**2023-2024 MAILING SCHEDULE**

**Treasurer/Financial Mailing**

Cover Letter

Finance Bulletin

Funds Transmittal Form (Blue)

Treasurer’s Bond Bill

National Supply Order Form

Membership Order Form

Past Presidents Parley

Poppy Order Form

Memorial Donation Form

Unit Financial Statement

VA & R Fair Share

Tax Information

**July/August Dept. Newsletter**

Presidents’ Message

VP/Membership Message

Chaplain Message

Secretary/Treasurer Announcements

Division Meeting Information

VA & R Rep. Reports

Unit Officer Form

Membership Report

**Sept/Oct. Dept. Newsletter**

Call for Fall Conference

President’s Message

VP/Membership Message

Americanism

Honorary Junior Presidents Message

Legislative

Public Relations

VA & R Rep. Reports

Secretary/Treasurer Announcements

Community Service

NEC – Julie Smith

Membership Report

**Nov/Dec. Dept. Newsletter**

President’s Message

VP/Membership Message

Secretary/Treasurer Announcement

Service to Veterans

Education

State Headquarters

Junior Activities

Girl State

Poppy

National Security

District Meeting Information

Girls State Application Request Form

VA & R Rep. Reports

Membership Report

**Jan/Feb. Dept. Newsletter**

Call for Mid-Winter

President’s Message

VP/Membership Message

Secretary/Treasurer Announcements

Children and Youth

VA & R Rep. Reports

Honorary Junior President’s Message

Warren-Ragan Scholarship

Junior Meeting Registration Form

Past Presidents Parley & Unit Member of the Year

Unit President Report Form

Membership Report

**March/April Dept. Newsletter**

President’s Message

VP/Membership Message

Constitution and Bylaws

Year End Report Forms

Legion College Registration

VA & R Rep. Reports

Officers List

Unit Data Form

Membership Report

**April/May Dept. Newsletter**

President’s Message

Convention Call

VP/Membership Message

Credentials Report/Certificate

Tentative Schedule

Membership Flyer

Leadership Report Form

VA & R Rep. Reports

Unit Data Form

Unit Financial Report

Membership Report

**Information for Department Convention**

**should be mailed at least 45 days prior to the Convention, especially hotel information.**