

Must be read by the Auxiliary Secretary at the first meeting after receipt before being filed for reference.

1. Having been elected Department President and having been installed into office in accordance with the National Bylaws of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States of America at the Department Convention in Richmond, Virginia on June 17, 2007, I hereby assume Command.
2. **THEMES for 2007-2008:** We are now in a new year so let's focus on "Tradition of Caring". Incoming National President Virginia Carman's theme is "**TRADITION OF CARING**". My theme is "**Using FAITH HOPE and LOVE in our Service to All**". Our organization has had a "**Tradition of Caring**" in providing "**Faith, Hope and Love in our Service to All**" since 1914.
3. **EARLY BIRD PARADE:** The **Early Bird Transmittal** at the June Convention was just beautiful, our membership chairman, Kathy Birch, District and Auxiliaries Presidents, did an outstanding job which made it a special event for all of us. To grow and flourish Sunflowers follows the sun paths across the sky, soaking up its natural goodness. Like these amazing blooms, let's continue to work together until our Department reaches 100% in membership, program participation reporting and in carry out our mission for our veterans and their families and rising to reach our own golden heights.
4. **ATTENTION: DISTRICT AND AUXILIARY PRESIDENTS:** In accordance with the National Bylaw **Sec. 810 – President Duties of (all levels)**, after assuming the duties of her office, submit to the Commander of the corresponding unit of the VFW, an itemized report of the financial and membership status of her unit. Recently each Auxiliary President received a letter outlining this obligation; please ensure that this is done in accordance with our Bylaws.
5. **Sec. 810 A – Auxiliary Presidents:** The Auxiliary President shall appoint a committee of not less than Five (5) members, including the Treasurer, to contact all members, during the year for payment of dues. They shall also contact those who have not paid dues for the preceding years. This Committee shall report all contacts made and turn over any money collected over to the Treasurer as soon as possible, but no later than the first meeting following collection.
6. **OFFICE OF TREASURER:** The **office of Treasurer must be bonded. *All current bonds expire on August 31, 2007.*** The premium for the Treasurers bond is \$10.00 for \$10,000 coverage through National Headquarters. Additional coverage is available at a cost of \$3.50 per additional \$1,000. Bond applications will be sent to those Auxiliaries whose Installation Reports have been received at National Headquarters. In accordance with **National Bylaws, Section 810**, the District/Auxiliary President shall hold the bond.
7. **Sec.103 – Admission and Dues:** The Auxiliary shall fix an admission fee not less than \$5:00 per member. **This entitles each new member to a membership pin and a copy of the current Bylaws and Booklet of Instructions.** Each Auxiliary shall fix the amount of annual dues to charge each member, which shall never be less than the amount required to cover the Department and National Dues. The dues shall be paid annually in advance in accordance with the calendar year. National Records and dues covering membership of the Auxiliary shall be in the hands of the National Treasurer by June 30 of each year. Please make sure that your Auxiliary is following this Bylaw.
8. **PARADES AND FUNCTIONS:** If your **District or Auxiliary** would like to have the **Department President or other line officer** participate in one of your parades or functions; please send a letter to the Department President. As much as we would like to accept all invitations, it is impossible to do so. Requests will be accepted on a "**first come, first serve**" basis. We will respond immediately to you, so plans can be made.

