

February 28, 2011

Dear Post Quartermaster:

Enclosed with this letter is the very important **Post Election Report**, which must be completed and filed immediately with VFW National Headquarters following your annual Post election in April. Although it is the responsibility of the Post Commander under Section 218(a)(1)(i) of the National Manual of Procedure to ensure the filing of the report for the ensuing year, you, as Post Quartermaster, have access to the membership and Post records which are needed to properly render the report. We are therefore requesting you complete the form and ensure its accuracy. It is important that a Post Election Report be completed even if there are no changes in the elected and appointed officers for the ensuing year.

In previous years, we have requested the report be filled out in its entirety and sent back to VFW National Headquarters for processing; this is no longer the most economical process. As my continued commitment to better use our financial resources, I am encouraging every Post to file their report using the Online Membership System (OMS); this enhanced system allows you, as Quartermaster, an opportunity to efficiently and effectively report the Post's newly elected officers.

Please be reminded that Section 211 of the National By-Laws stipulates authority to the Commander-in-Chief, to suspend and eventually revoke, a Post Charter for failure to submit to this Headquarters by June 1st a properly completed Post Election Report.

You will also find enclosed the **National Convention Post Registration** invoice, which must be completed and filed in advance of the National Convention. Recent changes in Section 222 of the Veterans of Foreign Wars By-Laws require each Post to pay, in advance, a national convention registration fee of twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten dollar (\$10) delegate fee. Each Post is encouraged to register at least one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof.

Just like the Post Election Report, the National Convention Post and Delegate registration process is available to Quartermasters through the Online Membership System (OMS). Only a Post Quartermaster can register a Post and its delegates online; members accessing the convention website will only be able to register as attendees.

For your convenience, we are providing complete instructions on accomplishing these two very important processes, as well as OMS alternative methods available.

I appreciate your cooperation on these matters.

Sincerely,



Allen "Gunner" Kent
Adjutant General

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Enclosures

INSTRUCTIONS FOR PROPERLY SUBMITTING POST ELECTION REPORTS

The 2011-12 Post Election Report is to be completed by the outgoing Post Quartermaster during or immediately following the election meeting.

Information you will need to properly file your report:

- Elected Post Officers Membership Information to include current contact information and membership number.
- Post Meeting Information to include Address, Day and Time. The Day should be shown as "First Tuesday," "Third Wednesday," as appropriate. If a meeting is held more than once a month, show as "First and Third Monday" "Every Friday," as appropriate. Time should be shown as "11:00 am," "7:30 pm," as appropriate.
- Post Mailing Address, Post email and website information.
- Post Federal Employer Identification Number (EIN).
- Current Post dues amount.
- Commander's named appointments for Adjutant and Post Service Officer.

ONLINE ELECTION REPORT

Online reporting is the most preferred method of submitting the Post's 2011-12 Election Report. As Post Quartermaster, you will log into www.vfw.org and access the "Online Membership System" (OMS) under "Post Quartermaster Tools & Resources", click on "Post Election Report"; you are now ready to use the newly enhanced reporting procedure. Follow the step by step process, verify your summary, make any necessary corrections, and submit. This is a 5-7 minute process for the average user.

Quartermasters who need assistance setting up their OMS account should view the following link to access training materials for the new OMS: <http://www.vfw.org/oms/TrainingMaterials.aspx>

Department Quartermasters have access to OMS and have the ability to enter Post Election results for a Post. Please utilize this resource if you do not have access to OMS.

In addition to the annual election report, this system will be utilized to make officer changes during the administrative year.

TELEPHONE

For Post Quartermasters without computer access, VFW National Headquarters - Post Records department will provide input assistance. Simply have all pertinent information regarding your Post and call 816-756-3390, ask for extension #6326, Post Election Report calls will be accepted between the hours of 8:30 am and 4:00 pm CDT.

MAIL-IN OR FAXED ELECTION REPORT

Although a return, postage paid envelope has been included in this year's mailing, we ask that you make every attempt to use the online reporting method. **Do not mail or fax your report if you have utilized the online reporting method.** Your report can be submitted by mailing one copy to the Adjutant General in the enclosed envelope or fax to 816-968-1149. **Incomplete reports will not be accepted.**

NOTIFICATION

Changes in Post Officers will also be acknowledged by email to the Post's V-mail account.

Post Quartermaster's will receive, via USPS, a "Post Record Acknowledgement", this card is used to show the reported change of the Post Commander, Post Quartermaster, and/or Post Dues Amount. Only return this card to correct erroneous information. Corrections can also be made by accessing the OMS.

National Headquarters will be providing Post and Officer Information to the Department Headquarters.

Questions regarding the Post Election Report can be answered by calling 816-756-3390 ext. 6326



2011-12 POST ELECTION REPORT

DATE OF ELECTION:

POST #	DISTRICT #	DEPARTMENT	POST NAME	POST DUES AMOUNT <small>Includes National and Department Per Capita</small>
				\$

POST MEETING LOCATION (PHYSICAL ADDRESS)				POST MAILING ADDRESS		
BUILDING NAME (IF NOT POST NAME)				STREET ADDRESS or PO BOX#		
STREET ADDRESS				ADDRESS LINE 2		
CITY		STATE	ZIP CODE	CITY		STATE
CITY		STATE	ZIP CODE			
POST PHONE # ()		POST MEETING DAY		CHECK ALL THAT APPLY:		
FEDERAL EMPLOYER IDENTIFICATION # (EIN)		POST MEETING TIME		<input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> NO POST HOME <input type="checkbox"/> CANTEEN/CLUBROOM <input type="checkbox"/> PROVIDE HALL RENTALS <input type="checkbox"/> PROVIDE MILITARY FUNERAL HONORS		

COMMANDER						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

SENIOR VICE COMMANDER						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

JUNIOR VICE COMMANDER						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

QUARTERMASTER						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

CHAPLAIN						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

JUDGE ADVOCATE						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

SURGEON						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

1 YEAR TRUSTEE						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

2 YEAR TRUSTEE						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

3 YEAR TRUSTEE						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

ADJUTANT (APPOINTED)						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE

SERVICE OFFICER (APPOINTED)						
MEMBERSHIP #		NAME			STREET ADDRESS or PO BOX #	
PHONE # ()		EMAIL ADDRESS			CITY	STATE
					STATE	ZIP CODE