

**LEGISLATIVE AND VFW POLITICAL ACTION COMMITTEE
DEPARTMENT OF VIRGINIA 2010 – 2011**

**“United by Love for Our Veterans and Country”
“Honor, Respect and Remember our Veterans”**

Sisters,

Once again the Legislative and PAC programs are combined together for this year.

Our Legislative program includes activities that influence the outcome of legislation pertaining to our Veterans and their families. We should get to know each of our elected officials at every level so that support for our veterans and their families will be on of their foremost concerns. We should get to know each representative and their record on veterans' issues. Visits to their office, phone calls, letter-writing and emails are vital when they are working on legislation concerning our veterans' benefits and welfare. We should also make sure they are constantly reminded that the VFW has played an instrumental role in nearly every piece of veterans' legislation passed in the 20th century, as well as bills developed in the 21st.

Action Corps is the grass-roots lobbying network of the VFW. One of its missions is to educate members and supporters on initiatives and policies that affect veterans. Each Auxiliary needs to learn more about the Action Corps.

The VFW-PAC was formed to enable the national organization to become more effective in its dealings with Congress to promote legislation relative to veteran's entitlements and national defense. It endorses candidates for political office who will support legislation that will benefit our veterans. The VFW-PAC also makes monetary contributions to those candidates. The VFW-PAC is funded entirely by personal contributions from VFW and Auxiliary members and their families. PAC does not engage in state or local political contests.

Sponsor and promote “Meet the Candidates” forums in your Auxiliary. Keep a record of your legislator's voting records, informing them of our position on the issues and advising them that they will be held accountable.

These programs rely entirely upon contributions of the VFW Post and Auxiliaries, as well as fundraisers to cover it's cost of operation. Fundraising events must have signs or flyers posted that clearly state that monies collected are designated for VFW-PAC.

**All VFW-PAC donations MUST BE SENT TO:
VFW Washington Office
200 Maryland Avenue, N.E.
Washington, DC 20002**

Stay **INVOLVED, PROMOTE** and **REPORT!**

Respectfully,

Georgette Dausey
1415 Elder Avenue
Chesapeake, VA 23325
Telephone: 757-222-0169 Email: GeorgetteDs@aol.com

**Legislative &
Political Action Committee**

REPORTING FORM

Auxiliary # _____

District: _____

Auxiliary Name: _____

Auxiliary President

Phone: _____

E-mail: _____

Auxiliary Chairman

Phone: _____

E-mail: _____

1. How did your Auxiliary promote the VFW Legislative & Security Priority Goals?

2. How did your Auxiliary educate members on the legislative process? _____

3. Number of contacts made personally/written on any National Legislative Action Alerts _____

4. Number of contacts made by members personally/written to legislators on veterans' issues:

a. **Personal Contact _____

b. Phone Calls _____

c. Faxes _____

d. Letters _____

e. E-mails _____

**May include town/city or country council meetings, state legislative or national congressional sessions, and legislative/congressional field visits.

5. Describe how your Auxiliary promoted VFW-PAC _____

6. How did your Auxiliary publicize the Legislative/PAC program to your community? _____

Mail Report to: Georgette Dausey, 1415 Elder Ave., Chesapeake, VA 23325

Membership Program 2010-2011

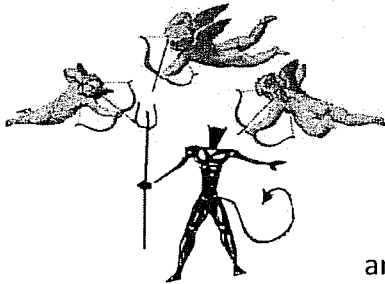
Membership Chairman: CATHY GRAHAM

9691 Lindenbrook St Fairfax, VA 22031

703-319-0845 grahamcrouchc@msn.com

As we all know membership is the driving force of any organization. The devil is controlling the Retaining of Existing Members, Reinstating those poor Lost Members and Recruiting of New Members. Betty Gimble doesn't want the devil to have control, she wants her angel to be ascendant. As each Auxiliary reaches 100% they help put the devil on the run and turn Betty into an Angel. Your goal is to reach out to eligible ladies who are United by Love of Our Veterans and Country to make our organization GREAT in reaching 100% in Membership.

To assist you in accomplishing these membership goals, the National Organization has a wealth of tools available. These are FACTS leaflets, SHARE THE JOY and JOIN US membership brochures available in quantities of 100 from the National headquarters at no charge or you can print them off the website. These are valuable tools which if additional information about your Post and Auxiliary is provided can be handed out at recruiting drives in your local community. The minimum additional information should consist of: how much are your dues, a point of contact to turn in the application complete with name, address and phone number, meeting location, date and time. Additional information you can include can consist of a copy of your Post Newsletter if you have one and descriptions of different programs you participate in such as Backpack Mania, Christmas Basket giveaways, adopt a family for Thanksgiving and Christmas etc. This will provide a small snapshot of what we as an Auxiliary can accomplish with their membership and participation.



Now on to the other stuff.

Each Auxiliary Treasurer should have received her Treasurer's Kit. Treasurers make sure you review your list of members to ensure each has a pre-printed card. Those members who have joined after 15 March may not have a card, in which case use a card from the stock for new members. Your membership list will include those members who have not renewed yet for the current year. Contact them to find out what happened if you have not already done so. While you are looking at this list check addresses for mistakes or changes that National does not have.

If the address is not correct how will they receive the magazine or any of the special offers we send to them?

What is an early bird? This is a member who renews her membership prior to the end of the year. Why renew early? The National organization will reward those auxiliaries who renew early with money. When the \$75 will be awarded depends upon the size of the membership and when they reach 100%. Our Department Early Bird program kicks off the new membership year. This provides Betty with a jump start on her year. The membership committee is set forth in the bylaws of this organization and each Auxiliary is required to set one up. However, each and every Auxiliary member should consider themselves to be a part of the membership committee. Every member should actively seek out new members. So let's get cracking to get the devil out of the way.

National Awards for Individual Ladies Auxiliary Member:

1. National Aide-de-Camp: Each Lady Auxiliary or VFW Post member who secures 20 new or reinstated members from July 1, 2010 through April 30, 2011 must be received at National Headquarters by May 31, 2011, will be names National Aide-de-Camp to the National President and will receive a special gift from the National President at the National Convention. The Ladies Auxiliary members will be entered in a drawing for 15 awards of \$100. VFW Post members will be entered into a drawing for 10 awards of \$50. Organizers of new Ladies Auxiliaries are eligible for this award. The drawing for winners will be held after July 1, 2011.
2. \$500 Award toward trip to National Convention in San Antonio, TX. This Award will be presented to the Ladies Auxiliary member who secures the most new or reinstated members (must be 40 or more to qualify). If there is a tie, a drawing will be held. If the winner is unable to attend National Convention, \$250 will be awarded. Form must be received no later than May 31, 2011. Completed National Aide-de-Camp forms will be used for this award.

A complete list of awards will be included in the September 2010 General Orders, or register for the National Convention and receive a copy of the program book from National after the Convention is completed.

Planning A Successful Recruitment Campaign

STEP 1

Select and organize a membership committee.

- The qualities of a successful Membership Chairman: Popular, organized, good speaker, knowledgeable about Auxiliary, dedicated.
- Qualities of a successful committee member: Active, knowledgeable about Auxiliary, dependable.

STEP 2

Develop a Recruiting Plan.

- Analysis of current situation: Where are you in terms of members and recruitment? Use last year's membership as the base of your goals.

- Goal Setting

Where do you want to go? What goal do you want to set?

- Development of action plan

Territory and time management

Personnel management and manpower planning

Recruitment meetings and technique.

- Implementation of action plans

Translate plans on paper into actions carried out by Recruiting Team.

- Tracking Results

Have a system in place to measure and keep track of your achievements as you go to ensure your success.

STEP 3

Set realistic goals.

Two types of goals your plan should include:

- Objectives

Objectives help clearly identify opportunities and define what you want to do about them. These are your guidelines for your course of actions – “Where you want to go?”

- Quotas

The quota should be a low recruitment goal, a bottom figure you must meet. Set a percentage figure above the quota as your main goal, as well as a date to achieve each goal.

THE S.M.A.R.T. SYSTEM OF GOAL SETTING:

SPECIFIC – For example, the focus of the plan should not be just to increase recruiting by numbers but to increase by a certain number through specific recruiting techniques.

MEASURABLE – A definite measure, to increase members by a certain percentage or set number.

ATTAINABLE/AMBITIOUS – Goals should require effort, but be attainable.

RESULTS-ORIENTED – Goals aimed at achieving a specific result.

TIMED – Track your progress throughout the time period you have allowed to make certain you have achieved your goals in the time period you have allowed. It is helpful to set recruiting deadlines to coincide with awards so members are eligible to win prizes.

S.M.A.R.T. GOAL EXAMPLE

“The Membership committee will increase the Auxiliary’s membership by 10% within the next 6 months by conducting membership drives at meetings, gatherings, county fairs and community events.”

STEP 4

Plan your activities.

