

**THE DEPARTMENT OF KANSAS
VFW AUXILIARY**



**2023 - 2024
FORMS BOOK**

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CIRCLE OF ACHIEVEMENT 2023-2024



This year I plan to continue the Circle of Achievement for Auxiliaries, which was introduced 2 years ago. To qualify for the Circle of Achievement Award you must meet the following criteria:

1. **Installation Reports** for 2023-2024 must be submitted by **June 30, 2023**.
2. Your President and Treasurer must be **BONDED NO LATER THAN 8-15-2023**
3. Your **Auxiliary Roster** must be completed and turned into Janice Criswell by **8-15-2023**
jcriswell@vfwauxiliary.org
4. Your Auxiliary is encouraged to report real time as projects are completed, but, not less than twice a year (11-30-2023 and 3-31-2024) on the following programs: Veterans & Family Support, Hospital, Buddy Poppy/National Home

Auxiliaries are also required to submit at least one report on or before 3-31-2024 on the following programs: Auxiliary Community Outreach, Scholarship, and Americanism

I would hope that each Auxiliary would choose to work all the programs, but the following are by choice: Historian/Media Relations, Legislative, Membership, Mentoring for Leadership, Youth and Extension/Revitalization

5. Your **Auxiliary Officers** must have their **dues paid NO later than December 31, 2023**.
6. Your Auxiliary must obtain at least **97% Current Membership by May 15, 2024**, and you must have recruited the following number of New Annual, New Life or Rejoined members based on your total membership as of 6-30-2023.

10-100	2
101-200	3
201-300	4
301 and up	5

CIRCLE OF ACHIEVEMENT-CONT.

7. Your Auxiliary must attend Department and District meetings. This means that one of the following: your President, Sr. Vice, Jr. Vice, Secretary, or Treasurer along with at least one other member must attend the following:

Department School of Instruction

District School of Instruction

One Department Meeting

One District Meeting

**The last meeting can be your choice of a Department or District meeting. If OFFERED, Zoom meetings will count, if you are attending at least one full day or session.

**I will offer a MULLIGAN (second chance) should you miss one, you will have the chance to make it up. If your District offers a Mid Winter meeting or a Coffee Tour it will count as attending one meeting of your choice, District or Department.

8. The first set of meeting minutes will be given to the District President at the time of your official visit. The second set should be from the following time period December 2023 through March 2024. They **MUST** be sent to Janice Criswell **NO later than April 15, 2024.**

jcriswell@vfwauxiliary.org

PROGRAM REPORTING

2023-2024 MONTH	AMERI CANISM	AUX. OUTREACH	BP /NH	HISTORIAN & MEDIA	HOSPITAL	LEGIS LATIVE	MEMBER SHIP	MENTOR ING	SCHOLAR SHIP	VET & FAM SUPPORT	YOUTH	EXTENSION/ REVITAL
Jul-23												
Aug-23												
Sep-23												
Oct-23												
Nov-23												
Dec-23												
Jan-23												
Feb-23												
Mar-23												
Apr-23												
May-23												

**** REMEMBER****

**EACH AUXILIARY IS ENCOURAGED TO REPORT REAL TIME AS PROJECTS ARE COMPLETED, BUT NOT LESS THAN TWICE A YEAR (11-30-23 AND 3-31-24)
ON THE FOLLOWING PROGRAMS: VETERANS & FAMILY SUPPORT, HOSPITAL, AND BUDDY POPPY/NATIONAL HOME**

**AUXILIARIES ARE ALSO REQUIRED TO SUBMIT AT LEAST ONE (1) REPORT ON OR BEFORE 3-31-24 ON THE FOLLOWING PROGRAMS:
AUXILIARY COMMUNITY OUTREACH, SCHOLARSHIP, AND AMERICANISM**

THE FOLLOWING PROGRAMS ARE BY CHOICE: HISTORIAN/MEDIA, LEGISLATIVE, MEMBERSHIP, MENTORING FOR LEADERSHIP, YOUTH, EXT/REVITALIZATION

2023-2024
OFFICIAL VISIT FORM
VFW AUXILIARY – DEPARTMENT OF KANSAS

Instructions to District Presidents or their Representative for Official Visits: 1.) Ensure that a quorum is present. If a quorum is **NOT** present, the Official Visit **MUST** be re-scheduled. 2.) Date and sign all books of **BOTH** the Secretary and Treasurer. 3.) Obtain the signature of the Auxiliary President on this form and give a completed copy to him/her. 4.) Send a copy of the completed Official Visit form to the Department Secretary, Janice Criswell (jcriswell@vfwauxiliary.org), Department Chief of Staff, Kristi Meid (jkmeid@live.com), and the Department President, Mike McCandless (mikevfw@yahoo.com). 5.) Retain a copy for the District President files.

DISTRICT: _____ AUXILIARY #: _____ AUXILIARY NAME: _____
DATE OF VISIT: _____ ADDRESS OF AUXILIARY: _____
NUMBER OF DUES PAID AS OF THIS VISIT: _____ MEMBERSHIP AS OF JUNE 30, 2023: _____

