

VFW POST “to do” CHECKLIST

Use this checklist (and Membership Guide) to put you on the right track to be a successful, thriving VFW Post. If your desire is to obtain All-State or All-American Status, please refer to Membership Guide. **Start working programs/checklist on July 1st!** Don't forget to include your Auxiliary when submitting reports. The Dept Office will continue to send out reminders in monthly General Orders (GO's).

Access GO's, Forms, this Checklist, SD VFW Program information, etc., at: SD VFW Website: <https://vfwsd.org>;

National website: <https://www.vfw.org>

POST RESPONSIBILITIES AND REQUIREMENTS	OWNER	DUE BY:
JUNE		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
Quarterly Audit: April - June - Audit Reports (Submit to Dept HQs)	CDR/QM/ADJ	Jul 15th
JULY		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
First FY Quarter - May - July - Programs Report (Submit to Dept HQs) - Update in Dashboard	CDR/QM/ADJ	Aug 15th
AUGUST		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
Complete Post BOND Forms - Submit to Dept HQs	CDR/QM/ADJ	Refer to Aug GOs
Mandatory Obligations (Post memstats as of Jun 30th)		
Department Hospital Fund (supports VA Med Centers in SD)	CDR/QM/ADJ	Aug 1st
Department Service & Rehabilitation Fund to support our State Service Officer at the VA Center in SD (Service & Rehab)	CDR/QM/ADJ	Aug 1st
Department Memorial Park & Chapel supports cost of maintaining park & chapel located in Black Hills	CDR/QM/ADJ	Aug 1st
Financial Donations (Post memstats as of Jun 30th)		
Veterans Military Service (VMS) (paid to National) - Update in Dashboard	CDR/QM/ADJ	Aug 1st
Department Recruiting Events (Watch GO's and Emails)	CDR/QM/ADJ	Aug 1st
National Home for Children	CDR/QM/ADJ	Aug 1st
Special Olympics	CDR/QM/ADJ	Aug 1st
Purchase Buddy Poppies (.15 cents each - 5 per Post member as of Jun 30th)	CDR/QM/ADJ	Aug 1st
SEPTEMBER		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
Quarterly Audit: July - September - Audit Reports (Submit to Dept HQs)	CDR/QM/ADJ	Oct 15th
OCTOBER		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
Attend Department Fall Council of Administration Meeting	BOTH CDR/QM	Annually in Oct
Attend Fall District Meeting	BOTH CDR/QM	Oct/Nov
Posts Pay District Dues	CDR/QM/ADJ	Fall District Meeting
Annual Awards Programs (Watch GO's)		
Patriots Pen - One Entry to District for Judging	CDR/QM/ADJ	Oct 31st
Voice of Democracy (VOD) - One VOD entry to District for Judging	CDR/QM/ADJ	Oct 31st
Teacher of the Year (Submit to District) - One Teacher entry to District K - 12th Grade	CDR/QM/ADJ	Oct 31st
2nd FY Quarter - August - October Programs Report (Submit to Dept HQs) - Update in Dashboard	CDR/QM/ADJ	Nov 15th
NOVEMBER		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
Complete Veterans Day Report - Send to Dept HQs (form on Dept Website)	CDR/QM/ADJ	Dec 15th
DECEMBER		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
Quarterly Audit: October - December - Audit Reports (Submit to Dept HQs)	CDR/QM/ADJ	Jan 15th

JANUARY		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
Attend Department Legislative Conference	BOTH CDR/QM	Annually in Jan
Annual Awards Programs (Watch GO's)		
Public Servant Recognition - One Entry to District for Law Enforcement, Fire Fighter or EMT	CDR/QM/ADJ	Annually in Jan
3d FY Quarter - November - January - Programs Report (Submit to Dept HQs) - Update in Dashboard	CDR/QM/ADJ	Feb 15th
FEBRUARY		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
MARCH		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
Accomplish and Report one Membership Round-up/Activity - Send Report to Dept HQs (use membership form on Dept Website)	CDR/QM/ADJ	Mar 15th
Conduct/Complete Post Inspection (form on Dept Website) Copy to Dept HQs	CDR/QM/ADJ	Mar 31st
Quarterly Audit: January - March - Audit Reports (Submit to Dept HQs)	CDR/QM/ADJ	Apr 15th
Annual Awards Programs (Watch GO's)		
Scout of the Year - One entry to District for Judging	CDR/QM/ADJ	Annually in Mar
APRIL		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
Complete National Convention Form & Delegation Form & Send in Fees (QM will receive in Mail)	CDR/QM/ADJ	Annually in Apr
Complete Department State Convention Delegation Form & Send in Fees (Watch GO's)	CDR/QM/ADJ	Annually in Apr
Complete Post Election Report - Submit in OMS for 2022-23	CDR/QM/ADJ	Jun 1st
Complete Annual Post Committee Appointment Letter for 2022-23	CDR/QM/ADJ	Jun 1st
Attend Spring District meeting	BOTH CDR/QM	Annually in Apr/May
Submit Post Membership Plan to Dept HQ (Form on Dept Website)	CDR/QM/ADJ	Jul 31st
4th FY Quarter - February - April - Programs Report (Submit to Dept HQs) - Update in Dashboard	CDR/QM/ADJ	May 1st
MAY		
Complete & Maintain Monthly Accounting Report	CDR/QM/ADJ	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	CDR/QM/ADJ	Monthly
Complete Memorial Day Program Report - Send to Dept HQs	CDR/QM/ADJ	Annually by Jun 30th
Complete Loyalty Day Report - Send to Dept HQs	CDR/QM/ADJ	Annually in May
Complete Tax form 990 - complete on IRS Website (copy to Dept HQs)	CDR/QM/ADJ	Refer to May GOs
Community Service and Program Books	CDR/QM/ADJ	May 1st
PROGRAMS THAT GO ON ALL-YEAR		
Support & Attend Dept Recruiting Events	CDR/QM/ADJ	on-going
Achieve 100% in Membership	CDR/QM/ADJ	on-going
Publications Contest (Post Newsletter)	CDR/QM/ADJ	on-going
Donate and Support Commanders/President Special Project	CDR/QM/ADJ	on-going
Youth Activities	CDR/QM/ADJ	on-going
Support SD VFW Baseball	CDR/QM/ADJ	on-going
Americanism	CDR/QM/ADJ	on-going
Veterans in the Classroom	CDR/QM/ADJ	on-going
Special Project Award	CDR/QM/ADJ	on-going