

MEMBERSHIP PROGRAM 2009-2010

Membership Chairman (Parole Board Chairman): ROBIN MILEWSKI

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NEWSFLASH – BE ON THE LOOKOUT FOR:

KATHY BIRCH, DEPARTMENT OF VIRGINIA VFW LADIES AUXILIARY PRESIDENT



WANTED FOR LOW MEMBERSHIP NUMBERS

Our membership year officially started at the June Early Bird Membership Parade, or should I say the June Jail Bird Parade. Kathy (in full convict garb including ball and chain) was escorted by a big burly “bailiff” into the “courtroom”, where she was surrounded by her fellow “inmates” (sporting lovely black and white striped prisoner hats). Sixty-two Auxiliaries were presented to the Membership Parole Board, where 3 Auxiliaries: 8902 Keysville; 4639 Williamsburg; and 824 Grafton were judged to be 100% in Membership and justifiably PAROLED. Auxiliaries: 7059 Farmville; 9954 Victoria; 1264 Roanoke; and 9478 Sterling were brought forward and were found to have 90% or more in Membership. Unfortunately this was not 100%, close but not close enough, they were returned to their fellow inmates.

This has started Kathy’s year off with over 40% in paid members. THE NEXT SCHEDULED PAROLE HEARING IS SET FOR THE WINTER COUNCIL. It is our goal to see that Kathy Birch becomes a Department President with 100% Membership and is FREED!

Kathy Birch has been captured and is currently serving 1 year at Hard Labor (of recruiting membership in the VFW Ladies Auxiliary)!

Now down to Business:

Every **Auxiliary Treasurer** should have received their Treasurer's packet. Once National has received your installation report, your packet is mailed. Treasurer, review your list of members and make sure all are listed and have a pre-printed card. If not, notify the Department Treasurer, Mary Richards, immediately. Also, make sure that the addresses are correct; if not, send a change of address notice to National Headquarters (and a courtesy copy to the Department Treasurer).

Begin recruiting today! You may have lost members through death or non-payment of dues. **Auxiliary Presidents**, it is your responsibility to appoint a membership committee of no less than 5 members before your year began on July 1. The **Membership Chairmen** should schedule her first planning meeting as soon as possible.

Making our Ladies Auxiliary strong depends on our membership efforts. It is every **Ladies Auxiliary Member's** responsibility for RECRUITING new members and more so, RETAINING them.

Think back to the reason you joined the Ladies Auxiliary to the VFW. We have all joined for a variety of reasons: to help our veterans, to be involved in our community, to have fellowship with others. This is truly a great organization but many of us tend to forget that sometimes it is hard to fit in or for a newer person to feel that they are an integral part. Not everyone has unlimited time or resources – remember that we will take what people can give. When you go to your meetings sit with the new lady, ask for help (don't ever go it alone), invite everyone to everything! You have the power to make your Auxiliary fun, eventful and the place where people want to be.

NATIONAL AWARDS FOR INDIVIDUAL LADIES AUXILIARY MEMBERS

1. **“National Aide-de-Camp” Award:** Each Ladies Auxiliary or Post member who secures 20 new or reinstated members from July 1, 2009, through April 30, 2010, must be received at National Headquarter by May 31, 2010, will be named National Aide-de-Camp to the National President and will receive a special gift from the National President at National Convention. The Ladies Auxiliary members will be entered in a drawing for 15 awards of \$100. VFW Post members will be entered in a drawing for 10 awards of \$50. Organizers of new Ladies Auxiliaries are eligible for this award. The drawing for winners will be held after July 1, 2010.
2. **\$500 Award toward trip to National Convention** in Indianapolis, Indiana. This award will be presented to the Ladies Auxiliary member who secures the most new or reinstated members (must be 40 or more to qualify). If there is a tie, a drawing will be held. If the winner is unable to attend National Convention, \$250 will be awarded. Form must be received no later than May 31, 2010. Completed National Aide-de-Camp forms will be used for this award.

A complete list of awards will be included in the September 2009 General Orders.

Planning A Successful Recruitment Campaign

STEP 1

Select and organize a membership committee.

- The qualities of a successful Membership Chairman:
Popular, organized, good speaker, knowledgeable about Auxiliary, dedicated.
- Qualities of a successful committee member:
Active, knowledgeable about Auxiliary, dependable.

STEP 2

Develop a Recruiting Plan.

- Analysis of current situation:
Where are you in terms of members and recruitment? Use last year's membership as the base of your goals.
- Goal Setting
Where do you want to go? What goal do you want to set?
- Development of action plan
Territory and time management
Personnel management and manpower planning
Recruitment meetings and technique.
- Implementation of action plans
Translate plans on paper into actions carried out by Recruiting Team.
- Tracking Results
Have a system in place to measure and keep track of your achievements as you go to ensure your success.

STEP 3

Set realistic goals.

Two types of goals your plan should include:

- Objectives
Objectives help clearly identify opportunities and define what you want to do about them. These are your guidelines for your course of actions – “Where you want to go?”
- Quotas
The quota should be a low recruitment goal, a bottom figure you must meet. Set a percentage figure above the quota as your main goal, as well as a date to achieve each goal.

THE S.M.A.R.T. SYSTEM OF GOAL SETTING:

SPECIFIC – For example, the focus of the plan should not be just to increase recruiting by numbers but to increase by a certain number through specific recruiting techniques.

MEASURABLE – A definite measure, to increase members by a certain percentage or set number.

ATTAINABLE/AMBITIOUS – Goals should require effort, but be attainable.

RESULTS-ORIENTED – Goals aimed at achieving a specific result.

TIMED – Track your progress throughout the time period you have allowed to make certain you have achieved your goals in the time period you have allowed. It is helpful to set recruiting deadlines to coincide with awards so members are eligible to win prizes.

S.M.A.R.T. GOAL EXAMPLE

“The Membership committee will increase the Auxiliary’s membership by 10% within the next 6 months by conducting membership drives at Family Readiness Group meetings/gatherings, county fairs and local merchants.”

STEP 4

Plan your activities.

The 3 Rs of membership growth:

- Retain continuous members
- Reinstate former members
- Recruit new members

Successful recruiting campaigns include a combination of these proven recruiting techniques.

