

## THE PRESIDENT'S SPECIAL PROJECT

President Robin Milewski's Special Project for the coming year is "HOMELESS VETERANS." If you happen to live in an area that is heavily populated with both active and retired military, you will understand even better how much our help is needed.

I was born and raised in such an area, went to school with many students whose fathers were military, and I knew many young men who joined the National Guard or enlisted in the military after graduation.

This will be a very special opportunity to help those men who have so courageously dedicated a time in their life to protect and defend this great country. We can do that by getting them out of harm's way and into shelters where they can get the care they need to return to a normal life once again.

We call on each and every auxiliary throughout this great state to unit as one in giving back to those brave men. Our President is in the process of selecting several shelters that are in need of our help and donation will be for the special needs of each one. More information and specific goals will be in the September General Orders.

I am humbled and filled with pride to have been asked to be the President's Special Project Chairman for the ensuing year, and I pledge my full support in raising the funds for such a worthy cause.

**"WE WILL SUCCEED!!"**

PRESIDENT ROBIN'S SPECIAL PROJECT

REPORT FORM

DISTRICT \_\_\_\_\_ AUXILIARY \_\_\_\_\_

DONATION \_\_\_\_\_

AUXILIARY CHAIRMAN  
OR  
REPORTING PERSON

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MAIL REPORT TO: CHRIS CASSIRER  
2025 DECATHLON DRIVE  
VIRGINIA BEACH VA 2345  
E-MAILccassirer@cox.net

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

**\* NOTE: SEND ALL DONATIONS TO DEPARTMENT  
TREASURER**

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

**VETERANS & FAMILY SUPPORT NEWS**  
**DEPARTMENT OF VIRGINIA 2011-2012**  
**“STEP UP ~ LEAVE NO VETERAN BEHIND”**  
**“THE ONES THEY LEFT BEHIND – ARE STILL BEHIND THEM”**

“**Step Up ~ Leave No Veteran Behind**”- focusing on the need of Veterans, active military, VFW and Ladies Auxiliary members and their families set the parameters for a program designed to care, communicate and support these individuals. This program has been written to work in conjunction with core programs of the VFW and has four key areas: **National Military Services, Buddy Poppy, VFW National Home, and our Ladies Auxiliary Continuing Education Scholarship**, which benefits define our Veteran’s & Family Support Program. “The ones they left behind – are still behind them”. We must step up our efforts toward this promise an leave no veteran behind or their families.

**National Military Services**

We see long deployments and/or multiple deployments, which put a burden on veterans and their families. There are three main efforts of the National Military Services department: **Military Assistance Program (MAP), Operation Uplink, and Unmet Needs**. Each program provides its own focus of support for military service members and their families.

**National Military Services** - this includes The Military Assistance Program (MAP) is our method of reading out to the troops and their families. The VFW and Ladies Auxiliary members on the Post, District, and Department levels can host welcome-home events, deployment send-offs, work with the Family Readiness Groups and participate in Adopt-A- Unit.

**Unmet Needs** – provides assistance to the service member and family for those unexpected hardships due to deployment or military service. The VFW foundation administers the funds. These one-time grants of up to \$2,500 will be paid to the creditor of the veteran. Members of all five branches of the military guard and reserve are eligible for assistance.

**Operation Uplink** – connects troops and hospitalized veterans with family and friends via a virtual pin number placed on a business card for domestic use, and Internet cafes throughout Iraq, Afghanistan, and Kuwait with **free call days(two per month)**. Sponsorships of these **call days** assist the funding for the program. The Ladies Auxiliary always sponsors the **free calls on Mother’s Day**.

**NEW COMMEMORATIVE COIN:** you may purchase a **commemorative coin** through the VFW store, \_\_\_\_\_, emblazoned with the Ladies Auxiliary emblem on one side and “**Thank You for Your Service – You are in Our Prayers**” on the other side to pass out to those veterans and active – duty military you encounter.

Your Auxiliary may assist these programs by making donations earmarked to National Military Services mailed to Ladies Auxiliary VFW National Headquarters. Funds may be taken from the Relief Fund.

