

UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

VFW Auxiliary

Special Memo from the District President

(Date)

Auxiliary No. _____

Dear President _____

Pursuant to VFW Auxiliary National Bylaws Article VIII Sec. 810B – “The District President shall conduct an official visit to each Auxiliary in their District annually.” I would like to make my Official Visit to your Auxiliary on _____. If this meeting date is not convenient for your Auxiliary, please let me know as soon as possible so we can reschedule my visit.

I would like to meet with you, the Secretary, the Treasurer and the Trustees one hour before the meeting to review the Auxiliary record books. Please ensure that the following records / items are available for my **review and signature**:

- Secretary’s Minute Book
(Must include copy of the required status letter to Post Commander per Bylaws Sec. 810)
- Treasurer’s Record Book Divided by Month
(Must include any computerized spreadsheets, computerized check register, Deposits, Receipts for Disbursements, Bank Statements and Reconciliations, Bond Receipt)
- Check Book/Check Register (if not a part of Treasurer’s Record Book)
- Status of IRS Reporting Requirement
- Program Activity Reports

Enclosed for your review is a copy of the Official Visit Form that we will go over before the meeting and complete after the meeting.

I look forward to my visit with your Auxiliary and hearing about all the wonderful projects you’re planning.

Loyally,

(Name)

District President

District No.

Telephone No:

Email:

VFW AUXILIARY OFFICIAL VISIT REPORT

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

VFW AUXILIARY NAME _____

MEETING LOCATION: _____

Instructions to District President/Representative: (1) Sign both the books of the Secretary and the Treasurer indicating the date you reviewed and your initials. (2) Give a copy of this report to the Auxiliary President. (3) Send copy to the Department President, Department Secretary and Chief of Staff. (4) Keep a copy for your files.

PRIOR TO THE VISIT – REVIEW THE FOLLOWING IN ORDER TO CONFIRM AND ADVISE THE PRESIDENT IF CORRECTIONS NEED TO BE MADE.

*Offices of President and Treasurer are bonded in amount compliant with the Bylaws.

*Auxiliary Meeting Information is correct on MALTA and Department website.

*Auxiliary Officers shown in MALTA are correct

*Auxiliary Dues Amount as shown on MALTA has not changed.

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

Americanism

Buddy Poppy

Hospital

Legislative

Media

Membership

Scholarships

VFW National Home

Veterans and Family Support

Youth Activities

2. 2.Is the Auxiliary submitting Program Activity Reports regularly AND using the correct method? _____

3. Does the Auxiliary have a media presence? (Social Media -Facebook, etc. or print) _____

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

5. How is the Auxiliary working to Stay a Healthy Auxiliary and Mentor Members? _____

6. What is the average attendance at monthly business meeting? _____

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

8. Is the Auxiliary taking advantage of Department trainings and conferences? _____

9. Is the Treasurer aware and filing the 990-N EPostcard or 990-EZ with the IRS? Auxiliaries with less than \$50,000 annual income can file the 990-N EPostcard. _____

10. Are the President and Secretary are receiving the communications from the District President.

11. Is the Auxiliary tracking their progress for Outstanding Auxiliary Award? _____

During the Visit:

Confirm Current Officers are correct on Department website and MALTA.

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 meeting.

Auxiliary is bonded in the correct amount

Do you feel that a follow up visit is appropriate for this Auxiliary? What items do you feel need further attention? _____

Comments: _____

Signature of District President/Representative

Signature of Auxiliary President