	Question	Yes	NO	If NO, list corrective action taken or needed
1.	Has the current Installation Report been sent to Department and National Secretaries? Date Installation Report sent or entered into MALTA: _____			
2.	Are the offices of the President and Treasurer bonded? By Whom: _____ Expiration Date: _____			
3.	Have the President, Secretary or Treasurer changed since Installation? If so, has the change been reported to the District, Department & National Secretary?			
4.	If the President, Secretary or Treasurer has changed, has a new 8822B form been filed with the IRS?			
5.	Does the Auxiliary hold a monthly business meeting? Average attendance: _____			
6.	Are Department Communications (email, letters, etc.) read at meetings?			
	PERTAINING TO THE OFFICES OF PRESIDENT, SECRETARY AND TREASURER			
7.	Does the President follow the Order of Business in accordance with the current Ritual?			
8.	Is the President's Message and General Orders read from the <i>Sunflower Express</i> during meetings?			
9.	Does the President distribute the program information from the <i>Sunflower Express</i> to Chairmen and members?			
10.	Are the Secretary's books kept according to the Booklet of Instructions & the <i>Building on the VFW Auxiliary Foundations</i> Guidebook?			
11.	Is a copy of the bond for President & Treasurer incorporated into the Secretary's book?			
12.	Is the Treasurer's Report incorporated into the Secretary's book?			
13.	Is the Audit Report incorporated into the Secretary's book?			
14.	Is there a motion in the minutes (standing or otherwise) in the Secretary's book for all monies disbursed by the Treasurer?			
15.	Are the Treasurer's books kept according to the Booklet of Instructions, the Treasurer's Guide & the <i>Building on the VFW Auxiliary Foundations</i> Guidebook?			
16.	Has the Treasurer filed the Auxiliary's e-postcard (990N) and forwarded a copy of the acceptance letter to the Department Treasurer, due NO LATER than November 15 th ? Year on latest acceptance letter: _____			
	PERTAINING TO THE TRUSTEES			
17.	Do the Trustees review and sign all bills to be paid?			
18.	Are the books of the Secretary & Treasurer audited according to Bylaws?			
19.	Are all funds audited by the Trustees? (Ex: kitchen, bingo, CD's, other investments, etc.).			
20.	Are all books, statements and audit forms signed by the Trustees performing the Audit?			
21.	Is the Quarterly Audit read by a Trustee and acted upon at the meeting which it's presented?			
22.	Are the Quarterly Audits approved prior to being mailed to the Department Treasurer as required per Bylaws Section 814?			
	PERTAINING TO DUTIES OF CHAIRMEN			
23.	Have Chairmen been appointed to correspond with ALL 11 National & Department Programs?			
24.	Do Chairmen give summaries of program information from National & Department Program Chairmen at each meeting?			

Signature of District President/Assigned Officer

Signature of Auxiliary President

1. On a scale of 1 to 10 (with 1 being the lowest and 10 being the highest) how would you rate this Auxiliary and why? Do you consider the Auxiliary to be in GOOD WORKING ORDER? Please give honest, unbiased answers to this question. Please use additional paper as needed.

2. Does the Auxiliary have any questions, comments, or concerns? Is there anything that they would like to have additional training or information on?

3. Has the Auxiliary sent dues notices? If so, what method was used (MALTA letters, their own letters, postcards, email)? If not why?

4. Do members understand Auxiliary traditions, i.e. Attention, Parade Rest, Raps of the Gavel, Making a Motion? Please comment

5. Did this Auxiliary attend any Department meetings in the last year? Yes ___ No ___ if YES what ones?

6. In what ways does the Auxiliary meet the needs of the Community?

7. What is the working relationship like between the Post and the Auxiliary? Do they work together on events?

8. Does the Auxiliary have anything upcoming at which they would like Department Representation? Yes ___ No ___
What is the event and when?

9. Please identify the additional programs that the Auxiliary will work besides the required 6 for Circle of Achievement

VFW Auxiliary Acronyms and Common Terminology



ACH (Automated Clearing House) – Electronic funds-transfer system that enables electronic transfers of money in the United States. The ACH network acts as a financial hub and helps people and organizations move money from one bank account to another. ACH transactions consist of direct deposits and direct payments, including business to business transactions, government transactions and consumer transactions. (source: Investopedia.com)

Ambassador – The National Ambassadors are appointed annually by the National President. The Ambassadors communicate and promote National Program goals to Department (state) Chairmen and the membership at large.

Attention – Physical position of standing with hands at side, head up with eyes looking straight ahead.

Auxiliary – The local unit of the VFW Auxiliary organization; also, the shortened term for all levels of the organization.

Booklet of Instructions – Yellow pages within the Podium Edition: Bylaws and Ritual; a manual of internal policy and procedures for the Auxiliary (all levels).

Bylaws – The Auxiliary's rules and procedures. The Bylaws include the purpose of the Auxiliary, membership criteria, how Delegates are elected, the duties of Officers at all levels of the Organization, information on the Organizational image and the discipline of members, among other topics. Available for purchase from the VFW Store. The *VFW Auxiliary Podium Edition* e-book may be purchased online at Amazon.com and BarnesandNoble.com.

COE (Circle of Excellence) – A premier group of Department Presidents who have proven their leadership. The program replaced the former Outstanding Department President awards and gives every Department President the opportunity to achieve National recognition for their hard work. When a Department President achieves the Circle of Excellence, they remain in the Circle forever.

COA – Department Level (Council of Administration – Department Level) – The Council of Administration approves the Department budget and the audit of the Auditing Committee, proposes and approves expenditures outside Department Standing Rules, Budget and Bylaws, and represents, in all matters, the Department Convention in the interval between its sessions.

The Council of Administration of a Department consists of the Department President, Senior Vice-President, Junior Vice-President, Secretary, Treasurer, Chaplain, Conductor/Conductress, Guard, Chief of Staff, District Presidents and the four immediate Past Department Presidents. (In Departments without a District, Auxiliary Presidents are on Council.)

Continuing Education – The VFW Auxiliary's scholarship contest for students ages 18 and older. The contest is open only to current VFW Auxiliary members, their spouse, son or daughter.

County Council – When five (5) or more Auxiliaries have been organized in a geographic county, the Department Council of Administration may approve and supervise the organization of a County Council. There are only a half dozen or so nationally. *The VFW determines if a Department has County Councils.*

Delegate – An Auxiliary member elected annually by fellow members to represent their Auxiliary at the District, Department or National Conventions.

Department – The VFW Auxiliary National Organization is organized into 50 Departments, with one representing each of the 50 states. The Department is the liaison between National Headquarters and Auxiliaries, County Councils and Districts and relays information to all levels.

District – Geographic area within a Department. Districts are liaisons between Auxiliaries and Departments and relay information to both. *The VFW determines District boundaries.*

EIN (Employer Identification Number) – A nine-digit number assigned by the IRS used to identify the tax accounts of employers and certain others who have no employees. An EIN is needed to open a checking account in the name of the Auxiliary.

