



VETERANS OF FOREIGN WARS OF THE UNITED STATES

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February 26, 2010

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 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. For your convenience, we are providing complete instructions on accomplishing this.

There are three methods for submitting this year's report but the online method is preferred. We have worked hard over the last few years to create a process that is user friendly and provides your Post and the National Organization, an accurate and up-to-date record, complete with online confirmation of receipt. You can also either fax (816-968-1149) or mail the report to VFW National Headquarters, 406 W. 34th St., Kansas City, MO. 64111, to the attention of Kevin Jones. Section 211 of the National By-Laws stipulates authority to the Commander-in-Chief, to suspend and/or revoke, a Post Charter for violations of the National By-Laws and Manual of Procedure. Failure to submit to this Headquarters, by June 1st, a properly completed Post Election Report would be considered a violation subject to such penalty.

Also enclosed is a Men's Auxiliary Election Report for those posts that have established that auxiliary. Likewise, following the same guidance here for the Post Election Report, and as outlined in Section 1301(d) of the Manual of Procedure, this must also be completed by June 1st and can be enclosed with the Post Election Report.

I appreciate your cooperation on these matters.

Sincerely,

Allen "Gunner" Kent
Adjutant General

AK:dep
Enclosures