



VFW AUXILIARY

Chief of Staff and Extension

2019-2020

National Ambassador

Gwen Rankin



PEOPLE



HELP



PROFESSIONAL



SUPPORT

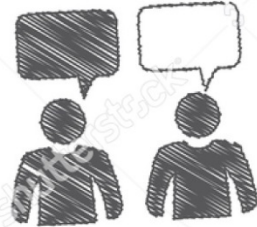
COUNSELING



PROBLEM SOLVING



SKILLS



COMMUNICATION





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VFW AUXILIARY

vfwauxiliary.org/resources

Extension Materials

- Why Having an Auxiliary Can Boost Your Post (Bachelor Post presentation – PowerPoint)
- Why Having an Auxiliary Can Boost Your Post (pdf)
- Top Ten Reasons for Your Post to Have an Auxiliary
- 5 Essentials of An Auxiliary Card
- Starting a New Auxiliary Card

Healthy Auxiliary Tool Kit

- VFW Auxiliary Sample Meeting Agenda
- Auxiliary Meeting Checklist (for the Auxiliary President)
- Healthy Communication Phone/Text Tree
- R U Healthy Checklist – Auxiliary To-Dos and Deadlines
- VFW Auxiliary Meeting Challenges & Solutions
- VFW Auxiliary Member Questionnaire
- VFW Auxiliary Health Certificate

Good Job Awards

- VFW Auxiliary Good Job Award Option 1 (Full Page, Fillable)
- VFW Auxiliary Good Job Award Option 2 (Full Page, Fillable)
- VFW Auxiliary Good Job Card Side 1 (Business Card Size, Printable Template)
- VFW Auxiliary Good Job Card Side 2 Option 1 (Business Card Size, Printable Template)
- VFW Auxiliary Good Job Card Side 2 Option 2 (Business Card Size, Printable Template)



VFW AUXILIARY

**KNOW WHAT YOU READ
AND WHAT IS WRITTEN
AND THEN
KNOW THE DIFFERENCE**

THE FOLLOWING WORDS ARE OFTEN FOUND IN OUR BYLAWS



VFW AUXILIARY

Words Often Found in Our Bylaws

MAY - PAST TENSE VERB OF MIGHT USED TO INDICATE:

- 1} A POSSIBILITY AND
- 2} GIVES PERMISSION

MUST - A VERB USED TO INDICATE:

- 1} OBLIGATION
- 2} PROBABILITY OR CERTAINTY

AS A NOUN:

- 1} SOMETHING THAT IS REQUIRED /TO BE DONE

SHALL - A VERB USED TO INDICATE:

- 1} AT A FUTURE TIME
- 2} DETERMINATION, OBLIGATION OR INTENTION

SHOULD - PAST TENSE VERB OF SHALL USED TO INDICATE:

- 1} OBLIGATION
- 2} PROBABILITY



VETERANS OF FOREIGN WARS OF THE UNITED STATES AUXILIARY
“In Fortitude and Loyalty”

“ACCOUNTABILITY AND RESPONSIBILITY”

Henry Wythe wrote “accountability is to demonstrate the ownership necessary for achieving desired results”. He also said, “The words accountability and responsibility are often interchangeable and that there is a fundamental difference between the two. Responsibility may be bestowed, but accountability must be taken.”

Responsibility is given to all of us as members of the VFW Auxiliary at all levels, all positions, yes, even “just members”! We, as sworn members, **must** take that “Responsibility”. Having said this, it doesn’t automatically guarantee that personal accountability will be taken. It simply means that it is possible to bear responsibility for something or someone but still lack accountability!

You will recognize the difference between responsibility and accountability as you think of times spent as an auxiliary member when you have heard others, yes, maybe even you have said it, or seen it when people have “dropped the ball” on an important project, or didn’t follow through in meeting a deadline. When the duties are not clearly defined we then hear, “Whose ball was that?” or “I thought you had it” or most commonly, “it wasn’t my job!” We hear this frequent offering of excuses/explanations to show that “someone” did not shirk their responsibility and fail to do their job. It is always so much easier to blame someone else. What does this mean....? Clearly defining responsibilities is certainly essential, but encouraging people to go a step further and take personal accountability will secure better results every time. Do we not hear a lot of, We longer take Pride in what we do?, Where has the Pride gone in being a member of such an elite Organization?

When we as members, chairmen, officers take accountability for results, not just for doing the jobs that are duties we committed to fulfill, we take ownership for making sure the ball does not get dropped. Accountability is a broader concept then responsibility, making it possible to keep things from “falling through the cracks”.

