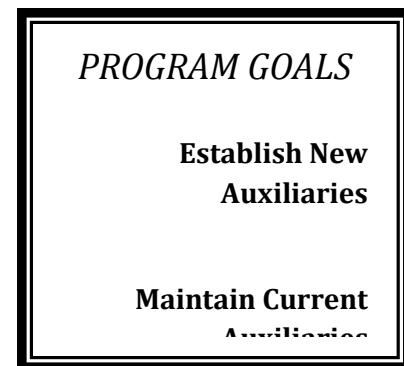


“It’s Time to Honor Our Veterans” / “Patriotism Begins at Home”

# Chief of Staff

Donna Bader  
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Plumerville, AR 72127  
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Many of you have participated in these activities through your membership in the Ladies Auxiliary. You don't have to be an officer in the Auxiliary to do any of the three parts. Working together we will build healthy Auxiliaries.

## **Establishing New Auxiliaries**

You do need to have the approval of the Department President to assist the Chief of Staff in formation of an Auxiliary. Formation can be either a brand new Auxiliary to a new VFW Post or an Auxiliary to an existing “Bachelor” Post. Call or write to the Commander of the Bachelor Post and see if there is an interest. Post with an Auxiliary will have a greater Family appeal and often have more participation in programs.

**Maintaining Current Auxiliaries** is the retaining of Auxiliaries and members that you currently have. Many have worked hard for years and need a little recognition for their good work. We have RUHealthy check lists and “Good Job” certificates to help you praise those members who have done exceptional jobs on programs.

**5 Essential of an Auxiliary:** To keep a healthy Auxiliary there are only 5 things that are required by the National Organization, they are:

1. Hold one business meeting per month with 5 members in good standing present.
2. Pay dues on 10 members on or before February 1 of the current year.
3. Quarterly Audits by Trustees submitted
4. Elect and Install and report such action no later than June 30 of the current year
5. Bond the office of President and Treasurer by August 31 of the current year.

This report is a requirement for District Presidents.

## **Selection: Outstanding Performance Award**

The Department Chairman will select the recipients. **You must have reported a minimum of twice during the year.**

### **Criteria for selection:**

40 Points Maximum ~ Development of overall program (creativity, presentation following Chairman's emphasis.

30 Points Maximum ~ Quality of promotional material (newsletters, publicity, leaflets)

30 Points Maximum ~ Preparation by Chairman (legibly and clearly documented on report form)

1. Outstanding Performance Award, “It’s Time to Honor Our Veterans” award for the Member, in each Membership Group who provides the most effective assistance to the Chief of Staff, based on quality and timeliness of report.
2. Citation in each Membership Group to the Member who provides the most assistance to a failing or weak Auxiliary, with the **written** approval of the Department President.
3. Citation to the Member in each Membership Group that transfers in the most members from a disbanding Auxiliary.
4. Special “It’s Time to Honor Our Veterans” award to each Member who provides assistance to the **Chief of Staff** in establishing an Auxiliary at a Bachelor Post with the written permission of Department President.
5. Special Awards to the top 3 members who secure the most reinstated members by April 15, 2015

National program book page 6

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## Chief of Staff

Aux. # \_\_\_\_\_ District # \_\_\_\_\_ City \_\_\_\_\_

Chairman’s Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Report Deadlines** November 15, 2014 and **APRIL 15, 2015** **Date of this report:** \_\_\_\_\_

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***ONLY DISTRICT PRESIDENTS ARE REQUIRED TO COMPLETE THIS REPORT.  
AUXILIARIES ARE ENCOURAGED TO REPORT BUT IT IS NOT MANDATORY***

1. How many Post in your District? \_\_\_\_\_ How many Bachelor Posts are in your District? \_\_\_\_\_  
How many were contacted about organizing an Auxiliary? \_\_\_\_\_  
What methods were used to contact the Bachelor Posts? \_\_\_\_\_  
\_\_\_\_\_
2. Auxiliary/District Presidents, did you use the Healthy Check-Up Resources? \_\_\_\_\_ District Presidents, How many of your Auxiliaries did you use the Healthy Check-Up with during inspection? \_\_\_\_\_
3. District Presidents, How many of your Auxiliaries received a Certificate of Good Health? \_\_\_\_\_
4. District Presidents, How many of your Auxiliaries used the Meeting Clinic Resources? \_\_\_\_\_
5. Auxiliary/District Presidents, how did you make Auxiliaries aware of the Healthy Check-Up, Certificate of Good Health and Meeting Clinic Resources? \_\_\_\_\_
6. Presidents, did you use publicity for revitalizing or forming a Ladies Auxiliary? \_\_\_\_\_  
How? \_\_\_\_\_

Total Projects For this report	Number of Members Participating	Total Hours Worked	Total Number of Miles	Total Value or Dollars Spent

