



**VETERANS OF FOREIGN WARS OF THE UNITED STATES
NATIONAL HEADQUARTERS
406 WEST 34TH STREET KANSAS CITY, MISSOURI 64111**



**REPORT OF INSTITUTION
POST NO. _____**

Date of Institution: _____

Post Name: _____ Location: _____

Meeting Place: _____
(STREET ADDRESS) (CITY) (STATE) (ZIP CODE)

Regular Meeting Night(s): _____ Time: _____

Number of members present at the time of Post Institution (not less than 25): _____ Dues per member: \$ _____

The following officers were elected:

Commander: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

Sr. Vice Commander: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

Jr. Vice Commander: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

Quartermaster: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

Chaplain: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

1 Year Trustee: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

2 Year Trustee: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

3 Year Trustee: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

In addition, the following officers were appointed:

Adjutant: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

Judge Advocate: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

Surgeon: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

Officer of the Day: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

Service Officer: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

Guard: _____

NAME

EMAIL ADDRESS AND/OR PHONE NUMBER

I hereby report that the above named Post was instituted this date, and the officers, as reported hereon, were installed in office in accordance with the By-Laws and Ritual of the Veterans of Foreign Wars of the United States.

I certify that proof of eligibility has been verified according to the Congressional Charter and By-Laws.

Instituting Officer: _____
PRINTED NAME SIGNATURE TITLE DATE

This form shall be filled out in duplicate and immediately forwarded directly to the Department Adjutant. Any officer not present for institution shall be marked X.

DEPARTMENT ADJUTANT- After review of this institution report, promptly send original copy to the Adjutant General, Veterans of Foreign Wars of the U.S., 406 West 34th St., Kansas City, MO 64111.