**Buddy Poppy** - The Buddy Poppy flower is the official flower of the VFW and was trademarked in 1924. Today the poppies are assembled in VA Medical Centers, State Veterans homes and domiciliaries nationwide. Successful campaigns require planning ahead and cooperation. It is only fitting that all proceeds from their distribution are placed in the Relief Fund to be used solely for the veterans or their dependents.

**Ladies Auxiliary Continuing Education Scholarship** – one of the premier programs of the Ladies Auxiliary assisting members and their families is the 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, the qualifying member of the Ladies Auxiliary must have been a member for one year prior to application.

**VFW National Home** – the mission of the National Home is to provide children, youth, and families of members of the VFW and Ladies Auxiliary and of members of the active-duty military opportunities for growth and development in a nurturing community, and by doing so serves as a living memorial to all veterans. The VFW National Home solely depends on donations. It does not receive any state or federal funding. One method of funding for the Home is our Health & Happiness/Christmas Cheer Fund, which comes from a minimum donation of 10 cents per member based on your June 30, 2011, Auxiliary membership quota.

**“Step Up – Leave No Veteran Behind”**-is our duty as members of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States. We must step up our efforts to ensure our veterans and their families are taken care of with pride and dignity. They earned it. We must always think about **“The Ones They Left Behind – Are Still Behind Them”**

**REMEMBER TO REPORT REPORT REPORT**

**REPORTING PERIOD: July 1, 2011 thru March 31, 2012, your reports must be into by the first of every month.**

Ladies lets have a fun year and help the veterans and their families in time of need . I look forward to working with each of you this year! Don't forget – report-report.

**Betty Jo Bryant—Veterans and Family Support Chairman**  
**Department of Virginia**  
**6008 Cathedral Road**  
**Fredericksburg Virginia 22407**  
**Phone (540) 898 – 3285 email:**

VETERANS AND FAMILY SUPPORT  
DEPARTMENT OF VIRGINIA 2011 – 2012

District \_\_\_\_\_ Auxiliary \_\_\_\_\_

President or Chairman \_\_\_\_\_ Phone Number \_\_\_\_\_

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Did your Auxiliary do any of the following activities:

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:

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3 Promote/publicize the National Military Services Program: \_\_\_\_\_

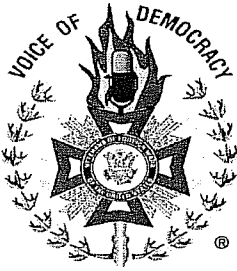
4. Promote/use Buddy Poppy during the month: \_\_\_\_\_

5. Promote the VFW National Home for Children: \_\_\_\_\_

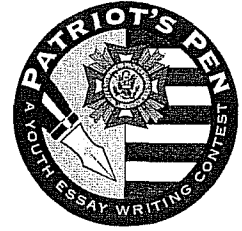
6. Promote/publicize the Continuing Education Scholarship: \_\_\_\_\_

**Mail to:** Betty Jo Bryant , Department Chairman  
608 Cathedral Road  
Fredericksburg, Virginia 22407  
Phone (540) 898 – 3285 email:

## VOICE OF DEMOCRACY AND PATRIOT'S PEN PROGRAMS



The Voice of Democracy and Patriot's Pen scholarship contests provide students with an opportunity to express their opinion on a patriotic theme, improve their writing skills while competing for worthwhile scholarship awards and prizes.



### VOICE OF DEMOCRACY AUDIO/ESSAY CONTEST

The theme for 2011-2012: **"Is There Pride in Serving in Our Military?"**

The Voice of Democracy Audio/Essay Program for students in grades 9-12, and was established in 1946 by the National Association of Broadcasters with assistance from the Veterans of Foreign Wars. In 1961, The VFW took sole responsibility for this program and in 1965 the Ladies Auxiliary VFW became a co-sponsor.

The Voice of Democracy Contest is open to all 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 in grades 9-12. Previous first place winners, foreign exchange students or students over the age of 20 are not eligible.

Students will record a 3-5 minutes essay on a cassette tape or CD on this year's theme and label the cassette tape or CD with their name. They must then have a typed copy of the essay and a completed entry form in order to submit the essay for judging.

