

TO: POST ADJUTANTS
FROM: DALE D. CHAPMAN, DEPARTMENT ADJUTANT
DATE: MARCH 12, 2014
SUBJECT: ADMINISTRATIVE REPORTS

ATTACHMENTS:

POST DATA FORM – DUE 15 APRIL 2014
CITATION FOR MERITORIOUS SERVICE NOMINATION
FOUR CHAPLAINS NOMINATION
MEMO REGARDING CHANGE TO DEPARTMENT CONSTITUTION & BYLAWS
DEPARTMENT SERVICE TROPHY (VA&R QUESTIONNAIRE FORM)
CONSOLIDATED POST REPORT
POST CHILDREN & YOUTH REPORT FORM
POST AMERICANISM REPORT FORM
POST CERTIFICATION OF OFFICERS FORM
2014 POST HISTORY CONTEST CERTIFICATION FORM

Here it is...what you've all been waiting for. Don't be overwhelmed; take each report individually in an orderly fashion. Be patient but don't procrastinate. (SOME OF THESE ARE ON THE WEB PAGE UNDER FORMS – www.valegion.org)

The following reports or forms are due in Department Headquarters by the date indicated.

- (1) POST DATA FORM: BECAUSE OF THIS SHORT TIME FUSE, PLEASE GIVE THIS FORM TOP PRIORITY. Must be completed for reporting to National any changes in dues, addresses, etc.

Please note that the deadline date of return to Department of Virginia Headquarters office is April 15, 2014. This is to insure information is reflected on the first renewal mailing from National. If an updated Post Data Form is not received, current information will be used.

Due: April 15th

- (2) CITATION FOR MERITORIOUS SERVICE FOR POST SERVICE OFFICERS:
Self-explanatory

Due: May 9th

(OVER)

(3) FOUR CHAPLAINS NOMINATION: Self-explanatory.

Due: April TH

(4) AMENDMENT TO DEPARTMENT CONSITUTION & BYLAWS: Self-explanatory.

Due May 23rd

(5) DEPARTMENT SERVICE TROPHY FORM & MEMO: Self-explanatory.

Due: May 23rd

(6) CONSOLIDATED POST REPORT: Self-explanatory.

Due: May 23rd

(7) POST CHILDREN & YOUTH CONTEST FORM: Must be completed in order for your Post's Children and Youth activities to be considered for Department and District-level awards. This is a narrative report. You may list your activities but a brief description, if not obvious, should be included. Please refer to the enclosed instruction sheet prepared by Marty Rhyne, Children and Youth Committee. (ON WEB PAGE ALSO)

Due: May 23rd

(8) POST AMERICANISM CONTEST FORM: Must be completed in order for your Post's Americanism activities to be considered for Department and District-level awards. Please refer to the enclosed instruction sheet prepared by Gerald Rhoads, Americanism Committee. (ON WEB PAGE ALSO)

Due: May 23rd

(9) POST CERTIFICATION OF OFFICERS FORM: Self-explanatory. Information received is placed in Department DIRECTORY OF OFFICERS and National Headquarters mailing lists. (ON WEB PAGE ALSO)

Due: June 27TH

(10) 2014 POST HISTORY CONTEST CERTIFICATION FORM: Self-explanatory. To be turned in at the Historian meeting at the convention. Or mailed to department headquarters prior to convention.

Due: July 11th

Info cc:

Department Commander
Department Vice Commanders
Department Americanism Chairman
District Commanders
Department Historian

Department VA&R Chairman
Department Chaplain
Department C&Y Chairman
Department Internal Affairs Chairman