9. **AUDITS:** The Second Quarter Audit that covers the months of April, May and June should already have been completed during the month of July with both the outgoing and incoming Treasurer and Trustees present. A copy of this Audit was to be mailed to the Department Treasurer by July 30, 2007. Department Treasurer, Deborah Martin, 539 Westwood Road, Ruckersville, Virginia 22968.
10. **DISTRICT, AUXILIARY PRESIDENTS AND SECRETARIES:** General Orders are sent to all District Presidents, Auxiliary Presidents and Secretaries. The 2007-2008 Presidents Handbook is enclosed with the August General Orders. The Secretary is to give the Auxiliary Chairman their promotional material from the Handbook and also provide promotional material from the Department Chairmen that are issued in our monthly General Orders during the year.
11. **GENERAL ORDERS:** General Orders are available to all members at the cost \$15.00. Checks made payable to the Ladies Auxiliary, VFW, VA in care of: Department Treasurer, Deborah Martin, 539 Westwood Road, Ruckersville, Virginia, 22968.
12. **NATIONAL VFW CONVENTION:** National VFW Convention will be in Kansas City, Missouri, August 18-23, 2007. A National Convention Form was enclosed in May's General Orders and a form is enclosed in the General Order for those of you who may have missed seeing it. Just a reminder that the Housing Bureau will not accept hotel reservations over the phone; you must either use the form or make your reservations through the VFW website.
13. **NATIONAL CREDENTIALS:** National Credentials have been mailed to all Auxiliary Presidents provided the Auxiliary Installation Report was received at the Auxiliary National Headquarters. The Credentials must be Signed by the President and attested to by the Secretary, with the Auxiliary seal affixed to each. The Auxiliary Secretary is responsible for sending the names of the delegates and alternates to the National Secretary-Treasurer, Ladies Auxiliary National Headquarters to insure that duplicate credentials can be issued if forgotten or lost.
14. **DEPARTMENT COMMANDER AND PRESIDENT'S HOMECOMING:** The **Department Commander and President's Homecoming** will be September 8, 2007, at Dale City Post 1503. Hotel accommodation can be made at the Days Inn - on Rt. 234, in Dumfries, VA. The phone number is 703 221-6300. Tell them you are with the VFW party and you will receive a rate of \$69.99 per night.
15. **FALL COUNCIL MEETING:** The Fall Council Meeting will be on September 15, 2007, at South Hill Post 7166, South Hill, Virginia, starting at 0900 hours, follow by lunch and the Department Chairmen's will present their program starting at 1300 hours. **ALL MEMBERS ARE INVITED** to attend, if you plan to be there for lunch please contact Yvonne Ridge, 804-425-6680, so that we can prepare the food.
16. **NATIONAL PRESIDENTS HOMECOMING:** National President Virginia Carmen's Homecoming will be held in Seattle, Washington the weekend of September 20-23, 2007. All members are invited to attend this special weekend with the National President. For information, please contact the Department Secretary, Susie DeShano.
17. You, **our members** have chosen the Department Line Officers of your choice. We are here to **help you**. If you need our assistance, please do not hesitate to call on us. We will have a great year if we just work together; support each other as we do our work in the community, for our youth and our veterans.

By Order of



Ellen Stogsdill
Department President

Attest:



Linda S. DeShano
Department Secretary

District Meetings August and September 2007

District Presidents:

If the the date, time or place of your District meeting changes, please make sure YOU Contact your Department Representative and the Department Secretary of these changes.

1st	Date	8/11/2007
	Lunch	to follow meeting
	Meeting	11 a.m.
	Location	Post 7167 , Warsaw
	Rep:	Kathy Birch, JV President

8th	Date	9/16/2007
	Lunch	TBA
	Meeting	1:00 p.m.
	Location	Post 2524, Culpeper
	Rep:	Betty Gimble, Chaplain

2nd	Date	8/11/2007
	Lunch	1:00 p.m.
	Meeting	2:00 p.m.
	Location	Post 392, Virginia Beach
	Rep:	Ellen Stogsdill, President

9th	Date	9/16/2007
	Lunch	TBA
	Meeting	10:30 a.m.
	Location	Post 1184, Pulaski
	Rep:	Mary Richards, Chief Of Staff

3rd	Date	8/11/2007
	Lunch	after meeting
	Meeting	2:00 p.m.
	Location	3rd District Headquarter
	Rep:	Betty Gimble, Chaplain

10th	Date	8/5/2007
	Lunch	TBA
	Meeting	1:00 p.m.
	Sponsored by:	Post 7328, Springfield
	Location	Am Legion Post 176
Rep:	Ellen Stogsdill, President	

4th	Date	8/12/2007
	Lunch	
	Meeting	2:00 p.m.
	Location	Post 5313, Nottaway
	Rep:	Ellen Stogsdill, President

11th	Date	9/16/2007
	Lunch	11:30 a.m.
	Meeting	Following Lunch
	Location	Post 2216, Staunton
	Rep:	Ellen Stogsdill, President

5th	Date	8/12/2007
	Lunch	Noon
	Meeting	To follow Lunch
	Location	Post 4637, Martinville
	Rep:	Robin Mileiski, Guard

12th	Date	9/8/2007
	Regisration	10:00 a.m.
	Meeting	11:00 a.m. followed by lunch
	Location	Post 1994, Abingdon
	Rep:	Mary Proffitt, SV President

6th	Date	8/26/2007
	Lunch	After meeting
	Meeting	1:00 p.m.
	Location	VAMC Salem
	Sponsored by:	Post 4491, Craigs Valley
	Rep:	Gloria Klinefelter, Conductress

13th	Date	9/9/2007
	Lunch	after meeting
	Meeting	1:00 p.m.
	Location	Post 7638, Gordonsville
	Rep:	PDP, Becky Mason

7th	Date	9/9/2007
	Lunch	
	Meeting	11:30 a.m.
	Location	Post 9660, Broadway
	Rep:	Ellen Stogsdill, Presdident

**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: \$ _____

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.	TRUSTEES SIGNATURES: #1 _____ #2 _____ #3 _____ AUDITED THIS DATE: _____	DISTRIBUTION: Original to: Auxiliary Secretary after the Senior Trustee has read Copy to: Auxiliary Treasurer Must mail a copy to DEPARTMENT TREASURER: Debbie Martin 539 Westwood Road Ruckersville , VA 22968
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TENTATIVE AGENDA
Ladies Auxiliary VFW 94th National Convention
Kansas City Convention Center

