



# 2025-2026 Outstanding Auxiliary Requirements



## National By-Law Administrative Follow Through

### Installation Reports:

Secretaries shall enter the information required from the Installation Report in Malta or submit the Installation Report to the Department Secretary for entry in Malta within seven (7) calendar days. If entered through Malta, please provide the information to the Department Secretary. If you are unable to enter the information into Malta, please send your typed and completed installation report to Department Secretary Jerry Miller [vfwauxvasecretary@gmail.com](mailto:vfwauxvasecretary@gmail.com)

Auxiliary Installation Reports **must** be received by National Headquarters by **June 30, 2025**.

Installation reports not received by National Headquarters in Malta by **June 30, 2025** will have to be mailed to National Headquarters for input.

Any Installation reports not received by National Headquarters by **July 31, 2025** will **result in the Department being required to submit a request to put the Auxiliary on suspension to allow time to mentor and to rejuvenate the Auxiliary.**

**Suggestion:** Enter your installation report immediately after your elections.

Auxiliary Presidents and Treasurers shall be bonded by **August 15, 2025**. The bond can be paid by the Treasurer, through Malta.

If you need to mail a check, the bond application can be found in Malta. **Failure to pay the bond on time will result in the Department being required to submit a request to put the Auxiliary on suspension to allow time to mentor and to rejuvenate the Auxiliary.**

**Suggestion:** Bond can be paid any time after **July 1, 2025**. Do not wait until the last minute.



# 2025-2026 Outstanding Auxiliary Requirements



**Section 506** – District dues **must** be paid to the District Treasurer no later than **September 30, 2025**.

District Treasurers are responsible to report to OA Chairman the payment of District dues by the District Auxiliaries.

**Required:** 990's must be filed by **November 15, 2025**.

If you would like the Department Treasurer to file for your Auxiliary or District, fill out the **990 release form** and return to Cathy Graham. Information is on the form.

If your Auxiliary or District Treasurer files your 990 – you **must** send a copy of the acceptance letter to Department Treasurer Cathy Graham. [cg12dc12@outlook.com](mailto:cg12dc12@outlook.com)

**Filing is a TWO-STEP PROCESS. Once submitted, you must wait to return to the IRS site to obtain your acceptance letter. This process take seven (7) minutes.**

If any President, Secretary or Treasurer are annual members, their dues **must** be paid by **December 31, 2025**.

As per National, if the dues are not paid by **January 4, 2026**, a letter or email will be issued from the Department on **January 5, 2026**, requesting the nonpaid officer be removed from their position.

Any annual member who has not paid their annual dues by **December 31, 2025** is no longer considered to be in good standing. Please be sure to check membership cards at your January meeting.



# 2025-2026 Outstanding Auxiliary Requirements



## Section 814 – Trustees, Duties (All Levels)

### Subsection A

# 1 All audits are to be completed by the Trustees. A minimum of two (2) Trustees shall conduct the audit. At least one (1) must be an elected Trustee and one (1) may be a Pro Tem. It is preferable that only elected Trustees conduct the audits.

# 2 The President, Secretary and Treasurer should attend the audit.

# 3 The audit **must** be completed and signed by the Trustees.

# 4 The Auxiliary must vote to accept the audit and then forward a copy of the accepted audit to the Department Treasurer.

QUARTER	MONTHS COVERED	AUDIT COMPLETED BY	ACCEPTED AUDIT DUE TO DEPT TREASURER
FIRST	JAN – FEB - MAR	APR 30 ANNUALLY	MAY 31 ANNUALLY
SECOND	APR – MAY - JUN	JUL 31 ANNUALLY	AUG 31 ANNUALLY
THIRD	JUL – AUG – SEP	OCT 31 ANNUALLY	NOV 30 ANNUALLY
FOURTH	OCT – NOV – DEC	JAN 31 ANNUALLY	FEB 28 ANNUALLY

SEND APPROVED AUDIT TO:  
CATHY GRAHAM, TREASURER  
9691 LINDENBROOK ST. \* FAIRFAX, VA 22031  
703-319-0845 \* [CG12DC12@OUTLOOK.COM](mailto:CG12DC12@OUTLOOK.COM)



# 2025-2026 Outstanding Auxiliary Requirements



## **REQUIRED:** School of Instruction Training

All Auxiliary Presidents, Secretaries and Treasurers **are required** to attend either the Department or District SoI.