The 3 Rs of membership growth:

- Retain continuous members
- Reinstate former members
- Recruit new members

Successful recruiting campaigns include a combination of these proven recruiting techniques.

- Personal Contact
 - Door-to-door
 - Membership recruiting booth
 - Meeting
- Mail
 - Dues Notices (more than one)
 - Auxiliary Newsletter
 - Entitlement Information
- Silent recruiters
 - Referrals
 - Auxiliary members
 - Family and Friends
- Telephone
 - Use it often!

There are a number of ways you might conduct your drive and a few examples to help are:

- Set up a display in your own Post home.
 - Schedule a special information night or afternoon.
 - Advertise in the local newspapers, television, and radio.
 - Contact Family Readiness Group (FRG) leaders and attend their regular meetings. Make a presentation. Sponsor a special family event for them.
 - Set up an information table at functions in your own Post home, such as holiday craft fairs, bake sales or fundraiser suppers/breakfasts. Talk with everyone, even current members who attend; they might know prospective members.
 - Information booths/tables in malls, local stores.
 - Place bulletins on church information boards or a note in church flyers.
 - Contact your local taxing authority to obtain a list of folks who receive a veteran’s exemption. Make contact with them by letter or phone.
 - Contact your local Quartermaster for a list of VFW members.
 - Is every eligible relative a member of the Ladies Auxiliary?
 - Make telephone calls to those that have not as yet paid their dues. Is there a reason? Do they need help?
- You can create your own ideas for recruiting. Share them with other Auxiliaries.

If you are:

- A. Going to contact members who haven't yet paid their current dues, then you need to obtain an up-to-date list of the ladies from your Auxiliary Treasurer.
- B. Going to contact prospective members, get that list from your Quartermaster.
- C. Going to contact the Family Readiness Group leader, make certain that you have a plan in place that you can discuss with them. Be prepared to let them know what we can do for them!
- D. Going to advertise what you are planning, be sure to allow yourself plenty of time for organizing the event – you want to be a success!

Make recruitment goals a competition among those participating in the recruitment events. Competition can be very effective to produce the desired results.

PERSONAL CONTACT DRIVES

Membership booths and participation in community events are two every effective recruiting tools.

A. PREPARATION:

1. Make certain you have permission to set up the booth. Pay for the space if necessary. Provide refreshments if possible.
2. Try to make certain that all working have Auxiliary uniforms or some type of identifying clothing on that reflects our organization.
3. Understand what the needs of the FRG chapter are and how you can assist. Be prepared to help. Helping to plan (to include providing financial assistance) with departure and returning troop parties is a great method to meet many eligible members.
4. Have informational material available on both the Ladies Auxiliary and the VFW. Be prepared to inform them all our programs and benefits. Decorate your table/booth, make it appealing and drawing to those that pass by.

B. THE OPERATION:

1. Decorate your booth with recruiting posters. Display informational material on the table. At least one Ladies Auxiliary member should be in the booth at all times, but it is much better if there are at least two there together. Display a sign large enough to let everyone know you are there.
2. If local and state laws allow a drawing, get a member or merchant to donate a gift. Prepare tickets with stubs that show name, address, and telephone number. Hold the drawing and save the stubs for later contact.
3. As prospects visit the booth, inform them of the Ladies Auxiliary and VFW programs and pass out informational material. Also it is important to thank them for stopping by to talk with you.
4. THIS IS VERY IMPORTANT!! As prospective members visit the booth during any venue, have them fill out a form giving information on their relative's military service and whether they might have any interest in joining the Ladies Auxiliary VFW. If they want to join, sign them up immediately! If they do not want to join just now – don't be discouraged. Just try to get their name and address and phone number. Getting their relative's military service information gives you the opportunity to check on their possible eligibility. You also have their demographic information to make contact again to invite them to an event to show them our organization in action!

C. The Follow-Up:

1. Within a few days send out teams of members to contact prospective members. Telephoning is successful if you can't make that personal contact. This is your chance to once again talk with them about joining.
2. Be sure your Membership Teams are well-acquainted with the various programs sponsored

by the Ladies Auxiliary and the VFW. If a question is asked that you are not 100% positive on the answer tell them you will get back with them as soon as possible. NEVER GUESS! Now do not forget to keep your word and do get back with them. It shows you care.

3. When a new member joins, make her feel welcome. Ask her to take part in future recruiting activities. Remember everything you do prior to calling on a prospective member is a form of public relations and advertising. Never forget to say "Thank you."

TELEPHONE DRIVE:

Things you will need to set up your phone drive:

- Members to help call
- Members ready to go out and collect those dues once they commit via telephone
- A list of those who have not paid their dues as yet
- A SMILE – It can be heard through the phone lines. It makes a difference!

SHARE THE REASONS TO JOIN:

- The feeling you get when you help/support our veterans – past, present and future; and their families.
- Promoting patriotism
- Enjoying activities that involve the entire family
- Community involvement
- Cancer Grants
- Additional insurance opportunities
- Travel opportunities
- Scholarship opportunities/involvement
- Subscription to *Ladies Auxiliary VFW Magazine*
- Cancer insurance (in some Auxiliaries)
- Develop leadership skills

MEMBERSHIP BUILDERS

It is the responsibility of every member of an Auxiliary to be either an "official" or "unofficial" member of the Ladies Auxiliary Membership Team. Success seems to come when all are involved and feel as if they made a difference. A strong, active Auxiliary and fun activities help promote membership. Examples:

- Activities in the community: Conduct youth programs; cancer programs are always of interest.
- Highlight a Service Officer or make several available for an event in the community.
- Dances, dinners, social functions – Nothing says you can't have a good time while recruiting.
- Interesting, well-run Auxiliary meetings. Your meeting does not need to go on for hours!
- A clean, well-managed Post home.
- Publicity on all Auxiliary and Post events
- An active, cooperative VFW

LIFE MEMBERSHIP INFORMATION

Any person eligible for membership in the Ladies Auxiliary VFW may become a Life Member upon the acceptance of her application card and payment. Section 112 of the Bylaws provides the official guidelines regarding Life Membership. Life Membership can be purchased by using cash, check or money order, MasterCard, Discover or Visa.

LADIES AUXILIARY VFW MEMBERSHIP

VFW MEMBER AWARD

“A Special Keepsake” to each VFW member who recruits a minimum of three (3) new or reinstated members for the Ladies Auxiliary VFW between July 1, 2010 and June 15, 2011 and must be received at National Headquarters by June 30, 2011.

Please type or print all information.

VFW Recruiter's Name _____ Post No _____

Recruiter's Address _____

Street Address

City

State

Zip Code

Auxiliary Number	Auxiliary Member's Name	New or Reinstated	Member's Number	Date Accepted

Verified By: _____ Department _____
Signature of Department Treasurer Membership Group _____

If form is improperly completed and not verified by the Department Treasurer, form will not be accepted. Completed form must be received by National Headquarters by June 30, 2011.

Department Treasurer mail verified form to: Ladies Auxiliary VFW
ATTN: Membership Awards
406 West 34th Street, 10th Floor
Kansas City, MO 64111

PRESIDENT'S SPECIAL PROJECT

PRESIDENT BETTY HAS CHOSEN THE PROGRAM,
"VA WOUNDED WARRIORS" AS HER SPECIAL PROJECT.

I WILL BE RESEARCHING INFORMATION ABOUT THIS
NOTEWORTHY PROGRAM AND LET YOU KNOW HOW YOUR
DONATIONS WILL CONTRIBUTE TO IT'S SUPPORT.

100% PARTICIPATION IS OUR GOAL. I WILL BE SETTING A
MONETARY GOAL AT A LATER DATE. OF WHICH WE WILL
EXCEED BEYOND EXPECTATIONS.

AS WE BEGAN THE NEW YEAR, "*HONOR, RESPECT AND
REMEMBER OUR VETERANS*". WITH THIS IN MIND I KNOW WE
WILL RAISE "BIG BUCKS" FOR PRESIDENT BETTY'S SPECIAL
PROJECT.

THANK YOU PRESIDENT BETTY FOR APPOINTING ME YOUR
SPECIAL PROJECT CHAIRMAN. I'M HONORED. I CAN'T WAIT TO
GET THINGS ROLLING!

*LOYALTY,
JUNE FUEKER*

PRESIDENT BETTY'S SPECIAL PROJECT

REPORT FORM

DISTRICT _____ AUXILIARY _____

DONATION _____

AUXILIARY CHAIRMAN

OR

REPORTING PERSON

MAIL REPORT TO: JUNE TUCKER
5102 TIFFANYWOODS COURT
HENRICO, VA 23223-2713
E-MAIL: ladyluck16@verizon.net

**CHECKS PAYABLE TO: LADIES AUXILIARY VFW DEPT OF VA.

**NOTE!! SEND ALL DONATIONS TO: DEPT. TREASURER
MARY RICHARDS
6351 TAPPAHANNOCK DRIVE
NORFOLK VA. 23509

*** EARMARK YOUR CHECK "PRESIDENT'S SPECIAL PROJECT"

VETERANS & FAMILY SUPPORT NEWS
DEPARTMENT OF VIRGINIA 2010 – 2011

“United by Love for Our Veterans and Country”
“Honor, Respect and Remember our Veterans

Sisters,

What an exciting year we have ahead of us!

