ADMINISTRATIVE INFORMATION

This checklist for year-end reports is through the COB 5/10/23.

If the post has blank spots, that means I have NOT received your paperwork. Feel free to email me your reports versus mailing them at eeccleston@valegion.org. I will respond received so that you know I have them. I do not need hard copies in the mail if your emailed ones are printable.

The Meritorious Service Award and the Paul Laskey award are TWO different awards. Meritorious is already past due and went to the VA&R Chairman. The Paul Laskey award goes to the Department Awards and Recognition committee Chairman via Department Adjutant Dave Stein.

Post Data forms are way past due. National has already started printing information for the renewal notices. I only need Post Data Forms if there are changes. If you send your post data form now and there are changes, please note that they will not be updated until the second renewal notice goes out.

Christy is still here through convention on Wednesdays. If you have any membership related award forms, please email to membership@valegion.org.

Scott Maddrea, Department Membership Chairman, is processing membership on Tuesday. If you need assistance with membership, please email either Scott or membership@valegion.org and your email will be addressed by one of them.

As always, if you have questions feel free to contact me at eeccleston@valegion.org.

Regards,

Erica Eccleston, Executive Assistant