

# REVITALIZE YOUR AUXILIARY - TOGETHER WE WILL RISE



## Department of Ohio Contact Information:

Department of Ohio VFW Auxiliary  
35 E Chestnut St #508  
Columbus, OH 43215  
(614) 227 – 0358  
[treasurer@vfwauxoh.org](mailto:treasurer@vfwauxoh.org)

**\*\*\*THIS BOOKLET IS STRICTLY FOR AUXILIARIES TO HAVE SOME  
HELPFUL AND USEFUL INFORMATIONAL RESOURCES. IT INCLUDES  
PROGRAM IDEAS FOR REPORTING AND STEPS FOR USING  
THE NEW DASHBOARD TO SUBMIT REPORTS\*\*\***

(INFORMATION ON PROGRAMS IS SUBJECT TO CHANGE YEAR TO YEAR AS PROGRAMS CHANGE AT THE NATIONAL LEVEL)

# WHEN ARE AUXILIARY AUDITS DUE?

- Audit period April 1<sup>st</sup> to June 30<sup>th</sup> is to be completed by July 31<sup>st</sup>
  - Approved on the Auxiliary floor and submitted to Department by August 31<sup>st</sup>
- Audit period July 1<sup>st</sup> to September 30<sup>th</sup> is to be completed by October 31<sup>st</sup>
  - Approved on the Auxiliary floor and submitted to Department by November 30<sup>th</sup>
- Audit period October 1<sup>st</sup> to December 31<sup>st</sup> is to be completed by January 31<sup>st</sup>
  - Approved on the Auxiliary floor and submitted to Department by February 28<sup>th</sup>
- Audit period January 1<sup>st</sup> to March 31<sup>st</sup> is to be completed by April 30<sup>th</sup>
  - Approved on the Auxiliary floor and submitted to Department by May 31<sup>st</sup>

# THINGS TO REMEMBER ABOUT AUDITS...

- Use the current audit form. (Log into Members Only on the Department Website and click on Forms.)

VFW AUXILIARY TO POST \_\_\_\_\_ DISTRICT \_\_\_\_\_ DEPARTMENT OF OHIO  
DISTRIBUTION OF RECEIPTS, DISBURSEMENTS AND CASH BALANCE BY FUND

FOR PERIOD OF: \_\_\_\_\_ TO \_\_\_\_\_

FUND	CASH BALANCE LAST AUDIT	RECEIPTS	DISBURSEMENTS	CASH BALANCE THIS REPORT
General Fund				
Relief Fund				
Other Fund (Restricted)				
Other Fund				
Other Fund				
Total Checking Acct				
Savings Acct				
CD/Investment Acct				
<b>TOTAL BALANCES</b>				

**BANK STATEMENTS RECONCILIATION**

Bank Balance as shown on Qtr End Checking statement \_\_\_\_\_  
 Bank Balance as shown on Qtr End Savings bank statement \_\_\_\_\_  
 Bank Balance as shown on Qtr End CD bank statement \_\_\_\_\_  
 Bank Balance as shown on Qtr End Investment bank statement \_\_\_\_\_

Subtotal all bank accounts: \_\_\_\_\_

Less Outstanding Checks:

Number	Amount
Number	Amount
Number	Amount
Number	Amount
Number	Amount
Number	Amount
<b>Total Outstanding Checks:</b>	<b>\$</b>

Subtotal: \_\_\_\_\_

**PLUS Outstanding Deposits**

Date	Amount
Date	Amount
Date	Amount
<b>Total Outstanding Deposits</b>	<b>\$</b>

**TOTAL ADJUSTED BANK BALANCES** \$ \_\_\_\_\_

THIS IS TO CERTIFY THAT THE BOOKS OF THE SECRETARY AND TREASURER HAVE BEEN AUDITED, FOUND CORRECT, AND ALL MONIES PROPERLY ACCOUNTED FOR.