The Veterans and Family Support program for 2010-2011 will include the 4 main areas that you can report on as follows:

Buddy Poppy

This memorial red flower, assembled by veterans in VA hospitals, domiciliaries and state veterans homes represent the blood shed by our service men and women. A successful campaign will provide the funding for the many projects in this program. It is only fitting that all proceeds from their distribution are placed in the Relief Fund to be used solely for the welfare of veterans or their dependents.

Don't forget to report your usage of the Buddy Poppies your Auxiliary used during Convention? Plus did you know that there are Commemorative 9/11 Poppies available that you can order and use in your upcoming 9/11 programs?

National Military Services – This includes:

Military Assistance Program (MAP) which promotes the VFW and Ladies Auxiliary involvement with the local military community. Grants are awarded to Posts, Districts and Departments to provide financial assistance to sponsor events for our active-duty military such as farewell and welcome parties, Adopt-A-Unit and Family Readiness activities.

Operation Uplink – connects troops and hospitalized veterans with family and friends. Virtual PINS with dialing instructions are given to our veterans in VA hospitals and nursing homes and are distributed to our service men and women in Germany, Korea, Japan and Africa. Free Calls Days are provided monthly from Internet cafes for our troops in Iraq, Afghanistan and Kuwait. The Ladies Auxiliary proudly sponsors this event on Mother's Day each year. But why not consider this while making your plans for Christmas? What a wonderful gift to give a veteran and his family?

Unmet Needs – has assisted 2,000 families with grants totaling more than \$3 million since its inception in 2004, v These grants are paid directly to the creditor of hardship cases with such items as a mortgage payment or home repair, with a maximum payment of \$2,500.00. The Department verifies the eligibility and need of the applicant and submits the forms for payment.

All 3 of these programs require financial assistance. So plan a special fund-raiser or use your Relief Fund to support these worthy programs.

VFW National Home for Children – This multi-faceted facility provides for the physical, social and emotional needs of the families of VFW members and active duty military personnel. Located on 629 acres in Eaton Rapids, Michigan, it consists of a neighborhood of custom homes, service buildings and recreational land. The home receives no government funding, so donations are essential in the residential programs available on campus. The Ladies Auxiliary promotes funding for the National Home for Children through the Health & Happiness/Christmas Cheer Fund. Auxiliaries are asked to contribute 10 cents per member based on the Auxiliary's June 30 membership quota, but are encouraged to contribute more.

Ladies Auxiliary Continuing Education Scholarship – One scholarship is awarded to a candidate from each of the four Ladies Auxiliary VFW Conferences. It is available to members, their spouses or children over 18 years of age who are pursuing a college degree or technical trade. Membership in the Ladies Auxiliary for at least one year prior to the application is required. .

President Betty, in her quest to see that each Auxiliary receives their banner, has decided that an Auxiliary must report in only 3 of the areas in V&FS for the banner requirements.

As your V&FS Chairman, please feel free contact me for further information and forms and about any questions you and your Auxiliary may have on the programs in this year's V&FS program.

Also please note that although Snowball Express and Wreaths Across America are worthwhile programs, they are not part of our program this year.

As with all of our programs, let the local community know what you have planned, or has happened to help our veterans and their families. Publicize what your auxiliary is doing and get the word out!

I look forward to working with each of you this year! Don't forget – REPORT – REPORT – REPORT!

Respectfully,

Liz Wilson

Veterans and Family Support Chairman, Department of Virginia

3020 Dogwood Terrace, Chesapeake, VA 23321

Phone: (757) 473-3456 Fax: (757) 466-7068 Email: lizwilson1@hotmail.com

VETERANS AND FAMILY SUPPORT
DEPARTMENT OF VIRGINIA 2010 – 2011

District _____ Auxiliary _____

President or Chairman _____ Phone Number _____

Did your Auxiliary.....

1. Make monetary donations to VFW National Military Services: _____

Participate in a "Military Support" event: _____
(farewell/welcome-home, Adopt-a-Unit, family readiness activities)

Number of Volunteers: _____ Hours: _____

Provided aid to veterans, military and/or their families: _____
(Meals, transportation, cards, donations)

Number of Volunteers: _____ Hours: _____ Value: \$ _____

2. Sponsor/co-sponsor a fundraising project for a National Military Services program:

Briefly describe the event:

3. Promote/publicize the National Military Services Program: _____

4. Promote/use Buddy Poppies during the month: _____

5. Promote the VFW National Home for Children: _____

6. Promote/publicize the Continuing Education Scholarship: _____

Mail to:

Liz Wilson
3020 Dogwood Terrace
Chesapeake, VA 23321

Phone (757) 473-3456 FAX: (757)466-7068 Email: lizwilson1@hotmail.com

**VOICE OF DEMOCRACY
PATRIOT'S PEN**

DEPARTMENT OF VIRGINIA'S – PRESIDENT'S HANDBOOK

**Voice of Democracy AUDIO/ESSAY CONTEST
2010-2011 Theme**

Does My Generation Have a Role in America's Future?

The Voice of Democracy Audio/Essay Program has been cosponsored by the Ladies Auxiliary since 1965.

The Program is open to all students in grades 9-12 enrolled in public, private, parochial high school or home schooled in the United States, its territories or possessions or in overseas U.S. Military/civilian dependent schools. Previous first place winners, foreign exchange students or students over 20 years of age are not eligible.

Students must record a 3-5 minute essay on a high quality cassette or CD (no DVD) on this year's theme and label the tape/CD with their name. They must also include a typed copy of the essay with their name on the typed copy and a completed entry form in order to submit the essay for judging. Entries submitted without typed copy or on a high quality CD/cassette will not be considered for judging.

Awards totaling \$149,000 in scholarships will be awarded. First place winner will receive a \$30,000 scholarship. All Department winners will receive an all-expense paid trip to Washington, D.C., sponsored by Target.

What better way to hear how our youth express in their words **“DOES MY GENERATION HAVE A ROLE IN AMERICA'S FUTURE?”**

**PATRIOT'S PEN ESSAY CONTEST
2010-2011 Theme**

DOES PATRIOTISM STILL MATTER?

The Patriot's Pen Essay contest is open to 6-8 grade students enrolled in public, private, parochial high school or home schooled in the United States, its territories or possessions or in overseas U.S. Military/civilian dependent schools. Most students that enter the Patriot's Pen essay contest go on to enter the Voice of Democracy when reaching the appropriate age.

The essay must be only 300-400 words in English. All single-letter words are counted. Exceeding the limit will cause the entry to be excluded from judging. A completed entry form signed by student and parents must be attached to the essay.

A \$10,000 Savings Bond will be awarded to the first place winner along with an all-expense paid trip to Washington, D.C.

The words of our youth will tell us that **“Patriotism Still Matters.”**

Our goals for these programs are:

1. Foster patriotism in our schools by giving students the opportunity to write about our veterans, our country and its values.
2. Build relationships with our educators and communities.
3. Provide scholarships to our outstanding young people.
4. Educate the public on the value of the VFW and its Ladies Auxiliary

To meet our goals we must:

1. Have the program information approved by the appropriate personnel and in our schools early in the year.
2. Publicize our programs through our local newspapers, television and radio stations, community bulletin boards, PTA's and our own newsletters.
3. Be prepared and informed by providing the rules, deadlines and support for our students participating in the programs.
4. Consistently reward and recognize those students who participate and provide additional assistance to those who win at the local and district levels. Remember to thank your judges and the teachers that participate. Publicize the winners; show them how proud you are of their accomplishments.

NOTE: Your judges should be prominent people in the community such as educators, government officials, local politicians and local business owners.

Sisters, distribute the contest information to your Chairperson early. Work with them to get the information to the local schools as early as August. Inform the teachers/PTA's that allowing the students to participate in these contests fosters Patriotism and provides the students with an opportunity to build writing skills.

Resources are available from:

The Ladies Auxiliary website: www.ladiesauxvfw.org

The VFW Emblem and Supply Department (800) 821-2606

Program Deadlines:

November 1st – Student entry to the Post

November 15th – Completion of Post judging

December 6th – Completion of District judging

January 7th – Completion of Department judging

January 15th – Department winners are due at VFW National Headquarters.

Together we can make VIRGINIA 100%. If I can be of any assistance, please do not hesitate to contact me and remember to **PROMOTE, PROMOTE, and PROMOTE** your programs.

