



**DAV DEPARTMENT OF MICHIGAN  
CHAPTER OFFICERS  
QUICK REFERENCE INFORMATION**

**OBJECTIVE OF THE QUICK REFERENCE:**

- To provide Chapter Officers a list of key documents and resources to help fulfill the obligations of the DAV Chapter
- To provide a checklist of forms & documents (including due dates) that must be completed by the chapter. And includes information as to which DAV office(s) need to receive these forms/documents
- To provide a list of key contact information for the DAV Departments and other important resources to support the Chapter and DAV Mission

**DAV DEPARTMENT OF MICHIGAN**  
Phone: (586) 415-8610  
Email: [MIDAVHQ@DAVMICHIGAN.COM](mailto:MIDAVHQ@DAVMICHIGAN.COM)  
Address: 16925 MASONIC  
PO BOX 26031  
FRASER MI 48026  
Website: MI-DAV.org

**DETROIT - DAV REGIONAL OFFICE**  
Phone: (313) 964-6595  
Email: [dav.vbadet@va.gov](mailto:dav.vbadet@va.gov)  
Address: McNAMARA FEDERAL BUILDING  
477 MICHIGAN AVE RM 1200  
DETROIT MI 48226  
Website: DAV.ORG

**NATIONAL DAV HEADQUARTERS**  
Phone: (877) 426-2838 General Phone Number  
Note: Forms required by National have specific emails in which  
Email: to send those forms. They are not always the same  
HQ Address: 860 DOLWICK DR., ERLANGER KY 41018  
HQ Mailing: PO BOX 14301  
CINCINNATI OH 45250-0301  
Website: DAV.ORG  
*Chapter Officers and Members are encouraged to sign-up for MYDAV.ORG*

**CHAPTER OFFICER QUICK REFERENCE**

To Chapter Officers: Please help ensure required forms/requests are submitted by Due Date(s) indicated				CHAPTER OFFICERS:
DOCUMENT OR ITEM NAME	DOCUMENT OR ITEM DETAILS	WEBSITE LINK(S) OR OTHER RELATED INFORMATION	DUE DATE	CHECK AS COMPLETED & INDICATE DATE
CHAPTER MEETINGS	<p>*Chapters must conduct a minimum of four (4) meetings per year</p> <p>*Minutes must be taken from the meeting and signed by two officers AND kept on file with Chapter</p> <p>*Monthly Treasurer report should be attached to the monthly minutes</p> <p><i>Please refer to website: Chapter Meeting Template</i></p>	<a href="https://www.midav.org/Resources/Publications-Forms/FolderID/540">https://www.midav.org/Resources/Publications-Forms/FolderID/540</a>		
TREASURER'S REPORT (MONTHLY)	<p>*Chapter Monthly Financial report (Treasurer's Report) <i>Must include showing the Bank Reconciliation for each account</i></p> <p>*Completed monthly and presented to membership</p> <p><i>Please refer to website: Chapter Monthly Treasurer Report Template</i></p>	<a href="https://www.midav.org/Resources/Publications-Forms/FolderID/540">https://www.midav.org/Resources/Publications-Forms/FolderID/540</a>		
FUNDRAISER (Form)	<p>* All Chapter fundraisers must be approved by DAV State Executive Committee</p> <p>*Fundraiser form is completed and signed by the Chapter Commander and submitted to DAV Department of Michigan</p> <p>* In addition, there may be a State of Michigan form that may need to be completed</p> <p><i>Please refer to website: Department Fundraising Form</i></p> <p>Note: Forget-Me-Nots sales do not require Fundraising form. Chapter needs to complete the Forget-Me-Not Notification form</p>	<a href="https://www.midav.org/Resources/Publications-Forms/FolderID/540">https://www.midav.org/Resources/Publications-Forms/FolderID/540</a>		
CHAPTER OFFICER NOMINATIONS & ELECTIONS	<p>*March, April, and May of each year Chapter Officer Nominations and Elections must be held</p> <p>Once Complete - see forms below that <b>MUST</b> be completed timely</p>		March, April & May	
OFFICER ELECTION REPORT (OER)***	<p>*National DAV report requirement: OER lists all newly elected officers and contact information</p> <p><b>*Must be submitted to National and State DAV Department</b> within ten (10) days of Officer installations</p> <p><i>Please refer to: DAV.ORG for most current version</i></p> <p><i>Please note: On this form there is a section that asks for the Chapter contact that is to receive mail. It's very important to ensure you select an Officer that is receiving U.S. Mail and possibly emails, as this is where all documentation and communications are sent. (For example, the Per Capita Tax bill that is listed below will be sent to this address)</i></p>	<a href="https://www.dav.org/member-resources/quick-links/">https://www.dav.org/member-resources/quick-links/</a>	June 1st	
<p>***Officer Election Report (OER): All departments and chapters are required to file an officer election report within 10 days of installation of newly elected and/or appointed officers. This also applies to any changes in elected or appointed officers during the membership year.</p> <p><a href="https://www.dav.org/wp-content/uploads/Officer-Election-Report-Kit.pdf">https://www.dav.org/wp-content/uploads/Officer-Election-Report-Kit.pdf</a></p> <p>1) National Headquarters (via email only): OfficerReportInfo@dav.org</p> <p>2) Detroit Regional National Service Office: 477 Michigan Ave. Room 1200, Detroit MI 48226</p> <p>3) DAV Department of Michigan: <a href="mailto:MIDAVHQ@DAVMICHIGAN.COM">MIDAVHQ@DAVMICHIGAN.COM</a> or mail to Department office: 16925 Masonic, PO Box 26031, Fraser, MI 48026</p>				
SERVICE OFFICER NOMINATION FORM	<p>* Chapter Service Officer is an appointed role</p> <p>* The Service Officer Nomination Form must be completed</p> <p><b>* Submit form to:</b></p> <p>DAV Detroit Regional Office via email: <a href="mailto:dav.vbadet@va.gov">dav.vbadet@va.gov</a> and Department Headquarters in Fraser (email or mail)</p> <p><i>Note: Accredited Chapter Service Officers MUST attend Service Officer training annually at the DAV Department of Michigan State Convention to maintain Accreditation</i></p>	<a href="https://www.dav.org/member-resources/quick-links/">https://www.dav.org/member-resources/quick-links/</a>	June 1st	

