

# 2025-2026 VFW AUXILIARY OFFICIAL VISIT BY DISTRICT PRESIDENT/VISITING OFFICER REPORT FORM

District \_\_\_\_\_ Date: \_\_\_\_\_

Auxiliary Name and Number \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

1. Date of Visit \_\_\_\_\_. Previous Years Membership as of June 30 \_\_\_\_\_.  
Membership at time of visit \_\_\_\_\_. Average attendance at monthly business meetings \_\_\_\_\_.  
How many members present at the official visit meeting \_\_\_\_\_.
2. Name of Auxiliary President \_\_\_\_\_
3. Are those serving in the position of President, Secretary, Treasurer and Trustees (All three) the same as that submitted on the Installation Report? Yes \_\_\_\_\_ No \_\_\_\_\_  
**If NO, please complete a change of officer form.**
4. Is the President and Treasurer Bonded? Yes \_\_\_\_\_ No \_\_\_\_\_. Does the President hold the original copy? Yes \_\_\_\_\_ No \_\_\_\_\_ Bonded by \_\_\_\_\_ Date Bond expires \_\_\_\_\_ Receipt Number \_\_\_\_\_
5. Did the President do a Letter to the Commander? Yes \_\_\_\_\_ No \_\_\_\_\_  
Date on Letter \_\_\_\_\_ (Dated by June 30, 2024)
6. How many Regular meetings are held in the year? \_\_\_\_\_  
(If less than 12, what are the blackout months?) \_\_\_\_\_  
When are the meetings held? \_\_\_\_\_ Start time \_\_\_\_\_
7. What does the Auxiliary charge as an admission fee for the new members? \_\_\_\_\_  
What are the Annual dues for the auxiliary? \_\_\_\_\_
8. Does the Auxiliary hold active recruiting events? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Is the business meeting held Traditional \_\_\_\_\_ Contemporary \_\_\_\_\_ Round Table \_\_\_\_\_
10. Is the President using the current By-Law Podium Edition? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Are the meetings following the Auxiliary Order of Business according to the National By-Laws? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Do new members receive the Auxiliary Membership Pin? Yes \_\_\_\_\_ No \_\_\_\_\_
13. Do new members receive a copy of the current By-Laws? Yes \_\_\_\_\_ No \_\_\_\_\_

District \_\_\_\_\_ Auxiliary \_\_\_\_\_ Date \_\_\_\_\_

14. Have chairmen been appointed to ALL NATIONAL AND DEPARTMENT PROGRAMS?

Yes \_\_\_\_\_ No \_\_\_\_\_ **If NO, what programs are lacking a chairman and WHY?**

15. Treasurers Books

Did you review the Treasurers books? Yes \_\_\_\_\_ No \_\_\_\_\_

Are the books kept in an orderly manner? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the last audit attached in the book? Yes \_\_\_\_\_ No \_\_\_\_\_

Are all of their Audits into the Dept Office? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the Trustees sign the Treasurers Books? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the Trustees sign the Checkbook and Bank Statement? Yes \_\_\_\_\_ No \_\_\_\_\_

*If any above questions answered No, Explain Why not.*

16. Secretary Books

Did you review the Secretary's books? Yes \_\_\_\_\_ No \_\_\_\_\_

Are the books kept in an orderly manner? Yes \_\_\_\_\_ No \_\_\_\_\_

Are the Audits attached in the book? Yes \_\_\_\_\_ No \_\_\_\_\_

Did the Trustees sign the Secretary's books? Yes \_\_\_\_\_ No \_\_\_\_\_

*If any above questions answered No, Explain why not.*

17. Did the Auxiliary President have his/her chairman promote programs or talk about projects involving the members? Yes \_\_\_\_\_ No \_\_\_\_\_, If NO explain

18. Is the Auxiliary participating and reporting in all programs? Yes \_\_\_\_\_ No \_\_\_\_\_ If No Explain

19. Is the Auxiliary 100% reported in all programs? Yes \_\_\_\_\_ No \_\_\_\_\_

District \_\_\_\_\_ Auxiliary \_\_\_\_\_ Date \_\_\_\_\_

20. With a show of hands, How many members present are logged onto MALTA? \_\_\_\_\_

21. How many use the Resource Tools on National Website? \_\_\_\_\_

22. How many receive the E-Newsletter? \_\_\_\_\_

23. Do you consider this Auxiliary to be in a good working order? Yes \_\_\_\_\_ No \_\_\_\_\_ Why? Or Why Not?

24. List any questions or concerns that arose during the visit for which the Department office needs to respond that will help or encourage this Auxiliary

I Certify I have Inspected the Auxiliary listed above \_\_\_\_\_  
(District President/ Official Visit Officer)

**THE RECORDS OF THE AUXILIARY SECRETARY AND TREASURER MUST BE SIGNED, WRITE TITLE AND DATE BY THE OFFICIAL VISIT OFFICER. A copy of the Official Visit Form and Voucher must be emailed to the Department President and Department Office within 7 days of the visit. The Official Visit can not be complete if the Auxiliary does NOT have 1 report for each program.**

Date E-Mailed to Dept. President and Dept. Office \_\_\_\_\_

Date viewed by Dept. President or Dept. Office \_\_\_\_\_

Date forwarded to Chief of Staff \_\_\_\_\_

District \_\_\_\_\_ Auxiliary \_\_\_\_\_ Date \_\_\_\_\_