The Department's first place winner will receive:

- VFW and its Ladies Auxiliary scholarships at the Winter COA/Conference in Williamsburg, VA in January 2012.
- Four day all-expense paid trip to Washington, DC, spending time with the other state winners, and attending the Parade of Winners in Arlington, VA in March 2012 and the opportunity to win one of 54 National Scholarships totaling \$151,000.

### PATRIOT'S PEN ESSAY CONTEST

The theme 2011-2012: **"Are You Proud of Your Country?"**

The Patriot's Pen Essay contest began in 1995 and is open to students in grades 6-8. The essay must only have 300-400 words in English. All words count, even single-letter words, and each student must submit a completed entry form attached to their essay. The first place winner will win a **\$10,000** U.S. Savings bond and an all-expense paid trip to Washington, DC to attend the Parade of Winners and read his/her essay.

### DEADLINES

The deadlines for both programs are the same:

Midnight, November 1 – Student entries to the Post

November 15 – Completion of Post judging – forward to District level

December 6 – Completion of District judging – forward to Department level

January 7- Completion of Department judging

### Program Goals

1. Foster patriotism in our schools by giving students the opportunity to write about our veterans, our military, 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 the Goals

1. Meet with your VFW Chairman and plan how you will jointly promote these programs in your schools and community.
2. Have the programs information in your schools early in the year.
3. Publicize your programs through your local newspapers, television and radio stations and community bulletin boards.
4. Be prepared and informed by providing the rules, deadlines and how you can support your students participating in the programs.
5. Award the students who participate and provide additional scholarship assistance to those who win at the local and district levels.

Your enthusiasm and how you participate in the promotion of these scholarship programs is what will make you a successful Auxiliary chairman. The Ladies Auxiliary VFW always promotes patriotism, love for our country and pride in our military. These essay contests is another way for us to let everyone know what we do for our veterans, their families and our community.

Monthly promotions (September 2011 through April 2012), with ideas and important information, will be included in the Department's General Orders. I hope that the promotions will help you make these youth scholarship programs stronger and add to your number of participating schools and student entries.

I look forward to hearing from you this year. My report form is included in this President's Handbook – please fill in all the information requested whenever you send me your report.

Sincerely,

*Kathy*

Kathy Birch, Department Chairman  
Voice of Democracy and Patriot's Pen  
304 E. Main Street  
Berryville, VA 22611-1306  
(540) 955-3311  
[katbirch@comcast.net](mailto:katbirch@comcast.net)

**VOICE OF DEMOCRACY/PATRIOTS PEN  
2011-2012**

**VOICE OF DEMOCRACY PROGRAM  
*"Is There Pride in Serving in Our Military?"***

1. How many entries did your Auxiliary have? \_\_\_\_\_
2. Please describe how your Auxiliary participated without having an entry: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How many of your members participated in the program? \_\_\_\_\_  
How many hours did your members volunteer? \_\_\_\_\_  
How many miles did your members drive to promote this program? \_\_\_\_\_
4. How did your Auxiliary publicize/promote this program in your community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PATRIOT'S PEN PROGRAM  
*"Are You Proud of Your Country?"***

1. How many entries did your Auxiliary have? \_\_\_\_\_
2. Please describe how you participated without having an entry. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. How many of your members participated in the program? \_\_\_\_\_  
How many hours did your members volunteer? \_\_\_\_\_  
How many miles did your members drive to promote this program? \_\_\_\_\_
4. How did your Auxiliary publicize/promote this program in your community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Send your reports to:**

**Kathy Birch, Department Chairman  
Voice of Democracy / Patriot's Pen  
304 E. Main Street  
Berryville, VA 22611-1306  
[katbirch@comcast.net](mailto:katbirch@comcast.net)  
(540) 955-3311**



## YOUTH ACTIVITIES

“STEP UP WITH OUR

YOUTH – LEAVE NO VETERAN BEHIND”

As members of the Ladies Auxiliary VFW, it is our duty to instruct the young people in our communities on achieving high goals and to foster patriotism. We can be helpful to them in their efforts of service to their community and country, and we need to recognize them in a positive manner.

The Youth Activities Program consists of Young American Creative Patriotic Art Contest, Junior Girls Units, Girl Scout awards, Youth Groups Supporting Our Military citations and other youth groups.

