



AMVETS Riders

2nd Vice Training Guide

"Riding in Service to Veterans"

1. Role & Responsibilities

- Program Reporting online through database. If you are new Chapter 2nd Vice, sign up through the portal on the AMVETS National page. [Submit Reports | AMVETS National Site](#). You will then select the Online Reporting Portal and enter the email that you gave when signing up as a AMVETS, SON, Auxiliary member.
- **If you are a Department 2nd Vice**, you will need to contact the AMVETS Riders National 2nd Vice after completing the above step to get access to the reporting portal for your State. **DO NOT CONTACT AMVETS for access, contact your National AMVETS Riders 2nd Vice.**
- **If you do not have a Department, you will not need to contact National AMVETS Riders 2nd Vice, you have access to your Chapter when signing up on the AMVETS National website.**
- Training Video to sign up as 2nd Vice Reporting is :
https://youtu.be/4qTLt3vWIws?si=Zdt8on7w7uGT_7q { click or copy and paste}
- Tracking and adding programs for Chapter/Department Members.
- Sets on Long Range Committee if Chapter/Department 2nd Vice.
- Plan and execute events and fundraisers.
- Assist in membership engagement and retention.
- Oversee programs, committees, or initiatives as assigned by the President.
- Support the 1st Vice President in recruitment and membership growth.
- Serve as acting 1st Vice President when the 1st Vice is unavailable.
- Represent AMVETS Riders in meetings, events, and community functions.

2. Leadership Expectations

- Be visible and approachable to members.
- Mentor new members and encourage participation in events.
- Make sure events on the calendar and are planned for the year.
- Be prepared to step into leadership roles when needed.
- Maintain a strong working relationship with all officers.

3. Membership Engagement

- Partner with the 1st Vice on membership drives.
- Assist in tracking member participation.
- Help develop member recognition programs (awards, patches, shout-outs).
- Support recruitment events, rides, and veteran community outreach.

4. Programs & Committees

- Fundraising committees.
- Community service programs.
- Events coordination.
- Veterans outreach initiatives.

5. Event & Meeting Support

- Responsible for planning and organizing rides, fundraisers, and awareness events.
- Take responsibility for delegated event tasks.
- At meetings: Give a report on current program reporting numbers and update members on upcoming events.

Responsible for gathering and entering information for events into the programs reporting system.

6. Communication & Reporting

- Maintain open communication with the President and 1st Vice.
- Submit programing reports for committee work, event outcomes, and membership engagement.
- Encourage all members to be involved in the events planned.

7. Training & Development

- Attend all Riders leadership training sessions.
- Stay updated on Riders policies, bylaws.
- Help train and mentor future leaders within the organization.

8. Keys to Success

- Be proactive: Step up before being asked.
- Be supportive: Help your fellow officers shine.
- Be visible: Ride, volunteer, and attend events.
- Be a mentor: Grow future leadership.
- Be committed: Live the Riders' mission daily.

9. Reporting Deadlines & Portal Access

As 2nd Vice President, you are responsible for ensuring that Chapter/Department programs are reported in a timely manner through the AMVETS National reporting portal.

Program Reporting Deadlines (Semiannual):

- Reports for January–June activities must be submitted by June 30.
- Reports for July–December activities must be submitted by December 31.
- A 30-day grace period is granted after each semiannual deadline for late submissions.
- Chapters must also report to their Departments (or National if no Department exists) at least twice a year.
- Membership rosters and dues are due annually by March 1st.

The official AMVETS reporting site can be accessed at: <https://www.amvets.org/submit-reports>

10. Key Calendar of Deadlines

Date	Requirement
June 30	Program reports for January–June activities due
July 31	End of grace period for January–June reports
December 31	Program reports for July–December activities due
January 31	End of grace period for July–December reports

Quality Chapter Requirements

To qualify for the National Quality Chapter Award, each Chapter must meet all of the following requirements:

Membership & Quality Chapter Compliance Checklist

Click here to get the form to complete: [quality chapter award 2026.pdf](#)

