Vietnam Veterans of America, Inc.
The Villages Chapter 1036
PO Box 842, Oxford, FL 34484

Refreshments General Meeting Policy Letter

The chapter provides complimentary refreshments to the membership at all General Meetings. It will be the responsibility of the BOD in charge of this to insure that ground coffee both regular and decaffeinated is stored in sufficient amounts at the meeting site. Also they are required to have all condiments not supplied by the Recreational Center available and provide refreshments as follows:

- **Regular Coffee for 100 cups**
- **Decaffeinated Coffee 50 cup**
- **Combination of sugar free and regular cookies for 80 people estimate is 20 dozen cookies.**

For the Holiday meeting the chapter will provide sandwiches along with a large sheet cake for the event. Cookies will be omitted but coffee will be provided.

At the scholarship presentation meeting a sheet cake will be served along with the above described coffee.

Board Approval **Date: _____09-21-2015_____**

Membership Approval **Date: _____10-01-2015_____**