- Personal Contact
Door-to-door
Membership recruiting booth
Meeting
- Mail
Dues Notices (more than one)
Auxiliary Newsletter
Entitlement Information

- Silent recruiters
 - Referrals
 - Auxiliary members
 - Family and Friends
- Telephone
 - Use it often!

There are a number of ways you might conduct your drive and a few examples are:

- Set up a display in your own Post home.
- Schedule a special information night or afternoon.
- Advertise in the local newspapers, television, and radio.
- Contact Family Readiness Group (FRG) leaders and attend their regular meetings. Make a presentation. Sponsor a special family event for them.
- Work with the families of the military units who are currently deployed.
- Set up an information table at functions in your own Post home, such as holiday craft fairs, bake sales or *Operation Uplink*[™] suppers/breakfasts. Talk with everyone, even current members who attend; they might know prospective members.
- Information booths/tables in malls, local stores.
- Place bulletins on church information boards or a note in church flyers.
- Contact your local taxing authority to obtain a list of folks who receive a veteran's exemption. Make contact with them by letter or phone.
- Contact your local Quartermaster for a list of VFW members.
- Is every eligible relative a member of the Ladies Auxiliary?
- Make telephone calls to those that have not as yet paid their dues. Is there a reason? Do they need help?

You can create your own ideas for recruiting. Share them with other Auxiliaries.

If you are:

- Going to contact members who haven't yet paid their current dues, then you need to obtain an up-to-date list of the ladies from your Auxiliary Treasurer.
- Going to contact prospective members, get that list from local tax authorities or your Quartermaster.
- If you are going to contact the Family Readiness Group leader, make certain that you have a plan in place that you can discuss with them. Be prepared to let them know what we can do for them!

D. Going to advertise what you are planning, be sure to allow yourself plenty of time for organizing the event – you want to be a success!

Make recruitment goals a competition among those participating in the recruitment events. Competition can be very effective to produce the desired results.

PERSONAL CONTACT DRIVES

Membership booths and contact with Family Readiness Group events are two very effective recruiting tools.

A. PREPARATION:

1. Make certain you have permission to set up the booth. Pay for the space if necessary. Provide refreshments if possible.
2. Try to make certain that all working have Auxiliary uniforms or some type of identifying clothing on that reflects our organization.
3. Place recruiting posters and signs in store windows. Post signs at the entrance to your city and along major thoroughfares or any place the public will notice them.
4. Have informational material available on both the Ladies Auxiliary and the VFW. Be prepared to inform them on all our programs and benefits. Decorate your table/booth, make it appealing to those who pass by.

B. THE OPERATION:

1. Decorate your booth with recruiting posters. Display informational material on the table. At least one Ladies Auxiliary member should be in the booth at all times, but it is much better if there are at least two there together. Display a sign large enough to let everyone know you are there.
2. If local and state laws allow a drawing, get a member or merchant to donate a gift. Prepare tickets with stubs that show name, address, and telephone number. Hold the drawing and save the stubs for later contact.
3. As prospects visit the booth, inform them of the Ladies Auxiliary and VFW programs and pass out informational material. Also it is important to thank them for stopping by to talk with you.

4. THIS IS VERY IMPORTANT!! As prospective members visit the booth during any venue, have them fill out a form giving information on their relative's military service and whether they might have any interest in joining the Ladies Auxiliary VFW. If they want to join, sign them up immediately! If they do not want to join just now – don't be discouraged. Just try to get their name and address and phone number. Getting their relative's military service information gives you the opportunity to check on their possible eligibility. You also have their demographic information to make contact again to invite them to an event to show them our organization "in action"!

C. THE FOLLOW-UP:

1. Within a few days send out teams of members to contact prospective members. Telephoning is successful if you can't make that personal contact. This is your chance to once again talk with them about joining.
2. Be sure your Membership Teams are well-acquainted with the various programs sponsored by the Ladies Auxiliary and the VFW. If a question is asked that you are not 100% positive on the answer tell them you will get back with them as soon as possible. NEVER GUESS! Now do not forget to keep your word and do get back with them. It shows you care.
3. When a new member joins, make her feel welcome. Ask her to take part in future recruiting activities. Remember everything you do prior to calling on a prospective member is a form of public relations and advertising. Never forget to say "Thank you."

TELEPHONE DRIVE:

Things you will need to set up your phone drive:

- Members to help call
- Members ready to go out and collect those dues once they commit via telephone
- A list of those who have not paid their dues as yet
- A SMILE – It can be heard thru the phone lines. It makes a difference!

SHARE THE REASONS TO JOIN:

- The feeling you get when you help/support our veterans – past, present and future; and their families.
- Promoting patriotism
- Enjoying activities that involve the entire family
- Community involvement
- Cancer Grants
- Additional insurance opportunities
- Travel opportunities
- Scholarship opportunities/involvement
- Subscription to *Ladies Auxiliary VFW Magazine*
- Cancer insurance (in some Auxiliaries)
- Develop leadership skills

MEMBERSHIP BUILDERS

It is the responsibility of every member of an Auxiliary to be either an "official" or "unofficial" member of the Ladies Auxiliary Membership Team. Success seems to come when all are involved and feel as if they made a difference. A strong, active Auxiliary and fun activities help promote membership.

Examples:

- Activities in the community: Conduct youth programs; cancer programs are always of interest.
- Highlight a Service Officer or make several available for an event in the community.
- Dances, dinners, social functions – Nothing says you can't have a good time while recruiting.
- Interesting, well-run Auxiliary meetings. Your meeting does not need to go on for hours!
- A clean, well-managed Post home.
- Publicity on all Auxiliary and Post events
- An active, cooperative VFW

LIFE MEMBERSHIP INFORMATION

Any person eligible for membership in the Ladies Auxiliary VFW may become a Life Member upon the acceptance of her application card and payment. Section 112 of the Bylaws provides the official guidelines regarding Life Membership. Life Membership can be purchased by using cash, check or money order, MasterCard, Discover or Visa.

LIFE MEMBERSHIP CANCER INSURANCE

The Life Membership fee does not cover Specified Disease Insurance, including cancer insurance premiums for the members of insured Auxiliaries. If an Auxiliary has cancer insurance, Life Members are responsible for their own premium payment.