	Requirement	Due Date	Date Submitted	Notes
☐	Dues & Remittance Submitted	March 15		
☐	Membership Dues Collected	January 31		
☐	Chapter Revalidation Form	July 15		
☐	990s and SOPs Submitted	July 15		
☐	Minimum Two (2) Programs Reported	June 30		
☐	National Fundraiser Participation (\$100+)	June 30		
☐	Positive Membership Growth Verified	July 1		
☐	Financial Standing Confirmed	July 15		
☐	Chapter Not Under Suspension	July 15		
☐	Quality Form	July 15		

Submission Flow

- ☐ 1st Vice and 2nd Vice gathered and verified all information
- ☐ Submitted to Department 1st & 2nd Vice (if applicable)
- ☐ Department forwarded to National (if applicable)
- ☐ If no Department: Chapter 1st Vice sent directly to National 1st Vice

Signatures

Chapter 1st Vice: _____

Chapter 2nd Vice: _____

Chapter President: _____

Department 1st Vice (if applicable): _____

Department 2nd Vice (if applicable): _____

Role of the 1st Vice and 2nd Vice in Quality Chapter Submission

The 1st Vice and 2nd Vice work together to gather all information required for the Quality Chapter Award, including:

Membership data and growth comparison

Program reports and event documentation

Fundraiser participation proof

Revalidation and dues submission confirmation

Submission Flow:

If the Chapter belongs to a Department: The Department 1st Vice and 2nd Vice review and forward the verified form to the National 1st Vice.

If the Chapter does not have a Department: The Chapter 1st Vice sends the verified form directly to the National 1st Vice.

This ensures accuracy, accountability, and consistency across all levels of AMVETS Riders.

The Quality Chapter designation reflects a Chapter's commitment to excellence in membership growth, community service, and adherence to AMVETS Riders standards. It demonstrates accountability, pride, and service that strengthens the Riders family nationwide.

2026 National AMVETS Riders Quality Chapter Award

Eligibility Requirements

To qualify for the National Quality Chapter Award, a Chapter must meet **all** of the following criteria:

1. **Dues s Remittance Forms**
National Headquarters must receive the Chapter's Dues and Remittance Forms no later than **March 15**.
2. **Chapter Revalidation Form**
National Headquarters must receive the Chapter Revalidation Form no later than **July 15**.
3. **Program Reporting**
The Chapter must report a **minimum of two (2) programs** between **July 1, and June 30**.
4. **National Fundraiser Participation**
The Chapter must participate in the National AMVETS Riders Fundraiser with a **minimum contribution of \$100**.
5. **Membership Growth**
The Chapter must demonstrate **positive membership growth** from last year to current year. (Example 2025 to 2026.)
6. **Financial Standing**
The Chapter **must not be delinquent** on any accounts with the National AMVETS Riders or AMVETS Quartermaster.
7. **Good Standing Status**
The Chapter **must not be under suspension** by its Department or the National AMVETS Riders.
8. **Submission of Award Form**
The Chapter must complete and submit the "Quality Chapter" Award Form to its Department President for verification.
 - If no Department exists, the form must be verified by the **National AMVETS Riders 1st Vice President**.
 - The verified form must be **mailed to RN1V no later than July 15**.

Forms are available under Publications.

Certificates will be awarded at the **Annual National Convention**

QUALITY CHAPTER AWARD FORM

Form must be submitted to the AMVETS Riders National Secretary, Howard Gushue, no later than July 15, .

Please be advised that only submissions made via email forms will be accepted.

National AMVETS Riders Secretary

EMAIL: nationalamvetssecretary@gmail.com

Chapter Information

Chapter Number: _____

Department/State: _____

Requirements Verification

1. Dues s Remittance Form submitted by March 15

Date Submitted: _____

2. Chapter Revalidation Form submitted by July 15

Date Submitted: _____

3. Minimum of Two (2) Programs Reported

Chapter 2nd Vice Signature: _____

4. Participated in National Fundraiser

Amount Contributed: \$ _____

5. Positive Membership Growth

Current Year Membership: _____ Current Year Membership: _____

Chapter 1st Vice Signature: _____

Good Standing Confirmation

The Chapter is **not delinquent** on any account with the National AMVETS Riders or AMVETS Quartermaster and **is not under suspension** by the Department or National AMVETS Riders.

