

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
2011 Convention Proceedings	9/23/11			
Fidelity Bond (3yr premium) <i>Mandatory</i>	New units only			
Poppy Order <i>Mandatory</i>	10/1/11			
Girls State Reservation	10/1/11			
Poppy ID Cards Order	1/31/12			
2013 Card Year Renewal Address <i>Mandatory</i>	3/23/12			
Girls State Application and Fees	3/12/12			
Donations/Membership to be listed in Book of Reports for 2012 Convention	5/7/12			
Delegate/Alternate Certification and Fees for 2012 Convention <i>Mandatory</i>	5/25/12			
Certification of Unit Officers for 2012-2013 <i>Mandatory</i>	5/25/12			
Poppy Financial Report <i>Mandatory</i>	5/27/11			
Unit Audit – <i>COMPLETED</i>				
990-N Filed w/IRS - <u>MANDATORY</u>				
199N Filed w/ State Franchise Tax Board - <u>Mandatory</u>				

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