TRANSFER OF LIFE MEMBERSHIP

Life Members have the privilege of transferring and being accepted in a new Auxiliary upon Presentation of a completely executed application card and a Life Membership card under the provisions of Sections 113A of the Bylaws. When a Life Member transfers, the Treasurer of the accepting Auxiliary shall forward an annual Life Member Change Form signed by the Auxiliary Treasurer and the Life Member, to the National Treasurer along with the Life Membership card. She shall send a copy of the form to the Department Treasurer along with a Duplicate accepted application card. A new Life Membership card will be issued by National Headquarters showing the new Auxiliary number. National Headquarters will not process transfers for new Life Members who join between September 1 and December 31 until after January 1, or for new Life Members who join between January 1 and June 30 until after July 1. This is so the Life Member dues payout will go to the same Auxiliary in which she was counted as a Life Member.

NAME CHANGES & REPORTING DECEASED LIFE MEMBERS

When a Life Member's name changes and she wishes to have a Life Membership card with the new name, she must send a written request with a \$5 check, payable to the Ladies Auxiliary VFW, to the Life Membership Department at National Headquarters. A death of a Life Member and her date of passing should be reported promptly to the National Secretary-Treasurer.

LIFE MEMBER PERPETUAL CHARTER

A Life Member Perpetual Charter for an Auxiliary may be obtained at no charge after securing 25 Life Members. A written request must be received by National Headquarters with the date that the 25th member was sent to the Department Treasurer. There will be a \$15 charge for replacing perpetual charters.

Again . . . establish a Membership Program. Initiate action . . . be aggressive-not pushy . . . use originality . . . publicize your program . . . exercise all your abilities to activate workers within your Auxiliary . . . personal contact . . . telephone drives . . . dues reminders . . . incentives . . . awards . . . contests.

Remember: Our future is in reaching the National Guard and Reserve troops and their families. Contact and become familiar with the Family Readiness Groups closest to you.

President's Special Project Fisher Houses of VA

The Fisher House program is a unique private-public partnership that supports America's military and their families in their time of need. A Fisher House is a "home away from home" that family members of our military heroes stay free of charge to be close to a loved one at the most stressful time -- during hospitalization for an illness, disease or injury at military centers and VA hospitals. Currently there are 2 houses serving these families in Virginia at the Naval Medical Center in Portsmouth and at the Hunter Holmes McGuire VA Medical Center in Richmond. There are also 3 houses at Walter Reed

For a wounded soldier receiving treatment, there is no greater medicine than a smile from a son or daughter, a kiss from a husband or wife or a hug from a mother or father. Fisher House makes it possible for families to be there when it really matters for our soldiers. Since the program began in 1990 by Ken and Tammy Fisher the program has served more than 120,000 families, offered nearly 3 million days of free lodging and saved military families more than \$100 million dollars in lodging and transportation costs.

National President Jan Tittle's theme "It's Time for America's Military Heroes" reflects the importance of taking care of our military heroes and their families as well. Our soldiers are selfless, courageous and brave. Those that are hospitalized in our VA centers tend to worry more about their families back home instead of focusing on their own recovery. Fisher Houses all across the country take the worry off these brave men and women. They can be with their loved one's and get the support they deserve. They can see their children take their first steps, get to give their newborn a bath or have a quiet lunch with the love of their life all while receiving the best possible care for sacrificing for our freedom.

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bacrider@hotmail.com

*"I will never forget walking into the house.
I felt like the sun had been behind a cloud and
had just broken out the other side."*

Fisher House guest Ann Beers

VOICE OF DEMOCRACY PATRIOTS PEN

PRESIDENTS HANDBOOK —DEPARTMENT OF VIRGINIA

Linda Richardson
Voice of Democracy/Patriots Pen
2307 Carsonville Rd.
Elk Creek, Va. 24326-2018
Phone: 276-655-4144
Email: carl@ls.net

Voice of Democracy

2009-2010 Theme

“DOES AMERICA STILL HAVE HEROES”

WHAT IS THE VOICE OF DEMOCRACY PROGRAM?

Since 1947 the Voice of Democracy has been the Veterans of Foreign Wars' premier scholarship program. The Ladies Auxiliary has been co-sponsoring this contest with the VFW since 1965. Each year more than 100,00 high school students compete for more than \$2.5 million in scholarships and incentives. Students compete by writing and recording a broadcast script on an annual patriotic theme. This year's theme is **“DOES AMERICA STILL HAVE HEROES”**. Students will record a 3-5 minute essay on a cassette or CD with this year's theme and label the cassette with their name. They must also have a typed copy of the essay and a completed entry form in order to submit the entry for judging. The National Organization awards approximately \$150,000 in scholarships yearly, with the first place winner receiving a \$30,000 scholarship. The Voice of Democracy Contest is open to all students enrolled in public, private, parochial high school or home-schooled students in the United States, its territories and possessions, or in an overseas U. S. Military/civilian dependant school in grades 9-12.

OUR GOALS

1. To publicize the Voice of Democracy and Patriots Pen in schools, local newspapers, on cable television, at local churches, on radio broadcast and by using the internet.
2. To be prepared and informed by providing all necessary rules and deadlines for participants.
3. To work together with the VFW to ensure the success of the Voice of Democracy and the Patriots Pen Program.
4. To remember to acknowledge all who have participated in this program.

VFW Post winners compete at the VFW District level. District winners compete at the VFW Department level. Department winners receive an expense-paid trip to Washington D. C. to compete at the VFW National level. All winners must begin at the Post level.

Patriots Pen

2009-2010 Theme

“WHEN IS THE RIGHT TIME TO HONOR OUR MILITARY HEROES”?

WHAT IS THE PATRIOTS PEN PROGRAM?

The Patriot’s Pen Contest is conducted nationwide by the VFW and it gives students an opportunity to write essays expressing their views on democracy with the prospect of winning U. S. Savings Bonds. More than 120,000 students participated in this contest last year. The Patriots Pen Contest is open to students in grades 6-8. This is an essay of 300-400 typewritten words and all words count regardless of length. Students are required to write their own essays and they are judged on how well they understand, develop and present the theme. A positive approach is recommended to express their viewpoint. The first place winner of this contest will receive a \$10,000 U. S. Savings bond.

