


2023 - 2024 OUTSTANDING AUXILIARY REQUIREMENTS

FOR REPORTING YEAR: MAY 1, 2023 – APRIL 30, 2024

Chairman: Carol Vangi
1024 Hullview Ave
Norfolk, VA 23503-2028
757-621-5519 cjonesvangi@gmail.com



NATIONAL BY-LAW REQUIREMENTS:	<div><div><div></div><div>Auxiliary installation report must be received by National Headquarters by June 30, 2023. This can be entered through MALTA. If you enter through MALTA, please provide the information to the Department Secretary. If unable to do through MALTA, please send to the Department Secretary by June15, 2023 for submission. If the installation report is not received by the National Headquarter by June 30, 2023, the report must be mailed to the National Headquarters for input. If not received at the National Headquarters by July 31, 2023, <u>the Department MUST submit request for suspension to allow time to mentor and rejuvenate</u>. Sec 806A Auxiliary. TIP: Do not wait until June. Installation Report can be submitted following the Installation.</div></div></div> <div><div><div></div><div>Auxiliary President and Treasurer must be bonded by August 31, 2023. The bond can be paid by the Treasurer through MALTA. If you wish to mail a check, the bond application is available on MALTA. <u>If not paid by August 31, 2023, the Department they MUST submit for suspension by that date to allow time to mentor and rejuvenate the Auxiliary</u>. Sec 814-Trustee, page 89 TIP: Do not wait until the last minute. Bond can be paid any time after July 1st.</div></div></div> <div><div><div></div><div>District dues must be remitted to the <u>District Treasurer</u> by September 30, 2023 as per National Bylaws Section 506. Amount due is based on the Auxiliary membership as of June 30, 2023 at the amount established by the District Standing Rules. Sec 506 District.</div></div></div> <div><div><div></div><div>If the President, Treasurer or Secretary are an annual member, their annual dues must be paid no later than December 31, 2023. As per National If dues are not paid by the President, Treasurer or Secretary by January 4, 2024, the Department must submit an e-mail or letter on January 5, 2024 requesting the non-paid Officer be relieved of their position. FYI.....Any annual member who does not pay their dues by December 31, 2023 are no longer a member in good standing. Be sure to check those membership cards at your January meeting.</div></div></div>																								
SECTION 814 TRUSTEES DUTIES, ALL LEVELS: AUXILIARY AUDIT REQUIREMENTS:	<table><tr><td>Quarter</td><td>Month Covered</td><td>Audit Completed by</td><td><input type="checkbox"/> Audit must be in the office of the Department Treasurer as follow:</td></tr><tr><td>Second</td><td>April, May and June</td><td>July 31 Annually</td><td>August 31 Annually</td></tr><tr><td>Third</td><td>July, August, September</td><td>October 31 Annually</td><td>November 30 Annually</td></tr><tr><td>Fourth</td><td>October, November, December</td><td>January 31 Annually</td><td>February 28 Annually</td></tr><tr><td>First</td><td>January, February, March</td><td>April 30, Annually</td><td>May 31Annually</td></tr><tr><td colspan="4">Send to Cathy Graham, Department Treasurer 9691 Lindenbrook Street, Fairfax, VA 22031-1132 703-319-0845 cg12dc12@outlook.com</td></tr></table>	Quarter	Month Covered	Audit Completed by	<input type="checkbox"/> Audit must be in the office of the Department Treasurer as follow:	Second	April, May and June	July 31 Annually	August 31 Annually	Third	July, August, September	October 31 Annually	November 30 Annually	Fourth	October, November, December	January 31 Annually	February 28 Annually	First	January, February, March	April 30, Annually	May 31Annually	Send to Cathy Graham, Department Treasurer 9691 Lindenbrook Street, Fairfax, VA 22031-1132 703-319-0845 cg12dc12@outlook.com			
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TRAINING:	<div><div><div></div><div>Auxiliary President, Secretary and/or Treasurer must attend either the Department School of Instruction OR District School of Instruction either in person or if the School of Instructions are available virtual. In person Schools will be dependent on Covid restrictions established by the Commonwealth of Virginia. FYI - Although the President, Secretary and/or Treasurer are required to attend one of the SOI, the Schools are open to all members.</div></div></div>																								
SECTION 810A ATTENDANCE:	<div><div><div></div><div>Assure that the <u>President or their Representative attend all properly called District Convention or Meetings</u>. The District Secretary to report to OA Chairman immediately after SOI's and District with a list of names, title, and Auxiliary number of those who attended. Trustees are encouraged to attend the Department and District School. If meetings are available on a virtual setting, an Auxiliary Member Representative must call in or join virtually staying for the entire meeting to count towards attendance.</div></div></div>																								

