

Department of Arizona VFW Auxiliary

District President

Council of Administration Report

District Presidents Name

Date

PLEASE PROVIDE A COPY TO THE DEPARTMENT PRESIDENT AND SECRETARY AT LEAST ONE WEEK PRIOR TO THE COUNCIL OF ADMINISTRATION MEETING

Verbal Report

Have there been any changes to upcoming District Meetings?Dates? Time? Location?Will School of Instruction be held before or during the meeting?

Have you scheduled any special training events with the Auxiliaries in the District?

When?

Where?

What will be covered?

Report on any trainings that have been held. How many people attended? What was covered?

List any upcoming **SPECIAL** District or Auxiliary events. Provide copies of flyers if possible to Department Officers, Media Chairman, Webmaster/Newsletter Editor (10 copies) and other District Presidents (8 copies).

(Auxiliary events are reported at District meetings, not at Department Council of Administration Meetings unless it's a special event. Upcoming SPECIAL Auxiliary and District events should also be forwarded to Media Chairman Courtney Grandia (<u>clgrandia@gmail.com</u>) and Webmaster / Newsletter Editor Kim Harney (<u>emma32680@hotmail.com</u>).

Written Report

Have all Auxiliary Official Visits been scheduled?

How many have been completed?

Have copies of the Visit Reports been sent to the Department President and Department Secretary?

Are the Auxiliaries submitting Program Activity Reports?

How are you communicating with the Auxiliaries in your District?

Is the District Secretary sending copies of the District Meeting Minutes to the Department Secretary?

Are you as District President mentoring the District Officers?

Are you including your Sr. Vice on Official Visits and correspondence?

Are you aware of any Auxiliary within your District facing any challenges that the Department President should be aware of? Use the back of this sheet if necessary.