

INSTRUCTIONS FOR PROPERLY SUBMITTING POST ELECTION REPORTS

The 2011/12 Post Election Report is to be completed by the outgoing Post Quartermaster during or immediately following the election meeting.

Each Post Election Report Form has been personalized for your Post. It is necessary that the Post use this form in reporting its officers for the 2011/12 administrative year. We ask that you choose one of the following methods to ensure proper receipt.

Some of the things you will need:

- Post Officers Membership Information to include current contact information, membership number, and cap size.
- Post Meeting Information to include: Address, Date & Time.
- Post Mailings Address (if different than above), Post email and website information.
- Post Federal Employer Identification Number (EIN).
- Miscellaneous Post information to include current dues amount.
- Commander's named appointments for Adjutant and Post Service Officer.

ONLINE ELECTION REPORT

Online reporting is the preferred method of submitting the Post's 2011/12 Election Report.

Go to <http://vfwpost.vfw.org>. If you have used Post Query before, log in. If you have not, and you are the current Quartermaster of record, click on "First Login" and follow the online instructions to set up a new password. After successfully logging into Post Query click the "Post Election Report" link in the middle of the page. Next, you will enter the membership card number for each elected position. Once entered, you will click on the "Submit" button; names associated with the card numbers will appear in their respective elected positions, once verified, click "Load Form"; a partially completed election report form will appear with the elected officer's information. If any of the information is incorrect or incomplete simply click on the area and make the necessary changes, this includes information such as: Officer information, Post meeting location or time, Post mailing address, Federal Employment Identification Number (EIN), Post email and website address, etc. (You must have Adobe Acrobat Reader to view the form. It may be downloaded and installed at: <http://adobe.com/products.acrobat.readstep2.html>). After you have verified your Post Information is correct, click on "Print" to print a copy of the completed report. The report is now ready to be transmitted; click "Submit To National" button. Once the "Submit To National" button has been selected, a confirmation of its receipt will appear on the screen. Confirmation of the change in officers will be sent to the Post's V-mail account the next business day. In addition, within one week the Post Quartermaster will receive an acknowledgement card via USPS.

MAIL IN OR FAXED ELECTION REPORT

Once you have completed the enclosed form, mail one copy to the Adjutant General in the enclosed return self addressed postage paid envelope or call 816-968-1149.

THINGS TO REMEMBER

- National Headquarters will not be responsible for providing a copy of the Post Election Report to the Department
- Regular Meeting Time should be shown as "1st Tuesday", "3rd Wednesday", as appropriate. If a meeting is held more than once a month, show "1st and 3rd Monday", "every Friday" as appropriate. Be sure all other Post information is completed.
- Cap Size is used for award purposes only. Caps can be purchased through VFW Emblem & Supply.
- A Post Acknowledgement Card will be sent to the Post Quartermaster within one week of entry.

Questions regarding the Post Election Report can be answered by calling Post Records @ 816-756-3390