Start your program early by meeting with your Post Chairman. Work together by contacting local schools in the spring and again in September when the program starts. Contact the PTO/PTA and ask if you can come to a meeting. Let them know that these programs help build writing skills and self confidence. Distribute material at these meetings. When the program is completed, please remember to thank the judges, teachers and any members who helped with the program.

By promoting the Voice of Democracy and Patriots Pen contest we can accomplish one of the basic missions of our organization: To serve our veterans and to promote the ideals for which they so valiantly fought. Now is the time for our American Military Heroes to be honored by our youth. It also gives our young people an opportunity to learn about the VFW and its VFW Ladies Auxiliary.

Deadlines:

The deadlines for both contests are the same:

November 1 – Student entries to the Post

November 15 – Completion of Post judging

December 6 – Completion of District judging

January 7 – Completion of Department judging

January 15 – Department winners are due at VFW National Headquarters

**“IT’S TIME FOR AMERICA’S MILITARY HEROES” BECAUSE WE ARE
“SUPPORTING OUR LEGACY OF FREEDOM”**

VOICE OF DEMOCRACY PATRIOTS PEN

PRESIDENTS HANDBOOK —DEPARTMENT OF VIRGINIA

Linda Richardson
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**“IT’S TIME FOR AMERICA’S MILITARY HEROES” BECAUSE WE ARE
“SUPPORTING OUR LEGACY OF FREEDOM”**

VOICE OF DEMOCRACY REPORT FORM

2009-2010

District No. _____ Auxiliary No. _____ Date _____

1. Total dollars spent on the Voice of Democracy Program by your auxiliary _____
Amount spent on other items for this program _____
2. Did your auxiliary participate other than having an entry? _____
3. Number of schools that participated in the program _____
4. Number of students that participated _____
5. Describe how your auxiliary publicized the Voice of Democracy in your community.

Submitted By: Auxiliary President/Chairman _____
Phone No. _____

PATRIOTS PEN REPORT FORM
2009-2010

District No. _____ Auxiliary No. _____ Date _____

1. Total dollars spent on Patriots Pen Program by your auxiliary _____
2. Did your auxiliary participate other than having an entry? _____
3. Number of schools that participated in the program _____
4. Describe how your auxiliary publicized the Patriots Pen Program in your community _____

5. Number of students that participated _____

Submitted By: Auxiliary President/Chairman _____
Phone No. _____

Send reports to: Linda Richardson, Chairman Phone: 276-655-4144
VOD/Patriots Pen Program
2307 Carsonville Road
Elk Creek, Va. 24326-2018 Email: carl@ls.net

Veteran & Family Support

Rhonda Leaver
2085 Silver Lake Drive
Virginia Beach, Va 23464
Phone 757-580-8261
e-mail grleaver@aol.com

It's Time for America's Heroes

is the perfect complement to the Veteran's & Family Support Program. Focusing on the need of veterans, active military, VFW and Ladies Auxiliary members and their families set the parameters for a program designed to care, communicate and support these individuals. This program has been written to work in conjunction with core programs of the VFW and has four key areas: **National Military Services, VFW National Home for Children, Buddy Poppy and our Ladies Auxiliary Continuing Education Scholarship**, which benefits and define our Veteran's & Family Support Program. ***"Supporting our Legacy of Freedom."***

NATIONAL MILITARY SERVICES

There are three main efforts of the National Military Services department: Military Assistance Program (MAP), Operation Uplink and Unmet Needs. Each program provides its own focus of support for military service members and their families.

All donations must be sent to the Ladies Auxiliary VFW National Headquarters, earmarked for the National Military Services. The funds used by the VFW where they are needed most.

Copies of the donations (checks) and a report on how the programs were promoted go to the Department Chairman. Money is not collected by the Department Treasurer

The Military Assistance Program (MAP) provides support for the Post, District and Department interaction with the local military community bridging the VFW and the Ladies Auxiliary to active duty, guard and Reserve military units. Map offers grants to VFW Posts and Auxiliaries who participate in military unit functions such as sponsoring farewell and welcome home activities, Adopt-A- Unit and Family Readiness Group events. Another aspect of MAP is the Memorial Commendation for a service member killed in action. This commendation intended to be presented by a VFW representative, is an example of the continued support this organization provides.

Operation Uplink connects active-duty troops and hospitalized veterans with their families and friends. The connections include both

international and domestic phone cards and Free Call days, one scheduled for every month of the year, where troops can call home- at no charge- from internet cafes throughout Iraq, Afghanistan and Kuwait. All card requests, which must include the unit designation, head count and a point of contact, are submitted through Department Chairmen.

Through Unmet Needs the VFW provides grants up to \$2,500 to eligible service members and their families facing a hardship due to deployment or military service. This grant is available to the five branches of service, as well as members of the Reserves and National Guard. With funding from corporate sponsors and individual donations, the VFW Foundation administers and promotes the Unmet Needs program. Eligibility criteria and expenses eligible for consideration of payment are listed on the VFW Web site along with a new application to accelerate processing. National Military Service programs can be downloaded at www.vfwdepartmentresources.org.

Ladies Auxiliary Continuing Education Scholarship

A primary objective of this Ladies Auxiliary is support to the members and their families. Education is one of these goals. The continuing Education Scholarship is available to members, their spouse or children who have reached 18 years of age to pursue a college degree or technical trade. One scholarship of \$1,000 will be given to a candidate from each of the four Ladies Auxiliary VFW Conferences. Membership in the Ladies Auxiliary for one year prior to application is required to qualify. The newly revised one- page application is available to download at www.ladiesauxvfw.org and must be received at National Headquarters by February 15,2010. **Prior winners are not eligible.**

VFW National Home For Children

The VFW National Home for Children, located on 629 acres in Eaton Rapids, Michigan, is the most unique community in the nation. Established in 1925, the National Home is a multi-faceted facility created to care for the developmental, social and spiritual needs of the children and families of the VFW and active military personnel. A neighborhood of custom homes, service buildings and recreational land, the National Home stands as a tribute to the VFW and Ladies Auxiliary members who have supported and continue to support the home today through contributions.

