

# 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.

Use the back of this form as necessary.

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

Americanism	Buddy Poppy / National Home	Auxiliary Community Outreach
Hospital	Legislative	Media
Membership	Mentoring for Leadership	Scholarships
Veterans and Family Support	Youth Activiites	How to Remain a Healthy Auxiliary

2. Is the Auxiliary submitting Program Activity Reports regularly AND using the 2023-2024 form?

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3. How is the Auxiliary mentoring members?

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

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5. Is the Auxiliary participating in District Meetings, Schools of Instruction and other District Events? \_\_\_\_\_

6. Is the Auxiliary taking advantage of Department trainings and conferences? \_\_\_\_\_

7. \*PRIOR TO THE VISIT - CONFIRM THE FOLLOWING:

\*Auxiliary has a media presence.

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

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

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

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.

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Signature of District President/Representative

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Signature of Auxiliary President

05/2023