

VFW POST MINUTES FORM

Note: FILL IN BLANKS AND SKIP THOSE NOT NEEDED OR REQUIRED and put in binder note book. May also correct for your post use. Simple! Make 12 copies for all year. Request by email from Dept: lavfw@aol.com

MINUTES FOR VFW POST _____

DATE HELD: _____

MEETING HELD AT:

VFW POST: Address: _____

Ph# _____

MEETING CALLED TO ORDER by: Post Commander _____

TIME: ____ AM/ PM

OPENING PRAYER by Post Chaplain: Comrade _____

PLEDGE OF ALLEGIANCE by all.

ROLL CALL OF 13 OFFICERS :

Total: Present __ Absent _ Excused

(Check off those present)

Post Cmdr _____; Sr V. Cmdr _____; Jr. V. Cmdr _____; Qtm _____; Adj. _____; Chap _____;

Jud. Adv. ____; Surgeon _____; 3 Yr Trus ____; 2 Yr. Trus ____; 1 Yr. Trus. ____; Officer of Day ____; Service Officer ____.

Record total number of members in Attendance at this meeting: _____

READING OF MEMBERSHIP APPLICATION: Total: _____

(Ask for one motion to accept all Applications submitted.)

Motion to accept Applicants by Comrade _____.

Seconded by Comrade _____, Motion Carried.

MUSTERING IN OF RECRUITS by Comrade: _____.

Names of Recruit(s): _____

READING OF MINUTES by Comrade _____, Motion to accept Minutes

as read ___/ or as amended __, by Comrade _____, Seconded by Comrade _____ Motion carried.

OR

Motion to dispense with the reading of the minutes by Comrade:_____. Seconded by Comrade

_____. Motion Carried. Reason why:_____.

READING OF QUARTERMASTER REPORT (BILLS) AND BANK STATEMENTS by Comrade QTM _____

_____.

Motion to accept Quartermaster's report pending audit approval by Comrade _____ Seconded by Comrade

_____. Motion Carried.

Reports of **Ending Balances for the month** of _____ are:

Building/Canteen Fund _____; General Fund _____, Relief Fund _____;

Dues Reserve/Membership _____; Savings Account _____; Other: _____

Ending Total of all accounts: _____

REMINDER: ALL POST TRUSTEES ARE REQUIRED TO review POST QTM RECORDS at each meeting AND FILL OUT the POST TRUSTEE REPORTS QUARTERLY!

SERVICE OFFICER REPORT by Comrade _____

Comrades in distress: How many: _____ (List names below)

COMMITTEE REPORTS are as follows:

- a. Americanism by Comrade _____
- b. Buddy Poppies by Comrade _____
- c. Community Activities by Comrade _____
- d. Homeless by Comrade _____
- e. Honor Guard by Comrade _____
- f. Hospital by Comrade _____
- g. House Committee by Comrade _____

- h. **Membership** by Comrade _____
- i. POW/MIA by Comrade _____
- j. Safety by Comrade _____
 Outstanding EMT, Law Officer & Fireman _____
- k. VOD by Comrade _____
- l. Youth Activities by Comrade _____
 Patriot's Pen Essay Contest _____
- m. Other Committee:
 - 1. _____ by Comrade _____
 - 2. _____ by Comrade _____
 - 3. _____ by Comrade _____
 - 4. _____ by Comrade _____
 - 5. _____ by Comrade _____

Committee(s) special notes: _____

UNFINISHED BUSINESS: _____ List number of items discussed.

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Unfinished Business motions are as follows:

Motion by Comrade _____

_____ Seconded by Comrade _____ Motion Carried.

Motion by Comrade _____

_____ Seconded by Comrade _____ Motion Carried.

Motion by Comrade _____

_____ Seconded by Comrade _____ Motion Carried.

Motion by Comrade _____

_____ Seconded by Comrade _____ Motion Carried.

Motion by Comrade _____

_____ Seconded by Comrade _____ Motion Carried.

NEW BUSINESS - _____ List number of items discussed under New Business:

1. _____

2. _____

3. _____

4. _____

5. _____

New business motions are as follows:

Motion by Comrade _____

_____ Seconded by Comrade _____ Motion Carried.

Motion by Comrade _____

_____ Seconded by Comrade _____ Motion Carried.

Motion by Comrade _____

_____ Seconded by Comrade _____ Motion Carried.

Motion by Comrade _____

_____ Seconded by Comrade _____ Motion Carried.

GOOD OF THE ORDER:

Remarks by: Comrade _____

Remarks by: Comrade _____

Remarks by: Comrade _____

Remarks by: Comrade _____

Remarks by: Comrade _____

SPECIAL REPORTS/ANNOUNCEMENTS OR REMARKS BY STATE, DISTRICT OR POST OFFICERS AND MEMBERS:

1. _____

_____ by Comrade _____

2. _____

_____ by Comrade _____

3. _____

_____ by Comrade _____

MOTION TO ADJOURN AFTER THE CLOSING CEREMONIES by Comrade _____ Seconded by Comrade

_____ Motion carried.

NEXT MEETING DATE announced: _____.

NATIONAL HOME & CLOSING PRAYER by Comrade

Chaplain _____ Prayers read at _____ PM.

SALUTE TO COLORS by All.

MEETING ADJOURNED AT: _____ PM

SUBMITTED by _____
ADJUTANT OR ACTING ADJUTANT

POST

DATES OF ALL SCHEDULED MEETINGS:
