

VOICE OF DEMOCRACY/PATRIOT'S PEN PROGRAM

Debbie Weekley
VOD/Patriot's Pen Chairman
595 Bowman Road
Dayton, VA 22821
Phone: (540) 879-2066
E-mail: weekslock@comcast.net

This year, our National Organization has combined the Voice of Democracy and Patriot's Pen to be one program. To be eligible to receive the Department Banner, your Auxiliary must participate in one or both of these programs.

I would like to encourage each Auxiliary to participate with your VFW in both of these scholarship programs that our available to our young people so that "Our Dreams Become Rainbows".

Information has already been mailed to the local schools and it is up to each Auxiliary to follow up and make contact to let them know that you want to sponsor these programs. Sometimes it is necessary to make more than one contact. Let them know these programs are endorsed by the National Association of Secondary School Principals (NASSP). Don't forget to contact home-schooled students as well as Boy and Girl Scout Troops. There are many opportunities in our communities to have entries in these programs.

Deadlines:	Student must have entries to Post or Auxiliary	November 1 st
	Completion of Post Judging	November 15 th
	Completion of District Judging	December 6 th
	Completion of Department Judging	January

When selecting judges, use prominent members of your community such as educators, members of the media or local government officials. Send out a news release about our programs and the judges who have been selected.

Once you have completed the programs, don't forget to thank the judges, educators and all members that have worked together on the programs. Present them with a certificate to show your appreciation, even invite them to an awards ceremony.

Our deadlines are fast approaching, let's get the word out about these programs, follow up on the details and let's see "Our Dreams Become Rainbows" for 2008-2009. I have included a brochure for the Voice of Democracy Program, as well as, a brochure for the Patriot's Pen Program.

Sisters, I look forward to being your Chairman this year and I would like to see lots of reports on your progress.

VOICE OF DEMOCRACY PROGRAM

The Ladies Auxiliary has been co-sponsoring the Voice of Democracy broadcast script with the VFW since 1965. The purpose of the VOD Program is to award National Scholarships to students in grades 9-12 who are enrolled in private, public, parochial high school or home-schooled/study program.

Students will record a 3 to 5 minute broadcast script on a cassette or CD on this year's theme:

"Service and Sacrifice by America's Veterans Benefits Today's Youth by..."

Using the title as the first sentence, they will complete the sentence with their own words and go from there for their script. Once this is completed, the cassette or CD along with the type copy of the script and a completed entry form must be submitted to you for judging at the Post level.

First place National Award is a \$30,000 scholarship, 1st place Department VFW Award is \$1,000 plus \$200 from the Department Ladies Auxiliary and also \$500 from the Department of Virginia's Commanders Club. Both Department awards will be presented at the Winter Council Meeting in January.

PATRIOT'S PEN PROGRAM

The Patriot's Pen is a written essay of 300-400 words open to students in grades 6-8 and gives students an opportunity to express their opinion on a patriotic theme and improve their writing skills, while they compete for worthwhile awards and prizes. This year's theme is: ***"Why American's Veterans Should Be Honored"***.

First place National Award is a \$10,000 U. S. Saving Bond, 1st place Department VFW Award is \$500 plus \$100 from the Departments Ladies Auxiliary. Both Department awards will be presented at the Winter Council Meeting in January and also \$200 from the Department of Virginia's Commander Club.

**OFFICIAL STUDENT PATRIOT'S PEN COMPETITION ENTRY FORM
MUST BE COMPLETED BY ALL CONTESTANTS**

Name: First, M.I., Last _____

Address _____

City, State, Zip _____

(_____) _____
Home Phone E-mail

Date of Birth _____ Grade in School _____ Essay Word Count _____

School Name, City, State _____

I HAVE READ AND UNDERSTAND THE CONTEST RULES

Signature of Student Participant _____ Date _____

TO BE COMPLETED BY THE VFW/AUXILIARY POST

I certify that this student is an authorized entry in our VFW Post Level Patriot's Pen Competition.

Post Commander's/Chairman's Signature _____ Post # _____

Ladies Auxiliary President's/Chairman's Signature _____

Post Address _____

City, State, Zip _____

No. of students participating _____ No. of winners advanced to District _____

Amt. of Post/Aux. awards and bonds \$ _____

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$ _____

TO BE COMPLETED BY THE VFW/AUXILIARY DISTRICT

I certify that the student named in the previous section is the duly selected winner of the Patriot's Pen Essay Contest District Competition and is our sole entry into the Department finals.