Linda Bond

6915 Edgebrook Drive

Springfield, VA 22150

703-451-1510 (home)

703-407-3106 (cell)

lbond@verizon.net

**WE ARE UNITED BY LOVE FOR OUR VETERANS AND COUNTRY THROUGH HONOR,
RESPECT AND REMEMBERING OUR VETERANS**

VOICE OF DEMOCRACY REPORT FORM

2010-2011

District No. _____ Auxiliary No. _____ Date _____

1. Number of schools that participated in the program _____

2. Number of students that participated _____

3. Did your Auxiliary participate other than having an entry? _____

4. Describe how your Auxiliary publicized the Voice of Democracy program within your Community.

5. Total dollars spent on the Voice of Democracy Program by your auxiliary _____
Amount spent on other items for this program (i.e., awards, etc.) _____

Submitted by: Auxiliary President/Chairperson _____

Phone Number: _____

PATRIOT'S PEN REPORT FORM

2010-2011

District No. _____ Auxiliary No. _____ Date: _____

1. Number of schools participating in the program _____

2. Number of students that participated in the program _____

3. Did your Auxiliary participate other than having an entry? _____

4. Describe how your Auxiliary publicized the Patriot's Pen Program in your community.

5. Total dollars spent on Patriot's Pen Program by your Auxiliary (i.e., awards, etc.) _____

Submitted by: Auxiliary President/Chairperson _____

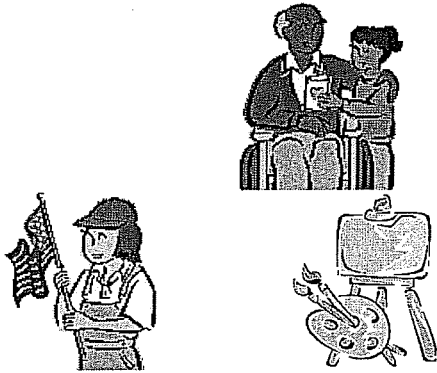
Phone Number: _____

Send reports to: Linda Bond
VOD/PP Program
6915 Edgebrook Drive
Springfield, VA 22150

Phone: (703) 451-1510 (home)
(703) 407-3106 (cell)

YOUTH ACTIVITIES

Jean Mull, Chairman
P.O. Box 5179
Fort Lee, VA 23801-0179
Valorsrest@yahoo.com



How many times have you driven down a street and seen a group of young people just "hanging out"? If you stop and ask them why they don't go do something, they will give you all kinds of answers. There is nothing to do, I don't have any money or nobody will show us what to do. The challenges the kids face today are so much different than the ones we faced in our day. We have to be able to present them programs that help them express their ideals so they might participate. In doing, so we can help them be willing to step up and share their dreams, ideals, and goals for this great country, if we only motivate them in the right direction.

By promoting the Young American Creative Patriotic Art Contest, Junior Girls Units and youth groups that support our

military, we can help these "kids" have an avenue to become as National President Cortina Barnes states "United by Love for Our Veterans and Country" along with the Ladies Auxiliary of the VFW.

JUNIOR GIRLS UNITS

Our journey as the Ladies Auxiliary should be to show how we "Honor, Respect and Remember our Veterans," says Dept of Virginia President Betty Gimble. As we step out to lead by example in what we do for our communities, in doing Buddy Poppy drives, hospital volunteering, making favors for our hospitalized veterans, teaching flag etiquette, cancer fundraisers, Americanism, etc. I am asking all the Junior Girls Units to report every function they are involved in. These girls ages 5-16 are the future leaders of this organization, and we need to guide and support all our units.

A scholarship is available to a Junior Girl aged 13-16. Applications must be submitted to the Department. The Department winner is then advanced to National Headquarters. The first place winner will be awarded \$7,500. In addition \$100 will be awarded to each Junior Girl who is selected as their Department winner and entered into the national competition. The first-place scholarship winner for the national competition will not receive the \$100 award.

To The Districts Who Do Not Have Jr. Girls Units

WHY NOT ????? You have been provided all the information to institute a Junior Girls Unit. The challenge is being made to every District to establish a unit this year. Look around you at all the girls in your community, schools, church, Post and Auxiliaries. I am sure you will find plenty who will qualify.

Girl Scout Awards (Gold, Silver and Bronze)

The Ladies Auxiliary VFW need to recognize the Girl Scout Troops who have earned their Bronze (Junior), Silver (Cadet) and Gold (Senior) awards. This is the perfect way for us to show how much we all appreciate how they are "paying it forward". Request the date of the awards ceremony and complete a request form for the Girl Scouts Award and submit to National Headquarters. The Auxiliary must present these citations.

Youth Groups Supporting Our Military Citations

Jr. ROTC, youth sports teams, Special Olympics, Girl & Boys Scout Troops, classroom and children of military families each of these groups can be encouraged to step up in our communities and promote patriotism, support deployed troops, respect veterans and be willing to have their voices heard. I ask that you present these well deserved citations to as

many youth groups as possible. The deadline to request a citation signed by our National President will be April 1, 2011.

The following forms are available by writing your District President or your Auxiliary/ District Youth Chairman or by calling or emailing me:

* These items are available on the National Website.

*Young American Creative Patriotic Art Contest Information

Organizing a Junior Girls Unit

*Young American Creative Patriotic Art Common Mistakes & Helpful Hints

Junior Girls Awards, Pins, Installation & Inspection Reports

Instructions for Judging Junior Girls Scholarship Program

* Junior Girls Scholarship Contest Information

*Junior Girls Recruiter Form

Youth Groups Supporting Our Military Citation Request Form

Girl Scouts Awards Request Form

YOUTH ACTIVITIES
2010 - 2011 REPORT

(Must be received by Department Chairman by March 31, 2011)

Department Chairman

Jean Mull

P.O. Box 5179

Fort Lee, VA 23801-0179

Email: Valorsrest@yahoo.com

804-733-1131

Auxiliary Chairman _____

Auxiliary # _____

District # _____

Phone # _____

Email _____

1. JUNIOR GIRLS

- (a) Did your Auxiliary sponsor a Junior Girls Unit? _____
- (b) # of Junior Girls applying for scholarships? _____
- (c) Date your Junior Girls unit was started if new this year _____ (7/2010-3/2011)
- (d) How many hours did each Junior Girl volunteer at a VA hospital, local hospital or nursing home? Please list first and last name of each girl and # of hours so they can be recorded at National: (use back if necessary) _____

- (e) List other activities accomplished by Junior Girls: _____

2. YOUNG AMERICAN CREATIVE PATRIOTIC ART

- (a) # of students that participated? _____
- (b) # of schools contacted to participate by your Auxiliary? _____
- (c) # of different schools that participated? _____
- (d) Describe the ways you promoted this contest. _____

3. JUNIOR ROTC

- (a) Did your Auxiliary contact a local Jr. ROTC Unit? _____
- (b) Did you have them assist your Auxiliary with public events? _____
- (c) Did you make any monetary donations to the ROTC Unit? ____ If so, how much? _____

4 YOUTH SUPPORTING OUR MILITARY

- (a) Please list all groups your Auxiliary has recognized as supporting our military and the activities they have done. _____

Outstanding Auxiliary Secretary

New Award for 2010-2011 Auxiliary Secretaries

Auxiliary Presidents give your Secretaries the praise and recognition they deserve. Nominate them for this award to be given by the Department Secretary, Susie DeShano at the June Convention.

Nominations may be made by only the Auxiliary or District President. The award will be based on outstanding job performance, loyalty to the Auxiliary at every level and acts above and beyond the call of duty. Nominations will be accepted in the form of a letter outlining why you feel they qualify for this award.

Submit the letter to the Department Secretary
by May 1, 2011.

The Outstanding Auxiliary Secretary will receive a Trophy and a check for \$50 from the Department of Virginia.

Susie DeShano
Department Secretary
403 Lee Jackson Highway
Staunton, VA 24401

Secretary

MINUTES AND DUTIES

Meetings: Regular and Special - Reference Sec. 210: Minutes must be taken at every meeting of the Auxiliary. The Auxiliary must hold at least one business meeting per month.

All members must be notified *in writing of Special Meetings* that may be called by the Auxiliary President or by five (5) members in good standing. The letter of notification must specify the particular business to be transacted. The Special Meeting may deal *only with the particular business as notified*.

ESSENTIALS OF MINUTES, per Demeter's Manual, follow: The Secretary is not required to include in the Minutes all that takes place at a meeting. Generally speaking, only decisions should be embodied. Lengthy and detailed minutes are not necessary. A record is made of what is done, not of what is said, including any other action worthy of record. Socials or other events occurring before, during, or after the session, including guest speakers therein, may be included in the record.

The manner in which the Minutes are entered in the Record Book shall be at the discretion of the Auxiliary (Sec. 812A).

AUDIT REPORTS - The Audit reports must be incorporated in the Minutes.

COMMUNICATIONS - All communications from National or Department (State) Officers are *official* and the Secretary is required to read these communications at a regular meeting before being filed for one year. This includes:

General Orders from the Department President. General Orders are issued only by the Department President at the Department level. (The Chairmen issue Program Promotions.)

General Orders from the Department President (consisting usually of only one or two pages), together with Program Promotions from the Department Chairman, are mailed monthly by the Department Secretary, August through April. Department Convention information is mailed in May.

The Department of Virginia has a strong commitment to inform and to help each Auxiliary Chairman conduct a successful program by sending a free monthly mailing of General Orders/ Promotions from the Department in care of the Auxiliary Secretary. The Secretary shall distribute all Program Promotions to each respective Auxiliary Chairman. The Auxiliary Secretary retains only General Orders and other announcements for the Auxiliary files. If the Auxiliary Secretary wants to keep an entire mailing, she should subscribe for her personal copy through the Department Secretary (subscription cost of \$15.00 is payable to the Department Treasurer).