EFT (Electronic Funds Transfer) – A transaction that takes place over a computerized network, either among accounts at the same bank or to different accounts at separate financial institutions. EFTs include direct-debit transactions, wire transfers, direct deposits, ATM withdrawals and online bill pay services. Transactions are processed through the Automated Clearing House (ACH) network, the secure transfer system of the Federal Reserve that connects all U.S. banks, credit unions and other financial institutions.
(source: investinganswers.com)

Floor Work – Ritualistic movements performed on the floor during a traditional or contemporary Auxiliary meeting at all levels. Floor work is not done during a roundtable meeting.

Get Excited for the Red, White and Blue! – The VFW Auxiliary's national anthem singing contest for youth in grades K-12.

Health & Happiness (H&H) Fund – The Health & Happiness fund supports families living at the VFW National Home for Children as well as those facilities built by the VFW Auxiliary.

Salute

Heart Salute – When salute is used, members of the Auxiliary who are not veterans shall rise, face the Flag and salute the Flag by placing the palm of the right hand over the heart.

Military Salute (veterans) – When salute is used, members of the Auxiliary who are veterans may salute the U.S. Flag during the ceremony of hoisting or lowering the Flag or when the Flag is passing in review. In addition, a Military Salute may be used during the Pledge of Allegiance and the playing of the National Anthem. The Veterans of Foreign Wars and VFW Auxiliary encourage all veterans to render a salute under these circumstances regardless of their headgear or lack of headgear.

Illustrating America - The VFW Auxiliary's art contest for students in grades K-8.

National District Council – The National District Council is comprised of Auxiliary members that are elected by the Department(s) (state(s)) they represent and serve a single two-year term. The 29-member Council (plus National Line Officers, the National Secretary-Treasurer, National Chief of Staff and four Past National Presidents) is the ruling body between National Conventions and the Council members are the voice of the members from the Department(s) they represent. The Council functions similarly to a board of directors or a board of trustees.

Official Visit – Official Visit by a District President or person assigned by the Department President to an Auxiliary. The District President/person assigned is to ensure that the Offices of the President and Treasurer are bonded, the installation report has been submitted to Department and National Headquarters, and is to review and sign both the books of the Secretary and Treasurer, among other duties. The Department President may assign themselves.

Parade Rest – The physical position of moving the left foot slightly to the side while bringing the arms to the small of the back. The left thumb is placed in the palm of the right hand. The head is bowed slightly during the prayer.

Patriotic Art – The VFW Auxiliary's Young American Creative Patriotic Art Contest for students in grades 9-12.

PDP – Past Department (state) President; one who has served the Organization as Department (state) President.

Per Diem – A daily allowance for expenses; a specific amount of money the Auxiliary gives an individual to cover expenses when traveling for Auxiliary business.

PNP – Past National President; one who has served the Organization as National President.

PP or Pat's Pen – The VFW's Patriot's Pen youth essay contest for students in grades 6-8.

Program – Outline of resources designed to bring needed services, information and assistance to veterans, active-duty service members and their families, and our communities. The National Organization has 12 Programs: Americanism; Auxiliary Community Outreach; "Buddy"® Poppy & VFW National Home; Chief of Staff & Extension; Historian & Media Relations; Hospital; Legislative; Membership; Mentoring for Leadership; Scholarships; Veterans & Family Support; and Youth Activities.

Project – A task or event within a Program.

PSA (Public Service Announcement) – A message broadcast or published by the media at no charge. PSAs must include information that raises social or community awareness of a topic or event; it doesn't just promote the Auxiliary's image in the community. Many PSAs are about health, safety and scholarship issues.

Ritual – Activities unique to the Auxiliary, including how meetings are conducted, officer installations and special ceremonies, including the member initiation and memorial service.

SOI (School of Instruction) – A training event put on by a Department or District near the start of each Program year.

VAVS (Veterans Affairs Voluntary Service) – The VFW Auxiliary participates in the government-run program Veterans Affairs Voluntary Service. Along with the VFW, the VFW Auxiliary is a charter member of this VHA program, which began in 1946. The Veterans Affairs Voluntary Service (VAVS) operates one of the largest volunteer programs in the Federal Government, supplementing staff and resources in all areas of patient care and support. The VFW Auxiliary has been a part of this program since its inception in 1946. The mission of the VAVS is to provide a structured volunteer program under the management of the Department of Veterans Affairs (VA) compensated employees in cooperation with community resources to serve veterans and their families with dignity and compassion.

VOD – The VFW's Voice of Democracy audio-essay scholarship program for students in grades 9-12.



Understanding Auxiliary Traditions

Welcome! This guide is to help you learn about our Ritual and the unique things we do at our meetings. Be sure to ask a fellow member if you have any questions!

Please note: The Conductor/Conductress is the only member to move about the floor during a meeting (Traditional and Contemporary formats) unless otherwise directed by the President.

Entering a Meeting

- At a local Auxiliary meeting, you will enter the meeting room and once the doors are closed, all members must show a current dues card.
- At Department and National meetings, your card will be asked for at the door.



Raps of the Gavel

- One rap = Attention
- Two raps = Rise
- Three raps = Be seated

Attention & Parade Rest

- "Attention" in the VFW Auxiliary means hands at side, head up with eyes looking straight forward.
- "Parade Rest" means the left foot is moved slightly to the side while bringing the arms to the small of the back. Clasp the left thumb in the right hand. The head is bowed slightly during prayer.

Showing Proper Respect to the Flag

- During our Ritualistic meeting, the President will say "Salute" when the flags enter and leave the room, as well as when we say the Pledge of Allegiance and sing the national anthem. Salute the Flag by placing the palm of the right hand flat over the heart.
- During Auxiliary meetings, the heart salute shall be used at all times where the salute is used.
- A member who is also a veteran may use the military salute.
- When the Flag is displayed AND the national anthem is played and/or sung, all present should face the Flag and salute.
- When the Flag is NOT displayed and the national anthem is played and/or sung, all present should face the music and salute.
- Members should stand when the Flags are moving.



