February 1, 2012

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 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 on line and ensure its accuracy. It is important that a Post Election Report be completed on line even if there are no changes in the elected and appointed officers for the ensuing year.

As our continued 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 officers.

Once you've successfully entered the new data and transmit, a copy of the election report will be 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 to this Headquarters by June 1st a properly completed Post Election Report.

You will also find enclosed the **National Convention Post Registration** invoice, which must be completed and filed in advance of the National Convention. Recent changes in Section 222 of the Veterans of Foreign Wars By-Laws require each Post to pay, in advance, a national convention registration fee of twenty-five dollars ($25) which 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 ten dollar ($10) delegate fee. Each Post is encouraged to register at least one (1) delegate and one (1) alternate for each thirty (30) members or fraction thereof.

Just 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 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 accomplishing these two very important processes, as well as OMS alternative methods available.

I appreciate your cooperation on these matters.

Sincerely,

Allen "Gunner" Kent

Allen "Gunner" Kent
Adjutant General

AK:wcb
Enclosures