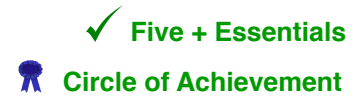




THE ESSENTIALS

Guidelines for a Healthy Auxiliary—Department of Kansas

July 2025—June 2026



What Your Auxiliary Needs to Do:		Deadline:	Completed:
	Installation Report sent to Department Secretary and input into MALTA. (Sec. 806A)	June 30	
	Auxiliary Officer & Program Chairmen Roster Due to Department Secretary	July 15	
	Offices of President and Treasurer bonded. (Sec. 814) ✓	July 31	
	1 st Annual Membership dues—membership drive, members contacted or notices sent	August 1	
	EVENT — National Convention held in Columbus, Ohio	August 8–13	
	EVENT — Department School of Instruction Arkansas City, KS	August 22-24	
✓	Audit report for period April 1 thru June 30 (Sec. 814)	August 31	
	Buddy Poppies ordered for Fall distribution	September 15	
	District Per Capita (dues) paid to District Treasurer (Sec. 506) Along with Health & Happiness (Based on June 30 membership of prior year)	September 30	
	EVENT — District School of Instruction/Fall Conference ?	****October	
	Voice of Democracy & Patriots Pen student entry deadline to Auxiliaries for judging	October 31	
	Voice of Democracy & Patriots Pen entry deadline Auxiliary to District for judging	November 10	
	990N (e-Postcard) completed & copy of Accepted receipt sent to Department Treasurer Dept Treasurer Jeanette will gladly file for you BUT YOU must contact her and ask her to file it.	November 15	
	2 nd Annual Membership – membership drive, members contacted or notices sent	November 15	
✓	Audit report for period July 1 thru September 30 (Sec. 814)	November 30	
	Dues paid for all Auxiliary Officers, Elected and Appointed	November 30	
	EVENT — Department Mid-Winter Conference ?	*****January	
	Endowment applications to VFW Department HQ for judging	February 01	
✓	Dues paid on at least ten (10) members (Sec. 207).	February 1	
	3 rd Annual Membership – membership drive, members contacted or notices sent	February 15	
	Continuing Education applications to National HQ	February 15	
✓	Audit report for period October 1 thru December 31 (Sec. 814)	February 28	
	Election of Delegates/Alternates to District Convention (Sec. 303 not less than 10 days prior to Dist Convention)	*****March	
	Buddy Poppies ordered for Spring distribution	March 15	
	Program reports to Department & District Chairmen (Sec. 810A) Auxiliary must complete at least one (1) project, activity or donation that benefits Veterans	March 31	
	Patriotic Art and Illustrating America deadline for student entries to Auxiliaries for judging	March 31	
	Patriotic Art and Illustrating America entries to District for judging (send to Dept if no Dist judging)	April 15	
	EVENT — District Convention	*****April	
✓	Election of Officers (Sec. 804A) (regular business meeting in April)	*****April	
	Election of Delegates/Alternates to Department Convention (Sec. 303) (not less than 30 days prior to Department Convention) 1 per 30 Members Election of Delegates/Alternates to National Convention (Sec. 305) (regular business meeting in April Not Accepted BEFORE 4/1, nor AFTER 5/31) 1 per 35 Members	*****April	
	Auxiliary at 98% Current Membership (minimum)	May 15	
✓	Audit report for period January 1 thru March 31 (Sec. 814)	May 31	
✓	Installation of Auxiliary Officers	May 31	
	EVENT — Department Convention Topeka, KS	*****June	
✓	Held at least 10 business meetings per year (Sec. 210), with a quorum present at each meeting. (Sec. 212)	June 30	

(Sec.###) refer to Podium Edition Bylaws and Ritual

Rev. May 2025/kbb/djh