This year I encourage you to take heed of our National President's theme, *Step Up, with Our Youth – Leave No Veteran Behind*, and Department President's theme, *The Ones They Left Behind – Are Still Behind Them*". How can we accomplish this? As Ladies Auxiliary members, we can help teach our nation's youth groups patriotism and love of country. We know the meaning of the Pledge of Allegiance, we know how to fold a flag, we know how to box up supplies to send to troops currently service, and we know how to brighten the day of a veteran in a hospital or veterans' home. We are the ones who can set the example for all youth groups in our communities.

Please remember that another key factor of this program is to recognize our youth for their wonderful ideas, as well as the programs and events that they are involved in each year.

### YOUNG AMERICAN CREATIVE PATRIOTIC ART

This contest is open to students in grades 9 – 12. The top national prize is a \$10,000 scholarship. Other prizes range from \$5,000 for second-place down to \$500 for fifth through eighth place.

### JUNIOR GIRLS UNITS

Our Junior Girls Unit members are our future members and leaders. If you do not have a Junior Girls Unit, I encourage you to institute one this year. These wonderful girls, ages 5-16, will be grateful for your kindness and generous assistance. Take them to the veterans' hospitals and homes to assist our nation's heroes in a wide variety of programs. There are hospital pins for hours of service that these girls can accrue. The hours range from 50 to 500 hours.

**NEW for Junior Girls!** This year there is a brand-new **Junior Unit Merit Program (JUMP)**. The **JUMP! digital badges** are a way for girls to earn recognition for all they do as individuals and as a Unit.

There is one top national prize of \$7,500 for the **Junior Girl Scholarship** winner. Criteria for this scholarship, for girls ages 13-16: Must be an active Junior Girls member for a minimum of one year and must have held an office in her Unit.

Junior Girls can also send in for the **Junior Girls Recruiter Award**. This award is for a Junior Girl who secures two new members from July 1, 2011, to March 31, 2012.

### **GIRL SCOUT AWARDS, (GOLD, SILVER AND BRONZE)**

This is to recognize our local Girls Scouts, who have completed their Bronze, Silver and Gold awards for their community projects. More information on this award will follow.

### **YOUTH GROUPS SUPPORTING OUR MILITARY CITATIONS**

This is just another way for us to recognize other groups for their efforts to support our military. Jr. ROTC, youth sports teams, Special Olympics, Boy Scouts, classroom and children of military families, 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.

### **RESOURCES**

All applications, forms, available posters and request forms are available on the Ladies Auxiliary VFW National website at [www.ladiesauxvfw.org](http://www.ladiesauxvfw.org). Junior Girls Starter Kits are available from the Ladies Auxiliary National Headquarters. Please refer to the VFW Store catalog at [www.vfwstore.org](http://www.vfwstore.org) for other ideas on educating youth groups about our programs and rewarding them for their efforts.

Be sure to read your General Orders for the Youth Activity Promotion each month.

I look forward to working with each of you this year. Don't hesitate to contact me if I can be of any assistance.

Respectfully,

Georgette Dausey  
Department Youth Activities Director  
1415 Elder Ave.  
Chesapeake, VA 23325  
(757) 715-0202  
[georgetteds@aol.com](mailto:georgetteds@aol.com)

# YOUTH ACTIVITIES

## 2010 – 2011 Reporting Form



**STEP UP AND REPORT EACH MONTH NO LATER THAN THE 1ST**

1. Young American Creative Art Contest:  
 Did your Auxiliary participate in the promotion of the Patriotic Art Contest? \_\_\_\_\_  
 How many students submitted an entry? \_\_\_\_\_  
 Number of schools contacted to participate by your Auxiliary? \_\_\_\_\_  
 How many entries were sent to District level for judging? \_\_\_\_\_  
 Total Dollar Amount Awarded by your Auxiliary \$ \_\_\_\_\_  
 Describe the ways you promoted this contest:


2. Did your Auxiliary participate in promoting and or sponsoring a Junior Girls Unit  
 Total Dollar Amount Awarded by your Auxiliary for a Junior Girl's Unit \$ \_\_\_\_\_
3. How many Junior Girls applications did your unit submitted to Department? \_\_\_\_\_
4. How Many Girls Scout Awards was given out? \_\_\_\_\_
5. How many Youth Group Supporting our Military Citations given? \_\_\_\_\_
6. How may other Youth Programs did your Auxiliary support?  
 Total Dollar Amount Awarded by your Auxiliary for Other Youth Groups: \$ \_\_\_\_\_
7. Did you Publicized the work you did with our youth? \_\_\_\_\_