The VFW National Home receives no government funding, so contributions are

critical to maintain the programs and campus. The Ladies Auxiliary promotes funding through the Health & Happiness / Christmas Cheer Fund with a **donation of 10 cent per member based on Auxiliary June 30 membership quota.** Other methods of giving include the Campbell's Labels for Education Program, the new Online Giving Option, Tribute Giving and Life Membership. For information on all funding options available for individual donors, refer to the National Home's Web site, www.vfwnationalhome.org, or call their toll-free number, (800)424-8360. Our commitment to the mission of the National Home remains to provide opportunities for growth and development for children, youth and families of members of the VFW and Ladies Auxiliary, while serving as a living memorial to all veterans.

Buddy Poppy

The Buddy Poppy, an integral part of the VFW community since 1922, is the official memorial flower representing the blood shed by American service members and reiterates that their sacrifices will not be forgotten. Today, as in the past, men and women veterans in VA hospitals, domiciliary and state veterans homes assemble poppies and are paid by the VFW. The proceeds from a Buddy Poppy distribution are placed in **the Ladies Auxiliary Relief Fund** and used solely for veteran's welfare or the well-being of their needy dependents or the orphans of veterans. A listing of accepted expenditures from this Relief Fund can be found in the Ladies Auxiliary Booklet of Instruction.

A successful Buddy Poppy Campaign requires planning and enthusiasm. Choose your campaign dates, publicize the event and select your volunteers wisely. Their enthusiasm and smiles create a friendly atmosphere which projects a good image; winning combinations. The *It's About Service- How to have a Successful Program Year 2009-10 Program Guide* has tips for a successful campaign and contest details.

You can download at www.vfw.org.

New in 2009, the Buddy Poppy Program offered an additional opportunity to distribute poppies. Along with Memorial Day and Veterans Day, March 3 was deemed the All American Star Spangled Bonus Day. This Buddy Poppy date marks the anniversary of VFW's victory in sealing "The Star Spangled Banner" as the national anthem. The additional of an official day for a Buddy Poppy Campaign reinforces the two-fold importance of the Buddy Poppy that has not changed since its inception: our continued commitment to **"veterans helping veterans"** and the VFW's motto of **"Honor the**

Dead by helping the living."

Ladies I would like to see every Auxiliary be 100% in participation.

Banner requirements

You must complete 3 out of 4 ,

- 1. VFW National Military Service (MAP, Operation Uplink, Unmet Needs)**
- 2. VFW National Homes for Children**
- 3. Continuing Education Scholarship**
- 4. Buddy Poppy**

Remember Report, report.

Reporting Period: July 1, 2009- March 31, 2010

I must have my reports by the 1st of every month, so I can have my report in by the 10th of each month.

Ladies let's have a fun year and help the veterans and their families in time of need. Or just be there for them, when they just need a friend or some one to talk to. Also **"remember we have Veterans among us."**

Please keep all troops away in safe hands and keep them in your prayer, that they come home safe.

**Veteran & Family Support
Monthly report
2009-2010**

(Must be received by Department Chairman by the 1st of every month)

Department Chairman

Rhonda Leaver

2085 Silver Lake Drive

VA Beach, Va. 23464

E-mail: grleaver@aol.com

Phone: 757-580-5628

District: _____

Auxiliary: _____

Number of member Participating: _____

1. How Many Members participated in Veterans & Family Support activities? _____

National Military Service programs activities? _____

(Farewell/ Welcome Home, Adopt-a- unit, Family Readiness Group activities)

Aid to veterans (meals, transportation): _____

Cards/ notes to veterans: _____

Personal visits to veterans in nursing homes: _____

2. Hosted/ co-hosted with VFW Post a fundraising project for a National Military Service Program? _____

Briefly describe an exceptional idea:

3. How did you publicize the National Military Service Program? _____

4. How did you publicize the Continuing Education Scholarship Contest? _____

5. Describe ways Buddy Poppies were used: _____

How many members participated in your Buddy Poppy Program? _____

Signed: _____

Auxiliary Chairman

e-mail: _____

Address: _____

City, ZIP _____

Phone: _____

Department of Virginia
Youth Activities Chairman

Shema Peppers
8611 Seays Rd.
Spotsylvania, Virginia 22551
(540) 895-9139
speppers8312@gmail.com

Sisters keeping in mind our National Presidents Jan Tittle's theme "It's Time for America's Military Heroes" it is only because of them we are "Supporting our Legacy of Freedom" which is our Department of Virginia President Kathy Birch's theme. We must motivate our youth. **GET THEM INVOLVED!** We have many ways to do that.

Young American Creative Patriotic Art Contest - Encourage students in grades 9-12 to express their patriotism through art. There are eight scholarships to be awarded ranging from \$10,000 to \$500. Contact local schools and home-schooled students. Entries must be submitted by March 31, 2010. First place winners must be received by the Department Chairman by April 15, 2010. Artwork must be original.

Junior Girls - Sponsoring a Junior Girls Unit contributes to our future as an organization. Membership is open to girls from ages 5-16 with eligibility. Ten members or more are required to start a new Junior Girls Unit.

Junior Girls Scholarship Competition: Girls ages 13-16 can apply for a scholarship in their Department. Department winners receive \$100 unless they win the National award which is \$7,500.

Junior Girls securing two new Junior members from July 1, 2009 to March 31, 2010 will have her name entered in two drawings for \$50 and every time after you get two new Junior Girl members.

Hospital Service Pins: Junior Girls keep your hours and send them in from 50 to 500 hours or more to a VA Hospital or other hospitals, nursing home or combination of the three.

Junior Reserve Officers' Training Corps (ROTC) - Contact a local Junior ROTC Unit to get involved and help sponsor the unit monetarily. This program produces individuals with an appreciation for patriotism, civic responsibility and military service. This organization will be an asset to any Auxiliary.

Snowball Express - New to Youth Activities this year. It pays tribute to the children of those military fallen heroes who have died while honorable serving since Sept. 11, 2001. Kids and widows discover they are not alone and they will know they are not forgotten. All donations must be mailed directly to Snowball Express National office.