DATE AUDIT WAS CONDUCTED: \_\_\_\_\_ Trustees: \_\_\_\_\_  
 DATE AUDIT WAS APPROVED ON FLOOR: \_\_\_\_\_ 1 Year \_\_\_\_\_  
 2 Year \_\_\_\_\_  
 3 Year \_\_\_\_\_

Please mail: Ohio VFW Auxiliary, 35 E Chestnut Street, Suite 508, Columbus, OH 43215 OR email: treasurer@vfwsearch.org

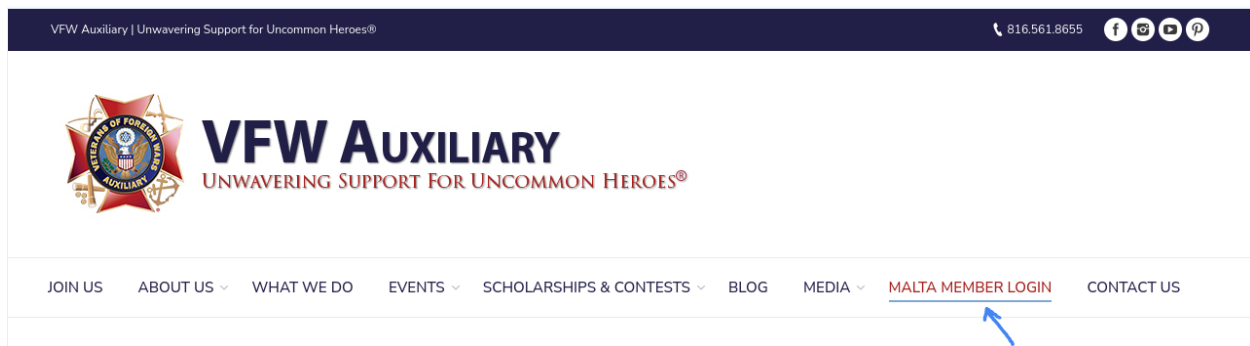
updated 6/22/2023

- Be sure to include your auxiliary number and district at the top.
- You must include all accounts (i.e. checking, savings, CDs, etc.) in your audit.
- Remember to write or type the date of the audit as well as the date it was approved on your auxiliary floor at the bottom.
- It must be signed by at least 2 trustees.
- You must submit the last bank statement for all accounts with the audit form to the Department.
- You may scan and email the documents to the Department Treasurer (preferred method) or mail them.

# MALTA HAS ALL YOUR NEEDS...

HAVE YOU LOGGED INTO THE NATIONAL VFW AUXILIARY MALTA WEBSITE?  
IF NOT, HERE ARE THE STEPS TO DO SO!

1. Grab your membership card
2. Go to [www.vfwauxiliary.org](http://www.vfwauxiliary.org)
3. Click on Malta Member Login



4. Click on Activate Account
5. Follow the steps to create your account & password (You will be using your membership ID number, and each time you log into Malta you this, so be sure you write it down or save information.)

6. Once you activate your account you will always enter the information in the LOGIN section, not the activation section.
  - Start exploring because there are so many helpful resources that your auxiliary can print off. You will wonder why you didn't do this sooner.

## NEW TO OHIO IN 2023-2024 IS A PROGRAM DASHBOARD TO DO ONLINE REPORTING...

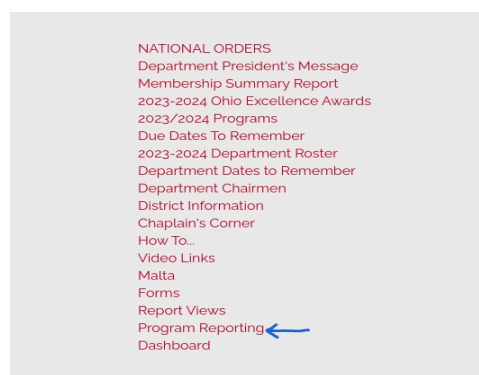
ARE YOU ABLE TO LOG INTO THE DEPARTMENT OF OHIO DASHBOARD TO ENTER REPORTS?  
IF NOT, HERE ARE THE STEPS TO DO SO!