Showing Proper Respect for the Altar & Bible

- Members will remain seated while the Chaplain opens and closes the Bible, provided the Colors are not at the Altar.
- Whenever the Chaplain is opening and closing the Bible, everyone should stop all movement and talking.
- Members will not cross between the President's station and the Altar, as this is considered sacred ground symbolizing where our Comrades who have answered the final roll call are at rest. However, when the Bible is closed, members may pass through this area.



Addressing the President and Making a Motion

- All remarks must be addressed to the President and not by one member to another. A member wishing to address the President will rise and say, "Mister/Madam President," but shall not speak further until he or she has been recognized by the President.
- Making motions is your right as a member. To make a motion, you should stand and be recognized by the President and then proceed.



UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

Form for Auxiliary to turn in to Post RE: VFW Community Service

Auxiliary to Post # _____

Date From: _____ Date Through: _____

Auxiliary Programs that count

Americanism

Auxiliary Outreach

VFW National Home for Children

Hospital

Legislative

Scholarships

Veterans & Family Support

Youth Activities

Total Auxiliary Community Service Information

	# of members	# of hours	# of miles	Donations
Americanism				
Auxiliary Outreach				X
VFW National Home for Children				
Hospital				
Legislative				
Scholarships				
Veterans & Family Support				
Youth Activities				
Total Auxiliary Community Service Information	0	0	0	0

Auxiliary Programs that do not count for VFW Community Service - Extension & Revitalization, "Buddy"® Poppy, Historian & Media Relations, Mentoring for Leadership, and Membership. Work for your Post Home also does not count.

2023-2024 CHAPLAIN'S REPORT FORM

Send (mail or email) a copy to each of the following and the **Auxiliary Secretary** maintains a copy in accordance with **Section 812A**.

- 1) **District Chaplain:** Name: _____
Address: _____
Email: _____
- 2) **Department Chaplain** Jerri McBride, 201 E Burns St., Herington, KS 67449
Email: Ms_jer@hotmail.com or msjer6559@gmail.com
- 3) **Department Treasurer** Jeanette Cox, PO Box 414, McPherson, KS 67460
Email: jeanette.vfwauxiliary@gmail.com

Please fill out the following:

Your Auxiliary Information: Aux Number: _____ District: _____	Your contact information in case I have questions: Name: _____ Phone #: _____ and/or Email: _____
Deceased Member Information: Date of Passing: _____ Membership #: _____ (month/day/year) Name: _____ (first middle last)	
Do you want Condolences from Department sent out? (Auxiliary is still required to mail or Email the form to all three individuals listed at the top even if condolences are not being mailed out) <input type="checkbox"/> NO, (if no, stop here and do not fill out the rest of the form)	
<input type="checkbox"/> YES, (check to whom you want the condolence to go and fill out the address at the bottom) <input type="checkbox"/> Address condolence to an individual: Relationship to deceased: _____ Name: _____ (first middle last) <input type="checkbox"/> Address condolence to: "Family Members of (deceased name)"	
<hr style="border-top: 1px dashed black;"/> Address to mail condolence to: Address 1: _____ Address 2: _____ City: _____ State: _____ Zip: _____	

2023-2024 CHAPLAIN'S REPORT FORM

Send (mail or email) a copy to each of the following and the **Auxiliary Secretary** maintains a copy in accordance with **Section 812A**.

- 1) **District Chaplain:** Name: _____
 Address: _____
 Email: _____
- 2) **Department Chaplain** Jerri McBride, 201 E Burns St.,
 Herington, KS 67449
 Email: Ms_jer@hotmail.com or msjer6559@gmail.com
- 3) **Department Treasurer** Jeanette Cox, PO Box 414,
 McPherson, KS 67460
 Email: jeanette.vfwauxiliary@gmail.com

Tip: If you do not know who your District Chaplain is, please contact your District President or Department Chaplain.

<p>Please fill out</p>	<p>Tip: This is your Auxiliary information.</p>	<p>the</p> <p>Tip: This is your personal information so I may contact you if I have questions.</p>
<p>Your Auxiliary Information:</p> <p>Aux Number: _____</p> <p>District: _____</p>	<p>Your contact information in case I have questions:</p> <p>Name: _____</p> <p>Phone #: _____ and/or</p> <p>Email: _____</p>	
<p>Tip: This information will appear in the Sunflower Express. However, I may not have received your report in time to meet the 20th of the month deadline. Contact me if you do not see your information in the next month's Sunflower Express.</p>		
<p>Deceased Member Information:</p> <p>Date of Passing: _____ (month/day/year)</p> <p>Name: _____ (first middle last)</p>	<p>Tip: If you do not want a card sent out, mark No and you do not need to fill out the items below.</p>	
<p>Do you want Condolences from Department sent out? (Auxiliary is still required to mail or Email the form to all three individuals listed at the top even if condolences are _____)</p>		
<p><input type="checkbox"/> NO, (if no, stop here and do not fill out the rest of the form)</p>		
<p><input type="checkbox"/> YES, (check to whom you want the condolence to go and fill out the address at the bottom)</p>		
<p><input type="checkbox"/> Address condolence to an individual: Relationship to deceased: _____</p> <p>Name: _____ (first middle last)</p>		
<p><input type="checkbox"/> Address condolence to: "Family Members of (deceased name)"</p>		
<p>Tip: If you know who you want the condolences sent to, fill in the name and relationship.</p>		
<p>Address to mail condolence to:</p> <p>Address 1: _____</p> <p>Address 2: _____</p> <p>City: _____ State: _____ Zip: _____</p>		
<p>Tip: If you don't have a name of an individual to receive condolences, you may check the box Family Members of and fill out the address.</p>		

following:



QUALIFICATIONS FOR VFW AUXILIARY MEMBER OF THE YEAR

1. They must be a member in good standing without lapsing their membership during the 2023-2024 year.
2. All work must have been done during July 1, 2023 through April 15, 2024.
3. The Auxiliary Member must not be an Auxiliary, District, or Department President
4. The Auxiliary Member must have gone above and beyond to assist Veterans and their families. The work CANNOT be associated with the Department Duties for the following programs:
 - a. VAVS
 - b. Veterans & Family Support
 - c. Hospital
5. Each Auxiliary will get to submit one (1) name.
6. One Winner will be chosen from the following membership categories:
 - a. 10 to 100
 - b. 101 to 200
 - c. 201 to 300
 - d. 301 and UP
 - e. Each winner from the above categories will receive a Department Award.
 - f. One (1) winner from those 4 will be forwarded to National
7. There will be a Department selection committee of 3 or 5 people selected by the Department President.
8. ALL NOMINATIONS MUST BE ANONYMOUS.



