

**FROM: Department Quartermaster**

**TO: Post Quartermasters**

**SUBJECT: BONDING of Quartermaster, Club/Bingo Employees**

**PLEASE READ THE INSTRUCTIONS FOR SUBMITTING BONDS TO OUR OFFICE:**

**All applications are located on the VFWAR.org website. Choose Resources then Reports & Forms and then which bond you need, position or club**

- All items on the application **MUST** be filled in.
- You **MUST** use the new form. It is different than last year.
- The Bond year ends August 31,2023. Get them submitted by then to be current for the 2023-2024 year.
- Bond for Quartermaster, Commander, or whichever position you want bonded is \$4.50 per \$1,000 for Posts with a balance under \$10,000, minimum of \$2,000 per position bonded and is \$4.00 per thousand for Posts with a balance of \$10,000 or greater with a minimum of \$2,000 per position bonded.
- If you are wanting to bond multiple positions, 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. You must use this year's form.
- 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, 2023 and needs to be submitted by then to be current for the 2023-2024 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 person 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 Department Headquarters Tuesday - Thursday at 501-834-8392 and ask for Jennifer**