



February 17, 2015

Dear Post Quartermaster:

Enclosed with this letter is the very important Post Election Report, which must be completed and immediately filed 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 1.

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, this 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 every 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 accomplish these two very important processes, as well as the OMS alternative methods.

I appreciate your cooperation on these matters.

Sincerely,

A handwritten signature in black ink that reads "John E. Hamilton".

John E. Hamilton
Adjutant General

JEH:dep
Enclosures

NO ONE DOES MORE FOR VETERANS.

INSTRUCTIONS FOR PROPERLY SUBMITTING POST ELECTION REPORTS

The 2015-16 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, Judge Advocate, Surgeon and Service Officer

ONLINE ELECTION REPORT

Online reporting is the required method of submitting the Post's 2015-16 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.



2015-2016 POST ELECTION REPORT

DATE OF ELECTION:

POST #	DISTRICT #	DEPARTMENT	POST NAME	POST DUES AMOUNT Includes National and Department Per Capita	\$
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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 <input type="checkbox"/> PROVIDE HALL RENTALS <input type="checkbox"/> PROVIDE MILITARY FUNERAL HONORS		
FEDERAL EMPLOYER IDENTIFICATION # (EIN)						

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 (APPOINTED)					
MEMBERSHIP #		NAME		STREET ADDRESS or PO BOX #	
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

SURGEON (APPOINTED)					
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

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.



VETERANS OF FOREIGN WARS

406 West 34th Street, Kansas City, MO 64111

INVOICE

Due Upon Receipt

National Convention - Post & Delegate Registration

Section 222 of the National By-Laws states "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." Each Post is encouraged to register at least one (1) delegate and one (1) alternate for every thirty (30) members or fraction thereof. Delegates and alternates shall be elected in accordance with the Manual of Procedure.

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 ten dollar (\$10) registration fee entitles the member to a convention packet which may be picked up at the convention.

Please type or print each member's information below and designate as delegate, alternate or attendee.

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

Registration Type	Membership Number	Member Name	Member Address	E-Mail	Amount
Post Registration Fee w/ Delegate					25.00
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee	CHOOSE ONLY ONE REGISTRATION TYPE PER LINE				
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
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<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					
<input type="radio"/> Delegate <input type="radio"/> Alternate <input type="radio"/> Attendee					

Packets not picked up at the convention will not be mailed unless a request is received in writing within 60 days of the close of the convention.

Post Registration Fee with one (1) Delegate 25.00

Add \$10.00 each additional Delegate/Alternate/Attendee _____

TOTAL ENCLOSED _____

Signature of Adjutant or Quartermaster: _____

Post # _____

CHECK/MONEY ORDER VISA MASTER CARD DISCOVER AMERICAN EXPRESS

Card Number: _____

Expiration Date: _____

Card Holders Name: _____

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

**VFW 116th NATIONAL CONVENTION
Pittsburgh, Pennsylvania – July 18-22, 2015
NATIONAL CONVENTION HOUSING OPEN**

TO: POST ADJUTANT

FROM: National Convention Office, VFW

SUBJECT: ROOM RESERVATIONS FOR NATIONAL CONVENTION

Reservations for the 116th 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: 412-316-0316 9 am – 5 pm EST, M-F
Domestic and International
 - 2) Fax: 412-201-5706 (*do not mail after faxing*)
 - 3) Mail: Visit Pittsburgh Housing
120 Fifth Avenue Ste. 2800
Pittsburgh, PA 15222
- Email: housing@visitspittsburgh.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 **Friday, June 12, 2015**. 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. Credit card is the preferred method for guarantee. All check deposits must be in the amount of \$175.00 and made payable to: VisitPittsburgh or to your assigned hotel.

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

The enclosed housing form may be duplicated, as needed.



116th VFW National Convention 2015
July 18 - 22, 2015 · Pittsburgh, PA
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: (412) 325-0316 Domestic and Int'l 9:00 a.m. to 5:00 p.m. EST, M-F

FAX: 412-201-5706

MAIL: VisitPittsburgh Housing 120 Fifth Avenue, Suite 2800 Pittsburgh, PA 15222

EMAIL : housing@visitpittsburgh.com.

DEADLINE Reservations must be made by phone, fax, mail or internet by Friday, June 12, 2015. Reservations received after this date will be subject to space and rate availability.

CONFIRMATIONS VisitPittsburgh Housing will send an e-mail confirmation of your reservation. Please review all information for accuracy. If you do not receive a confirmation or have questions, contact VisitPittsburgh Housing by email or phone. Your hotel will also send an official confirmation by July 4, 2015.

TAX RATE and REQUESTS All rates are per room and are subject to a combined hotel occupancy and sales tax of 14%. While special requests cannot be guaranteed; hotels will do their best to honor requests. Hotels will assign specific rooms upon check-in, based on availability.

ROOM DEPOSIT REQUIRED: Reservations will not be accepted without a deposit. Room Deposits will be accepted in the form of a valid credit card (preferred) with signature authorizing the credit card guarantee to be charged for the deposit. If the charge to the credit card is denied, we reserve the right to release your reservation. Room Deposits will be accepted by check made payable to "VisitPittsburgh" in the amount of \$175.00 until June 12, 2015.

CANCELLATION POLICY Cancellations after June 12, 2015 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, AND IMMEDIATE CONFIRMATION, MAKE YOUR RESERVATION VIA INTERNET (www.vfw.org) OR BY PHONE AT (412-325-0316)

Arrival Date Departure Date
First Name 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 one room request per form. Should additional forms be needed, please make copies.)

List all room occupants:

Check here if you have special needs and specify below.

Special requests:

NOTE: All hotels are non-smoking properties. All have designated outdoor smoking areas.

DEPOSIT INFORMATION

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

Card type options: Visa American Express Discover MasterCard

Card Number Exp. Date

Name on Credit Card

Address, City, State, Zip

Cardholder's Signature*

* I hereby authorize the participating hotel to charge a deposit of \$175.00 to my credit card on or just after June 12, 2015 and authorize the participating hotel keep one nights room and tax charge if I fail to cancel my reservation 72 hours prior to my arrival date.

Check deposit of \$175 enclosed and made payable to VisitPittsburgh Housing. Mail check with completed housing form to: VisitPittsburgh Housing, 120 Fifth Avenue Place, Suite 2800, Pittsburgh, PA 15222. Must be received no later than June 12, 2015.

2015 DEPARTMENT HOTEL ASSIGNMENTS

WYNDHAM GRAND

Nevada
Pennsylvania
Kentucky
Kansas
Florida
Arizona
California
Colorado
Hawaii
Idaho
Montana

WESTIN

New Mexico
North Dakota
Oregon
Pacific Areas
Utah
Washington
Wyoming
Delaware
District of Columbia
Europe
Maine
Maryland
Massachusetts
New York
New Jersey
New Hampshire
Rhode Island
Vermont
Alabama
Mississippi

OMNI WILLIAM PENN

Connecticut
Alaska
Iowa
South Carolina
Arkansas
Georgia
Louisiana
North Carolina
Oklahoma
Virginia
West Virginia

DOUBLETREE

Missouri
Nebraska
South Dakota
Wisconsin
Tennessee
Texas

MARRIOTT CITY CENTER

Illinois
Indiana
Michigan
Ohio
Minnesota