



PHONG TRÀO THIẾU NHI THÁNH THỂ VIỆT NAM TẠI HOA KỲ
The Vietnamese Eucharistic Youth Movement in the U.S.A (VEYM)
BAN CHẤP HÀNH TRUNG ƯƠNG | NATIONAL EXECUTIVE COMMITTEE
1811 E. Center St., Anaheim, CA 92805 | headquarters@veym.net | 714-603-7586

MEMORANDUM

N22-009

November 07, 2022

To: League of Chapters Chaplains and Chapter Chaplains;
League of Chapters Executive Committees and Chapter Executive Committees;
Youth Leaders and Youth Leaders Trainers

Subj: Procedure for Requesting VEYM Promotions and Ordering of VEYM Scarves/Rank Certificates

Following the implementation of the VEYM Membership Database Registration, please see updated policy regarding applying for VEYM promotions; ordering of VEYM scarves, rank certificates, and insignia badges; and ordering of VEYM official merchandises. This memorandum supersedes prior policy regarding the subject line.

A. Procedure for Candidates (Youth Leader/Youth Leader Trainer/Lay Chaplain Assistant) Upon Passing a Training Camp:

1. Complete the post-camp assignment as set forth by the Camp Master and receive verifying signatures on the *Post-Camp Completion Verification Form*.
2. Complete the affiliated Parish and Arch/diocese's required criminal background check and/or Protecting God's Children/Sexual Misconduct training.
3. Complete the *Application for Promotion Form*.
4. For members, read the *VEYM Code of Conduct* and sign *Acknowledgment Form*.
5. Take a self-portrait photo of self from chest up in VEYM uniform.
6. Submit the complete *Application for Promotion Package* (to include #1 through #5 above) to the affiliated Chapter Board of Executive Officers (Ban Thường Vụ Đoàn) to submit to the affiliated League of Chapters Board of Executive Officers (Ban Thường Vụ Liên Đoàn).

B. Procedure for League of Chapters Board of Executive Officers:

1. Review each *Application for Promotion Package* for accuracy and completeness. Please check and ensure all signatures are accounted for as well as the member is a registered VEYM member in good standing and full compliance with VEYM policies.
2. Enter candidate/s information to the *Promotion Request Excel Sheet*.
3. Submit each candidate *Application for Promotion Package* along with the *Promotion Request Excel Sheet* to the National Executive Committee via email at headquarters@veym.net (3) weeks before the scheduled promotion date. The National Executive Committee will only process request/s submitted by the League of Chapters Board of Executive Officers.
4. Once reviewed and approved, the National Executive Committee will issue an *Approval Code* to the League of Chapters Board of Executive Officers.
5. The League of Chapters Board of Executive Officers go to <https://store.veym.net/promotion-package> and select the corresponding promotion package/s desired to purchase.
4. Enter the *Approval Code* and type in the names of candidates with the corresponding ranks who have been approved for promotion. Please enter baptismal and full name, with one candidate per line. The VEYM Store will use the name/s provided to print certificate/s.
5. Click "Add To Cart". If pick up at the office in California, please note in order to avoid incurring shipping charges.
6. Proceed to checkout as and remit payment via credit card.

***For Zelle payment, please Zelle to vanphong@veym.net with the invoice number and approval code. Once payment is received, headquarters will mail out the promotion package accordingly.

C. Procedure for Misplaced Scarf and or Certificate:

1. Adult member submits a request for a new scarf/certificate to the affiliated Chapter Board of Executive Officers with: a) the name of the training camp attended (e.g., Tiberia 15); b) date and location of the event; c) name of the Camp Master (Sa Mạc Trường), and name of the Organizing Committee Chairperson (Trường Ban Tổ Chức).
2. Chapter Board of Executive officers forwards the request to the League of Chapters Board of Executive officers, cc-Chapter Chaplain.
3. League of Chapter Executive Committee forwards the request to the National Executive Committee at headquarters@veym.net.
4. Follow step B4 from above and onward.

The National Executive Committee appreciates your ongoing love and support for the Movement, especially your cooperation in assisting Headquarters manage this process. May the love and grace of Christ Jesus through the intercession of Mary, bless you always.

Attested,

Fr. Francis Xavier Nguyễn Thanh Bình, SVD
General Chaplain

Signed,

Tr. Đam Minh Hoàng Công Thái Dương, Ph.D.
President, National Executive Committee

Enclosure: (1) *Post-Camp Completion Verification Form*
(2) *Application for Promotion Form (HT/TT/HLV)*
(3) *Request for Scarf for Religious Chaplain Assistant/Chaplain Form*
(4) *Promotion Request Excel Sheet*
(5) *Code of Conduct for Adult Members & Acknowledgement Form*