



VFW Monthly Checklist

Rev: 021620

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January

- Review state incorporation paperwork for your Post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: Posts 3886, 9036, 9443.
- Scout of the Year entries due to the Post by March 1st.
- Post and District Audit Reports for December due to Department HQ by 31st.
- Department Mid-Winter Conference in January. Those attending should already have their reservations.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Post membership should be 95% by Mid-Winter Conference.
- District & Posts should interact with their Chamber of Commerce in their communities.
- Remember to check your State income tax form for the Veterans Support Fund.



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February [\(Top\)](#)

- Review state incorporation paperwork for your Post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: Posts 1675, 2738, 3465, 3622, 5423, 8311, 10043.
- Scout of the Year entries due to the Post by March 1st.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Posts need to continue working membership daily.
- National Home for Children's annual awareness week is in March.
- Patriotic Art Contest Due Mar 31st. Check with your Auxiliary because this is one of their projects.
- Remember to check your State income tax form for the Veterans Support Fund.



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March [\(Top\)](#)

- Review state incorporation paperwork for your post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: Posts 735, 2146, 3043, 3913, 4902, 5840.
- Scout of the Year nominations were due to Posts by March 1st. They should be sent to the Department of Idaho HQ by April 1st.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Posts need to continue working membership daily.
- Remember to check your State income tax form for the Veterans Support Fund.
- Order Buddy Poppies for Memorial Day.
- Nominations for Post Officers shall open and remain open until the April elections.
- Posts should consider "Adopt-A-Unit". Information can be found at www.vfw.org/troopsupport.
- Post Commanders should review the "All-State" and "National Membership Program" for requirements and progress.



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April [\(Top\)](#)

- Review state incorporation paperwork for your post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: Post 4000, District 4.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Quarterly Audit Reports due to Department HQ by 31st.
- Posts need to continue working membership daily.
- Posts and Districts should have their elections and provide a copy of the election report to Department and National Organization.
- Posts shall elect delegates for the District Convention and Meetings, Department and National Conventions, IAW Sec. 222 Manual of Procedure.
- Posts shall pay their delegate fees to the Department QM not later than 15 days before the Department convention is convened in June.
- Posts should remind their members to register for the Department Convention in June.
- Memorial Day next month make plans for ceremony.
- May 1st is Loyalty Day so make plans for ceremony.
- Remember to check your State income tax form for the Veterans Support Fund.
- All posts need to report deceased members to the Department Adj/Quartermaster before the Memorial Service at the Department Convention in June.
- Letters to stores for Buddy Poppy distribution.
- Scout of the year due to National by 1 May.
- Post Commanders should review the "All-State" and "National Membership Program" for requirements and progress.



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May [\(Top\)](#)

- Review state incorporation paperwork for your post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: Posts 3646, 3604.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Posts need to continue working membership daily.
- Posts and Districts should have their elections and provide a copy of the election report to the Department and National. Posts who have not filed by June 1st will be considered delinquent and in arrears.
- Posts shall pay their Dept. delegate fees to the Department QM not later than 15 days before the Department convention is convened in June.
- Posts should remind their members to register for the Department Convention in June.
- Posts must register for the National convention and pay the registration fee of \$25.00.
- May 7th VE Day-1945.
- Flag Day is next month so make plans for parade, appropriate ceremony.
- All posts need to report deceased members to the Department Adj/Quartermaster before the Memorial Service at the Department Convention in June.
- Post Commanders should review the "All-State" and "National Membership Program" for requirements and progress.



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June [\(Top\)](#)

- Review state incorporation paperwork for your post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: Posts 2136, 7137.
- Posts shall pay their delegate fees to the Department QM not later than 15 days before the Department convention is convened in June.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Post membership should be 100% before the Department convention.
- June 6th D-Day 1944.
- June 14th Flag Day.
- Posts must register for the National convention and pay the registration fee of \$25.00.
- Plan now for Fourth of July Ceremonies.
- Order your buddy poppies for November.
- Read and follow your Department SOP's they are the lifeblood of this organization.
- Posts should consider "Adopt-A-Unit". Information can be found at www.vfw.org/troopsupport.
- IRS 990 can be filed starting on July 1. The VFW fiscal year is July 1 to June 30.
- Post Commanders should review the "All-State" and "National Membership Program" for requirements and progress.



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July [\(Top\)](#)

- Review state incorporation paperwork for your post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: Posts 63, 142, 3520, 8893.
- Posts and Districts should file IRS form 990. It is due to the IRS no later than 15 November each year. The VFW fiscal year is July 1 to June 30.
- July 27th Signing of Korean Armistice.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Posts and Districts second quarter Audit Reports due to Department HQ by 31st.
- Posts must register for the National convention and pay the registration fee of \$25.00.
- VOD, Patriot's Pen & Teacher of the year Brochures should be ready to go to the schools by the end of August.
- Membership for the New Year began on 1 July. By Nov 11 posts should be at 85%, Mid-Winter Conference 95%. Work the continuous and unpaid members. Recruit new members and see if you can sign all as life members.
- District Commanders set up inspection schedules so as to have them complete by 31 December.
- Bonds will expire on August 31st. New Bonds are due to Department HQ in August.



