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**TO:** Chapters and Departments  
**FROM:** Douglas K. Wells Jr., National Membership Director  
**DATE:** March 10, 2025

**SUBJECT:** OER Online Submission Form via MyDAV.org & OER Kit

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As we near the new election year for our departments and chapters, please be reminded that all Officer Election Reports (OER) must be filed via the online OER submission form available through your Membership CRM page at [MyDAV.org](https://MyDAV.org) and must be submitted within 10 days after the installation of your newly elected or appointed officers.

If you are not already registered with [MyDAV.org](https://MyDAV.org), please do so now. The OER User Guide is available on our website at [DAV.org](https://DAV.org) by navigating to Member Resources → Quick Links → Elected Officer Resources → Officer Election Report MyDAV.org – User Guide.

The updated OER Kit, revised 2/25, is available on our website but only as a tool to assist in recording and certifying the results of the annual election of officers and any changes in officers during the membership year. Use of prior versions of the OER Kit should be discontinued immediately. As a reminder, hard copies and emailed digital copies of OERs will not be accepted by National Headquarters.

Chapters requiring assistance in filing an OER on [MyDAV.org](https://MyDAV.org) should contact their respective department. Any other questions about filing an OER can be sent to [DAVOfficerSupport@dav.org](mailto:DAVOfficerSupport@dav.org).

A handwritten signature in black ink, appearing to read 'Douglas K. Wells Jr.', is centered on the page.

Douglas K. Wells Jr.  
National Membership Director

DKW:dlb