



DEPARTMENT OF TENNESSEE
SONS OF UNION VETERANS OF THE CIVIL WAR
A GUIDE TO HOSTING DEPARTMENT ENCAMPMENT

Purpose: To provide the basic details and an example of how to host the Department Annual Encampment. This is not inclusive of all situations, yet should provide direction of approach.

Roles and Responsibilities:

Department: The Department is responsible for the 'business' of the Encampment. This typically includes:

Department Commander

1. Communicating the Department Encampment schedule to the National Organization
2. Establishing Agenda
 - a. Acquiring the Department Reports
 - b. Determining the business to be discussed
 - c. Adhering to the deadlines
 - i. Obtaining and pre-publishing any changes to by-laws to be discussed and voted
 - ii. Obtaining and pre-publishing any resolution to be discussed and voted
3. Soliciting any nominations for any Department Awards
 - a. Department of Tennessee Charles Henry Engle, Jr. Award

Department Senior Vice Commander: Host a dinner for all available attendees and their guests the night prior to the Encampment. The Host Camp will provide the Department Senior Vice Commander with a selection of venues for the event, yet the Senior Vice Commander will choose, set reservations, and publicize the event.^{1 2}

Department Secretary / Treasurer: Creating and printing a packet of the agenda, communications, Department Reports, etc. for the Encampment. Obtaining or helping to obtain PDC Badges and Awards. Assist with checking credentials the day of Encampment

Host Camp: The Host Camp is responsible for

- arranging a location for the Encampment to accommodate the business,
- a joint lunch to include all attendees³,
 - Additionally, they are responsible for obtaining all registrations for the Encampment, as well as the luncheon. This includes collecting monies for these activities.
- Identifying a hotel for out of town attendees; generally this will also include determining if a discounted rate is available
- They are to liaison with the Department Senior Vice Commander for the Senior Vice Commander Dinner
- Day of event activities: setting up meeting room, checking credentials, and ad hoc administrative tasks.

Other matters:

¹ While there has generally been an informal dinner the night prior to the Encampment, beginning with the 28th Annual Encampment, the Department Sr. Vice Commander assumed the responsibility of organizing this activity.

² The Department Senior Vice Commander has no Department authorization to pay for this dinner. The event shall be at the cost of the attendees.

³ Beginning at the 28th Annual Encampment, the Department was joined by the Joseph H. Rider ASUVCW #62. They serve the entire area of our Department. The ASUVCW has a requirement to meet in-person once per fiscal year. The Joseph H. Rider ASUVCW #62 has chosen to meet annually coinciding with our Department Encampment activities. This effectively makes the Sisters of the ASUVCW attendees.

The funding / cost of an Encampment:

Item	Camp	Department	28th Encampment Cost	Notes
Printing of Department Encampment Packet		Required	<n/a> donated	The payment is not called out in by-laws.
Past Department Commander Badge		Required	<n/a>	Current cost on SUVCW QM page is \$105.00. Recommend purchase each time one is issued.
Department Awards (as called out in by-laws)		Required	\$70.00	These have cost \$25-\$35 from local trophy shops in the past. Actual cost will be dictated by source. Three awards are designated – 1. Department of Tennessee Charles Henry Engle, Jr. Award, 2. Corporal William H. Bell Membership Award, and 3. Private Henry Hoover Membership Award
Department Commander Awards		Optional	<n/a>	These are not called out in by-laws and would be sourced as part of the Department Commander expenditure limit of \$50.
Location cost	Required		\$50.00	
Luncheon	Required		\$428.50	While this is listed as required, there have been years that this was done out of pocket at a local restaurant. IF Department business goes beyond the morning, it is hard to get people back on time. AS we have higher attendance ³ , this becomes a larger logistical issue.
Coffee, drinks, cups, etc.	Optional (yet highly encouraged)		\$12.01	This cost would have been higher for the 28th Encampment, yet the ASUVCW was able to get a variety of soft drinks donated.
Annual Encampment Medals	Optional (yet highly encouraged)		\$347.85	Br. Ted Sheldon, Army of Tennessee Camp #64 is the current source. He provides us a HUGE discount! The medals were quoted at \$13.50 each, yet the set up cost (\$200?) was waived. This cost may go up if we need to change to another source.
Name tags / lanyards	Required		\$49.32	These are best bought in bulk. It is recommended that extras are passed to the following Host Camp
Annual Encampment Ribbons	Optional (yet highly encouraged)		<n/a> did not have one	
Regalia	Optional		\$32.66	The Department does not have some 'niceties' for regalia. At the 28th Encampment, tablecloths (red, white, blue, red altar) for the Station colors were obtained.
28th Encampment	\$920.34	\$70.00		
Registrations	\$760 \$240 \$1000	19 SUVCW <u>6 ASUVCW</u> 25		Note: These were counts prior to Encampment, there may have been some "walk-ins" that also paid. It also does not count attendees who paid a "late" registration fee. <i>Brothers and Sisters from the National Organizations are NOT charged registration fees.</i>

As shown, an Encampment can be done cost effectively. Creatively using resources, and getting donations can keep Encampment costs to a reasonable amount. It is in our best interest to keep the event 'affordable' so more Brothers and Sisters may attend.