**CHAPTER OFFICER QUICK REFERENCE**

To Chapter Officers: Please help ensure required forms/requests are submitted by Due Date(s) indicated				CHAPTER OFFICERS:
DOCUMENT OR ITEM NAME	DOCUMENT OR ITEM DETAILS	WEBSITE LINK(S) OR OTHER RELATED INFORMATION	DUE DATE	CHECK AS COMPLETED & INDICATE DATE
ANNUAL FINANCIAL REPORT (AFR) (ANNUALLY)	Annual Financial Report for prior fiscal year is due September 30th <b>Example: for FY July 2022 to June 2023 - the AFR is Due September 30, 2023</b> <b>Note: Per Capita fee should be on Line Item #14</b> <i>Please refer to: DAV.ORG - for most current version</i>	<a href="https://www.dav.org/member-resources/quick-links/">https://www.dav.org/member-resources/quick-links/</a>	September 30 each year	
PER CAPITA DUES (ANNUALLY)	* Each Chapter must pay the DAV Department of Michigan annual dues for each Chapter member under 80 years of age (\$1.50 per member under 80 years of age)  * Chapter Membership count is provided by National DAV based on members assigned to the Chapter  * DAV Department of Michigan headquarters will send a PerCapita Dues billing statement (Sept) to the Chapter contact indicated from the OER form		December 30 each year	
990 FORM (ANNUALLY)	*IRS Form 990 is an annual information form required to be filed with the IRS by most organizations exempt from income tax under section 501(a), and certain political organizations and nonexempt charitable trusts.  *If Gross Receipts are less than \$50,000, a Form 990-N (e-postcard) may be completed. *If Gross Receipts exceed \$50,000, the Form 990 must be completed by a CPA  <i>Please note: this is due five (5) months from close of Fiscal year. DAV Department of Michigan fiscal year closes on June 30th. Department may assist the Chapter if needed</i>		November 15 each year	
CHAPTER ISSUE FORM	*Department Form that is used to document or file a Chapter Issue or Complaint  *Form is available to anyone that wishes to file a Chapter complaint  <i>Please refer to website: Chapter Issue_Complaint form</i>	<a href="https://www.misdav.org/Resources/Publications-Forms/FolderID/540">https://www.misdav.org/Resources/Publications-Forms/FolderID/540</a>		
DISTRICT OFFICER'S REPORT	<u>District Officer's Report (problem at Chapter)</u> Department of Michigan form that is used if a Chapter engages their District Officer to assist with a Chapter issue(s)  <i>Please refer to website: District Officers Report_ChapterProblem form</i>	<a href="https://www.misdav.org/Resources/Publications-Forms/FolderID/541">https://www.misdav.org/Resources/Publications-Forms/FolderID/541</a>		
VISITING OFFICER'S CHAPTER VISIT	<u>Visiting Officer's Report - Chapter Visit</u> District Officers may periodically attend a Chapter meeting and provide a status report to Department State Executive Committee <u>Below are elements of review on the visit report:</u> Number of Members present: ____ Number of new member's accepted: ____  Functioning Membership Committee: Membership Report Given Recent Information Seminars Active Chapter Service Officer Service Officer Report Given VA Hospital Program Complete Financial Report Given Chapter Consti. & Bylaws reviewed recently Do members have a copy of Consti. & Bylaws Does Chapter conduct Forget-me-not drive Does Chapter hold fundraisers Do Members wear DAV caps Does Chapter have active Chaplain Does Chapter sponsor a van Do Members transport Veterans	<a href="https://www.misdav.org/Resources/Publications-Forms/FolderID/541">https://www.misdav.org/Resources/Publications-Forms/FolderID/541</a>		

