**“Strength With Unity”**

Commander Dr. Martin Christensen

2025-2026

**Post and District Expectations/Obligations**

**(Regardless if trying to achieve All-State or All-American status)**

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| **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> |
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| **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) | Aug 1st |
| Trustees' Quarterly Audit Report (Quartermaster & Adjutant Books & Records) (Apr - Jun) (Submit to Dept HQs) | Jul 31st |
| Input Community Service on State Dashboard [www.vfwsd.org](http://www.vfwsd.org)  | Aug 15th |
| **AUGUST** |  |
| Complete & Maintain Monthly Accounting Report | Monthly |
| Complete & Maintain Monthly Meeting Agenda & Minutes | Monthly |
| Complete Post BOND Forms (Submit to Dept HQs) | Aug 31st |
| Department Dues (Post membership as of Jun 30th previous Command Year) |   |
| 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 |
| Department Donations (By Membership Category) (Post membership as of Jun 30th of previous Command Year) |   |
| Veterans Military Service (VMS) (Paid to National All-American Dashboard) | Aug 1st |
| Department Recruiting Events -  | Aug 1st |
| National Home for Children | Aug 1st |
| Special Olympics | Aug 1st |
| Purchase Legacy Buddy Poppies (.30 cents each – OR Tin Tap Poppies (.15 cents each – Must order 500 Poppies per Post to qualify for All-American and All-State Programs | Aug 1st |
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| **SEPTEMBER** |  |
| Complete & Maintain Monthly Accounting Report | Monthly |
| Complete & Maintain Monthly Meeting Agenda & Minutes | Monthly |
| Trustees' Quarterly Audit Report (Quartermaster & Adjutant Books & Records) (Jul - Sep) (Submit to Dept HQs) | Oct 31st  |
| Accomplish One Membership Activity and input on state dashboard | Oct 15th  |
| **OCTOBER** |  |
| Complete & Maintain Monthly Accounting Report | Monthly |
| Complete & Maintain Monthly Meeting Agenda & Minutes | Monthly |
| Attend Department Fall Council / Homecoming in Sioux Falls at Alliance Center | Oct 3-5, 2025 |
| Attend Fall District Meeting | Oct/Nov |
| Posts Pay District Dues (Pay District QM) | Due by Fall District Meeting |
| Input Community Service on State Dashboard [www.vfwsd.org](http://www.vfwsd.org) | Nov 15th |
| Annual Awards Programs (Forward to District POC) |   |
| Patriots Pen (One Entry to District Judging for every 15 Entries at Post Level) on Scholar’s App – Must make entry on All-American Dashboard to qualify | Oct 31st |
| Voice of Democracy (One Entry to District Judging for every 15 Entries at Post Level) on Scholar’s App -Must make entry on All-American Dashboard to qualify | 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 |
| Veterans Day Activities – input Veterans Day activities on state dashboard  | Dec 15th |
| **DECEMBER** |  |
| Complete & Maintain Monthly Accounting Report | Monthly |
| Complete & Maintain Monthly Meeting Agenda & Minutes | Monthly |
| Trustees' Quarterly Audit Report (Quartermaster & Adjutant Books & Records) (Oct - Dec) (Submit to Dept HQs) | Jan 31st  |
| Accomplish One Membership Activity and input on state dashboard | 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 / VOD/PP/Teacher of the Year Banquet in Pierre  | Annually in Jan |
| Input Community Service on State Dashboard [www.vfwsd.org](http://www.vfwsd.org) | 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  |
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| **MARCH** |  |
| Complete & Maintain Monthly Accounting Report | Monthly |
| Complete & Maintain Monthly Meeting Agenda & Minutes | Monthly |
| Accomplish One Membership Activity and input on state dashboard | Mar 15th  |
| Conduct/Complete Post Inspection (Form on Dept Website) (Copy to Dept HQs) | Mar 31st  |
| Trustees' Quarterly Audit Report (Quartermaster & Adjutant Books & Records) (Jan - Mar) (Submit to Dept HQs) | Apr 15th  |
| Annual Awards Programs (Watch GO's) |   |
| Scout of the Year (Boy/Girl) (Submit to Post-Mar 1st) (Post to Dept Chair-Apr 1st) | Mar 1st  |
| **APRIL** |  |
| Complete & Maintain Monthly Accounting Report | Monthly |
| Complete & Maintain Monthly Meeting Agenda & Minutes | Monthly |
| Complete National Convention Form & Delegation Form (Submit Form/Fees to National) (QM will receive in Mail) | Annually in Apr |
| 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 2025-2026)  | Jun 1st  |
| Complete Annual Post Committee Appointment Letter (Submit to Dept HQs for 2025-2026) | Jun 1st  |
| Attend Spring District meeting | Apr/May |
| 4th Quarter Programs Report (Feb - Apr) (Submit to Dept HQs) - Update in Dashboard | May 1st  |
| **MAY** |  |
| Complete & Maintain Monthly Accounting Report | Monthly |
| Complete & Maintain Monthly Meeting Agenda & Minutes | Monthly |
| Memorial Day Activities (Submit on Quarterly Programs Report) (Submit to Dept HQs) - Update in Dashboard | Annually by Jun 30th  |
| Loyalty Day Activities (Submit on Quarterly Programs Report) (Submit to Dept HQs) - Update in Dashboard | Annually in May |
| Complete Tax Form 990 - Complete on IRS Website (Copy to Dept HQs) | Refer to May GOs |
| Community Service and Program Books | May 1st  |
| Accomplish One Membership Activity and input on state dashboard | May 1st  |
| **JUNE** |  |
| Complete & Maintain Monthly Accounting Report | Monthly |
| Complete & Maintain Monthly Meeting Agenda & Minutes | Monthly |
| Attend Department Convention in Mitchell  | June 17-21, 2026 |
| Trustees' Quarterly Audit Report (Quartermaster & Adjutant Books & Records) (Apr - Jun) (Submit to Dept HQs) | Jul 31st  |
| **PROGRAMS TO WORK ON ALL YEAR** |   |
| Achieve 101% in Membership  | on-going |
| 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 |