



Questionnaire for Club Employees & Bingo Persons



A.1 Employee/Volunteer Theft (Crime Coverage)
TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
Coverage Term: October 1, 2026 to September 30, 2027

1. Name of Post _____ Post # _____

Post Address _____

Street

City

State

Zip

2. Name of Person Covered: _____

3. Position to be Covered: _____

4. Coverage Amount Requested: \$ _____

5. Post Annual Income: \$ _____

6. Has the post had any crime losses (Theft of Money by Employee/ Volunteer) over the past 3 years? YES ☐ NO ☐

If yes, please contact your Department for a Loss Questionnaire. No coverage can be extended until approved by insurance carrier.

7. Has the employee/volunteer ever been convicted of a dishonest or fraud employment related act? YES ☐ NO ☐

If yes, explain: _____

8. If this is a replacement for a current position, please advise who you are replacing : _____

Number of Persons Covered: 1 Number of Locations: 1

Printed Name of Covered Person _____

Signature of Covered Person _____

Date _____

Contact Phone # _____

NOTE : Questionnaire is not valid unless all questions are answered. Coverage may be postponed if not completed in **FULL**.
IF COVERAGE IS NOT RENEWED, TERMINATED, OR CANCELLED AT EXPIRATION DATE OF 10-1-2026, THE POST
HAS ONLY 90 DAYS TO SUBMIT A PROOF OF LOSS FOR PRIOR TERM, AFTER 90 DAYS, PRIOR COVERAGE CEASES.



A.1.Increase Form
DEPARTMENT HEADQUARTERS
Veterans of Foreign Wars of the United States
TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA



Any request to increase limits mid-term for VFW Accountable Officers Crime Coverage and/ or Club Manager Crime Coverage each Post must provide an Increase Crime Limit Statement below:

I hereby apply for an increase for A1. Employee/Volunteer Theft Coverage -

New total amount \$ _____

For the position of _____

Regarding the request for an increased crime limit, we affirm that we have had no losses and no claims (or knowledge of such matter) which would influence the coverage provided hereunder.

Please note that submission of this questionnaire does not guarantee the coverage limit increase requested until approved by insurance carrier.

Signature

Date

Post #

Location (City & State)

For VFW Department use only

PRIOR BOND AMOUNT \$ _____ DATE BONDED _____

NEW BOND AMOUNT \$ _____ DATE BONDED _____

TOTAL INCREASE AMOUNT \$ _____

VFW Prior Loss Questionnaire

Post Name and Number: _____

Post City and State: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Date of Loss: _____

1. Incident Summary

Please describe in specific detail how the employee theft occurred and how it was discovered:

2. Risk Mitigation & Internal Controls

a. What specific internal processes or controls have you implemented since the loss to prevent the loss from happening again?

b. Who, other than individuals responsible for writing or authorizing payments or deposits, reviews the actual bank statements? How frequently is this review conducted?

c. What specific procedures are in place to ensure that more than one individual is responsible for reconciling sales and cash on hand?

d. How frequently are deposits of cash and checks made to bank account and who is making them?

e. What steps have you taken to ensure that no single person has complete control over all aspects of a financial transaction or asset management (e.g., ordering, approval, inventory and receipt of goods)?

3. Additional Information

Please include any additional information that may be relevant to the loss, recovery efforts, or internal changes made since the incident:

4. Declaration

I hereby certify that the information provided above is accurate and complete to the best of my knowledge.

Name: _____

Title: _____

Signature: _____

Date: _____



Preventing internal theft requires a combination of policies, procedures, and tools designed to mitigate risk and foster an environment of integrity. Here's an example of a comprehensive plan for developing internal processes to prevent internal theft:

1. Establish Clear Policies and Expectations

- **Code of Conduct:** Develop a clear, written code of conduct that outlines acceptable behavior, including anti-theft policies. This should be part of employee onboarding and regularly reviewed.
- **Anti-Theft Policy:** Include specific policies on theft, defining what constitutes theft (e.g., misappropriation of company property, financial fraud, misuse of resources).
- **Zero-Tolerance Policy:** Make it clear that theft will not be tolerated, and outline the consequences of such actions (e.g., termination, legal action).

