INSTRUCTIONS FOR PROPERLY SUBMITTING POST ELECTION REPORTS

The 2012-13 Post Election Report is to be completed by the outgoing Post Quartermaster during or immediately following the election meeting.

Information you will need to properly file your report:

- Elected Post Officers Membership Information to include current contact information and membership number.
- Post Meeting Information to include Address, Day and Time. The Day should be shown as "First Tuesday," "Third Wednesday," as appropriate. If a meeting is held more than once a month, show as "First and Third Monday" "Every Friday," as appropriate. Time should be shown as "11:00 am," "7:30 pm," as appropriate.
- Post Mailing Address, Post email and website information.
- Post Federal Employer Identification Number (EIN).
- Current Post dues amount.
- Commander's named appointments for Adjutant and Post Service Officer.

ONLINE ELECTION REPORT

Online reporting is the required method of submitting the Post's 2012-13 Election Report. As Post Quartermaster, you will log into **www.vfw.org** and access the "Online Membership System" (OMS) under "Post Quartermaster Tools & Resources", click on "Post Election Report"; you are now ready to use the newly enhanced reporting procedure. Follow the step by step process, verify your summary, make any necessary corrections, and submit. This is a 5-7 minute process for the average user.

Quartermasters who need assistance setting up their OMS account should view the following link to access training materials for the new OMS: **http://www.vfw.org/oms/TrainingMaterials.aspx**

Department Quartermasters have access to OMS and have the ability to enter Post Election results for a Post. Please utilize this resource if you do not have access to OMS.

In addition to the annual election report, this system will be utilized to make officer changes during the administrative year.

MAIL-IN OR FAXED ELECTION REPORT

Although a return, postage paid envelope has been included in this year's mailing, we ask that you make every attempt to use the online reporting method. **Do not mail or fax your report if you have utilized the online reporting method**. Your report can be submitted by mailing one copy to the Adjutant General in the enclosed envelope **or** fax to 816-968-1149.

This will be the last year that we will provide a postage paid envelope.

NOTIFICATION

Changes in Post Officers will also be acknowledged by email to the Post's V-mail account.

Post Quartermaster's will receive, via USPS, a "Post Record Acknowledgement", this card is used to show the reported change of the Post Commander, Post Quartermaster, and/or Post Dues Amount. Only return this card to correct erroneous information. Corrections can also be made by accessing the OMS.

National Headquarters will be providing Post and Officer Information to the Department Headquarters.

Questions regarding the Post Election Report can be answered by calling 816-756-3390 ext. 299