Communications regarding policy or rulings are retained permanently.

Duties of a Secretary during an Auxiliary Meeting:

1. Take the official minutes of the meeting
2. Roll call of officers
3. Reading of any petitions for membership
4. Notifying new members of their acceptance or individuals of their non-acceptance, returning their membership fee with the notification.

5. Reading of the minutes of the previous month's meeting. Sign and date using ink pen, of approved or amended minutes (write in corrections).
6. Incorporate a copy of the Treasurer's report in the Secretary's Minutes Book.
7. Presentation of Bills
8. Reading of official and other communications. (Department General Orders and any letters or cards sent to the auxiliary.)
9. Let President know of any unfinished business from the previous month.
10. Have the Secretary Book available for the trustees during the quarterly audits

OFFICIAL CORRESPONDENT - Under the direction of the Auxiliary President, the Auxiliary Secretary is the official correspondent of Auxiliary business.

The Secretary *attests* (*per Webster's - to affirm to be true or genuine, to authenticate officially.*) by her signature and placement of the auxiliary Seal on all correspondence, all actions of the Auxiliary. The Auxiliary Seal shall be placed on all communications.

The Auxiliary Seal is usually in the possession of the Secretary. When the Treasurer gets her Kit from National in April/May, the Treasurer schedules a mutually convenient time to meet with the Secretary so that the Auxiliary Seal can be placed on all membership cards. Then they are ready for the Treasurer to complete when dues are received. Large Auxiliaries may wish to consider getting a second Auxiliary seal to be assigned to the Treasurer.

Correspondence for consideration by National HQ or National Officers, whether by an approved motion by the members at an Auxiliary meeting or from an individual, shall be 'forwarded through channels' and embossed with the Auxiliary Seal.

This means, send two copies of any or all Auxiliary-related correspondence first to the Department President with a cover note asking her to forward it to National.

The Department President will retain one copy and forward the other 'original' to National, with or without her comments, as she desires. (Refer to Booklet of Instructions).

MEMBERSHIP APPLICATIONS - It is the duty of the Auxiliary Secretary to thoroughly review all applications from potential members, to ensure that the application is completed with all details required in accordance with the By-laws, including:

- Legible spelling of all names and of sponsor under whose eligibility the member seeks admission;
- The complete dates of service in the Foreign war;
- The inclusion of Auxiliary Name and Number;
- The new member's fee is attached;
- The reverse side is signed by an Auxiliary member who recommends the applicant; and,
- At least two other Auxiliary members have signed as the Investigating Committee.

If the card is incomplete, the application is not read at the meeting, but merely returned to the Investigating Committee for additional action. The Auxiliary Secretary will read the application to the members at the Auxiliary meeting only when all items are completed satisfactorily.

If voting on the candidate(s) is favorable, the card is then given to the Conductress to present to the Treasurer accompanied by the member's fee.

If voting for the candidate(s) is unfavorable, the applicant is notified and the membership fee is returned. The Secretary will record the name in the Record Book of Rejected Applicants.

The Auxiliary Secretary is responsible for notifying all new members orally or in writing of their election and acceptance into the Auxiliary and to provide them with pertinent information concerning Auxiliary meeting dates, time and place.

Record Book of Rejected Applicants and Expelled Members are kept permanently by the Secretary.

A Roll of Deceased Sisters is kept permanently by the Secretary along with a record of their burial

ELECTION OF OFFICERS And INSTALLATION - The Installation Report sent to the Auxiliary Secretary by the Department Secretary is prepared in duplicate for the Installing Officer, prior to the Installation of Auxiliary Officers.

In each of the instances below, it is the duty of the Auxiliary Secretary to send a letter, citing the Auxiliary Name and Number, and District Number, with her signature and with embossed Auxiliary Seal:

1. Any changes in the Office of Auxiliary President, Secretary, or Treasurer, after installation, or of any changes of address and phone numbers relating to these officers, to both the Department Secretary and National Secretary.
2. A listing of elected Delegates and Alternates to the District Convention to the District Secretary.
3. A listing of elected Delegates and Alternates to the State Convention to the Department Secretary.
4. A listing of elected Delegates and Alternates to the National Convention to the National Secretary.

Department Secretary
Susie DeShano
403 Lee Jackson Highway
Staunton, VA 24401
(540) 886-8112
Secretary62@gmail.com

National Secretary-Treasurer
Jan Tittle
Ladies Auxiliary VFW
406 W. 34th Street, 10th Floor
Kansas City, MO 64111
(816) 561-8655

Susie DeShano
Department Secretary

<u>DATE</u>	<u>SUBJECT</u>	<u>RESPONSIBLE PERSONS</u>
	Recording of Official Minutes	<p>A suggested format for minutes is provided in the Auxiliary President's Reference Guide as well as copies are provided at the School of Instruction (time and place assigned by Department President). Minutes may be typewritten and pasted in a bound record book or handwritten in a bound record book that can be ordered from the National Supply Catalog.</p> <p>Auxiliary Secretary must sign the official minutes and date/write the word "Approved" under her signature once the minutes have been approved at the next or subsequent regular business meeting.</p>
Continuous Throughout The Year	Address Changes Roster Changes	<p>Auxiliary Secretary should report immediately any change of name, address or change in Auxiliary President, Secretary, or Treasurer to the Department Secretary.</p> <p>Include Auxiliary number when writing to the Department Secretary. Don't forget to provide Auxiliary number and affix the Auxiliary seal to official correspondence written to the Department.</p> <p>Changes of District Officers, Department Officers or Department Chairmen must also be sent to the Department Secretary.</p>
Continuous Throughout The Year	Records of Deceased Members	Auxiliary Secretary maintains a roll of deceased sisters with a record of their burial. This documentation may be kept in a separate folder marked deceased sister, or at the back of the roll call book.
Monthly	Treasurer's Report	Auxiliary Secretary must incorporate the Treasurer's report in the Auxiliary's official minutes.
Quarterly	Audit Reports	Auxiliary and District Audits must be held as required by National Bylaws (Sections 814 and 814A) and a copy of the audit sent to the Department Treasurer. Due dates of the audit reports are listed on the audit form. The audits are mailed by Trustee #1. An Audit Form is provided in the President's Reference Guide.
March 31	Attendance at District Meetings	District Secretary must send list of those Auxiliaries attending District Meetings to the Department Banner Chairman each year.
April	Election of Delegates District Convention Sections 301-309 National Bylaws	<p>Auxiliary Secretary must send the names of delegates and alternates to the District Secretary <u>prior</u> to the District Convention. Term of office for District Delegates is 1 year.</p> <p>Auxiliary members must elect delegates and alternates to the District Convention not less than 30 days prior to the District Convention. Remember – District dues must be paid or the Auxiliary will not have a vote at the District Convention or throughout the year at the District.</p>
April	Election of Officers	Members must nominate and elect Officers at a regular business meeting. No member may be elected to office unless she is in attendance at the election or unless she submits in writing her willingness to be elected and hold office.

<u>DATE</u>	<u>SUBJECT</u>	<u>RESPONSIBLE PERSONS</u>
	Unable to Elect Officers	If the Auxiliary is unable to elect a President, the election is over. Do not proceed with any further elections. Department President must be notified.
April	Warrant/Installation Requests	<p>Installation Warrant Request Form is issued in the April G.O.</p> <p>Auxiliary Secretary is responsible for giving the Warrant request form to the President Elect. President Elect must request the Warrant (Sec. 806A of the Bylaws) from the Department Secretary.</p> <p>Installation Warrants are mailed to the Auxiliary Secretary. Auxiliary Secretary is responsible for reading the Warrant (as requested by the Installing Officer) at the Installation.</p>
May	Installations Reports of Installation	<p>Officers must be installed at a regular or special meeting not less than 20 days or nor more than 60 days prior to the convening of the Department Convention.</p> <p>Auxiliary Secretary completes the Installation Report prior to giving it to the Installing Officer to sign. The Installing Officer is responsible for mailing the Installation Report.</p> <p>Installation Report must be returned to the National Secretary and the Department Secretary as instructed in covering memorandum issued by the Department Secretary.</p>
May	Election Of Delegates for Department Convention	<p>Auxiliary Secretary must send names of the elected delegates and alternates for Department Convention not less than 30 days prior to the Department Convention.</p> <p>Remember – all financial obligations or supply money to National Headquarters must be paid. Treasurer bonded and all audits received by the Department for the Auxiliary to have a vote at the Department. A form for reporting delegates is issued in the April G.O. President and Secretary must sign the form with affixed seal.</p>
May	Credentials	<p>The Department Secretary sends by First Class mail credentials (including the Auxiliary President) to each of the Auxiliary Secretaries.</p> <p>Auxiliary Secretary is responsible for completing the credentials, obtaining Auxiliary President's signature. Auxiliary Secretary signs credential, affix seal to each credential, and presents them to the elected delegates and alternates.</p>
June	Election of Delegates for National Convention	<p>Delegates for National must be elected at the last regular meeting in June.</p> <p>Auxiliary Secretary sends names of delegates/alternates to National Secretary prior to the National Convention. President signs/Secretary attest/seal affixed to the correspondence.</p>

Revised 4/07



LADIES AUXILIARY VFW

“IN FORTITUDE AND LOYALTY”

MEMO OF CHANGE OR CORRECTION

DATE: _____

TO: Jan Tittle, National Secretary-Treasurer
Ladies Auxiliary VFW, National Headquarters
406 West 34th Street, 10th Floor
Kansas City, MO 64111

COPY TO: Linda (Susie) DeShano, Department Secretary
Ladies Auxiliary VFW, Virginia
403 Lee Jackson Highway
Staunton, VA 24401

FROM: Department of VIRGINIA Auxiliary No. _____

PLEASE NOTE CHANGE OR CORRECTION *

CHANGE OF AUXILIARY OFFICER
CHANGE OF OFFICER NAME – ADDRESS – PHONE
CHANGE OF DUES AMOUNT

TITLE: _____
President, Secretary, or Treasurer

NAME: _____

MEMBERSHIP ID # _____

ADDRESS: _____

PHONE: () _____

DUES AMOUNT: \$ _____

* **NOTE:** This form is NOT to be used to report Annual Elections.

