



David S. Smith, LM, PCC  
Commander - Department of Michigan  
Headquarters - Traverse City  
Sons of Union Veterans of the Civil War



DEPARTMENT ORDERS NO. 23  
Series 2017-2018

23 January 2018

## Reminder of Submission of Forms to the Department

By the authority vested in me as Commander, Department of Michigan, Sons of Union Veterans of the Civil War, it is hereby ordered as follows:

**Section 1** – This serves as a reminder that all Camps shall submit the following forms as specified in each section of this Department Order to the appropriate Department Officer provided in said section by the date required.

**Section 2** – Form 22 (Installing Officer Report), Form 22MI (Camp Internet Information Form), and Camp Roster shall be submitted with two copies of each to Department Secretary Denney at [secretary@suvcwmi.org](mailto:secretary@suvcwmi.org) or via USPS mail at: Richard Denney, Department Secretary, Department of Michigan – SUVCW, 30090 Orla Engle Road, Colon, MI 49040. These forms in duplicate are due no later than 15 February 2018.

**Section 3** – Form 40 (Camp Patriotic Instructor Annual Report) shall be submitted to Department Patriotic Instructor Bob Boquette at [sailorbob64@yahoo.com](mailto:sailorbob64@yahoo.com) or via USPS mail at: R. J. Boquette, 13460 Dixie Hwy., Birch Run, MI 48415. This form is due no later than 01 April 2018.

**Section 4** – Form 27 (Camp Annual Report), final Camp Roster (as of the date the Form 27 is submitted), and Per Capita Dues shall be submitted with two copies of each of Form 27 and the final Camp Roster to Department Secretary Denney at [secretary@suvcwmi.org](mailto:secretary@suvcwmi.org) or via USPS mail at: Richard Denney, Department Secretary, Department of Michigan – SUVCW, 30090 Orla Engle Road, Colon, MI 49040. These forms in duplicate are due no later than 30 April 2018.

**Section 5** – It is expected that each Camp will comply with submission of the aforementioned forms, documents, and dues by the required date, and is highly appreciated. Timely submission of these items aids the Department in providing the necessary forms, per capita dues, and information to the National Organization. If there are any questions, please contact appropriate Department Officer, or the Department Commander.

The preceding Department Order is proclaimed this twenty-third day of January in the year of our Lord two thousand and eighteen, the one hundred and fifty-first year since the founding of the Grand Army of the Republic, and of the two hundred and forty-first year of Independence of these United States of America.

In Fraternity, Charity, and Loyalty,

/s/

David S. Smith, LM, PCC  
Commander, Department of Michigan  
Sons of Union Veterans of the Civil War

ATTEST:

/s/

Richard Denney, CC  
Secretary, Department of Michigan  
Sons of Union Veterans of the Civil War