



**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 10): _____ Annual Dues Amt. \$ _____

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

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

Chaplain: _____
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 Bylaws 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 Bylaws.

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 United States, 406 West 34th St., Kansas City, MO 64111.