1. Grab your Membership card
2. Go to [www.vfwauxoh.org](http://www.vfwauxoh.org)
3. Click on Login
4. Click on Members Only



5. Click on Member ID # box and enter your Membership #... Click Password box and enter your password (It is your last name) ... Click Login box

6. Click on Program Reporting



**VERY IMPORTANT - PLEASE ENTER A VALID EMAIL ADDRESS AND PHONE NUMBER!!!!  
FILL IN ALL BOXES ACCORDINGLY, CHECK AN ACTIVITY, & HIT SUBMIT.**

**VFW Auxiliary Department of Ohio  
Program Reporting**

*Please use the form below to enter your activity.  
One report for ONE activity.*

<b>Auxiliary*</b> <input type="text" value="2743"/>	<b>District*</b> <input type="text"/>	<b>Submitter Email*</b> <input type="text" value="misty2teach@yahoo.com"/>
<b>Date of Activity*</b> <input type="text" value="mm/dd/yyyy"/>		
<b>Select a Program*</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="radio"/> Americanism  <input type="radio"/> Chief of Staff / Extension  <input type="radio"/> Membership  <input type="radio"/> Scholarships  <input type="radio"/> Special Project </div> <div style="width: 30%;"> <input type="radio"/> Auxiliary Outreach  <input type="radio"/> Historian / Media Relations  <input type="radio"/> Mentoring For Leadership  <input type="radio"/> Youth </div> <div style="width: 30%;"> <input type="radio"/> Buddy Poppy @ /National Home  <input type="radio"/> Hospital  <input type="radio"/> Legislative  <input type="radio"/> Veterans and Family Support </div> </div>		
<b>Cumulative Hours*</b> <input type="text" value="0"/>	<b>Miles*</b> <input type="text" value="0"/>	<b>Members*</b> <input type="text"/>
<b>Dollars Spent/Donated*</b> <input type="text" value="0"/>	<b>Youth*</b> <input type="text" value="0"/>	<b># of Projects*</b> <input type="text"/>
<b>Description *</b> <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div>		
<input type="button" value="SUBMIT"/>		

You will get an email instantly saying that the report is submitted. Once you have done that, it is not INSTANTLY APPROVED... this only means that the program report was submitted to the pending dashboard. The Department Chairman will get notifications of the submitted reports, and if everything is filled in correctly, he or she will approve your report. You will get a rejection email if what you entered is not reportable or information is missing. The email should have a reason for the rejection as well. You can reply to the email with what needs fixed, or you can correct the report and resubmit it.

## WHAT ELSE CAN I FIND ON THE WEBSITE?

- ALL Chairman program bulletins
- Newsletters (Ohio Quibbler)
- Forms you might need (i.e., audit form, poppy order form, donation guidelines, etc.)
- Events, Program Information, Department Roster, and Due Dates to Remember
- Plus, so much more right at your fingertips... just look around or ask!

# DO AND DON'TS FOR REPORTING...

## VETERANS AND FAMILY SUPPORT

### DO'S:

- Claim donations to:
  - Military Assistance Program (MAPS)
  - National Veteran Services
  - Unmet Needs
- Promote:
  - Suicide Prevention Awareness
  - Mental Health Awareness
- Provide the following to our Veterans, current military or their families
  - Meals
  - Rides to grocery stores or appointments
  - Send thinking of you, get well or sympathy cards
  - Make care packages for current military or even for veterans in Nursing Homes.



### DON'TS:

- You CANNOT claim buying items for your post or canteen.
- You CANNOT claim paying bills for your post.
- You CANNOT claim buying drinks for your veterans

When you are filling out your reports for Veteran and Family Support, ask yourself one question...

**Does what you are about to report benefit our Veterans and/or their families?**

If your answer is YES, then REPORT IT.

If your answer is NO, then you CANNOT REPORT IT.

Always remember that the Veterans and Family Support Program MUST BENEFIT VETERANS!

