



AMVETS Department of Florida

**1401 Pelican Lane
North Port, FL 34286
(941) 525-8841
(tkcorson@comcast.net)**

POST REVALIDATION INFORMATION

Every Post shall be required to revalidate its charter within seven (7) days following the annual meeting. Annual meetings must be held between May 1st and May 14th of every year.

The items required are as follows:

- Current Post Revalidation and Officers form must be completed and sent in 7 days following the annual meeting, but not later than May 22nd. (Ensure the POST Revalidation and Officers Form is used not the DEPARTMENT Revalidation and Officers Form)
- IRS Form 990 file date (all Posts must file a form 990 each year regardless of income)
- Constitution and By-Laws if updated (2 copies)
- A copy of the Post's current Certificate of Insurance (Acord 25) should be on record at State Headquarters. Remember if a Post operates a canteen they are required to have at least a \$500,000 Certificate of Insurance, if they have no canteen they are only required to have a \$300,000 Certificate of Insurance. All insurance policies must list National Headquarters and Department of Florida Headquarters as co-insured. We often can work directly with an insurance companies and set it up so they fax us the updated certificate of insurance as soon as the post renews it, if you are interested in setting this up please call state headquarters.

All items will be sent to State Headquarters where they will be copied and forwarded to AMVETS National Headquarters.

Please email or mail all items to: AMVETS Department of Florida, 1401 Pelican Lane, North Port, FL 34286 (tkcorson@comcast.net).