



All State Post Requirements:

1. The Post must meet their 102% Membership Quota by June 30, 2024, and recruit Five (5) New and or Reinstated members.
2. All people with access to the assets must be bonded.
3. The Post must have been inspected and the Inspection Reports must be received by State Headquarters no later than 4pm on December 15, 2023, also with all documented discrepancies corrected by Friday, May 10, 2024, to complete this requirement.
4. The Post Commander, Quartermaster, and Adjutant must sign into the dept email and send 1 email to gadams@vfwva.org no later than Sept 16th 2023.
5. At least one of the following must attend each District meeting. Post Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster or Adjutant.
6. The Post Commander, Senior Vice Commander, Junior Vice Commander, Quartermaster or Adjutant must attend the School of Instruction.
7. The Post must send a Post Member to the State Recruiting School (preferably a member from the post recruiting team).
8. All Audit Reports must be turned into State Headquarters as required by Section 218 of the National By-Laws and Manual of Procedure. 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 - \$50.00
 - 100 to 399 members - \$75.00
 - 400 or more members - \$100.00
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 3 following programs:
 - Voice of Democracy Program (must submit a student to the district level for district judging). Entries must be turned into the post by Tuesday October 31, 2023. Post must submit to the district no later than Wednesday, November 15, 2023.
 - Patriot's Pen Program (must submit a student to the district level for district judging). Entries must be turned into the Post by Tuesday October 31, 2023. Post must submit to the district no later than Wednesday, November 15, 2023.
 - Teacher of the Year Program (must submit at least one Teacher to the district level for district judging)
 13. The Post must **102% on Memstats by June 30th**.