

How to become a Partner with the United States of America Vietnam War Commemoration

Go to this Website: <http://www.vietnamwar50th.com>

- Click tab on right that says: "Commemorative Partner Program"
- Click tab on left that says: "Application forms - online"
- Click on phrase: "[Click here for online Civilian Organizations application](#)"
- The Civilian Application is now on your screen.

Here are a few basic instructions when filling out the application for a Chapter:

- 1) (Organization) if you are signing up your Chapter please use your official Chapter name (Jane Doe Chapter, NSDAR) with telephone, mailing address, City, State and Zip code of a member who physically lives where the Chapter is located. Do not use a P.O. Box number. You must provide a phone number.
- 2) Committee Chairperson - for a chapter application this should be the Chapter Regent or the Chapter Chair of Commemorative Events with their address, email, phone number. The Chairperson's email will become the official ID/User Name when using the Partner Portal. The US Commemoration will correspond with the organization through the Chairperson.
- 3) Point of Contact (1.) - This should be whomever you designate with address, email, & phone.
- 4) Point of Contact(2.) - This should be whomever you designate with address, email, & phone.
There must be three different ladies listed on the application form: Committee Chairperson, 1. Point of Contact and 2. Point of Contact.
- 5) There are more spaces to add more members as Points of Contact but they are not needed.
- 6) **Finally** - When completed click the "submit" button at the bottom of the page.
- 7) After clicking on "Submit," click on the phrase that says: Click here to download Statement of Understanding in printable format.
- 8) The Statement of Understanding (SOU - DD Form 2955) is now on your screen.
- 9) Scroll down the form and type in the appropriate boxes the name of organization and names of Committee Chairperson plus one other committee member who is listed on the application. #6. List the name of your organization, (a.) print your name and sign & date. (b.) Get another member who is listed on the application to print her name and sign & date.
- 10) Please ensure there are two signatures on the form. You may electronically sign the form or print and then sign manually. Submit the Statement of Understanding (SOU) to the USA Vietnam War Commemoration via fax (571-256-3395), scan and email, or mail a hard copy.
- 11) If the SOU does not appear after you submit the application follow these directions:
 - (1) Click on Application forms - printable
 - (2) Click on: [Click here to download Statement of Understanding in printable format](#)
 - (3) Print this form and fill it out following the above directions in #9 & #10.
- 12) Once the application and statement of understanding (SOU) have been submitted and approved, a process which may take up to 30 days, you will received an email with your User Name/ID (which is the chairperson's email address) and a Password. This User Name/ID and Password belongs to the Chapter that is applying. You do not want to lose your User Name and Password. Share the User Name and Password with those listed on the application. You will use this User Name/ID and Password to enter the Commemorative Partner Portal on-line at <http://www.vietnamwar50th.com> to order free 50th Anniversary Commemorative Event materials such as lapel pins for veterans for future events. Your chapter will be listed on the Commemorative Partner Listing on the Commemoration website, which is updated weekly.

The USA Vietnam War Commemoration will send a box to the person listed as the Committee Chairperson on the application. This box will contain the official commemorative flag and your Partner Certificate and other commemorative event items that you can order through the Partner Portal for events that you sponsor. Allow 60 days for your order to be filled for any sponsored event.