## AMERICANISM

- Most reported projects - Patriotic dates; flags; Prisoner of War/Missing in Action and Malta resources
- Most errors on reports - missing # of flags; missing number of members; missing details in the information box and multiple projects on one report online
- Worst reports - paper reports have everything checked, don't state what they did, missing hours, etc. & can't read what they wrote
- Wrong program reports - lots of reports that are VFS; saying the pledge at your meeting doesn't qualify for a project and donating money to your church isn't Americanism
- Great ideas - doing the Prisoner of War/Missing in Action speech at a local football game & having a table at a fair





## AUXILIARY COMMUNITY OUTREACH

- You must volunteer outside of your auxiliary (not officiated with any veteran organization, you cannot only donate money from your auxiliary)
- Red Cross, food pantry, church groups, animal shelters, girl scouts, boy scouts, daycare centers are a few places.
- Your auxiliary must vote on this at your previous meeting and have it recorded in your minutes.
- Be sure to REPRESENT YOUR AUXILIARY by wearing an Auxiliary shirt, jacket, or hat if you can.
  - Be sure to bring some VFW & Auxiliary membership forms... you may run into others who might want to join your post, so have applications with you.
- Working walks or runs that benefit other organizations as an event spotter, water station volunteer, timekeeper, etc.
- Working with firefighters on fire safety and prevention
- Serving food at soup kitchens
- Volunteers are needed everywhere, and our Veterans are counting on us for support. **Ask what your Auxiliary can do to help the community, not what they can do to help us!**



## BUDDY POPPY

- Reporting ideas...
  - Handing people poppies
  - Talking about poppies at your meetings
  - Doing anything with poppies (i.e., poppy display or hat, poppy drive, Poppy Princess or Prince, wrapping silverware, wearing a poppy)
  - Donating even just \$1.00 counts
  - Buying poppies from the VFW



## CHIEF OF STAFF / EXTENSION – REVITALIZATION

KEEP THESE SECTIONS OF YOUR PODIUM MARKED AS A HELPFUL TOOL, especially if you are seeing some RED FLAGS.

- Bylaws (Quick References)
- Section 101 Eligibility
- Section 201 Formation of new auxiliaries
- Section 208A & B Auxiliaries disbanding
- Section 209 Suspensions
- Section 210 Required meetings per year
- Section 211 Standing rules
- Section 212 Quorum
- Section 303 Delegates (District) 1delegate/1 Alternate per 15 members
- Section 304 Delegates (Department) 1delegate and 1 alternate per 30 members



- Section 305 Delegates national 1 delegate and 1 alternate per 50 members
- Section 506 District Dues
- Section 507 District Quorum
- Section 604 Department Quorum
- Section 801 Officer eligibility
- Section 802 Elective officers
- Section 803 Appointed officers
- Section 814 Audits
- Section 902 Meeting etiquette
- Section 907 Official visit
- Section 909 Children attending meetings
- Section 912 Politics
- Section 915 Solicitation of funds
- Section 916 Rules of order (Robert's Rules)
- Section 1001 Official look

#### BOOKLET OF INSTRUCTIONS (YELLOW SECTION)

- Page 11 Secretary minutes
- Page 15 Chain of command
- Page 16 Record retention Guide
- Page 18 Treasurer guidelines
- Page 21 Relief fund guideline
- Page 23 Trustees

#### ~ Revitalization ~

- Have your auxiliary members fill out the Healthy Checkup Questionnaire at your meeting.
  - Click Malta, then Member Resources, then Extension & Revitalization.
- Auxiliaries should have at least 10 business meetings per year (section 210) and should have a minimum of 5 members in good standing that will constitute a quorum for the transaction of business (section 212)
- Dues should be paid for at least 10 members on or before February 1st of the current year (section 207)
- Quarterly audits by trustees must be submitted (section 814)
- Officers elected and installed and reported to national headquarters no later than June 30th this generates the bond application via email (section 804A and 806 A)
- The offices of president and treasurer must be bonded by August 31st (section 814), and you can find this form on Malta.
- One key factor of a Healthy Auxiliary is Auditing. Please focus on Section 814...
  - First quarter audit covers January, February, March & complete the audit by WHEN?... April 30th and SENT BY?... May 31st.
  - Second quarter audit covers April, May, June & must be completed by WHEN?... July 31<sup>st</sup> and SENT BY?... August 31st.
  - The 3rd quarter covers July, August, September & must be completed by WHEN?... October 31<sup>st</sup> and SENT BY?... November 30th.
  - The 4th quarter audit covers October, November, December & must be completed by WHEN... January 31<sup>st</sup> and SENT BY?... February 28th.