District Chairman's Signature _____ Dist. # _____

Address _____

City, State, Zip _____

(_____) _____
Phone E-mail

TO BE COMPLETED BY THE VFW DEPARTMENT CHAIRMAN

I certify that the student named in the previous section is the duly selected first-place winner of the Patriot's Pen Essay Department Competition, and is our sole entry into the National Judging.

Department Chairman's Signature _____

(_____) _____ (_____) _____
Daytime Phone Fax

E-mail _____

The winner has been will be (check one) notified that they are the first place Department winner on _____. **Note:** National Headquarters will contact your winner after this date to notify them of their national placement.

LOCAL VFW POST INFORMATION

CONTACT: _____

PHONE: _____

BEST TIME TO CALL: _____

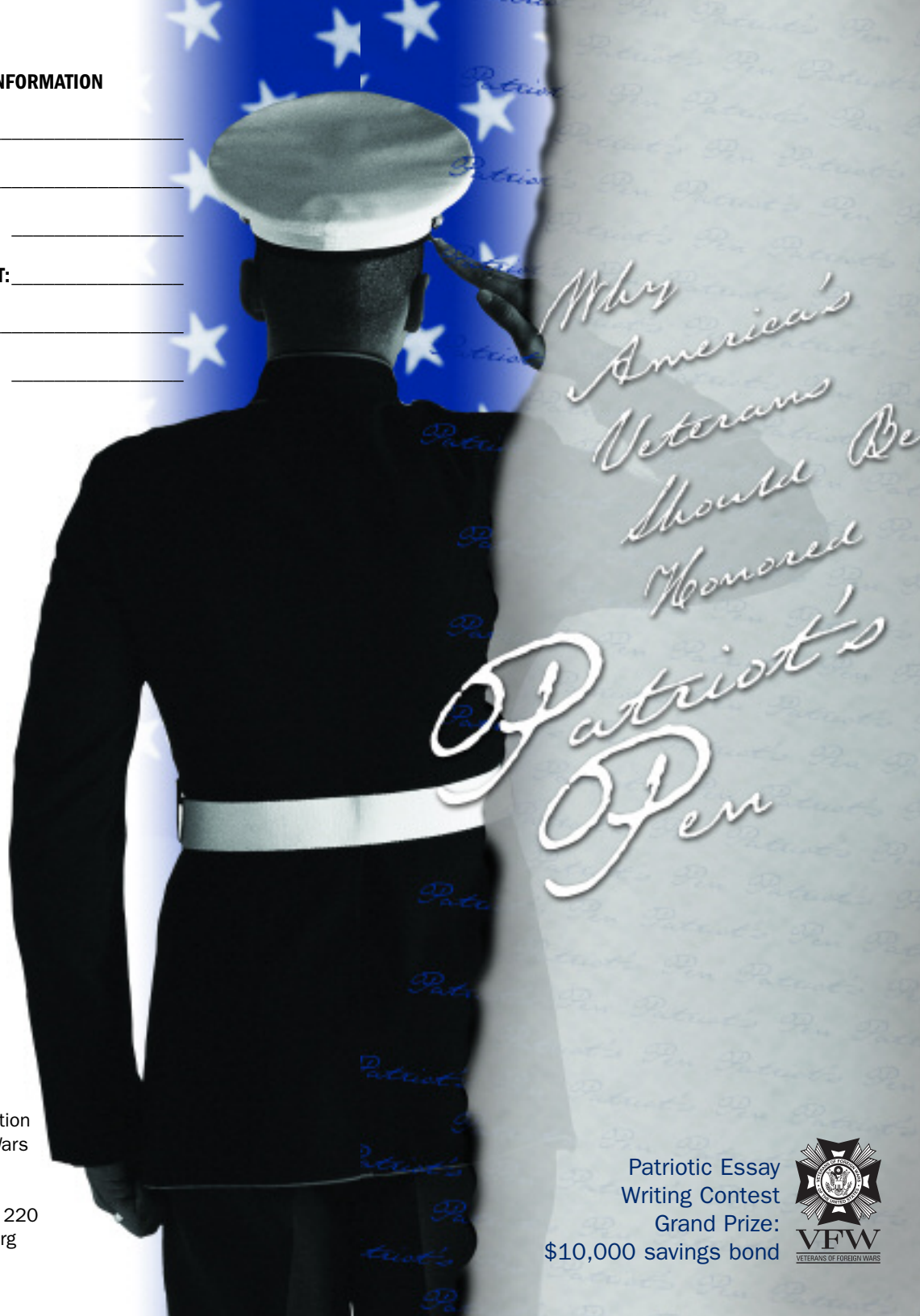
ALTERNATE CONTACT: _____

PHONE: _____

BEST TIME TO CALL: _____



Patriot's Pen Competition
Veterans of Foreign Wars
& Ladies Auxiliary
Kansas City, Missouri
(816) 756-3390, ext. 220
E-Mail: swilson@vfw.org
www.vfw.org



Patriotic Essay
Writing Contest
Grand Prize:
\$10,000 savings bond



Conducted nationwide, this VFW sponsored youth essay competition gives students an opportunity to write essays expressing their views on democracy with the prospect of winning U.S. savings bonds. We invite you to join the more than 120,000 students who participated last year in this contest.