Are you, as a member of this organization, willing to take on accountability? It will mean that you are more likely to invest your heart, your mind, and your most precious time in getting things done that will allow you to achieve amazing results that often exceed expectations. Respect follows those that commit to Accountability and Responsibility.

This is how Respect is earned for it is never a “gimmee” – you must perform the duties and earn the Trust to gain the Respect. Accountability and Responsibility are just the doors that will open the way.



VFW AUXILIARY

Need Help?

Why having an Auxiliary can boost your Post.

UNWAVERING SUPPORT FOR UNCOMMON HEROES™

UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

Top 10 Reasons for Your Post to Have an Auxiliary

10. Offers valuable assistance with event preparation.
9. Assists with "Buddy"® Poppy drives.
8. Opens the door to potential members.
7. Assists in recruiting and retaining members to strengthen the Veterans of Foreign Wars.
6. Provides events and volunteer opportunities for veterans' family members.
5. Boosts the Post's visibility in the community by being involved in more local activities and events.
4. Increases Program participation and helps spread the word on scholarship and youth programs.
3. Presents an opportunity to serve more veterans, active-duty military and their families.
2. Increases the number of advocates to fight for veterans' rights and benefits.
1. Positively reinforces the values and beliefs of the Veterans of Foreign Wars.

Frequently Asked Questions

- **Does it cost the Post anything?**
The VFW Auxiliary Charter Kit fee is \$100.00. The Post and/or Department and/or the interested, eligible applicants may pay the Charter fee. The Charter fee accompanies the completed Charter application.
- **How long does it take to start?**
From the time your Post votes to have an Auxiliary, it could take from two (2) to four (4) months to get an Auxiliary up and running.

Ready to Add an Auxiliary to your Post?

- In accordance with the VFW Bylaws, a notice is to be mailed or emailed to each Post member advising them that members will be voting on having an Auxiliary and that the vote will take place at a specific meeting.
- In accordance with the VFW Bylaws, a two-thirds (2/3) majority vote of the Post members present is required to set into action the formation of a new Auxiliary to that Post.
- Inform the Department President of the approval and the Department President will then assign an Auxiliary Organizer who will work on obtaining the required number of charter members (15) and filling out necessary paperwork.

Still have questions?

Contact VFW Auxiliary National Headquarters at 816.561.8655 or info@vfwauxiliary.org.

**VFW AUXILIARY OFFICIAL INSPECTION BY
DISTRICT PRESIDENT/INSPECTING OFFICER REPORT FORM**

1. Date of Inspection _____ How many members present at this meeting _____
2. District _____ Auxiliary _____
(Name and Number)
3. Location _____
(Address) (City) (Zip)
4. Name of Auxiliary President _____
(If aux. President did not preside, provide name and title of person that did preside over the meeting)
5. Are those serving in the positions of President, Secretary, Treasurer and trustees, (all three),
The same as that submitted to Department Secretary? YES _____ NO _____
**If NO, complete information (name, address, phone number and email and member I.D. Number)
on separate sheet and attach to this sheet when submitting this Inspection Report**
6. The office of the President shall hold the original bond of both offices. Ask the President to see the
Bond. Does the Bond show both the office of President & Treasurer Bonded? YES _____ NO _____
Bonded by Whom? _____ Date Bond Expires _____
7. How many Regular Business meetings are held in the year? _____ If less than 12, what are the
blackout months? _____
WHEN _____ Meeting start time _____
8. What does the Auxiliary charge as an admission fee for new members? \$ _____
9. What are the **annual dues** for this Auxiliary? \$ _____
10. Previous year's membership as of June 30 _____ Membership at time of inspection _____
11. Average attendance at monthly business meeting _____
12. Does the Auxiliary hold active recruiting events? YES _____ NO _____
13. Is business meeting set up Traditional, Contemporary or Round table style? Circle one
14. Is the President using the current Podium Bylaw edition during her meeting? YES _____ NO _____
15. Are the meetings following the Auxiliary Order of Business according to National Ritual? Y or N
16. Do newly obligated members receive the auxiliary membership pin and current Bylaws? Y or N
17. With a show of hands during the meeting, How many members present are logged on to Malta _____
How many use the Resource Tools on National Web Site _____ How many receive the E-Newsletter _____

*VFW Auxiliary to the Veterans of Foreign Wars Department of California
District Official Visit of Auxiliary Notice

Dear Madam/Mr. President _____,

I am looking forward to my visit with you and the members of (name of Auxiliary and Auxiliary # _____).

