

Task	When Due by Date	Who	Where to file/reference	How	CA Dashboard Item	Nat Dashboard Item	Updated 5/11/2026
Election Report should be done by 2025 QM	5/31/2026	QM	www.vfw.org	OMS	X		
Ensure Proof of Eligibility to Applicable Post, District, Department	7/31/2026	CMD/ADJ/Individual	www.vfwca.org	Email info@vfwca.org/Hand Carry	X		
Audit Due Post & District (note due on 30th not 31st)	7/30/2026	QM	info@vfwca.org	Email info@vfwca.org	X		
Ensure all Post/Dist Officers membership is current	7/31/2026	CMD	www.vfw.org	QM or Individual			
QM & Accountable Officers Bonding Due	8/31/2026	QM	www.vfwca.org	Form/Mail Payment	X		
Submit Membership Recruiting Plan	8/31/2026	CMD/Membership Chair	www.vfwca.org	Email info@vfwca.org	X		
Inspections Start (Inspection sheets on website resources forms)	9/1/2026	Dept Inspector	www.vfwca.org	In person (date set with inspector)	X		
Post Liability Insurance	9/30/2026	QM	info@vfwca.org	Email info@vfwca.org	X		
Audit Due Post & District (note due on 30th not 31st)	10/30/2026	QM	info@vfwca.org	Email info@vfwca.org	X		
Submit 1 Public Servant or Teacher entry to District	11/15/2026	CMD/Chair	www.vfwca.org	Email/mail/hand carry/Dept Char will Report	X	X	Change Teacher only
Submit 1 PP entry to District	11/15/2026	CMD/Chair	www.vfwca.org	Scholars App /Dept Char will Report	X		
Submit 1 VOD entry to District	11/15/2026	CMD/Chair	www.vfwca.org	Scholars App /Dept Char will Report	X		
Report VOD Voice of Democracy	11/16/2026	CMD, SR,JR, Adj,QM	www.vfw.org	Program Dashboard Tool		X	
Report PP /Patriot Pen	11/16/2026	CMD, SR,JR, Adj,QM	www.vfw.org	Program Dashboard Tool		X	
Post & District Inspection Status	12/31/2026	Dept Inspector	www.vfwca.org	Inspector will report	X		
Post IRS 990 & FTB 199 at Dept (Calendar or Fiscal see guide)	12/31/2026	QM	info@vfwca.org	Email info@vfwca.org/Hand Carry	X		
Report 2 Community Service (1 per Qtr for AS & AA)	12/31/2026	Any Member	www.vfwca.org	Members Only section	X	X	
Community Service will feed from vfwca.org reports	12/31/2026		www.vfw.org	Auto update from Dept dashboard	X	X	
Report 2 Veteran Assistance (1 per Qtr for AS & AA)	12/31/2026	Any Member	www.vfwca.org	Members Only section	X		
Audit Due Post & District (note due on 30th not 31st)	1/30/2027	QM	info@vfwca.org	Email	X		
Attend SOI CMD/QM/ADJ/2 Trustee	4/1/2027	CMD/SR/JR/QM/ADJ/2 Trustees	Dept/Dist Training	Trainer will report on website Training Module	X		Change
Delegate Dues from Post to District	4/1/2027	QM	District QM	Mail/hand carry			
Audit Due Post & District (note due on 30th not 31st)	4/30/2027	QM	info@vfwca.org	Email info@vfwca.org	X		
Delegate Dues from Post to Department	5/31/2027	QM	www.vfwca.org	Mail/CC Email info@vfwca.org/on Webstie	X		
Post Election Report 27-28 Year	5/31/2027	QM	www.vfw.org	OMS	X		
Delegate Election Report (Elected at April mtg)	5/31/2027	QM	www.vfwca.org	Email form to info@vfwca.org on website			
Delegate from Post Registration to National	5/31/2027	QM	www.vfw.org	Instructions in Packet			
Day of Service event in the month of May, must register and report	5/1/2027	CMD/SR/JR/Adj	www.todaysvfw.org	report on www.vfwca.org		X	
Post Attend District Meetings	6/1/2027	CMD/SR/JR/Rep	District CDR	Dist Adj record			
District attend Cof A CDR or SR or JR	6/1/2027	CMD/SR/JR	District CDR	Dept Adj record			
District meeting minutes to Dept 45 days after each mtg	6/1/2027	Adjutant	www.vfwca.org	Email/Mail			Change
Conduct 2 Buddy Poppy drive	6/1/2027	CMD	www.vfwca.org	Members Only section	X		
Make Program Donations (by Div)	6/1/2027	QM	www.vfwca.org	Form/Mail/CC	X		
Purchase Required Buddy Poppies (AS & AA count 5 per member)	6/1/2027	CMD/QM	www.vfwca.org	Form/Mail/Email with CC form	X	X	Change
Report 2 Community Service (1 per Qtr for AS & AA)	6/1/2027	Any Member	www.vfwca.org	Members Only section	X	X	
Community Service will feed from vfwca.org reports	6/1/2027		www.vfw.org	Auto update from Dept dashboard	X	X	
Report 2 Veteran Assistance (1 per Qtr for AS & AA)	6/1/2027	Any Member	www.vfwca.org	Members Only section	X		Change
Veterans Military Support VMS Donation \$125	6/1/2027	QM or Any Member	www.vfw.org	Program Dashboard Tool		X	Change
Post make donation to DPAA \$75	6/1/2027	QM or Any Member	www.vfw.org	Program Dashboard Tool		X	Change
District make doantion to DPAA \$100	6/1/2027	QM or Any Member	www.vfw.org	Program Dashboard Tool		X	Change
Post conduct three recruiting events, report	6/1/2027	Adjutant	www.vfwca.org	Email/Mail	X		
District conduct three recruiting events & report with Post 0	6/1/2027	Adjutant	www.vfwca.org	Email/Mail	X		
Post Inspection Discrepancies Resolved	6/30/2027	CMD/QM/Adjutant	www.vfwca.org	Inspector will report	X		
Achieve 100% +1 in membership For All State	6/30/2027	CMD/Membership Chair	www.vfw.org	OMS/Dept Chair will Report	X		Change
Achieve membership for All American (see AA Program Guide)	6/30/2027	CMD/Membership Chair	www.vfw.org	OMS/Dept Chair will Report		X	Change
Post & District Inspections start 9/1 completed by 12/1. Discrepancies resolved by 6/30, but recommended by 6/1.							
Check the Department and National Good Standing Delegate Report for qualification to vote at Department & National conventions							
NOTE CHANGES IN TASK COLUMN BOLD AND MARKED CHANGE							
Writing in Red=National, Blue=Dept, Green=District, Purple is for audits							