**Strongly encouraged as a Member and Chapter Officer to sign-up on DAV.org to access information**

Once you have access to MYDAV.ORG, Department can walk you through how to run Membership reports for your Chapter

**Register or Sign-in to MyDAV.org**

DAV is also excited to offer access to [MyDAV.org!](#) Once you're registered and validated you'll have access to your DAV record, be able to request new membership cards, and much more. DAV officers will also have access to a wide-variety of reports and other functions.

[Registration instructions](#)

REGISTER
SIGN-IN
MYDAV.ORG MANUAL

**LEGISLATION**

<b>LEGISLATION</b>	*Join the DAV Commanders Action Network	<a href="https://www.dav.org/get-involved/advocate-on-legislation/">https://www.dav.org/get-involved/advocate-on-legislation/</a>		
	*Receive email communications regarding important legislation			

**State of Michigan Congress - key website links (copy and paste in your internet browser)**

<a href="https://www.house.mi.gov/AllRepresentatives">https://www.house.mi.gov/AllRepresentatives</a>	State of MI Representatives		
<a href="http://www.legislature.mi.gov/(S(tayxfr0vww5z1dmsl1auzuw))/mileg.aspx?page=home">http://www.legislature.mi.gov/(S(tayxfr0vww5z1dmsl1auzuw))/mileg.aspx?page=home</a>	Link to Search for Michigan Legislation		
<a href="http://council.legislature.mi.gov/VeteranOmbudsman/MVFO">http://council.legislature.mi.gov/VeteranOmbudsman/MVFO</a>	Link to Michigan Veterans Facility Ombudsman (MVFO) website page		
<a href="https://www.michigan.gov/som/government/branches-of-government/legislative-branch">https://www.michigan.gov/som/government/branches-of-government/legislative-branch</a>	Michigan Locate and contact your Rep look up		
<a href="http://www.legislature.mi.gov/(S(t123zndigsukx4ujsqfpa5x5))/mileg.aspx?page=CommitteeBillRecord">http://www.legislature.mi.gov/(S(t123zndigsukx4ujsqfpa5x5))/mileg.aspx?page=CommitteeBillRecord</a>	Link to view list of bills currently in MI congress		

**UNITED STATES CONGRESS - key website links**

<a href="https://www.congress.gov/members?q=%7B%22congress%22%3A118%7D&amp;pageSort=state&amp;_id=1674742181876&amp;page=3">https://www.congress.gov/members?q=%7B%22congress%22%3A118%7D&amp;pageSort=state&amp;_id=1674742181876&amp;page=3</a>	US Congress list		
<a href="https://www.house.gov/representatives/find-your-representative">https://www.house.gov/representatives/find-your-representative</a>	Find your rep by zip code		