2. Conduct Thorough Background Checks

- Before hiring, conduct comprehensive background checks on all employees, especially those in positions of financial responsibility or access to company assets.
- Verify employment history, criminal records, and references to screen out potential risks.
- Make sure to adhere to state laws regulating this area.

3. Implement Segregation of Duties

- **Role Segregation:** Ensure that no single employee has control over all aspects of a financial transaction or asset management. For example, the person who orders supplies should not be the same person who approves payment or receives the goods.
- **Access Control:** Limit access to sensitive areas (e.g., financial records, stockrooms) to authorized personnel only. Use employee roles and permissions to restrict access to systems and data based on necessity.

4. Regular Audits and Monitoring

- **Surprise Audits:** Conduct regular unannounced audits to detect discrepancies or irregularities in operations, inventory, and financial records.
- **Inventory Management:** Use inventory tracking systems (e.g., barcode scanners or RFID tags) to regularly monitor stock levels and identify theft or mismanagement.

- **Financial Audits:** Regularly audit financial transactions and records. Use internal auditors or external auditors for independent reviews.
- **Surveillance Systems:** Install security cameras in key areas (e.g., warehouses, cash-handling stations) to monitor employee behavior. Ensure footage is regularly reviewed and stored for potential investigations.

5. Employee Training and Awareness

- **Anti-Theft Training:** Train employees to recognize and report suspicious behavior. Teach them about the consequences of theft and how they can contribute to a theft-free environment.
- **Ethical Culture:** Foster a culture of honesty and integrity by highlighting the importance of ethical behavior and the detrimental effects of theft on the organization and colleagues.

6. Implement Whistleblower Policies

- **Anonymous Reporting:** Create an anonymous whistleblower system where employees can report suspicious behavior without fear of retaliation. This can be a hotline or an online reporting tool.
- **Protection Against Retaliation:** Ensure employees feel safe reporting theft by having clear protection policies that guard against retaliation.

7. Use Technology for Monitoring and Detection

- **Employee Monitoring Software:** Implement software that tracks employee activities on company devices and systems, especially for employees handling sensitive data, financial information, or inventory. Ensure that employees are aware of this monitoring as a deterrent.
- **Transaction Tracking:** Use software to monitor transactions in real-time for discrepancies (e.g., unusual financial transactions, mismatched data entries) and flag them for further investigation.

8. Ensure Physical Security

- **Access Control Systems:** Implement electronic access control systems for areas with valuable inventory or sensitive data (e.g., warehouses, data centers, cash registers).
- **Employee Bag Checks:** In certain high-risk environments, random or exit bag checks may be appropriate for employees leaving after a shift, especially in industries where theft of small items is a concern.

- **Security Personnel:** Employ security officers to monitor entrances and exits, and to patrol areas with valuable assets.

9. Establish a Strong Internal Reporting System

- Make it easy for employees to report theft or suspicious activity. Have clear protocols in place for investigating reports.
- Encourage open communication and transparency to avoid a culture of fear or secrecy that might protect wrongdoers.

10. Leadership Example

- **Leadership Integrity:** Leaders should set the tone for the company by demonstrating ethical behavior. Leaders who engage in questionable behavior can set a dangerous precedent.
- **Accountability:** Hold all employees, including management, accountable for maintaining ethical standards. Employees must see that no one is above the rules.

11. Address Issues Promptly

- **Immediate Action:** If theft is suspected or detected, take swift and appropriate action. Conduct a thorough investigation to confirm whether theft occurred, and take disciplinary or legal action as necessary.
- **Corrective Actions:** After an incident of theft, review existing processes and take corrective actions, such as tightening security or revising procedures to prevent similar incidents.