- **Reporting Ideas**

- This Program doesn't have an actual reporting [GO-BY] form typically but Department chairman can create surveys or questionnaire forms for you to fill in.
  - This will help accumulate totals for the year-end report given to the National Ambassador
  - On the dashboard there are some simple things you can do by telling us like WHAT YOU DID TO EXPRESS THESE HELPFUL TIPS.
- Report if you:
  - Attend Department of Ohio Council of Administration Training (in person or Zoom meetings online)
  - Attend Department of Ohio convention meetings, break-out sessions, scavenger hunts, any training classes. [Not just for the fun in each of the Hospitality rooms!]
  - Attend your District Council of Administration Training
  - Attend your District meetings. [in person or zoom meetings]
  - Share these tips and Mentor your members.

MOST IMPORTANTLY, JUST PLEASE KEEP ATTENDING YOUR MONTHLY MEETINGS, WHEN POSSIBLE, TO LEARN WHAT'S NEW & IMPROVED. THIS ORGANIZATION IS ABOUT HELPING OUR VETERANS, MILITARY AND FAMILIES. MAKE YOUR ELIGIBLE VETERAN PROUD THAT YOU JOINED THIS ORGANIZATION!!

## HISTORIAN

- Events for the Auxiliary/Post - shared on social media page(s)
- Submit photos with either National President or our Department President and answer the 5 w's
- Pictures of the auxiliary events/functions
- Held a historian learning session from Malta resources
- Have the attendees at events sign the photo release forms
- Share a newsletter with their members
- Keep a historian book for their auxiliary
- Have an Auxiliary Facebook page or share one with the post
- Legacy member interviews



## HOSPITAL

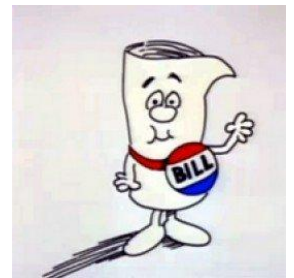
- Designed to promote and encourage members to become a volunteer at your closet VA Facility or Nursing Home facilities that are homes to our hospitalized veterans
- Reminding the veterans that they are not forgotten and that we do care
- Promotes the VA Health Care system and what all is available to those who served
- Offers women veterans what they need (often different than the men)
- Finding more resources for veterans and their families who suffer from PTSD
- Honor Escorts – veteran who has passed is draped with an American Flag and saluted as he/she is walked down the hall before being picked up by the funeral home
- "We must not forget those who served!"



- Volunteer to chat with someone or help with Bingo (they love to play)
- **Biggest reminder...** The Hospital program is for our Veterans in the hospital, not an Auxiliary member. That is another common reporting problem. Now, if you have an Auxiliary member who is also a veteran (just didn't qualify to be a post member), that is the only time you are able to report it for an Auxiliary member.

## LEGISLATIVE

- Action Corps: Weekly e-newsletter to your email for members who sign up
  - Take a sign-up sheet to an auxiliary meeting or district meeting and get your members to fill in their information
- Priority Goals: released every January and can be used these to talk with your legislators about veteran issues
  - Find the goals by...
    - Click on Malta, then Member Resources
    - Go to [www.vfiv.org](http://www.vfiv.org), then Legislative Priority
  - Involve your auxiliary by completing a wordsearch about the goals together
- Participate by contacting legislators A Guide to Contacting your Legislators
  - *A Guide to Contacting your Legislators* can be found under Member Resources
  - Hand out *A Guide to the Legislative Process* – tells you the steps and process for getting a bill together as well as how to go to the House & Senate so the bill can be passed
  - Write letters, emails, and postcards or make phone calls to advocate for our veterans
  - VOTE!!!
    - Hold a registration drive
    - Vote in Honor of a Veteran – wear a sticker with their name on it or mail a form to the Military & Veterans Outreach Coordinator to get a pin in the mail to wear when voting
- Reporting ideas...
  - Put a *Vote in Honor of Veteran* sticker on a Buddy Poppy Plate, then ask for a donation and put their Veteran's name on the plate for Veterans Day
  - Contact a local high school (Senior Government & English classes)
    - Ask if you can come to speak to them about voting
    - Discuss voicing their opinion on things they believe in and advocating for our Veterans

