



# CHIEF OF STAFF EXTENSION & REVITALIZATION MENTORING FOR LEADERSHIP



Tessa Butcher  
906 E 4<sup>th</sup> St, Newton, KS 67114  
316-871-9637 [butchert@hotmail.com](mailto:butchert@hotmail.com)

## OCTOBER 2024

You've probably heard at some point in time the phrase "Healthy Auxiliary." But what does that mean? There are a set of guidelines that have been established to help keep your Auxiliary on track such as:

- \*Auxiliaries should have at least 10 meetings per year between July 1 and June 30.
- \*Dues should be paid on at least 10 members on or before February 10.
- \*Approved quarterly audits submitted on time by Trustees.
- \*Officers elected, installed & submitted to National Headquarters by June 30.
- \*Offices of President & Treasurer must be bonded by August 31.

But these are not the only things that go into making sure your Auxiliary is "Healthy." Let's take a look at some other ideas on how to improve the health of your Auxiliary:

- \*Send out dues' notices to members.
- \*Report deceased members in a timely manner to keep membership records clean.
- \*Make sure District Dues are paid by September 30<sup>th</sup>.
- \*IRS E-Postcard submitted & **accepted** and report made to Department Treasurer of **accepted** status by November 15.
- \*Talk about National Programs during your Auxiliary meeting. Vote on projects to complete or donations to make and make sure to get those recorded in the minutes.
- \*Report in a timely manner the projects that your Auxiliary has voted on and completed.
- \*Purchasing current Bylaws & Ritual book.
- \*Utilize resources available to mentor our Auxiliary brothers and sisters. Prepare them for wanting to take on leadership roles in the future as either an officer or a chairman.

[www.vfwauxks.org](http://www.vfwauxks.org)

[www.vfwauxiliary.org](http://www.vfwauxiliary.org)

[Member Resources \(vfwauxiliary.org\)](http://www.vfwauxiliary.org)

Podium Edition Bylaws & Ritual Book

Building on the VFW Auxiliary Foundation: Guidebooks for Officers, Chairmen & Members

2024-2025 National Program Book

\*Attend specialized training sessions at Department & District Meetings. Hold a condensed version during an Auxiliary meeting. Training can be on anything!

Review a topic from the Foundations Guidebook

MALTA Training

Navigation of the Department of Kansas Website

How to submit an online report

Quick scavenger hunt of the Bylaws

\*Make sure **every member** has the chance to suggest ideas and be heard at meetings.

I hope everyone has a wonderful District Fall Conference and remember; we are here to help! Please don't hesitate to reach out if you have any questions or concerns.