

**POST REQUIREMENTS CHECKLIST
2017 - 2018**

Minimum Post Requirements				
Name	Qty	Due	Done	Remarks
Apr-Jun Audit		07/31/17		
Jul-Sep Audit		10/31/17		
Oct-Dec Audit		01/31/18		
Jan-Mar Audit		04/30/18		
MAP	\$100	09/31/17		Paid to Department
Texas House National Home	\$25	09/01/17		Paid to Department
Service Officer Registration	\$20	09/01/17		Paid to Department
Buddy Poppy Minimum - 500	500	09/01/17		Paid to Department
Quartermaster Bonding		09/01/17		Paid to Department
Post Insurance Renewal		09/30/17		To Dept within 30 days of renewal
IRS 990		11/30/17		Copy to Department
Community Service Projects	20	04/30/18		
Youth Projects	6	04/30/18		
Americanism Projects	9	04/30/18		
Veteran Project Participation (VPR)	5	04/30/18		
Post Inspection		09/30/17		Completed by District
Post Election Report		05/01/18		To National (Online Preferred)
District Meetings				
Called/Training				
Business				
Business				
Business				
Convention/Elections				
Delegates/New Members Fees		05/01/17		Paid to Department
Honor Roll Post Requirements				
<i>Complete all minimum requirements</i>				
Membership Goal		06/30/18		100% and 85 % Retention
Participation in:				
Voice of Democracy (VOD)		10/31/17		11/15 to District
Patriots Pen (PP)		10/31/17		11/15 to District
Citizenship Teacher		10/31/17		11/15 to District
Veteran Project Participation (VPR)	12	04/30/18		
Texas VFW Homeless Veterans Fund	\$35	09/01/17		Paid to Department
Buddy Poppy (Per Member)	15			Based on 2017-2018 Membership Goal
All-State Post Requirements				
<i>Complete all Honor Roll requirements.</i>				
Membership Goal		06/30/18		100% +1 and 85 % Retention
Texas VFW Homeless Veterans Fund	\$75	09/01/17		Paid to Department
All-State Post Entry Form		05/05/18		To Department