

1. Please ensure that all Posts and Districts get your election reports turned as soon as your elections are complete. Doing this is going to streamline things at the Department level when it comes time to print the new Commander's Roster.
2. Trustees Quarterly Audits must be completed by the (3) Elected Trustees and approved by the Post Commander. In the absence of (1) Elected Trustee, the Post Commander must attach a letter stating the reason for the (1) Missing Trustee's Signature. We will not accept a Trustee Audit with only (1) Trustee Signature. Trustee Quarterly Audits must be completed and sent to Department Headquarters within 30 days following the end of the quarter. Department will be verifying the Trustees listed on your Post-Election Report. If they do not match you will be receiving your Trustees Quarterly Audit back to you. If a Post in behind (2) Trustee Quarterly Audit Reports, the Post will be placed on suspension. Please complete your Trustee Quarterly Audits on time.
3. Trustees are to audit ALL accounts involving money. EVERYTHING that has money. EVERY BANK STATEMENT. ALL CASH ON HAND (pull tabs, bingo, fish fry etc.). NO EXCEPTIONS! Everything must be listed on the Monthly Quartermaster's Report and the Trustees Quarterly Audit Report.
4. The All State Program for membership purposes runs until June 30, 2019. Entry forms are due no later than April 30, 2019. This applies all Posts, County Councils and Districts. No exceptions! If a post attains 150 All State Points by April 30, 2019 but has not reached 100% in membership, they have until June 30, 2019 to make 100% in membership to make All State but must have submitted the All State entry form by April 30, 2019.
5. If a Post Commander or a Representative fails to attend (2) properly called District meetings, the Post Commander will be removed. Read Section 218 k. under Post Commander Responsibilities.
6. Activities & Hospital Reports are due by the 10th of every month either electronically or by hardcopy mail.

7. Every Post should have at least (2) copies of the current 2019 National By-Laws and Manual of Procedure. You can order more if you want but have (2) copies. These are available at the VFW Emblem & Supply Store either by phone at 1-800-821-2606 or online at www.vfwstore.org. Also, pass on the previous year's copy to your Line Officers and the Members who attend your monthly Post Meetings. At least they will have something to read and know about the By-Laws, Manual of Procedure and Ritual.
8. Please visit the Department Website at www.vfwmi.org for Upcoming News & Events, Officer Assignments, General Orders, Talking Points, Forms and Programs for the 2018-2019 year.
9. Please sign up on the VFW National Website at www.vfw.org. It is very easy. There is so much information available as well as Training Guides and Membership Stats. Also, please sign up for the VFW Action Corps Weekly and receive weekly updates from our National Headquarters.
10. Membership, as we have all been told over and over membership is the life blood of our great organization well it is. Myself and all my line officers are doing everything we can to give all the you the proper tools necessary to be come 100% in your Posts and Districts in doing this Michigan will reach the 100% mark for the first time since 2003. To all the posts out there, if you would like a list of Department at Large Members, relocated members or Prior members please get with myself or our Membership Director and Dept. Jr. Vice Commander Scott Gloger we would be more than happy to assist you. Each Post QM should print out a 30/60/90 list prior to every Post meeting so that the members can see whose dues will be expiring soon.
11. Commander in Chief Lawrence has issued a new Challenge, he would like every Department to be 100% by May 31st. We have met every goal that the Chief has set for us, lets meet his last goal and make Michigan 100%. Let's "Make it Happen"

