

TO: POST ADJUTANTS  
FROM: DALE D. CHAPMAN, DEPARTMENT ADJUTANT  
DATE: MARCH 2015  
SUBJECT: ADMINISTRATIVE REPORTS

ATTACHMENTS:

POST DATA FORM – DUE 15 APRIL 2015  
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  
2015 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](http://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 double check this as National reported that they printed the forms with information from two years ago.

**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 8<sup>th</sup>**

(OVER)

(3) FOUR CHAPLAINS NOMINATION: Self-explanatory. **Due: April 17<sup>TH</sup>**

(4) AMENDMENT TO DEPARTMENT CONSITUTION & BYLAWS: Self-explanatory. **Due May 22<sup>nd</sup>**

(5) DEPARTMENT SERVICE TROPHY FORM & MEMO: Self-explanatory. **Due: May 22<sup>nd</sup>**

(6) CONSOLIDATED POST REPORT: Self-explanatory. **Due: May 22<sup>nd</sup>**

(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. **Due: May 22<sup>nd</sup>**

(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. **Due: May 22<sup>nd</sup>**

(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 26<sup>TH</sup>**

(10) 2015 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 10th**

Info cc:            Department Commander            Department VA&R Chairman  
                  Department Vice Commanders        Department Chaplain  
                  Department Americanism Chairman     Department C&Y Chairman  
                  District Commanders                    Department Internal Affairs Chairman  
                  Department Historian