I plan to be at your regular business meeting on: Date: _____ Day: _____

And time: _____ You will notice that I am allowing an hour prior to the scheduled meeting time to allow for proper inspection of necessary documents listed below. This time gives me a special opportunity to meet you, the treasurer, the secretary and at least 1 Trustee – optional but strongly recommended (please ask them to be present at the time I requested).

To assist you, please refer to attached guidelines.

Madam/Mr. President, please have current books of Secretary **and** Treasurer present {even if Secretary and Treasure are not physically present} along with the following items:

SECRETARY

- ✓ Minute book or 3 ring binder, treasurer's report and copies of audits. All must be incorporated into the minutes.
- ✓ With copy of Bond showing President and Treasurer bonded.
- ✓ Roll call book
- ✓ Folder for Newsletters and or Bulletins from current District President
- ✓ List of Auxiliary Chairmen

TREASURER

- ✓ Treasurers workbook
- ✓ Treasurers Check book
- ✓ Receipt book
- ✓ Auxiliary seal (may be a stamp)
- ✓ Members record book
- ✓ Membership Roster showing current transmitted members and life members
- ✓ 990N and 199N Filing and when sent to Dept. Treasurer.

TRUSTEE

- ✓ Folder/binder of auxiliary audits noting when sent to Dept. Treasurer.

Please confirm my Inspection plans.

Respectfully,

_____, District President

I may be reached by phone _____ or email _____

GUIDELINES FOR DISTRICT PRESIDENT FOR AUXILIARY OFFICIAL VISIT

- Initiate the Auxiliary Official Visit process with the VFW Auxiliary President to attend a regular business meeting by sending out the completed Letter of District Official Visit Auxiliary Notice with the Guidelines for VFW Auxiliary President attached.
- Inform the VFW Auxiliary President of any guests that will be attending or of any special needs
- Three (3) days prior to Inspection date call or email President to reconfirm your visit and to obtain her cell number or phone number of Meeting Site should you need to contact her in route to your Official Visit,
- Be punctual – no excuses here. If you are delayed, please call Auxiliary Pres.
- Go through each item of the Official Visit Report Form. Be sure you have a good understanding of what is presented to you
- Sign and date each set of books presented to you by Secretary and Treasurer after you have reviewed them and ascertained that the Trustees performed their duties per Article VIII Sec. 814.
- Proof of a bond for the President and Treasurer must be in the Secretary minute book **and** in the possession of the President.
- Sign last page of the last minutes if in a 3–ring binder and roll call book for current term. Same for items of treasurer, sign all items you requested in your Inspection Notice letter.
- You may want to take a very short break prior to start of meeting to freshen up in the “powder room”
- Sit anywhere you wish at the start of the meeting, Auxiliary President will have you escorted or will ask you to take a seat to her right as soon as she has introduced you to the members
- Follow along with the order of business as prescribed in the ritual section of the Podium edition for Roundtable meeting; Contemporary meeting or Traditional meeting.
- Make notes on programs covered, etc. Listen to each report, noting strengths and weaknesses. When called upon to comment, offer suggestions and encouragement. (usually done at the good of the order of business) OFFERING a solution will lead to progress. **Thank** Auxiliary members for their work and contributions to programs and obligations. **Thank** them for their hospitality.
- **Complete** your inspection report before leaving and give a copy to the VFW Auxiliary President and send one to Department President. (send to Dept.

Guidelines for Auxiliary President for Official Visit by District President

Expectations for your VFW Auxiliary Official Visit depends upon your perspective. The perspectives differ between the District President traveling to an unfamiliar Post Home and the VFW Auxiliary President anxiously awaiting her District President to observe what goes on at the Auxiliary meeting. Below, you will find the basics of an Official Visit and how this Visit may be a positive experience.

BEFORE THE INSPECTION

- Confirm with the District President the Date and Time for Official Visit upon receipt of Your Official Visit Notice
- Confirm with him/her any meals and if he/she is bringing any guests
 - If meal is served prior to a meeting, do allow the 1 hour time for actual inspection
 - If a meal or dessert is served after a meeting, just be considerate of the hour
 - If refreshment are not being served – let District President be aware of this as he/she may be coming directly from his/her workplace and/or traveling a great distance

Please see to it that the District President is introduced to the VFW Post Commander {if he/she is on the premises and available} prior to the start of the Inspection.

