

February 15, 2022

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 to 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 the Quartermaster an opportunity to efficiently and effectively report the Post's newly elected and appointed officers.

Once you've successfully entered the new data and properly transmitted, a copy of the election report is automatically sent to the email address of the person completing the form and to your Department Headquarters.

Please be reminded that Section 211 of the National Bylaws 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. Section 222 of the Veterans of Foreign Wars Bylaws requires each Post to pay in advance a National Convention registration fee of \$25.00. 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. *Please note that Section 222 of the Manual of Procedure states that delegates shall be elected at the regular meeting in April, with delegate strength based on members in good standing as of March 31.*

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 or Department 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,



Kevin C. Jones  
Adjutant General

KCJ:jrd  
Enclosures

## **The 2022-23 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 and Service Officer (Judge Advocate and Surgeon if required by Post bylaws.)

### **ONLINE ELECTION REPORT**

Online reporting is the preferred method of submitting the Post's 2022-23 Election Report. As Post Quartermaster, you will log into [vfw.org](http://vfw.org) accessing "My VFW." You will then click on the link "Online Membership System." You will find, in the left navigation pane "Election Report"; open the drop down and click "Post Election Report Filing." 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 Online Membership System (OMS) account should review the "Quartermaster Guide to Member Dues Processing" training document located in "VFW Training and Support" under "Member & Officer Training, Forms & Templates." Additional technical support is available by calling VFW Member Service Center at 833.VFW.VETS (833.839.8387).

**Department Adjutants and Quartermasters have access to OMS; therefore, have the ability to enter Post Election results for a Post. Please consider 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 or fax to 816.968.1120.

### **NOTIFICATION**

Changes in Post Officers will also be acknowledged by email to the Post Quartermaster's and Department Headquarters email addresses.

Post Quartermasters will receive a "Post Record Acknowledgment" 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. 6299.**



# 20\_\_ - \_\_ 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 EMAIL 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

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

JUDGE ADVOCATE (IF REQUIRED BY POST BYLAWS)    ELECTED    APPOINTED					
MEMBERSHIP #		NAME		STREET ADDRESS or PO BOX #	
PHONE #	EMAIL ADDRESS		CITY	STATE	ZIP CODE

SURGEON (IF REQUIRED BY POST BYLAWS)    ELECTED    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 BYLAW - 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.*

## **NATIONAL MANUAL OF PROCEDURE - SECTION 222**

*Delegates and alternates for the National Convention shall be elected at a regular meeting in April. Delegate strength will be based on members in good standing as of March 31.*

### **ONLINE**

Online submission is the preferred method of submitting the National Convention-Post & Delegate Registration Fee(s). As Post Quartermaster, you will log into [vfw.org](http://vfw.org) and access "My VFW." You will then click on the link "Online Membership System." You will find, in the left navigation pane "National Convention"; open the drop down and click "National Convention Registration" and enter desired membership information. 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 a Post or Department 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 Bylaws 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.

### **EMAIL OR PHONE**

Commanders, Quartermasters or Adjutants may report any changes to a delegate's status through the Member Service Center via email at [msc@vfw.org](mailto:msc@vfw.org) or by calling 833.VFW.VETS (833.839.8387). **Please have the membership number available of all delegates, alternates and attendees you are registering.**

# INVOICE

Due Upon Receipt



## National Convention - Post & Delegate Registration

**Section 222** of the National Bylaws 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. Delegates and alternates for the National Convention shall be elected at a regular meeting in April. Delegate strength will be based on members in good standing as of March 31.

**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 Member Service Center)

Registration Type	Membership Number	Member Name	Member Address	Email	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					
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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					

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 Holder's Name: \_\_\_\_\_

**Mail completed form & payment to:**  
**VFW Convention Registration**  
**406 W. 34th Street**  
**Kansas City, MO 64111**

# 123<sup>RD</sup> NATIONAL CONVENTION

Kansas City, Missouri

# REGISTRATION INFORMATION



## 123<sup>RD</sup> VFW NATIONAL CONVENTION

The VFW provides more options for checking in, faster service and better customer service at every turn.

### Pre-Check-In

The first thing attendees will notice is the pre-check-in option. On Friday, July 15, before the festivities start, VFW National Convention pre-registered attendees can check in side-by-side with Auxiliary Convention attendees at the VFW National Headquarters Hotel (Kansas City Marriott Downtown) and VFW Auxiliary Headquarters Hotel (Loews Kansas City Hotel).

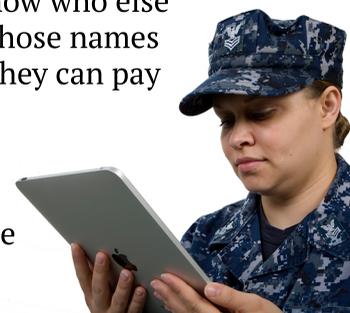
### On-Site/New Registrations

On-site/new registrations will be handled at the convention center in Hall D with registration beginning at 8 a.m. on Saturday, July 16. Remember to download “VFW Events,” the VFW’s official event app, before you get to Kansas City. It will contain all convention information, including agendas and the shuttle bus schedules. The app can easily be downloaded at the Apple Store and the Google Play Store.

