

DISTRICT AGENDA

Annual Reports

1. DISTRICT OFFICER'S INSTALLATION AND ELIGIBILITY

This is a requirement by National Headquarters for the Department to have a listing of **ALL DISTRICT OFFICERS** and their certification. **(1a explains form 1)**

Yes, a copy of your DD214 is required if you are new.

2. DISTRICT COMMITTEES

This form is to let Department know who is on the Committees for the District. This is due to the Department by May 15th.

3. DISTRICT COMMITTEE RECOMMENDATIONS

This form is filled out for your District delegates attending the Department Convention. This form is then sent to Department by June 1 (Please keep a copy for yourself for assigning Convention Committees)

4. DISTRICT OFFICER NOTIFICATION FORM

This is filled out **EVERY TIME** there is a change of officers in the membership year and at the beginning term.

5. CONSTITUTION AND BYLAWS REVIEW

This form must be filled out and signed so that the Department knows that the District has an updated Constitution and Bylaws. Due as soon as Elections are done

6. DISTRICT POST ANALYSIS FORM

This form must be filled out and signed and sent to Department after visiting your Posts. This form is then forwarded to Internal Affairs by the Department.

7. DISTRICT COMMANDER QUESTIONNAIRE

This form must be filled out and signed. Please send it to Department as soon as elections have happened. The Department will forward to National.

8. DELEGATE AND ALTERNATE TO NATIONAL CONVENTION

This form must be filled out and sent to Department by June 1 for Convention. This will help expedite the election for National Convention Attendees.

9. DISTRICT MEETING & CAUCUS DATES

This form must be filled out and sent to Department as soon as elections are done. You will need this information for your Post DEC right after convention. This information will be posted on the website as well as in the Oregon Legionnaire.