

**1. INSTALLING OFFICERS:**

Installing officers will see that the provisions of Section 216 of the National Bylaws and the Manual of Procedure are properly carried out and that all officers are members in good standing and qualified to hold office prior to installing Post officers for the current year. Post officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed.

Post Election Reports must be submitted following Post election of officers in April and no later than June 1 to the National Headquarters. We highly encourage all Post Quartermasters to use the online Election Report process featured in the Online Membership System (OMS). Post Election Reports received electronically will be forwarded to the Department Headquarters.

2. Attention of Post Commanders is directed to Section 222 of the National Bylaws and the Manual of Procedure, which provides that 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.

Posts are encouraged to register their Post delegate online through the Online Membership System (OMS) or by submitting their National Convention Post and Delegate Registration form that was mailed to all Posts as part of the Election Report/Convention Registration mailing that went out in February. Advanced registration for the 121st National Convention should be mailed with each delegate's name and address to: Convention Registration, 406 West 34th Street, Kansas City, MO 64111.

3. Pursuant to Section 403 of the National Bylaws and the Manual of Procedure, each District shall hold an annual District convention for the purpose of electing District officers, such convention to be held not less than ten (10) days nor more than seventy-five (75) days prior to the convening of the Department convention. District officers shall not assume the duties of their office until the Department Commander is installed. District officers shall not be installed or assume the duties of their office until proof of eligibility has been submitted and properly reviewed in accordance with Section 416 of the Manual of Procedure.

**4. LOYALTY DAY AND MEMORIAL DAY OBSERVANCE:**

Section 223 of the National Bylaws and the Manual of Procedure provides that each Post shall make the necessary arrangements for proper observance of Loyalty Day and Memorial Day. Officers should see that suitable grave markers, wreaths and flags of the United States are placed on the graves of deceased veterans.

**NATIONAL HEADQUARTERS**

406 W. 34th Street  
Kansas City, MO 64111

Office 816.756.3390  
Fax 816.968.1157

**WASHINGTON OFFICE**

200 Maryland Ave., N.E.  
Washington, D.C. 20002

Office 202.543.2239  
Fax 202.543.6719

info@vfw.org  
www.vfw.org

5. “BUDDY”<sup>®</sup> POPPIES DISTRIBUTION:

The distribution of VFW “Buddy”<sup>®</sup> Poppies will be conducted according to the provisions set forth in Section 711 of the National Bylaws and the Manual of Procedure. Department, District, County Council and Post Commanders should arrange now for the distribution of Buddy Poppies in their respective areas.

In the ongoing effort to provide as much assistance as possible to those serving in the military, we recommend that proceeds or portions from this year’s annual poppy distribution be designated for the purpose of providing VFW support to our military. Posts and Departments now have the opportunity to assist qualified military personnel through the VFW Veterans and Military Support Programs.

In keeping with the intent of Sections 219(a)(c) and 704(a)(c) of the Manual of Procedure “Relief Fund,” this year’s poppy campaign can play a direct role in demonstrating to those who are charged with protecting and defending our way of life that we appreciate and value their sacrifice.

For questions about the Buddy Poppy program, please contact Daniela Garcia at 816.756.3390, ext. 6722 or email at [BuddyPoppy@vfw.org](mailto:BuddyPoppy@vfw.org).

6. Certificates of charter evidencing consolidation have been issued to the following Posts:

Post Nos. 2541 and 4071 consolidated as Post No. 2541, Algona, Iowa

7. Announcement is made of the authorization of the charters for the following Posts:

Post No. 12193 – Auburn, Nebraska  
12196 – Leland, North Carolina

BY COMMAND OF  
WILLIAM “DOC” SCHMITZ  
COMMANDER-IN-CHIEF

OFFICIAL:



Kevin Q. Jones  
Adjutant General