

2025-2026 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.

Forms are available anytime, please visit <https://walegion-aux.org>

<u>Unit Officers' List</u>	<u>1 June 2025</u>
<u>Unit Chairmen's List</u>	<u>1 Sept 2025</u>
<u>Certificate of Audit</u> (or when Treas. or Pres. change)	<u>1 Sept 2025</u>
<u>IRS Form 990</u>	<u>(Within 2 months of the Unit's End of Fiscal Year)</u>
<u>ALAMIS Access Registration (cost is \$10 per person limit 2 per unit.)</u> (early renewal starts in Aug)	<u>1 Dec 2025</u>
<u>Unit Data Form</u>	<u>1 Mar 2026</u>
<u>Impact Reports</u>	<u>1 Apr 2026</u>
<u>Evergreen Girls State (Online)</u>	<u>1 May 2026</u>
<u>Certification of Delegates & Alternates to Dept. Convention</u> (45 Days Prior to the start of Department Convention)	<u>23 May 2026</u>

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)