

VFW Forms

2013 Election Report Forms

NOTE: Posts should download and complete BOTH items 1 & 2, below. Item one (1) contains important information regarding National's ongoing conversion to online Election reporting as well as critical Instructions for your Post's mandatory National Convention Delegate Registration. ***Failure to comply with these instructions could result in Suspension of your Post's charter.***

You may also use election forms as "worksheets" to record your election results during the election before posting online afterwards.

Click on the form you want to download & print.

1. Mandatory National Convention Delegate Package
2. Fillable Post Election Report
3. Fillable District Election Report
4. Fillable Mens Auxiliary Election Report



VETERANS OF FOREIGN WARS OF THE UNITED STATES

www.vfw.org | info@vfw.org

February 15, 2013

Dear Post Quartermaster:

Enclosed with this letter is the very important **Post Election Report**, which must be completed and filed immediately with VFW National Headquarters following your annual Post election in April. Although it is the responsibility of the Post Commander under Section 218(a)(1)(i) of the National Manual of Procedure to ensure the filing of the report for the ensuing year, you, as Post Quartermaster, have access to the membership and Post records which are needed to properly render the report. We are therefore requesting you complete the form online and ensure its accuracy. It is important that a Post Election Report be completed online even if there are no changes in the elected and appointed officers for the ensuing year.

To continue our commitment to better use our financial resources, I am encouraging every Post to file their report using the Online Membership System (OMS). This enhanced system allows you, as Quartermaster, an opportunity to efficiently and effectively report the Post's newly elected officers.

Once you've successfully entered the new data and transmit, a copy of the election report will be sent to the email address of the person completing the form and also a copy to your Department Headquarters.

Please be reminded that Section 211 of the National By-Laws stipulates authority to the Commander-in-Chief, to suspend and eventually revoke, a Post Charter for failure to submit a properly completed Post Election Report to this Headquarters by June 1st.

You will also find enclosed the **National Convention Post Registration** invoice, which must be completed and filed in advance of the National Convention. Recent changes in Section 222 of the Veterans of Foreign Wars By-Laws require each Post to pay, in advance, a national convention registration fee of \$25 which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a \$10 delegate fee. Each Post is encouraged to register at least one delegate and one alternate for each thirty members or fraction thereof.

Like the Post Election Report, the National Convention Post and Delegate registration process is available to Quartermasters through the Online Membership System (OMS). Only a Post Quartermaster can register a Post and its delegates online. Members accessing the convention website will only be able to register as attendees.

For your convenience, we are providing complete instructions on how to accomplishing these two very important processes, as well as the OMS alternative methods.

I appreciate your cooperation on these matters.

Sincerely,

Allen "Gunner" Kent
Adjutant General

NO ONE DOES MORE FOR VETERANS.

INSTRUCTIONS FOR PROPERLY SUBMITTING POST ELECTION REPORTS

The 2013-14 Post Election Report is to be completed by the outgoing Post Quartermaster during or immediately following the election meeting.

Information you will need to properly file your report:

- Elected Post officers membership information to include current contact information and membership number.
- Post meeting information to include address, day and time. The day should be shown as "First Tuesday," "Third Wednesday," as appropriate. If a meeting is held more than once a month, show as "First and Third Monday," "Every Friday," as appropriate. Time should be shown as "11:00 am," "7:30 pm," as appropriate.
- Post mailing address, Post email and website information.
- Post Federal Employer Identification Number (EIN).
- Current Post dues amount.
- Commander's named appointments for Adjutant and Post Service Officer.

ONLINE ELECTION REPORT

Online reporting is the required method of submitting the Post's 2013-14 Election Report. As Post Quartermaster, you will log into www.vfw.org and access the "Online Membership System" (OMS) under "Post Quartermaster Tools & Resources," click on "Post Election Report"; you are now ready to use the newly enhanced reporting procedure. Follow the step by step process, verify your summary, make any necessary corrections and submit. This is a 5-7 minute process for the average user.

