



AMVETS Department of Ohio

Post Annual Action Plan

Action	Due Date	Assigned to	Status	Notes
Continued Existence				Must be filed with the Ohio Secretary of state office every five years.
General Liability Insurance				National & Department Headquarters need Certificate of Liability Insurance (Acord25) sent and must be listed as additional insured.
IRS Form 990				Due five months and fifteen days after the end of the posts fiscal year.
Liquor Liability Insurance				National & Department Headquarters need Certificate of Liability Insurance (Acord25) sent and must be listed as additional insured.
Program Reporting (1st Half) July 1 - December 31	31-Dec			All Post are required to conduct and report a minimum of 2 veteran service programs and 1 community service program annually (minimum 1 veteran program per half 1 community Service Program annually)
Program Reporting (2nd Half) January 1 - June 30	30-Jun			All Post are required to conduct and report a minimum of 2 veteran service programs and 1 community service program annually (minimum 1 veteran program per half 1 community Service Program annually)
Revalidation	15-Jul			If submitted online at National all required documents must be submitted to the Department.
Surety Bond Renewal				All Post Officials and Employees handling money shall be properly bonded with a good and solvent surety company in the amount of the annual funds managed. Per National, Department and Uniform Post CBL's

All of the above are required annually (if due) with your revalidation to maintain your post's charter.