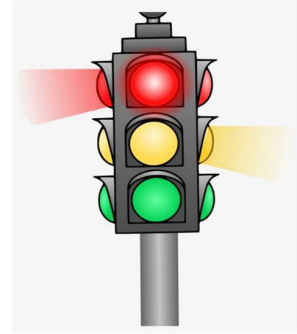


CHIEF OF STAFF EXTENSION & REVITALIZATION MENTORING FOR LEADERSHIP



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316-871-9637 butchert@hotmail.com

DEPARTMENT OF KANSAS PROGRAM 2024 – 2025

First and foremost, I'd like to thank Marsha for asking me to be her Chief of Staff this year. I'm looking forward to working with her, the District line officers and the Auxiliaries to make sure that we all have the very best year possible!

Extension & Revitalization along with Mentoring for Leadership are vital programs for the continued success of our organization. As both programs utilize several of the same resources and provide the guidance & training necessary for the revitalization of our Auxiliaries, it's fitting that they have come back together for the 2024 – 2025 program year. This year, as we work together with our Department, District & Auxiliary officers, *"from our roots to our branches"* that have been planted and established in the past, we will continue to grow and develop so that we are able to *"extend service to our veterans"*, active-duty military, their families and our communities.

One of the key focus points this year will be on maintaining & strengthening current Auxiliaries by utilizing tools available to us through MALTA Member Resources and the Department of Kansas website. Some of these tools include the Healthy Auxiliary Toolkit, Building on the VFW Foundations Guidebook, VFW Auxiliary Podium Edition: Bylaws & Ritual, Sunflower Express and the Department and National Program books. One of the things that the District Presidents will be assisting with this year, is helping us to identify if there are any red or yellow flags within Auxiliaries. During official visits, they will be looking to make sure that your Auxiliary has completed the 5 essentials to be classified as a "Healthy Auxiliary". If they deem that your Auxiliary has not met the 5 essentials as outlined by National, your Auxiliary may be assigned a mentoring team or be placed on suspension. Being placed on suspension or having a mentoring team assigned are not meant to be seen as being negative but will provide encouragement, ideas and solutions to get your Auxiliary back on track to achieving that "Healthy Auxiliary" status.

Another point to the program this year is presenting to bachelor posts' to establish new Auxiliaries. There are many benefits to having an Auxiliary, including increased participation in programs, teaching patriotism to youth and the community, increased legislative support for possible action and increased membership, just to name a few.



The last part of this program is Mentoring for Leadership. We will be utilizing the VFW Auxiliary Foundations Guidebook a lot this year to focus on duties of the officers within the organization. This will help ensure that our members are prepared to take on leadership roles in the future. Some people are natural born leaders; others grow into the role through experience. We will

promote the C.A.R.E. Concept (Catch, Ask, Remember & Engage) to better interact with our members. It's important to catch them when first joining the Auxiliary and speak to them about what their interests are. Follow up by making sure that they are invited to participate in events which they find enjoyable. Being actively involved in this organization will help increase our chances of obtaining new members and maintaining our current ones.



This year, I'd like to see each Auxiliary establish a team of 2 or 3 mentors that can sit with new members at meetings. Remember what it was like when you first joined the auxiliary. I know that if I hadn't had the mentors I did and had just been left alone at the meeting, there's a good chance that I may have never returned. Having those mentors to explain about our Auxiliary traditions and verbiage used during the meeting went a long way in helping me feel welcomed and I know that it will for our newer members too.

Henry Ford said, "Coming together is a beginning, staying together is progress, and working together is success."

"Remember, Respect, Honor" – Anyone can become a Mentor.



There is 1 National Award this year for the Chief of Staff program – which has been included for your reference. The goal this year is education on officer duties to ensure the future of the VFW Auxiliary. The deadline for nomination is April 30, 2025.

There will be 2 Department awards given this year.

The first is to each Auxiliary that achieves a "Healthy Auxiliary" status. The "Healthy Auxiliary" citations will be given to the District Presidents at the Department Convention in June to be handed out.

The 2nd award will be for those individuals that you feel have stepped into the role of mentor. Please type a 300-500 word essay on who you think has stepped into the role of mentor and return it to me by March 31, 2025.

Thank you for all you do to help ensure the success of your Auxiliaries and our Department. I look forward to working with all of you for the continued support of our veterans, active-duty military, their families and our communities.

Thank you.

EXTENSION AND REVITALIZATION REPORT 2024 – 2025
YOUR AUXILIARY IS ENCOURAGED TO REPORT AFTER EACH PROJECT'S COMPLETION.
ALL REPORTS MUST BE SUBMITTED BY MARCH 31, 2025.

