2024-2025 Forms Due Dates

It is very important the forms are turned into Department by the deadlines.
Forms are listed in chronological order to coincide with the start of new term of office.

Unit Officers' List   1 June 2024

Unit Chairmen's List   1 Sept 2024

Certificate of Audit   1 Sept 2024
(or when Treas. or Pres. change)

IRS Form 990   (Within 2 months of the Unit's End of Fiscal Year)

ALAMIS Access Registration with $10 fee   1 Dec 2024
(early renewal starts in Aug)

Unit Data Form   1 Mar 2025

Impact Reports   1 Apr 2025

Evergreen Girls State (Online)   1 May 2025

Certification of Delegates & Alternates to Dept. Convention   23 May 2025
(45 Days Prior to the start of Department Convention)

Send in these forms as needed

Donation Form- All donations should go through Department and be accompanied by this form.

Evaluation Sheet- Form should accompany all items when donated with a copy to Chairman.

Membership Application- Check to ensure completeness & signed by member and adjutant before sending.

Membership Transmittal – Always transmit within 1 week of receiving money.

Member Data Form – If document is a transfer be sure it's complete & signed.

Poppy Order Form with payment – Please allow 8 weeks lead time.

Charitable Bequest – National Form for members' use (confidential so member sends in)