12. Incentivize Positive Behavior

- **Rewards for Reporting Theft:** Consider offering incentives for employees who help identify and report theft or suspicious activities.
- **Recognition Programs:** Regularly recognize employees who display exemplary behavior and contribute to the company's success in ethical ways. This can help strengthen a culture of honesty and integrity.

Conclusion

By combining proactive policies, employee training, security measures, and the appropriate use of technology, an organization can minimize the risk of internal theft. It's essential to create a strong culture of integrity, supported by systematic checks and balances, to deter theft and ensure the protection of the organization's resources.

VEW CLUB MANAGER, BARTENDERS, BINGO BOND

<u>\$5.00 Per Thousand</u>	<u>\$3.75 Per Thousand</u>	<u>\$3.25 Per Thousand</u>	<u>\$3.00 Per Thousand</u>
\$3,000-----\$15.00	\$26,000-----\$97.50	\$251,000-----\$815.75	\$501,000-----\$1,503.00
\$4,000-----20.00	\$27,000-----101.25	\$252,000-----819.00	\$502,000-----1,506.00
\$5,000-----25.00	\$28,000-----105.00	\$253,000-----822.25	\$503,000-----1,509.00
\$6,000-----30.00	\$29,000-----108.75	\$254,000-----825.50	\$504,000-----1,512.00
\$7,000-----35.00	\$30,000-----112.50	\$255,000-----828.75	\$505,000-----1,515.00
\$8,000-----40.00	\$40,000-----150.00	\$256,000-----832.00	\$506,000-----1,518.00
\$9,000-----45.00	\$50,000-----187.50	\$257,000-----835.25	\$507,000-----1,521.00
\$10,000-----50.00	\$60,000-----225.00	\$258,000-----838.50	\$508,000-----1,524.00
\$11,000-----55.00	\$70,000-----262.50	\$259,000-----841.75	\$509,000-----1,527.00
\$12,000-----60.00	\$80,000-----300.00	\$260,000-----845.00	\$510,000-----1,530.00
\$13,000-----65.00	\$90,000-----337.50	\$270,000-----877.50	\$520,000-----1,560.00
\$14,000-----70.00	\$100,000-----375.00	\$280,000-----910.00	\$530,000-----1,590.00
\$15,000-----75.00	\$110,000-----412.50	\$290,000-----942.50	\$540,000-----1,620.00
\$16,000-----80.00	\$120,000-----450.00	\$300,000-----975.00	\$550,000-----1,650.00
\$17,000-----85.00	\$130,000-----487.50	\$310,000-----1,007.50	\$560,000-----1,680.00
\$18,000-----90.00	\$140,000-----525.00	\$320,000-----1,040.00	\$570,000-----1,710.00
\$19,000-----95.00	\$150,000-----562.50	\$330,000-----1,072.50	\$580,000-----1,740.00
\$20,000-----100.00	\$160,000-----600.00	\$340,000-----1,105.00	\$590,000-----1,770.00
\$21,000-----105.00	\$170,000-----637.50	\$350,000-----1,137.50	\$600,000-----1,800.00
\$22,000-----110.00	\$180,000-----675.00	\$360,000-----1,170.00	
\$23,000-----115.00	\$190,000-----712.50	\$370,000-----1,202.50	
\$24,000-----120.00	\$200,000-----750.00	\$380,000-----1,235.00	
\$25,000-----125.00	\$210,000-----787.50	\$390,000-----1,267.50	
	\$220,000-----825.00	\$400,000-----1,300.00	
	\$230,000-----862.50	\$410,000-----1,332.50	
	\$240,000-----900.00	\$420,000-----1,365.00	
	\$250,000-----937.50	\$430,000-----1,397.50	
		\$440,000-----1,430.00	
		\$450,000-----1,462.50	
		\$460,000-----1,495.00	
		\$470,000-----1,527.50	
		\$480,000-----1,560.00	
		\$490,000-----1,592.50	
		\$500,000-----1,625.00	