

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!** Do not 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 VFW website: <https://www.vfw.org>

POST RESPONSIBILITIES AND REQUIREMENTS	DUE BY:
JULY	
Complete & Maintain Monthly Accounting Report	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Post Membership Plan (Form on Dept Website) (Submit to Dept HQs)	Jul 31st
4 th Quarter Programs Report (Apr - Jun) (Submit to Dept HQs)	Aug 15th
AUGUST	
Complete & Maintain Monthly Accounting Report	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Complete Post BOND Forms (Submit to Dept HQs) (Watch GOs for Information)	Refer to Aug GOs
Mandatory Obligations (Based off Post membership as of Jun 30th)	
Hospital Fund (Supports VA Med Centers in SD) (.35 cents per member)	Aug 1st
Service & Rehabilitation Fund (Supports VAVS/VVS Programs in SD) (.20 cents per member)	Aug 1st
Memorial Park & Chapel (Supports cost of maintaining Park & Chapel located in Black Hills) (.10 cents per member)	Aug 1st
Financial Donations (Based off Post membership as of Jun 30th)	
Veterans Military Service (VMS) (Paid through National Dashboard)	Aug 1st
Department Recruiting Events (Watch GO's and Emails)	Aug 1st
National Home for Children	Aug 1st
Special Olympics	Aug 1st
Purchase Buddy Poppies (.30 cents each - 3 per Post member as of Jun 30th)	Aug 1st

SEPTEMBER	
Complete & Maintain Monthly Accounting Report	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Quarterly Audit Report (Jul - Sep) (Submit to Dept HQs)	Oct 15th
OCTOBER	
Complete & Maintain Monthly Accounting Report	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Attend Department Fall Council of Administration Meeting	Annually in Oct
Attend Fall District Meeting	Oct/Nov
Posts Pay District Dues (Pay District QM)	Due by Fall District Meeting
1 st Quarter Programs Report (Jul- Sept) (Submit to Dept HQs)	Nov 15th
Annual Awards Programs (Forward to District POC)	
Patriots Pen (One Entry to District Judging for every 15 Entries at Post Level)	Oct 31st
Voice of Democracy (One Entry to District Judging for every 15 Entries at Post Level)	Oct 31st
Teacher of the Year (Teacher Entry Grades (K-5) (6-8) (9-12) (Submit to Dept Chair)	Oct 31st
NOVEMBER	

Complete & Maintain Monthly Accounting Report	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Complete Veterans Day Report – (Submit to Dept HQs through State Dashboard)	Dec 15th
DECEMBER	
Complete & Maintain Monthly Accounting Report	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Quarterly Audit Report (Oct - Dec) (Submit to Dept HQs)	Jan 15th
JANUARY	
Complete & Maintain Monthly Accounting Report	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Attend Mid-Winter District Meeting	Jan/Feb
Attend Department Legislative Conference	Annually in Jan
2 nd Quarter Programs Report (Oct - Dec) (Submit to Dept HQs)	Feb 15th
Annual Awards Programs (Watch GO's)	
Public Servant Recognition (Entries to Dept Chair) (Law Enforcement, Fire Fighter & EMT)	Jan 1st
FEBRUARY	
Complete & Maintain Monthly Accounting Report	Monthly
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
District Inspector Conduct Post Inspections (Send Copy to Dept HQs)	Due by Feb 15th
MARCH	
Complete & Maintain Monthly Accounting Report	
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Accomplish One Membership Round-Up/Activity (Form on Dept Website) (Submit to Dept HQs)	Monthly
Conduct/Complete Post Inspection (Form on Dept Website) (Copy to Dept HQs)	Mar 15th
Quarterly Audit Report (Jan - Mar) (Submit to Dept HQs)	Mar 31st
Annual Awards Programs (Watch GO's)	
Scout of the Year (Boy/Girl) (Submit to Post-Mar 1) (Post to Dept Chair-Apr 1)	Apr 15th
APRIL	
	Mar 1st
Complete & Maintain Monthly Accounting Report	
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Complete National Convention Form & Delegation Form (Submit Form/Fees to National) (QM will receive in Mail)	Monthly
Complete Department Convention Form & Delegation Form (Submit Form/Fees to Dept HQs) (Watch GO's)	Annually in Apr
Complete Post Election Report (Submit to National for 2024-2025)	Annually in Apr
Complete Annual Post Committee Appointment Letter (Submit to Dept HQs for 2024-2025)	Jun 1st
Attend Spring District meeting	Jun 1st
3 rd Quarter Programs Report (Jan - Mar) (Submit to Dept HQs)	Apr/May
MAY	
	May 1st
Complete & Maintain Monthly Accounting Report	
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Complete Memorial Day Report – (Submit to Dept HQs through State Dashboard)	Annually in May
Complete Loyalty Day Report – (Submit to Dept HQs through State Dashboard)	Annually in May
Complete Tax Form 990 - Complete on IRS Website (Copy to Dept HQs)	Annually in May
Community Service and Program Books (worth 200 points for All-State Program)	Refer to May GOs
JUNE	
	May 1st
Complete & Maintain Monthly Accounting Report	
Complete & Maintain Monthly Meeting Agenda & Minutes	Monthly
Attend Department Convention	Annually in June

Quarterly Audit Report: (Apr - Jun) (Submit to Dept HQs)	Annually in Jun
PROGRAMS TO WORK ON ALL YEAR	Jul 15th
Achieve 102% in Membership	
Support & Attend Department Recruiting Events	on-going
Donate and Support Commanders/President Special Project	on-going
Publications Contest (Post Newsletter)	on-going
Veterans in the Classroom	on-going
Support SD VFW Baseball	on-going
Youth Activities	on-going
Americanism	on-going
Post Special Project Award	on-going