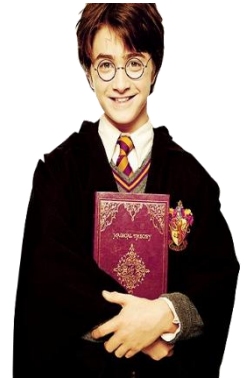


## MEMBERSHIP

### DOS:

- Send out “dues” reminders in these months:
  - July – list all the “good” things about being an auxiliary member in helping our Veterans and day and time of meetings
  - November – remind them about paying BEFORE Dec 31<sup>st</sup> to remain a member in good standing order

- January – remind them they are now consider a member but NOT in good standing order and if they hold an office they will be removed until their dues are paid
- March – remind them elections will be held in April
- New members – have someone sit with them in the meeting to answer any questions they may have and guide them through the Podium Book. Make them feel “welcome.”
- Recognize your member(s) – how many years they have been a member, for leading a special event, etc.
- Treat ALL members with “Respect”
- Relief Fund – remind them to use their relief fund to pay for members who are in nursing homes, being taken care of at home due to illnesses and/or having financial difficulties
- Encourage young people to join – they might be busy with family, work, school – encourage them to help by donating baked goods, gift cards, or donating their time at events, if possible, etc.



### DON'TS:

- Talk about members who need financial help with others outside of the meeting – this is a personal matter.
- Don't discourage members by discouraging their ideas, you never know if these changes are good or not until your auxiliary tries.
- Don't forget the older members in your auxiliary – if they haven't attended meetings lately call them – maybe they can't drive after dark anymore or maybe they didn't feel welcome anymore.
- Don't forget to make sure the new member(s) are “welcome” at your meetings and let them know that you look forward to seeing them at your next meeting or event.
- DO NOT KEEP DD214 OR SEND TO DEPARTMENT AFTER ITS VERIFIED, GIVE IT BACK TO THE MEMBER!!!!

### Reporting Ideas / Tips

- Applications are fillable online or may be printed at [https://vfwauxiliary.org/wp-content/uploads/VFW\\_Membership-Application\\_020824\\_Fillable.pdf](https://vfwauxiliary.org/wp-content/uploads/VFW_Membership-Application_020824_Fillable.pdf)

**VFW AUXILIARY MEMBERSHIP / MEMBER TRANSFER APPLICATION**

An auxiliary department must file this application with the VFW.  
 Applicant completes sections A, B, C or D and F. Auxiliaries/Departments complete section E.

**A. RECOMMENDED BY:** Recruited/Recommended by: \_\_\_\_\_ Recruiter Member ID: \_\_\_\_\_  
 Auxiliary No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Member ID (if transfer member)  
☐ Annual Membership ☐ Regular ☐ Transfer  
☐ Member at Large in Department of \_\_\_\_\_ ☐ Member at Large - VFW Auxiliary National Headquarters

**B. LIFE MEMBER TRANSFER:** If not a transfer, skip to B.J.  
☐ LIFE MEMBER TRANSFER ☐ Previous Auxiliary \_\_\_\_\_  
☐ ANNUAL TRANSFER ☐ Previous Auxiliary \_\_\_\_\_ ☐ Paying ☐ Nonpaying  
☐ ANNUAL TRANSFER CONVERTING TO LIFE (if not a Life Membership information below) ☐ Previous Auxiliary \_\_\_\_\_

