

## All State Post Checklist:

1. The Post must meet their 101% Membership by June 30, 2025, and recruit Three (3) New members. **Only brand new members will count for your recruiting numbers, Re-instatements are counted as continuous members.**
2. All people with access to the assets must be bonded.
3. The Post must have been inspected by December 13, 2024, all documented discrepancies corrected by Friday, May 9, 2025.
4. The Post Commander, Quartermaster, and Adjutant must sign into the dept email and send 1 email to [mrubenstein@vfwva.org](mailto:mrubenstein@vfwva.org) no later than Oct 1<sup>st</sup> 2024.
5. At least **ONE** of the following must attend each District meeting. Post Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster, Adjutant, Judge Advocate, Surgeon, or any **ONE** of the Trustee's. It is recommended that a new up and coming member be brought to the meeting.
6. The Post Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster or Adjutant must attend the **School of Instruction** (SOI). It is recommended that a new up and coming member be brought to the meeting.
7. The Post must send **a Post Member** to the **Recruiting School of Instruction** (RSOI) (preferably a member from the post recruiting team).
8. **All Audit Reports** must be turned into State Headquarters **Posts may not have more than one late report out of the four required.**
9. The Post must purchase 500 Buddy Poppies per 100 members or fraction thereof.
10. The Post must donate to the Department Virginia Veterans Foundation (VVF) Posts with:
  - 99 members or less - \$150.00
  - 100 to 399 members - \$300.00
  - 400 or more members - \$400.00
11. The Post must have submitted the following reports at **once a quarter** by Sept 30, 2023, Dec 31, 2023, Mar 31, 2024, and June 30, 2024.
  - Hospital Report
  - Americanism Report
  - Community Activities Report
  - Safety Report
  - Youth Activities Report
12. The Post must participate in at least 2 of the 4 following programs:
  - Voice of Democracy Program
  - Patriot's Pen Program
  - JROTC Program
  - Teacher of the Year Program
13. The Post must **101% on Memstats by June 30<sup>th</sup>, 2025.**