

**A - 1 -- POST COMMANDER'S YEARLY CHECK LIST**

**WILL I BE A SUCCESSFUL POST COMMANDER OR JUST AN AVERAGE POST COMMANDER? "HAVE I DONE IT ON TIME?" Did I meet my goals?**

1. Membership Quota:            Sept. 30 \_\_\_\_\_ Oct. 31 \_\_\_\_\_ Nov. 30 \_\_\_\_\_  
   Dec. 31 \_\_\_\_\_ Jan. 31 \_\_\_\_\_ Feb. 28 \_\_\_\_\_  
   Mar. 31 \_\_\_\_\_ Apr. 30 \_\_\_\_\_ May 31 \_\_\_\_\_
2. Membership Date to be 100% \_\_\_\_\_
3. Membership recruiting and collection dues planning meeting \_\_\_\_\_
4. Community Service Report sent to State Chairman monthly. Check with Auxiliary.  
      July 31 \_\_\_\_\_ Aug 31 \_\_\_\_\_ Sep 30 \_\_\_\_\_ Oct 31 \_\_\_\_\_  
      Nov 30 \_\_\_\_\_ Dec 31 \_\_\_\_\_ Jan 31 \_\_\_\_\_ Feb 28 \_\_\_\_\_  
      Mar. 31 \_\_\_\_\_ Apr 30 \_\_\_\_\_ May 31 \_\_\_\_\_ June 30 \_\_\_\_\_
5. Trustee Audit Reports sent to Department Headquarters Quarterly:  
      Jun 30 \_\_\_\_\_ Sept 30 \_\_\_\_\_ Dec 31 \_\_\_\_\_ Mar 31 \_\_\_\_\_
6. Voice of Democracy Program Instituted in Schools - Date: \_\_\_\_\_
7. State Membership Awards -- Ordered: \_\_\_\_\_
8. **Read State Commander's Leadership Directory Program Book**  
Patriotic Holidays observed at by VFW/Auxiliary:  
Independence Day \_\_\_\_\_ Veterans Day \_\_\_\_\_ POW/MIA \_\_\_\_\_  
Loyalty Day \_\_\_\_\_ Memorial Day \_\_\_\_\_ Flag Day \_\_\_\_\_
9. Number of Buddy Poppies ordered: Prior Year total: \_\_\_\_\_ Number of  
Buddy Poppies ordered this year \_\_\_\_\_. Are Poppies used for decorations?
10. Quartermaster Bonded? \_\_\_\_\_ See Bond Application in Post CofA packets.
11. Post Commander, Bartender; Bingo chairman, manager -- Bonded? \_\_\_\_\_
12. Attended District Meetings. VFW By Laws, Section 218 -- All Post Commanders shall  
attend District meetings! \_\_\_\_\_ Did I ask my officers to attend?  
Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_
13. Service to Veterans Report sent to State Chairman: \_\_\_\_\_
14. Safety Report Sent to State Chairman: \_\_\_\_\_  
Recognized Law Officers, Fire Fighters and EMT during the year? Have a supper for the group or groups. Call the  
Chiefs up and talk to them.
15. Youth Activities Report Sent to State Chairman: \_\_\_\_\_
16. Americanism Report Sent to State Chairman: \_\_\_\_\_
17. Hospital Report Sent to State Chairman: \_\_\_\_\_
18. Loyalty Day Report Sent to State Chairman: \_\_\_\_\_
19. Voice of Democracy Tape Sent to District Chairman: \_\_\_\_\_
20. Post Inspected: Date: \_\_\_\_\_ By \_\_\_\_\_
21. Made an agenda for an interesting -- Post Membership meetings: \_\_\_\_\_
22. Order current VFW By Laws for Post Commander, Post Sr & Jr V Cmdrs \_\_\_\_\_
23. Scheduled monthly Line Officer meetings with VFW and Auxiliary Officers \_\_\_\_\_
24. Made an effort to attend State or District Workshop with Post officers \_\_\_\_\_
25. Are Post Funds being spent for Community Service and VFW Programs \_\_\_\_\_
26. Does the Post have a newsletter? Can any of the VFW or Auxiliary member do one? \_\_\_\_\_
27. Does the Post need repairing and cleaning up – inside and out \_\_\_\_\_
28. Does the Post membership run the post or does the Bar/Canteen? \_\_\_\_\_?
29. Did we visit the Mayor's office and offered Post assistance this year? \_\_\_\_\_
30. What about a parade? A Garage Sale? A Raffle/Donation Project? \_\_\_\_\_
31. Do I really thank my Post Officers and members? Auxiliary Members? \_\_\_\_\_
32. Where could I find New or Reinstated VFW members? Church? Bowling? Work? \_\_\_\_\_
33. VFW BIG BUSINESS: \_\_\_ Does the Post have only Post Commander and Post QTM signatures on Post checks? **Post  
Tax Employer ID number is:** \_\_\_\_\_. Does the Post filed 990's or 990-T's? \_\_\_\_\_ Are employee (if required)  
who handle money Bonded? \_\_\_\_\_ Are all licenses up to date? \_\_\_\_\_ Are the Post Articles of Incorporation current, on file and  
listed as ACTIVE with Secretary of State Office? \_\_\_ Is the address of the registered agent (the Post Quartermaster is the registered  
agent **with the Post address** list for the agent's address) a good address on file with Secretary of State's office (this form is sent by  
Secretary of State's office and must be filed yearly)?

Am I a credit to the VFW? Why?