MEETING ROOM

- If Conductress is **not** present prior to arrival of District President, The Auxiliary President sees to setting up the meeting room seeing to the placement of the U.S. Flag, banner, and Patriotic Flag (POW_MIA flag or chair cover if your auxiliary uses one), altar cloth, Bible and chairs according to style of meeting members **voted to have** (Traditional/Roundtable Contemporary).
- The District President will sit to the right of Auxiliary President **after** being introduced by the Auxiliary President. (Conductress should escort her to her place prior to the introduction)



VFW AUXILIARY



IN NEED SUPPORT AND TRAINING



IRS FILINGS COMPLETED ON TIME



**BOOKS OF TREASURER AND SECRETARY IN
GOOD WORKING ORDER**



APPOINTED ALL CHAIRMEN FOR NATIONAL PROGRAMS



NATIONAL PROGRAM ACTIVITIES IN THE COMMUNITY

REPORTING ON COMPLETED PROJECTS



VFW AUXILIARY



IN NEED SUPPORT AND TRAINING



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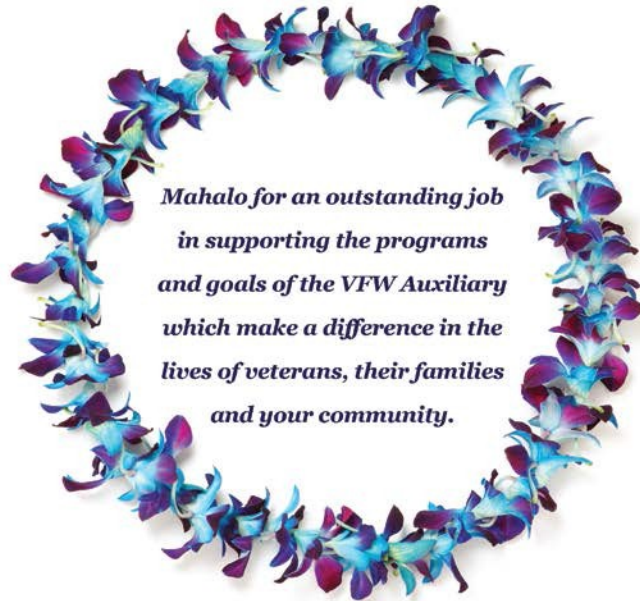
VETERANS OF FOREIGN WARS AUXILIARY OF THE UNITED STATES

Good Job Award

presented to

for

SERVING VETERANS WITH ALOHA



*Mahalo for an outstanding job
in supporting the programs
and goals of the VFW Auxiliary
which make a difference in the
lives of veterans, their families
and your community.*

UNWAVERING SUPPORT



AUXILIARY REPRESENTATIVE

DATE

FOR UNCOMMON HEROES®

EXAMPLE OF TALKING POINTS FOR DISTRICT PRESIDENTS

- RELAY YOUR MESSAGE AND/OR OUR NATIONAL PRESIDENTS MESSAGE
- TO THANK THEM GRACIOUSLY FOR WORKING THE PROGRAMS
- RELAY ITEMS YOU RECEIVE IN E –NEWSLETTER (ASK HOW MANY HAVE SIGNED UP)
- URGE THEM TO COMPLETE REPORTS ON THEIR PROJECTS UPON COMPLETION SO THEY WILL NOT TO HAVE TO FACE IT MONTHS LATER OR AT YEAR END.
- OFFER DATES OF UPCOMING DEPARTMENT DATES AND EVENTS
- OFFER UP DATES AND EVENTS IN YOUR DISTRICT. LET THEM KNOW THEY ARE INVITED TO EVERYTHING AS CARD CARRYING MEMBERS.
- REMIND THEM TO NOT MAKE DEMANDS OF THE POST OR CANTEEN. POST BUSINESS IS POST BUSINESS. AUXILIARY IS TO STAY OUT OF POST BUSINESS.
- SPEAKING OF CANTEENS; REMEMBER THAT THE CANTEEN IS A POST FUNDRAISER AND IF YOU ADMITTED, YOU ARE A GUEST AND SHOULD BEHAVE LIKE ONE. THE POST CAN REVOKE YOUR PRIVELEGE OF ENTERING THE CANTEEN. IT IS A PRIVELEGE NOT A RIGHT.
- LET THEM KNOW UP FRONT THAT YOU OR LEADERSHIP IS NOT PRESENT TO SOLVE PERSONAL NOR PERSONALITY ISSUUES. AND INSTRUCT HOW THEY CAN SIGN UP TO GET UP TO DATE NEWS FROM OUR NATIONAL PRESIDENT AND HEADQUARTERS.