National Auxiliary Member of the Year Award Nomination Form

Do you know an Auxiliary Member that has gone above and beyond to assist Veterans and their families between July 1, 2023 and April 15, 2024.

Criteria: They must be in **good standing** and **NOT** have a lapsed membership in the 2023-2024 year. They **MUST NOT** be an Auxiliary, District or Department President. Please submit form to PDP Ruth Huber at 9511 Bucktooth Run Rd., Little Valley, NY 14755 no later than April 10, 2024.

Nominee's Name: _____

Nominee's Address: _____

Nominee's Phone Number: _____

Auxiliary Name & Number: _____

Please describe what the member has done below: (use additional sheets if necessary)

Nominator's Name: _____

Department Chairman's Name: _____

“Light the Flame of Hope for Our Veterans” while we are “Banding Together for Our Veterans”

VFW AUXILIARY MAGAZINE MEMBER SPOTLIGHT

Do you know an incredible member of the VFW Auxiliary who goes above and beyond for the organization, our veterans and their community? To help you with your Member Spotlight nomination, please answer as many of the following questions as you can. If selected, we will also need 3-5 photos.

Note: Questions in BOLD require an answer for a nomination to be considered.

Your Name:

Your Auxiliary Number & Department:

Nominee's Name:

Nominee's Auxiliary Number & Department:

In 3-5 sentences, why are you nominating this person for our Member Spotlight? Please share *specific* examples of exemplary service like "they organized this event in response to a local crisis which led to housing homeless veterans" rather than vague statements like "they do a lot" or "they work hard."

In 1-3 sentences, what sets the nominee apart from other members of the Auxiliary and/or community?

List 1-3 ways the nominee has gone above and beyond for veterans, families and/or their community:

- 1.
- 2.
- 3.

Describe the nominee in 3 words: 1. _____ 2. _____ 3. _____

Has the nominee previously been recognized in VFW Auxiliary Magazine, on social media and/or in local news stories? Check: YES__ NO__ NOT SURE__ (Attach news articles or video links if possible/applicable)

How long have you known the nominee?

VFW Auxiliary Positions/Chairmanships/Offices the nominee has held:

VFW AUXILIARY MAGAZINE MY VETERAN

We love to highlight our veterans, and this feature is ideal for introducing the membership to the veterans special to our members. To help with your My Veteran submission, please answer as many of the following questions as you can. If selected, we will also need 3-5 photos at least 1MB in size.

Note: Questions in BOLD require an answer for a My Veteran submission to be considered.

Your Name:

Your Auxiliary Number & Department:

Veteran's Name:

Veteran's Branch of Service and years/conflict(s):

Veteran's Post Number & Department (if applicable):

In 3-5 sentences, tell us about your veteran.

How do you know and/or how are you related to your veteran?

What sets your veteran apart from others? How has your veteran impacted your life and the lives of others with whom they served and/or in their Post or community after returning home?

List 1-3 ways your veteran has behaved heroically and/or made others' lives better:

- 1.
- 2.
- 3.

Describe your veteran 3 words: 1. _____ 2. _____ 3. _____

Has your veteran previously been recognized in *VFW Auxiliary Magazine*, on social media and/or in local news stories? Check: YES__ NO__ NOT SURE__ (Attach news articles or video links if possible/applicable)



Americanism

Auxiliary Award No. 1

Entry Form • 2023-2024 Program Year

- Most outstanding activity and/or event educating their community that our VFW Auxiliary acronyms are “more than letters.”
 - Citation** to every Auxiliary that hosts an activity and/or event that educates their community that our VFW Auxiliary acronyms are “more than letters.” Citations will be mailed directly to participating Auxiliaries from VFW Auxiliary National Headquarters.
 - Citation and \$25** to one Auxiliary in each of the four (4) Conferences that hosts the most outstanding activity and/or event educating their community that our VFW Auxiliary acronyms are “more than letters.” Winners will be announced at the 2024 National Convention in Louisville, Kentucky. Citations will be mailed directly to winning Auxiliaries from VFW Auxiliary National Headquarters and money will be deposited into Auxiliary account after National Convention.

**Auxiliaries are to send this completed form to their Department
Americanism Chairman by March 31, 2024**

Auxiliary Name: _____ No.: _____

Department of: _____

Describe the activity and/or event that educated their community that our VFW Auxiliary acronyms are “more than letters.” (E.g., flyers, brochures, social media posts, newsletters, e-newsletters, handouts, photos, links to videos, etc.)

Department Americanism Chairman: _____ Date: _____
(signature)

April 30, 2024 - The Department Americanism Chairman is to sign and send the completed Department winning entry form to National Americanism Ambassador Linda Roloff for judging.

AND

April 30, 2024 - The Department Americanism Chairman must **email** VFW Auxiliary National Headquarters at info@vfwauxiliary.org a total combined **list** of every Auxiliary in their Department that completed and submitted an entry form.

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



Auxiliary Outreach

Auxiliary Award No. 1

Entry Form • 2023-2024 Program Year

1. Most outstanding community partnership with another organization.

- **Citation** to every Auxiliary that partners with another organization within their community. Citations will be mailed directly to participating Auxiliaries from VFW Auxiliary National Headquarters.
- **Citation and \$25** to one Auxiliary in each of the four (4) Conferences with the most outstanding community partnership with another organization. Winners will be announced at the 2024 National Convention in Louisville, Kentucky. Citations will be mailed directly to winning Auxiliaries from VFW Auxiliary National Headquarters and money will be deposited into Auxiliary account after VFW Auxiliary National Convention.

Auxiliaries are to send this completed form to their Department Auxiliary Outreach Chairman by March 31, 2024.