What is Patriot's Pen?

Big National Prizes

Prizes include the various amounts of U.S. Savings Bonds listed below:

1st: \$10,000 Bond	7th: \$3,500 Bond
2nd: \$8,000 Bond	8-9th: \$3,000 Bond
3rd: \$7,000 Bond	10-11th: \$2,500 Bond
4th: \$5,500 Bond	12-13th: \$2,000 Bond
5th: \$5,000 Bond	14-15th: \$1,500 Bond
6th: \$4,000 Bond	16-45th: \$1,000 Bond

When is the deadline?

To qualify, all entries must be submitted to a sponsoring VFW Post by **November 1, 2008**.

The National Association of Secondary School Principals (NAASP) has again approved this contest for its National Advisory List of Contests and Activities.

How does the contest work?

The contest consists of four levels. The first level (entry) is sponsored by local VFW Posts. Post winners advance to the VFW District (regional) level where the one first-place winner is advanced to the VFW Department (state) level. The one first-place winner at the Department level is then advanced into the VFW National competition. The winner from each Department (state) then competes for the national prizes.

Who can enter?

Patriot's Pen is open to 6th-, 7th- and 8th-grade students enrolled in public, private or parochial schools in the U.S., its territories or its possessions. Home-schooled students also are eligible.

Dependents of U.S. military or civilian personnel in overseas schools can participate too. (Foreign exchange students and former winners that placed in the National finals are excluded from the contest.)

The top 45 national winners all receive at least a \$1,000 savings bond. The first-place award is currently a \$10,000 savings bond plus an all-expense paid trip to Washington, D.C. for the winner and a parent or guardian.

Pen?

How do I get started?

- Ask a teacher or youth group/club adult leader to supervise the Patriot's Pen writing competition.
- Contact a local VFW Post and indicate your interest in participating.
- Establish a contact person who is a member of that VFW Post or its Ladies Auxiliary.
- Make sure that your essay is submitted to the VFW Post before the contest deadline of **Nov. 1, 2008**.

How am I judged?

You will be judged on how well you understand, develop and present the theme. A positive approach is recommended to express your viewpoint.

Knowledge of the theme is worth 30 points:

You must show a thorough knowledge of the theme in your work. Demonstrate you have researched the issue extensively.

Theme development is worth 35 points:

Answer all relevant facts about the theme such as the who, what, where, when and why. Relate the theme to your own experiences.

Clarity of ideas is worth 35 points:

Write your essay in an easy-to-understand format. Leave your reader with a clear understanding of your explanation of the theme.

What is the theme?

VFW's Commander-in-Chief annually chooses the year's theme. The 2008-09 theme is

Why America's Veterans Should Be Honored.

What are the rules?

- Essay length: 300-400 typewritten words.
- You must write your own essay.
- All essays should be typewritten in English with no color or graphics and cannot be less than 300 words or greater than 400 words in length. (Essays under or over these word amounts will be eliminated.) Every word is counted regardless of length. The essay title (theme) or added footnotes do not contribute to the word count.

Deadline —

The completed essay and entry form must be in the hands of the VFW Post Chairman by midnight **Nov. 1, 2008**.

In no way may contestants identify themselves in their essay. Do not put your name on your essay. The entry form is your essay's cover sheet. Secure the Official Student Entry Form with a staple or other fastener on top of your essay. Essays must be written exclusively for this competition. Use of the same essay for other competitions will result in disqualification. Contestants are allowed to enter only once (one Post competition). Contestants found in violation of this rule will face elimination from the competition and will be required to return any and all prize money awarded or received.

The essay must be a contestant's original work and a product of the contestant's own thinking. The approach to the Patriot's Pen theme should be positive and clearly focused. Poetry is not acceptable. Quotations may be used sparingly if plainly identified wherever used. A contestant's teacher, counselor or parent may check the essay for punctuation, grammar and/or spelling, but the content must remain the contestant's. Contestants will be judged on the basis of their essay alone and are not required to present the essay orally. All essays become the property of the Veterans of Foreign Wars. The VFW retains non-exclusive rights to use your essay and likeness in the promotion and execution of the organization's programs and activities.