PARLIAMENTARY PROCEDURE FOR DUMMIES

TO: AUXILIARY AND DISTRICT PRESIDENTS

No one is a DUMMY, but I love HOW those Dummy books help me figure out what to do next! So let's learn some Basics of Parliamentary Procedure:

Demeter's and Robert's Rules of Order are the same general rules; the books are just formatted differently. The big news here is President's must have help from the members to move motions for the Auxiliary to approve taking any action!

Placing Motions on the Floor: The member is NOT to Discuss her thoughts without placing a motion on the floor for consideration. Stop a member from opening with Discussion, and ask that she state her idea into a motion. The motion MUST have a second. Sometimes you will hear "The Committee moves to approve the audit, or pay the bills, etc." A Committee is more than one person, therefore it is assumed to have a second to the motion.

Important: Once the Motion is made and seconded, YOU the President must repeat it. You may rephrase it a little – ONLY if it clears up some wording, and still represents the intent of the person placing the motion on the floor. **Restating the motion helps your Secretary get the motion down correctly, and it lets the members hear it plainly stated again!** If you as President are confused, just think how confused your members and Secretary will be if you don't restate it properly! "A motion to hold a Fundraiser for the Political Action Committee was made by Jane Doe, and seconded by Sally Smith. Is there any Discussion?"

The motion stated above did not indicate the Type of Fundraiser, the Date, or give any other detail. Discussing these details without an amendment is not correct. Why? Because discussion is NEVER placed in the Minutes! Only the details of the Motions and Amendments go in the Minutes. No more than 2 amendments can be considered for the Main Motion on the floor before one of them is passed. Members get confused with too many amendments, so this rule keeps everyone focused on the changes to the motion, and voting accordingly.

MOST COMMON MISTAKE MADE: Call for the Question or Moving the Previous Question. This is a motion to cease debate. It must be considered immediately if it is seconded. So, then what happens? You must take a vote to cease debate/discussion, and it must have approval of 2/3's of the members. That is easy at an Auxiliary level; however, it is NOT easy at the District, Department or National level – WHY? You would have to STOP and have a Delegate vote to be accurate, and that is more time consuming than the Chair encouraging the discussion to finalize for a vote. So, be careful when you wish to cease debate.

President's you should not partake in the discussion on motions, you are to remain impartial. If you feel you must take part, then you turn the Chair over to your Senior Vice President. She then carries the motion through for a vote. A President cannot resume the Chair until that motion is passed or defeated.

These are just a few TIPS....I hope it was not confusing.

Dee Guillory, Past Dept. Pres.

Auxiliary
Treasurer's Guide
2011



**Ladies Auxiliary to the
Veterans of Foreign Wars
of the United States**

LADIES AUXILIARY VFW, DEPT OF VIRGINIA

TREASURERS

From: Mary V. Richards, Dept. Treasurer.
6351 Tappahannock Drive, Norfolk, VA. 23509
Home Phone 757-961-5692 [REDACTED]
Email - undbird@cox.net

To: All Auxiliaries Treasurers:

ATTENTION: Auxiliary Treasurer's Guide 2011, You received this guide with your Treasurer Kit. As this guide is one of the only means of communicating important information to you, it is vital that you take time to read this thoroughly and refer to this guide often as it is written to help all of us better serve our members.

CONTACT INFORMATION: "Chain of Command" Members should first direct their questions to the Auxiliary. If the Auxiliary is unable to answer the question, the Auxiliary President or Treasurer should contact the Department. If the Department is still unable to resolve the issue, they (The Department) will contact the National Headquarters office.

AUXILIARY TREASURER BOND: According to Article VIII, Section 810 of the Bylaws, it is the Auxiliary President's "duty to see that the office of the Treasurer is bonded. The amount shall be approved by the Auxiliary Members and the bond premium paid from their funds. **The President shall hold the Bond. If an Installation Report is not received at National the application for the bond will not be sent out.** The Bond runs from September 1 through re-printed membership August 31 of each year.

AUXILIARY DISTRICT DUES: District Dues are due to your District Treasurer no later than September 30th of the current Auxiliary year.

AUXILIARY TRUSTEES – AUDIT: It shall be the duty of the Trustees, no later than the end of the month following the expiration of each quarterly period, to properly audit the books and records of the Auxiliary Treasurer and Secretary. All Audits are to be completed by the elected Trustees, with a minimum of two (2) in attendances. The Trustee shall submit and read the written report during an Auxiliary Meeting. A motion to accept the audit is required. A copy of the accepted audit shall be included in the minute record book. A sign copy of the audit shall be forwarded to the Department Treasurer.

NEW ANNUAL MEMBERS

1. Fill out (2) two Membership Application Card
2. Must fill in all blanks
3. If Eligible Veteran is a member of your post, you don't have to fill out ribbons, medals, Foreign service dates and where, but you should check with the Post Quartermaster to see that he/she is a current member.
4. If Eligible Veteran is not a Post Member you must see proof of Foreign Service.
5. New Member must sign the Application Card. (Front and Back)
6. Back of Card: Applicant Signature, who recommended this person, what Auxiliary or Post the person that recommended this person belongs to and date.
7. This application must be given to the Auxiliary Investigating Committee to check the eligible veteran's proof of honorable service. They should recommend election or rejection based on eligibility.
8. After all the above is completed this applicant name is voted on at the Auxiliary Meeting before you can process the person for membership.

LADIES AUX VFW ANNUAL/LIFE MEMBERSHIP APPLICATION

New Reinstated Transfer # _____

I hereby apply for: Annual Life Membership in Auxiliary No. _____ located in _____ (City) _____ (State)

Member at Large Life Member at Large Department of _____ or National

Name _____ (Last) _____ (First) _____ (Middle) Date of Birth: _____ (MM / DD / YYYY)

Address _____ (Number and Street) _____ (City) _____ (State) _____ (Zip) Phone (____) _____

Relationship _____ to _____ (Eligible Veteran), member of VFW Post No. _____

Name of campaign ribbons or medals: _____

Foreign Service: _____ / _____ / _____ to _____ / _____ / _____ Where: _____

I am a current/former member of Auxiliary No. _____ City _____ State _____ Membership No. _____

LIFE MEMBERSHIP ONLY

Payment Method: Cash Check Visa Mastercard Discover Life Membership Fee \$ _____

I understand that if my Auxiliary has cancer insurance coverage, I am responsible for my own yearly premium payment.

Check here if this is a gift. Card will be mailed to Auxiliary Treasurer.



I certify that I am a citizen of the United States of America. I further state that I believe in God. I pledge to comply with the National Bylaws of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States.

Applicant's Signature _____ Date Signed _____

In the presence of Almighty God and the members of this organization here assembled, I do of my own free will and accord, solemnly promise that I will never wrong or defraud this organization nor a member thereof nor permit either to be wronged if in my power to prevent it. I will never propose for membership, any person not eligible, according to our Bylaws. I will be faithful to the United States of America, obedient to the laws and loyal to the Flag. Should my membership with this organization cease in any way, I will consider this obligation as binding outside of the organization as though I had remained a member. I do so promise.



Applicant's Signature _____

Recommended by: _____

Member, Aux. or Post No. _____ Date _____ (MM/DD/YYYY)

Admission Fee paid \$ _____ Dues paid \$ _____

Date _____ (MM/DD/YYYY) Life Membership Fee paid \$ _____

(Per section 105 of the Bylaws, the investigating committee shall investigate the eligible veteran's proof of honorable service, unless he/she is a member of the VFW Post to which the applicant is applying for membership. They shall recommend election or rejection based on eligibility.)

The investigating committee recommends:

election rejection

Signatures of investigating committee members:

Applicant elected _____ (MM/DD/YYYY) Obligated _____ (MM/DD/YYYY)

The annual dues of each member includes a year's subscription to the Ladies Auxiliary VFW magazine. Each applicant, upon acceptance, will be so notified and furnished with an official dues receipt showing membership for the year for which dues or Life Membership fee is paid.


