



February 21, 2017

Dear Post Quartermaster:

Enclosed with this letter is the very important **Post Election Report**, which must be completed and immediately filed 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 online and ensure its accuracy. It is important that a Post Election Report be completed online even if there are no changes in the elected and appointed officers for the ensuing year.

To continue our 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 and appointed officers.

Once you've successfully entered the new data and properly transmitted, a copy of the election report is automatically sent to the email address of the person completing the form and also a copy to your Department Headquarters.

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 a properly completed Post Election Report to this Headquarters by June 1.


You will also find enclosed the **National Convention Post Registration** invoice, which must be completed and filed in advance of the National Convention. Section 222 of the Veterans of Foreign Wars By-Laws require each Post to pay in advance a National Convention registration fee of \$25.00. This 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 \$10 delegate fee. Each Post is encouraged to register at least one delegate and one alternate for every thirty members or fraction thereof.

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 or Department 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 how to accomplish these two very important processes, as well as the OMS alternative methods.

I appreciate your cooperation on these matters.

Sincerely,


Robert E. Wallace
Adjutant General

REW:dep
Enclosures

NO ONE DOES MORE FOR VETERANS.

The 2017-18 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, Judge Advocate, Surgeon and Service Officer

ONLINE ELECTION REPORT

Online reporting is the preferred method of submitting the Post's 2017-18 Election Report. As Post Quartermaster, you will log into www.vfw.org accessing "My VFW." You will then click on the link "Online Membership System." You will find, in the left navigation pane "Election Report"; open the drop down and click "Post Election Report Filing." 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 Online Membership System (OMS) account should review the "Quartermaster Guide to Member Dues Processing" training document located in "VFW Training and Support" under "Member & Officer Training, Forms & Templates." Additional technical support is available by calling the National Headquarters at 816-756-3390.

Department Adjutants and Quartermasters have access to OMS; therefore, have the ability to enter Post Election results for a Post. Please consider 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.

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 or fax to 816-968-1149.

NOTIFICATION

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

Post Quartermaster's will receive a "Post Record Acknowledgement" via USPS. 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. 6299.



20__ - __ POST ELECTION REPORT

DATE OF ELECTION:

POST #	DISTRICT #	DEPARTMENT	POST NAME	POST DUES AMOUNT Includes National and Department Per Capita	\$
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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	ZIP CODE	
POST E-MAIL ADDRESS				POST MEETING DAY/TIME		
POST WEBSITE				CHECK ALL THAT APPLY:		
POST PHONE #				<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		
FEDERAL EMPLOYER IDENTIFICATION # (EIN)						

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

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

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

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

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

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

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

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

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

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

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

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