Note: All entries must be submitted to a VFW Post competition. If you have difficulty identifying a sponsoring Post in your area, call the Patriot's Pen national office at:

(816) 756-3390, ext. 220 or e-mail: swilson@vfw.org.

OFFICIAL RULES FOR STUDENTS ADVANCING TO NATIONAL LEVEL

If selected as a first-place state winner, I have the consent of my parent/guardian and school to attend the Voice of Democracy National Finals in Washington, D.C. as a guest of the VFW National Organization.

I understand that state winners who do not attend as stated above will forfeit all rights to compete in the National Finals and will be replaced by their state's second place winner.

In the event my tape is selected for entry into the National Voice of Democracy Competition, I do hereby for myself, for my heirs, executors, administrators and assignees; waive, release and discharge all rights and claims which I have or which may hereafter accrue against the Veterans of Foreign Wars of the United States (VFW) and/or the several Departments (state organizations) of the Veterans of Foreign Wars and their respective officers, agents, successors and assigns from any damages which may be sustained by me in connection with my participation in or association with the VFW Voice of Democracy Competition and/or arising out of my travel to and during the Competition. In the event of sickness, accident or injury in connection with the Competition, I consent to and accept the services of a duly licensed medical, surgical or dental specialist selected on my behalf and for such treatments, as they may deem necessary. I understand that VFW will not be liable for such treatment. I further understand that the Veterans of Foreign Wars of the United States retains non-exclusive rights to use my tape, essay and likeness in the promotion and execution of the organization's programs and activities.

TO BE COMPLETED BY THE VFW/AUXILIARY POST

I certify that this student is an authorized entry in our VFW Post Level Voice of Democracy Competition.

Post Commander's/Chairman's Signature _____ Post # _____

Ladies Auxiliary President's/Chairman's Signature _____

Post Address _____

City, State, Zip _____

No. of students participating _____

No. of winners advanced to District _____

Amt. of Post/Aux. scholarship awards \$ _____

Amt. of Post/Aux. additional expenses (banquet, pins, etc.) \$ _____

TO BE COMPLETED BY THE VFW/AUXILIARY DISTRICT

I certify that the student named in the previous section is the duly selected winner of the Voice of Democracy Contest District Competition and is our sole entry into the Department finals.

District Chairman's Signature _____ Dist. # _____

Address _____

City, State, Zip _____

() _____

Phone _____ E-mail _____

TO BE COMPLETED BY THE VFW DEPARTMENT CHAIRMAN

I certify that the student named in the previous section is the duly selected first-place winner of the Voice of Democracy Department Competition, is our sole entry into the National Judging and will attend the National Finals in Washington, D.C.

Department Chairman's Signature _____

() _____ () _____

Daytime Phone _____ Fax _____

E-mail _____

The winner has been will be (check one) notified that they are the first place Department winner on _____. Note: National Headquarters will contact your winner after this date to make travel arrangements for them to be in Washington, D.C.



TARGET
A Proud Sponsor



Veterans of Foreign Wars & Ladies Auxiliary
Kansas City, Missouri
816.968.1117
E-Mail: kharmer@vfw.org
www.vfw.org

