Divisions	% Division Reporting	% Post Reporting	Total Points	HTW Donations	STF Donations	Flags
Area 1	90%	90%	45,204,370	\$ 1,060.00	\$ 16,358.00	145,893
Area 2	87%	87%	50,158,120	\$ 760.00	\$ 3,321.00	131,533
Area 3	94%	91%	195,051,930	\$ 875.00	\$ 7,450.00	156,457
Area 4	96%	99%	190,120,644	\$ 920.00	\$ 3,154.00	1,402,524
Area 5	87%	85%	354,035,680	\$ 2,055.00	\$ 4,057.00	704,705
Area 6	98%	93%	37,923,640	\$ 1,875.00	\$ 4,717.00	198,750
National Totals	92%	91%	872,494,384	\$ 7,545.00	\$ 39,057.00	2,739,862

SAMPLE REPORT



The Travelers Protective Association Community-Service National Chair Report

Reported By _____

Month _____ Year _____

Quarter									Year-To-Date			
Area Number	% Divisions Reporting	% Posts Reporting	Number Quarterly Com. Ser. Projects	Number Participating Members Quarterly	Total Points (This Quarter)	*HTW Donation Dollars	*STF Donation Dollars	*Flags Displayed	Total Points	*HTW Donation \$	*STF Donation \$	*Flags Displayed
1												
2												
3												
4												
5												
6												
Quarterly Totals												
Previous Quarterly Totals												
Year-To-Date Total												

Remarks: _____

POST SAFETY REPORT FORM INSTRUCTIONS

The following gives a short description of each line of the Post Safety Report Form and what information is used to fill out each line. A separate report form is to be filled for each month's safety activities even if there is no activity there must be a report filed. The Post Safety Report is due to the Division Safety Chair by the first of each month and a copy given to your Post Secretary. If you have any questions please contact your Division Safety Chair.

PROMOTION OF BIKE RODEO/CHILD SAFETY INSPECTION

Give **10 points** for each day they are published in Newspaper or aired on Radio and TV.

Give **25 points** for each bicycle inspected by a TPA member.

Give **10 points** for each reflector, helmet or flag distributed to bicycle riders.

Give **100 points** for each member working at a TPA Safety Event. (Include those involved in the Publicity)

SAFETY COLORING BOOKS AND SAFETY POSTER CONTESTS

Give **10 points** for each coloring book handed out at any Safety Project or other TPA sponsored functions.

Give **100 points** for each TPA sponsored SAFETY ESSAY CONTEST OR SAFETY POSTER CONTEST.

SAFETY FILMS AND TALKS

Give **50 points** each time a TPA Safety Video is shown to a group. Give **100 points** if shown by a TPA member.

Give **5 points** for each person (children and adults) viewing a TPA Safety video.

Give **100 points** for each TPA member involved in School, Radio and/or TV Talks.

SCHOOL SAFETY PATROL PROGRAM

Give **50 points** for each VEST, PONCHO, HELMET OR STOP FLAG given to any school Crossing Guard program.

TPA SAFETY BILLBOARDS, SIGNS AND ADVERTISING.

Give **100 points per day displayed** for each LARGE BILLBOARD at least 5'X10'.

Give **50 points per day displayed** for each TPA sign, Bumper sticker, decal, static cling decal, car magnet displayed by a TPA member.

Give **25 points for each day displayed** that a TPA SAFETY DISPLAY is exhibited in public.

Give **5 points** for each Newsletter and/or envelop printed with a TPA slogan on it.

FLOATS AND PARADES

Give **1000 points** for each FLOAT built by TPA members used in a parade. A picture must appear in the TRAVELERS Magazine.

Give **100 points** for each TPA member working and/or riding on a float.

COFFEE BREAKS

Give **100 points** for **each hour** for each member working a **TPA Coffee Break Station**.

TPA SAFETY MATERIALS

Give **5 points** each **CHAD** sticker handed out. Give **10 points** if a TPA member applies CHAD Sticker.

Give **10 points** for each **CHAD** sticker filled in and applied by a TPA member.

Give **50 points** for each **DNA KIT** distributed with the **TPA LOGO** imprinted.

Give **5 points** for each **CAR** bumper sticker distributed. Give **10 points if applied** by a TPA member.

Give **10 points** for each **TRUCK** bumper sticker distributed. Give **20 points if applied** by a TPA member.