Auxiliary Name: _____ No.: _____

Department of: _____

Describe the activity and/or event at which the Auxiliary partnered with another organization within their community. (E.g., flyers, brochures, social media posts, newsletters, e-newsletters, handouts, photos, links to videos, etc.)

Department Auxiliary Outreach Chairman: _____ Date: _____
(signature)

April 30, 2024 - The Department Auxiliary Outreach Chairman is to sign and send the completed Department winning entry form to National Auxiliary Outreach Ambassador Sandra Pinsonault for judging.

AND

April 30, 2024 - The Department Auxiliary Outreach Chairman must **email** VFW Auxiliary National Headquarters at info@vfwauxiliary.org a total combined **list** of every Auxiliary in their Department that completed and submitted an entry form.

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



“Buddy”[®] Poppy & VFW National Home Award for Auxiliaries No. 1

Entry Form • 2023-2024 Program Year

1. Most outstanding use of the “Buddy”[®] Poppy in another VFW Auxiliary National Program.
 - **Citation** to every Auxiliary that uses the “Buddy”[®] Poppy in another VFW Auxiliary National Program. Citations will be mailed directly to the participating Auxiliaries from National Headquarters.
 - **Citation and \$25** to one Auxiliary in each of the four (4) Conferences with the most outstanding use of the “Buddy”[®] Poppy in another VFW Auxiliary National Program. Winners will be announced and awards presented at the 2024 National Convention in Louisville, Kentucky. Citations will be mailed directly to winning Auxiliaries from VFW Auxiliary National Headquarters and money will be deposited into Auxiliary account after National Convention.

Auxiliaries are to send this completed form to their Department “Buddy”[®] Poppy & VFW National Home Chairman by March 31, 2024

Auxiliary Name: _____ No.: _____

Department of: _____

Describe how the Auxiliary used the “Buddy”[®] Poppy in another VFW Auxiliary National Program. Please attach any additional information. (E.g., flyers, brochures, social media posts, newsletters, e-newsletters, handouts, photos, links to videos, etc.)

Department “Buddy”[®] Poppy & VFW National Home Chairman: _____ Date: _____

(signature)

April 30, 2024 - The Department “Buddy”[®] Poppy & VFW National Home Chairman is to sign and send the completed Department-winning entry form to National “Buddy”[®] Poppy & VFW National Home Ambassador Lisa Jackson for judging.

AND

April 30, 2024 - The Department “Buddy”[®] Poppy & VFW National Home Chairman must **email** National Headquarters at info@vfwauxiliary.org a total combined **list** of every Auxiliary in their Department that completed and submitted an entry form.

Forms sent directly to National Headquarters will not be processed.



“Buddy”[®] Poppy & VFW National Home Award for Auxiliaries No. 2 Entry Form • 2023-2024 Program Year

2. Most outstanding activity and/or event that educates their community and/or other Veterans Service Organizations about the VFW National Home.

- **Citation** to every Auxiliary that hosts an activity and/or event that educates their community and/or other Service Organizations about the VFW National Home. Citations will be mailed directly to the participating Auxiliaries from National Headquarters.
- **Citation and \$25** to one Auxiliary in each of the four (4) Conferences that hosts the most outstanding activity and/or event that educates their community and/or other Service Organizations about the VFW National Home. Winners will be announced and awards presented at the 2024 National Convention in Louisville, Kentucky. Citations will be mailed directly to winning Auxiliaries from VFW Auxiliary National Headquarters and money will be deposited into Auxiliary account after National Convention.

Auxiliaries are to send this completed form to their Department “Buddy”[®] Poppy & VFW National Home Chairman by March 31, 2024.

Auxiliary Name: _____ No.: _____

Department of: _____

Describe the hosted activity and/or event that educated their community and/or other Service Organizations about the VFW National Home. Please attach any additional information. (E.g., flyers, brochures, social media posts, newsletters, e-newsletters, handouts, photos, links to videos, etc.)

Department “Buddy”[®] Poppy & VFW National Home for Children Chairman: _____ Date: _____

(signature)

April 30, 2024 - The Department “Buddy”[®] Poppy & VFW National Home Chairman is to sign and send the completed Department-winning entry form to National “Buddy”[®] Poppy & VFW National Home Ambassador Lisa Jackson for judging.

AND

April 30, 2024 - The Department “Buddy”[®] Poppy & VFW National Home for Children Chairman is to email National Headquarters at info@vfwauxiliary.org a total combined list of every Auxiliary in their Department that completed and submitted an entry form.

Department that completed and submitted an entry form.

**VETERANS OF FOREIGN WARS OF THE UNITED STATES
PROGRAMS DEPARTMENT
“BUDDY”® POPPY PROGRAM**

NATIONAL CONVENTION “BUDDY”® POPPY DISPLAY CONTEST

These guidelines have been designed to place emphasis on the purpose and effectiveness of the displays. It is suggested and recommended that Department (State) contests rule be established in a like form.

RULES

(1) Displays will be presented and judged in three categories:

CATEGORY 1. **Public Promotion of Poppy Campaign** (Window, booth, parade, poster displays, campaign promotions, etc.)

- (a) Displays must be designed for public exposure and must bear a message soliciting a donation for and wearing of the VFW “Buddy”® Poppy.
- (b) At least one (1) of the Poppies used in the display must be in its original form and color, with label attached.

CATEGORY 2. **Memorial or Inspirational Displays** (Wreaths, memorial tablets or plaques, patriotic or devotional themes)

- (a) Displays must be designed to honor the dead, to inspire devotion to God and Country, or to dramatize the activities supported by the “Buddy”® Poppy.
- (b) At least one (1) of the Poppies used in the display must be in its original form and color, with label attached.

CATEGORY 3. **Artistic or Decorative Use of Poppies** (Post Home displays, table center-pieces, corsages, pictures, plaques, models, scenes, hats, novelty pieces, etc.)

- (a) Any display not meeting the qualifications for Categories 1 or 2 shall automatically be entered in Category 3.
- (b) At least one (1) of the Poppies used in the display must be in its original form and color, with label attached.

