

HOW TO SET UP FOLDER FOR POST INSPECTOR FOR DISTRICT/POST COMMANDERS

- Section 1. Copy of IRS Letter, 990's/940's/941's, WV Worker's Unemployment Compensation, WV Worker's Compensation, and licenses (Alcohol, Video Lottery, Bingo/Raffle/Business Registration, etc.)
- Section 2. Minutes of District/Post Meetings
- Section 3. Department General Orders/Correspondence
- Section 4. Council of Administration Correspondence (if applicable)
- Section 5. Officers Proof of Eligibility and Election Report
- Section 6. District Meeting Report Form/Sign in Form (if applicable)
- Section 7. District/Post performance Correspondence
- Community Activities Reports
 - Post QM Bond and Post Asset Sheet
 - Copy of current year Quarterly Audit Reports
 - Other Department Requirements
- Section 8. Individual District/Post Correspondence
- Past Post Inspection Reports
 - Copy of Post By-Laws
 - Copy of Department By-Laws
 - Post Correspondence
 - Articles of Incorporation

An 8 tab index folder is best to use to set up these 8 sections. Under section 8, recommend setting up an index section for each Post and had them in numerical order.