Give **5 points** for each piece of **TPA SAFETY** material handed out. (This includes CHAD brochures, 1st Aid for Choking/CPR handout, Bicycle Safety, Seat Belt Safety, Road sign flyer, School Safety Patrol Pamphlets and other items on the TPA Supply Order Form).

SAFETY REPORT

Give **5 points** for each monthly Safety Report submitted.

MONEY SPENT FOR SAFETY MATERIALS AND ACTIVITIES

Give **100 points** for each **dollar** spent from **POST TREASURY** on a **TPA Safety Project**.

Give **50 points** for each **dollar** spent by a **TPA Member** on a **TPA Safety Project**. This may include the cost of a meal or snacks and other materials not provided by the Post that are necessary to carry out the Safety Project. **DO NOT** include the cost of meals paid for by members simply attending a regular monthly/annual meeting.

TPA MEMBERS INVOLVED IN SAFETY PROJECTS

Give **100 points** for **each hour** for each TPA Member involved in other **TPA Sponsored Safety Projects** not listed above. (D.A.R.E., SAFE KIDS, DIAL 9-1-1 FOR KIDS, Escape School, etc.) Give a short description of the activity. This may include working with other civic organization i.e.: JCs, Lions, Sertoma, Kiwanis, K of C, Law Enforcement, Fire Departments.

REMARKS

The "Remarks" part of this form is one of the most important things reported. It is these remarks that help TPA keep its not for profit status with the government. The government regularly checks our reports to see if we qualify. On the back of the report form are line to record a brief description of each safety project your Post is involved, your description should include:

- The name of any other organization you partnered with.
- What your safety project involved.
- Where it was held.
- How many attended.

TPA POST SAFETY REPORT FORM



Report Only One Month Activities Per Report From.

Send a Completed Report Form to Your Division Safety Chair & Post Secretary by the 1st of each month.

POST _____ **CITY** _____ **DIVISION** _____ **MONTH OF REPORT** _____

REPORTED BY _____ DATE SENT _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ E-MAIL _____

Promotions of Bike Rodeo/ Child Safety Seat in Newspaper, Tv & Radio _____ Ads X _____ Days Ran X 10 = _____

Bike Rodeos/Child Safety Seat Inspections _____ Number X 100 = _____

Bicycles Inspected by TPA Members _____ Bikes X 25 = _____

Bicycle Reflectors, Helmets or Flags Distributed _____ Number X 10 = _____

TPA Members Working with Bike Rodeo/Child Safety Seat inspection _____ Members X 100 = _____

TPA Sponsored Safety Essay and/or Poster Contests _____ Contests X 100 = _____

TPA Safety Coloring Books Distributed _____ Numbers X 10 = _____

TPA Safety Video/films Shown (If shown by member X 2) _____ Showings X 50 = _____

Safety Talks Given by TPA Members (School, Radio, TV) _____ Talks X 50 = _____

Children & Adults Attending Safety Video/talk _____ Number X 5 = _____

Vests, Ponchos, Flags, Badges Distributed to an Organization _____ Number X 50 = _____

TPA Billboards (At least 5' X 10') _____ Signs X _____ Days on Display X 100 = _____

Small TPA Signs _____ Signs X _____ Days on Display X 100 = _____

TPA Safety Exhibit or display _____ Displays X _____ Days on Display X 25 = _____

TPA Slogan in Post Newsletters & on Envelopes _____ Number X 5 = _____

TPA Slogan in Area newspaper, Magazine, Etc... _____ Slogans X _____ Days Ran X 5 = _____

Floats in a Parade (Provide a Picture if Possible) _____ Floats X 1000 = _____

TPA Members Working/riding a Float _____ Members X 100 = _____

TPA Members Working Coffee break Stations _____ Total members' Hours X 100 = _____

TPA Car Bumper Stickers (X 2 If Applied by Member) TPA _____ Stickers X 5 = _____

Truck Bumper Stickers (X 2 if Applied by Member) TPA _____ Stickers X 10 = _____

Safety Materials Distributed at Any Function C.H.A.D. _____ Number X 5 = _____

Stickers Distributed (X 2 If Applied by Member) C.H.A.D. _____ CHAD X 5 = _____

Brochures, Posters & Counter Cards Distributed DNA Kits _____ Number X 10 = _____

with TPA Logo Distributed _____ Kits X 50 = _____

Monthly Safety Report Submitted _____ 5 = _____

Post Dollars Spent on TPA Safety Projects/Materials \$ _____ Dollars X 100 = _____

Dollars Spent by TPA Members on TPA Safety Projects/Materials \$ _____ Dollars X 50 = _____

TPA Members' Hours working on TPA Sponsored Safety Projects Not Listed on this Form _____ Hours X 100 = _____

(D.A.R.E., Safe Kids, DIAL 9-1-1 for Kids, Escape School, etc.)