**C. THESE FIELDS REQUIRED:**  
 Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
☐ Female ☐ Male

**D. POST-AFFILIATED:** (Must be a current member of the VFW Post affiliated with the Auxiliary to which you are applying)  
 Relationship \_\_\_\_\_ to Eligible Veteran? \_\_\_\_\_ VFW Membership ID \_\_\_\_\_  
 (Not to be filled in)  
**NON-AFFILIATED:** (Member is not a current member of the VFW Post affiliated with the Auxiliary to which you are applying)  
 Relationship \_\_\_\_\_ to Eligible Veteran? \_\_\_\_\_ VFW Post ID (if applicable) \_\_\_\_\_  
 Name of campaign, ribbon or medal \_\_\_\_\_ Location \_\_\_\_\_  
 Dates of Service \_\_\_\_\_ to \_\_\_\_\_

**E. INVESTIGATING COMMITTEE SIGNATURES:**  
 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
 Per Section 102 of the National Rules: ☐ Rejected ☐ Accepted Meeting Date \_\_\_\_\_ Obligated Date \_\_\_\_\_

**F. OBLIGATION:** In the presence of a majority of the members of this organization have experienced a life of the own free will and without coercion, promise that will not resign or withdraw this organization or a member thereof or permit others to be resigned or to be given to prevent it, and have promise for membership any person not eligible, according to our Rules. Further, under the terms of our laws and articles of our organization, we agree to the laws and regulations of the VFW. (Check for membership with the organization.)  
 I, the undersigned, do hereby certify that the person named in the application for membership is not a member of another VFW Auxiliary, and that I am at least 18 years of age. (Change to comply with the National Rules of the Veterans of Foreign Wars of the United States Auxiliary cannot be applied for membership in the VFW.) (Further, under the laws and regulations of the VFW, the undersigned hereby agrees to other membership to the VFW.)  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**LIFE MEMBERSHIP ONLY:** Check here if this is a gift.  
☐ Cash ☐ Check ☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX ☐ Life Membership Fee  
 Name on credit card \_\_\_\_\_  
 Billing address for card \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Credit Card No. \_\_\_\_\_ CVV Code \_\_\_\_\_  
 Exp. Date \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

**LIFE MEMBERSHIP FEE:**  
 Through 01/01/2024  
 25-30 \$250  
 31-35 \$275  
 36-40 \$300  
 41-45 \$325  
 46-50 \$350  
 51-55 \$375  
 56-60 \$400  
 61-65 \$425  
 66-70 \$450  
 71-75 \$475  
 76-80 \$500  
 81-85 \$525  
 86-90 \$550  
 91 and over \$575

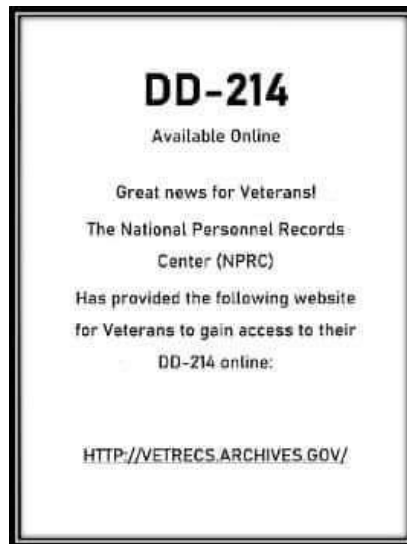
By signing this, I agree to the stated changes for a Life Membership fee. Printed February 2024

- SEND COMPLETED APPLICATION ALONG WITH \$9.50 and a Membership Summary Report form to Department.

\*\*\* As of right now, National receives \$5.00 until July 1, 2024, then it will increase to \$10.00 [subject to change year to year]. That means you will need to send \$14.50 to the Department after July 1, 2024.

\*\*\* Consider raising your dues some to offset the \$5.00 increase or offer a reduction (if your Auxiliary can afford it by paying a specified amount towards their life membership. Run a summer or holiday discount special throughout the year for annual members to convert to life.