Chapter President Signature: _____

Department President Signature: _____

(Required for Chapters with a Department)

Award Presentation

Certificates will be awarded at the **Annual National Convention**

11. Long Range Planning Committee

The National AMVETS Riders 2nd Vice President (RN2V) serves as the Chairperson of the Long Range Planning Committee. At the Chapter and Department levels, the 2nd Vice also sits on or helps lead their respective Long Range Planning Committees.

Purpose of the Committee

The Long Range Planning Committee is responsible for setting the 5-year vision and goals of AMVETS Riders, ensuring growth, stability, and alignment with AMVETS National objectives. This plan provides the baseline for annual operational planning, budgeting, and program development.

Key Goals & Objectives (2022–2027)

- Strengthen partnership with AMVETS National to further its aims and goals.
- Increase national coverage by forming new Chapters and Departments.
- Grow membership annually by at least 10%.
- Support veterans and communities through fundraising, volunteerism, and programs.
- Diversify and expand revenue streams.
- Fully modernize membership databases, rosters, and forms into a digital system.
- Develop and expand Riders service programs.
- Enhance communications through social media, newsletters, and digital tools.
- Ensure adequate financial resources through improved accounting systems.
- Build Riders' reputation as a premier motorcycle veteran service organization.

Committee Responsibilities

- Set and review multi-year strategic goals.
- Report progress annually to the Mid-Year Rally.
- Adjust plans as needed based on membership growth, finances, and programs.
- Oversee administration, communications, membership growth, finance, and programs under the LRP.
- Ensure alignment between long-term goals and annual budgets.

Role of the 2nd Vice President

- National RN2V: Serves as Chair and appoints committee members.
- Department/Chapter 2nd Vice: Sits on or co-chairs their committee, ensuring local plans align with National strategy.
- Provides leadership, accountability, and continuity of vision across all levels of Riders.

For the full AMVETS Riders Long Range Planning Guide (2022–2027), visit:

<https://www.amvetsridersnational.org>

Appendix – Fundraiser & Donation Request Sample Letters

Appendix A – General Fundraiser Donation Request Letter



Dear Supporter,

On behalf of the AMVETS Riders, we are reaching out to invite you to support our continued mission of serving America's veterans and their families. The AMVETS Riders are a proud group of veterans, riders, and supporters who work tirelessly to raise funds, increase awareness, and give back to those who have sacrificed for our freedom.

Your generous donation directly supports veteran-focused programs, community outreach, and initiatives that make a real difference in the lives of those who have served. Through fundraising events, charitable efforts, and volunteer service, the AMVETS Riders remain committed to honoring our veterans and ensuring they are never forgotten.

No contribution is too small. Every donation helps us continue this important work and strengthens our ability to serve veterans at the local, state, and national levels.

We sincerely appreciate your consideration and support. Together, we can continue to make a meaningful impact for our veterans and their families.

Respectfully,

Appendix B – Fundraiser Letter with Suggested Donation Levels



Dear Supporter,

On behalf of the AMVETS Riders, we are reaching out to invite you to support our continued mission of serving America's veterans and their families. The AMVETS Riders are a proud group of veterans, riders, and supporters who work tirelessly to raise funds, increase awareness, and give back to those who have sacrificed for our freedom.

Your generous donation directly supports veteran-focused programs, community outreach, and initiatives that make a real difference in the lives of those who have served. Through fundraising events, charitable efforts, and volunteer service, the AMVETS Riders remain committed to honoring our veterans and ensuring they are never forgotten.

We respectfully invite you to consider one of the following donation levels:

- ☐ \$500.00 Donation
- ☐ \$1,000.00 Donation
- ☐ \$1,500.00 Donation

Of course, donations of any amount are greatly appreciated, and every contribution helps strengthen our ability to serve veterans at the local, state, and national levels.

Thank you for your consideration and support. Together, we can continue to make a meaningful impact for our veterans and their families.

Respectfully,

Appendix C – Hygiene Products Donation Request Letter



Dear Supporter,

On behalf of the AMVETS Riders, we are reaching out to request your support through the donation of hygiene products for veterans in need. Many of the veterans we serve face daily challenges, and access to basic hygiene items can make a meaningful difference in their health, dignity, and well-being.

The AMVETS Riders are dedicated to supporting veterans and their families through community outreach, service projects, and charitable efforts. Your donation of hygiene supplies will directly benefit veterans by helping meet essential daily needs.