District #: _____ **Auxiliary #:** _____ **Auxiliary City:** _____ **Date Submitted:** _____
Submitted by: _____ **Phone and Email of submitter:** _____

#1. Did your Auxiliary receive a Healthy Auxiliary Certificate? Yes _____ No _____
Hours worked: _____ Dollars Spent: _____ Value of Goods/Services Donated: _____
Date of Activity: _____ # of Members Participating: _____ Description of project: _____

#2. Did your Auxiliary participate in any Other activity relating to the Extension & Revitalization Program?
Hours worked: _____ Dollars Spent: _____ Value of Goods/Services Donated: _____
Date of Activity: _____ # of Members Participating: _____ Description of project: _____

Send this form to: Tessa Butcher, 906 E 4th, Newton KS 67114, or butchert@hotmail.com
Send one copy to your District Chairman. Keep one copy for your Auxiliary files.



Extension & Revitalization

National Program Award

2024-2025 Nomination Form

Award for Department Chief of Staff

1. "Outstanding Chief of Staff" \$25 VFW Store gift certificate to the Outstanding Chief of Staff in each of the 10 Program Divisions for the best promotion of mentoring and/or training to educate their VFW Auxiliary members on the duties of the Officer roles to ensure the future of the VFW Auxiliary.

The completed nomination form must be sent to the National Chief of Staff Betty Arnold by April 30, 2025 for judging.

Nominee/Department Chief of Staff: _____

Department of: _____ Program Division: _____

Describe the mentoring and/or training promotion to educate their VFW Auxiliary members on the duties of the Officer roles to ensure the future of the VFW Auxiliary. (E.g., flyers, brochures, social media posts, newsletters, e- newsletters, handouts, photos, links to videos, etc.)

Nominator: _____ Date: _____

Nominator email: _____ Phone: _____

Forms sent to VFW Auxiliary National Headquarters will not be processed or forwarded.



REMEMBER

RESPECT

HONOR

2024-2025

RESOURCES FOR EXTENSION/REVITALIZATION/MENTORING FOR LEADERSHIP

- ❖ GOOD JOB AWARD
- ❖ AUXILIARY MEETING CHECKLIST FOR THE PRESIDENT
- ❖ HEALTHY AUXILIARY CHECKLIST TO-DO'S AND DEADLINES
 - ❖ MEETING CHALLENGES & SOLUTIONS
 - ❖ MEMBER QUESTIONNAIRE
 - ❖ SAMPLE MEETING AGENDA

WEBSITES

[CHIEF OF STAFF / EXTENSION - \(vfwauxks.org\)](http://vfwauxks.org)

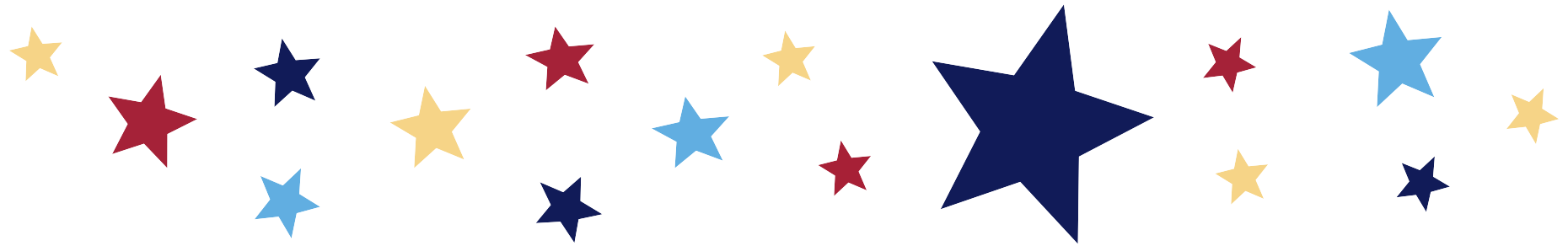
[Member Resources \(vfwauxiliary.org\)](http://vfwauxiliary.org)

The Member Resources section will have the documents listed above as well as the following:

- ❖ 2024 – 2025 NATIONAL PROGRAM BOOK
- ❖ PODIUM EDITION BYLAWS AND RITUAL
- ❖ BUILDING ON THE VFW AUXILIARY FOUNDATION GUIDEBOOKS

FORMULATION OF NEW AUXILIARIES

- ❖ STARTING A NEW AUXILIARY
- ❖ TOP 10 REASONS FOR YOUR POST TO HAVE AN AUXILIARY
- ❖ WHY HAVING AN AUXILIARY CAN BOOST YOUR POST



VETERANS OF FOREIGN WARS AUXILIARY

Good Job Award

presented to

Thank you for an outstanding job in supporting
the programs and goals of the VFW Auxiliary!

