

# 2025-2026 COMMANDER'S GUIDE



# COMMANDER'S GUIDE

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July 2025

Dear Post Commander,

Congratulations on your election as Commander! This is an important position, one that requires hard work, dedication, and trustworthiness. Your Post is counting on you to fulfill your duties to the benefit of the organization, members and communities. We want to help you be successful.

Whether you are new to the job or have done it before, there is always something you can learn. This guide was created to assist you – no matter what your current level of knowledge and experience may be. This guide is a training tool to educate and assist you in your role.

The enclosed manual is periodically updated. You can find the latest version, as well as other valuable resources, at [www.vfw.org](http://www.vfw.org) by logging in as a member (Login – top bar, right side), and going to “Member/Post Resources – Bylaws: Training, Forms & Templates.”

Other important resources include the Bylaws, Manual of Procedure, and Ritual. In particular, the Manual of Procedure, Sec 218 (a) (1) outlines the responsibilities of the Post Commander. Learn these well. Each Post is required to maintain a current copy of the Bylaws, Manual of Procedure, and Ritual; current copies are available for purchase from the VFW Store at [www.vfwstore.org](http://www.vfwstore.org).

We are here to support you. If you have questions and are unable to find answers with your District or Department, call us at 833.VFW.VETS. Explain to the operator what you need, and they will transfer you to the correct person to answer your questions.

Thank you for taking on this responsibility. It may be challenging at times, but it can also be very rewarding. We wish you well!

Dan West  
Adjutant General

Marc L. Garduno  
Quartermaster General

P.S. Have a suggestion to how we can improve the Commander’s Guide? We want to hear from you! Send an email to [info@vfw.org](mailto:info@vfw.org), subject line “Feedback on Commander’s Guide,” with your comments. We are always looking to improve on what we do.

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**FOR VETERANS**



**BY VETERANS**

# OFFICER ROSTER VISITOR REGISTRY & PLANNING CALENDAR



VETERANS OF FOREIGN WARS.

## Officer Information

List name, address and phone number:

COMMANDER \_\_\_\_\_

SENIOR VICE COMMANDER \_\_\_\_\_

JUNIOR VICE COMMANDER \_\_\_\_\_

QUARTERMASTER \_\_\_\_\_

ADJUTANT \_\_\_\_\_

CHAPLAIN \_\_\_\_\_

JUDGE ADVOCATE \_\_\_\_\_

SURGEON \_\_\_\_\_

1 YEAR TRUSTEE \_\_\_\_\_

2 YEAR TRUSTEE \_\_\_\_\_

3 YEAR TRUSTEE \_\_\_\_\_

OFFICER OF THE DAY \_\_\_\_\_

GUARD \_\_\_\_\_

SERVICE OFFICER \_\_\_\_\_

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## Committee Chairs

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# Welcome

## We Are Proud To Have You Visit

During the course of the year, you may have the opportunity to visit with VFW Officers from all levels of our organization, as well as prominent citizens from your community. Enhance your year by utilizing this visitor's registry.

Name \_\_\_\_\_ Title \_\_\_\_\_

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# JULY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
					Independence Day	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
		Notes				

- July 4

Independence Day
- July 27

National Korean War Veterans Armistice Day



# AUGUST 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31		Notes				

August 1	Contact local businesses about providing funds to your Post's scholarships
August 1	VFW's "Sport Clips Help A Hero Scholarship" application period for spring semester opens
August 4	U.S. Coast Guard Birthday
August 9-13	VFW National Convention Columbus, Ohio
August 14	Victory over Japan Day

# SEPTEMBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
		Notes National Suicide Prevention Month				

September 1	Labor Day
September 2	Sport Clips Help A Hero 200
September 7-13	National Suicide Prevention Week
September 11	Patriot Day – National Day of Service/Remembrance (Flag at half-staff)
September 17	Constitution and U.S. Citizenship Day
September 18	U.S. Air Force Birthday
September 19	POW/MIA Recognition Day
September 28	Gold Star Mother's/Family Day
September 29	VFW Established (1899)

# OCTOBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	Columbus Day					
19	20	21	22	23	24	25
26	27	28	29	30	31	
		Notes				

October 13	U.S. Navy Birthday
October 13	Columbus Day
October 25	National “Make a Difference Day”
October 31	Patriot’s Pen student entry deadline to Posts
October 31	Voice of Democracy student entry deadline to Posts
October 31	Teacher Award entry deadline to Posts

# NOVEMBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
		Veterans Day				
16	17	18	19	20	21	22
23	24	25	26	27	28	29
				Thanksgiving Day		
30		Notes				

November 4	Election Day
November 10	U.S. Marine Corps Birthday
November 11	Veterans Day
November 15	Patriot's Pen Post judging deadline
November 15	Voice of Democracy Post judging deadline
November 15	Teacher Award Post judging deadline
November 15	VFW's "Sport Clips Help A Hero Scholarship" application period for Spring semester ends
November 22	National Family Volunteer Day
November 27	Thanksgiving Day

# DECEMBER 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Christmas Day		
		Notes				

December 5	International Volunteer Day
December 7	National Pearl Harbor Remembrance Day (flag at half-staff)
December 15	Patriot's Pen District judging deadline
December 15	Voice of Democracy District judging deadline
December 15	Teacher Award District judging deadline
December 25	Christmas Day

# JANUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 New Years Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Martin Luther King, Jr. Day	20	21	22	23	24
25	26	27	28	29	30	31
		Notes				

January 1	New Year's Day
January 1	National Awards for Public Servants Post to Department deadline
January 1	Post/District, if applicable, Smart/Maher VFW National Citizenship Education Teacher Award entry to Department deadline
January 1	VFW's "Sport Clips Help A Hero Scholarship" application period for Fall semester opens
January 10	Deadline for completion of Department judging for Voice of Democracy and Patriot's Pen
January 15	District reporting deadline to Department for Voice of Democracy and Patriot's Pen
January 19	Martin Luther King, Jr. Day
January 31	Voice of Democracy and Patriot's Pen final Department report to National Deadline



# FEBRUARY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	President's Day					
22	23	24	25	26	27	28
		Notes				

- February 1 Department Smart/Maher VFW National Citizenship Education Teacher Award entries to National
- February 1 National Awards for Public Servants Department to National deadline
- February 16 Washington's Birthday (observed)(President's Day)
- February 28 Last day for Programs Dashboard Programmatic entries

# MARCH 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
		Notes				

- March 1

Scout of the Year entries due to Post deadline
- March 1-5

Washington Conference, Washington, D.C.
- March 21

Start planning National Volunteer Week (April 19-25) and Loyalty Day activities
- March 29

National Vietnam War Veterans Day

# APRIL 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
Easter Sunday						
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
		Notes				

- April 1 Scout of the Year Post entries to District or Department (Check with your Department Scouting Chairperson to confirm where entries should be sent)
- April 5 Easter Sunday
- April 8-12 Founding Forward/Valley Forge Trip VOD/PP Winners
- April 19 Patriot's Day – Commemorates the first battle of the American Revolution
- April 19-25 National Volunteer Week
- April 30 VFW's "Sport Clips Help A Hero Scholarship" application period for fall semester ends

# MAY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
Mother's Day						
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Memorial Day					
31		Notes				

- May 1

Loyalty Day
- May 1

Scout of the Year Department entry to National deadline
- May 2

Join Hands Day
- May 10

Mother’s Day
- May 15

National Peace Officers Memorial Day (flag at half-staff)
- May 16

Armed Forces Day
- May 25

Memorial Day (flag placed at half-staff until noon)

# JUNE 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
					Juneteenth	
21	22	23	24	25	26	27
Father's Day						
28	29	30				
		Notes				

June 1	Post Election Reports deadline for submission (OMS)
June 14	Flag Day
June 14	U.S. Army Birthday
June 19	Juneteenth
June 21	Father's Day
June 27	National Post-Traumatic Stress Awareness Day
June 30	Last day for Community Service entries with approval by Department no later than 2359 hours