

VFW AUXILIARY OFFICIAL VISIT REPORT 2024-2025

DATE OF VISIT: _____ VFW AUX. NO. _____ DISTRICT NO. _____

VFW AUXILIARY NAME _____

MEETING LOCATION: _____

Average Meeting Attendance _____ **Attendance at this meeting** _____

Use more pages as needed.

***PRIOR TO THE MEETING – CONFIRM THE FOLLOWING WITH AUXILIARY OFFICERS**

* Offices of President and Treasurer are bonded in amount compliant with the Bylaws. ((Check Bond Amount compared to average Auxiliary account(s) balance(s).))

* Auxiliary Meeting Information is correct in MALTA

* Officers listed in MALTA are current officers

* Auxiliary Dues Amount as shown in MALTA is correct

* The Secretary’s books are kept according to the Booklet of Instructions including attaching the Treasurer’s Report and Audit Reports to the Minutes.

* Minutes are read / distributed per Auxiliary approved motion.

* The Treasurer’s books are kept according to the Booklet of Instructions and the Treasurer’s Report is read / distributed per Auxiliary approved motion.

* Trustees are performing audits in compliance with the Bylaws and are aware of their responsibilities.

* Audits are read and approved at Auxiliary meetings.

DURING THE MEETING –

1. What Programs did the Auxiliary report on during the Meeting?

Americanism	Buddy Poppy / National Home	Auxiliary Outreach
Hospital	Legislative	Media
Scholarships	Veterans and Family Support	Youth Activities

2. Is the Auxiliary submitting Program Activity Reports regularly AND using Google Forms?

3. How is the Auxiliary mentoring members?

4. Does the Auxiliary have a media presence? _____

5. How is the Auxiliary working to retain members and recruit new members?

6. Is the Auxiliary participating in District Meetings, Schools of Instruction and other District Events? _____

7. Is the Auxiliary taking advantage of Department Member Involvement Trainings (MIT's) and conferences? _____

DISTRICT PRESIDENT/REPRESENTATIVE

AUXILIARY PRESIDENT

Printed Name

Printed Name

Instructions to District President/Representative:

(1) Sign both the books of the Secretary and the Treasurer indicating the date you reviewed them.

(2) Give a copy of this report to the Auxiliary President and Secretary.

(3) Email a copy to the Department President, Department Secretary and Chief of Staff.

(4) Keep a copy for your files.