- Life members applications can pay by credit cards, but annuals must be cash or checks.
- You may apply for a DD214, but the process is not a quick one. Please check at a Veterans Service office in your area or where the Veteran lived at the time of their discharge. There is a VSO in all 88 counties in Ohio, typically near or in a courthouse. The link to request one is <http://vetrecs.archives.gov/>



- Membership drives with how many members and hours as well as if any money was spent
- Keep several applications with you at all times – you never know when you will need to hand them out
- Dues reminders can be reported
- You will lose the ability to apply for a cancer grant if dues are not paid and you are not in good standing... Being a Member in GOOD STANDING shows our Veterans we Support them 100%. They fought for US, let's Fight for Them!!!

## MENTORING FOR LEADERSHIP

- Be friendly to new and tenured members.
- Communicate and motivate your members.
- Do not be afraid to ask questions about our organization.
- Listen to some of the experiences that others have gone through when they became a member or held an office.



## NATIONAL HOME

- Reporting ideas...
  - Talking about the national home at a meeting
  - Visiting the national home (Ohio day or any time)
  - Donating to various projects related to the National Home on the obligation form, even if it's \$1.00
  - Buying school supplies and dropping them off at the National Home
  - Buying cleaning supplies and dropping them off at the National Home.
  - Donating or helping with the Cedar Point trip for the National Home children
  - Paying Health and Happiness to the Department



## SCHOLARSHIP

### **DOS:**

- Report after you promote each program at schools, library, online, newspapers
- Report after you pay any donations in each program
- Put Dollar amounts and Check numbers or receipt numbers in the comments.
- Make sure you are doing 1 report for each project (i.e., if you send one check for several obligations you must do a report for each program you are donating to)
- Send a copy of the donation guideline with your report if sent by snail mail
- If doing a report online, email a copy of the donation guideline to the Department Chair.



### **DON'TS:**

- If you ran a project to make money for a Scholarship that is not part of a National VFW or Auxiliary program, you cannot report it to the Scholarship program.
- If you are raising money for your own local VFW or Auxiliary sponsored scholarship, that should be reported in the Youth program.
- If sending reports by Snail Mail you can put all the information on one report form, but the Scholarship Chair will do an online report for each program.

## YOUTH

- Reporting Ideas
  - Donate patriotic books to the local library, school, or a classroom teacher
  - Promoting or handing out entry forms for the Illustrating America and Get Excited for the Red, White, and Blue contests
  - Submitting an entry for one of the above contests
  - Holding an awards ceremony for the above contests
  - Distributing R.A.P. cards and Patriotic Youth Awards to children seen showing respect and patriotism
  - Christmas parties and Easter Egg Hunts for children and grandchildren



- of auxiliary, post or community members
- Taking your youth to clean up a veteran's yard
- Beautifying the gravesites of our veterans
- Collecting items for the troops overseas, homeless veterans, or various USOs - have the youth sort and package the items

- **Reminders and Tips for Reporting**

- If you enter the information in the online reporting system, please do NOT mail a hard copy of the report or email it.
- If you mail a hard copy of a report, please include your email.
- Please make sure you fill out **ALL** the information at the top of the report form including the auxiliary, district, number of miles, number of hours, and dollars spent.
- A description of the event or activity should be written at the bottom of the report form.
- Be sure to include the **number of youth** who attended your event or participated in your activity please! This is important, since it is a youth report.
- In order to receive credit for an activity or event, you must have already completed the activity or held your event.
- If you make a donation to the Illustrating America art contest, the report CANNOT be approved until the Department has received the money and notified the Youth Chairman.
- Voice of Democracy, Patriot's Pen, and Young American Creative Art donations and submissions go to the **Scholarship** Chairman, not the Youth.
- If you donate books for Patriotism through Literacy, please include how many books were donated and where you donated them.

## FINAL TIPS

Use this helpful tool and quick reference from year to year, but please verify in Malta that the programs did not change reporting requirements before you send a report.

Remember that Program Chairman change from year to year, so please be mindful when sending reports. Please do NOT send them to the previous chairman! Also, be sure to use the NEW report forms that include the new chairman's information ONLY!

**ALL REPORTS MUST BE ENTERED OR MAILED BY APRIL 15<sup>th</sup> OF THE CURRENT YEAR!**