Other Youth Activities - We encourage you to sponsor or get involved with a Scout troop, a bowling team, a sports team and other youth groups. Assist youth groups to support our troops. Have holiday parties for the less fortunate and for your member's families. Visit your schools and teach about our flag and the Pledge of Allegiance. Hold fire safety or bike safety programs for the youth of your community. There are so many more ways to be involved with our youth.

Please remember Sisters - Gold, Silver and Bronze awards for Girl Scouts will no longer be available from National and will not be a special program under Youth Activities. The Director recommends that if any Auxiliary wants to order the award certificates to do immediately as they are not reordering. She encourages each Auxiliary who wants to continue with the awards to design and print their own. This will be reported under Other Youth Activities.

It is truly an honor to be selected as your Youth Activities Chairman for the upcoming year. I am looking forward to working with all the Auxiliaries. Please don't hesitate to contact me. I want you to report, report and report all you want. You will make this a successful year for the Department.

Shema Peppers
Youth Activities Chairman

Youth Activities

Report Form

Shema Peppers
8611 Seays.Rd.
Spotsylvania, VA. 22551
(540) 895-9139
speppers8312@gmail.com

DATE _____ AUXILIARY # _____ DISTRICT

Name of Aux. Chairman _____

Telephone # of Chairman (____) _____

YOUTH AMERICAN CREATIVE PATRIOTIC ART

of Schools contacted by your Auxiliary: _____

of Schools that participated: _____

of Students that participated: _____

Describe ways that you promoted your program: _____

Amount spent on Awards, Promotions, Flyers or etc. _____

JUNIOR GIRLS

Did you sponsor a Junior Girls Unit ?

of Junior Girls applying for scholarships?

of hours each girl volunteered for at VA or local hospitals or nursing homes?

Other activities Junior Girls did.

JUNIOR ROTC UNIT

Did you contact a local Junior ROTC Unit?

Did you have them assist your Auxiliary with public events?

Did you give monetary donations? How much?

SNOWBALL EXPRESS

Did you donate? How much?

ADDITIONAL INFORMATION ON YOUTH ACTIVITIES

Youth supporting our Troops

Any others please list

Please explain any activity in detail on back of sheet.

LADIES AUXILIARY VFW, DEPT OF VIRGINIA TREASURERS

From: Mary V. Richards, Dept. Treasurer.
6351 Tappahannock Drive, Norfolk, VA. 23509
Home Phone 757-961-5692 Cell 757-651-4813
Email - undbird@cox.net

To: All Auxiliaries Treasurers:

CONTACT INFORMATION: “Chain of Command” Members should first direct their questions to the Auxiliary. If the Auxiliary is unable to answer the question, the Auxiliary President or Treasurer should contact the Department. If the Department is still unable to resolve the issue, they (The Department) will contact the National Headquarters office.

AUXILIARY TREASURER BOND: According to Article VIII, Section 810 of the Bylaws, it is the **Auxiliary President’s** “duty to see that the office of the Treasurer is bonded. The amount shall be approved by the Auxiliary Members and the bond premium paid from their funds. **The President shall hold the Bond. If an Installation Report is not received at National the application for the bond will not be sent out.** The Bond runs from September 1 through re-printed membership August 31 of each year.

AUXILIARY DISTRICT DUES: District Dues are due to your District Treasurer no later than September 30th of the current Auxiliary year.

AUXILIARY TRUSTEES – AUDIT: It shall be the duty of the Trustees, no later than the end of the month following the expiration of each quarterly period, to properly audit the books and records of the Auxiliary Treasurer and Secretary. All Audits are to be completed by the elected Trustees, with a minimum of two (2) in attendances. The Trustee shall submit and read the written report during an Auxiliary Meeting. A motion to accept the audit is required. A copy of the accepted audit shall be included in the minute record book. A sign copy of the audit shall be forwarded to the Department Treasurer.

MEMBERSHIP SUMMARY FORM: Auxiliary Treasurer’s, this form is to be used to summarize the amount of National and Department dues being transmitted to the Department Treasurer. It also shows the total number of new, reinstated and continuous members being transmitted and a new year –to-date annual membership total. Please complete a Membership Summary Form each time you transmit dues and mail it along with Part 4 of the pre-printed membership cards or Part 3 of the blank N/R/T Membership cards with a check for Department Dues (\$5.50) and National Dues (\$3.50) TOTAL \$9.00 each member. Please remove all carbon before mailing the Department Membership Summary Form.

NEW METAL LADIES AUXILIARY VFW LIFE MEMBERSHIP CARDS: New metal Ladies Auxiliary VFW Life Membership cards are now available and **MUST** be ordered through the **VFW SUPPLY DEPARTMENT** (NOT THE LADIES AUXILIARY VFW SUPPLY DEPARTMENT). A member or her Auxiliary Treasurer may request a new metal Life Membership card. The request must be accompanied with a check in the amount of \$10.00 made payable to the VFW Supply Department and must include the member's name, Auxiliary number, Auxiliary location (City/State), ID number and date of Life Membership card. **All requests and any correspondence regarding the Ladies Auxiliary VFW metal Life Membership cards must be sent directly to VFW Supply Department at 406 W. 34th Street, Kansas City, MO 64111. The VFW Supply Department can be contacted by phone at (816)757-3390.**

I want to thank each and every one of you for your confidants in me. I promise to do my very best for this Department. Please feel free to call me. 757-961-5692

YOU ARE SPECIAL

*Remember that a little love goes a long way
Remember that a lot... goes forever
Remember that friendship is a wise investment
Life's treasures are people... together*

*Realize that it's never too late
Do ordinary things in an extraordinary way
Have health and hope and happiness
Take time to wish upon a star
And don't ever forget...even for a day
How very special you are.*

Outstanding Auxiliary Secretary

New Award for 2009-2010 Auxiliary Secretaries

Auxiliary Presidents give your Secretaries the praise and recognition they deserve. Nominate them for this award to be given by the Department Secretary, Susie DeShano at the June Convention.

Nominations may be made by only the Auxiliary or District President. The award will be based on outstanding job performance, loyalty to the Auxiliary at every level and acts above and beyond the call of duty. Nominations will be accepted in the form of a letter outlining why you feel they qualify for this award.

Submit the letter to the Department Secretary
by May 1, 2010.

The Outstanding Auxiliary Secretary will receive a Trophy and a check for \$50 from the Department of Virginia.

