

Effective Date: 2/24/20
Revision Due: 2/24/21



Berlin U.S. Military Veterans Association (BUSMVA)

POLICY MEMORANDUM 001

SUBJECT: "Welcome Home" Program Policy, Roles, and Procedures

1. The Checkpoint Charlie Foundation (CCF) of Berlin hosts an annual one-week "Welcome Home" visit to unified Berlin for a specified number of U.S. military veterans who preserved West Berlin's freedom and security between 1945 and 1994. CCF has coordinated with BUSMVA since the first tour in 2008 to facilitate the identification, selection and communication with eligible veterans to voluntarily participate in the "Welcome Home" program.
2. The role of BUSMVA is to facilitate the opportunity for Berlin veterans to participate in the "Welcome Home" program.
3. BUSMVA has no financial obligation or liability to the CCF, the program, or to the veterans who volunteer and are selected to participate.
4. CCF establishes the application requirements and timeline but CCF has no role in the BUSMVA policy, procedures and selection process and decisions.
5. CCF funds the lodging and all event related expenses during the tour. They do not fund transportation to/from Berlin.
6. A member of the BUSMVA Board, namely the President, the Vice President, the Treasurer, the Secretary, or any of the current Directors, or approved Designee, is designated to be the Board liaison to the CCF staff and to assist and oversee all actions and decisions by the BUSMVA Administrative Coordinator.
7. The Administrative Coordinator must be a BUSMVA member in good standing and be appointed by the Board for a term not to exceed two years. He/she is authorized to communicate directly with the CCF staff and with applicants for the program.
8. Eligible BUSMVA members must apply to participate in the "Welcome Home" tour. The specific application requirements and timeline will be communicated to the entire membership via the quarterly newsletter.
9. BUSMVA members will submit their applications to the Administrative Coordinator.
Requirements for applicants:
 - a. Applicant must be honorably discharged from the military and must provide either DD214 or Discharge Certificate.
 - b. Must be current BUSMVA members in good standing.
 - c. Must sign a waiver relinquishing BUSMVA of all financial liability.

- d. Applicant's dates of last active service in Berlin followed by the date of his/her last visit to Berlin will be considered in the selection process. Applicants with the oldest service dates will be given first priority. Applicants then will be prioritized based on last date of visit to Berlin.
 - e. Must meet all application requirements and timeline established by CCF.
 - f. Must agree to participate in each and every event on the schedule established by the CCF for the "Welcome Home" tour. As CCF funds all events on the tour, it is neither appropriate nor permitted to forego the scheduled tours, unless a medical or family emergency arises and excused by CCF staff.
 - g. Must be willing and able to personally fund all transportation expenses to/from Berlin, all charges for any additional accommodation beyond the duration of the program and any other incidental charges not covered by the program (phone calls etc.).
 - h. Must be physically able to walk reasonable distances at a moderate pace and climb stairs.
 - i. Selected tour members are encouraged to go to Berlin by themselves to ensure they have more time with the rest of the group to bond over shared experiences as they are going through the program. Applicants must agree to not schedule personal events until after all official tour events are completed. Spouses and family members are not included in CCF funded lodging or in any "Welcome Home" tour events.
10. Applicant's previous or final rank, branch, or component of military service will not be considerations for selection for the "Welcome Home" tour.
 11. The Administrative Coordinator will maintain a waiting list of eligible applicants in event a selected veteran is unable to participate.
 12. The BUSMVA Board will review this policy annually from the effective date.

By authority of the Board of Directors