

## REVALIDATION

The post and all of the members should be proud of the AMVETS name. It was a great honor when your post received its AMVETS Charter. Each member of your post is representative of the same spirit of veteran service that began over 60 years ago, when AMVETS was Congressionally Chartered as a National Organization.

Your AMVETS Charter should be protected and requires little or no effort to do so. Listed below are the yearly revalidation requirements essential to maintain your charter in good standing.

### THE REVALIDATION PERIOD BEGINS MAY 1<sup>st</sup>

Post elections are to be held between May 1 and June 30 each year. As soon as the election is held the Post Revalidation paperwork should be completed and forwarded to Department Headquarters. ***Please follow all instructions on the Officers Form, as this form has been altered from the previous year.*** In accordance with the AMVETS National Constitution, Article X, Section 3(a), your post must:

1. Furnish AMVETS Department Headquarters with *Post Revalidation 2-Part Form*. It is absolutely necessary to complete both pages, including the signature of the installing officer and the certifying officer. Each item requested on the form is essential to the smooth coordination between the Post, Department and National Headquarters.
  - A) **Part 1: Post Revalidation** -- Print clearly! Every area of this should be complete. The provided information is used to compile our Department Guide Book. The Renewal Contact and Dues Amounts are used for the Renewal Notices mailed by National.
  - B) **Part 2: Officers Form** -- All officers positions should be filled, with the exception of Trustees if the Post does not have a Post Home. Please be sure to provide the member ID# for each officer.
2. File Internal Revenue Service Form 990 for the post fiscal year. *You are not required to furnish a copy to Department Headquarters but must file to maintain tax-exempt status.*
3. If the Post has a Post Home, as required by Article X, Section 3(c) of the National Constitution, they must furnish the Department Headquarters with a copy of the Post Certificate of Insurance covering the Liability for the Post Home. This Certificate of Insurance must name **both** the *AMVETS Department of Ohio* and *National Headquarters* as additional insured. If you have any of the following circumstances; incorporated, meeting room, and or club/bar room, you must place an "X" in the appropriate box. Call your insurance agent and they will send a Certificate of Insurance to Department Headquarters.
4. If the Post serves any alcoholic beverages, the Post must provide the AMVETS Department Headquarters with a Liquor Liability policy for no less than \$300,000. The AMVETS Department of Ohio must be listed as additional insured. Call your insurance agent and they will send a Certificate of Insurance to Department Headquarters.
5. Furnish Proof of Officer Bonding.
6. Be paid up in all accounts with National and State Headquarters.
7. Maintain a minimum of ten (10) members in good standing.

8. If the Post has paid employees, a copy of your Workman's Compensation Certificate must be submitted.
9. Make sure your Articles of Incorporation are current through the Secretary of State's office.
10. Complete the National Quality Post Recognition Form. The information you provide is compiled by the National Programs Department to determine how the organization can help promote old programs and develop new ones.

***It is your responsibility as an elected official of the Post to ensure the Revalidation requirements are met prior to July 1<sup>st</sup> of each year. Post Charters not Revalidated will be suspended and/or revoked.***

**\*REMINDER\***

National Convention for 2012 will be August 5-11, 2012 in Daytona Beach, Florida – get your revalidation in no later than **July 1, 2012**.

# IMPORTANT!



**DO NOT**

SEND **ANY** REVALIDATION TO NATIONAL HEADQUARTERS!

ALL COPIES OF YOUR POST'S REVALIDATION SHOULD BE SENT TO DEPARTMENT HEADQUARTERS **ONLY!**

IF YOU FAIL TO COMPLY, YOUR REVALIDATION WILL BE DELAYED!

# **MAY IS REVALIDATION TIME AGAIN!**

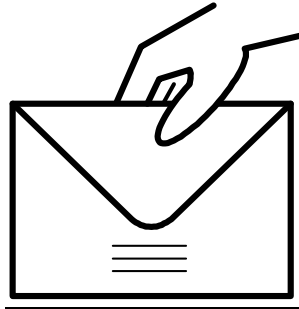
It's time for all Posts who plan on keeping their Post active to send the required Revalidation information to Department Headquarters.

## **REVALIDATION DEADLINE IS JULY 1.**

If you send us incomplete information, the Revalidation process for your Post comes to a complete halt. This may cause your Post to NOT BE REVALIDATED AT ALL, and your Post delegates cannot be seated at the National Convention.

If you are unsure what is required, PLEASE call Department Headquarters at 1-800-642-6838, ASK FOR THE MEMBERSHIP DIRECTOR. We appreciate your efforts to make the revalidation of YOUR Post and YOUR membership run smoothly.

## **PLEASE SEND INFORMATION TO US BY JULY 1**



## ***PLEASE BE ADVISED THAT FAILURE TO REVALIDATE PRIOR TO THE DEADLINE WILL:***

- ***CAUSE THE DELEGATES FROM YOUR POST TO LOSE THEIR VOTING PRIVILEGES AT THE NATIONAL CONVENTION!***
- ***AFFECT YOUR POST'S ABILITY TO VOTE AT THE STATE FALL CONFERENCE!***

- ***DELAY YOUR RECEIPT OF THE NEW YEAR'S MEMBERSHIP CARDS!***