

**Unit Checklist
Forms Due to
Department Office**

*Do not send this form to DO.
Use for reference at Unit level.*



AMERICAN LEGION AUXILIARY

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The following forms are due to the Department Office by date shown in second column.

Form	Date Due to DO	Date Sent to DO by Unit	Check Number if applicable	Amount of Check if applicable
2017 Convention Proceedings	9/30/17			
Live Unit Logon Fee \$10	9/30/17			
\$25 Bi-Monthly Mailings in paper form	9/30/17			
Unit Fidelity Bond (3yr premium) \$16.50 Mandatory	9/30/17			
Poppy Order Mandatory	10/1/17			
Girls State Reservation	10/1/17			
Poppy ID Cards Order	1/31/18			
2018 Card Year Renewal Address Mandatory	4/30/18			
Girls State Application and Fees	3/31/18			
Donations/Membership to be listed in Book of Reports for 2018 Convention	5/12/18			
Delegate/Alternate Certification and Fees for 2018 Convention Mandatory	5/12/18			
Certification of Unit Officers for 2017-2018 Mandatory	Immediately after election			
Poppy Financial Report Mandatory	6/2/18			

FORMS DUE TO DISTRICT PRESIDENT	Date Sent to District by Unit
Unit Audit Report (signed by Unit President and all members of Audit Committee) Due to your District President after Audit is completed but NLT September 30th Mandatory	
Copies of all State and Federal Tax Filing Forms (annual confirmation for filing the Federal 990N E-postcard and State forms 199N E-Postcard, long form 990/990EZ, etc., Attorney General's Office Registry of Charitable Trusts CT-1 Form or RRF-1 Form whichever is applicable to the District President) NLT September 30th. Mandatory	

This form is provided to the Unit Secretary/Treasurer as a courtesy.