

NATIONAL DEPARTMENT
Polish Legion of American Veterans, U.S.A.

CHARTERED BY ACT OF CONGRESS

National Commander
GENE S. HENTKOWSKI
162 South Aurelius Rd
Mason, MI 48854
517-244-0777



NATIONAL HEADQUARTERS
P.O. BOX 1213
Emmitsburg, MD 21727



National Adjutant
PATRICIA A. BUBONICS
30009 Vineyard Rd.
Willowick, OH 44095
(440)- 585-3230

Unity with Heritage

SPECIAL BULLETIN
2015 – 9

TO: ALL NEC OFFICERS AND POST COMMANDERS

**SUBJECT: NATIONAL ADJUTANT – PAPERWORK DUE TO THIS OFFICER AND WHEN FROM
ALL STATE DEPARTMENTS AND POSTS**

The following forms / information **MUST** be submitted each year to the National Adjutant, to insure that our records are up-to-date, as ***required by our Congressional Charter.***

1. **State Officer Rosters**, submitted on Form M-100, and Form M-1009 for the Sons Detachment Units. Both forms are available on the National Website under Member Resources. ***Even if your State Department has no changes in officers, an updated Form must still be submitted to the National Adjutant***
2. **Post Officer Lists**, are normally submitted after a Post holds their annual election of officers. Meeting Minutes along with the Roster of Officers for the upcoming Membership Year are to be submitted to the National Adjutant within 30 days of election of officers. ***Even if your Post has no changes in officers, an updated Form must still be submitted to the National Adjutant.***
3. **990 Forms** completed and submitted by the State Departments and Posts, as required by the IRS, should also be copied, with 1 copy remaining with the Post Financial Records for that year, and the same would apply at the State level. Some Posts and State Departments may be eligible to file the 990EZ form. ***Once your 990 or 990EZ forms are filed with the IRS, a copy is also to be forwarded to the National Adjutant to place on file, as required by law.***
4. **Forms and all Applications** needed or frequently used by the Posts and State Departments can be found on the National Website, www.plav.org, under “Member Resources” tab on the left side of the Home Page. Scroll down to view the forms listed on the Right side of the page that will then be open, click on the form you need, and print it off. A listing of currently available on the National Website are:
 - a) Application for Post Charter Form M300
 - b) Application for Post Name Change Form M500
 - c) Petition for PLAV White Eagle Award Form M700
 - d) Petition for PLAV American Eagle Award Form M800
 - e) Application for National Life Membership Form M900
 - f) Honorary Membership Application Form M1000

Remember, all of the above forms, and most ***importantly***, Applications for PLAV Membership, can be found at www.plav.org .

If anyone should have any questions on the above, please feel free to contact me.

Respectfully,

Gene S. Hentkowski, National Commander

PLAV, USA

PLAVVET@aol.com

/gsh

Cc: Patricia Bubonics, National Adjutant
Edward G. Allan, National Judge Advocate