We are currently accepting donations of the following new, unused items:

- Soap and body wash
- Shampoo and conditioner
- Deodorant
- Toothbrushes and toothpaste
- Shaving cream and razors
- Lotion
- Feminine hygiene products
- Socks and personal care items

All donated items will be distributed to veterans through our outreach efforts and community programs. Every contribution, no matter the size, helps us continue our mission of serving those who have served our country.

Thank you for your generosity and continued support of our veterans. Together, we can make a lasting impact.

Respectfully,

APPENDICES

AMVETS RIDERS – Poker Run

Poker Run Planning & Execution

APPENDIX A

Poker Run Event Registration Form

AMVETS Riders (Select One): ☐ Chapter _____ ☐ Department _____

Event Name: _____

Event Date: _____

Rider Name	Phone Number	Bike	Rider / Passenger	Amount Paid
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Extra Poker Hands Purchased: _____ **Amount:** \$ _____

Mulligans Purchased (if allowed): _____ **Amount:** \$ _____

Total Collected: \$ _____

Collected By: _____

Notes: _____

APPENDIX B

Poker Run Liability & Acknowledgement (Optional – Per Post/Department Policy)

Event Conducted By (check one): ☐ Chapter ☐ Department

I understand that participation in this Poker Run is voluntary and involves inherent risks. I agree to follow all traffic laws and safety requirements while riding.

I acknowledge that AMVETS Riders, its Chapters, Departments, officers, and members assume no responsibility for injury, loss, or damage arising from participation in this event.

Participant Name (Print): _____

Signature: _____ **Date:** _____

APPENDIX C

Stop Captain Instructions Sheet

Event Level (check one): ☐ Chapter ☐ Department ### Stop Captain Instructions Sheet

Stop Number: _____

Location: _____

Stop Captain Name: _____

Stop Captain Duties:

☐ Arrive prior to first rider arrival ☐ Verify rider participation (stamp/log) ☐ Issue one poker card per rider/hand ☐ Record completion on stop log (if required) ☐ Encourage riders to proceed safely to next stop

Important Notes: - Issue only **one card per registered hand** - Do not allow card swaps - Contact Event Coordinator immediately if issues arise

Event Lead Phone #: _____

APPENDIX D

Poker Run Stop Log Sheet

Rider Name	Chapter	Time Arrived	Card Issued	Initials
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APPENDIX E

Poker Run Route Map Sheet

Start Location: _____

Stop #2: _____

Stop #3: _____

Stop #4: _____

Final Stop Location: _____

Estimated Total Mileage: _____

Important Rider Notes: - Obey all traffic laws - Ride safely and responsibly - Last Bike In Time:

APPENDIX F

Prize & Winner Recording Sheet

Best Hand Winner: Name: _____ Hand: _____

Prize: _____

Worst Hand Winner (if applicable): Name: _____ Hand: _____

Prize: _____

Door Prize Winners: _____

APPENDIX G

Cash Reconciliation & Deposit Sheet

Event Level (check one): ☐ Chapter ☐ Department ### Cash Reconciliation & Deposit Sheet

Starting Bank: \$ _____

Category	Amount
----------	--------

Rider Registration	
--------------------	--

Passengers	
------------	--

Extra Hands	
-------------	--

Mulligans	
-----------	--

50/50	
-------	--

Donations	
-----------	--

Total Collected	
------------------------	--

Cash Count Verified By: _____

Date: _____

Deposit Completed By: _____ **Date:** _____

APPENDIX H

Post-Event After-Action Report

Event Level (check one): ☐ Chapter ☐ Department ### Post-Event After-Action Report

Total Riders: _____

Total Funds Raised: \$_____

Beneficiary: _____

What Worked Well: _____

What Needs Improvement: _____

Submitted By: _____ **Date:** _____

These appendices are approved for use with the AMVETS Riders 2nd Vice Training Manual and may be reused for future Poker Runs conducted by Chapters and Departments.

Closing & Call to Action

The Second Vice President plays a key role in supporting leadership, coordinating activities, and advancing the mission of the AMVETS Riders. Serve with integrity, remain engaged, and lead by example in all duties.

Ride with pride. Serve with purpose.

