

External Officer Reports – as of 1/22/2024

Officer Election Reports (OER) may be entered into the online portal (mydav.org) beginning with the 2024-2025 report. Any previous report must be submitted to our office in the traditional manner. No exceptions.

1. Go to www.mydav.org and login using the credentials you previously set-up. If you have not set-up a username and password, please refer to those directions.
2. Once logged in, you will see the main screen below.



3. Navigate to the Officer Election Report box in the lower right corner.
4. This will open a new window. To begin:
 - a. Click on the Aux radial
 - b. Your Department will automatically be populated in the dropdown based on your login.
 - c. If you are a State Department leader, all units will automatically generate. If you are a Unit, your unit only will populate.
 - i. If doing a Department officer report, you will only select the Department no unit from the dropdown
 - ii. If doing a Unit officer report, you will select the Department name and the Unit name from the dropdown

5. As reminded earlier, only OER's beginning in 2024-2025 should be reported online. Click on the Start button for the Membership Year in which you'd like to report.

Showing 1 to 5 of 19 entries

Membership Year	Status	Last Modified By	
2024 / 2025	Not Started		Start
2023 / 2024	Not Started		Start
2022 / 2023	Approved		Revise View
2021 / 2022	Approved		View
2020 / 2021	Approved		View

Show 5 entries Previous 1 2 3 4 Next Search:

6. The top of the OER Form will have Organizational Details. This information cannot be changed. The user is required to enter the following:
- Date of Annual Election
 - Date of Installation

OFFICER ELECTION FORM

Organizational Details

Organization: **AUX** Membership Year: **2024 / 2025**

Department: **AUX** Chapter/Unit:

Employer ID (EIN): Date of Annual Election: ***Required**
mm/dd/yyyy

State: Date of Installation: ***Required**
mm/dd/yyyy

City: Web Site Address:

7. The user will then enter the Meeting Details. It is important to be **accurate**:
- a. Address of Regular Meetings
 - b. City
 - c. Zip Code
 - d. Meeting Day of Week
 - e. Meeting Week (First, Second, Third, Fourth or Last)
 - f. Meeting Months
 - g. Meeting Time

Meeting Details

Address of Regular Meetings:

City:

State:

Zip:

Meeting Day of Week:

Tuesday

Meeting Week(s):

☐ First ☒ Second ☐ Third ☐ Fourth ☐ Last

Meeting Month(s):

☐ All Year
☐ January ☒ February ☒ March ☒ April ☒ May
☐ June ☐ July ☐ August ☒ September
☒ October ☒ November ☐ December

Meeting Time:

4:30:00 PM

8. The Officer to Receive Mail is the first entry to the report. **Remember, the Unit must approve all appointments and the member must be in good standing with dues paid.**
- Click on the blue box with the white magnify box.

Contact Details

Officer to Receive Mail:

- a. A Member Search box will appear. You can search by:

- i. Membership # (this is the easiest way to search)
- ii. Last Name
- iii. First Name
- iv. Date of birth (not suggested)
- v. Address, City, State, Zip (not suggested)
- vi. Keep the include deceased, check nickname and check aliases boxes checked
- vii. Click Search

Member Search

Searching for Officer to Receive Mail

Lookup ID / Member ID

Membership #

Last Name

First Name

Middle Name

Suffix

Date of Birth

mm/dd/yyyy

Address Line 1

Cancel

Member Search

mm/dd/yyyy

Address Line 1

City

State

ZIP/Postal code

Phone

☒ Include Deceased
 ☒ Check Nickname
 ☒ Check Aliases

SEARCH

Cancel

9. A list of all individuals within those parameters that you searched will result. Up to 100 individuals will return (for example, if you have a large unit and you search Smith, every member with the name “Smith” will return). Go through the list and select the member that matches the position you are entering. **Check and recheck that you have the correct member.** Once you have verified that it is correct, click Select.

Search Results:
Max of 100 members returned.

Constituent	Name:	
Lookup:	Suffix:	Status:
11357047		Active
Membership	Date of Birth:	Department:
Number:		
Membership	Full Address:	Chapter/Unit #:
Account Type:		
Full Life		

SELECT

Cancel

10. Since the Officer to Receive Mail will be the designated individual to receive all correspondences from state and national headquarters, you will select the check box next to “Update with primary contact information from officer’s constituent record.”

☐ Update with primary contact information from officer's constituent record

Address for Mail:

Telephone:

NOTE: Some Units or State Departments may have a secure address for the mail to go to, such as a PO Box. Please contact national headquarters **prior** to changing this address, as this is an **exception**.

11. You will now complete the same process as above for each officer. **Pay attention to the officers when entering, as they are not in any particular order and will not match the order of the OER.**

12. Once all officers have been entered, you can review all uploaded information.

Remember, you must have the following officer positions filled:

- Commander
- Senior Vice Commander
- Junior Vice Commander
- Treasurer
- Adjutant (appointed, can be combined with Treasurer)

Review

Organizational Details Meeting Details

Department:

Chapter/Unit:

Employer ID # (EIN):

Date of Annual Election:

Date of Installation:

Meeting Day of Week: Tuesday

Meeting Months: February, March, April, May, September, October, November

Meeting Weeks: Second

Meeting Time: 4:30:00 PM

Address of Regular Meetings:

City:

State

Zip:

Web Site Address:

Officer Assignments

Commander:

Senior Vice Commander:

1st Junior Vice Commander:

Adjutant:

Treasurer:

Legislative Chairman:

Membership Chairman:

Judge Advocate:

Chaplain:

Sergeant-at-Arms:

Elected Executive Committee Member:

Alternate Executive Committee Member:

Officer Authorized to Receive Mail

Address for Mail:

City:

State:

Zip:

Telephone:

Fax:

Email:

13. If, upon review, you find an error in the information you submitted, simply return to the section that needs to be corrected and review the steps above. **Do not submit the report until all information has been verified and corrected.**

14. Once you have all of the pertinent information completed, you will be ready to sign and submit the report. By signing and submitting the report, you are

acknowledging that the election took place, the officers were duly elected and installed, and that all of the officers are properly listed. Enter your membership number in the designated space that says, "Signed By Officer Membership ID #."

Sign And Submit

You acknowledge that by clicking on the "Save", the "Submit" or similar button on this website, you are indicating your intent to sign the relevant document or record and that this will constitute your signature. Electronic signatures, whether digital or encrypted, are intended to authenticate this writing and have the same force and effect as manual signatures.

Signed By Title Of Officer:

Signed By Name Of Officer:

Signed By Officer Membership ID #:

NOTE: If you forgot to enter required information, a red error will show up on the bottom next to the submit button. You must fix the error/s before you can continue.

15. Once you do this and click Save, the system will generate your title and name. You will then click Submit.
16. You will receive an email from National Headquarters to let you know that your report has been processed and approved. If there are errors that need to be fixed, the unit Adjutant will be contacted by our office.