

TIMELINE

It is very important the forms are in to Department by the deadline.
Forms are listed pretty much in chronological order to coincide start of new term of office.

<u>Unit Officers' List</u>	<u>1 June</u>
<u>Packet Mailing List</u>	<u>1 June</u>
<u>Unit Chairmen's List</u>	<u>15 June</u>
<u>Certification of Delegates & Alternates to Dept. Convention</u> (Prior to the start of Department Convention)	<u>45 days</u>
<u>Certificate of Audit</u>	<u>1 Sept</u>
<u>IRS Form 990</u>	<u>(Within 2 months of the Unit's End of Fiscal Year)</u>
<u>ALAMIS Access Registration with \$10 fee</u>	<u>1 Dec</u>
<u>Unit Data Form</u>	<u>1 Mar</u>
<u>Spring Conference Delegates & Alternates List –</u> (To be given to District President /Dist. Secretary prior to Spring Conference)	<u>30 Days prior</u>
<u>Evergreen Girls State (Online)</u>	<u>May</u>

Send in 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.
Interstate transfers may take up to 14 days to complete.

Poppy Order Form with payment –

Please allow 6 weeks lead time.

Charitable Bequest –

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