Total Projects for this report	Number of Members Participating	Total Hours Worked	Total Number of Miles	Total Value or Dollars Spent

Auxiliary # \_\_\_\_\_ District # \_\_\_\_\_ Signed By: \_\_\_\_\_

**Georgette Dausey**  
**1415 Elder Avenue**  
**Chesapeake, Virginia 23325**  
**757-715-0202**  
[georgetteds@aol.com](mailto:georgetteds@aol.com)

(Use additional paper as needed to report the work you are doing in your Auxiliary)

# **Outstanding Auxiliary Secretary**

New Award for 2011-2012 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, 2012.

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 Owens  
Ladies Auxiliary VFW  
406 W. 34<sup>th</sup> Street, 10<sup>th</sup> 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	<p>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.</p>
Monthly	Treasurer's Report	<p>Auxiliary Secretary must incorporate the Treasurer's report in the Auxiliary's official minutes.</p>
Quarterly	Audit Reports	<p>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.</p>
March 31	Attendance at District Meetings	<p>District Secretary must send list of those Auxiliaries attending District Meetings to the Department Banner Chairman each year.</p>
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	<p>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.</p>

<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 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 4/11



*Ladies Auxiliary VFW*  
Of the United States  
***"In Fortitude and Loyalty"***

**OFFICER CHANGE OR CORRECTION**

Auxiliary No. \_\_\_\_\_ Dept. of \_\_\_\_\_

Change from: \_\_\_\_\_  
Name President, Secretary or Treasurer

Change to: \_\_\_\_\_  
Name President, Secretary or Treasurer

Membership ID No. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Change of Annual Auxiliary Dues: from \_\_\_\_\_ to \_\_\_\_\_

.....This form is not to be used to report Annual Elections. ....

Copy to: Ladies Auxiliary VFW  
National Headquarters  
406 West 34<sup>th</sup> St., 10<sup>th</sup> Floor  
Kansas City Mo 64111

Phone 816-561-8655  
Fax 816-931-4753

Copy to: Department Secretary

# LADIES AUXILIARY VFW, DEPT OF VIRGINIA

## TREASURER GUIDE

**ATTENTION:** Auxiliary Treasurer's Guide 2012. 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 1st through August 31st of each year.

**AUXILIARY DISTRICT DUES:** District Dues are due to your District Treasurer **no later than September 30<sup>th</sup> 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.

# National Ladies Auxiliary to VFW is going GREEN

Attached you will find copies of the new forms

Forms are not to be used until July 1, 2012

**1<sup>st</sup> Form is the Application Form: There are three sections on this form.**

- Top section is for New Members that the Eligible Veteran is a member of your Post.
- Center section is if a New Member wants to get a Life Membership on Installment plan.
- Bottom section is New Members that the Eligible Veterans is non- Affiliated with your VFW Post.

**2<sup>nd</sup> Form is the Ladies Auxiliary VFW Change Request Form**

- For current members who need to change their name, address, become a Life member, request a replacement Life Member card, transfer a Life Membership or report a death notice.

**3<sup>rd</sup> Form is the Ladies Auxiliary VFW Membership Summary Report Form.**

- Created by Headquarters Accounting, this Excel file totals your Membership Summary. No need for that carbon copy slip.

**NEW MEMBER APPLICATION – POST AFFILIATED**

Recommended by: \_\_\_\_\_

Annual Membership  Life Membership Auxiliary No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Member-at-Large  Life Member-at-Large in Department of \_\_\_\_\_ or in  National

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship \_\_\_\_\_ to Eligible Veteran\* \_\_\_\_\_ VFW Membership ID \_\_\_\_\_

\*Must be a member of the Post affiliated with the Ladies Auxiliary to which you are applying.

