



## Revalidations are due at HQ by 15 of July 2024

Revalidate online, it's easy. Log in & go to Post revalidation . Revalidate by 15 July to reset your leaders log in capability. Second term and new officers will have access when the last online page is completed. Your Department gets an automatic email listing your leaders. Email [membersupport@amvets.org](mailto:membersupport@amvets.org) for assistance.

### Page1: Revalidation

#### PRIMARY CONTACT - POST MAILING ADDRESS

**Primary Contact:** Our Web page **Nationwide Presence** has this persons phone and e-mail listed.  
**Post Mailing Address** official post mail is sent to this address, some posts use PO Boxes.

#### RENEWAL CONTACT

**Renewal Contact:** Annual members who don't renew on line will send their checks to this address. This email is used for confirmation of online transactions. Knowledge of Excel is valuable in this position.

#### POST INFORMATION

Your **meeting address** and times are listed here.

**All Posts are required to file with the IRS yearly in order to maintain tax-exempt status. Send a copy of the IRS acceptance to HQ.**

- The dues portion of the form must be filled out correctly for your members to be billed properly. The **Post Portion** of the dues is the **amount retained by the post.**

Sample: **\$10.00 Post** (Posts can vote to raise and lower Post dues, it is reported on this form)

\$ 5.00 Dept (Changes require a CBL amendment)

\$15.00 Nat.

(at minimum) \$30.00 total amount to Join AMVETS

Life Membership is \$500, for those members age up to and including 55, ages 56 through and including 65 will be \$400 and those 66 and over \$300. The **Post Portion must be at least 25%, Posts or Depts and may vote to raise their portions. 50% shall be forwarded to National Headquarters. Dues changes must be accompanied by a CBL change. \*ALL Dues are nonrefundable.\***

- **Insurance Requirement:** AMVETS HQ and your Department must be also insured on all policies. HQ and State require an **Acord 25** from your broker at each annual renewal. Have your broker email the HQ Acord 25 to [membersupport@amvets.org](mailto:membersupport@amvets.org)

### Page 2: Officers Form

**Officers Form:** Before you can download your post management rosters we need to add the 4 leaders with special access in the database; Commander, 1<sup>st</sup> Vice, Adjutant and Renewal Contact. As soon as elections are held fax this form to HQ.

### Page 3: Quality Post Form

**"Quality Post"** To be recognized as a Quality Post fill out and include this form and with your revalidation.

**\*If you revalidate online you must also send a filled out copy of this form to HQ and your Department. We will not accept a printed copy of the online revalidation alone. We need this form for our records.**



# Department Revalidation Form

Please type or print legibly

Year: \_\_\_\_\_

State: \_\_\_\_\_

County: \_\_\_\_\_

## Primary Contact

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Department Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Notes: Our web page, "AMVETS Near You" lists this person's information. Official department mail is also sent to this address.*

## Renewal Contact

Renewal Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*Notes: Annual members who don't renew online will send their checks to this address. This email is used for confirmation of online transactions. Knowledge of Microsoft Excel is valuable in this position.*

## Department Address

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Department Website: \_\_\_\_\_ Email: \_\_\_\_\_

## Administrative

990 file date: \_\_\_\_\_ EIN Number (IRS): \_\_\_\_\_

*(include IRS acceptance letter)*

Annual Dues (portion retained at Dept): \$ \_\_\_\_\_ Life Dues (portion retained at Dept): \$ \_\_\_\_\_

- No Department Headquarters.
- Department HQ carries all insurance required by state law and Article IX, sect. 8(b) with HQ also insured.
- Acord 25 emailed to membersupport@amvets.org by broker on renewal policy.
- Department Constitution & Bylaws have been reviewed, but not amended.
- Department Constitution & Bylaws are amended, approved by National Judge Advocate, and forwarded to HQ.

*Notes: All Departments are required to file with the IRS yearly in order to maintain tax-exempt status. AMVETS HQ must also be insured on all policies. HQ requires an Acord 25 from your broker at each annual renewal. Have your broker email the Acord 25 to our membership director at: membersupport@amvets.org.*

I certify that AMVETS Department of \_\_\_\_\_ complies with all AMVETS constitutional requirements, as well as all local, state and federal laws and statutes.

Date: \_\_\_\_\_ Signature of Department Commander: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Department Executive Director: \_\_\_\_\_

## Officers Form

The 5 leaders with access to the database are Commander, Executive Director, 1st Vice, Adjutant, and Renewal Contact. After elections, email or fax revalidation forms to HQ and your Department.

Commander: _____ Member Number: _____	Address: _____ _____ Email: _____	Phone: _____
Executive Director: _____ Member Number: _____	Address: _____ _____ Email: _____	Phone: _____
1st Vice: _____ Member Number: _____	Address: _____ _____ Email: _____	Phone: _____
2nd Vice: _____ Member Number: _____	Address: _____ _____ Email: _____	Phone: _____
3rd Vice: _____ Member Number: _____	Address: _____ _____ Email: _____	Phone: _____
Adjutant: _____ Member Number: _____	Address: _____ _____ Email: _____	Phone: _____
Public Relations Officer: _____ Member Number: _____	Address: _____ _____ Email: _____	Phone: _____
Finance: _____ Member Number: _____	Address: _____ _____ Email: _____	Phone: _____

## Officers Certification

I certify that the officers of \_\_\_\_\_ have been duly installed and they have read and subscribe to the AMVETS oath of office.

Date: \_\_\_\_\_ Installing Officer: \_\_\_\_\_

**Notes:** As soon as your elections are concluded (May 1 - June 30th), fill out this form and send to Headquarters by mail (Attn.: Membership 4647 Forbes Blvd. Lanham, MD 20706), fax (to 301-459-7924), or email (to [membersupport@amvets.org](mailto:membersupport@amvets.org)). **Send a copy of all forms to your department.** Completed form must be received by July 15. If you revalidate online you must also send a filled out copy of this form to Headquarters. We will not accept a printed copy of the online revalidation alone. We need this signed form for our records.



# QUALITY POST & QUALITY DEPARTMENT DISTINCTION AWARD

## ***INSTRUCTIONS TO APPLY***

### *Quality Posts & Departments = Membership Retention*

Throughout the year, AMVETS members work diligently to obtain and retain members, provide services to veterans and their communities.

As a result of this effort, AMVETS Programs Department makes available to its Posts and Departments the opportunity to show off their activities, both membership and programs related.

AMVETS National Programs Department has implemented an online process for the Posts and Departments to apply for this distinction.

The process is easy; just answer the questions and receive an autoscore (grading is shown on application), which will help determine whether your post or department is Quality. The AMVETS National Programs Department will verify all information submitted.

Just go to [www.amvets.org/qualityposts](http://www.amvets.org/qualityposts) webpage and click on

**APPLY ONLINE**

to take you to the application site.

Direct questions to [Programs@amvets.org](mailto:Programs@amvets.org) with 'Quality Award' in the subject line.