

**Unit Checklist  
Forms Due to  
Department Office**

*Do not send this form to DO.  
Use for reference at Unit level.*



**AMERICAN LEGION AUXILIARY**

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**The following forms are due to the Department Office by date shown in second column.**

Form	Date Due to DO	Date Sent to DO by Unit	Check Number if applicable	Amount of Check if applicable
2017 Convention Proceedings	9/30/16			
Live Unit Logon Fee \$10	9/30/16			
\$25 Bi-Monthly Mailings in paper form	9/30/16			
Unit Fidelity Bond ( 3yr premium) \$16.50 <b>Mandatory</b>	9/30/16			
Poppy Order <b>Mandatory</b>	10/1/16			
Girls State Reservation	10/1/16			
Poppy ID Cards Order	1/31/17			
2017 Card Year Renewal Address <b>Mandatory</b>	4/30/17			
Girls State Application and Fees	3/31/17			
Donations/Membership to be listed in Book of Reports for 2016 Convention	5/9/17			
Delegate/Alternate Certification and Fees for 2017 Convention <b>Mandatory</b>	5/12/17			
Certification of Unit Officers for 2017-2018 <b>Mandatory</b>	Immediately after election			
Poppy Financial Report <b>Mandatory</b>	6/2/17			

FORMS DUE TO DISTRICT PRESIDENT	Date Sent to District by Unit
Unit Audit Report (signed by Unit President and all members of Audit Committee) Due to your District President after Audit is completed but NLT September 30th <b>Mandatory</b>	
Copies of all State and Federal Tax Filing Forms (annual confirmation for filing the Federal 990N E-postcard and State forms 199N E-Postcard, long form 990/990EZ, etc., Attorney General's Office Registry of Charitable Trusts CT-1 Form or RRF-1 Form whichever is applicable to the District President) NLT September 30th. <b>Mandatory</b>	

This form is provided to the Unit Secretary/Treasurer as a courtesy.