Total Points _____

CONTINUES ON REVERSE SIDE ➔

Appendix B

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Request for Change of beneficiary

Date _____

Send To:

The Travelers Protective Association of America
2041 Exchange Drive
Saint Charles, MO 63303
Fax: (636) 724-2457 • Email: support@tpahq.org

Change my beneficiary

From:

_____ Relationship _____

To:

_____ Relationship _____

(Give name in full)

Beneficiaries' address _____

SIGN HERE

Member's Signature

Member's Address _____

Membership Number _____ Post _____ Division _____

The following are qualified beneficiaries as stated in the Standing Rules and Plan of Benefits of The Travelers Protective Association of America.

Each certificate of membership must be made payable to the spouse, relative by blood to the fourth degree, ascending or descending, father-in-law, mother-in-law, son-in-law, daughter-in-law, step-father, step-mother, step-children, children by legal adoption, a member's trust, a member's estate, the TPA Scholarship Trust for the Hearing Impaired, or person or persons dependent upon the member at whose instance issued to whom he/she desires the benefit paid in the event of his/her death.

Either witnessed by two persons, **or** notarized with a seal.

Witness 1 _____ Subscribed and sworn before me this ____ day of ____ 20 ____

Witness 2 _____ Notary Signature (and seal) _____



Request for Change of Name

Date _____

Send to:

The Travelers Protective Association of America
2041 Exchange Drive
Saint Charles, MO 63303
Fax: (636) 724-2457 • Email: support@tpahq.org

Change my name

From:

To:

Beneficiary _____ Relationship _____

Beneficiaries' Address _____

Members' Address



Members' Signature

Membership Number _____ Post _____ Division _____

The following are qualified beneficiaries as stated in the Standing Rules and Plan of Benefits of The Travelers Protective Association of America.

Spouse, children, adopted children, grandchildren, great grandchildren, father, mother, sisters, brothers, grandmother, grandfather, great grandmother, great grandfather, uncles, aunts, cousins, nieces, nephews, mother-in-law, father-in-law, daughter-in-law, son-in-law, step-mother, step-father, step-children, or a person dependent upon member for support, members trust, members estate, Scholarship Trust for The Hearing Impaired; and the **first or given name** of the beneficiary must be given in **full**.

The Travelers Protective Association
2041 Exchange Drive • Saint Charles, MO 63303
Phone (636) 724-2227 • Email: support@tpahq.org



To submit a change of address please complete the information below and send to National Headquarters in St. Charles.

Date: _____

Division: _____ Post: _____

Name: _____ Cert No: _____

New Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____

Email address: _____

Remarks: _____



Notice of Death of Member

Date _____

Send to:

The Travelers Protective Association of America
2041 Exchange Drive
Saint Charles, MO 63303
Fax: (636) 724-2457 • Email: support@tpahq.org

Name _____

Certificate Number _____ Division _____ Post _____

Address _____

City _____ State _____ Zip Code _____

Natural Accidental

Notified by _____

Relationship to member _____

Date of Death _____

Paid to Date _____ Date Paid _____

Secretary

Division

Request for Transfer

Date _____

Send to:

The Travelers Protective Association of America
2041 Exchange Dr.
Saint Charles, MO 63303
Fax: (636) 724-2457 • Email: support@tpahq.org

Transfer my membership

From:

_____ Division, Post _____

To:

_____ Division, Post _____

Address _____

City _____ **State** _____ **Zip** _____

Phone _____ **Membership Number** _____

SIGN HERE

Member's Signature

Transfer Approved _____ **Secretary**

Date _____ **Post** _____ **Division** _____

THE
Travelers
Protective
Association OF AMERICA
2041 Exchange Drive • Saint Charles, MO 63303-5987
Phone (636) 724-2227 • Fax (636) 724-2457
support@tpahq.org • www.tpahq.org

In case of accident, complete this form and mail to the above address or email to support@tpahq.org.

Please send proper claim form for the following:

TOTAL or PARTIAL DISABILITY (Loss of Time) Check Here
OR
MEDICAL EXPENSE ONLY (No Loss of Time) Check Here
ACCIDENTAL HERNIA, Check Here

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Business Phone _____

Date of Accident _____

Certificate Number _____ Division _____

Notice of accident must be mailed as per Article J of the Plan of Benefits.