MEMBERSHIP:	<ul style="list-style-type: none"> ✚ 100% PLUS 1 MEMBER based on members paid as of June 30, 2023. Provided all other awards requirements are met, those Auxiliaries that achieve membership goal by April 30, 2024 will receive their award at Convention. ✚ Provided all other Banner requirements are met, those Auxiliaries that achieve membership goal by June 30, 2024 will receive their Banner at their first District meeting of the 2023-2024 year.
MONETARY DONATIONS	<p>✚ VFW National Home for Children – Health and Happiness Fund. Two Choices:</p> <p>✚ \$0.10 per member based on the Auxiliary membership as of June 30, 2023. \$0.25 or more per member based on the Auxiliary membership as of June 30, 2023. NOTE: If the Auxiliary chooses to donate \$0.25. the Auxiliary will receive a citation from National for their contribution.</p> <p>✚ NOTE: Payment can be made three ways:</p> <ul style="list-style-type: none"> ○ Can be paid through MALTA. Please let the Department Treasurer know the Health and Happiness was paid with amount and date paid. ○ Check mailed to the Department Treasurer, earmarked Health and Happiness, payable to VFW Auxiliary Department of Virginia. ○ Check earmarked Health and Happiness, payable VFW National Auxiliary mailed to VFW National Headquarters ○ Attn Anne Pantelakos, National Secretary/Treasurer. 406 West 10th St. 10th Floor Kansas City, Mo 64111 ○ Please let the Department Treasurer know the Health and Happiness was paid with amount and date paid. <p>✚ VA Medical Center Fund</p> <p>✚ \$0.45 per member based on the Auxiliary membership as of June 30, 2023 checked mailed to Department Treasurer earmarked VA Medical Center.</p> <p><u>MONETARY DONATIONS MUST BE PAID BY 4-30-2024</u></p>
PROGRAMS	<p>The Auxiliaries are encouraged to promote and report in all programs however the following will be required. As our organization is based on promoting patriotism and supporting Veterans and their families, the following programs must be promoted by all Auxiliaries as a requirement.</p> <p>The Auxiliary <u>must</u> report in the following programs <u>BY 4-30-2024:</u></p> <ul style="list-style-type: none"> ✚ Americanism ✚ Hospital – in addition to the VA Medical Center Fund the Auxiliary will need to report in a least one item under the Hospital Program. ✚ Veterans and Family Support. ✚ AND report in at least <u>one or more</u> of the following programs: Buddy Poppy/VFW National Home; Community Outreach; Historian/Media; Legislative; Membership, Mentoring for Leadership, Scholarship and Youth Activity. By selecting one or more of the above programs this will give your Auxiliary the opportunity to select the program.
<p>*NEW* Membership Bogie</p> 	<p>If your Auxiliary achieves 100% by missing the (+1) in Membership you can still earn the Outstanding Auxiliary designation by <u>participating and reporting in each Program</u> (being 100% Reported in all Programs). All programs are Americanism, Auxiliary Outreach, Buddy Poppy/National Home, Extension/Revitalization, Historian, Hospital/VAVS, Legislative, Membership, Mentoring for Leadership, Presidents Special Project, Scholarship, Veterans and Family Service, and Youth Activities and completing <u>all other Outstanding Auxiliary requirements by April 30, 2024.</u></p>

Donation made to the VFW Veterans and Military Support can be made by check earmarked Veterans and Military/ & mailed to:
VFW National Headquarters, Attn: Veterans & Military Support
406 West 34th St, 9th Floor
Kansas City Mo. 64111

Donation can be made online: [Vfw.org/way-to-help](https://vfw.org/way-to-help). Select Veterans & Military Support. Click “Contribute”
If you donate online, please e-mail the Department Treasurer with the date and amount of the donation.
Please send a copy of the check to VFS Support Chairman.