Quartermasters who need assistance setting up their OMS account should view the following link to access training materials <http://www.vfw.org/oms/TrainingMaterials.aspx>

Department Quartermasters have access to OMS and have the ability to enter Post Election results for a Post. Please utilize this resource if you do not have access to OMS.

In addition to the annual Election Report, this system will be utilized to make officer changes during the administrative year.

MAIL-IN OR FAXED ELECTION REPORT

Although a return, postage paid envelope has been included in this year's mailing, we ask that you make every attempt to use the online reporting method. **Do not mail or fax your report if you have utilized the online reporting method.** Your report can be submitted by mailing one copy to the Adjutant General in the enclosed envelope or fax to 816-968-1149.

This will be the last year that we will provide a postage paid envelope.

NOTIFICATION

Changes in Post Officers will also be acknowledged by email to the Post's V-mail account.

Post Quartermaster's will receive a "Post Record Acknowledgement" via USPS. This card is used to show the reported change of the Post Commander, Post Quartermaster and/or Post Dues Amount. Only return this card to correct erroneous information. Corrections can also be made by accessing the OMS.

National Headquarters will be providing Post and officer information to the Department Headquarters.

Questions regarding the Post Election Report can be answered by calling 816-756-3390 ext. 299.



2013-2014 POST ELECTION REPORT

DATE OF ELECTION:

POST #	DISTRICT #	DEPARTMENT	POST NAME	POST DUES AMOUNT Includes National and Department Per Capita	\$
POST MEETING LOCATION (PHYSICAL ADDRESS)			POST MAILING ADDRESS		
BUILDING NAME (IF NOT POST NAME)			STREET ADDRESS or PO BOX #		
STREET ADDRESS			ADDRESS LINE 2		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
POST E-MAIL ADDRESS			POST MEETING DAY/TIME		
POST WEBSITE		CHECK ALL THAT APPLY:			
POST PHONE #		<input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> NO POST HOME <input type="checkbox"/> CANTEEN/CLUBROOM			
FEDERAL EMPLOYER IDENTIFICATION # (EIN)		<input type="checkbox"/> PROVIDE HALL RENTALS <input type="checkbox"/> PROVIDE MILITARY FUNERAL HONORS			
COMMANDER					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
SENIOR VICE COMMANDER					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
JUNIOR VICE COMMANDER					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
QUARTERMASTER					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
CHAPLAIN					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
JUDGE ADVOCATE					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
SURGEON					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
1 YEAR TRUSTEE					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
2 YEAR TRUSTEE					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
3 YEAR TRUSTEE					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
ADJUTANT (APPOINTED)					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE
SERVICE OFFICER (APPOINTED)					
MEMBERSHIP #	NAME		STREET ADDRESS or PO BOX #		
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE



Mail completed form to:
VFW Convention Registration
406 W. 34th St.
Kansas City, MO 64111

INSTRUCTIONS FOR PROPERLY SUBMITTING
POST CONVENTION REGISTRATION, DELEGATES, ALTERNATES AND ATTENDEES

NATIONAL BY-LAW - SECTION 222

Delegate strength shall be one for every thirty (30) members or fraction thereof in good standing. Delegates and alternates shall be elected in accordance with the Manual of Procedure.

Each Post will pay, in advance, a national convention registration fee of twenty-five dollars (\$25) which shall entitle the Post to a packet of convention information and materials and one identified registered delegate for the National Convention. Each additional delegate attending the National Convention will pay a ten dollar (\$10) delegate fee.

ONLINE

Online submission is the most preferred method of submitting the National Convention-Post & Delegate registration fee(s). As Post Quartermaster, you will log into www.vfw.org and access the "Online Membership System" (OMS) under "Post Quartermaster Tools & Resources," click on "Post & Delegate Registration" link. This is a 3-6 minute process for the average user. **Please have the membership number available of all delegates, alternates and attendees you are registering.**

Only the Post Quartermaster, utilizing this system, can register the Post's Delegates online. Members accessing the National Convention website are registered as attendees only.