Susie DeShano
Department Secretary
403 Lee Jackson Highway
Staunton, VA 24401

Secretary

MINUTES AND DUTIES

Meetings: Regular and Special - Reference Sec. 210: Minutes must be taken at every meeting of the Auxiliary. The Auxiliary must hold at least one business meeting per month.

All members must be notified *in writing of Special Meetings* that may be called by the Auxiliary President or by five (5) members in good standing. The letter of notification must specify the particular business to be transacted. The Special Meeting may deal *only with the particular business as notified*.

ESSENTIALS OF MINUTES, per Demeter's Manual, follow: The Secretary is not required to include in the Minutes all that takes place at a meeting. Generally speaking, only decisions should be embodied. Lengthy and detailed minutes are not necessary. A record is made of what is done, not of what is said, including any other action worthy of record. Socials or other events occurring before, during, or after the session, including guest speakers therein, may be included in the record.

The manner in which the Minutes are entered in the Record Book shall be at the discretion of the Auxiliary (Sec. 812A).

AUDIT REPORTS - The Audit reports must be incorporated in the Minutes.

COMMUNICATIONS - All communications from National or Department (State) Officers are *official* and the Secretary is required to read these communications at a regular meeting before being filed for one year. This includes:

General Orders from the Department President. General Orders are issued only by the Department President at the Department level. (The Chairmen issue Program Promotions.)

General Orders from the Department President (consisting usually of only one or two pages), together with Program Promotions from the Department Chairman, are mailed monthly by the Department Secretary, August through April. Department Convention information is mailed in May.

The Department of Virginia has a strong commitment to inform and to help each Auxiliary Chairman conduct a successful program by sending a free monthly mailing of General Orders/ Promotions from the Department in care of the Auxiliary Secretary. The Secretary shall distribute all Program Promotions to each respective Auxiliary Chairman. The Auxiliary Secretary retains only General Orders and other announcements for the Auxiliary files. If the Auxiliary Secretary wants to keep an entire mailing, she should

subscribe for her personal copy through the Department Secretary (subscription cost of \$15.00 is payable to the Department Treasurer).

Communications regarding policy or rulings are retained permanently.

Duties of a Secretary during an Auxiliary Meeting:

1. Take the official minutes of the meeting
2. Roll call of officers
3. Reading of any petitions for membership
4. Notifying new members of their acceptance or individuals of their non-acceptance, returning their membership fee with the notification.
5. Reading of the minutes of the previous month's meeting. Sign and date using ink pen, of approved or amended minutes (write in corrections).
6. Incorporate a copy of the Treasurer's report in the Secretary's Minutes Book.
7. Presentation of Bills
8. Reading of official and other communications. (Department General Orders and any letters or cards sent to the auxiliary.)
9. Let President know of any unfinished business from the previous month.
10. Have the Secretary Book available for the trustees during the quarterly audits

OFFICIAL CORRESPONDENT - Under the direction of the Auxiliary President, the Auxiliary Secretary is the official correspondent of Auxiliary business.

The Secretary *attests* (per Webster's - to affirm to be true or genuine, to authenticate officially.) by her signature and placement of the auxiliary Seal on all correspondence, all actions of the Auxiliary

The Auxiliary Seal shall be placed on all communications.

The Auxiliary Seal is usually in the possession of the Secretary. When the Treasurer gets her Kit from National in April/May, the Treasurer schedules a mutually convenient time to meet with the Secretary so that the Auxiliary Seal can be placed on all membership cards. Then they are ready for the Treasurer to complete when dues are received. Large Auxiliaries may wish to consider getting a second Auxiliary seal to be assigned to the Treasurer.

Correspondence for consideration by National HQ or National Officers, whether by an approved motion by the members at an Auxiliary meeting or from an individual, shall be 'forwarded through channels' and embossed with the Auxiliary Seal.

This means, send two copies of any or all Auxiliary-related correspondence first to the Department President with a cover note asking her to forward it to National.

The Department President will retain one copy and forward the other 'original' to National, with or without her comments, as she desires. (Refer to Booklet of Instructions).

MEMBERSHIP APPLICATIONS - It is the duty of the Auxiliary Secretary to thoroughly review all applications from potential members, **to ensure that the application is completed with all details required in accordance with the By-laws**, including:

- Legible spelling of all names and of sponsor under whose eligibility the member seeks admission;
- The complete dates of service in the Foreign war;
- The inclusion of Auxiliary Name and Number;
- The new member's fee is attached;
- The reverse side is signed by an Auxiliary member who recommends the applicant; and,
- At least two other Auxiliary members have signed as the Investigating Committee.

If the card is incomplete, the application is not read at the meeting, but merely returned to the Investigating Committee for additional action. The Auxiliary Secretary will read the application to the members at the Auxiliary meeting only when all items are completed satisfactorily.

If voting on the candidate(s) is favorable, the card is then given to the Conductress to present to the Treasurer accompanied by the member's fee.

If voting for the candidate(s) is unfavorable, the applicant is notified and the membership fee is returned. The Secretary will record the name in the Record Book of Rejected Applicants.

The Auxiliary Secretary is responsible for notifying all new members orally or in writing of their election and acceptance into the Auxiliary and to provide them with pertinent information concerning Auxiliary meeting dates, time and place.

Record Book of Rejected Applicants and Expelled Members are kept permanently by the Secretary.

A Roll of Deceased Sisters is kept permanently by the Secretary along with a record of their burial

ELECTION OF OFFICERS & INSTALLATION - The Installation Report sent to the Auxiliary Secretary by the Department Secretary is prepared in duplicate for the Installing Officer, prior to the Installation of Auxiliary Officers.

In each of the instances below, it is the duty of the Auxiliary Secretary to send a letter, citing the Auxiliary Name and Number, and District Number, with her signature and with embossed Auxiliary Seal:

1. Any changes in the Office of Auxiliary President, Secretary, or Treasurer, after installation, or of any changes of address and phone numbers relating to these officers, to both the Department Secretary and National Secretary.

2. A listing of elected Delegates and Alternates to the District Convention to the District Secretary.
3. A listing of elected Delegates and Alternates to the State Convention to the Department Secretary.
4. A listing of elected Delegates and Alternates to the National Convention to the National Secretary.