EMBLEM AND SUPPLY ORDER NO. 4420

LOCAL VFW POST INFORMATION

CONTACT: _____

PHONE: _____

BEST TIME TO CALL: _____

ALTERNATE CONTACT: _____

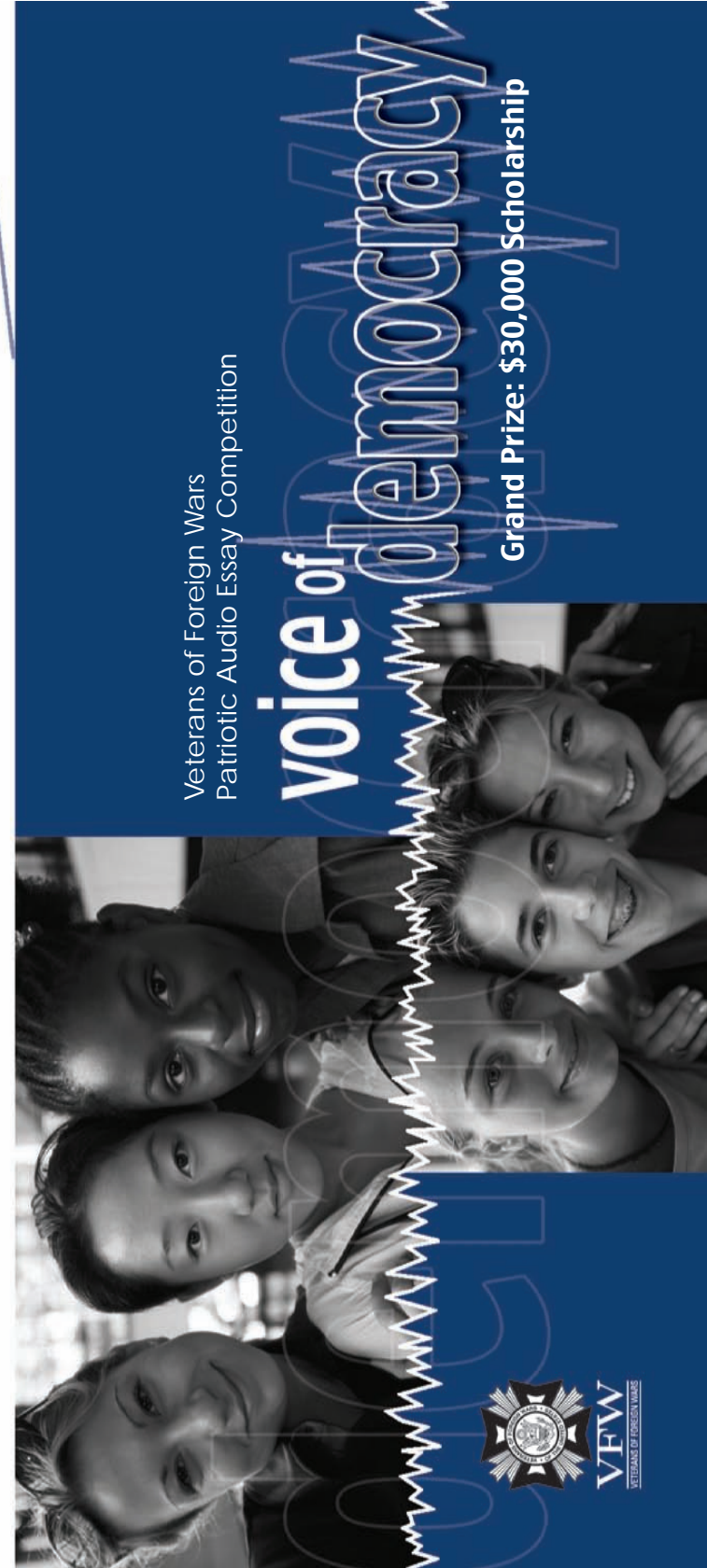
PHONE: _____

BEST TIME TO CALL: _____

Veterans of Foreign Wars
Patriotic Audio Essay Competition

voice of democracy

Grand Prize: \$30,000 Scholarship



WHAT IS THE VOICE OF DEMOCRACY PROGRAM?

Since 1947, the Voice of Democracy has been the Veterans of Foreign Wars' (VFW's) premier scholarship program. Each year, more than 100,000 high school students compete for more than \$2.5 million in scholarships and incentives. Students compete by writing and recording a broadcast script on an annual patriotic theme. This year's theme is *Service and Sacrifice by America's Veterans Benefit Today's Youth by...*

WHY SHOULD I ENTER?

Prizes and scholarships are awarded at the local, district, state and national level. Department (State) winners receive an all-expense paid trip to Washington, D.C. in April to tour the city, meet our nation's leaders, be honored by the VFW and its Ladies Auxiliary and receive their portion of \$148,000 in national awards, the top scholarship being \$30,000.

THE RULES

Who can enter?

The Voice of Democracy is open to students in grades 9-12, who are enrolled in a public, private or parochial high school or home study program in the United States, its territories and possessions; or in an overseas U.S. military/civilian dependent school. Foreign exchange students, students age 20 or over and previous Voice of Democracy first place state winners are ineligible.

What do I need to enter?

Record your original 3-5 minute (+ or - 5 seconds) essay on a standard cassette tape or CD on this year's theme. Label your cassette or CD and neatly typed essay with your name and complete the attached entry form. Provide these three items to your school/group competition or your local VFW Post for judging. All recordings must be in your own voice (hearing or speech impaired students should contact the Voice of Democracy National Office at (816) 968-1117 for special instructions), without music, special effects or background sounds. Songs and poetry are not acceptable. You may not provide anything in the essay or recording that will identify you in any way. You may enter only one Voice of Democracy competition per year.

