

# VFW DEPARTMENT OF WISCONSIN PRE-INSPECTION CHECKLIST

*Inspectors MUST see:*

- IRS Form 990 (proof of filing for current or most recent fiscal year)
  - Inspectors must pick up a copy of the most recent filing, properly signed and dated, and send it in to headquarters with inspection form
- National Convention: Proof of Delegate Registration
- Department Convention: Delegate Election Report and fee
  - If post did not pay Delegate fee, payment must be given to the Inspector.
- Latest Bank Statement, checkbook and Quartermaster ledger
- Adjutant's records of minutes and membership
- Proof of Quartermaster Bond
- Proof that Post has a Relief Fund and it is used properly
- Last 2 Audit Reports
- Copy of a Service Officer Report for this year
- E-Mail address of Commander, Quartermaster or other officer in the post
- Post By-Laws if Post has adopted them
- Post Incorporation documents
- Post Election Report
- Post Delegates Election Report
- EIN number verified.
- Evidence of Buddy Poppy Purchase, Distribution and Participation
- Most recent Post Action report entry.

If either the Quartermaster or Commander is absent all these items must still be available at the time of inspection.



**District \_\_\_\_\_ Post Inspection Notice To: VFW Post \_\_\_\_\_**

**Post Address \_\_\_\_\_**

\_\_\_\_\_

**Date of this Notice: \_\_\_\_\_**

This is to inform you that your post is to be inspected in accordance with National By-Law Section 710 at your meeting night on \_\_\_\_\_(Date)\_\_\_\_\_ (Time).

You will be called by your assigned inspector to verify the time and place of the inspection. *You must have all your paperwork done when the inspector comes to your post.*

Please try to be at your meeting place approximately 45 to 60 minutes prior to your scheduled meeting time so that they may complete the Post Inspection Report prior to the meeting.

*A checklist of required items and reminders is found on the back of (or attached to) this notice.*

Inspector is: \_\_\_\_\_ Phone: \_\_\_\_\_

***Absence of any accountable Post Officer does not excuse the requirements to have the requested required documents prepared and/or payments in proper form payable to Department or National (as the case may be) prepared and delivered to the Inspector.***

**By Order of: \_\_\_\_\_**

\_\_\_\_\_

***District Commander***