THIS IS A PERMANENT RECORD - PLEASE PRINT IN INK

NEW MEMBER RECEIVES AFTER AUXILIARY VOTES.

1. Ladies Auxiliary VFW 2011 Membership Card. Treasurer you fill out this card and send or give to the new Auxiliary Member. (see sample below)

2011 MEMBERSHIP CARD

Please detach and sign your 2011 card, certifying your paid membership. This membership card should always be available for presentation at Auxiliary meetings. Keep in a safe place.

	<i>Ladies Auxiliary VFW</i>	
	AUX. NO. _____	
	OUR MOTTO - IN FORTITUDE AND LOYALTY	
Auxiliary Seal	NAME _____	
	ADDRESS _____	
2011	CITY _____	STATE _____ ZIP CODE _____
	NOT VALID UNLESS SIGNED BY MEMBER	
DATE _____	<input type="checkbox"/> CONTINUOUS SINCE _____	TREASURER _____

2. Part 2 of the Membership card. Fill out and keep this for your Auxiliary Record Card .

STATE _____	AUX. _____
NAME _____	
ADDRESS _____	
CITY _____	STATE _____ ZIP CODE _____
DATE PAID _____	<input type="checkbox"/> MEMBER NO. _____

Members are added to the Auxiliary Magazine mailing list automatically at the address shown on **Part 3** of this card, which you send to Department Headquarters with the dues payment. If the member later moves from that address, use ADDRESS CHANGE FORM (provided in the kit) to report the new address to the Membership Department.

Keep this Aux. Record Card for your own records.

Ladies Auxiliary VFW

AUXILIARY RECORD CARD ☆ 2011

3. Part 3 Send this portion to your Department Treasurer, accompanied by dues payment and Membership Summary Form

AUX. NO. _____	DEPARTMENT _____	
NAME _____		
FIRST	INITIAL	LAST
ADDRESS _____		
CITY _____	STATE _____	ZIP _____
RECRUITED BY _____		

2011 Ladies Auxiliary VFW

<input type="checkbox"/> NEW (Has never belonged to Aux.) <input type="checkbox"/> CONTINUOUS (Belonged to this Aux. in 2010) CARD NO. _____	<input type="checkbox"/> REINSTATED (FORMER MEMBER) <input type="checkbox"/> CONTINUOUS TRANSFER ID # _____ FORMER AUXILIARY NO. _____ DEPT. _____	<input type="checkbox"/> NON PAYING TRANSFER - former 2011 member of AUX. NO. _____ DEPT. _____ 2011 Card no. in Former Aux.: _____
--	--	--



SAMPLES OF HOW TO FILL OUT MEMBERSHIP CARD

Continuous Member

MEMBERSHIP REPORTING CARD

NOTE ▶

DO NOT REPORT THIS MEMBER'S 2011 DUES ON A BLANK CARD. THIS WILL RESULT IN DUPLICATION OF HER NAME ON THE LIST. USE THIS STUB ONLY TO REPORT PAYMENT OF 2011 DUES.

DO NOT USE PART 4 FOR NAME CORRECTIONS OR ADDRESS CHANGES. A SEPARATE CARD (PART 3 - ABOVE RIGHT) HAS BEEN PROVIDED FOR THAT PURPOSE.

JONES, ELIZABETH	WV	1831	8792316
NAME	ST.	AUX.	2011 CARD NO.

Use this portion (Part 4) to report 2011 dues payments to your Department. Send Membership Card (Part 1), properly completed, to the member after receipt of her 2011 dues. The Aux. Record Card (Part 2) is for your own use. Part 3 above is to be used for all changes and corrections and should be sent directly to National Headquarters at the address on the back of the form. See the Treasurer's Guide for details regarding corrections.

2011 Ladies Auxiliary VFW

PLEASE DO NOT WRITE IN AREA BELOW



8792316068547861

4192	ID	18	18
AUX. NO.	DEPARTMENT	STATE	ZIP

NAME REBECCA J CUMMINGS
FIRST INITIAL LAST

ADDRESS 18134 W 128th Street South

CITY BOISE STATE ID ZIP 83714

2011 Ladies Auxiliary VFW

<input type="checkbox"/> NEW (Has never belonged to Aux.)	<input type="checkbox"/> REINSTATED (FORMER MEMBER) <input type="checkbox"/> CONTINUOUS TRANSFER	<input type="checkbox"/> NON PAYING TRANSFER - former 2011 member of
<input checked="" type="checkbox"/> CONTINUOUS (Belonged to this Aux. in 2010)	ID # _____ FORMER AUXILIARY	AUX. NO. _____ DEPT. _____ 2011 Card no. in Former Aux.:
CARD NO. <u>3016843</u>	NO. _____ DEPT. _____	

N/RT CARD

Please furnish information requested
See reverse for instructions.

Continuous Transfer Member

682	MO	R	JEHLE
AUX. NO.	DEPARTMENT	STATE	ZIP

NAME DONNA R JEHLE
FIRST INITIAL LAST

ADDRESS 500 S NATIONAL AVE

CITY SPRINGFIELD STATE MO ZIP 65802

RECRUITED BY _____

2011 Ladies Auxiliary VFW

<input type="checkbox"/> NEW (Has never belonged to Aux.)	<input type="checkbox"/> REINSTATED (FORMER MEMBER) <input checked="" type="checkbox"/> CONTINUOUS TRANSFER	<input type="checkbox"/> NON PAYING TRANSFER - former 2011 member of
<input type="checkbox"/> CONTINUOUS (Belonged to this Aux. in 2010)	ID # <u>72190</u> FORMER AUXILIARY	AUX. NO. _____ DEPT. _____ 2011 Card no. in Former Aux.:
CARD NO. _____	NO. <u>2314</u> DEPT. <u>AR</u>	

N/RT CARD

Please furnish information requested
See reverse for instructions.

Non-Paying Transfer Member

3961	TX	R	FORESTOR
AUX. NO.	DEPARTMENT	STATE	ZIP

NAME MADELYN R FORESTOR
FIRST INITIAL LAST

ADDRESS 1873 East Texas FWY

CITY Longview STATE TX ZIP 75604-6752

RECRUITED BY _____

2011 Ladies Auxiliary VFW

<input type="checkbox"/> NEW (Has never belonged to Aux.)	<input type="checkbox"/> REINSTATED (FORMER MEMBER) <input type="checkbox"/> CONTINUOUS TRANSFER	<input checked="" type="checkbox"/> NON PAYING TRANSFER - former 2011 member of
<input type="checkbox"/> CONTINUOUS (Belonged to this Aux. in 2010)	ID # _____ FORMER AUXILIARY	AUX. NO. <u>973</u> DEPT. <u>WA</u> 2011 Card no. in Former Aux.:
CARD NO. _____	NO. _____ DEPT. _____	<u>8032561</u>

N/RT CARD

Please furnish information requested
See reverse for instructions.

New Member

301	FL	B	HOWELL
AUX. NO.	DEPARTMENT	STATE	ZIP

NAME GENEVA B HOWELL
FIRST INITIAL LAST

ADDRESS 18173 BAYVIEW DR

CITY TAMPA STATE FL ZIP 33614-2318

RECRUITED BY REGINA SCROGGINS

2011 Ladies Auxiliary VFW

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<input type="checkbox"/> CONTINUOUS (Belonged to this Aux. in 2010)	ID # _____ FORMER AUXILIARY	AUX. NO. _____ DEPT. _____ 2011 Card no. in Former Aux.:
CARD NO. _____	NO. _____ DEPT. _____	

N/RT CARD

Please furnish information requested
See reverse for instructions.

Reinstate Member

38	CA	H	McKENZIE
AUX. NO.	DEPARTMENT	STATE	ZIP

NAME HEATHER H McKENZIE
FIRST INITIAL LAST

ADDRESS 18134 RAILROAD AVE W

CITY LOMPOC STATE CA ZIP 93437-1811

RECRUITED BY _____

2011 Ladies Auxiliary VFW

<input type="checkbox"/> NEW (Has never belonged to Aux.)	<input checked="" type="checkbox"/> REINSTATED (FORMER MEMBER) <input type="checkbox"/> CONTINUOUS TRANSFER	<input type="checkbox"/> NON PAYING TRANSFER - former 2011 member of
<input type="checkbox"/> CONTINUOUS (Belonged to this Aux. in 2010)	ID # _____ FORMER AUXILIARY	AUX. NO. _____ DEPT. _____ 2011 Card no. in Former Aux.:
CARD NO. _____	NO. _____ DEPT. _____	

N/RT CARD

Please furnish information requested
See reverse for instructions.