Where do I submit my entry?

To advance to the next level, all entries must be judged at the VFW Post level. The only exception is where schools/classes/youth groups have large numbers of students and wish to conduct their own competition, submitting one winner for each 15 students to the local VFW Post competition. Individual students may submit their entry directly to the local VFW Post provided they have not competed at a school/class competition. VFW Post winners compete at the VFW District level.

District winners compete at the VFW Department (state) level. Department winners receive an expense-paid trip to Washington, D.C. to compete at the VFW National level. All winners must begin at the Post level. To identify a participating VFW Post in your area, call the Voice of Democracy National Office at (816) 968-1117 or e-mail us at kharmer@vfw.org or visit our Web site at www.vfw.org.

What is the deadline for my entry?

All entries competing at the Post level must be in the hands of that VFW Post by midnight, **Nov. 1, 2008**. It is the responsibility of the student to meet this deadline by submitting their entry to the proper location.

WHAT ARE THE JUDGING CRITERIA?

Originality is worth 30 points:

Treatment of the theme should show imagination and human interest.

Content is worth 35 points:

Clearly express your ideas in an organized manner. Fully develop your theme and use transitions to move smoothly from one idea to another.

Delivery is worth 35 points:

Speak in a clear and credible manner.

VOD PREPARES YOU FOR LIFE

For Stephanie D'Abruzzo Shemin, one-time Department of Pennsylvania winner, VOD was a milestone in her life.

"What VOD did was prepare me for college and the real world. I saw how I could find my place in this world outside the plastic bubble that is suburban public high school," Shemin said. "Little did I know, while I was writing about America's freedom and independence that it was the beginning of a new chapter in my life — one of personal freedom and independence."

Shemin graduated from Northwestern University with a bachelor's degree in speech. She is currently a Muppet performer with the Jim Henson Company, working for such shows as Sesame Street.

MEET PEOPLE AND BUILD CONFIDENCE

VOD enables you to meet your peers from all walks of life. Furthermore, it can have a tremendous impact on your future.

"The whole Voice of Democracy program was an experience that still is with me," said Gary Belkin, a national VOD winner. "I'm now 36, a psychiatrist and ethicist at Harvard and Brown Medical schools where I teach, and also am finishing a doctorate in history at Harvard."

The National Association of Secondary School Principals (NASSP) has again approved this contest for its National Advisory List of Contests and Activities.

2008-09 OFFICIAL ENTRY FORM VOICE OF DEMOCRACY COMPETITION MUST BE COMPLETED BY ALL CONTESTANTS

Name: First, M.I., Last

Address

City, State, Zip

()

Home Phone

E-mail

Date of Birth

Grade in School

School Name, City, State

First Name You'd Like on Your Badge

Jacket Size

TO BE COMPLETED BY STUDENT'S PARENT/GUARDIAN

Parent/Guardian Signature

Date

()

Parent/Guardian's Daytime Phone

Parent/Guardian's E-mail

I HAVE READ AND UNDERSTAND THE RULES (ON OPPOSITE SIDE)

I certify that I am the sole author of the enclosed audio/essay entry and that I have only entered the competition once. I understand that if it is found that I have entered any other Post's competition or used this essay for another competition, I face elimination from the competition and will return any and all prizes or incentives awarded.

Signature of Student Participant

Date

Voice of Democracy Report Form

2008-2009

District No. _____ Auxiliary No. _____ Date _____

1. Did your Auxiliary assist the Post: _____
Explain how: _____

2. Number of schools contacted by your Auxiliary: _____

3. Number of schools that participated in the program: _____

4. Number of home-schooled students contacted: _____

5. Number of others contacted: _____

6. Number of students that participated: _____

7. Amount of money spent on awards given by your Auxiliary: _____

8. Amount of money spent on other items by your Auxiliary for this program
(promotional events, flyers, etc.): _____
Explain: _____

9. Describe other ways your Auxiliary promoted this program (newspaper article;
radio announcement, etc.): _____

Submitted by: Auxiliary President/Chairman: _____
Phone No: _____

Send reports to: **Debbie Weekley, Chairman**
VOD/Patriot's Pen Program
595 Bowman Road
Dayton, VA 22821
Phone: 540-879-2066
Email: weekslock@comcast.net

Patriot's Pen Report Form

2008-2009

District No. _____ Auxiliary No. _____ Date _____

1. Did your Auxiliary assist the Post: _____
Explain how: _____

2. Number of schools contacted by your Auxiliary: _____

3. Number of schools that participated in the program: _____

4. Number of home-schooled students contacted: _____

5. Number of others contacted: _____

6. Number of students that participated: _____

7. Amount of money spent on awards given by your Auxiliary: _____

8. Amount of money spent on other items by your Auxiliary for this program
(promotional events, flyers, etc.): _____
Explain: _____