I attest that I am a citizen of the United States, and I pledge to comply with the National Bylaws of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States. I affirm that the above eligibility is true and correct. Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Investigating Committee: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Per Section 105 of the National Bylaws.  Rejected  Election Date \_\_\_\_\_ Obligated Date \_\_\_\_\_

**NEW MEMBER - LIFE MEMBERSHIP**  Check here if

this is a gift. Card will be mailed to the Auxiliary Treasurer

Payment:  Cash  Check  Visa  
 Mastercard  Discover  ACH (Bank withdrawal)

Life Membership Fee \$ \_\_\_\_\_

C. C. # \_\_\_\_\_

CVV Code \_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

Bank Routing No. \_\_\_\_\_

Account No. \_\_\_\_\_

**Prior to enrolling in the Installment Plan, current year's dues and subsequent annual dues must be paid until Plan is completed.** I understand that if my Auxiliary has Specified Disease Insurance, I am responsible for my own yearly premium payment. I authorize the first of twelve (12) installments of \$ \_\_\_\_\_ to be processed immediately with eleven (11) remaining payments to be processed on the 15<sup>th</sup> of each month.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**LIFE MEMBERSHIP FEES**

Attained age at 12/31 of year applying for Life Membership.

Through 20	\$220	\$19.86 per month
21-25	\$210	\$18.96
26-30	\$200	\$18.06
31-35	\$190	\$17.15
36-40	\$185	\$16.70
41-45	\$175	\$15.80
46-50	\$170	\$15.35
51-55	\$160	\$14.44
56-60	\$150	\$13.54
61-65	\$140	\$12.64
66-70	\$130	\$11.74
71-75	\$115	\$10.38
76-80	\$95	\$8.58
81-85	\$75	\$6.77
86-90	\$60	\$5.42
91 and over	\$50	\$4.51

**OBLIGATION**

*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.*

Signature \_\_\_\_\_  
 Must be signed by all members.

**NEW MEMBER APPLICATION – NON-AFFILIATED**

Recommended by: \_\_\_\_\_

(Eligible veteran is deceased, is not a VFW member or is a member of another Post.)

Annual Membership  Life Membership Auxiliary No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Member-at-Large  Life Member-at-Large in Department of \_\_\_\_\_ or in  National

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship \_\_\_\_\_ to Eligible Veteran \_\_\_\_\_ VFW Post \_\_\_\_\_

Name of campaign ribbons or medals: \_\_\_\_\_

Foreign Service \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Location: \_\_\_\_\_

I attest that I am a citizen of the United States, and I pledge to comply with the National Bylaws of the Ladies Auxiliary to the Veterans of Foreign Wars of the United States. I affirm that the above eligibility is true and correct. Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Investigating Committee: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Per Section 105 of the National Bylaws.  Rejected  Election Date \_\_\_\_\_ Obligated Date \_\_\_\_\_

# LADIES AUXILIARY VFW CHANGE REQUEST FORM

Member's Current Name \_\_\_\_\_ Membership ID No. \_\_\_\_\_

Current Auxiliary # \_\_\_\_\_ Department of \_\_\_\_\_

Current Address \_\_\_\_\_

Home Address \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

**NAME CHANGE** Former Name \_\_\_\_\_  
First Last

**ADDRESS CHANGE** Former Address \_\_\_\_\_

**CONVERT TO LIFE MEMBER** Date of Birth \_\_\_\_\_  Check here if this is a gift  
 Life Membership Fee \$ \_\_\_\_\_

Payment Method: Check  Visa  MasterCard  Discover  ACH

Make check payable to: Ladies Auxiliary VFW

Credit Card Number \_\_\_\_\_  
 CVV Code \_\_\_\_\_ (3 digit code shown on back of credit card) Expiration \_\_\_\_/\_\_\_\_  
Month Year

ACH Information: Name of Bank \_\_\_\_\_  
 Bank Routing Number \_\_\_\_\_ Account No. \_\_\_\_\_

LIFE MEMBERSHIP FEES		
Attained age at 12/31 of year applying for Life Membership.		
Through 20	\$220	\$19.86 per month
21-25	\$210	\$18.96
26-30	\$200	\$18.06
31-35	\$190	\$17.15
36-40	\$185	\$16.70
41-45	\$175	\$15.80
46-50	\$170	\$15.35
51-55	\$160	\$14.44
56-60	\$150	\$13.54
61-65	\$140	\$12.64
66-70	\$130	\$11.74
71-75	\$115	\$10.38
76-80	\$95	\$8.58
81-85	\$75	\$6.77
86-90	\$60	\$5.42
91 and over	\$50	\$4.51

**INSTALLMENT PLAN**

**Prior to enrolling in the Installment Plan, current year's dues and subsequent annual dues must be paid until Plan is completed.**

I understand that if my Auxiliary has Specified Disease Insurance, I am responsible for my own yearly premium payment. I authorize the first of twelve (12) installments of \$\_\_\_\_\_ to be processed immediately with eleven (11) remaining payments to be processed on the 15<sup>th</sup> of each month.

