

TO: POST ADJUTANTS
FROM: DALE D. CHAPMAN, DEPARTMENT ADJUTANT
DATE: MARCH, 2021
SUBJECT: ADMINISTRATIVE REPORTS

ATTACHMENTS:

POST DATA FORM – DUE 15 APRIL 2021
REQUEST TO EXCLUDE 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
2021 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.

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, 2021. 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 7th

- (3) FOUR CHAPLAINS NOMINATION: Self-explanatory.

Due: April 16TH

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

Due June 9th

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

Due: May 21st

(6) CONSOLIDATED POST REPORT: Self-explanatory.

Due: May 21st

(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.

Due: May 21st

(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.

Due: May 21st

(9) POST CERTIFICATION OF OFFICERS FORM: Self-explanatory. Information received is placed in Department DIRECTORY OF OFFICERS.

Due: June 25TH

(10) 2021 POST HISTORY CONTEST CERTIFICATION FORM: Self-explanatory. To be turned in at the Historian meeting at the convention.

Due: July 9th

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