The Post registration fee of \$25 must be remitted *prior* to the convention; Post delegates will not be able to register their credentials unless this fee is paid.

MAIL-IN OR FAX

Enclosed with this notification is an invoice in the amount of \$25. Quartermasters may fill out and return this invoice using the enclosed pre-addressed, postage paid envelope. This form must be signed by the Adjutant or Quartermaster. The Post registration fee of \$25 must be remitted *prior* to the convention; Post delegates will not be able to register their credentials unless this fee is paid. When using the enclosed form you are required to include the membership number, name and address of all delegates, alternates and attendees you are registering.

DEFINITIONS

Delegate- Member (in good standing) of the Post elected to represent the Post in all business activity at the National Convention. Delegates elected under Section 222 of the National By-Laws and Manual of Procedure shall not be considered instructed and may exercise full authority in the duty performed.

Alternate- Member (in good standing) of the Post elected to represent the Post in all business activity at the National Convention in the event the elected delegate cannot attend. Alternates not fulfilling the role as "delegate" are considered "attendees."

Attendee- Any member in good standing may register for the National Convention. Registering for the National Convention is another way a member can show support for VFW programs. The \$10 registration fee entitles the member to a convention packet which may be picked up at the convention.

NOTIFICATION

Post Quartermasters will receive letter confirmation that the Post is registered.

Delegates, alternates and attendees will receive a confirmation letter. Included in this letter will be a request for emergency contact information. We are asking all to fill-out and bring this form with them to convention; this is voluntary, but recommended.

All notification will be sent USPS, 3-5 days after processing.

Any change to a delegate's status shall be reported to the Quartermaster General.

VFW 114th NATIONAL CONVENTION

Louisville, Kentucky – July 20-24, 2013

NATIONAL CONVENTION HOUSING OPEN

TO: POST ADJUTANT

FROM: National Convention Office, VFW

SUBJECT: ROOM RESERVATIONS FOR NATIONAL CONVENTION

Reservations for the 114th VFW National Convention open in February.

All members of your Post who desire to make room reservations for the Convention are directed to use one of the following procedures:

- 1) Telephone: 800-743-3100 9a-5p, M-F - ETS
International - #502-561-3100
- 2) Fax: 502-561-3121 (*do not mail after faxing*)
- 3) Mail: **LCVB Housing**
401 West Main St. Suite 2300
Louisville, KY 40202
Email: JWorkman@gotolouisville.com
- 4) Internet: Visit the VFW website at www.vfw.org to access an online registration form.

In order to take advantage of the special Convention rates, be sure to book your reservation by **June 13, 2013**. All reservations require a valid credit card or check deposit for guarantee at time of confirming reservations. **Reservations received without a valid guarantee will be returned and will not be processed.** If you choose to guarantee with a check deposit, please include it with your housing request form and mail to the address provided above. All check deposits must be in the amount of \$125.00.

This housing procedure gives our membership the most efficient and effective method of making and ensuring room reservations in Louisville.

The enclosed housing form may be duplicated, as needed.



2013 National Convention
July 20 - 24, 2013
Official Hotel Reservation Form

INSTRUCTIONS

Reservations can be made in one of the following ways:

INTERNET: Visit the VFW web site at www.vfw.org.

TELEPHONE:

800-743-3100 Toll-free
9:00am – 5:00pm, M-F ETS

FAX:

502-561-3121

MAIL:

LCVB Housing
401 West Main St Suite 2300
Louisville, KY 40202

EMAIL:

jworkman@gotolouisville.com

DEADLINE

Reservations must be made by phone, fax, mail or internet by **June 13, 2013**. Reservations received after this date will be subject to space and rate availability.