On-site registrants checking in at the convention center will find a streamlined process providing great customer service. Your registration letter will have a barcode on it. Bring that letter with you and our volunteers, armed with Bluetooth scanners, will scan your letter as you arrive and direct you to a kiosk where your registration information will be displayed as you approach. Additionally, you can use the digital touch screen to confirm your information.

If you need a guest pass you can print one out on the spot. Need to know who else from your Post or Department has arrived? A quick query will bring those names up. If you bring a friend and they want to partake in the convention they can pay at the kiosk and get a badge immediately.

We are making every effort to speed up the process and give you, the members of the VFW, the best experience we can deliver!



**VFW 123rd NATIONAL CONVENTION**  
**Kansas City, MO – July 16-21, 2022**  
**NATIONAL CONVENTION HOUSING OPEN**

TO: POST ADJUTANT

FROM: National Convention Office, VFW

SUBJECT: ROOM RESERVATIONS FOR NATIONAL CONVENTION

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Reservations for the 123<sup>rd</sup> VFW National Convention opens 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) **Online:** It's the quickest and easiest way to book a room. Visit [vfw.org/convention](http://vfw.org/convention) to access the housing website.
- 2) **By phone:** Toll free 877.464.6840. (Agents available 9:00 a.m. - 6:00 p.m. ET, Monday– Friday)  
International: 980.337.3372 – 9:00 am to 6:00 pm MT, Mon-Fri.
- 3) **Fax:** Fax the hotel reservation form to: 816.691.3881.

In order to take advantage of the special convention rates, be sure to book your reservation by **June 13, 2022**. All reservations require a valid credit card or money order or cashier's check for guarantee at time of confirming reservations. **Reservations received without a valid guarantee will be returned and will not be processed.**

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

The enclosed housing form may be duplicated, as needed.



123<sup>rd</sup> VFW National Convention 2022  
July 16-21, 2022 – Kansas City, MO

## 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/convention](http://www.vfw.org/convention)

### TELEPHONE:

Toll-free US: 877.464.6840  
International: 980.337.3372  
9:00 am to 6:00 pm ET, Mon-Fri

**FAX: 816-691-3881**

### DEADLINE

Reservations must be made by phone, fax, or internet by **June 13, 2022**. Reservations received after this date will be subject to space and rate availability.

### CONFIRMATIONS

Visit KC will send you an e-mail confirmation of your reservation. Please review all information for accuracy. If you do not receive a confirmation or have questions, please call Visit KC Housing at the above listed phone number.

### TAX RATE & REQUESTS

All rates are per room and are subject to a room tax between 17-22% and a daily 1.76 tourism fee (subject to change). Special requests cannot be guaranteed; hotels will do their best to honor requests. Hotels will assign specific rooms upon check-in, based on availability.

### CREDIT CARD REQUIRED:

Reservations will not be accepted without a valid credit card for room guarantee.

### CANCELLATION POLICY

One night's room & tax will be forfeited entirely if cancellation occurs within 24-72 hours prior to arrival date, and will be charged by the hotel. Please check individual hotel cancellation policies.

### GUEST INFORMATION (PLEASE PRINT)

FOR BEST AVAILABILITY AND IMMEDIATE CONFIRMATION, MAKE YOUR RESERVATION ONLINE AT [www.vfw.org/convention](http://www.vfw.org/convention) OR BY AT 877.464.6840 (toll-free), 980.337.3372 (international).

**Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

In accordance with GDPR (General Data Protection Regulation) or similar statutes, by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making a hotel room reservation.

### 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 only one room request per form, please make copies if additional forms are needed.**

List all room occupants:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Check here if you have special needs and specify below.

Special Requests: \_\_\_\_\_

**NOTE: All hotels are non-smoking properties.**

### CREDIT CARD INFORMATION

All reservation requests must be accompanied with a credit card valid through July 2022 for room guarantee. Housing forms received without a valid credit card will not be processed.

Visa  American Express  Discover  MasterCard

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Cardholder's Signature\*: \_\_\_\_\_

# 2022 DEPARTMENT HOTEL ASSIGNMENTS

## MARRIOTT DOWNTOWN (VFW)

Illinois  
Arizona  
New Jersey  
Missouri  
Indiana  
Iowa  
Minnesota  
Michigan  
Nebraska  
Ohio  
South Dakota  
Wisconsin  
Alaska  
California  
Colorado  
Hawaii  
Kansas  
Unaffiliated Posts  
Montana  
Nevada  
New Mexico  
North Dakota  
Oregon

## LOEWS (AUXILIARY HQT)

Florida  
New York  
Utah  
Connecticut  
Delaware  
Maine  
Maryland  
Massachusetts  
Pennsylvania  
Vermont  
Idaho  
Washington  
Pacific Areas  
Wyoming

## HOTEL PHILLIPS

Rhode Island  
New Hampshire  
Europe  
Alabama  
West Virginia  
Kentucky  
Arkansas

## CROWNE PLAZA

Texas  
Virginia  
Georgia  
Tennessee  
Mississippi  
Oklahoma

## HOTEL KANSAS CITY

Louisiana  
North Carolina  
South Carolina

**1/19/22**