

FROM: Department Quartermaster

TO: Post Quartermasters

SUBJECT: BONDING of Quartermaster, Club/Bingo Employees

PLEASE READ THE INSTRUCTIONS FOR SUBMITTING BONDS TO OUR OFFICE:

Quartermaster Bonding

- The application and certificate have been changed so you must fill in the position you need bonded.
- There are two questions required to be completed by the post: Post Annual Income and Any bond losses in the last 3 years.
- Bond year ends August 31,2021. Get them submitted by then to be current for the 2021-2022 year.
- Bond for Quartermaster or Commander is \$4.00 per \$1,000, minimum of \$2,000
- If you are wanting to bond any other position, you will need to make a copy of the bond application for each position to be bonded.

The application that the post completes will have to be returned to Department Headquarters along with the check for the premium.

Club/Bingo Employees

- The application needs to be completed in full, to include the Post Income and answering all of the questions.
- The application that the post completes will have to be returned to Department Headquarters, along with the check for the premium.
- Bond year ends September 30, 2021 and needs to be submitted by then to be current for the 2021-2022 year.
- Bond for Club/Bingo Employees is \$8.00 per Thousand with a minimum of \$1,000 per employee.
- The Club/Bingo bond application will need to be copied and completed for each position being bonded.

The application that the post completes will have to be returned to Department Headquarters along with the check for the premium.

Any questions, feel free to call Headquarters Tuesday - Thursday at 501-834-8392 and ask for Jennifer