- (2) Departments purchasing over 250,000 Poppies will be allowed two (2) displays in **each** of the three (3) categories for the National Display Contest ... all others will be allowed one (1) display in each of the three (3) categories, no deviations.
- (3) The National Programs Committee shall have no responsibility in setting up, taking down or returning displays.
- (4) Displays shall be set up in space provided in the convention facility. Prior to setting up the display, the responsible person must register with the "Buddy"[®] Poppy desk and complete an entry form (unless one was forwarded earlier, approved by Department) which will show the category of competition, the number of Poppies used, the purpose of the display, the Post and/or Auxiliary number and location, and the name of the person who will dismantle and remove the display at the close of the convention. **(Please be advised, all displays must be removed by 4:00 p.m. on Tuesday or it will be disposed of by convention center personnel.)**
- (5) Displays may or may not be accompanied by a white card, not to exceed 4 inches by 6 inches in size, on which is lettered in black ink an explanation of the theme for the display or other information of interest to the viewers or the judges.
- (6) Post name, number, city or state (including the shape of your state) may **not** be visible on the displays. Failure to comply will result in disqualification.

JUDGING

Judging of displays will be on the basis of effectiveness, purpose, clarity of theme, suitability, originality, beauty and number of Poppies used. Where a sample of a large number of identical items (such as corsages or wreaths) is entered, full credit shall be given for the total number of Poppies used. Judging will be completed by Monday evening and the winning displays will have the appropriate ribbons placed on the display.

PRIZES

Plaques will be awarded to the first, second, and third place winners in each of the three categories, and will be mailed to the winning Department's adjutant after convention.

NOTE

The Department adjutant will have to notify the Programs Director, in writing, by **June 30th** of the Posts that will represent the Department in each category. This will allow us the time necessary to ensure each entry has sufficient space to set up at the National Convention.

Please be advised, the Programs Committee cannot guarantee against theft of personal items placed on the displays. The exhibit hall is secured at night and monitored by security guards: however, they monitor a large area and are not assigned to one specific area. We strongly discourage using items of sentimental value, items of value or items considered to be irreplaceable on the "Buddy"[®] Poppy displays. Thank you and good luck!

(Revised 12/9/2022)

THIS IS A REVISED POPPY FORM

DEPARTMENT OF KANSAS VETERANS OF FOREIGN WARS

BUDDY POPPY ORDER FORM

Date of this Order _____

Post or Auxiliary No. _____

City _____

MAIL TO & PAYABLE TO:

Department of Kansas VFW
PO Box 1008
Topeka, KS 66601-1008

Date of Poppy Sale _____

DUE TO HIGH POSTAGE COSTS THE MINIMUM

order for POPPIES for a Post is **100**, and only in increments of 100, but, if you order in increments of 500 the cost will be much less.

SEE REVERSE SIDE FOR PRICE TABLE

ALL ORDERS MUST GO THROUGH THE DEPARTMENT THROUGH THE POST!!!!!!

AUXILIARIES MUST PLACE THEIR ORDERS THROUGH THEIR POST!!!!!!!!!!!!

_____ # of poppies ordered

Total amount of order \$ _____

Amount included with order (ck # _____) \$ _____

Balance Due \$ _____

--- Allow at least 4 weeks for delivery ---

IF NOT PREPAID: Orders RECEIVED with NO DATE OF SALE are DUE UPON RECEIPT OF SHIPMENT.
Orders RECEIVED WITH a SALE DATE are DUE 10 DAYS AFTER SALE!

PLEASE PRINT: COMPLETE SHIPPING OR MAILING ADDRESS

SHIP TO _____ Post # _____ Post Membership _____

_____ CITY _____ ZIP _____

NOTE: Orders 500 or MORE, UPS will NOT DELIVER to P.O. BOXES

ORDERED BY _____ Post/Aux.# _____ Post/Aux. Membership # _____

E-MAIL ADDRESS _____ DAYTIME PHONE # (____) _____

ALL POPPY SUPPLIES ARE ORDERED FROM NATIONAL HEADQUARTERS EMBLEM & SUPPLY CATALOG

FOR DEPARTMENT HEADQUARTERS USE ONLY

Date Dept Shipped _____ # Shipped _____ Date on Computer _____

Date Ordered Natl _____ # Ordered _____ Inventory _____

Buddy Poppy Price Table
(Shipping included in the prices below
based on National's Shipping Charges per \$ amount)

# of Poppies	Price
100	\$ 35.00
200	\$ 70.00
300	\$105.00
400	\$140.00
500	\$150.00
600	\$185.00
700	\$220.00
800	\$255.00
900	\$280.00
1000	\$280.00
1100	\$315.00
1200	\$350.00
1300	\$385.00
1400	\$420.00
1500	\$410.00
1600	\$445.00
1700	\$480.00
1800	\$515.00
1900	\$540.00
2000	\$530.00
2100	\$565.00
2200	\$600.00
2300	\$635.00
2400	\$670.00
2500	\$660.00
3000	\$785.00
4000	\$1035.00
5000	\$1285.00
6000	\$1535.00

On increments of less than 500, shipping has to be paid both ways.

Kansas VFW Posts & Auxiliaries:

We received a Poppy Order Training Video this week that has truly changed how we order Poppies.

All orders must be ordered through Department Headquarters and all orders must go through a Post. So, Auxiliaries, you must have the Post member and their membership number on your order on the "Ship To" section of the order form. The "Ordered By" section should contain your Auxiliary information. **All Checks MUST be made out TO: "KANSAS VFW"!**

We discussed at the VFW Council Meeting that Districts could order for the whole District, that is now not possible. Posts will have to place their orders individually and those orders that are not in increments of 500 will be filled by the stockpile at Department Headquarters and shipping will have to be paid two ways. This is figured into the Price table. If an order is in increments of 500 then those orders will be shipped right to the Post from the VFW National Store and only one way shipping cost is involved.

A Post and their Auxiliary could combine their order and order a total that is increased to the next increment of 500 and both would save money and then divide them when they are received at the Post. This would be the most economical situation for both entities.