CONFIRMATIONS

The LCVB Housing will send you an e-mail confirmation of your reservation. Please review all information for accuracy. If you do not receive a confirmation or have questions, please call The LCVB Housing at the above listed phone number. **You will not receive a confirmation from the hotel.**

TAX RATE and REQUESTS

All rates are per room and are subject to 15.1% tax (subject to change). Special requests cannot be guaranteed; however hotels will do their best to honor all requests. Hotels will assign specific rooms upon check-in, based on availability.

ROOM DEPOSIT REQUIRED SECURING RESERVATION:

Reservations will not be accepted without a Room Deposit of \$125 for each room reserved. Room Deposits will be accepted in the form of a valid credit card with signature authorizing the credit card guarantee to be charged for the Room Deposit. If the charge to the credit card is denied, we reserve the right to release your reservation. Room Deposits will be accepted in a form of a check until June 1, 2013.

CANCELLATION POLICY

Cancellations after June 13, 2013 will be subject to a \$25.00 service fee. One night's room and tax will be forfeited entirely if cancellation occurs within seventy-two (72) hours prior to the attendee arrival date and will be charged by your hotel.

GUEST INFORMATION (PLEASE PRINT)

FOR BEST AVAILABILITY, MAKE YOUR RESERVATION VIA INTERNET (www.vfw.org) OR BY PHONE AT (800-743-3100)

Arrival Date _____

Departure Date _____

First
Name _____

M.I. _____

Last
Name _____

E-mail Address: _____

Daytime Phone: _____

Fax _____

Company _____

Address _____

Address 2 _____

City/State/Province _____

Zip/Postal Code, Country _____

HOTEL SELECTION

Each state/department has been assigned a hotel with an allocation of rooms. In the event the allotment has been filled, a room will be reserved at another VFW hotel based on your preference of rates or proximity and availability.

If hotel assignment is sold out, which is more important? (check one) _____ Room Rate _____ Location

State you reside in: _____

Room Type Requested: _____ One Bed _____ Two Beds

(Submit only one room request per form. Should additional forms be needed, please make copies.)

List all room occupants: _____



☐ Check here if you have special needs.

☐ Smoking Room

****Most hotels are now non-smoking; please check with your assigned hotel for their smoking policy. We cannot guarantee smoking room requests****

Special requests: _____

DEPOSIT INFORMATION

All reservations requests must be accompanied by a credit card guarantee or check for one night's deposit. Housing Forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

☐ Visa

☐ American Express

☐ Discover

☐ MasterCard

Card Number _____

Exp. Date _____

Name on Credit Card _____

Cardholder's Signature* _____

* I hereby authorize the participating hotel to charge a deposit of \$125.00 to my credit card on and/or after June 18, 2013.

* I hereby authorize the participating hotel keep the \$125.00 or a one nights room and tax charge whichever is greater if I fail to cancel my reservation 72 hours prior to my arrival date.

☐ Check deposit of \$125 enclosed and made payable to The LCVB Housing. Mail check with housing form to: The LCVB Housing 401 West Main St. Suite 2300 Louisville KY 40202. Must be received no later than June 1, 2013

2013 DEPARTMENT HOTEL ASSIGNMENTS

GALT HOUSE

Florida
Indiana
Nevada
Kansas
Arizona
Alabama
Arkansas
Georgia
Kentucky
Mississippi
North Carolina
Oklahoma
Tennessee
Texas
Virginia
West Virginia
Illinois
Michigan
Ohio
Nebraska
Wisconsin
Minnesota
Missouri
South Dakota

MARRIOTT DOWNTOWN

Delaware
District of Columbia
Maine
New Hampshire
New York
Pennsylvania
Rhode Island
Vermont
Alaska
California
Colorado
Hawaii
Idaho
LA/Caribbean
Montana
New Mexico
North Dakota
Oregon
Pacific Areas
Utah
Washington
Wyoming

HYATT REGENCY

Iowa
Louisiana
Connecticut
South Carolina
Massachusetts
New Jersey
Maryland
Europe