

# **ARIZONA OUTSTANDING DISTRICT AWARD**

## **2025-2026 Checklist**

**The Auxiliary must complete all of the following by March 31, 2026**

The District **must** complete the following:

☐ **Membership Growth**

The District must achieve 100% in Membership PLUS every Auxiliary in the District must have at least one new or rejoin member.

☐ **Membership Growth**

The District must participate in a Membership Recruiting event.

☐ **District School of Instruction – Department Team Lead**

Each District must coordinate with Department Team for School of Instruction.

Every Auxiliary in the District must have representation at the School of Instruction.

☐ **Official Visits      Deadline – November 30**

District President or representative must complete initial Official Visit AND submit Visit Report to Department President, Department Chief of Staff, Department Secretary and Department Treasurer. Appointment of representative must be approved by the Department President prior to the Official Visit.

☐ **Follow Up Visits      Deadline – March 15**

District President or representative must complete follow up visit AND submit report to Department President, Department Chief of Staff, Department Secretary and Department Treasurer. Appointment of representative must be approved by the Department President prior to the Official Visit.

☐ **Communication**

District President must communicate monthly with the Auxiliary Presidents and submit summary report to the Department President and the Chief of Staff.

☐ **Joint Project with VFW District**

The District VFW Auxiliary and VFW must participate in a District wide program event (Not Voice of Democracy, Patriot's Pen, or Membership)

☐ **Auxiliary Events**

District President or representative must attend at least one event at each Auxiliary in the District.

☐ **Council of Administration Report**

District President must present one program event or an upcoming event from each Auxiliary in the District.

☐ District President must attend conference and corresponding Council of Administration meeting.

☐ **2025 Department Convention**

☐ **Fall Conference**

☐ **Winter Conference**

☐ **Department MIT Training**