BE SURE TALKING POINTS ARE UPDATED TO SUIT THE TIME DISTRICT PRESIDENTS OR AS IMPORTANT ISSUES COME ABOUT AND NEED TO BE SHARED.

**IMPORTANT FOR YOU TO KNOW
IMPORTANT FOR YOU TO HAVE YOUR
CHIEF OF STAFF
SECRETARY
TREASURER
TO BE FAMILIAR WITH THESE ITEMS**

- **STEPS IN ORGANIZING A NEW AUXILIARY**
- **WHAT IS NEEDED FROM THE BACHELOR POST BEFORE YOU SELECT YOUR ORGANIZER**
- **CHARTER APPLICATION FOR A NEW AUXILIARY**
- **LETTER TO THE ORGANIZER**
- **LIST OF GOES INTO THE VFW AUXILIARY CHARTER KIT**
- **FORM TO BE COMPLETED AND FORWARD BY THE INSTITUTING OFFICER**
- **WARRANT AND INSTALLATION REPORT FOR AUXILIARIES AND/OR DISTRICTS**
- **W-9 FORM INSTDRUCTIONS FOR THE NEWLY INSTITUTED AUXILIARY TREASURER**
- **W-9 FORM FOR IDENTIFICATION NUMBER AND CERTIFICATION**
- **LETTER TO AUXILIARY TREASURER ABOUT GOING GREEN**
- **ACH AUTHORITY FORM**

- INSTRUCTIONS FOR SURRENDER OR CANCELLATION OF A VFW AUXILIARY CHARTER BY THE VOTE OF AUXILIARY MEMBERS
- INSTRUCTIONS FOR SURRENDER OR FORFEITURE OF A VFW AUXILIARY CHARTER BY VOTE OF AUXILIARY MEMBERS
- CANCELLATION OF A VFW AUXILIARY CHARTER BY RECOMMENDATION OF THE DEPARTMENT PRESIDENT
- INSTRUCTIONS IN SUSPENDING A VFW AUXILIARY BY RECOMMENDATION OF THE DEPARTMENT PRESIDENT
- SUSPENSION REQUEST FORM
- POWERS AND LIMITATIONS LETTER FOR SUSPENSION TEAM
- MONTHLY SUSPENSION REPORT FORM
- SPECIAL ORDER LETTER OF POSTS' CONSOLIDATION
- SPECIAL ORDER LETTER OF CONSOLIDATION WITH NAME CHANGE
- SPECIAL ORDER OF CONSOLIDATION

UNWAVERING SUPPORT
FOR UNCOMMON HEROES



BUILDING
ON THE
VFW AUXILIARY
FOUNDATION

Guidebooks for Officers, Chairmen and Members

Version 1.0 January 2018

*Serving Our
Veterans*



Richard Haake, Husband



Vernon Davis Sr., Father



Raymond Hilderbrandt Sr.
Brother-in-Law



Raymond Hilderbrandt Jr.
Nephew

With Aloha

Veterans of Foreign Wars Auxiliary
UNWAVERING SUPPORT FOR UNCOMMON HEROES
WWW.VFWAUXILIARY.ORG

We are the nation's oldest veterans' service organization auxiliary. For more than 100 years, we have been serving veterans, the military and their families in countless ways. Millions of hours, millions of dollars and millions of tributes.
THIS IS WHO WE ARE.

VFW Auxiliary members are the relatives of those who have served in overseas combat.

UNWAVERING SUPPORT



I am an Auxiliary member because our programs **help veterans in need**, preserve our nation's **patriotic traditions** and **educate youth**.
- Joanne B.

FOR UNCOMMON HEROES

VETERANS & FAMILY SUPPORT	HOSPITAL
<p>Value of goods and services Auxiliaries provided to veterans, active-duty service members and their families.</p> <p>\$5.1 MILLION</p> <p>Auxiliaries provided aid to veterans, active-duty military, and their families in all 50 states.</p> <p>The majority of Auxiliaries took part in written and military public awareness and prevention education.</p> <p>Thousands of Auxiliaries nationwide participated in or sponsored events or projects for active-duty troops and their families.</p>	<p>Amount spent by Auxiliaries on all hospital projects and items.</p> <p>\$2.9 MILLION</p> <p>841,025 Number of hours served in VA medical centers, hospitals, nursing homes and veterans homes.</p> <p>2,765 Number of Auxiliaries that hosted or sponsored events at VA medical centers, hospitals, nursing homes and veterans homes.</p> <p>60,063 Number of Auxiliary members who volunteered for the Hospital Program.</p>

