Forms:
Where do I send them? How many copies?

The following is what National requires. Departments may have additional requirements!

Department Service Report: Sent by NECwoman by December 1st for Mid-Year and June 1st for Year-End along with a youth report, if applicable.

Written Report Sent by NECwoman to the appropriate National Officer by Jan. 15 for Mid-Year and June 30 for Year-End.
Sent by the Department to the National VAVS Representative whenever there is a change to a VAVS Rep. or Deputy.

National Committee Appointments: Sent by the Department (usually the NECwoman) to National Headquarters by November 1st. It is important to note that anyone can join a committee, but they should be able for scheduled meetings, usually only at National Convention. Please join only one committee.
Humanitarian Award: Any member can submit a nominee. Must be submitted to Headquarters by July 15th.
Membership Forms

Dues Remittance Form: The Local Membership Chairman should complete and send a check to their Department Membership Chairman. The Department Chairman will forward to National Headquarters.

Membership Application: To be completed by potential member and to be retained by the Local Membership Chairman. Remember it should be verified by Local AMVETS.
Life Membership Application:
Three copies are sent to the Department. The Department will send a copy along with the D and R form to National Headquarters.

Change of Name or Address: Must be completed by Local Chairman and sent to the Department. The Department will send a copy along with the Dues Remittance Form.
Transfer Form: Must be completed and signed and sent to the Auxiliary the member is transferring from. Two copies should be sent to the Department Membership Processing individual. They will send to National Headquarters.

Deceased Member Form: Local Chaplains will make four (4) copies of this form. Keep one and send three (3) to the Department Chaplain. The Department Chaplain will keep one copy and send one to the National Chaplain and one to National Headquarters. The Local Membership Chairman should send one copy to the Department Membership Chairman.
Note: All the forms are sent to National Headquarters with the exception of the Deceased Member Form which is sent to National Headquarters and the National Chaplain. The National President and National Parliamentarian do not need copies of these forms.