



## Officer Election Report Instructions

National Headquarters sends annually an Officer Election Report Kit (Kit) to each department and chapter officer authorized to receive mail. If you have not requested this Kit or have already had annual elections and submitted a report, keep this Kit for future use.

As provided in Article 8, Section 8.3 and Article 9, Section 9.2 of the National Bylaws, respectively, each department and chapter are required to elect and appoint new officers annually and submit a complete officer election report certified by the new commander and adjutant. Failure to file complete reports as required by National Bylaws is cause to suspend or revoke the department/chapter charter.

### **FILING REQUIREMENTS:**

All departments and chapters are required to file an officer election report within 10 days of installation of newly elected and/or appointed officers. This also applies to any changes in elected or appointed officers during the membership year.

**Officer Election Report Form (901306–Rev 3/20)** provided by National Headquarters must be used to report the annual election of officers as well as any changes to officers during the membership year. This form may also be found on [www.dav.org](http://www.dav.org) by navigating to: Membership → Members Only → Login with membership number → Quick Links → Elected Officer Resources → Officer Election Report Kit.

### **GENERAL INFORMATION:**

A commander or a vice commander may **not** serve as adjutant or treasurer.

Officers must be members of the department/chapter and have an active membership record.

A contact phone number must be provided for your department/chapter. If no phone number is listed in the designated area at the top of the Officer Election Report Form, the phone number provided in the Officer Authorized to Receive Mail section will be used.

The contact information provided on the Officer Election Report Form, with the exception of the Officer Authorized to Receive Mail information, will be used to update any conflicting information on an officer's individual membership record. Please be sure all information, including the email address, is current for each officer. Note that if the same individual holds more than one office, with the exception of the office of Officer Authorized to Receive Mail, only one email can be used for that individual.

### **COMPLETION OF OFFICER ELECTION REPORT FORM:**

#### **Annual Officer Election Report:**

1. Complete the top section of Officer Election Report Form by providing all information as indicated.
2. Provide the month and year of the election period beginning and ending in the designated areas.
3. Complete **all** office sections on the left hand side, the Officer Authorized to Receive Mail section and any applicable office sections on the right hand side by providing the following information for each officer:
  - a. First and last name
  - b. Mailing address, including street suffix (e.g. road, avenue, street)
  - c. City/State/ZIP
  - d. Membership number
  - e. Daytime phone number, including area code
  - f. Email address. **(It is highly recommended one email be used.)**
  - g. Fax number, including area code.
4. New commander and new adjutant must sign and date the completed Officer Election Report Form.

**Revised Officer Election Report:**

1. Annotate "Revised" at the top of the Officer Election Report Form.
2. Complete the top section of Officer Election Report Form by providing all information as indicated.
3. Provide the month and year of the election period beginning and ending in the designated areas.
4. Complete only those office sections that are changing by providing the following information for each officer:
  - a. First and last name
  - b. Mailing address, including street suffix (e.g. road, avenue, street)
  - c. City/State/Zip
  - d. Membership number
  - e. Daytime phone number, including area code
  - f. Email Address
  - g. Fax number, including area code.
5. Commander and adjutant must sign and date the completed and revised Officer Election Report Form. If commander or adjutant positions are changing, the new commander or new adjutant must sign revised Officer Election Report Form.

**MAILING OF OFFICER ELECTION REPORT FORM:****White copy**

Send to National Headquarters by way of:

Mail: DAV National Headquarters  
P.O. Box 14301  
Cincinnati, OH 45250

Fax: (859) 442-2088

Email: OfficerReportInfo@dav.org

*NOTE: Choose only one form of submission. Do not send multiple copies of the Officer Election Report Form.*

**Yellow copy**

**Chapters:** Send to your DAV state department. The contact information for your state department can be found at [www.dav.org](http://www.dav.org) by navigating to Membership → Local Chapters → Find a Chapter or Department Website → Click on link for your department.

**Departments:** Discard or retain for your records.

**Pink copy**

Send to the DAV National Service Office (nearest VARO) located in your area. The contact information for each office can be found at [www.dav.org](http://www.dav.org) by navigating to Veterans → Find Your Local Office → Enter Your Zip Code → Click Search Button.

**Green copy**

Retain for your records.

If you should have questions regarding the submission of this report, please do not hesitate to contact our Membership Report Liaisons at: **Toll-free: 877-426-2838** or **E-mail: OfficerReportInfo@dav.org**



# Officer Election Report

(Please Type or Print)

Chapter or Department \_\_\_\_\_

Location: City \_\_\_\_\_ State \_\_\_\_\_

Date of Annual Election \_\_\_\_\_ Date of Installation \_\_\_\_\_

Address of Regular Meetings \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Street Address City & State ZIP

Time & Day of Regular Meetings \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Time Day Week of Month

Website Address \_\_\_\_\_ Chapter Phone \_\_\_\_\_

**Officers Elected For Year Beginning** \_\_\_\_\_ **20** \_\_\_\_\_ **Ending** \_\_\_\_\_ **20** \_\_\_\_\_

### Commander

Name \_\_\_\_\_

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

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Sr. Vice Commander

Name \_\_\_\_\_

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

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### 1st Jr. Vice Commander

Name \_\_\_\_\_

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

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Adjutant

Name \_\_\_\_\_

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

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Treasurer

Name \_\_\_\_\_

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

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Benefits Protection Team Leader

Name \_\_\_\_\_

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

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Membership Chairman

Name \_\_\_\_\_

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

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Judge Advocate

Name \_\_\_\_\_

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

City/State/ZIP \_\_\_\_\_

Member Code# \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Officer Authorized to Receive Mail

Name \_\_\_\_\_

Office Held \_\_\_\_\_

Address for DEPT/CHPT Mail \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

### The Preceding Names and Positions Are Hereby Certified By:

(Form must be signed by the new commander and new adjutant.)

Commander: \_\_\_\_\_ Date: \_\_\_\_\_

Adjutant: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: For **Service Officer** recommendations, use the **Service Officer Nominations** form and follow the submission instructions on that form.

This form must be completed and returned to National Headquarters within 10 days after installation in compliance with Art. 8, Sec. 8.3, Art. 9, Sec. 9.2 and Art. 10, Sec. 10.1, of the DAV National Bylaws.

**CHOOSE ONE: Mail: DAV National Headquarters, Officer Election Report, P.O. Box 14301, Cincinnati, OH 45250**  
**Fax: 1-859-442-2088 • Email: officerreportinfo@dav.org**