TO: POST ADJUTANTS

FROM: DEPARTMENT ADMINISTRATOR

DATE: MARCH 2026

SUBJECT: ADMINISTRATIVE REPORTS

ATTACHMENTS:

POST DATA FORM – **DUE 15 APRIL 2026**
REQUEST TO EXLUDE MEMBERS FROM RENEWAL NOTICE MAILINGS
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
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. The report should be mailed to:

Department of Virginia, P.O. Box 11025, Richmond, VA. 23230.

(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, 2026. This is to ensure 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) FOUR CHAPLAINS' NOMINATION: Self-explanatory. **Due: April 15th**

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

Due: May 22nd

(4) CONSOLIDATED POST REPORT: Self-explanatory. **Due: May 22nd**

(5) 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 22nd**

(6) 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 22nd

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

Due May 29th

(8) POST CERTIFICATION OF OFFICERS FORM: Self-explanatory. Information received will be placed in the Department DIRECTORY OF OFFICERS. **This form should be typed**.

Due: June 19th

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

Due: July 10th

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