To budget, rough estimates of location, food, and other high cost (e.g. medals) should be calculated and divided by a guess of attendees. Typically we have had 15-25. Then add a reasonable fudge factor.

Costs for attendees by year:

Encampment	Sponsor	City	Site	Registration Cost	Hotel rates	Notes
23 rd	Army of Tennessee #64	Murfreesboro	Holiday Inn	\$ 10	\$ 119	Meals on your own
24 th	McTeer #39	Alcoa	Air Force	\$ 45	\$ 99	\$10 Registration , \$15 Tour of local sites, \$35 Banquet - Registration and Tour increase \$10 after a date, Banquet subject to cancellation
25 th	Ft Donelson #62	Nashville	Ft. Negley	\$ 40	\$ 109	Included medal \$10.50
26 th	Army of Tennessee #64	Murfreesboro	Heritage Center	\$ 40	\$ 111	Included medal \$10.50 Meals on your own
27 th	Army of Tennessee #64	Murfreesboro	Heritage Center	\$ 30	\$ 169	Meals on your own
28 th	Department	Shiloh	Shiloh Natl Battlefield	\$ 40	\$ 114 \$ 123	Two hotel options were provided Included medal \$13.50
29 th	Ft Donelson #62	Nashville	TBD			

Other considerations:

Other Activities:

Tours and Events: Often, the business of Encampment is concluded prior to lunch. It is appropriate for the Host Camp to plan tours, speakers or other events for out of town attendees for the afternoon. If done and there is a cost, it should be called out as a separate registration fee *or* announced that it will be out of pocket for attendees.

Department Encampment Dinner: Many Brothers and Sisters will leave after Encampment. It is appropriate for the Host Camp to plan a Dinner or Event on the evening of Encampment. If done, it should be called out as a separate registration fee *or* announced that it will be out of pocket for attendees.

Medals:

The design of the medal has been some agreement between the Department Commander and the Host Camp. Prior to the 28th Encampment, the drop varied at the whim of the moment. For the 28th Encampment, the drop was Red / Blue to denote the Department (Red) Encampment and the ASUVCW (Blue) Meeting. The medal was also two sided, yet the badge maker provided several with the ASUVCW side as the front of the medal so that they were appropriate and respectful of the Sisters in attendance. (They could have been easily changed, but it was nice to have them prior).

Guests:

The Department Commander may determine what guests may or may not attend. It is appropriate for all Brothers of the Department to attend. Sisters from Allied Orders may attend (and if they are members of the Joseph H. Rider ASUVCW #62 encouraged to attend). During the Department Encampment, admission of guests to the business meeting is at the discretion of the Department Commander.

The number of the Encampment: The 1st Annual Department Encampment was in 1996. The 25th Annual Encampment was in 2020.

To calculate the number of the Department of Tennessee Encampment – *<Calendar year of Encampment> - 1995 = # of Encampment*

To calculate the number of the Joseph H. Rider ASUVCW #62 Meeting – *<Calendar year of Meeting> - 2022 = # of Meeting*

APPENDIX – EXAMPLE OF REGISTRATION FORM



**XXth Encampment of the Department of Tennessee (with Mississippi)
with
Tennessee Auxiliary to the Sons of Union Veterans of the Civil War, Joseph H. Rider #62**

REGISTRATION FORM

Name: _____

Phone: _____

Email: _____

Camp/ASUVCW:

SUVCW Role (Check one if applicable): PDC PCC CC Delegate

ASUVCW Role (Check if applicable):

GUEST (Spouse, +1, etc)

Other information we need to know (e.g. food allergies, accessibility issues)

Encampment Cost: **\$xx.xx per registrant**

Checks payable to: SUVCW – Department of Tennessee

Form Mailed with payment to:

SUVCW DEPARTMENT ENCAMPMENT

c/o **<insert name here>**, Secretary / Treasurer

<insert address here>

Registrations include **<modify as necessary>**:

- Entrance to Department Encampment
- Lunch (catered by **<name of provider>**)
- Commemorative Ribbon
- Commemorative Medallion (guaranteed only for registrations received before xx February zz)

Late Fee: Registrations postmarked after x March zz will incur a late fee of \$5 (**Cost = \$45 total**)

Spouses of either group are welcome to register, **however**, their participation will be limited to lunch and non-meeting activities.