



## STANDARD OPERATING PROCEDURES VIETNAM VETERAN LAPEL PIN

### To Request Lapel Pins

1. Send email to Donna Brookings, Maine State Coordinator and chairman of the Vietnam Lapel Pin Committee ([donna.brookings@qovf.org](mailto:donna.brookings@qovf.org)) with how many pins you need and your mailing address.
2. All pin requests received Monday through Friday of one week will be packed over the weekend and mailed the following Monday. Please allow enough time to get pins and mailing back to you.
3. If an organization (VFW, American Legion, etc.) asks for additional Lapel Pins, refer them to the Commemoration's website at [www.vietnamwar50th.com](http://www.vietnamwar50th.com) or call 1-577-387-9951.

### Awarding Quilt and Lapel Pin Presentation

1. Conduct your regular Quilt of Valor award ceremony from start to finish. Announce “this concludes the Quilt of Valor award ceremony.”
2. Introduce the person who will present the Lapel Pin. This should be someone other than the person who awarded the Quilt of Valor. If it is not possible or practicable to have a different person make the presentation of the Lapel Pin, then explain “The presentation of a Vietnam Veteran Lapel Pin will be made as authorized by the United States Vietnam War Commemoration of the National Defense Authorization Act.”
3. The commemorative event and activities should be dignified and show a sensitivity and appreciation for the solemnity of war, the losses suffered by many and the sacrifices of all who served.



4. When presenting the lapel pin to the veteran,
  - a. Shake their hand;
  - b. Inform them that the message “A Grateful Nation Thanks and Honors You” is embossed on the back of the pin, closest to the heart of the wearer;
  - c. Ask the veteran if they would like you to pin the lapel pin on his or his lapel or if you may hand the lapel pin to them following the handshake; and
  - d. Say “On behalf of a grateful nation, thank you for your service.”
5. Provide each Vietnam Veteran with supporting material that explains the symbolism and significance of the lapel pin (Lapel Fact Sheet) and include a copy of the Presidential Proclamation.