(Times for various functions are subject to change. Meeting rooms will be posted closer to conference dates)

Friday, August 17, 2007

10:00 am to 12:00 pm 2007-08 Budget and Advisory Meeting (Westin Crown Center Hotel)

2:00 pm to 4:00 pm 2006-07 Budget and Advisory Meeting (Westin Crown Center Hotel)

Saturday, August 18, 2007

8:45 am to 11:00 am Council of Administration (Westin Crown Center Hotel)

8:00 am to 2:00 pm Gold Star Parents and Wives Registration

1:00 pm to 3:00 pm Big Ten Conference Meeting

1:00 pm to 3:00 pm Southern Conference Meeting

1:00 pm to 3:00 pm Eastern Conference Meeting

1:00 pm to 3:00 pm Western Conference Meeting

6:00 pm to 7:00 pm Auxiliary Pages Meeting (Westin Crown Center Hotel)

6:00 pm to 7:00 pm Auxiliary Assistant Guards Meeting (Westin Crown Center Hotel)

Sunday, August 19, 2007

8:30 am Joint Memorial Service

12:00 pm 45-Plus Luncheon

1:00 pm to 2:00 pm Workshop

1:00 pm to 2:00 pm Workshop

2:30 pm to 5:00 pm Opening Session of the Ladies Auxiliary

Monday, August 20, 2007

8:00 am to 11:30 am Joint Opening Session

12:30 pm to 2:30 pm National President's Luncheon

3:00 pm to 5:00 pm Ladies Auxiliary Business Session

6:00 pm General Reception

7:00 pm National Convention Banquet

Tuesday, August 21, 2007

6:45 am to 7:15 am Flag Presentation Rehearsal

7:30 am Presentation of Flags & Banners

8:00 am to 1:00 pm Ladies Auxiliary Business Session

1:00 pm to 2:00 pm Workshop

1:00 pm to 2:00 pm Workshop

4:00 pm Patriotic Rally

Wednesday, August 22, 2007

7:00 am to 8:00 am Past National District Council Members Breakfast

8:00 am to 1:00 pm Ladies Auxiliary Business Session

12:00 noon Registration and Exhibits **Closing**

1:00 pm to 2:00 pm Workshop

1:00 pm to 2:00 pm Workshop

4:00 pm to 8:30 pm All Conference Reception (Liberty Memorial the WWI Monument/Museum)

Free tours for VFW & Auxiliary Members up to 7:00pm)

Thursday, August 23, 2007

8:00 am to 12:00 pm Ladies Auxiliary Business Session

TBA Outgoing/Incoming National President's Open House (Westin Crown Center)

3:00 pm to 5:00 pm Commander-in-Chief's and National President's Reception (Marriott Hotel)

(Times for various functions are subject to change. Meeting rooms will be posted closer to conference dates)

**Ladies Aux to the VFW
Department of Virginia
President Ellen's Homecoming**

Place: Post 1503 in Dale City

Date: September 8, 2007

Times: Social 18:00 Dinner 19:00 Program 20:00 DJ 21:00

Hotel: Days Inn - on Rt. 234, in Dumfries, VA

Directions to hotel: From the south (on I-95N), take Rt. 234 (exit 153-B) going towards Manassas. The hotel will be on your right - behind the Exxon Station and just after Cracker Barrel. Phone number: 703 221-6300. Mention the VFW party and receive a special rate of \$69.99 per night. A breakfast bar will be provided the following morning.

Reservations will be taken beginning July 1st.

Directions to 1503: From the Days Inn to VFW Post 1503 is approx. 10 minutes. Turn right (west onto 234 from the hotel), turn right on Spriggs Road (about 7 traffic lights), then turn right at the second traffic light (Minnieville Rd.). VFW Post 1503 will be directly ahead on your right.

Please send your Love Gifts, making checks **payable to the following:**

PDP's, please send to **Dee Guillory**, 7984 Croydon Lane, Gloucester, VA 23061

Line Officers, please send to **Gloria Klinefelter**, 1120 Hazel Avenue, Chesapeake, VA 23325

District Presidents, please send to **Cathy Graham**, 9691 Lindenbrook St, Fairfax, VA 22031

Chairmen, please send to **Laura Absher, 9241** Swannanoa Trail, Mechanicsville, VA 23116

As far as the presentations are concerned, we will be **Toasting**, not Roasting our Madam President!

**Gail M. Payne, 3709 Palace Place, Virginia Beach, VA 23452 Cell Ph: 757-438-4689
Ladies Aux Homecoming Chairman**