9. Describe other ways your Auxiliary promoted this program (newspaper article;
radio announcement, etc.): _____

Submitted by: Auxiliary President/Chairman: _____
Phone No: _____

Send reports to: **Debbie Weekley, Chairman**
VOD/Patriot's Pen Program
595 Bowman Road
Dayton, VA 22821
Phone: 540-879-2066
Email: weekslock@comcast.net

YOUTH ACTIVITIES - JUNIOR GIRLS

YOUNG AMERICAN CREATIVE PATRIOTIC ART

Fran Simmons
76 Eldridge Drive
Front Royal, VA. 22630
(540) 636-9235
simmonss@shentel.net

As we begin a new year, let's focus on making "Our Dreams Become Rainbows." We can do so by encouraging youth to participate in our activities, contests and scholarships. Today's youth are the leaders of tomorrow. In order to prepare them for this challenge, we must invest in them today.

This year we will be promoting the following programs:

Outstanding Young Volunteer of the Year - One student aged 12-15, who has provided outstanding volunteer service to his or her community, will be awarded a \$5,000 US savings bond, plaque and airfare plus two nights lodging to National Convention. Student entry deadline is February 1, 2009.

YOUTH SUPPORTING OUR TROOPS - Help our youth to find ways to serve our military families and our troops. A "Youth Supporting our Troops" citation, including a letter from our National President, will be given to all youth who support our troops. The deadline to request a citation is April 1, 2009.

Girl Scouts – Contact local Girl Scouts Troops and inquire if any of the girls have earned the Gold, Silver or Bronze Award. Request the date of presentation and complete the necessary forms for the Awards from National Headquarters. The Auxiliary must present these awards. Remember to reward these girls for their achievements in Scouting.

JUNIOR GIRLS – When we invest our time and talent in support of these girls, we can be sure they will reward us. They will ensure that our message, and the work we endeavor to do, will continue into the future. "The objectives of the Junior Girls Units are to instill patriotism and love of Country into the hearts of our members, and to teach them to be of service to others." Junior Girls are encouraged to participate in our programs. Hospital pins are available to those who volunteer in VA hospitals, hospitals, nursing home or a combination of the three. National scholarships are available in the amount of \$10,000 and \$5,000 for the two top Junior Girls in our organization.

YOUNG AMERICAN CREATIVE PATRIOTIC ART – Encourage students in grades 9-12 to creatively express their patriotism through art. There are now seven scholarships to be awarded ranging from \$10,000 to \$500. Students must attend school in Virginia or be home-schooled. All students must submit entries by March 31, 2009. The first place winner from the Auxiliary (or District) must be received by the Department Chairman by April 15, 2009. Artwork must be original.

Sisters, I look forward to working with you this year. Please don't hesitate to e-mail or call should you have questions.

Our organization is founded on patriotism and loyalty. Working together we can **“Live a life of love while serving the needs of others.”**

Fran

**YOUTH ACTIVITIES - JUNIOR GIRLS
YOUNG AMERICAN CREATIVE PATRIOTIC ART
REPORT FORM**

DATE _____ **AUXILIARY #** _____ **DISTRICT #** _____
PRESIDENT OR CHAIRMAN _____ **PHONE #** _____

Describe in detail your participation in:

YOUTH SUPPORTING OUR TROOPS _____

OUTSTANDING YOUNG VOLUNTEER OF THE YEAR _____

BRONZE, SILVER, GOLD AWARDS FOR GIRL SCOUTS _____

ADDITIONAL INFORMATION ON YOUTH ACTIVITIES _____

JUNIOR GIRLS

How many hours did each girl volunteer for VA/local hospitals or nursing homes? _____

Number of girls applying for scholarships? _____

How many girls collected Campbell's Soup UPC labels, participated in "Youth Supporting Our Troops" and their families or participated in the Girl Scouts?
Please explain in detail. _____

YOUNG AMERICAN CREATIVE PATRIOTIC ART

of Schools contacted by your Auxiliary: _____

of Schools that participated: _____

of Students that participated: _____

Describe ways that you promoted program: _____

Amount spent on Awards, Promotions, Flyers or etc. _____

Send your reports to:

Fran Simmons, Chairman
76 Eldridge Drive
Front Royal, VA. 22630

Phone: 540-636-923
E-mail: simmonss@shentel.net

Outstanding Auxiliary Secretary

New Award for 2008-2009 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, 2009.

