



POST REVALIDATION

Revalidation is a yearly requirement for all Posts in which they will have to renew their AMVETS charter status. The Posts will have to provide the following items between May 1st and June 30th of each year to AMVETS Department of Florida State Headquarters. If these items are not turned in by June 30th then the Posts will have their charter suspended and must cease all operations as a AMVETS Post until they do comply in accordance with Article X, Section 3 of the National Constitution.

The items required are as follows:

- Current Post Revalidation and Officers form must be completed and sent in after May 1st and before May 15th. (Ensure the POST Revalidation and Officers Form is used not the DEPARTMENT Revalidation and Officers Form)
- IRS Form 990 (all Posts must file a form 990 each year regardless of income)
- Current Constitution and By-Laws (must be updated or reviewed every five years)
- A copy of the Post's current Certificate of Insurance should be on record at State Headquarters. Remember if a Post owns a clubroom they are required to have at least a \$300,000 Certificate of Insurance, if they lease a Post home then they are required to have at least a \$100,000 Certificate of Insurance. All insurance policies must list National Headquarters and Department of Florida Headquarters as co-insured. We often can work directly with a 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 mail or fax all items to:
AMVETS Department of Florida
1545 Warmwood Drive
Grand Island, FL 32735
(352) 669-8490
Fax: (352) 669-8392**