UNWAVERING SUPPORT



FOR UNCOMMON HEROES™

AUXILIARY REPRESENTATIVE

DATE





The Checklist:

What the Auxiliary President needs for a meeting

- Current Podium Edition of *Bylaws, Ritual and Booklet of Instruction*
- National Program Book (available for download in MALTA/Member Resources)
- Department Program Book
- Current year's Department General Orders (if applicable)
- Order of Business/Agenda prepared with the assistance of Secretary and Treasurer prior to meeting
- Chairman Reports to be distributed prior to meeting
- Arrive early to check that the room is prepared for meeting:
 - Charter
 - Gavel
 - Altar Cloth
 - Bible
 - Flag stands properly placed
- Start and end the meeting as scheduled.
 - A clock on the podium will help achieve the suggested one hour time. Hint: Set a timer!



Healthy Auxiliary Checklist Auxiliary To-Dos and Deadlines

What Your Auxiliary Needs to Do:

Deadline:

Election of Officers, and Delegates and Alternates.

- April 30

Installation Report forwarded to Department and National Headquarters.

- June 30

Bond Application submitted for offices of President and Treasurer bonded with an indemnity company authorized by National Headquarters or the Department.

- August 31

Last quarterly audit and membership status of the VFW Auxiliary given to the Post Commander.

- Within 30 days of assuming the office of President

District Dues - Based on June 30 membership of prior year. (If applicable.)

- September 30

Audit Reports

Period 1/1 – 3/31 completed by 4/30

Period 4/1 – 6/30 completed by 7/31

Period 7/1 – 9/30 completed by 10/31

Period 10/1-12/31 completed by 1/31

- Approved Audit to Department Treasurer
Period 1/1 – 3/31 due by 5/31
Period 4/1 – 6/30 due by 8/31
Period 7/1 – 9/30 due by 11/30
Period 10/1-12/31 due by 2/28

Project, promotion and/or donation in National Programs. See the National Program Book for goals, awards and more information.

- See the National Program Book and your Department Program Book for deadlines.

Minimum of ten members paid in order to maintain charter.

- February 1 of the current year

Hold at least ten business meetings per year.

- Between July 1 and June 30

VFW Auxiliary Meeting Challenges & Solutions



Challenge

Members do not know when the meeting is scheduled.

Solution

The day of the month, time and location of the meeting is voted on and approved by the members. The presiding Officer closes the Auxiliary business meeting with "The next business meeting will be..."

Other suggestions for contacting members are telephone calls, email, newsletters or postcards. If your Post and/or Auxiliary has a website, display this information front and center. Consider a Facebook page for your Auxiliary, an excellent (and FREE!) way to inform members and increase public awareness.

Our meetings are too long.

A prepared Order of Business/Agenda can help a meeting start and end on time. Business that can be transacted formally, such as making a motion and voting, keeps distractions at a minimum. If an event requires more discussion, invite members to stay after the business meeting for further discussion within.

Have a white board or separate piece of paper to create a "Parking Lot" to hold issues that need to be discussed in depth later. This will table an issue and keep the meeting focused on the business at hand.

Consider the option of a roundtable or contemporary meeting. See the Ritual for guidelines.

Auxiliary Officers who know their roles and duties beforehand will also help the meetings run smoother.

There is no agenda.

The Ritual provides detailed outlines for conducting an official Auxiliary meeting. Prior to the meeting, the Auxiliary President can meet with the Secretary and Treasurer to draw up an agenda containing projects to be discussed, motions to be voted on and any other business. A written agenda will keep the meeting on track as the President moves efficiently through the unfinished and new business.

Challenge

There is too much socializing.

Certain members speak too many times.

Members see no reason to come or do not feel needed or involved.

We do not seem to get anything done for our veterans.

There is lack of respect for other members and too much gossip.

Solution

If socializing is an important part of your Auxiliary meeting, reserve a half hour prior to or a half hour following the scheduled meeting for socializing. A designated social time allows the new and seasoned members to get acquainted, share ideas and enjoy one another's company. Scheduling social time fills this need while being courteous to members who prefer to attend meetings for the business session only.

Leadership of the President can help with membership participation. Encourage members to express their views while being respectful of everyone's input. Limit conversation to the topic at hand.

Increase involvement by asking members to attend. During an Auxiliary function is the perfect opportunity to ask a member to participate or provide them with a "job." It feels good to be needed. Mentor a new member – offer to pick them up for a meeting or an event. Your personal contact will make a difference. An Auxiliary newsletter or email are other communication tools to request volunteers. Each member has their own special talents; encourage and utilize their contributions.

Our twelve National VFW Auxiliary Programs have veterans, their families and member-driven objectives. Educating members on these Programs will create awareness and enthusiasm toward Program goals. Auxiliary Chairman promotions and projects help provide Program awareness and participation. Two communication tools available to all members are the e-newsletter with sign-up through the National VFW Auxiliary website and the VFW Auxiliary Programs Blog, which allows all members to read the latest information and ideas from the National Ambassadors in regard to their Programs.