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

Minutes of Auxiliary No. _____, _____
(Date)

A regular meeting of the Ladies Auxiliary to _____ VFW Post _____ was called to order according to the Ritual with/without floor work by President _____ at the Post Home on _____ with _____ members present.

ROLL CALL OF OFFICERS. All present except: (list) _____

Pro-tems appointed were (list) _____.

OPENING CEREMONIES WERE HELD IN ACCORDANCE WITH THE RITUAL.

READING OF PETITIONS FOR MEMBESHIP. The Secretary reads (names of applicants)

_____.

The President calls on the Investigating Committee.

The Investigating Committee members found the application(s) in order/not in order. ELECTION (voting) was favorable/unfavorable. INITIATION of new member(s) (list) _____ followed (or) the President says: "The Secretary is instructed to contact the new member(s) before the next meeting".

READING OF THE MINUTES. The Secretary reads the minutes. The Minutes were approved as read (or as corrected).

TREASURER'S REPORT. The Treasurer gave her report. Her Worksheet is incorporated for reference and attached in the Book of Minutes. A summary follows: Balance forward \$_____ plus Receipts of \$_____ less Disbursements of \$_____ equals Balance on hand today of \$_____, including restricted funds (Dues/Cancer Insurance/Relief). The Treasurer's Report was approved, subject to audit.

PRESENTATION OF BILLS. The bills were read by the Secretary as follows: From: (name) \$_____; From (name) \$_____. *Note. All bills are given to the Secretary prior to the meeting. After reading the bills, the Secretary passes them to the Conductress who takes them to each Trustee to review and by their signature; each Trustee approves the bill for payment. The Conductress then presents the bills to the Treasurer.*

THE READING OF OFFICAL AND OTHER COMMUNICATIONS. The Secretary reads the General Orders from the National President (found in the Auxiliary Magazine) and the Department President. She also read letters and cards received.

REPORTS OF COMMITTEES. Chaplain/Veterans and Family Support are always first. The report of the Audit Committee follows (at the meeting following the Quarterly Audit). The Audit report is read by the Senior Trustee (#1) and turned over to the Secretary (a copy to the Auxiliary Treasurer and the Department Treasurer). All other program reports follow.

UNFINISHED BUSINESS. (The Secretary should be ready with a list from previous meeting.)

NEW BUSINESS. (*Draping of the Charter is first if there has been a death of a member; then election of officers and then all other new business.*)

REPORT OF TRUSTEES AND ACTION THEREON. The Trustees examined the bills and found them in order. Motion by (name) _____ seconded by (name) _____ that the bills be paid. Motion carried.

SUGGESTIONS FOR THE GOOD OF THE ORDER. (i.e., Read Section of the By-Laws.)

CLOSING CEREMONIES WERE CONDUCTED ACCORDING TO THE RITUAL with/without floor work at (time). The meeting was adjourned at _____ to reopen at (place) on (date).

AUXILIARY MINUTES

(Suggested format)

A regular meeting of the Ladies Auxiliary to VFW Post _____, was called to order at _____ on _____
(time) (date)

By President _____ at _____, with _____ members present.
(location)

Roll Call of Officers (all present except) _____

Pro tems appointed were _____

Opening Ceremonies were held in accordance with the ritual.

Escort or Introduction of Guest _____

Reading and referring of petitions for membership _____

Report of Investigating Committee _____

Voting on Candidate _____

Initiation _____

Reading of Minutes of Previous Meeting (minutes stand approved as read or corrected) _____

Treasurer's report (report stand approved as read or corrected, subject to audit) _____

Presentation of Bills (read bills and give total, handed to trustees for approval) _____

Reading of Official and other communications: General orders # ___ from National; General orders # ___ from the Department; Dept. letters; District letters; Auxiliary letters; thank you cards; Communications from outside the organizations.

Reports of Committees (audit report, chaplain, Veterans and Family Support then remaining chairmen) _____

Unfinished Business _____

New Business (draping of Charter, Election of Officers) _____

Report of the Trustees (motion to pay the bills) _____

Suggestions for the Good of the Order (Guests are invited to speak) _____

Closing Ceremonies were conducted in accordance with the ritual, after which the meeting was adjourned. The next meeting is _____.

Secretary Signature

Date Approved

Note: (format for a motion: Motion made to _____ made by _____; Seconded by _____ carried or defeated. (Please refer to booklet of instruction for further info.)

<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 Catalogue.</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.

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	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>