Department Secretary

Susie DeShano
403 Lee Jackson Highway
Staunton, VA 24401
(540) 324-6807
Secretary62@gmail.com

National Secretary-Treasurer

Connie Atkinson
Ladies Auxiliary VFW
406 W. 34th Street, 10th Floor
Kansas City, MO 64111
(816) 561-8655

Susie DeShano
Department Secretary

<u>DATE</u>	<u>SUBJECT</u>	<u>RESPONSIBLE PERSONS</u>
	Recording of Official Minutes	<p>A suggested format for minutes is provided in the Auxiliary President's Reference Guide as well as copies are provided at the School of Instruction (time and place assigned by Department President). Minutes may be typewritten and pasted in a bound record book or handwritten in a bound record book that can be ordered from the National Supply Catalogue.</p> <p>Auxiliary Secretary must sign the official minutes and date/write the word "Approved" under her signature once the minutes have been approved at the next or subsequent regular business meeting.</p>
Continuous Throughout The Year	Address Changes Roster Changes	<p>Auxiliary Secretary should report immediately any change of name, address or change in Auxiliary President, Secretary, or Treasurer to the Department Secretary.</p> <p>Include Auxiliary number when writing to the Department Secretary. Don't forget to provide Auxiliary number and affix the Auxiliary seal to official correspondence written to the Department.</p> <p>Changes of District Officers, Department Officers or Department Chairmen must also be sent to the Department Secretary.</p>
Continuous Throughout The Year	Records of Deceased Members	Auxiliary Secretary maintains a roll of deceased sisters with a record of their burial. This documentation may be kept in a separate folder marked deceased sister, or at the back of the roll call book.
Monthly	Treasurer's Report	Auxiliary Secretary must incorporate the Treasurer's report in the Auxiliary's official minutes.
Quarterly	Audit Reports	Auxiliary and District Audits must be held as required by National Bylaws (Sections 814 and 814A) and a copy of the audit sent to the Department Treasurer. Due dates of the audit reports are listed on the audit form. The audits are mailed by Trustee #1. An Audit Form is provided in the President's Reference Guide.
March 31	Attendance at District Meetings	District Secretary must send list of those Auxiliaries attending District Meetings to the Department Banner Chairman each year.
April	Election of Delegates District Convention Sections 301-309 National Bylaws	<p>Auxiliary Secretary must send the names of delegates and alternates to the District Secretary <u>prior</u> to the District Convention. Term of office for District Delegates is 1 year.</p> <p>Auxiliary members must elect delegates and alternates to the District Convention not less than 30 days prior to the District Convention. Remember – District dues must be paid or the Auxiliary will not have a vote at the District Convention or throughout the year at the District.</p>
April	Election of Officers	Members must nominate and elect Officers at a regular business meeting. No member may be elected to office unless she is in attendance at the election or unless she submits in writing her willingness to be elected and hold office.

<u>DATE</u>	<u>SUBJECT</u>	<u>RESPONSIBLE PERSONS</u>
	Unable to Elect Officers	If the Auxiliary is unable to elect a President, the election is over. Do not proceed with any further elections. Department President must be notified.
April	Warrant/Installation Requests	<p>Installation Warrant Request Form is issued in the April G.O.</p> <p>Auxiliary Secretary is responsible for giving the Warrant request form to the President Elect. President Elect must request the Warrant (Sec. 806A of the Bylaws) from the Department Secretary.</p> <p>Installation Warrants are mailed to the Auxiliary Secretary. Auxiliary Secretary is responsible for reading the Warrant (as requested by the Installing Officer) at the Installation.</p>
May	Installations Reports of Installation	<p>Officers must be installed at a regular or special meeting not less than 20 days or nor more than 60 days prior to the convening of the Department Convention.</p> <p>Auxiliary Secretary completes the Installation Report prior to giving it to the Installing Officer to sign. The Installing Officer is responsible for mailing the Installation Report.</p> <p>Installation Report must be returned to the National Secretary and the Department Secretary as instructed in covering memorandum issued by the Department Secretary.</p>
May	Election Of Delegates for Department Convention	<p>Auxiliary Secretary must send names of the elected delegates and alternates for Department Convention not less than 30 days prior to the Department Convention.</p> <p>Remember – all financial obligations or supply money to National Headquarters must be paid. Treasurer bonded and all audits received by the Department for the Auxiliary to have a vote at the Department. A form for reporting delegates is issued in the April G.O. President and Secretary must sign the form with affixed seal.</p>
May	Credentials	<p>The Department Secretary sends by First Class mail credentials (including the Auxiliary President) to each of the Auxiliary Secretaries.</p> <p>Auxiliary Secretary is responsible for completing the credentials, obtaining Auxiliary President's signature. Auxiliary Secretary signs credential, affix seal to each credential, and presents them to the elected delegates and alternates.</p>
June	Election of Delegates for National Convention	<p>Delegates for National must be elected at the last regular meeting in June.</p> <p>Auxiliary Secretary sends names of delegates/alternates to National Secretary prior to the National Convention. President signs/Secretary attest/seal affixed to the correspondence.</p>

Revised 4/07



**LADIES AUXILIARY VFW
"IN FORTITUDE AND LOYALTY"**

MEMO of CHANGE OR CORRECTION

DATE: _____

TO: Connie Atkinson, National Secretary-Treasurer
Ladies Auxiliary VFW, National Headquarters
406 West 34th Street, 10th Floor
Kansas City, MO 64111

COPY TO: Linda (Susie) DeShano, Department Secretary
Ladies Auxiliary VFW, Virginia
403 Lee Jackson Highway
Staunton, VA 24401

FROM: Department of VIRGINIA Auxiliary No. _____

PLEASE NOTE CHANGE OR CORRECTION *

CHANGE OF AUXILIARY OFFICER
CHANGE OF OFFICER NAME – ADDRESS – PHONE
CHANGE OF DUES AMOUNT

TITLE: _____

President, Secretary, or Treasurer

NAME: _____

MEMBERSHIP ID # _____

ADDRESS: _____

PHONE: () _____

DUES AMOUNT: \$ _____

* **NOTE:** This form is NOT to be used to report Annual Elections.