All members are invited and encouraged to attend Department and District SoI's.

## **REQUIRED:** District Meeting Attendance

Auxiliary President or their Representative **are required** to attend each of their District Meetings, as well as the Convention. (SEC 810A(F))

All Auxiliary members are invited and encouraged to attend their District Meetings and Convention.

The District Secretary will report to the OA Chairman immediately after District SoI, Meetings and Convention, the names, titles and Auxiliary numbers of all attendees.

Should any District Meeting and/or Convention offer virtual attendance, members who chose to utilize this option must call or log in and remain for the entire session to receive credit for attendance.

If a President, Secretary or Treasurer is unable to attend either the District SoI or the Department SoI, he/she must contact the Department President.



# 2025-2026 Outstanding Auxiliary Requirements



**REQUIRED:** Monetary Contributions – must be paid by April 30, 2026

## VFW National Home – Health and Happiness Fund

Ten cents per member **OR** Twenty-Five cents per member. Both options based on June 30, 2025 membership number. Auxiliaries who chose Twenty-Five cents per member will receive a Citation for their contribution from National.

Three ways to make your contribution –

- Through Malta
- Check payable to VFW Auxiliary, Department of Virginia, note Health & Happiness  
CATHY GRAHAM, TREASURER  
9691 LINDENBROOK ST. \* FAIRFAX, VA 22031
- Check payable to VFW National Auxiliary, **note** Health & Happiness  
VFW Auxiliary  
National Secretary/Treasurer Ann Pantelakos  
406 W 34<sup>th</sup> St. 10<sup>th</sup> Floor \* Kansas City, MO 64111

## VA Medical Center Fund (Hospital) \* **PLEASE NOTE NEW REQUIRED AMOUNT** \*

**Thirty-Five cents** per member, based on June 30, 2025 membership number.

- Check payable to VFW Auxiliary, Department of Virginia, **note** VA Medical Center  
CATHY GRAHAM, TREASURER  
9691 LINDENBROOK ST. \* FAIRFAX, VA 22031

## Veterans and Military Support \* **OPTIONAL** \*

- Check payable to VFW National, **note** Veterans & Military Support VFW  
National Headquarters \* Attn: Veterans & Military Support  
406 W 34<sup>th</sup> St. 9<sup>th</sup> Floor \* Kansas City, MO 64111

**PLEASE BE SURE TO LET DEPARTMENT TREASURER CATHY GRAHAM  
KNOW OF ANY AND ALL DONATIONS MADE BY YOUR AUXILIARY**



# 2025-2026 Outstanding Auxiliary Requirements



## MEMBERSHIP

100% +1 member, based on members paid as of June 30, 2025. Auxiliaries who meet this goal, along with all other OA requirements by April 30, 2026 will receive your OA 'plate' award at Department Convention in June 2026.

100%, based on members paid as of June 30, 2025. Auxiliaries who meet this goal, along with all other OA requirements by April 30, 2026 will receive a certificate at Department Convention in June 2026.

**Please note** – Membership will be based on figures listed on the CMR – Paid, Canceled and Deceased report in Malta.

## **REQUIRED: PROGRAMS**

**All Auxiliaries are required to report in each of the following programs:**

Americanism \* Auxiliary Outreach \* Buddy Poppy/National Home  
Historian/Media Relations \* Hospital \* Legislative  
Membership \* Scholarships \* Veterans and Family Support  
Youth Activities

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## **OA CHAIRMEN**

### **Patty Baskett**

2651 Frontage Rd NW # 104

Roanoke, VA 24017

276-733-9970

[pbaskett85@yahoo.com](mailto:pbaskett85@yahoo.com)



### **Maggie Myers**

2647 Courthouse Rd

Louisa, VA 23093

434-242-3826

[magmyer@yahoo.com](mailto:magmyer@yahoo.com)



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National President's Theme

From Sea to Shining Sea

Honoring *Veterans* Who Keep Us Free

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Department President's Theme

Unity Brings Victory