\_\_\_\_\_  
 Signature of Member

**LIFE MEMBER TRANSFER** Transfer to Auxiliary # \_\_\_\_\_ Department \_\_\_\_\_  
 Accepting Auxiliary Treasurer's Signature \_\_\_\_\_

**REPLACE MY LIFE MEMBER CARD** (NAME CHANGES OR LOST CARD REQUESTS MUST BE ACCOMPANIED BY A CHECK FOR \$5.00 or complete the payment information above if using a credit card or ACH.)

**DEATH REPORT** Date of Death \_\_\_\_\_



# LADIES AUXILIARY VFW

REPORT NUMBER

20 MEMBERSHIP SUMMARY

DEPARTMENT COPY

STATE DISTRICT LOCATION AUX. NO. DATE

### ANNUAL MEMBERS

NEW.....
REINSTATED.....
CONTINUOUS.....
TOTAL ANNUAL MEMBERS (THIS REPORT)
PREVIOUS BALANCE.....
TOTAL ANNUAL MEMBERS TO DATE...

### DUES THIS REPORT

NATIONAL.....
DEPARTMENT...
TOTAL.....

I CERTIFY THAT THE ANNUAL MEMBERS IN THIS REPORT HAVE PAID DUES TO 12/31 OF THE MEMBERSHIP YEAR LISTED ABOVE.

AUXILIARY TREASURER

ADDRESS

CITY, STATE, ZIP

TO "PREVIOUS BALANCE" SECTION OF NEXT TRANSMITTAL



CAUTION: DO NOT USE THIS FORM TO REPORT LIFE MEMBERS!!!
TOTALS DO NOT INCLUDE LIFE MEMBERS.



# LADIES AUXILIARY VFW

REPORT NUMBER

20 MEMBERSHIP SUMMARY

AUXILIARY COPY

STATE DISTRICT LOCATION AUX. NO. DATE

### ANNUAL MEMBERS

NEW.....
REINSTATED.....
CONTINUOUS.....
TOTAL ANNUAL MEMBERS (THIS REPORT)
PREVIOUS BALANCE.....
TOTAL ANNUAL MEMBERS TO DATE...

### DUES THIS REPORT

NATIONAL
DEPARTMENT
TOTAL

I CERTIFY THAT THE ANNUAL MEMBERS IN THIS REPORT HAVE PAID DUES TO 12/31 OF THE MEMBERSHIP YEAR LISTED ABOVE.

AUXILIARY TREASURER

ADDRESS

CITY, STATE, ZIP

TO "PREVIOUS BALANCE" SECTION OF NEXT TRANSMITTAL



CAUTION: DO NOT USE THIS FORM TO REPORT LIFE MEMBERS!!!
TOTALS DO NOT INCLUDE LIFE MEMBERS.

## MEMSTATS AND ORGANIZATION QUERY

Navigate to the Ladies Auxiliary, VFW website ([www.ladiesauxvfw.org](http://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 2012 annual dues and then purchases a Life Membership during the 2012 membership year, the member will appear on the Organization Query as an annual until her annual membership expires on December 31, 2012 and will not appear as a Life member until the Life Membership actually begins on January 1, 2013.

## **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 which National shows as paid and who your records show as paid, please contact your Department Treasurer.

## **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 Officer (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 of them.

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

1. Go to [www.irs.gov](http://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 1<sup>st</sup> 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 not reported it to the IRS then your number will not come up.  
**NOW YOU SEE HOW IMPORTANT IT IS TO GET YOUR 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 your Form 990-N (e-Postcard)  
**Remember to print copies of your return and file in Auxiliary files.**