

FROM: Department Quartermaster

TO: Post Quartermasters

SUBJECT: BONDING of Quartermaster, Club/Bingo Employees

PLEASE READ THE INSTRUCTIONS FOR SUBMITTING BONDS TO OUR OFFICE:

Applications are located on the VFWAR.org website. Choose Resources then Reports & Forms

Quartermaster Bonding

- 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 31,2022. Get them submitted by then to be current for the 2022-2023 year.
- Bond for Quartermaster, Commander, or whichever position you want bonded is \$4.00 per \$1,000, 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, 2022 and needs to be submitted by then to be current for the 2022-2023 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