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August [\(Top\)](#)

- Review state incorporation paperwork for your post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: Posts 1473, 2909, 10323, District 8.
- Posts and Districts should file IRS form 990. It is due to the IRS no later than 15 November each year.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- VOD, Patriots Pen & Teacher of the year Brochures should be ready to go to the schools by the end of August.
- Visit your School District Superintendent and or write them a letter asking for permission to visit the district schools.
- Membership for the New Year began On July 1st by Nov 11 posts should be at 85%, and Mid-Winter Conference 95%. Work the continuous and unpaid members. Recruit new members and see if you can sign all as life members.
- District Commanders set up their inspection schedules to have them complete by 31 December.
- Bonds will expire on August 31st. New Bonds are due to Department HQ.
- Plan now for POW/MIA ceremonies in Sept.



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September [\(Top\)](#)

- Review state incorporation paperwork for your post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: 1004, 3012, 3078, 7019, 9141, Districts 1, 5.
- Posts and Districts should file IRS form 990. It is due to the IRS no later than 15 November each year.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Visit your schools to talk about VOD, Patriots Pen & Teacher of the year. Ensure that you have enough brochures in each school. Remember due date for VOD, Pat Pen & Teacher of the Year is the 31st of October to the Posts and the 15th of November to the Districts.
- Membership for the New Year began on 1 July. By Nov 11 Posts should be at 85%, and Mid-Winter Conference 95%. Work the continuous and unpaid members. Recruit new members and see if you can sign all up as life members.
- District Commanders set up inspection schedules so as to have them complete by 31 December.
- Sept 2nd VJ day Japan surrendered 1945.
- The 3rd Friday of the month is National POW/MIA Recognition Day.
- Post Commanders, this is the time to review last year's inspection report and ensure that you have everything necessary before the inspection.
- Posts should consider "Adopt-A-Unit". Information can be found at www.vfw.org/troopsupport.
- Posts should order the NEW National By-Laws & Manual of Procedure booklet from the VFW store



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October [\(Top\)](#)

- Review state incorporation paperwork for your post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: 2453, 3603, 5407, 10320, Districts 2, 7.
- Posts and Districts should file IRS form 990. It is due to the IRS no later than 15 November each year.
- Posts and Districts Quarterly Audit Reports are due to Department HQ by 31st.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Posts should begin to receive entries from your schools for VOD & Patriots Pen. Check with your schools to see if they have questions or need explanations. Remember due dates for VOD & Pat Pen is the 31st of October to the posts and the 15th of November to the districts.
- Teacher of the Year nominations are due to the post by October 31st and must be forwarded to District by November 15th.
- Membership for the New Year began on 1 July. By Nov 11 posts should be at 85%, and Mid-Winter Conference 95%. Work the continuous and unpaid members. Recruit new members and see if you can sign all up as life members.
- District Commanders, Post inspection dates should be scheduled by now.
- Post Commanders, this is the time to review last year's inspection report and ensure that you have everything necessary before the inspection.
- Letters to stores for permission to set up for Buddy Poppies in November.
- Veterans Day is next month so make plans, contact local officials and other veterans' groups for appropriate plans.
- Make plans for school speeches and interactions with students on what a veteran is.



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November [\(Top\)](#)

- Review state incorporation paperwork for your post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: 3001, 3296, 9425, District 6.
- Posts and Districts, your IRS form 990 is due to the IRS no later than 15 November each year.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Membership on Nov 11 should be at 85%, and Mid-Winter Conference 95%. Work the continuous and unpaid members. Recruit new members and see if you can sign all up as life members.
- District Commanders Post inspection dates should be set by now.
- Posts this is the time to review last year's inspection report to ensure that you have everything necessary before the inspection.
- Remember Wreaths across America the 2nd week of December
- Posts with 100% membership by December 31st will meet the "All-State" membership requirement.



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December [\(Top\)](#)

- Review state incorporation paperwork for your post. You should get a card from the Secretary of State that must be signed and filled out and returned no later than 60 days from the date on the card. Due this month: Posts 889, 2905, 2974, 3884, 6232, 10300, 11065, 4900.
- Dec 7th Pearl Harbor Day.
- Posts need monthly Community Activity Reports sent to the JVC by the 26th of the month. Email to jvc@vfwid.org.
- Posts should have held there judging for VOD, & Patriots Pen & forwarded them to District.
- Membership on Nov 11 should have been at 85%, and Mid-Winter Conference 95%. Work the continuous and unpaid members. Recruit new members and see if you can sign all as life members.
- District Commanders Post inspections should be completed by 31 December.
- Department Mid-Winter Conference is in January. Those attending should have their reservations in.
- Posts should consider "Adopt-A-Unit". Information can be found at www.vfw.org/troopsupport.
- Posts with 100% membership by December 31st will meet the "All-State" membership requirement.