



# OUTSTANDING AUXILIARY

TEAMWORK

LEADERSHIP

COMMITMENT

## National By-Law Requirements:

1. Auxiliary installation report must be received by National Headquarters by June 30, 2021 This can be entered through MALTA. If you enter through MALTA please provide the information to the Department Secretary. If unable to entered through MALTA, please send to the Department Secretary by June15, 2021 for submission. If the installation report is not received by the National Headquarter by June 30, 2021, the report must be mailed to the National Headquarters for input. If not received at the National Headquarters by July 31, 2021, **the Department MUST submit request for suspension to allow time to mentor and rejuvenate.** Sec 806A Auxiliary. TIP: Do not wait until June. Installation Report can be submitted following the Installation.
2. Auxiliary President and Treasurer must be bonded by August 31, 2021. The bond can be paid by the Treasurer through MALTA. If you wish to mail a check, the bond application is available on MALTA. **If not paid by August 31, 2021, the Department MUST submit for suspension by that date to allow time to mentor and rejuvenate the Auxiliary.** Sec 814-Trustee, page 89 TIP: Do not wait until the last minute. Bond can be paid any time after July 1st.
3. District due must be remitted to the **District Treasurer** by September 30, 2021 as per National Bylaws Section 506. Amount due is based on the Auxiliary membership as of June 30, 2021 at the amount established by the District Standing Rules. Sec 506 District.
4. If the President, Treasurer or Secretary are an annual member, their annual dues must be paid no later than December 31, 2021. As per National If dues are not paid by the President, Treasurer or Secretary by January 4, 2022, the Department must submit an e-mail or letter on January 5, 2022 requesting the non-paid Officer be relieved of their position. FYI.....Any annual member who does not pay their dues by December 31, 2021 are no longer a member in good standing. Be sure to check those membership cards at your January meeting.

## Training:

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.

## Attendance:

At least one (1) Auxiliary member MUST attend TWO (2) District Meetings other than the District Convention. If there is a valid reason that no one in the Auxiliary can attend a District Meeting (i.e., Funeral or Major Event affecting the entire Auxiliary), the Auxiliary President MUST notify the District President in advance of the District Meeting who in turn contacts the Department President for a Waiver. The District Secretary to report to Outstanding Auxiliary 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.

## Membership:

100% Plus 1 member based on members paid as of June 30, 2021. Provided all other awards requirements are met, those Auxiliaries that achieve membership goal by April 30, 2022 will receive their award at Convention. Provided all other Outstanding Auxiliary requirements are met, those Auxiliaries that achieve membership goal by June 30, 2022 will receive their Outstanding Auxiliary at their first District meeting of the 2022-2023 year.

## APPROVED AUXILIARY AUDIT REQUIREMENTS:

(NATIONAL BY-LAWS SEC 814)

NOTE: The Audit report can be scanned and emailed to the Department Treasurer or mailed.

Quarter	Months Covered	Audit Completed By	Approved Audit sent to Department Treasurer no later than
1ST	Jan 1 - March 31	April 30 Annually	May 31, Annually
2ND	April 1 - June 30	July 31, Annually	August 31, Annually
3RD	July 1 - Sept 30	October 31 Annually	November 30, Annually
4TH	Oct 1 - Dec 31	January 31, Annually	February 28, Annually



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## Monetary DONATIONS:

### VFW National Home for Children – Health and Happiness

#### Fund. Two Choices:

- \$0.10 per member based on the Auxiliary membership as of June 30, 2021.
- \$0.25 or more per member based on the Auxiliary membership as of June 30, 2021. NOTE: If the Auxiliary chooses Item B, the Auxiliary will receive a citation from National for their contribution.

#### NOTE: Payment can be made three ways:

1. Can be paid through MALTA. Please let the Department Treasurer know the Health and Happiness was paid with amount and date paid.
2. Check mailed to the Department Treasurer, earmarked Health and Happiness, payable to VFW Auxiliary Department of Virginia.
3. Check earmarked Health and Happiness, payable VFW

National Auxiliary mailed to

VFW National Headquarters

Attn Anne Panteleakos, 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.

#### VA Medical Center Fund

a) \$0.45 per member based on the Auxiliary membership as of June 30, 2021, checked mailed to Department Treasurer earmarked VA Medical Center.

Make sure you report to the Department Chairman for each program on your Monetary Donations.

## Programs:

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.

#### The Auxiliary must report in the following programs:

- a. Americanism
- b. Hospital – in addition to the VA Medical Center Fund the Auxiliary will need to report in a least one item under the Hospital Program.
- c. Veterans and Family Support

#### AND report in at least one or more 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(s) that you enjoy doing.

## Optional Donations (Not A Outstanding Auxiliary Requirement)

Donation made to the VFW Veterans and Military Support can be made by check earmarked Veterans and Military Support and mailed to

- VFW National Headquarters  
Attn: Veterans & Military Support  
406 West 34th St  
9th Floor  
Kansas City Mo. 64111

Please send a copy of the check to the Department Treasurer

- Donation can me made online:  
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.