VERY IMPORTANT INFORMATION

HAVING A FEDERAL ID#

FILING YOUR 990

Below you will see a copy of a letter from the Department of the Treasury, Internal Revenue Service. **Please read carefully. As always if you need help call me and I will do what I can to get you reported.**

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
Mail Stop 1112, PO Box 9941
Ogden, UT 84409

DEPARTMENT OF VIRGINIA LADIES AUXIL OF THE
VETERANS OF F W OF THE U S
6351 TAPPAHANNOCK DR
NORFOLK VA 23509

DATE OF THIS NOTICE:
May 7, 2010

Employer Identification Number: 54-0697456

Dear Sir or Madam:

This year, for the first time, organizations that have failed to file an annual 990-series return or notice for three consecutive years will automatically lose their tax-exempt status. That includes group ruling holders and their subordinate organizations. We ask for your help to make sure that no organization unintentionally throws away its tax-exempt status.

Beginning in May 2010, tax-exempt organizations that have not filed a required 990-series form for three consecutive years will automatically lose their tax-exempt status. Tax-exempt organizations, other than churches or church-related organizations, must file a Form 990, 990-EZ, 990-N, or Form 990-BE.

- a parent or central organization holding a group ruling, and
- any subordinate organizations that are not included in the annual return filed by a parent or central organization of a group of affiliated organizations.

Please feel free to inform your subordinates using IRS materials that explain these requirements. You can post a link from your Web site, social media pages or other online channels to www.irs.gov/eo, or use our resource materials when creating your own print, audio and Web communications.

We also encourage you and your subordinates to sign up for the *EO Update*, Exempt Organizations' free e-mail newsletter.

When the Returns are Due

The returns are due by the 15th day of the fifth month after the close of an organization's tax year. For example, if an organization's tax year closes on December 31, its return is due by the following May 15.

Consequences of Not Filing

An organization that does not file its required, annual information form for three consecutive years AUTOMATICALLY loses its tax-exempt status. That means it must file Form 1120, *U.S. Corporation Income Tax Return* or a Form 1041, *U.S. Income Tax Return for Estates and Trusts*, and may need to pay income taxes. In addition, an organization that automatically loses its section 501(c)(3) status can no longer receive tax-deductible charitable contributions.

Where to Go for More Help

We've put information about which 990-series form to file and a set of FAQs that explains how this filing requirement affects you and your subordinate organizations on www.irs.gov/eo. Look for the topic titled, "*Exempt Organizations: Status Revoked for not Filing Annual Return or Notice.*" If you cannot find the information you need, call our toll-free number at (877) 829-5500.

Sincerely,



Lois G. Lerner
Director Exempt Organizations

E-POSTCARD FILING

The e-Postcard is easy to complete. All you need is the following information about your Auxiliary.

1. Employer Identification Number (EIN), also known as a Tax ID Number
2. Tax Year—This will be July 1 to June 30 for all Auxiliaries
3. Legal name and mailing address
4. Any other address the Auxiliary uses (Treasurer Address)
5. Name and address of a Principal Offices (Treasurer)
6. Web site address if the Auxiliary has one.

Confirmation that the Auxiliary's annual gross receipts are normally \$25,000 or less—Gross receipts are the total amounts the Auxiliary received from all sources during its annual accounting period, without subtracting any costs or expenses. **DO NOT INCLUDE ANY PASS THRU AMOUNTS SUCH AS CANCER AID & RESEARCH, HEALTH & HAPPINESS DONATIONS, CANCER INSURANCE PREMIUNS, ETC.** where funds are merely collected and sent on without the Auxiliary asserting any right to use the funds or otherwise deriving any benefit from collection them.

Summary for Filing Form 990-N (e-Postcard)

1. Go to www.irs.gov
2. Click on Charities & Non-Profits
3. Bottom of page- Click on Annual Electronic –Filing for Small Exempt Organizations
4. How to file. Click on the blue underlined word “here”
5. Click the “Leave IRS Site” button
6. If this is your 1st time you must register as a new user
7. After you have registered as a user you click on “Next” button
8. Enter your Auxiliary's EIN (9 digit tax ID number) If you have not given me your number and I have reported ^{Not} it to IRS you number will not come up. **NOW YOU SEE HOW IMPORTANT IT IS TO GET YOU EIN NUMBER REPORTED.**
9. You should see your Auxiliary's EIN and name appear. Enter your password for your auxiliary, and your (the Auxiliary Treasurer's) name, e=mail address, and phone number. Now press NEXT.
10. This should take you back to the first screen to allow you to click Step 2 to create your 990=N (e-Postcard. **Clicking on Step 2 will prompt you for your Login ID and Password you just created.**
11. Last step is Step 3 – Submit you Form 990-N (e=Postcard)
Remember to print copies of your return and file in Auxiliary files.

MEMSTATS AND ORGANIZATION QUERY

Navigate to the Ladies Auxiliary, VFW website (www.ladiesauxvfw.org) and check membership statistics, download an entire Auxiliary roster and much more.

MemStats – Located on the Home page of the website. MemStats is available to anyone visiting the website. **Auxiliary officers can find out which members are paid and included in the count on the Memstats Listing Report (located under Reporting Center).**

- Check current and previous membership year statistics by Auxiliary
- View the number of life, new, reinstated and continuous members as well as total members for the current and prior year and the current percent
- **Cancelled Auxiliaries are shown in red on Memstat.** That means that the Auxiliary is cancelled as of the date the report is being run.

Organization Query – Located under Reporting Center, you must log into the website to view this area. **This report is a listing of all members that currently belong or ever been associated with your Auxiliary.**

- Look up members by name, members ID or your Auxiliary number
- View information such as address, member status, member type, etc.
- Download an Auxiliary roster into a Microsoft Excel worksheet and manipulate the data to fit your needs.

INSTRUCTIONS FOR NATIONAL'S WEBSITE (WWW.LADIESAUXVFW.ORG)

How to create a login

1. Click Create Login
2. Enter required information
 - a. Member ID (Your membership number)
 - b. Last Name
 - c. Primary Address Zip Code
 - d. Auxiliary number
3. Click Continue
4. Verify your profile information
5. Enter email address
6. Enter new password
7. Enter your new password in confirm, password
8. Click Save

How to log in

1. Click Members Login
2. Enter email address
3. Enter password
4. Click Go

Only President, Treasurer and Secretary can access the Organization Query

IMPORTANT NOTICE

If a member has paid her 2011 annual dues and then purchases a Life Membership during the 2011 membership year, the member will appear on the Organization Query as an annual until her annual membership expires on December 31, 2011 and will not appear as a Life member until the Life Membership actually begins on January 1, 2012.

HOW TO ACCESS MEMSTAT LISTING REPORT (PRESIDENT, TREASURER & SECRETARY ONLY)

This is the most important report available online. This report is a listing of the paid members for the current or prior year as of a particular date. **The total on the Memstat Listing Report should match the total in memstat's.** The point of the report is for auditing and reconciling an organization's MemStat count by seeing the people that comprised the total. If you find a discrepancy in who we show as paid and who your records show as paid, please contact your Department Treasurer.

YOU ARE SPECIAL

*Remember that a little love goes a long way
Remember that a lot... goes forever
Remember that friendship is a wise investment
Life's treasures are people... together*

*Realize that it's never too late
Do ordinary things in an extraordinary way
Have health and hope and happiness
Take time to wish upon a star
And don't ever forget...even for a day
How very special you are.*

LADIES AUXILIARY TO VFW DEPARTMENT OF VIRGINIA AUDIT REPORT

AUXILIARY NO. _____ DISTRICT NO. _____ FOR CALENDAR YEAR _____

Please Circle which Quarterly Audit is being submitted:

QUARTER	PERIOD COVERED	MUST BE COMPLETED BY	MAILED TO DEPT. TREASURER BY
1st	January 1-March 31	April 15	April 30
2nd	April 1-June 30	July 15	July 31
3rd	July 1- September 30	October 15	October 31
4th	October 1-December 31	January 15	January 31

DISTRIBUTION OF RECEIPTS, DISBURSEMENTS AND CASH BALANCE BY FUND

FUND	CASH BALANCE LAST REPORT	RECEIPTS	DISBURSEMENTS	CASH BALANCE THIS REPORT
Auxiliary General Fund				
Dept/Natl. Dues Restricted)				
Cancer Ins. (Restricted)				
Aux. Relief Fund (Restricted)				
Kitchen/Bingo Fund				
Other				
SUB-TOTAL				
Jr. Girls Unit Fund				
TOTALS:				
Savings Account				
TOTAL BALANCE				

Bank Balance as shown on Bank Statement: \$ _____
Less Outstanding Checks: Numbers: # _____

Total Amount of Outstanding Checks: \$ _____

Add Total Amount of Outstanding Deposits: \$ _____

Total Adjusted Bank Balance: \$ _____

<p>This is to certify that the books and records of the Treasurer and Secretary have been audited, found correct, and all money properly accounted for.</p>	<p>TRUSTEES SIGNATURES:</p> <p>#1 _____</p> <p>#2 _____</p> <p>#3 _____</p> <p>AUDITED THIS DATE: _____</p>	<p>DISTRIBUTION:</p> <p>Original to: Auxiliary Secretary after the Senior Trustee has read</p> <p>Copy to: Auxiliary Treasurer</p> <hr style="border: 0.5px solid black;"/> <p>Must mail a copy to DEPARTMENT TREASURER:</p> <p style="text-align: center;">Mary Richards 6351 Tappahannock Drive Norfolk, VA 23509</p>
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