If a Post were to buy 1,700 Poppies they would pay for fifteen hundred poppies which would be \$400.00 plus the cost of 200 more Poppies which would be \$70.00 for a Grand total of \$470.00. The 1,500 would be shipped directly from the VFW National Store and the 200 would be shipped from Kansas VFW Headquarters. National would enter the 1,500 on their Dashboard and then the Kansas Quartermaster would go on OMS and add the 200 so the Post would get credit for all 1,700.

Herbert Schwartzkopf

Kansas VFW Adjutant/Quartermaster

2023-2024 COMBINED SPECIAL PROJECT

The VFW National Home Welcome Center Renovation Project

**AUXILIARY NATIONAL PRESIDENT
CARLA MARTINEZ
& VFW NATIONAL COMMANDER-IN-CHIEF
DUANE SARMIENTO**



THE GOAL IS TO REMODEL
the existing lobby area into a welcoming retail space,
updated reception and information area.

**JUST A FEW OF THE THINGS THAT WILL BE DONE
WITH THE RENOVATION:**

- Floors would be replaced with a nonslip surface
- A sidewalk would be added from the administration walkway to ensure ADA compliance
- Increased retail space and expanded items available for resident convenience, such as milk and bread
- Postal and parcel operations will be combined for resident and postal worker convenience

Beginning July 1, 2023, members may donate to this project in MALTA by selecting Make a Gift, National President's Special Project.

CHECKS CAN BE MADE PAYABLE/SENT TO:

VFW National Home
3573 S Waverly Rd. Eaton Rapids, MI 48827

Reference "Welcome Center Renovation Project"

Or go to: vfnationalhome.org/donate

In comments section type:

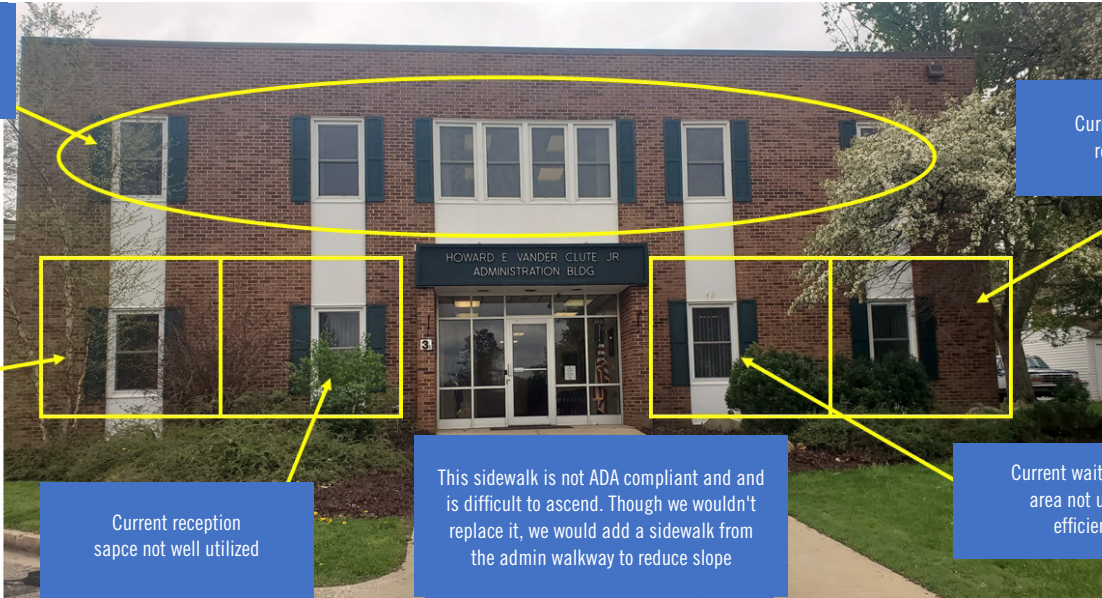
"Welcome Center Renovation Project"

FOR QUESTIONS, PLEASE CONTACT:

Lisa Jackson, "Buddy"® Poppy and VFW National Home
Ambassador: buddypoppyvfwhomeamb@gmail.com



Executive Offices:
Executive Director,
HR Manager & Chief of Staff



Current merchandise
room very small

Current postal holding
room separate from
postal shipping room

Current reception
space not well utilized

This sidewalk is not ADA compliant and
is difficult to ascend. Though we wouldn't
replace it, we would add a sidewalk from
the admin walkway to reduce slope

Current waiting room
area not utilized
efficiently



Extension & Revitalization

Member Award No. 1

Nomination Form • 2023-2024 Program Year

1. \$25 VFW Store gift certificate to one member in each of the four (4) Conferences who assisted the Department Chief of Staff in nurturing/strengthening a struggling Auxiliary and utilized *Building on the VFW Auxiliary Foundation* in their efforts. Winners will be announced at the 2024 National Convention in Louisville, Kentucky. \$25 VFW Store gift certificate will be mailed directly to the winning member after VFW Auxiliary National Convention.

Nominee's Name: _____

Department of: _____ Auxiliary No.: _____

Nominee's Member ID No.: _____

Nominee's Phone No.: _____

Nominee's Email Address: _____

Describe how the nominee assisted the Department Chief of Staff in nurturing/strengthening a struggling Auxiliary and utilized *Building on the VFW Auxiliary Foundation* in their efforts. Please attach any additional information. (E.g., flyers, brochures, social media posts, newsletters, e-newsletters, handouts, photos, links to videos, etc.)

Department Chief of Staff: _____ Date: _____
(signature)

April 30, 2024 - The Department Chief of Staff is to complete and submit the nomination form to VFW Auxiliary National Chief of Staff Penny Hurt for judging.

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



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!

FIVE ESSENTIAL REQUIREMENTS TO
MAINTAIN
STATUS AS A “VFW AUXILIARY”

1. Elect and install officers for the current year in accordance with Section 806A.
2. Hold at least ten (10) business meeting per year and a quorum (five [5] members in good standing) shall be present. (See Sections 210 and 212)
3. Bond the offices of President and Treasurer not later than August 31 of the current year. (See Section 814)
4. Quarterly audits shall be completed in compliance with Section 814.
5. Dues shall be transmitted on at least 10 members on or before February 1 of the current year. (See Section 207)



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