TO: POST ADJUTANTS
FROM: DALE D. CHAPMAN, DEPARTMENT ADJUTANT
DATE: MARCH 2019
SUBJECT: ADMINISTRATIVE REPORTS

ATTACHMENTS:

POST DATA FORM – DUE 15 APRIL 2019
REQUEST TO EXLUDE MEMBERS FROM RENEWAL NOTICE MAILINGS
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
2018 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 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, 2017. 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 10th
(3) FOUR CHAPLAINS NOMINATION: Self-explanatory.  
Due: April 19th

(4) AMENDMENT TO DEPARTMENT CONSTITUTION & BYLAWS: Self-explanatory.  
Due: June 7th

(5) DEPARTMENT SERVICE TROPHY FORM & MEMO: Self-explanatory.  
Due: May 24th

(6) CONSOLIDATED POST REPORT: Self-explanatory.  
Due: May 24th

(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 24th

(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 24th

(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 28th

(10) 2018 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 12th

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