



Below is a list and a guide for Post Commanders and Adjutants of forms that need to be submitted.

1. Consolidated Post Report Form
 - a. It is for a 12 Month period. Submit to National and Dept by Mid April.
2. Post Officers Report
 - a. Verifies Officers are members. Signed by District Commander at Installation
3. Annual Post Data Report
 - a. Documents the Posts Address, Contact info and dues. Submit NLT 15 April to Department
4. Post/Squadron Commander & Adjutant Form
 - a. Documents Post & Squadron Commander and Adjutant info. Submit after installation.
5. Department Convention Delegate and Alternate Form
 - a. Submit after Post determines delegates.
6. Post C&Y Report
 - a. Submit by 15 April to Department
7. Boy/Girl Scout Report(If applicable)
 - a. Submit by 15 April to Department
8. Venture Crew Report(If applicable)
 - a. Submit by 15 April to Department
9. Cub Scout Report(If applicable)
 - a. Submit by 15 April to Department
10. Memorial Service Form (Deceased Members)
 - a. Submit prior to Dept. Convention
11. Direct Renewal Notice. Informs National to mail renewal notices to members.
 - a. Submit to Department in March
12. NH BTLA Form A9. Documents properties exempt from tax (If applicable)
 - a. Submit to Town Clerk NLT 15 April
13. NH BTLA Form A12. Submit form with a copy of IRS form 990 (If applicable)
 - a. Submit to Town Clerk NLY 1 June