A good leader will set the dynamic of the meeting. Effective leadership techniques and a positive manner from the Officers and Chairmen will help alleviate the negative. Being diplomatic and fair to each member's comments and/or concerns is key.



Health Checkup for Your Auxiliary Member Questionnaire

1. Why are you a member of the VFW Auxiliary? _____

2. Do you volunteer for, or offer financial support to, any of the twelve (11) National Programs: Veterans & Family Support; Americanism; Auxiliary Outreach; "Buddy"® Poppy & VFW National Home; Extension & Revitalization; Historian & Media Relations; Hospital; Legislative; Membership; Scholarships and/or Youth Activities?

YES **NO** (circle one)

3. If you answered "YES", to question #2, what do you do and why? _____

4. If you answered "NO" to question #2, please share the reason why. _____

5. Do you feel our National Programs benefit our local veterans, their families and our own members?

YES **NO** (circle one)

6. If you answered "YES", to question #5, what do you do and why? _____

7. If you answered "NO" to question #5, please share the reason why. _____

8. Are there activities you would like to see in this Auxiliary? _____

9. Is the monthly business meeting conducted at a time that is suitable for you?

YES **NO** (circle one)

If not, what time would you like to see the meeting scheduled? _____

10. Is the monthly meeting length appropriate for the business conducted?

YES **NO** (circle one)

11. Do you have ideas on how to increase meeting attendance? _____

12. What do you feel would bring new members into our organization? _____

13. Where do you see the VFW Auxiliary ten years from now? Will you still be a part of it? _____

Sample VFW Auxiliary Meeting Agenda

Auxiliary Name

Date

*** Please silence your cell phones**

*** 1 rap**

1. Opening according to Ritual (p.____)
2. Introduction of National and/or Department Officers
3. Reading and Referring of Applications for Membership
4. Report of Investigating Committee
5. Voting on Candidates
6. Initiation (Optional)
7. Presentation of Minutes of Previous Meeting
(approved – will stand approved as read..... will stand approved as corrected)
8. Reading of Official and Other Communications
9. Treasurer’s Report of Previous Meeting (any discussion – will be filed subject to audit)
10. Presentation of bills
11. Introduction of Guests (non-Auxiliary members)
12. Reports of Committees, Standing and Special
13. Unfinished business
14. New business
 - Reminders
 - Guests to speak
15. Report of Trustees and Action Thereon (audit report – needs a motion)
16. Suggestions for the good of the order
17. Closing ceremonies (p.____)

It has been moved and seconded that.....

- Discussion
- In favor – “Aye”
- Opposed – “No”

Motions made at this meeting	Made by	Second by	Approved

Donations	To	For	Amount

Reports from Program Chairmen – Information To Be Added To Year End Report	



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

Need Help?

Why having an Auxiliary can boost your Post.



VFW Auxiliary

Does your Post...

- Want to increase membership and participation?
- Want to win more Department and National awards?
- Want to involve your community in more of your events?
- Want to offer more meals to the public?
- Want to serve more veterans, active-duty service members and their families?



VFW Auxiliary

A VFW Auxiliary can help!





VFW Auxiliary

What an Auxiliary can do for YOU...

- Open the doors to new members.
- Help with family-oriented events.
- Help spread the word on scholarship programs.
- Offer valuable assistance for event preparation.
- Assist with “Buddy”[®] Poppy Drives.
- Boost the Post’s visibility in the community by being involved in more local activities and events.



VFW Auxiliary

By the Numbers...

What the Auxiliary did collectively in 2021-2022:

- \$2.2 million in total monetary aid to support veterans, active-duty military and their families.
- 250,000 volunteer hours in VA and non-VA medical facilities.
- Made 53,645 legislative contacts made to help pass or block important bills.
- Worked with more than 194,322 youth.
- Presented 336,487 United States Flags.



VFW Auxiliary

How does a Post start an Auxiliary?

- Announce to all Post members in writing at least 20 days prior to the meeting where and when the vote to form an Auxiliary will occur.
- 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.
 - If the vote is YES, then contact the Department President.
- The Department President will assign an Auxiliary Organizer who will work on obtaining the required number of charter members (15) and filling out necessary paperwork.



VFW Auxiliary

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.



VFW Auxiliary

How long does it take to start?

- From the time your Post votes to have an Auxiliary, it could take anywhere from two (2) to four (4) months to get an Auxiliary up and running.
- Hint: It takes less time for an Auxiliary to start helping your Post if there are already interested potential members before you vote!



VFW Auxiliary

What else do we need to know?

- A VFW Auxiliary can be the best asset a Post has ever had.
- Many hands make light work.
- VFW Auxiliary members are extremely passionate about helping veterans, active-duty service members and their families.
- **We WANT to help the Post and its members!!!**



VFW Auxiliary

Contact us to get started!



Unwavering Support for Uncommon Heroes[®]